Guidelines for UNCC Exhibitors

All exhibitors and contractors are required to strictly follow all the rules and regulations below:

**Architectural Work:** Floor, Wall, Ceiling, Structure, Column, Surfaces, Decoration, Hand Rail

1. Exhibition organizers and contractors shall not post posters or any exhibits directly onto the existing walls or any surfaces of the building. Posters are allowed to be displayed on the temporary exhibition partitions provided by the Conference Management Unit.

2. Fixing of any sort to any part of the interior of the premises, including floors, is not permitted. Fixing of any sort to any part of the exterior of the premises is not permitted with the exception of signage if approved by the Conference Management Unit.

3. Organizers and contractors shall not drill, make holes or cause any damage to floors, walls, and fixed surfaces of the buildings.

4. Organizers and contractors shall not paint or stain any part of the floor, wall, and fixed surfaces of the buildings.

5. Organizers and contractors shall not block walkways, entrances, exits, fire hoses or emergency exits with their equipment, materials, packing cases, and wastes.

6. Painting and using of sprays must not be performed inside the building.

7. Organizers and contractors must ensure that their trolleys and carts do not cause damage to buildings floor surfaces. If trolleys and carts are to be used, appropriate protection to the floor must be provided by the Organizers and contractors.

8. Organizers and contractors shall not bring in gas, explosives, radioactive, highly-inflammable materials or any other dangerous substances into the building. Work related to these materials and substances cannot be performed in complex.

9. Organizers and contractors shall not operate any construction type tools that may cause toxic flammable consequences.

10. ESCAP is a smoke-free building. Smoking is permitted only in the designated areas outside of the buildings, no smoking is allowed inside any building. The organizers and contractors are not allowed to consume any alcohol drinks while performing the work.

11. After the event, the organizers and contractors are required to clean the whole area, clearing all the exhibition materials, rubbish and debris immediately.

12. Organizers and contractors are required to abide by all applicable rules, regulations and standards and good working practices. ESCAP reserves the right to stop or suspend any works and/or charge the organizers and contractors for any damages which arise during the installation and construction.
13. Any damage to the fabric of the building, both interior and exterior, will be repaired by the venue at the organizer's expense.

**Electrical Work:**

1. The organizers and contractors shall not connect any electrical equipment to electrical power system without permission from FMU. The connection points will be identified by FMU representatives at the contractors/conference management unit's request at the site meeting.

2. Organizers and contractors shall not switch on/off or make any connection to any building electrical distribution board. Special load requirements will be facilitated by ESCAP at a cost.

3. All electrical works must be in conformance with the highest electrical standards and best electrical working practices.

4. The whole electrical installation, including wiring, switchgear and any associated equipment should be installed in a safe manner, in accordance with EIT/TIS electrical standards, by a competent person (i.e., trained, suitably qualified electrician).

5. All electrical installations and equipment must comply with the general requirements of the EIT/TIS electrical standards.

6. The electrical installation (temporary) should be inspected/tested by a competent person in accordance with the procedures laid down relevant to EIT/TIS electrical standards.