

**OPERATIONAL SCHEDULE FOR  
EXHIBITION HALLS 1 & 2, LEVEL 3;  
MID-VALLEY EXHIBITION CENTRE (MVEC), KUALA LUMPUR**

**Important Notes:**

1. This Schedule is applicable Exhibition Halls 1 & 2, Level 3, Mid-Valley Exhibition Centre,(MVEC), Kuala Lumpur.
2. **Specially designed booths can only be dismantled and removed on Monday, 19 July 2010.**
3. All items left in hall including booth designs or decorations will be cleared and removed unless a special arrangement has been made with PIKOM or the official contractor, PICO International.

DATE	TIME	ACTION	PARTIES INVOLVED
<b>14 JULY 2010</b> <b>Build-up, 1<sup>st</sup> Day</b>	9:00am-9:30pm	Build-up	PIKOM, PICO International
	1:00pm-9:30pm	Build-up	Other Contractors
	10:00pm	Loading Bays Closed	Exhibitors & All Contractors
	10:00pm	Hall Close	PIKOM, Exhibitors & All Contractors
<b>15 JULY 2010</b> <b>Build-up, 1<sup>st</sup> Day</b>	9:00am-9:30pm	Continue Build-up	PIKOM & PICO International
	10:00am-9:30pm	Move-in & Set-up	Exhibitors & All Contractors
	10:00pm	Loading Bays Closed	Exhibitors & All Contractors
	10:00pm	Hall Close	PIKOM, Exhibitors & All Contractors
<b>16 JULY 2010</b> <b>Actual 1<sup>st</sup> day</b>	9:15 am	Hall Open	PIKOM & Exhibitors
	10:00pm	Hall Close	PIKOM & Exhibitors
<b>17 JULY 2010</b> <b>Actual 2<sup>ND</sup> day</b>	9:15 am	Hall Open	PIKOM & Exhibitors
	10:00pm	Hall Close	PIKOM & Exhibitors
<b>18 JULY 2010</b> <b>Actual 3<sup>rd</sup> day</b>	9:15 am	Hall Open	PIKOM & Exhibitors
	10:00pm-11:00pm	Move Out All Exhibits	PIKOM, Exhibitors & All Contractors
<b>19 JULY 2010</b> <b>Tear-down day</b>	10:00 am – 4:00 pm	Tear-down	Exhibitors & All Contractors
	4:00 pm	Hall Close	Exhibitors & All Contractors

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## MID-VALLEY EXHIBITION CENTRE - LOADING GUIDELINES & SCHEDULE

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### 15 JULY 2010 (2<sup>ND</sup> BUILD-UP DAY)

1. All exhibitors are allowed to unload their exhibits at the loading bay from 11:00pm to 9:30pm. The loadings bays will be closed at 10:00 pm sharp and there will be no extension.
2. All vehicles unloading should have a driver and an accompanying person. To gain entry into the loading bay, the driver must produce an exhibitor or contractor pass. Access to the Loading Dock is from the Federal Highway. *[A copy of the Map to the Loading dock is attached]*. A lift operator will be assigned to the cargo lift during the move-in & tear down period.
3. No Temporary passes will be issued on the spot. Failure to produce a pass will result in the vehicle not being allowed to enter the loading bays.
4. Your driver will be allocated 30 minutes to unload your items. Your driver will have to provide his hand-phone number to the security so that they can be contacted to remove the vehicle if necessary.
5. The loading/unloading will be marshaled by the security of the Mid Valley Exhibition Centre.
6. The speed limit in loading docks should not exceed 5kph.
7. Smoking is not allowed during the move-in or move-out at all area of the Centre
8. Forklifts are not allowed inside the Centre without prior approval by MVEC. Use of forklifts inside the halls is prohibited.
9. The height limit of the loading route and service road is 4.2m. Should there be any movement of vehicle through this area, the height of the vehicle must be in compliance with the height limit to gain access without causing any damage to structural, mechanical and electrical services.
10. All the necessary unloading or loading of items from or to individual vehicles shall be carried out at MVEC Loading Dock L. The carting of goods shall only be routed to or from the Centre and the exhibition halls. No personal or company's vehicle that is not loading or unloading is allowed to part at MVEC Loading Dock L.
11. There shall be absolutely no drinking of alcoholic beverage, no consumption of food items nor loitering activity at the loading docks
12. Children 18 years old are not permitted on the hall whilst a move-in/ out is in progress
13. Vehicle parked in area designated as no-parking-zone shall be clamped and vehicle clamped will be subject to a substantial fee issued by the Centre's Security Department

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## MID-VALLEY EXHIBITION CENTRE - LOADING GUIDELINES & SCHEDULE – *cont'd*

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### 15 JULY 2010 (2<sup>ND</sup> BUILD-UP DAY) – *cont'd*

14. Exhibitors may come in to set up their booths through the Entrance at Hall 1 & 2, Level 3 or the Cargo Lift.
15. Exhibitors are to unload their vehicle through the loading dock and not through the front door. Any damage to the building as a result of moving material in through the front door is the responsibility of the exhibitor.

### 16 JULY 2010 (ACTUAL 1<sup>ST</sup> DAY)

1. Exhibitors will be allowed into the halls at 9.15am. Exhibitors can gain access into the halls from 9.15 am onwards via:
  - Main Entrance of Hall 1 & Hall 2 or Cargo Lifts.
2. Only hand carried goods are allowed into the lifts from the parking bays in the venue. No trolleys are allowed onto the lifts, concourse area and the main entrance due to the potential damage it can cause to the venue.
3. At the end of the day, exhibitors may remove their exhibits at the Main Entrance & Cargo Lifts. Please note that you have to fill up an exhibitor goods removal form available at PIKOM's Site Office and have supporting documents such as invoices & delivery orders to show proof of ownership and submit it to the security to exit with the goods.
4. All the entrances, exits & loading bays will close at 9.30 pm sharp.

### 17 JULY 2010 (ACTUAL 2<sup>ND</sup> DAY)

Same as above except that Exhibitors can gain access into the halls only at 9.15 am.

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## MID-VALLEY EXHIBITION CENTRE - LOADING GUIDELINES & SCHEDULE – *cont'd*

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### 18 JULY 2010 (ACTUAL 3<sup>RD</sup> DAY)

Same as above except:

1. **All exhibitors are required to remove their exhibits latest by 11:00 pm.**
2. **No Special Design are allowed to be dismantled today.**
3. No removal forms will be required from this time onwards.
4. All the doors in Halls 1 & will be opened for exhibitors to hand carry their belongings out.
5. Only Hand carry items & L shape trolley are allowed into the hall.
6. Cargo Lift will not be operational today.
7. Exhibition Halls will close at 11:00 pm.

### 19 JULY 2010 (TEAR-DOWN)

1. **All Special Designs booth have to be dismantled and removed by 4:00 pm.**
2. All Cargo Lifts will open from 10:00 am onwards.
3. Hall will close at 4:00 pm.