



Lelong.my E-Commerce Fair 2011 – Exhibitor's Information Kit B

Note: this kit is a further extension of the signed Registration Form (Appendix A: Exhibitor's Information Kit)

BALLOTING

Exhibitors that are required for balloting is required to attend a balloting session held on **Saturday, 23rd July, 9.30am at Lelong H.Q., .** The schedule of the balloting session is as follows:

9.30am – Registration

10.00am – Introduction to the E-Commerce Fair

11.30am – Balloting session begins

1.00pm – End

Note: The balloting sequence will be based on the registration timing starting from 10.30am. Exhibitors that are absent / cannot make it for the session may send a representative else the Organizers will be given the right to draw on the Exhibitors' behalf.

PRE-EVENT SETUP

The Venue (Mid Valley Exhibition Centre, Hall 1 and 2) will be opened for participating Exhibitors on the **11th August 2011 (Thursday) from 4pm – 9pm for setup purposes.** Exhibitor Tags will be made collectible from the Organizer at the Hall Entrance.

Refer to Section 'KEY EVENTS' for schedule.

MOVING OF EXHIBITS IN AND OUT BEFORE AND AFTER THE EVENT PROCEDURES

All Participants / Exhibitors are required to have all their exhibits brought into MVEC hall using the **MVEC Loading Bay L**. Note that personal vehicles are NOT allowed to be parked permanently at the Loading Bay (maximum of 20 minutes) as it is meant only for necessary loading and unloading purposes directly to the 3rd Floor.

Map to Loading Bay L: <http://ecfair.lelong.com.my/2011/exmanual11/>

IMPORTANT: The height limit of the loading route and service road is 4.2 metres. Any vehicle exceeding the height limit will have to be made known to the Organizer two (2) weeks prior to the event else access will be denied by the management of Mid Valley

Should there be a need to load and unload exhibits using the passenger lifts in Megamall and / or through the Megamall, the below regulations has to be followed:

1. **No shopping trolleys belonging to Jaya Jusco or Carrefour** are to be used to transport personal items or exhibits otherwise Megamall Security guards will take action
2. Personal four-wheel or foldable good trolley can be used and only allowable **before 10am and after 10pm only** but not in between Megamall's operation hours i.e. from 10am to 10pm
3. Should there be a need to bring in or remove exhibits to or from MVEC Hall in between Megamall's operation hour, pushing of personal trolleys is strictly prohibited and the only option is to hand carry the items

TEMPORARY PASSES AND EXHIBITOR TAGS

Passes and tags will be distributed on the **11th August 2011 (Thursday)** to access the Venue. Note that anyone without passes will not be allowed to access the Venue at times before / after doors open / close to public without prior permission from the Organizer at all times for security reasons.

KEY EVENTS

| Time | 11 th August 2011 | 12 th August 2010 | 13 th August 2010 | 14 th August 2010 | 15 th August 2010 |
|---------|--|------------------------------|------------------------------|------------------------------|------------------------------|
| 9.00am | | Check-in | Check-in | Check-in | Contingency Tear Down |
| 10.30am | | Opening Ceremony | | | |
| 11.00am | | | Doors Open | Doors Open | |
| 12.00nn | | Doors Open | | | |
| 4.00pm | Collection of Exhibitor's Tags / Buildup | | | | |
| 7.00pm | | | | | |
| 8.00pm | | | | | |
| 9.00pm | | Doors Close / Wrap Up | Doors Close / Wrap Up | Doors Close / Wrap Up | |
| 10.30pm | Venue Closure | Venue Closure | Venue Closure | Venue Closure | |
| 11.00pm | Venue Off Limits | Venue Off Limits | Venue Off Limits | Venue Off Limits | |

Note: Key events above are for reference only and may vary on the actual days without prior notice from the Organizers

ADDITIONAL FURNITURE / POWER SUPPLY

All additional furniture and / or power supply has to be made known directly to the Official Contractor (Pico International) prior to the event using the Order Form (<http://ecfair.lelong.com.my/2011/exmanual11/>). The Organizer will not be involved and take responsibility in any part of the ordering, processing and execution of it.

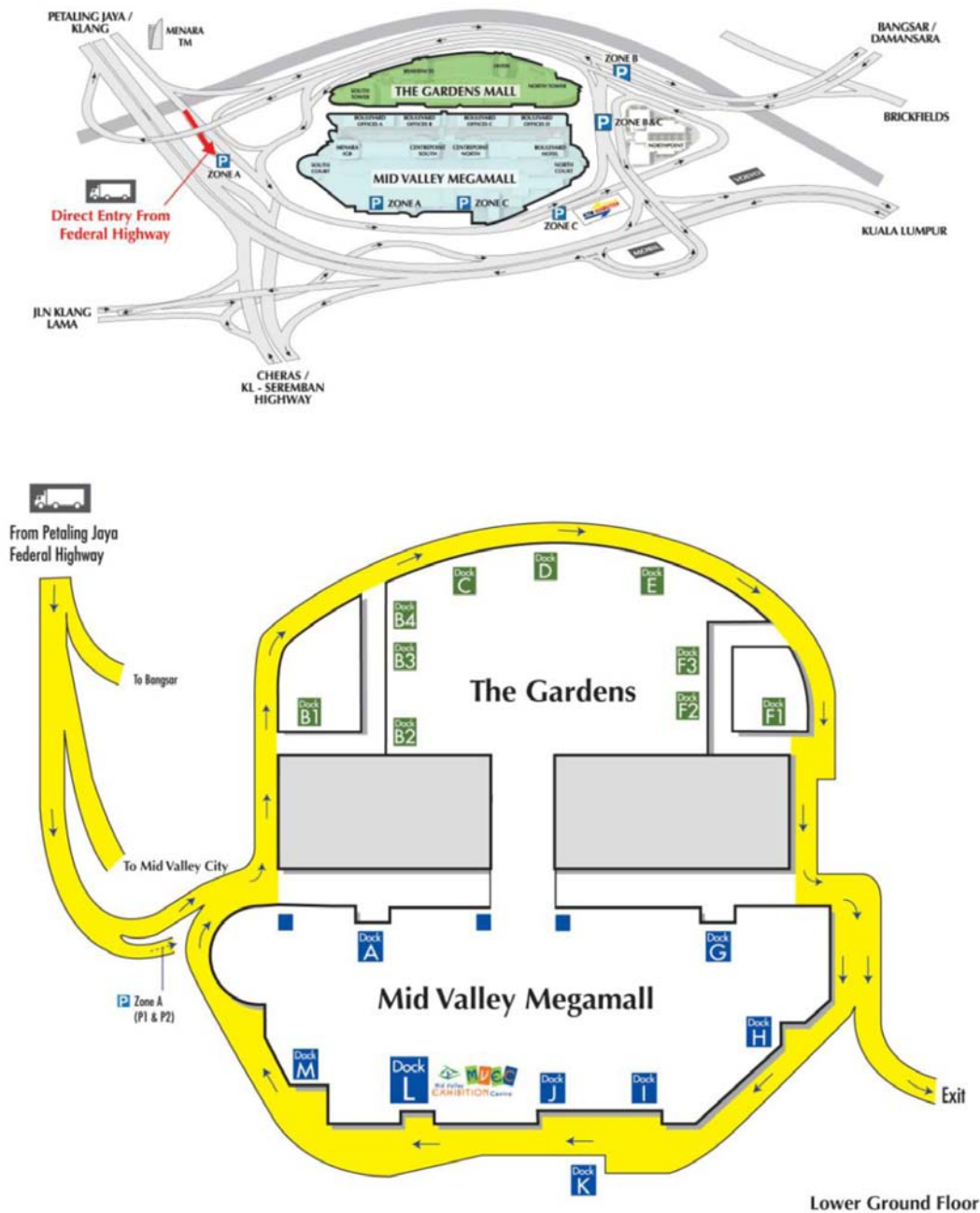
USAGE OF MAIN STAGE AND MEETING ROOMS

Usages of the above areas are only upon prior arrangements made with the Organizer. No switching is allowed to take place without an agreement between the Organizer and all parties involved.

TEARDOWN

Tearing down works will commence on the **14th August 2011 from 10.00pm onwards** therefore all Participants / Exhibitors are required to remove their exhibits from the Hall by then. A **Contingency Tear Down period is also available on the 15th August 2011** (*refer to Section 'KEY EVENTS'*) only upon the permission of the Organizer.

Mid Valley Exhibition Centre Loading dock Map



A larger version can be found on: <http://ecfair.lelong.com.my/2011/exmanual11/>