

# Contents



Transportation & Venue Guide



Construction Guide & Safety Compliance












BITEC Online Order



# Transportation Guide



	<b>BTS Skytrain</b>  Bangna station <b>Exit 1</b> , A short walk to the Skywalk bridge leading direct to BITEC		
	<b>Public Buses</b> Entrance 1 Travel by bus No. 38, 46, 46A, 48, 132, 139, 180 from Debaratna Rd. Entrance 3 Travel by bus No. 2, 23, 45, 102, 116, 142, 507, 508 from Sukhumvit Rd.		
	<b>Mini Vans</b>  Pick up & drop off at Bangna Intersection (100 m. from BITEC) to Bangkok Southern Bus Terminal, Bangkok Bus Terminal (Chatuchak), Bangkok Railway Station (Hua Lamphong), Rangsit, Silom, Rama 2		
	<b>Exit the Expressway For Entrance 1</b>  <ul style="list-style-type: none"><li>- Exit the Expressway to Debaratna Rd.</li><li>- Keep left, enter service road</li><li>- Use BITEC U-turn</li></ul>		<b>Exit the Expressway For Entrance 3</b>  <ul style="list-style-type: none"><li>- Exit the Expressway to Samut Prakarn (Sukhumvit)</li><li>- Keep left, to BITEC</li></ul>

## 3rd FLOOR FOOD & BEVERAGE ZONE

FOOD & BEVERAGE

## 2nd FLOOR BHIRAJ CONVENTION CENTRE ZONE

CONVENTION HALLS  
MEETING ROOMS

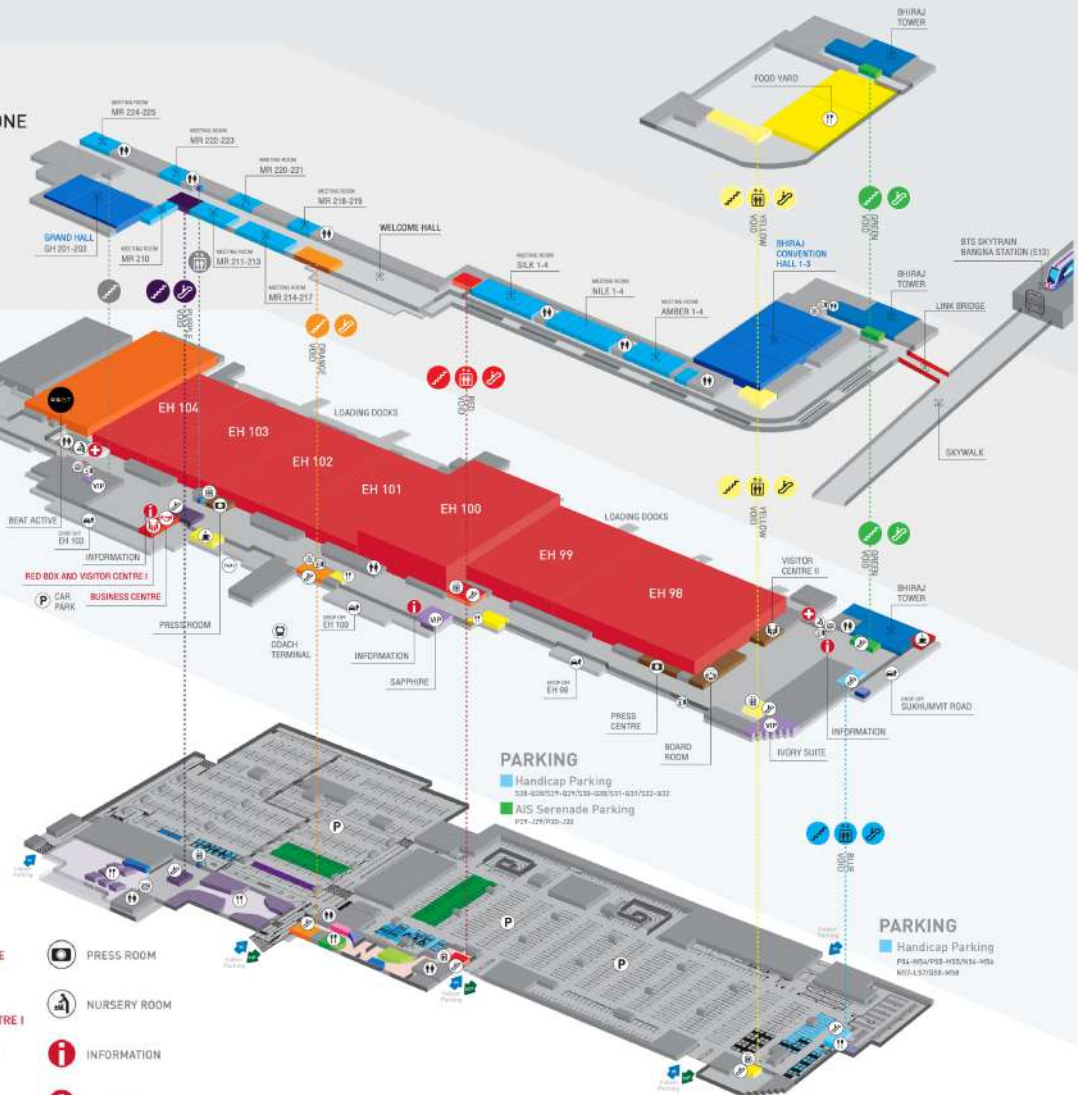
## G FLOOR EVENT ZONE

EVENT HALLS  
FOOD & BEVERAGE

## BASEMENT 1 PARKING

- Handicap Parking  
R11-R13/R14-R16
- AIS Serenade Parking  
R14-R22/R19-R22
- Mother Expectant & Elderly Parking  
R14-R22
- EV Charger Parking  
R23-R25

- |                |                 |                   |                              |              |
|----------------|-----------------|-------------------|------------------------------|--------------|
| CAR PARK       | ESCALATOR       | RESTROOM          | BUSINESS CENTRE              | PRESS ROOM   |
| TAXI DROP OFF  | ELEVATOR        | ATM               | RED BOX AND VISITOR CENTRE I | NURSERY ROOM |
| DROP OFF       | FOOD & BEVERAGE | POWER BANK RENTAL | VISITOR CENTRE II            | INFORMATION  |
| COACH TERMINAL | COFFEE          | LOCKER RENTAL     | BOARD ROOM                   | FIRST AID    |



## CONVENIENCE STORES





# Construction Guide & Safety Compliance





**CONSTRUCTION &  
SAFETY CONCERN**



LOADING  
RESTRICTION

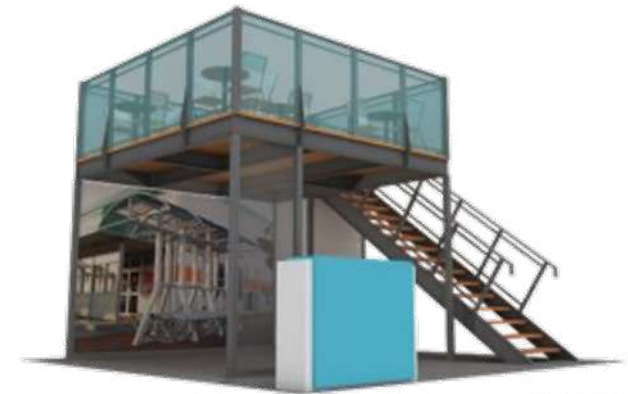


TRAFFIC  
ROUTING



PARKING  
REGULATION

- The standard pattern or semi-finished style is recommended for setting up booths and structures to make it easy and convenient.
- The height of regular booths and structures, including decorations, must not exceed 5 meters.
- To ensure the safe and smooth erection of booths and structures over 5 meters height or double storey booths and booths with balconies, the perspective must submit the following for review to the organizer and BITEC with engineer (Professional Engineer/Associate Engineer) approval no later than 30 days before the move-in period.
- For concourse area, The height of regular booths and structures, including decorations, must not exceed 2.5 meters.



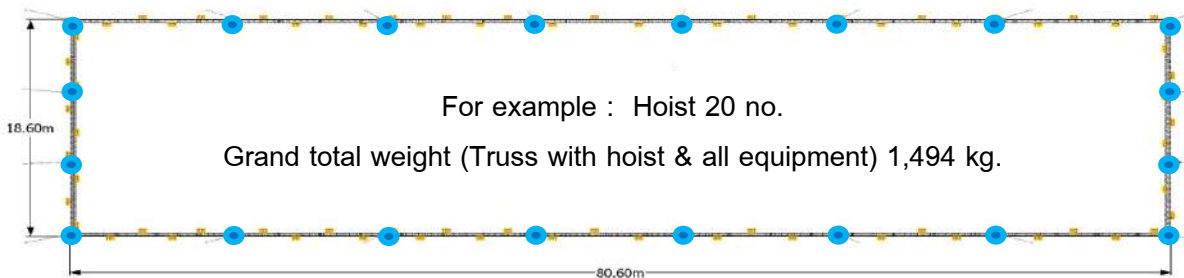


- The floor loads in each area are different. If the weight of machines being displayed or demonstrated exceeds the maximum weight limit, the contractor or exhibitor must place a steel plate under the machine or its leg and ensure that the weight after calculation falls within the weight criteria. At least 14 days before the move-in period, the machine details must be submitted to the official freight forwarder and BITEC for review by the contractor or exhibitor. (For additional information, the contractor or exhibitor can contact the official freight forwarder).
- If you have a machine with 2 levels, it is required to submit the perspective or machine details with permission from an engineer (Professional Engineer/Associate Engineer) to the official freight forwarder and BITEC for review no later than 14 days prior to the move-in period.

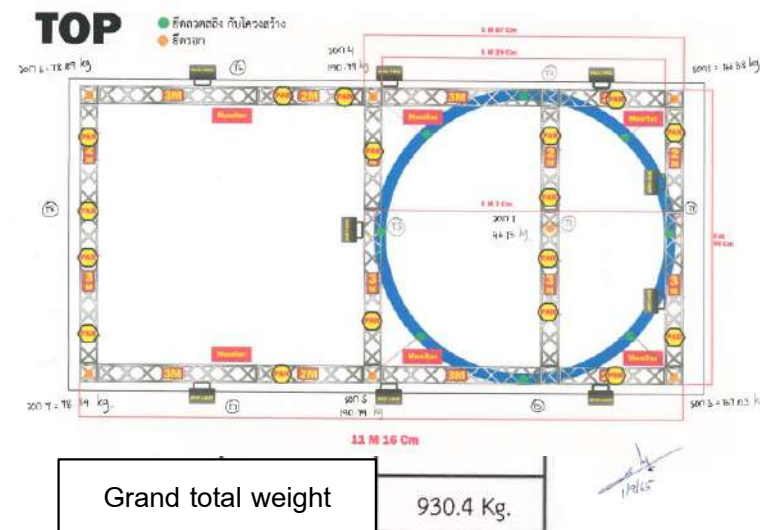




- Rigging Point, Main beam supports 200 kg. per node and Whole main beam supports 2,000 kg. / beam and Sub beam supports 100 kg. per node and Whole main beam supports 1,000 kg. / beam
- It is necessary to submit the lighting and speaker truss design, rigging plot, and grand total weight to the organizer and BITEC for review by 14 days before the move-in period.
- Accessing the catwalk area requires informing the organizer and presenting your ID card at BITEC's security room (behind event hall 103 or 98) before entering
- A safety harness and safety helmet are necessary for the contractor to wear while working on high ground.



- The truss with structures, which must be approved by an engineer (Professional Engineer/Associate Engineer), and includes rigging plot and grand total weight, must be submitted to the organizer and BITEC to review no later than 14 days prior to the move-in period.

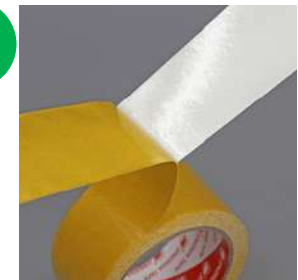


## CONSTRUCTION & SAFETY CONCERN

- To prevent damage to the floor, it is necessary to surround booths, structures, and decorations with carpet.



- The use of double-sided tape (such as adhesive tape, foam tape) and glue on the floor is prohibited. Contractors or exhibitors are only permitted to use carpet tape to prevent damage.





## CONSTRUCTION & SAFETY CONCERN

- Do not put any obstructions in the fire exit door, entrance area, aisle, electrical control panel, fire hose cabinet, and fire alarm.



- Booths located near the building partition, wall, or emergency exit door are not permitted to have any items placed behind them due to the possibility of damage.



## CONSTRUCTION & SAFETY CONCERN

- The event hall does not allow the use of circular saws, chain saws, or angle grinders; only hand saws are allowed, and scrap materials must be protected by floor covering.



- Paint, only allow watercolour and only use abrasive sandpaper and air sander machine with vacuum tube in order to avoid smell of colour and dust.



sander machine with vacuum tube

## CONSTRUCTION & SAFETY CONCERN

- The contractor or exhibitor is responsible for removing all leftover construction and demonstration materials from the venue.





- Entering the event area with flammable gas or substances without approval from BITEC is not permitted .



- Only Helium, Argon, Nitrogen, Carbon Dioxide can enter the event area and must be kept in gas rack or gas tank holder with fire extinguisher nearby.



- It's important to avoid cleaning up all equipment and pouring hazardous substances, including using water from the toilet in the booth, as it can damage the utilities system in the building.



- Air compressors with pressure greater than  $\frac{1}{2}$  (0.5 hp) per booth are not allowed to be set up. If the exhibitor or contractor wants a compressed air system larger than the specified size, they must order it from the official contractor.



## CONSTRUCTION & SAFETY CONCERN

- Do not allow converting an electrical system from 3 phase to 1 phase without a power distributor. If there are any improper or hazardous electrical installations, they must be fixed immediately.



- Electric cables must be covered with black and yellow hazard tape protectors to prevent tripping. Do not plug in too many items to prevent danger or damage that may occur







- Advertising balloons or inflatable balloons need to be placed properly and shouldn't have any impact on nearby booths. Helium is the only gas permitted and balloons must be inflated outside the building. The details of the balloons should be submitted to the organizer and BITEC for review no later than 14 days before the move-in period.

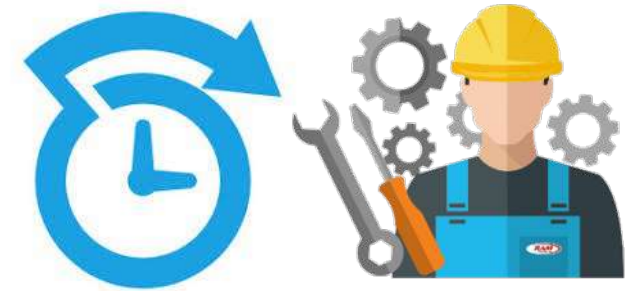
## CONSTRUCTION & SAFETY CONCERN

- To ensure the safety of the exhibit, it is imperative that the gasoline in the vehicle does not exceed 1/8 of the fuel tank. Additionally, all battery cables must be removed and should be securely wrapped with electric tape to prevent any potential sparks. Electrical system wiring for exhibit vehicles must comply with safety standards



- If a contractor or exhibitor wants to install overtime, they should notify the organizer before 8:00 PM to ensure proper preparation and coordination. An additional fee will be charged for the extra working hours beyond the regular move-in time (per sq.m. per hours).

\* Electric power is not included in these prices.



- After the event period, utilities will no longer be available unless you have arranged for extended services or a 24-hour power socket through the official contractor. BITEC cannot be held responsible for any damage to all the equipment and/or products once the system is shut down.





- Children are not permitted to enter the event area while move-in and move-out activities are taking place.
- Animals or pets are not permitted to enter the event area during the move-in and move-out period.
- Smoking indoors is strictly prohibited and can only be permitted in designated areas.
- Consumption of alcohol is strictly prohibited while move-in and move-out period.
- Wearing slippers is not permitted in the event area during the move-in and move-out period.





❖ **Animals or Pets allowed to enter the event area.**

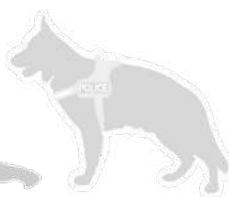
- Service animals or pets that are specially trained to help people with disabilities or patients.
- Animals or pets that engaged in military or police operations.
- Animals or pets must be put in bags or carts.

❖ **The procedures for exhibit, performance and contest Animals or Pets**

- The submission of an official health certificate to the organizer and BITEC is mandatory for further approval. This certificate must be submitted no later than 14 days prior to the move-in period.
- It is necessary to ensure that animals or pets brought into the event area do not cause any disturbance or injury to others.
- It is required to take the animals out of the event space at the end of each day's event.



**K9  
DOGS**



**POLICE  
DOGS**



**SERVICE  
DOGS**



**EMOTIONAL  
SUPPORT  
DOGS**



**THERAPY  
DOGS**





## ❖ Food, health, hygiene and safety regulations

- The cooking area must have tents and floor protection mat with partitions.
- Cooks or food handlers must be dressed in clean, hygienic and proper attire.
- Fire extinguisher should be placed in cooking area and can be accessed quickly in case of emergency.
- Freezers or ice buckets must be in good shape, not leaking or causing a wet floor.
- Do not pour hot water or throw garbage on the floor.
- Clean the cooking area after use every day.







CONSTRUCTION &  
SAFETY CONCERN



**LOADING  
RESTRICTION**

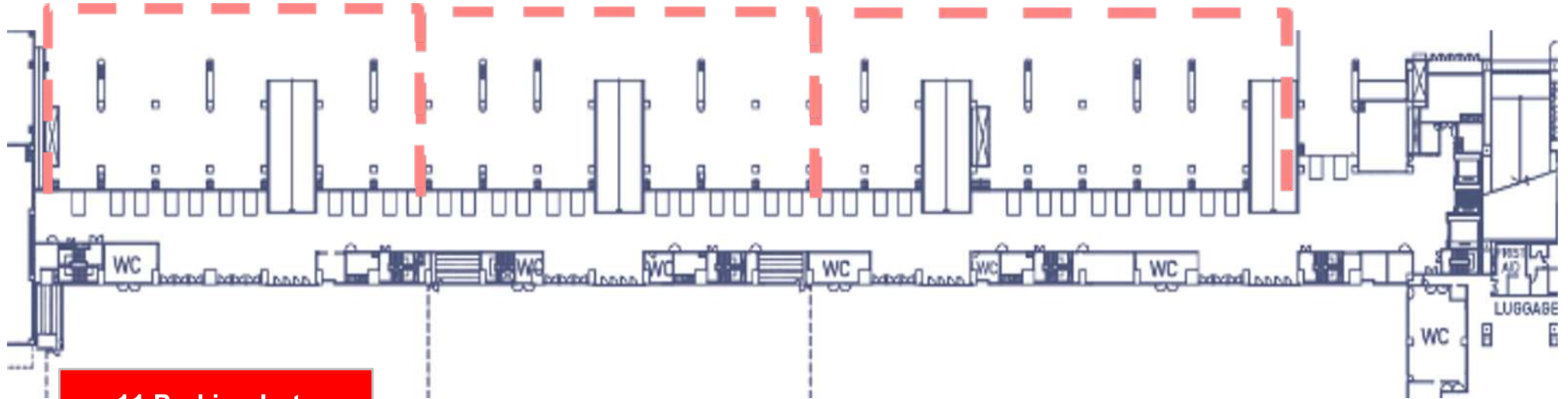


TRAFFIC  
ROUTING



PARKING  
REGULATION

**Pillar no. 1-11**



**11 Parking Lots**

**EH 100**

**EH 99**

**EH 98**

**Vehicles (either) per  
Each parking lot**



## REGULATION at LOADING AREA

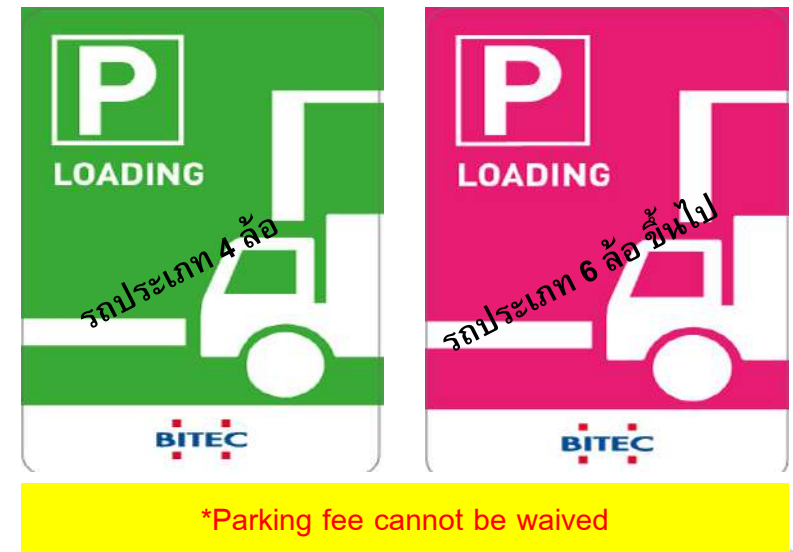
- Parking or waiting in loading bays is not allowed. Vehicles must move immediately after they have finished loading or unloading.
- It is not allowed to load or unload through glass doors.
- Any goods or items left at the loading area are entirely the owner's responsibility, Bitec is not liable for any damage or loss of property that may happen during the event.



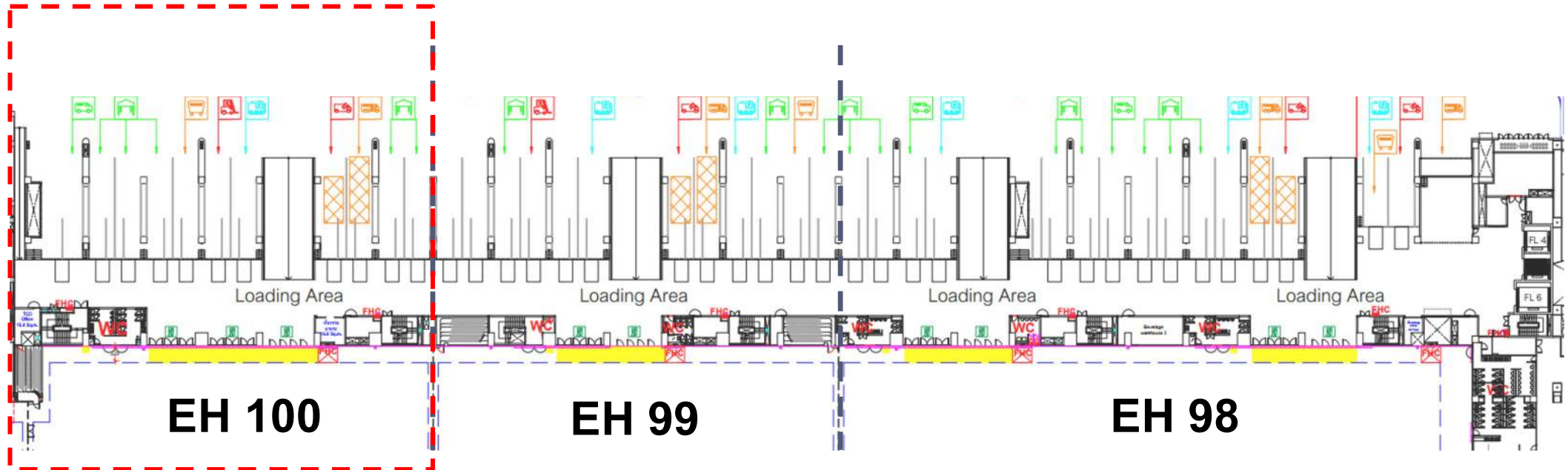


### ❖ LOADING BAY PARKING FEE

- Car/4-Wheel vehicles  
First 1 ½ hours free of charge
- More than 6-wheel vehicle.  
First 3 hours free of charge
- Succeeding hours  
200 Baht/hour (a fraction of an hour is considered 1 hour)
- Lost Parking Card  
1,000 Bath



## Allocated Loading Parking Lot EH 98-100



	OB VEHICLE
	FIRE TRUCK
	FORKLIFT PARKING AREA

	TENT
	GARBAGE DUMP
	GENERATOR PARKING AREA

	ARTIST VEHICLE, POLICE VEHICLE
	AMBULANCE PARKING AREA



CONSTRUCTION &  
SAFETY CONCERN



LOADING  
RESTRICTION

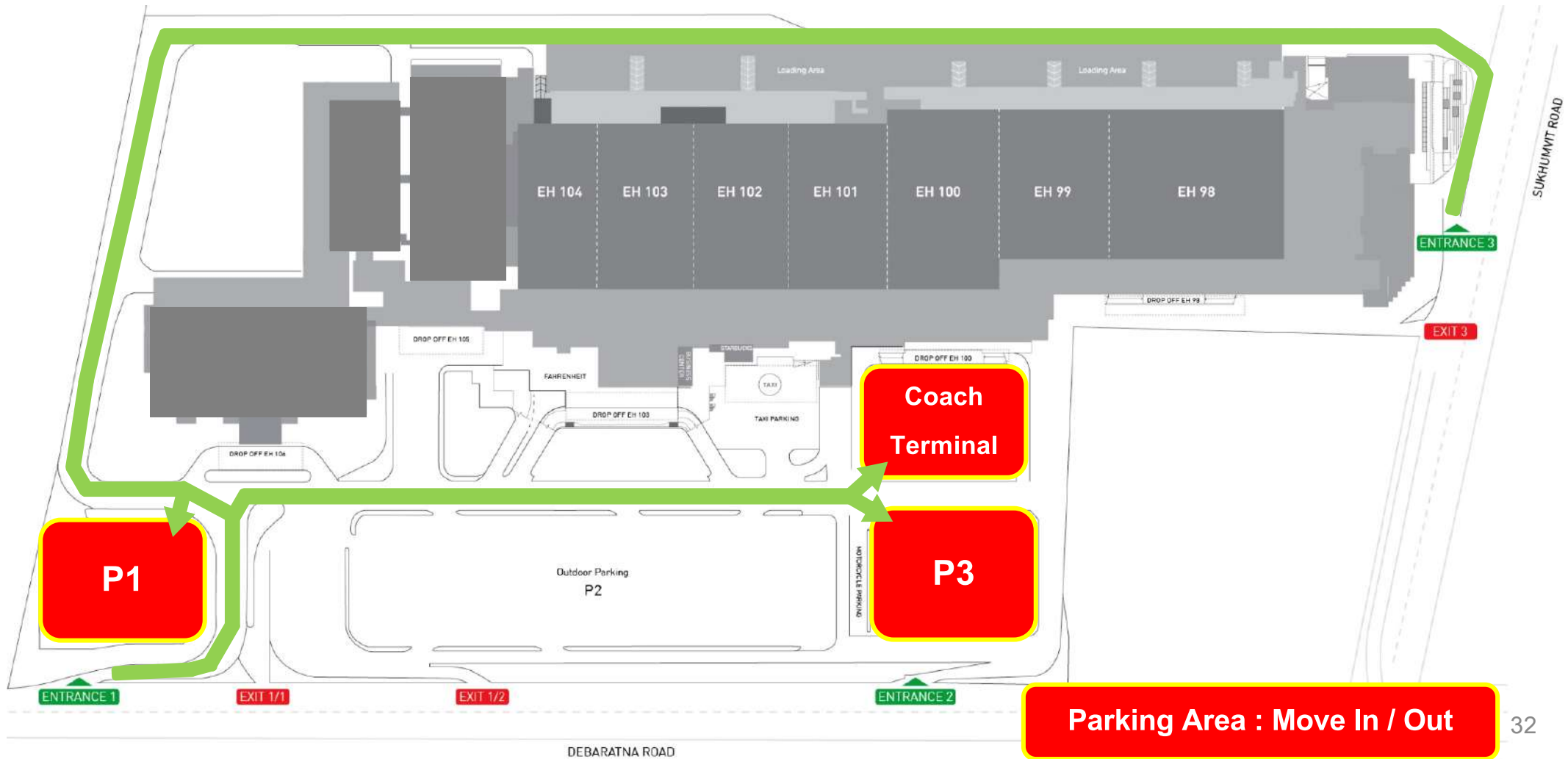


TRAFFIC  
ROUTING



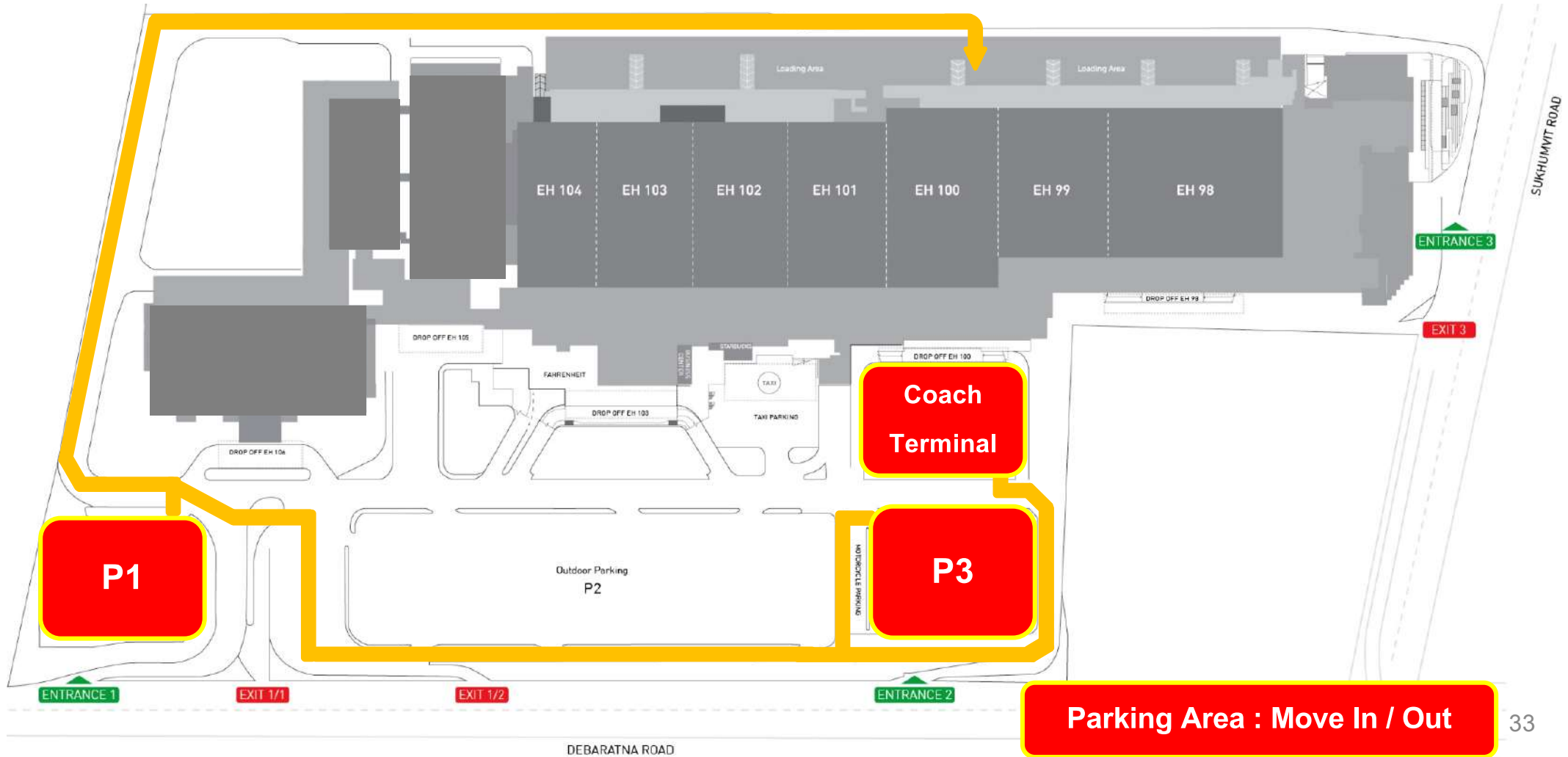
PARKING  
REGULATION

## ROUTES GUIDE to MARSHALING YARD

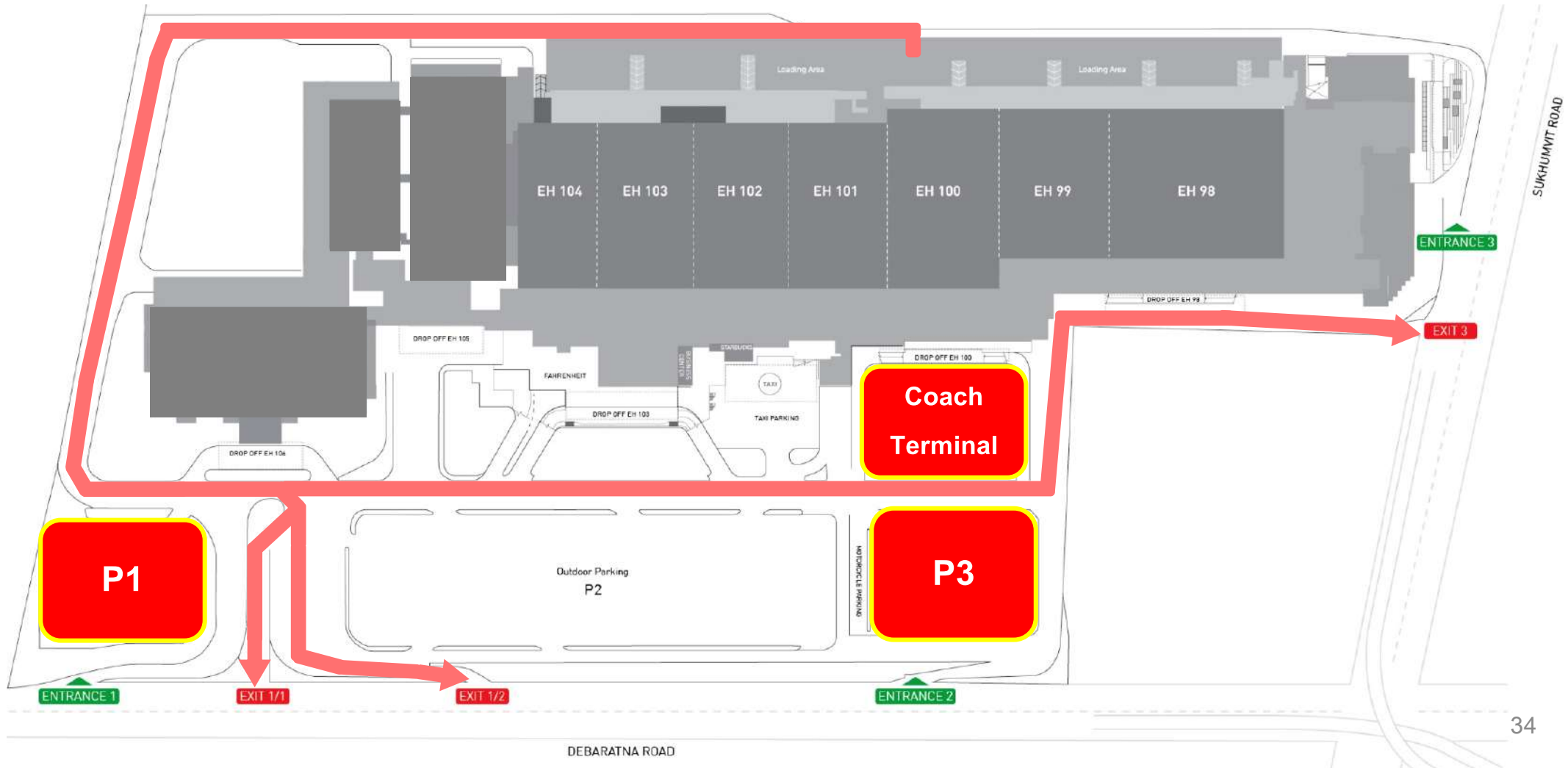




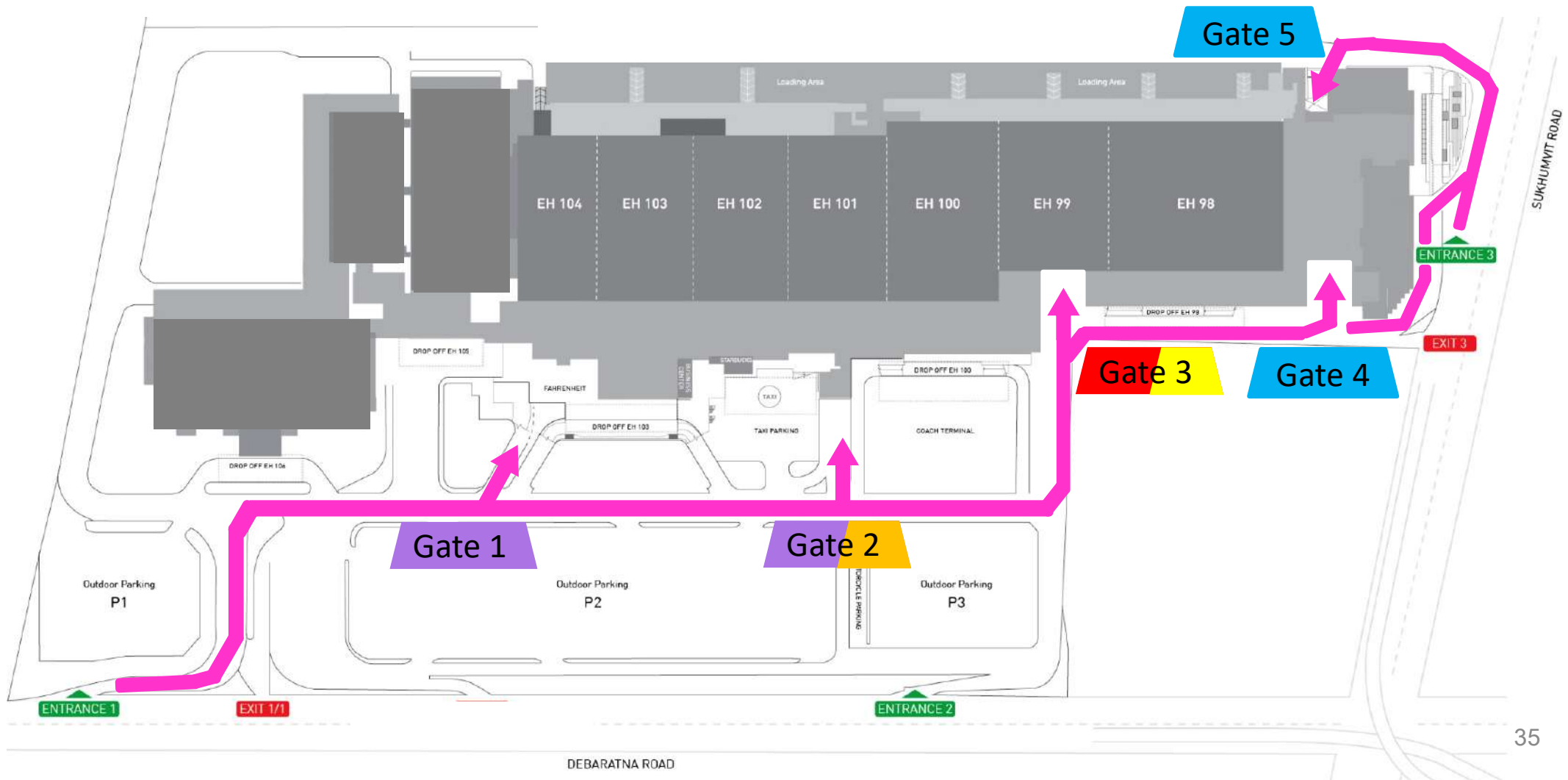
## ROUTES GUIDE to LOADING BAY



## ROUTES GUIDE to LEAVE THE AREA



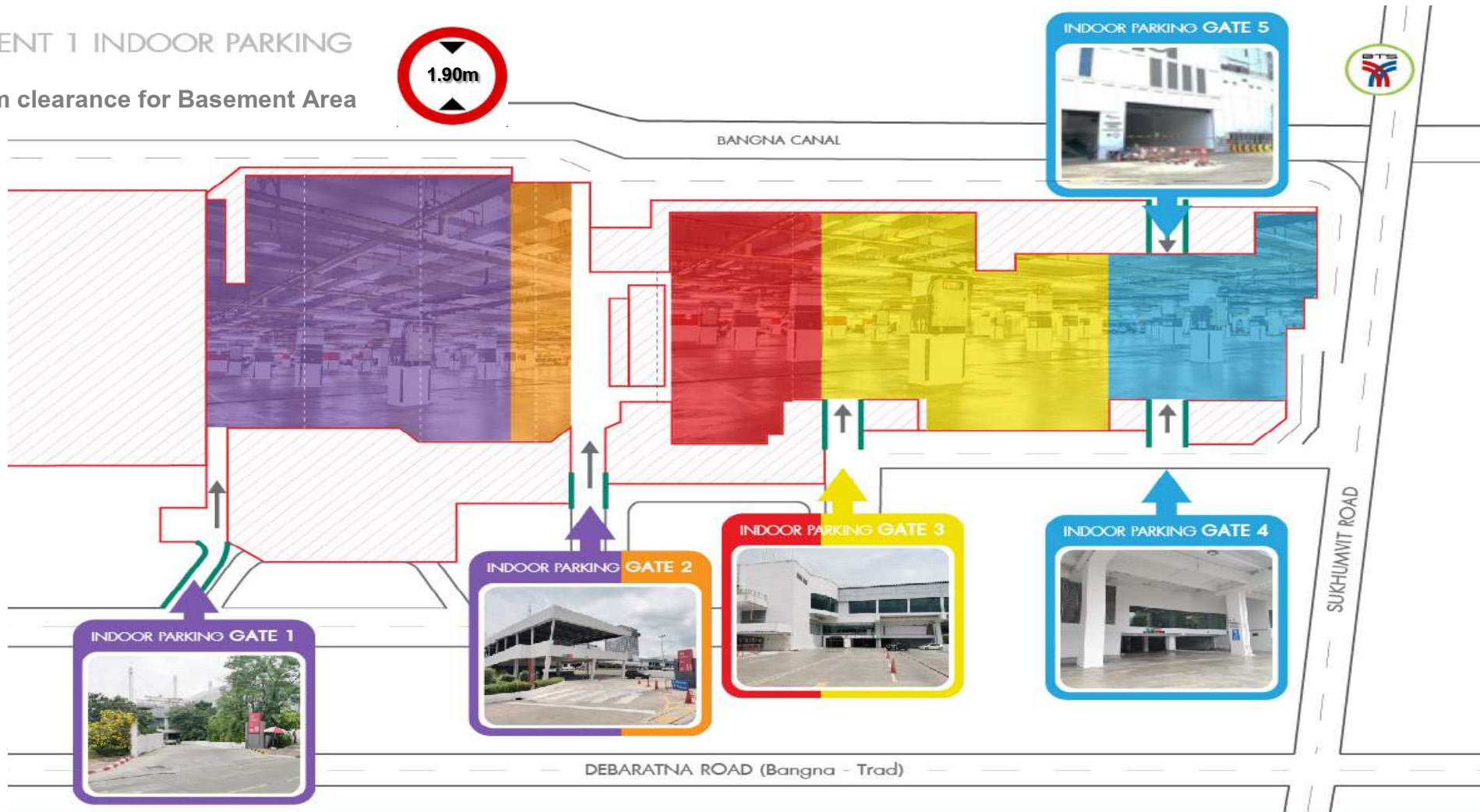
## ROUTES GUIDE to INDOOR PARKING



## ROUTES GUIDE in BASEMENT AREA

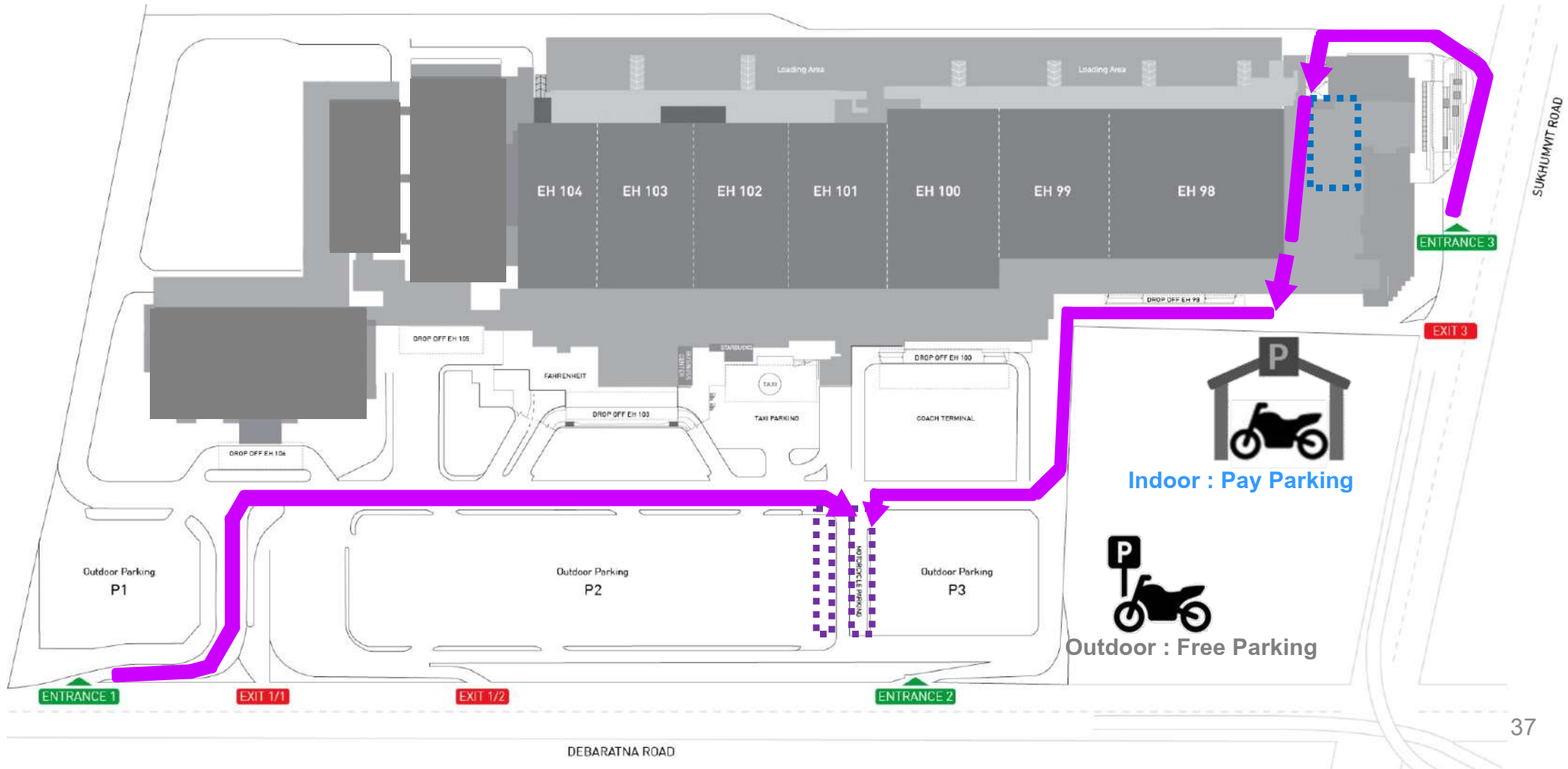
BASEMENT 1 INDOOR PARKING

Maximum clearance for Basement Area





# ROUTES GUIDE to MOTORCYCLE PARKING AREA





CONSTRUCTION &  
SAFETY CONCERN



LOADING  
RESTRICTION



TRAFFIC  
ROUTING



PARKING  
REGULATION

## PARKING FEE at EVENT BUILDING



- **Red Card**      **Basement Area**      First 30 mins free
- **Navy Blue Card**      **Outdoor Area**      First 3 hours free
- Succeeding hours      20 Baht/hour  
(a fraction of an hour is considered 1 hour)
- Overnight Parking      100 Baht/hour  
Cut-off time at midnight (Charged on top of regular parking fee)
- Lost Parking Card      1,000 Bath

## PARKING FEE at OFFICE BUILDING



**06.00 - 00.00 hrs.**  
**No Overnight Parking**



- **Car Blue Card** **Basement Area** First 30 mins free
- Succeeding hours 30 Baht/hour  
(a fraction of and hour is considered 1 hour)
- Overnight Parking 500 Baht/hour  
Cut-off time at midnight (Charged on top of regular parking fee)
- Lost Parking Card 1,000 Bath

- **Motorcycle Blue Card** **Basement Area** First 30 mins free
- Succeeding hours 10 Baht/hour  
(a fraction of and hour is considered 1 hour)
- Overnight Parking 300 Baht/hour  
Cut-off time at midnight (Charged on top of regular parking fee)
- Lost Parking Card 1,000 Bath





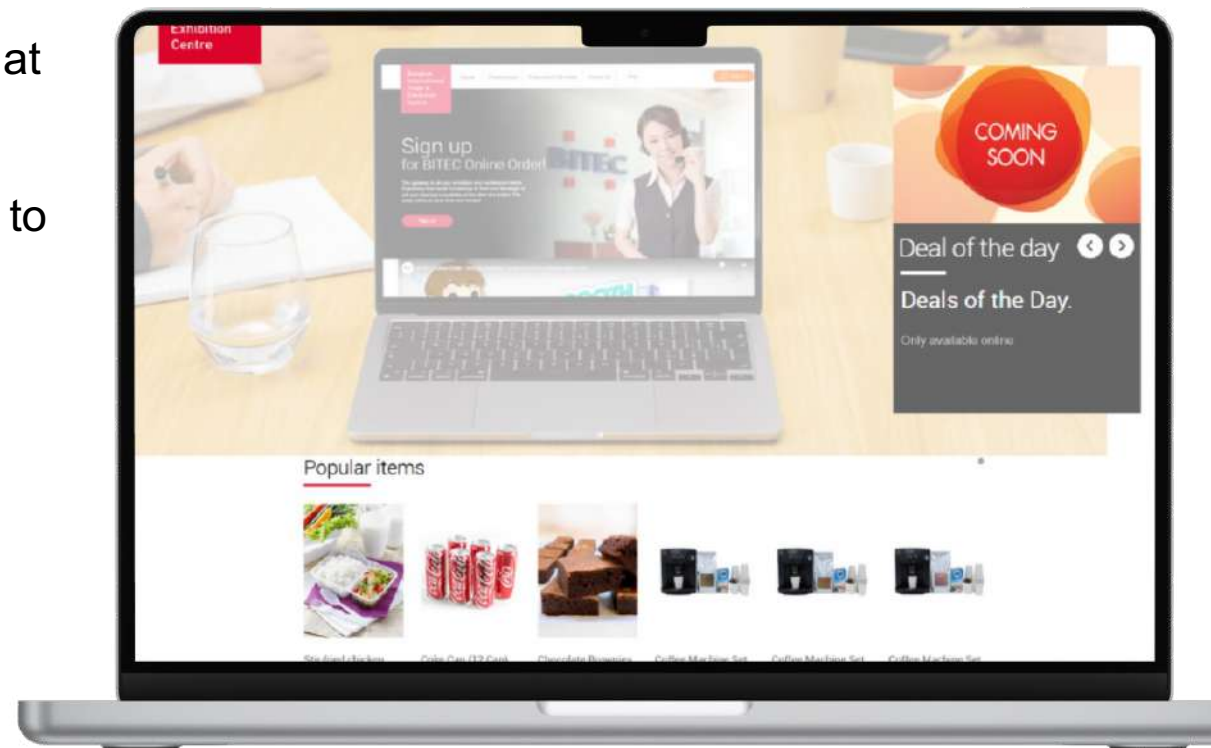
# BITEC Online Order

FINDING THE BEST SOLUTION FOR YOUR SHOW

# What's **BITEC** Online Order

BITEC Online Order gives your exhibitors access to all of BITEC's products and services via a convenient and easy-to-use online system at [www.bitec-onlineorder.com](http://www.bitec-onlineorder.com)

There are many product types for customers to choose which are featured in the website.



# Our Products & Services



## Food

A tasty selection of canapés and finger food.



## Beverage

A wide variety of light and refreshing drinks.



## Meal Boxes

Conveniently packaged ready to eat meals.



## Guest Supplies

Disposable cutlery, paper cups and more.



## Flowers & Plants

Creative plant and floral decorations.



## AV Equipment

Professional light and sound support.



## Furniture

A flexible range of furniture for office or exhibition.



## Cleaning

Delivering all your cleaning solutions from start to finish.



## Internet

Stay connected with our ADSL, internet and wifi services.



## Transportation

Convenient and comfortable transportation services.

- Food
- Beverage
- Meal box
- Guest Supplies
- Flowers & Plants
- AV Equipment
- Sustainable Furniture
- Cleaning Services
- Internet Services
- Transportation

## Cut-off Date for Products & Services - Standard rate -

**Move-in date: 25 - 26 Aug. 2025**  
**Show date: 27 - 31 Aug. 2025**

**Please order before 4 Aug. 2025**

### Sustainable Furniture



**Order at least 21 days before the first move-in date.**

**Please order before 11 Aug. 2025**

### Food, Beverage, Meal box, Cleaning, Internet, Av Equipment



**Order at least 14 days before the first move-in date.**



Bangkok  
International  
Trade &  
Exhibition  
Centre



# THANK YOU

**For more information**



**info@bitec-onlineorder.com**



**02 726 1999 ext. E-commerce**

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# THANK YOU

YOUR **EVENT.** OUR **EXPERTISE.**

FOR MORE INFORMATION



BITEC B-Square



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