



TAPA 2025

**Thailand International
Auto Parts & Accessories Show**
World Auto Parts Sourcing Hub

Exhibitor Manual

Trade Day

10 AM - 6 PM
3-5 April 2025

Public Day

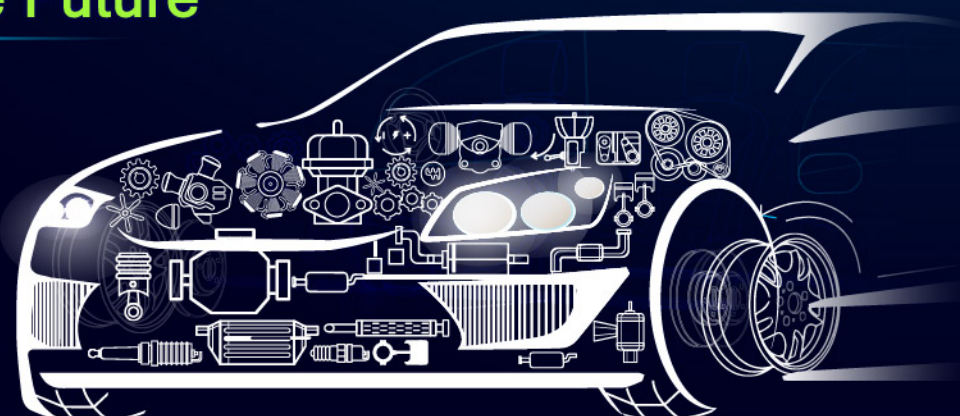
10 AM - 6 PM
5 April 2025



BITEC EH 101 - 104

Bangkok, Thailand

"Sustainable for the Future"



Organized by



Co-Organized by



Supported by



Dear Participants of The 10th Thailand International Auto Parts & Accessories Show : TAPA

The organizing committee warmly welcomes all exhibitors to The 10th Thailand International Auto Parts & Accessories Show : TAPA . This exhibitor manual is intended to facilitate the preparation for the event in the most efficient manner possible.

Please study this manual carefully and adhere strictly to the guidelines, especially concerning the deadlines for submitting various forms to the relevant parties as specified in the manual. This will ensure a smooth and successful participation.

Should you have any questions, please contact the relevant persons listed in this manual.

Thank you for your cooperation.

Office of Agricultural and Industrial Trade Promotion,
Department of International Trade Promotion,
Ministry of Commerce, Thailand

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A General Information

A1. Fair Name

The 10th Thailand International Auto Parts & Accessories Show : TAPA

A2. Venue

Bangkok International Trade & Exhibition Centre (BITEC), Hall EH 102-104

Address: 88 Thepparat Road (Km. 1), Bangna Tai, Prakanong, Bangkok 10260 Thailand

A3. Fair Duration

Wednesday, April 3 - Saturday, April 5, 2025 (10:00 AM - 06:00 PM)

- Trade Days : April 3 - 5, 2025
- Public Day : April 5, 2025

A4. Organizers and Supporters

Organizer

- Department of International Trade Promotion, Ministry of Commerce, Thailand

Co-organizer

- Thai Auto Parts Manufacturers Association (TAPMA)

Supporter

- Thai Auto Parts Aftermarket Association (TAPAA)
- Thai Subcontracting Promotion Association (THAI SUBCON)
- Worachak Automotive Synergy Association (WASA)

A5. Exhibit Profile

- | | |
|----------------------------|----------------------|
| ● Engines & Transmissions | ● Brake Systems |
| ● Steering Systems | ● Body Parts |
| ● Electrical / Electronics | ● Suspensions |
| ● Interiors / Exteriors | ● Others and Service |

A6. Special Activities

Activities	Date and Time	Venue
Opening Ceremony	April 3, 2025 10:00 AM	Main Lobby, EH 103
Product Highlight	April 3 - 5, 2025 10:00 AM - 6:00 PM	EH 103
Special Activities	April 3 - 5, 2025 10:00 AM - 6:00 PM	For more information, visit www.thailandautopartsfair.com

A7. Visitor Admission

- Trade Days: April 3 - 5, 2025, from 10:00 AM - 6:00 PM.

Open for business representatives and related individuals from both domestic and international sectors. Registration can be done on-site or in advance at www.thailandautopartsfair.com without any fee.

Note: On trade days, children under 15 and people wearing improper attire, such as shorts or Sandals, are not allowed entry. No retail sales will be conducted on these days.

- Public Day: April 5, 2025, from 10:00 AM - 6:00 PM. Open to the general public without registration.
- Photography and recording devices are not permitted within the event premises unless prior permission is obtained from the organizers.

A8. Contact Person

Sector	Address	Contact
Organizer Department of International Trade Promotion, Ministry of Commerce, Thailand	563 Nonthaburi Rd., Bangkrasor Muang, Nonthaburi 11000, Thailand Tel. (66)0 2507 8375 E-mail tapa@ditp.go.th Website: www.thailandautopartsfair.com	Ms.Tassiri siriphonboon
Co-Organizer Thai Auto-Parts Manufacturers Association (TAPMA)	Rajamangala University of Technology Krungthep, No.2 , M Floor, Sirinthon Building, Nanglinchee Rd., Thungmahamak, Sathorn, Bangkok 10120,Thailand Tel. (66)0 2286 9166 to 7 Fax. (66)0 2286 9168 to 9 E-mail tapma@thaiautoparts.or.th anchana.tapma@gmail.com monrunun@thaiautoparts.or.th Website: www.thaiautoparts.or.th	Ms.Anchana, Ms.Monrunun
Supporters Thai Auto Parts Aftermarket Association (TAPAA)	228 Worachak Rd., Ban Bart, Pomprab Satrupai, Bangkok 10110, Thailand Tel. (66)0 2621 2020 Fax. (66)0 2621 2021 E-mail contacttapaa@gmail.com Website: www.tapaa.or.th	Ms.Yanisa
Supporters Thai Subcontracting Promotion Association (THAI-SUBCON)	86/6 Room 301 Floor 3 Division of Innovation and Industrial Technology Development Building, Soi trimit Rd., Rama 4 Area.Klong toey, Bangkok 10110, Thailand Tel. (66)0 2713 6540 to 1 Fax. (66)0 2713 6542 E-mail tapa.thaisubcon@gmail.com Website: www.thaisubcon.com	Ms.Metta
Supporters Worachak Automotive Synergy Association (WASA)	116/24 Soi. Suanmali 1, Wat Depsirin, Pomprab Satrupai, Bangkok 10100, Thailand Mobile (66)0 98 236 4156 E-mail pojaneer@bjmotor.com Website: www.worachak.or.th	Ms.Pojanee

A9. Official Contractors

Activity	Company / Address	Contact
Official Contractor <ul style="list-style-type: none"> Standard Booth Decoration Equipment Inspect construction design for vacant area Self-constructed 	Xcon Co., Ltd. 36 Soi Inthamara 18 (Vipawadee Rangsit 6) Vipawadee Rangsit Road, Dindaeng Sub-district, Dindaeng District, Bangkok 10400 Thailand. Tel. (66)0 2275 5260 to 2 (66)0 2275 5312 to 3 Fax. (66)0 2277 6075 (66)0 2691 8873 Website: www.xcon.co.th	Standards/Equipment Decoration <ul style="list-style-type: none"> Ms.Nutthira Paripatwongsakorn Ext. 214 E-mail: nutthira@xcon.co.th Inspect construction design for vacant area Self-constructed (International) <ul style="list-style-type: none"> Ms.Chotika Seta Moble: (66)0 89 813 7581 E-mail: info.tapa@xcon.co.th
Electricity service provider	Management Exhibition & Electric Co., Ltd. 97/8 Moo 4, Bung Kham Phroi Sub-district, Lam Luk Ka District, Pathum Thani Province 12150 Thailand Tel. (66)0 2054 2471 to 2	<ul style="list-style-type: none"> Mr.Varut Burmalett E-mail: tapa.ordererele@gmail.com
Service Provider for Amenities: <ul style="list-style-type: none"> Cleaning Service Tel/Internet Rental Flower/Plant Service 	Bangkok International Trade & Exhibition Centre: BITEC 88 Theparat Road (Km.1), Bangna Tai Sub-district, Bangna District, Bangkok 10260 Thailand Tel. (66)0 2726 1999 (66)0 2407 0777 Website www.bitec.co.th	Booking available at : www.bitec.onlineorder.com
Security services provider	EXSS Security Guard Co.,Ltd. BEEHIVE Lifestyle Mall Room C203 50/1211 Moo.9 Bangpood Sub-district, Pakkred District, Nonthaburi, 11120 Thailand Tel: (66) 2 038 9617	<ul style="list-style-type: none"> Mr. Jakkapan Chalermrat E-mail: jakkapan.c@th-exss.com

A10. Exhibition Hall Working Schedule

Booth Construction / Decoration Days

Date	Time	Involved Party
April 1, 2025	01:00 PM - 12:00 PM	<ul style="list-style-type: none"> General contractors Exhibitors constructing their own booths
April 2, 2025	08:00 AM - 12:00 PM	<ul style="list-style-type: none"> General contractors Exhibitors constructing their own booths
	03:00 PM - 12:00 PM	<ul style="list-style-type: none"> Standard exhibitors for decoration

Transportation Rounds / Product Replenishment During Show Days

Date	Round	Time
April 3, 2025	Round 1	<u>08:00</u> AM - 09:30 AM
	Round 2	06:00 PM - 07:00 PM
April 4, 2025	Round 1	08:30 AM - 09:30 AM
	Round 2	06:00 PM - 07:00 PM
April 5, 2025	Round 1	08:30 AM - 09:30 AM

Dismantling Days

Date	Time	Remark
April 5, 2025	06:00 PM - 08:00 PM	<ul style="list-style-type: none"> Standard exhibitors remove products from booths
	06:00 PM - 10:00 PM	<ul style="list-style-type: none"> General contractors Exhibitors constructing their own booths
April 6, 2025	08:00 AM - 02:00 PM	<ul style="list-style-type: none"> General contractors Exhibitors constructing their own booths

Notes:

1. Transportation of Large Machinery: Only official freight forwarders appointed by the organizer may be used to transport large machinery into the exhibition hall. A list of approved freight forwarders can be found at www.thailandautopartsfair.com.
2. Booth Construction Deadline: Exhibitors must complete the construction and decoration of their booths by 12:00 PM (midnight) on Thursday, April 2, 2025.
3. Booth Dismantling: No booth decorations or structures may be dismantled before 6:00 PM on Sunday, April 5, 2025, the last day of the event. Exhibitors should plan their dismantling accordingly to ensure a smooth process.
4. Exhibitor Liability: Exhibitors are responsible for any damages or losses incurred if they fail to remove their products or booth materials from the exhibition area by the specified time. The organizer will not be held responsible for any delays or damages.

A11. Exhibitor Badge

Exhibitor Badge Registration

To register for exhibitor badges, please follow these steps:

1. Login to the online registration system using the username and password provided in the email sent to your registered email address. The online registration system will be open starting from March 7, 2025.
2. Enter the details of the members for whom you wish to receive badges in English, including email address, first name, last name, and country.
3. You can register or modify member information online until March 24, 2025.
4. Print out the complete list of names for verification when picking up the badges.

Note: The online registration system will be available from March 7, 2025.

Badge Collection:

- Date: April 1-2, 2025
- Time: 9:00 AM - 7:00 PM
- Location: Exhibitor Service Counter, in front of Hall 104, BITEC

For inquiries regarding the online registration process, please contact:

Email: support@eventthai.com

Tel. (66) 2073 4899 , (66) 80 396 0141

Example of Exhibitor Registration System


Exhibitor Registration System : Login

Login to the exhibitor's management system with your username & password.

** You will be received the registration url, username & password through the contact email which applied.

Example of Exhibitor Registration System

Exhibitor Registration System: Self add & update each exhibitor member


Exhibitor File Catalog amadxtrere@yahoo.com

List Badge Company : AMADAXTREME CO.,LTD


Print List Add Badge 7/16

Thailand International Auto Parts & Accessories Show

Search

No.	Serial No.	Company	Name	Type	Country	Date Create/Edit	#
1/16	TAPA031402000000	AMADAXTREME CO.,LTD	CHALITA BUMRUNG	EXHIBITOR	THAILAND	14-Mar-18/16-Mar-18	
2/16	TAPA03160200078	AMADAXTREME CO.,LTD	BOONYARAT SORA	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
3/16	TAPA03160200092	AMADAXTREME CO.,LTD	MANAS THONGPRUKSALAI	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
4/16	TAPA03160200099	AMADAXTREME CO.,LTD	THITIWAT SIRIKULYOTHIN	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
5/16	TAPA03160200114	AMADAXTREME CO.,LTD	PICHAI EIAMWATTANASILP	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
6/16	TAPA03160200117	AMADAXTREME CO.,LTD	BOONYAPOJ AUNGSURATKOMOL	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
7/16	TAPA03160200241	AMADAXTREME CO.,LTD	NOPBHOL SANGPO	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	

Exhibitor Registration System: Fill in Member Information


Exhibitor File Catalog amadxtrere@yahoo.com

Select Fair

Fair * : Thailand International Auto Parts & Accessories Show

Personal Details

Email:

Title * : Please Selected

Name * :

Position * :

Country * : --Selected Country--

Mobile :

SAVE CANCEL

Example of Exhibitor Registration System

Exhibitor Registration System: Self add & update each exhibitor member

DITP Department of International Trade Promotion
Ministry of Commerce, Bangkok

Exhibitor File Catalog amadaxtreme@yahoo.com

List Badge Company : AMADAXTREME CO.,LTD

[Print List](#) [Add Badge 7/16](#)

Thailand International Auto Parts & Accessories Show keyword [Search](#)

Print all registered list

No.	Serial No.	Company	Name	Type	Country	Date Create/Edit	#
1/16	TAPA03140200014	AMADAXTREME CO.,LTD	CHALITA BUMRUNG	EXHIBITOR	THAILAND	14-Mar-18/16-Mar-18	
2/16	TAPA03160200078	AMADAXTREME CO.,LTD	BOONYARAT SORA	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
3/16	TAPA03160200092	AMADAXTREME CO.,LTD	MANAS THONGPRUKSALAI	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
4/16	TAPA03160200099	AMADAXTREME CO.,LTD	THITWAT SIRIKULYOTHIN	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
5/16	TAPA03160200114	AMADAXTREME CO.,LTD	PICHAI EIAMWATTANASILP	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
6/16	TAPA03160200117	AMADAXTREME CO.,LTD	BOONYAPOJ AUNGSRATKOMOL	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	
7/16	TAPA03160200241	AMADAXTREME CO.,LTD	NOPBOL SANGPO	EXHIBITOR	THAILAND	16-Mar-18/16-Mar-18	

Edit or Delete registered data

Exhibitor Registration System: Receive the badges

*Show printed exhibitor member list at the exhibitor service counter to receive the badges

List Badge Company Name: EVENTTHAI.CO.,LTD

QTY #12/12	Image Profile	First Name - Last Name	Passport ID/NO No.	Country	Email	Action
1/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?Id=1456) Delete (cancel.php?Id=1456)
2/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?Id=1460) Delete (cancel.php?Id=1460)
3/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?Id=1462) Delete (cancel.php?Id=1462)
4/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?Id=1464) Delete (cancel.php?Id=1464)
5/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?Id=1466) Delete (cancel.php?Id=1466)
6/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?Id=1468) Delete (cancel.php?Id=1468)

The Exhibitor registration system will available from **March 7, 2025**

** The Exhibitors are able to change or edit information online until March 24, 2025

Receive the badges: **Print and show all registered list upon the day of receiving the badges. April 1-2, 2025**
at Exhibition Service Counter EH 104 : 09.00-19.00

*Show printed exhibitor member list at the exhibitor service counter to receive the badges

A12. Contractor Badge

- Exhibitors eligible for getting Contractor badge must meet the following criteria:
 - Approved construction design
 - Deposit check payment completed
- Once eligibility criteria are met, you can get Contractor badge at the Loading Area behind the building on construction days at the following times:
 - April 1, 2025, from 01:00 PM - 11:30 PM
 - April 2, 2025, from 08:00 AM - 11:30 PM
- Contractor badge is valid only on construction and dismantling days and cannot be used during exhibition days.

A13. Facilities/Services within the Exhibition

รายการ	ที่ตั้ง	วันที่ / เวลา	รายละเอียดบริการ
1. Organizer Office	In front of EH 102	April 1 - 5, 2025 09:00 AM - 6:00 PM	<ul style="list-style-type: none"> Contact Department of International Trade Promotion (DITP)
2. Official Contractor and Electrical Equipment Installation Company Office	In front of EH 104	April 1 - 2, 2025 08.30 AM - 12.00 PM April 3 - 5, 2025 08:30 AM - 6:00 PM April 6, 2025 08.00 AM - 02.00 PM	<ul style="list-style-type: none"> Coordination for any on-site issues Issuing attendee tickets Standard furniture and booth installation services Electrical services
3. Registration Points <ul style="list-style-type: none"> Trade Mission Pre - Registration Walk - in 	In front of EH 102 In front of EH 101 / 103	April 3 - 5, 2025 10.00 AM - 05.30 PM	<ul style="list-style-type: none"> Trade Mission and pre-registered attendees ticket collection General attendee registration and ticketing
4. Information Counter	In front of EH 103	April 3 - 5, 2025 09.30 AM - 06.00 PM	<ul style="list-style-type: none"> Providing event-related information

รายการ	ที่ตั้ง	วันที่ / เวลา	รายละเอียดบริการ
5. Business Lounge	Inside EH 102	April 3 - 5, 2025 10.30 AM - 06.00 PM	● Services for visitor
6. Press Center	Between EH 102 - 103	April 3 - 5, 2025 09.30 AM - 06.00 PM	● Providing news-related information ● Media services for press release, with facilities for distributing documents
7. Business Center	Main Lobby EH 103	April 3 - 5, 2025 08.00 AM - 06.00 PM	● Tel and fax services, both domestic and international ● Document copying services
8. ATM Service	In front of EH 104 / B1 floor		● ATM Service
9. Transportation Services ● Shuttle between Bitec and hotels ● Taxi	Entrance - Exit Gate, in front of EH 102	April 3 - 5, 2025 10.00 AM - 06.00 PM 10.00 AM - 07.00 PM	● Providing shuttle services for international buyers between Official Hotels and the event ● Taxi calling services
10. Praying Room	B2 Floor (Purple escalator side)	10:00 AM – 06:00 PM	● For Islamic followers to perform prayers
11. First Aid	in front of EH 104	April 3 - 5, 2025 10.00 AM - 06.00 PM	● Medical staff available for attendees and visitors
12. Food and Beverage	SAMA FOODTORY (B1 Floor) FOOD YARD (3 rd Floor)	09:00 AM – 05:00 PM	● International food center
13. Cloakroom	In front of EH 101 (Near Starbucks)	April 3 - 5, 2025 10.00 AM - 06.00 PM	● Baggage storage service for visitors attending the event

A14. Confirmation Letter

Exhibitors from overseas wishing to showcase their products, or those using a transport company for display, may request a confirmation letter for customs clearance if needed. This letter verifies participation and product display at TAPA 2025.

To request the letter, please complete Form SF-1 and submit it to the Office of Agricultural and Industrial Trade Promotion by March 10, 2025.

A15. Customs Procedures

The importer must comply with all the laws, regulations and announcements issued by the Customs Department and other relevant departments for importation, for example, as specified in full. The Customs Department has improved import and export formalities to promote and facilitate the organization of international meetings and trade fairs, including exemption of duty on goods imported for use at meetings and exhibitions internationally. Those who wish to temporarily import goods into Thailand to hold meetings or trade fairs during the country must comply with the rules and conditions set by the Customs Department.

A16. ATA Carnet

Thailand has now become a member of the ATA Carnet. The Customs Department has improved customs procedures to promote and facilitate the exemption of duty for goods imported for use in international meetings and exhibitions. Entrepreneurs can choose from two customs procedures:

- Entering into a bond and undertaking with the Customs Department.
- Using an ATA Carnet document, which serves as a guarantee for import duties on temporarily imported goods, exempting them from duties under the ATA Carnet Convention.

For detailed procedures and information, please consult the relevant associations in your country.

Office of ATA Carnet and Laws, Board of Trade of Thailand

150 Ratchabophit Road, Ratchabophit Subdistrict, Phra Nakorn District, Bangkok 10200

Tel: (66) 2018 6888 Ext. 3710, 3910

E-mail: ata@thaichamber.org

A17. Official Hotel

Hotel	Room Type	Rate (THB)	
		Single	Twin
 Four Points by Sheraton Bangkok Ploenchit Address 566 Ploenchit Road Lumpini Patumwan Bangkok 10330, Thailand Website https://www.marriott.com/en-us/hotels/bkkpu-four-points-bangkok-ploenchit/overview E-Mail Kasichon.Kitsongsermthon@marriott.com Tel. (66)0 2305 6000 Contact Person Mr.Kasichon	Superior Room	4,700	5,000
 Pathumwan Princess Address 444 MbK Center, Phayathai Road, Wangmai, Pathumwan, Bangkok 10330, Thailand Website www.pprincess.com E-Mail wanwara@mbk-ht.com Tel. (66)0 2216 3700 Ext. 20507 Contact Person Ms.Wanwara	Deluxe Classic	4,000	4,300
 Radisson Blu Plaza Bangkok Address 489 Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110, Thailand Website www.radissonblu.com/plazahotel-bangkok E-Mail reservations.bangkok.blu@radisson.com Tel. (66)0 2302 3333 , (66)0 2302 3480 / 3481 Contact Person Ms.Jitladda	Deluxe Room	4,400	4,900
	Premium Deluxe Room	4,900	5,400

A18. Shuttle Bus

Shuttle - Bus Schedule TAPA 2025

No.	Hotel	Hotel To Bitec				Bitec To Hotel			
		On April 3 - 5, 2025				On April 3 - 5, 2025			
		1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th
1	Four Point By Sheraton Bangkok Ploenchit	09:00	10:00	11:00	12:00	15:00	16:00	17:00	18:00
2	Pathumwan Princess	09:00	10:00	11:00	12:00	15:00	16:00	17:00	18:00
3	Radisson Blu Plaza Bangkok	Travel By MRT							

B Rules and Regulations

B1. Rights to Participate in Exhibitions and Allocation of Space

1. The organizer reserves the right to allocate booths based on the type of products and services, number of booths, application date, payment, booth quantity, cooperation in activities with the department, and other relevant factors.
2. The organizer does not permit any individuals or entities who have not directly registered with the organizer to participate in the event in shared spaces. Additionally, participants cannot transfer their rights to participate or their allocated space to others throughout the duration of the event.
3. Exhibited products must be those approved for participation in the event. The organizer reserves the right to immediately remove any products that are not related to the exhibition from the premises.
4. Participants must provide complete and accurate information regarding the quality of products or services being sold or displayed, as stipulated by the Consumer Protection Act.
5. Participants are allowed to sell products and place stickers or posters only within their own booth area.
6. Distribution of flyers, invitation cards, or any other promotional materials is strictly prohibited in walkways, entrances, exits, or other public areas.
7. Participants must have staff present at their booth at all times during the event. Booth staff must be capable of conducting trade negotiations for exports and be proficient in foreign languages, especially English. If not, participants should prepare or hire such staff in advance.

B2. Booth Construction and Decoration

For standard booths (3 x 3 meters, 9 square meters), the following items are included:

1. Needle punch carpet, 9 sq.m.
2. White panel system partition, 2.50 m. high.
3. Fascia board with company name and booth no., 1 set.
4. Floating shelf, 300 x 1000 mm.(stx017), 2 shelves.
5. Lockable cabinet, 530 x 950 x 800 mm. (syx008), 1 unit.
6. Square table, 740 x 740 x 750 mm. (tax002), 1 unit.
7. Grey chair (chx001), 3 units.
8. Waste basket, 1 unit.
9. Spotlight led 10w, 3 units.
10. 5 amp 220 v socket outlet (not for lighting), 1 unit.

****For more details, refer to form F - 3**

Regulations for Using Standard Booths:

1. It is prohibited to extend, paint, nail, or drill any part of the standard booth. If any damage occurs, the exhibitor will be responsible for the cost of the damage.
2. Exhibitors must inspect the quality of the booth, decoration items, furniture, and electrical equipment before acceptance. If any defects or damages are found, please inform the company immediately for repair or replacement. Failure to do so will be considered as acceptance of the items, and the company will not be responsible for any damages that occur later.
3. The position and list of electrical installation equipment in the standard booth are predetermined. **If a change in the installation position is necessary, please inform Management Exhibition & Electric Co., Ltd. by March 17, 2025.** Requests made after this date will incur a processing fee of 250 THB per point (excluding VAT).
4. If exhibitors do not require any of the specified equipment in the standard booth, it will be considered forfeited and cannot be refunded or replaced with other equipment.
5. It is not allowed to place advertising signs or any items outside the allocated space.
6. It is not allowed to hang any equipment on the supply pipes, electrical conduit, or fire pipes of the Bangkok International Trade & Exhibition Centre (BITEC).
7. Extending the standard booth or its interior decorations is not permitted. Exhibited products must not extend into the walkways or obstruct the company name sign.

Raw Space Booths Guidelines

Exhibitors may use the official contractors or choose other contractors, but must provide details of the chosen contractor for organizer approval by submitting form F-1, Application for Construction Approval/Contractor, by February 27, 2025.

1. Construction plan details must include:

- Floor plan
- Elevation view for each side
- Section view
- Perspective view
- Electrical installation positions

2. All plans must clearly show dimensions, including width, length, and height. These documents must be sent to Xcon Co., Ltd. via email at info.tapa@xcon.co.th for construction approval. The organizers will review and respond via email.

3. If construction plans are incomplete or contain errors, the exhibitor/contractor must correct and resubmit the plans within 3 days of receiving notification. Exhibitors/contractors who do not submit construction plans within the deadline or whose plans are not approved will not be allowed to proceed with construction.

4. All contractors for raw space booths must provide a "cashier's check" as a security deposit for potential damages, amounting to 1,000 THB per square meter. For booth areas less than 15 square meters, a minimum of 15,000 THB is required. The check should be paid to Xcon Co., Ltd. and submitted along with form F-2, Security Deposit Check (refer to the map of the company behind this form), between March 17-19, 2025. No contractor will be allowed to proceed with construction without the security deposit check. The security deposit will be returned between April 9-11, 2025, provided that the dismantling and removal of structures are done neatly and no damage has occurred. If any damage occurs within the contractor's responsibility area, regardless of the cause, the exhibitor/contractor must bear all repair costs claimed by the venue.

Regulations for the Construction of Raw Space Booths

1. Booths must clearly display the assigned booth number and registered exhibitor name in a visible position within the booth.

2. The maximum allowable structure height is 5.00 meters from the hall floor. Two-story booth structures are not permitted.

3. Booths adjacent to neighboring booths must construct their own partition walls at a minimum height of 2.50 meters from the hall floor. The joint areas must be finished neatly.

4. If the partition wall adjacent to a neighboring booth exceeds 2.50 meters in height, the exhibitor must ensure the upper portion is finished neatly using either white or black painted wooden panels or stretched fabric in white or black. No logos or graphics are allowed on this side (refer to figure 4.1).

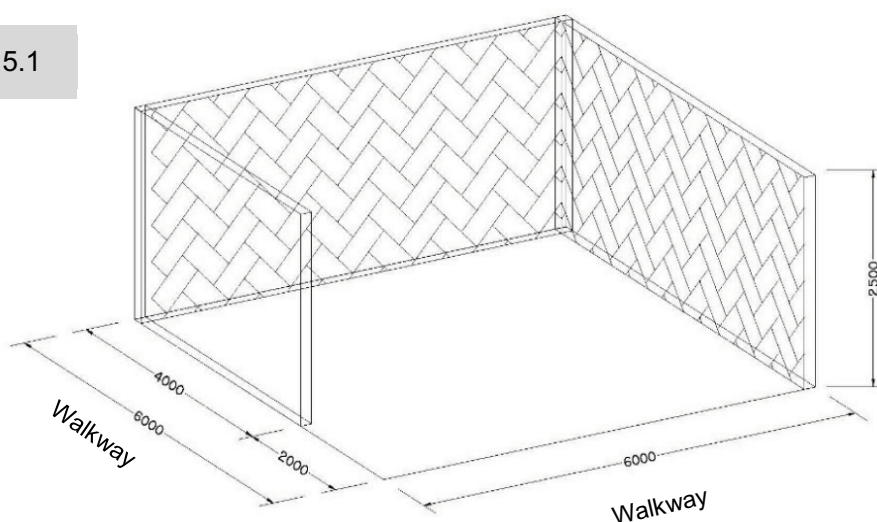
If graphics are desired, the structure must be set back at least 1.50 meters from the neighboring booth.

Figure 4.1



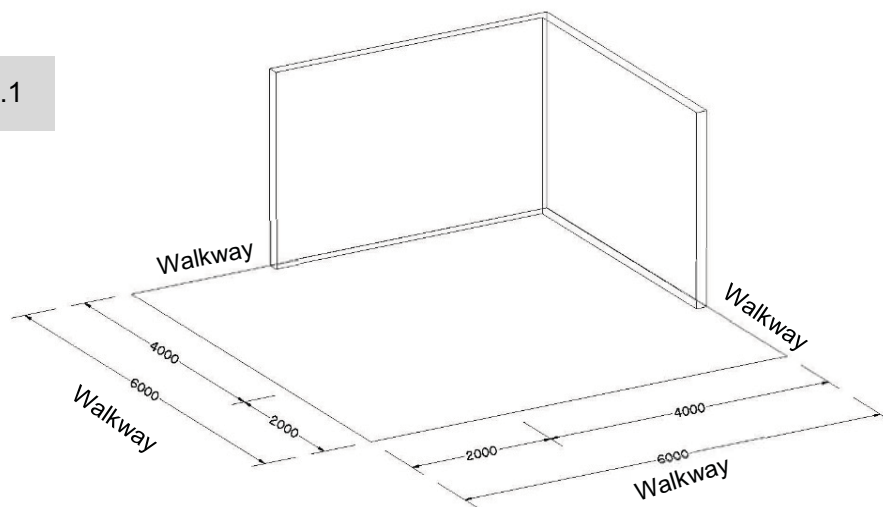
5. Structures or decorations facing public aisles, including display shelves, showcases, and other furnishings, must not cover more than two-thirds of the total booth length on that side to avoid obstructing the view of neighboring booths. For example, a 6 x 6 meter booth (width x length) with a 6-meter width must not have structures exceeding 4 meters in length (refer to figure 5.1).

Figure 5.1



6. Booths with aisles on all four sides (island booths) are not allowed to construct full solid walls. Solid wall structures must not exceed two-thirds of the booth length per side. For example, a 6 x 6 meter booth with a 6-meter width must not have solid walls longer than 4 meters (refer to figure 6.1).

Figure 6.1



7. Island booths without walls or structures must install a nameplate with the booth number, at least 1.20 x 0.40 meters (width x length), positioned in a visible location.

8. Booths using aluminum system structures or cubic designs must not replicate the standard booth design of the event. The design must be distinct and more attractive. with the following specifications:

- Additional tower structures or special decorations must be included.
- If using a wooden nameplate, it must be at least 1 meter wide and appropriately long (refer to figure 8.1).

Figure 8.1



9. Hanging trusses from the venue's structure are strictly prohibited. All structures must be built from the hall floor.

10. The entire booth floor must be covered with carpet or appropriate flooring material.

11. Storage room doors within booths facing public aisles must open inward without protruding into the aisle.

12. The organizer reserves the right to request modifications to booth structures if they obstruct neighboring booths, pose safety risks, or negatively impact the event's appearance.

13. Exhibitors/contractors must use protective floor coverings during construction. If using double-sided tape, only carpet tape is allowed. Any damage or adhesive residue left behind will incur penalties deducted from the security deposit.

Double-sided tape sample



14. Any construction that does not comply with approved plans or violates regulations must be corrected immediately. The organizer has the right to suspend construction until compliance is ensured. Exhibitors will be held responsible for any damages caused without dispute.

15. Storing products or equipment behind booths adjacent to venue walls is strictly prohibited. All items must be kept within the exhibitor's allocated space.

16. The organizer will mark the booth area according to the booked space. For boundary confirmation, exhibitors should consult official construction staff.

17. Raw space booths do not include electrical power or lighting. Exhibitors must request installation by submitting forms F 5.1 - 5.3 directly to the designated contractor by February 24, 2025.

18. Installing electrical outlets, signage, products, furniture, or any equipment outside the booth area is strictly prohibited.

19. The use of circular saws, electric saws, and welding machines inside the hall is prohibited. Only jigsaws with protective mats are allowed.

Prohibited saws sample



20. Spray painting and sanding without dust extraction systems are not allowed to prevent disturbance to neighboring booths. Only manual sanding or machines with built-in dust extractors are permitted.

21. Only water-based paint is allowed for painting within the exhibition hall.

22. Construction materials, waste, or packaging must not be disposed of within the exhibition hall and must be taken outside the venue.

23. Advertising signs, equipment, or objects must not be placed outside the allocated booth area or obstruct public walkways.

24. Attaching equipment to pipes, electrical conduits, fire sprinklers, or using steel cables for support within the hall is strictly prohibited.

25. The organizer reserves the right to grant special construction and dismantling permissions to specific exhibitors if such modifications do not compromise the overall event's integrity. The organizer may request adjustments, dismantling, or relocation of non-compliant structures.

Recommendation: Given the limited construction time, exhibitors should plan their construction/ dismantling processes and allocate adequate manpower to align with the organizer's schedule to ensure a smooth process.

B3. Electricity and Lighting

1. The organizer will provide general lighting within the exhibition hall only during the operational hours of the exhibition.

2. The electrical power supply used at the Bangkok International Trade and Exhibition Centre (BITEC) is 220 volts.

3. All electrical installations within the booths must be carried out by the official electrical contractor of the event, Management Exhibition & Electric Co., Ltd.

4. Electrical power supply to the booths will be available approximately 30 minutes before and after the event hours. If exhibitors require a 24-hour power supply or additional electrical equipment, they must bear the cost themselves by filling out forms F-5.1–5.3 and ordering directly from Management Exhibition & Electric Co., Ltd. by February 24, 2025.

5. The organizer strictly prohibits exhibitors from laying electrical cables or connecting to the main power supply of the building themselves.

6. Any unauthorized electrical wiring, modifications, or use of multi-plug adaptors or connections will result in an immediate power cut without prior notice.

7. The organizer reserves the right to cut off the power supply in cases of improper electrical connections or potential hazards. The use of power saws, welding machines, or any equipment that generates sparks within the exhibition center is strictly prohibited.

B4. Security

The organizer will provide 24-hour security personnel within the exhibition hall, at the entry and exit points, and in the common areas of the event.

1. During the construction and dismantling days, only the rear entrance of the exhibition hall will be open for access.
2. Only individuals wearing the event's official badges will be allowed to enter and exit the exhibition hall, according to the type of badge and the operational hours of the exhibition hall.
3. For special individual security of the exhibitor's property within their booth (at an additional cost), please fill out form F-8 Security Service and send it to EXSS Security Co., Ltd. by March 25, 2025.
4. The organizer recommends that exhibitors insure high-value items and securely store their goods or close their booths during non-operational hours. The organizer will not be responsible for any loss or damage during the event.
5. Explosives, hazardous materials, weapons, or cooking gas are strictly prohibited In the exhibiton hall.

B5. Cleaning Services

1. The organizer will provide cleaning services only for the common areas of the event. They will not clean inside the exhibitors' booths.
2. Exhibitors are responsible for the cleanliness of their booths. All trash should be bagged and placed in front of the booth at the end of each day for the cleaning staff to collect.
3. If exhibitors require dedicated cleaning staff for their booths, they can order this service by filling out the details at www.bitec.onlineorder.com.

B6. Air Conditioning and Cooling

The organizer will not turn on the air conditioning in the exhibition hall on April 1 - 2, 2025, which are the setup and decoration days. Air conditioning will be provided only during the exhibition days, from April 3 - 5, 2025. The air conditioning will be turned on 1 hour before the exhibition starts and turned off at the end of each day.

B7. Water and Air Systems

Exhibitors can request water and air systems services from Management Exhibition & Electric Co., Ltd. by filling out form F-6 (Water Supply and Drainage Service) and submitting it by February 24, 2025.

B8. Public Announcements

The organizer reserves the right to use the public announcement system only for public interest messages. Announcements for individual companies or personal messages will not be allowed to avoid disturbing business negotiations.

B9. Product Demonstrations

1. The organizer reserves the right to warn or cancel any demonstrations that cause excessive noise and disturb other exhibitors. Exhibitors must inform the organizer in advance about their activities and promotions related to competitions with prizes.
2. The use of loudspeakers is not allowed during the event to prevent disturbances to others. However, audiovisual equipment such as televisions and videos is allowed, provided that the sound level is kept appropriate.
3. Exhibitors should not engage in activities that may cause inconvenience or disturbance to other attendees or exhibitors.

B10. Photography and Videotaping

Photography and videotaping are not allowed during the event unless permitted by the organizer. Authorized personnel must wear a PRESS badge at all times.

B11. Force Majeure

The organizer will not be responsible for any damage or loss to persons, property, or rights of exhibitors resulting from force majeure events, natural disasters, riots, theft, fire, or other uncontrollable circumstances. In the case of force majeure beyond the rules specified in this manual, the organizer's decision will be finalized.

B12. Penalties

The organizer may revoke or deny participation rights in both domestic and international trade shows or activities organized by the Department of International Trade Promotion if exhibitors fail to comply with the terms and conditions or rules of participation.

B13. Precautions

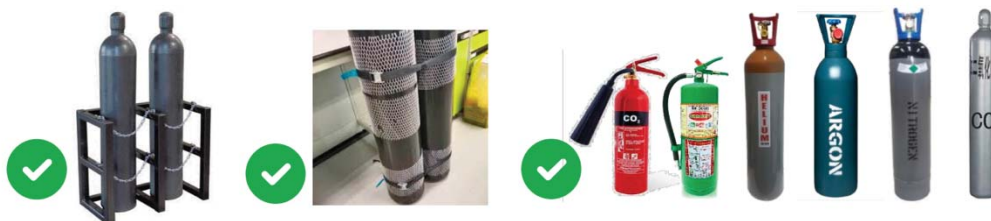
Structural constructions or decorative elements within the exhibition center are valuable assets and must not be altered or moved. Work should be carried out carefully. Anyone causing damage to these assets due to non-compliance with the organizer's or exhibition center's rules will be responsible for all damages incurred.

C Rules and Regulations for Participation at Bitec

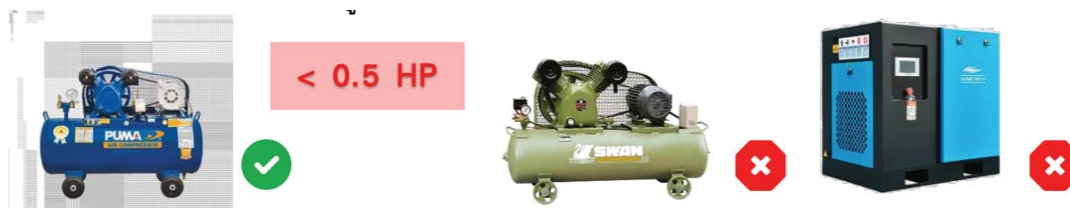
C1. Rules for using event venues at Bitec

1. The area for unloading goods outside the building is designated solely for the unloading of goods and not for parking. Any vehicle present in this area that is not carrying goods will be considered as parked in a restricted area. Violation of this rule will result in the vehicle being towed at the owner's expense.
2. All vehicles entering the area near or around the external unloading zone or truck parking lot must maintain a speed below 5 km/h and operate in a careful and cautious manner.
3. The loading and unloading of equipment, goods, materials, and items from exhibitors, contractors, subcontractors, etc., must be done within the designated unloading area provided by BITEC only. The use of any other entrances or common areas for such purposes is prohibited, including the use of entrances to the lobby in front of the basement parking area and the front hall.
4. The storage of wooden crates, packaging materials, cardboard boxes, and flammable materials in exhibition halls, meeting rooms, fire exits, or any common areas is prohibited.
5. It is prohibited to install or place any items in aisles, between exhibition booths, or entrances/exits that could obstruct emergency exits, exit signs, or fire-fighting equipment.
6. The storage of gas cylinders, whether full or empty, is prohibited within the exhibition center.
7. Eating, drinking alcoholic beverages, and smoking are prohibited within the building.
8. The adhesive tape used to secure carpets on concrete floors must be removable without leaving residue. Brands such as SHIRAFUJI are acceptable, while foam or plastic tapes are not allowed.
9. Nails, screws, staples, adhesive tape, or any fasteners should not be used to attach items to walls, ceilings, windows, doors, light fixtures, fire sprinklers, or any surfaces inside or outside of BITEC.
10. It is prohibited to hang, place, or store items close to or leaning against sliding walls, as the support system for sliding walls in exhibition halls requires space for installation. Items must not be placed within a 60 cm (24-inch) radius of sliding walls.
11. Diesel-powered equipment used in exhibition halls must have a smoke exhaust filter installed before entering the venue. The equipment must be in good condition. BITEC provides a filter for diesel-powered equipment at a fee of 500 Baht.
12. If vehicles are exhibited with fuel levels exceeding 1/8 of the tank, the tank must be sealed to prevent leakage, and the battery terminals must be disconnected and taped to prevent sparks. The vehicle's wiring system must meet safety standards.

13. The gases allowed inside the building are Helium, Argon, Nitrogen, and Carbon Dioxide. These should be stored in a gas rack with a gas cylinder lock and must always have a fire extinguisher nearby.



14. Installation of air pressure equipment exceeding ½ horsepower within the booth area or per company is prohibited.



15. BITEC does not allow the use of electrical outlets on the walls for construction or dismantling activities. Contractors must formally request power from the designated electrical contractor.

16. Contractors and booth constructors must check and disconnect all electrical, water, and air pressure equipment before leaving the exhibition area.

17. Overnight parking is not permitted at BITEC

18. The disposal of hazardous substances such as chemicals, lubricants, acids, and petroleum products in standard drains is prohibited. Exhibitors must notify BITEC of the type of substances for proper disposal arrangements.

19. The weight-bearing capacity of floors in different areas of the building varies. For machinery to be displayed or demonstrated, if the weight exceeds the specified limit, a metal plate must be placed under the equipment or its legs. After weight distribution calculations, the weight must not exceed the limit, and details must be submitted to the event organizers or the official freight forwarding team for approval at least 14 days before installation. Consultation on weight calculations or additional equipment can be made with the official freight forwarding team.

20. For two-story machinery, exhibitors must submit a design plan with certification from a registered engineer (associate or professional level) to the event organizers or the official freight forwarding team for approval at least 14 days before installation.

21. Children under the age of 15 are not allowed in the construction and dismantling areas.

22. If work is required outside of the event organizer's designated hours, prior notification must be given to the organizer by 20:00. BITEC will charge additional fees for such work.

Extra Working Hours Rate

No.	Descriptions	Price Per Hour (THB)
1	Overtime working space 9 – 50 sq.m. per exhibitor	1,400
2	Overtime working space 51 – 100 sq.m. per exhibitor	2,100
3	Overtime working space 101 – 150 sq.m. per exhibitor	2,800
4	Overtime working space 151 – 200 sq.m. per exhibitor	3,500
5	Overtime working space 201 – 250 sq.m. per exhibitor	4,200
6	Overtime working space 251 – 300 sq.m. per exhibitor	4,900
7	Overtime working space 301 – 350 sq.m. per exhibitor	5,600
8	Overtime working space 351 – 400 sq.m. per exhibitor	6,300
9	Overtime working space 401 – 1,000 sq.m. per exhibitor	7,000

Remarks

- Prices are inclusive of VAT
- The service can be ordered when the organiser approve and acknowledge exhibitors' requirement in advance
- The service order is valid only when is signed, accompanied by full payment with receipt and submitted to BITEC's Customer Services representative before 20:00 hrs. on the required date and period.
- The 10% surcharge applies on any order placed after 20:00 hrs. or BITEC has a right to cancel the services.
- Cancellation fee applies if any cancellation made after 20:00 hrs. and/or required period as mentioned on the service order.

Terms of Payment

- Full payment is required by 20:00 hrs. on the required date, at least 2 hours before the require period.

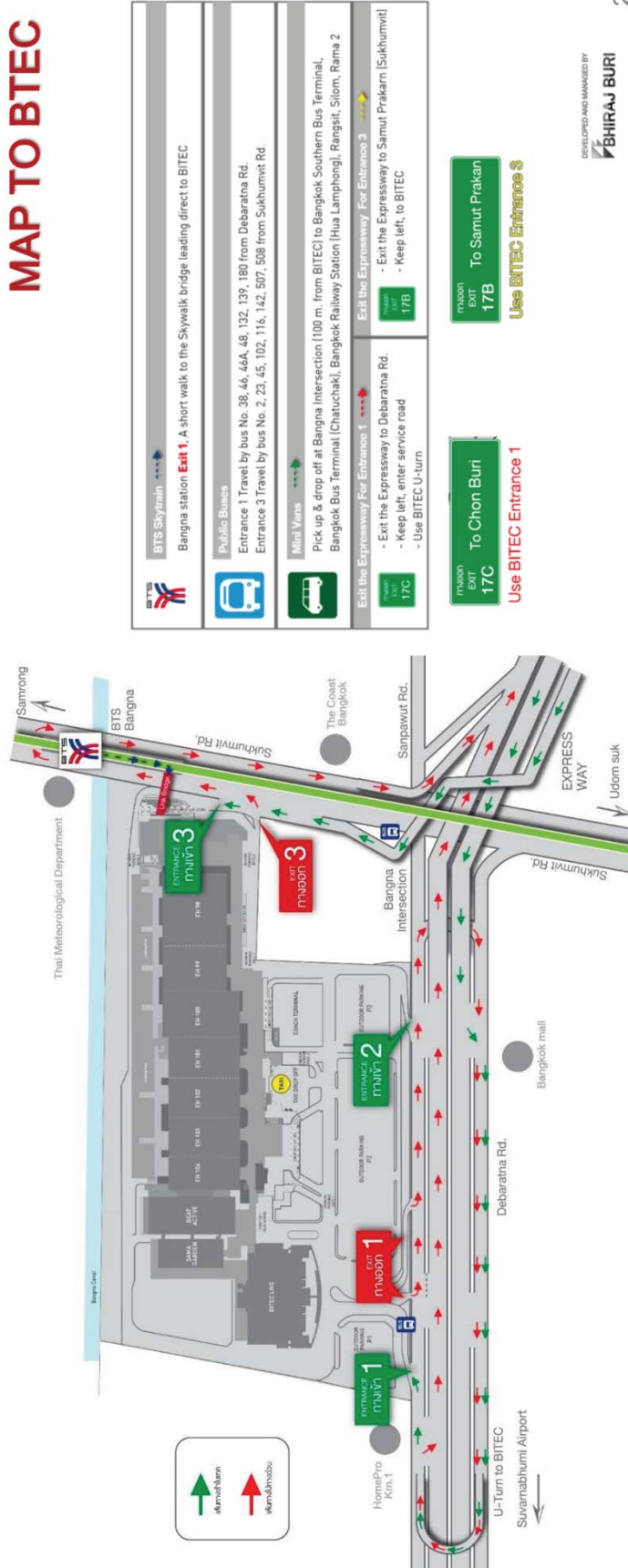
D Floor Plan For Exhibition Venue

D1. Map and Directions to Bitec

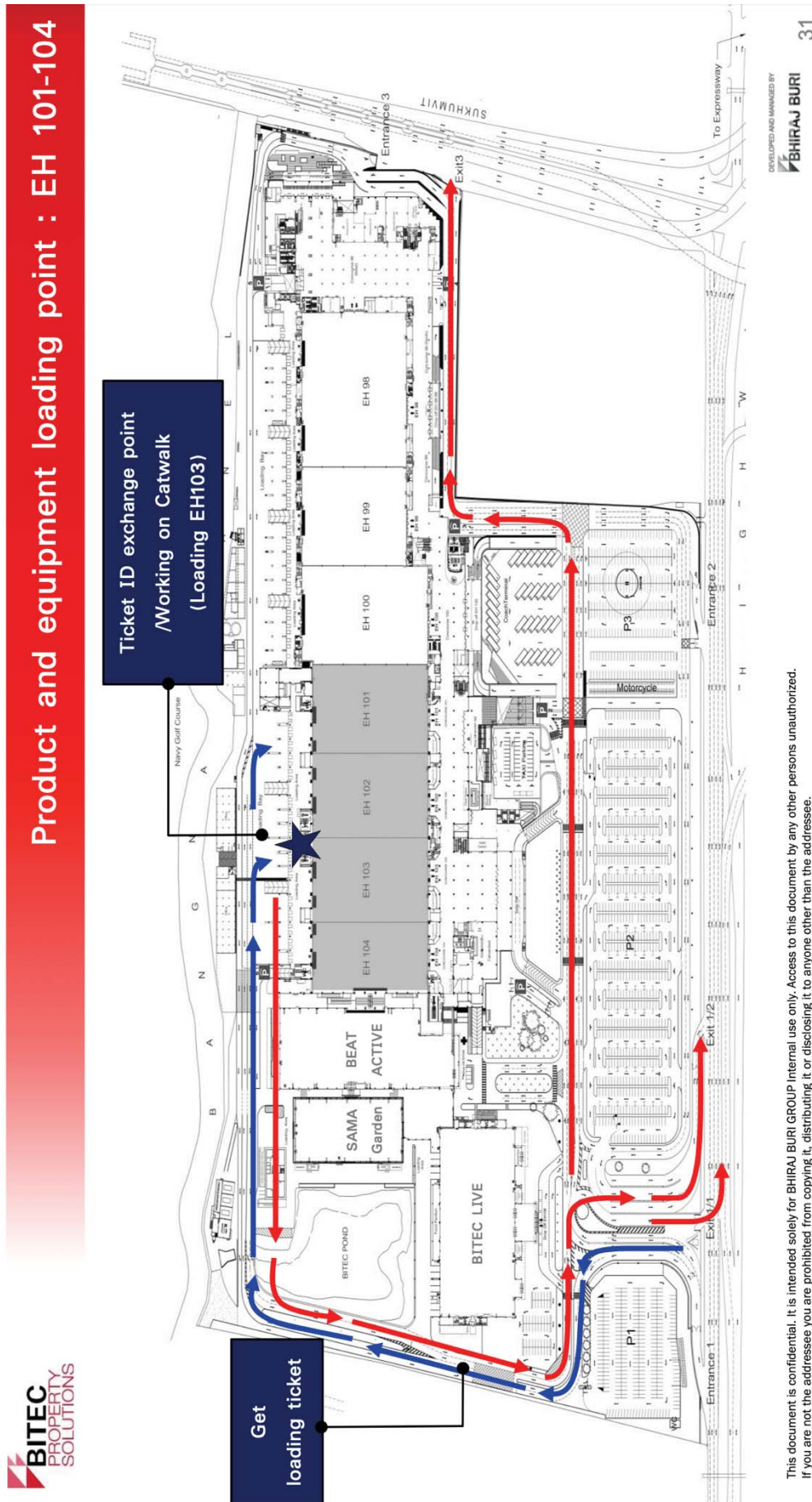
Transportation Guide

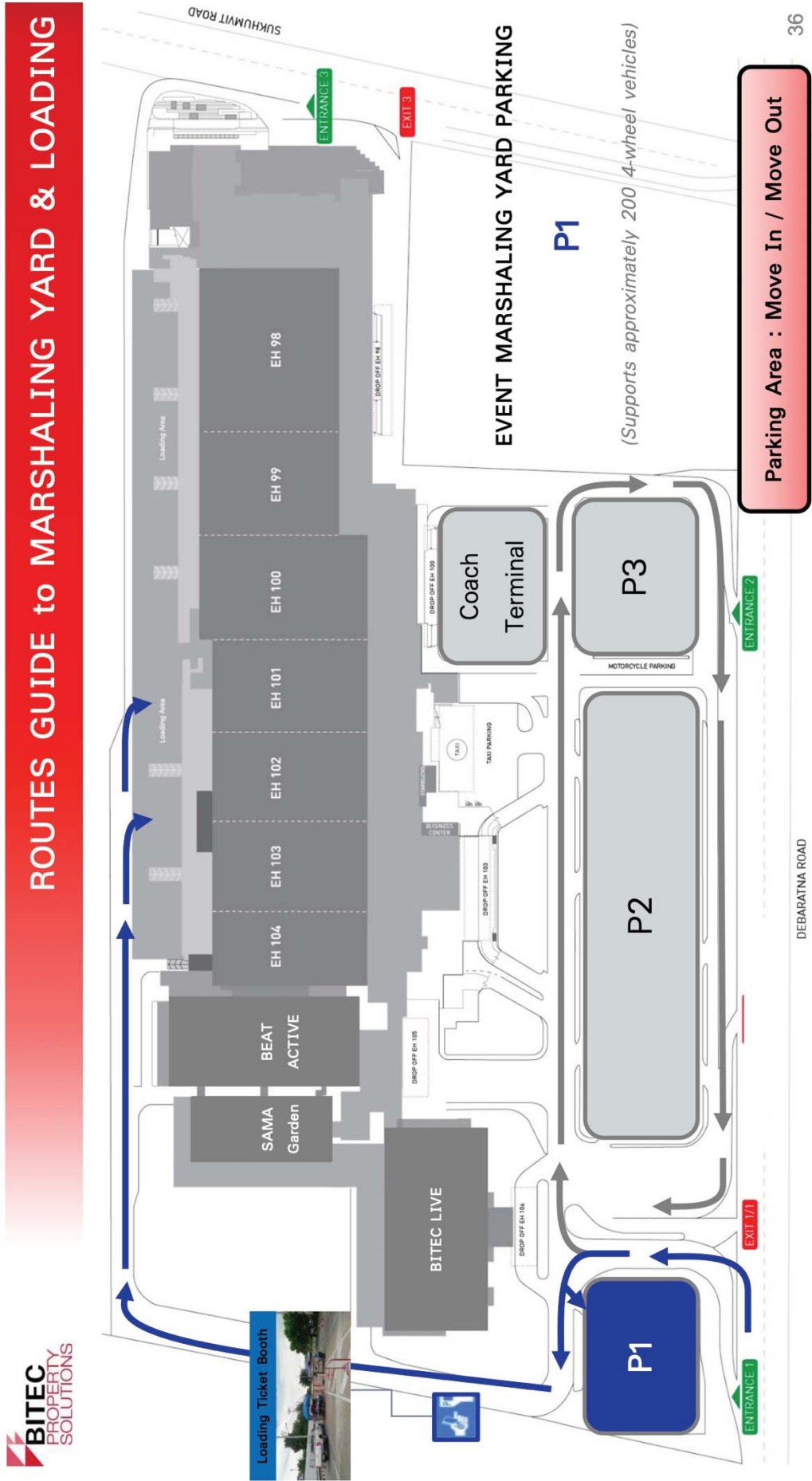
แนะนำเส้นทางเข้า-ออก
ศูนย์นิทรรศการและการประชุมไบเทค

MAP TO BTEC

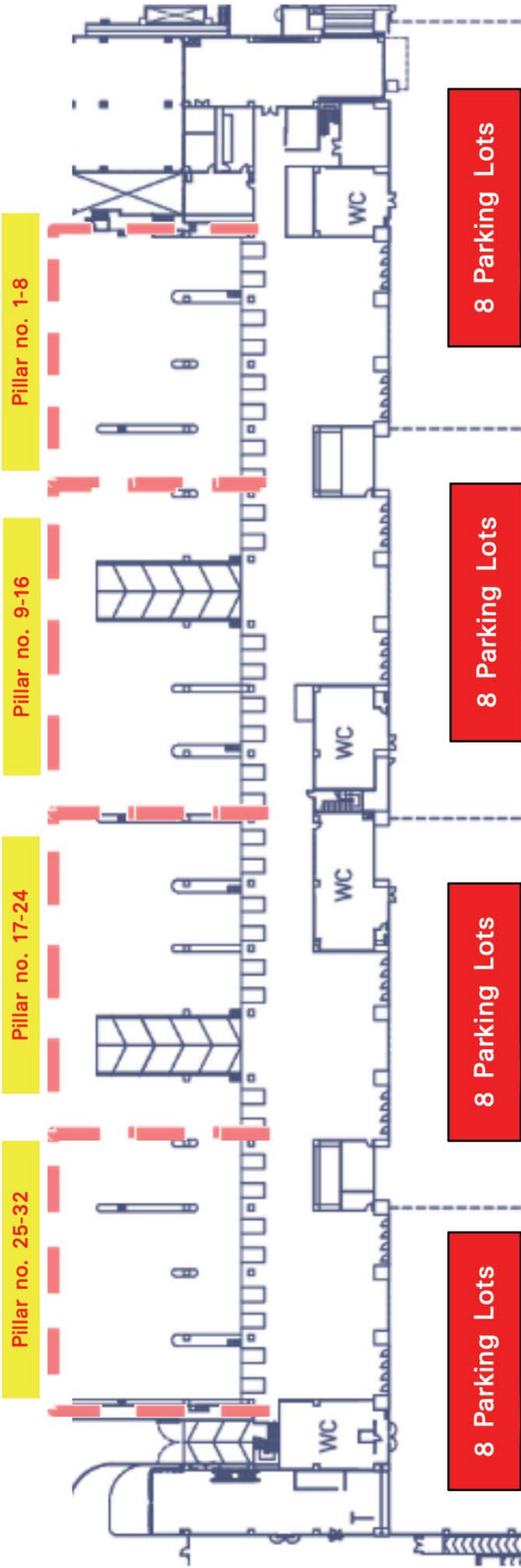


D2. Map of Driving Routes





LOADING BAY of EH 101-104



EH 101

EH 102

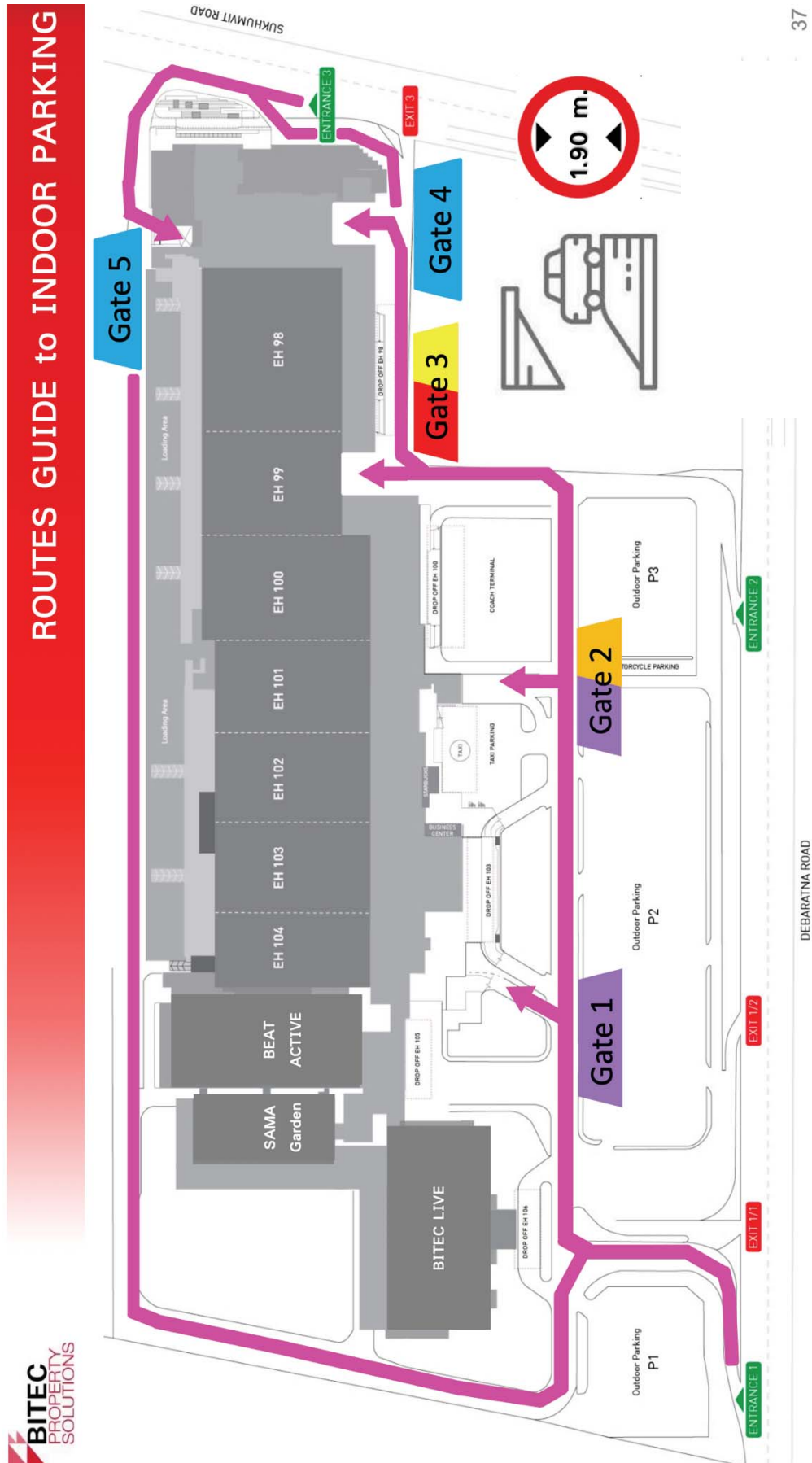
EH 103

EH 104



DEVELOPED AND MANAGED BY
BHIRAJ BURI

D3. Map of Indoor and Outdoor Parking Routes

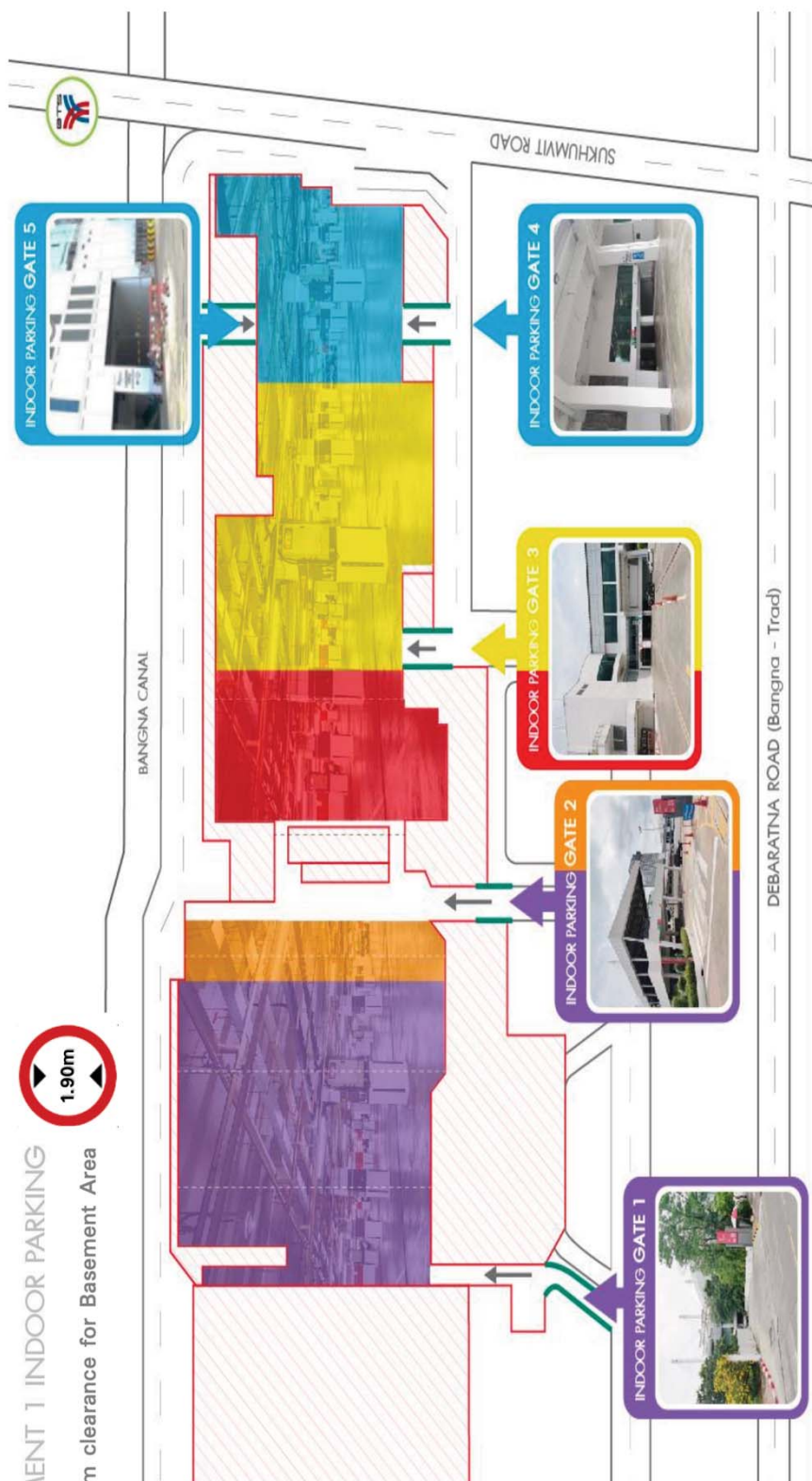


ROUTES GUIDE in BASEMENT AREA

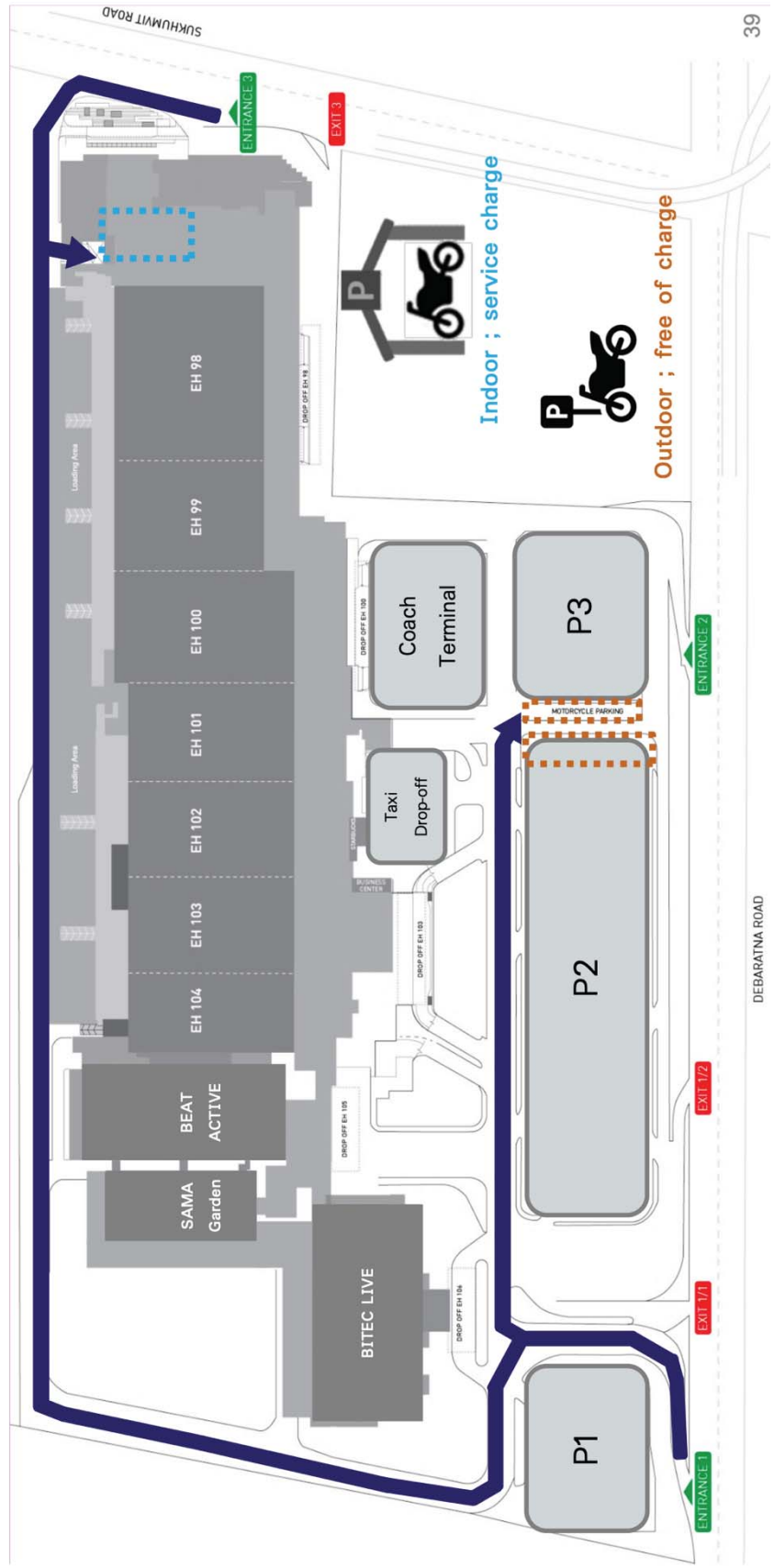


BASEMENT 1 INDOOR PARKING

Maximum clearance for Basement Area



ROUTES GUIDE to MOTORCYCLE PARKING AREA



D4. Parking fee

Parking Regulations at the Loading Area (refer to figure 1)

- Passenger Cars, Pickup Trucks, and 4-Wheel Trucks (**Green Card**): Free for the first 1 hour and 30 minutes.
- 6-Wheel Trucks, 10-Wheel Trucks, Trailers, and Containers (**Pink Card**): Free for the first 3 hours.
- Overtime Parking: A fee of 200 THB per hour will be charged for any additional hours.
- Lost Parking Card: A fine of 1,000 THB will be imposed.
- Card waive: The parking card cannot be used to waive parking fees under any circumstances.

Parking Regulations at BITEC Event Hall (refer to figure 2)

- **Red Card**: Free parking under the building for the first 30 minutes.
- **Blue Card**: Free parking in front of the building for the first 3 hours.
- Parking Fees: 20 THB per hour for both under-building and front-building parking areas.
- Operating Hours: The parking area is open from 06:00 to 24:00. Overnight parking is not permitted.
- Overtime Parking: A fee of 100 THB per hour will be charged for any additional hours.
- Lost Parking Card: A fine of 1,000 THB will be imposed (payable at the exit booth).

Parking Regulations at the Office Building (refer to figure 3)

- **Blue Card**: Free parking under the building for the first 30 minutes.
 - Cars: 30 THB per hour.
 - Motorcycles: 10 THB per hour.
- Operating Hours: The parking area is open from 06:00 to 24:00. Overnight parking is not permitted.
- Overtime Parking Fines:
 - Cars: A fee of 500 THB per night will be applied for any additional hours.
 - Motorcycles: A fee of 300 THB per night will be applied for any additional hours.
- Lost Parking Card: A fine of 1,000 THB will be imposed (payable at the exit booth).
- Card waive: The parking card cannot be used to waive parking fees under any circumstances.

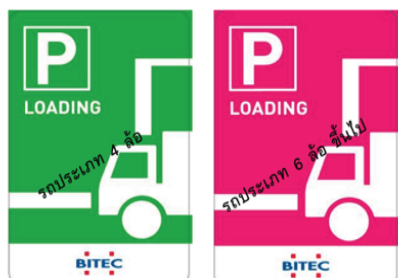


Figure 1 Loading area card



Figure 2 Event Hall card



Figure 3 Office Building card

F Various Forms

Form	Item	Deadline	Status	Return
SF -1	Request For Confirmation Letter	Mar. 10, 2025	Special Additional Services	
SF - 2	Request For Early Product Move in/ Move out	Apr. 3 – 5, 2025	Special Additional Services	Counter in front of EH 104
F - 1	Submission Of Construction Approval Request/Contractor (Raw Space Only)	Feb. 27, 2025	<u>Need to send back</u>	
F - 2	Area Security Deposit Check (Raw Space Only)	Mar. 17 – 19, 2025	<u>Need to send back</u>	
F - 3	Standard Booth	Feb. 24, 2025	<u>Need to send back</u>	
F - 4.1	Additional Furniture Services	Feb. 24, 2025	Special Additional Services	
F - 4.2	Special Additional Furniture Services	Feb. 24, 2025	Special Additional Services	
F - 4.3	Construction And Other Services	Feb. 24, 2025	Special Additional Services	
F - 5.1	Lighting & Electrical Services	Feb. 24, 2025	Special Additional Services	
F - 5.2	Breaker For Lighting & Set Up / Dismantle	Feb. 24, 2025	Special Additional Services	
F - 5.3	Lighting & Electrics Plan	Mar. 17, 2025	Special Additional Services	
F - 6	Water Supply & Compressed Air Services	Feb. 24, 2025	Special Additional Services	
F - 7	Audiovisual equipment services	Mar. 17, 2025	Special Additional Services	
F - 8	Special Security Service	Mar. 25, 2025	Special Additional Services	

Remark :

Cleaning Service / Temporary Telephone / Fax Service / Internet Please order online at
www.bitec-onlineorder.com by March 18, 2025

**** Please send this form to ****

Department of International Trade Promotion, Ministry of Commerce

Office of Agricultural and Industrial Trade Promotion

563 Nonthaburi Road, Mueang District, Nonthaburi 11000

Tel: (66)0 2507 8375

E-mail: tapa@ditp.go.th

Form SF - 1

Request for Confirmation Letter

The Submission Deadline:

March 10, 2025

For exhibitors wishing to import products from abroad into Thailand only

When you intend to import products from abroad into Thailand, you or the contracted shipping company must present two copies of documents issued by the event organizer and the venue owner to customs officials, as follows:

1. The Department of International Trade Promotion (organizer) will issue a confirmation letter of participation to verify that your company has participated in the exhibition and has contracted a shipping company to transport the products.
2. BITEC (venue owner) will issue a letter to confirm that The 10th Thailand International Auto Parts & Accessories Show : TAPA exhibitions are held at BITEC.

Please fill in the information for the purpose of documentation.

1. Country of origin of the products: _____

2. Products to be imported into Thailand by: ☐ Air transport ☐ Sea transport ☐ Overland transport

3. When the products arrive in Thailand, do you require the official organizer's customs clearance service?

☐ Yes, I require it. ☐ No, because the company will handle it internally.

☐ No, because I will hire another designated recipient.

4. If not required, please provide details of the shipping company you have hired to transport the products within Thailand:

Company Name: _____ (Please provide the company's full name.)

Contact Name: _____ Tel: _____ Email: _____

* If you are unable to specify any shipping company in Thailand, please provide details of the shipping company you have hired to transport the products from the country of origin:

Company Name: _____ Contact Name: _____

Position: _____ Tel: _____ Email: _____

5. Estimated preliminary arrival date of the products in Thailand: Date _____/_____/2025

Authorized Signatory: (Please print in uppercase English letters or attach a business card)

Company Name: _____ Booth Number: _____ Hall: _____

Contact Name: _____ Position: _____

Company Address: _____

Tel: _____ Email: _____

6. Your requirement to receive certificate

☐ Receive copy certificate by email and send actual document to freight forwarder.

☐ Receive actual certificate by yourself. (Post fee must be paid by Exhibitor)

7. Please provide names of the persons travelling to Thailand to attend the fair.

1. _____ 2. _____

3. _____ 4. _____

Signed by _____ Date: _____

**** Please send this form to ****
Counter in front of EH 104

Submission at the exhibition venue

Form SF - 2
Request for Early Product Move in/ Move out
Deadline: April 3-5, 2025

If there is a need to transport products in or out beyond the authorized hours, please complete this form to notify your intention at the exhibitor service counter. This request should be submitted at least 1 hour in advance. We kindly ask for your strict adherence to the event's terms and regulations. Please note that permissions granted may be revoked if these conditions are not met without dispute.

Steps for Requesting Permission:

1. Submit the completed intention notification form at the counter with at least 1 hour's notice.
2. Await approval of the permission request.
3. Once approved, present this document to the security personnel at the designated entry/exit gate.

Conditions for Bringing Products In or Out Before Hours:

1. Please refrain from using trolleys under any circumstances.
2. Large rolling doors must remain closed at all times.
3. Only hand-carriable products are allowed. Please be informed that we reserve the right to decline permission for large items requiring more than one person to carry, in order to ensure the safety of all attendees.

Details of the Applicant Requesting Permission

Company (Exhibitor): _____ Booth Number: _____

Company (Case of Contractor/Agent, Please Specify.): _____

Contact Person: _____ Position: _____ Tel. _____

Intends to bring products in and out during. _____ Date: ____/____/____

The total number of products for in and out is _____ boxes / crates / pieces (please specify details below).

- | | | |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

I acknowledge and agree to comply with the aforementioned conditions

Signature and Company Seal

(_____)
Date ____/____/____

For official use only

☐ Approved by _____ Date ____/____/____

☐ Not approved

Authorized Stamp

Please send this form to

XCON CO., LTD.

Contact :

Ms.Chotika Seta (International) Tel.(66) 89 813 7581

Mr.Chaichana Khalkhel (Domestic) Tel.(66) 82 953 7145

E-mail : info.tapa@xcon.co.th

Form 1

Submission Of Construction

Approval Request/Contractor

Deadline: February 27, 2025

Raw Space Only

If you are Not using the standard booth with standard construction.

Please fill out the information regards to your contractor

Exhibitor name : _____ Booth No. : _____

Size of booth (W x L x H) _____ Meter x _____ Meter x _____ Meter

Contractor name : _____ Position : _____

Address : _____

Mobile : _____ E-mail : _____

Contractor Badge _____

Construction : Form Date _____ Time _____ To Date _____ Time _____

Dismantling : Form Date _____ Time _____ To Date _____ Time _____

Has your contractor worked at BITEC before? ☐ Yes ☐ No

If yes, In which Fair? 1 _____ 2 _____

1. Please send the floorplan, perspective and picture of your booth together with this form and provide the materials and electricity point. In case of incomplete information, the organizer will not allow the contractor to set up.
2. In case the exhibitor needs to improve the booth designs, they must return the new one to XCON within next 3 days after we inform.
3. Contractor badge will be given to contractor on the day that the contractor come to give the cashier's cheque. In case of unapproved booth, the organizer will not release the badge.
4. Contractor / exhibitor must agree with the rules and regulation of construction and teardown respectively.
5. In case the booth constructed is not the same with the approved design and materials and any damage in the exhibition hall, the contractor / exhibitor will be responsible for the damage occurred.

Contact person : _____ Position : _____

☐ Contractor (Please use the address provided above.) ☐ Exhibitor

Address : _____

Mobile : _____ E-mail: _____

Signature and company stamp : _____ Date : _____

****Please submit this form along with a cashier's check.****

Form 2

XCON CO., LTD.

Ms.Chotika Seta (International) Tel.(66) 89 813 7581

Mr.Chaichana Khalkhel (Domestic) Tel.(66) 82 953 7145

E-mail : info.tapa@xcon.co.th

Area Security Deposit Check

Deadline: March 17-19, 2025

Raw Space Only

In case of special booth construction, the contractor / exhibitor must fill in this form and send with guaranteed cashier's cheque addressed to XCON CO., LTD. (Map next page)

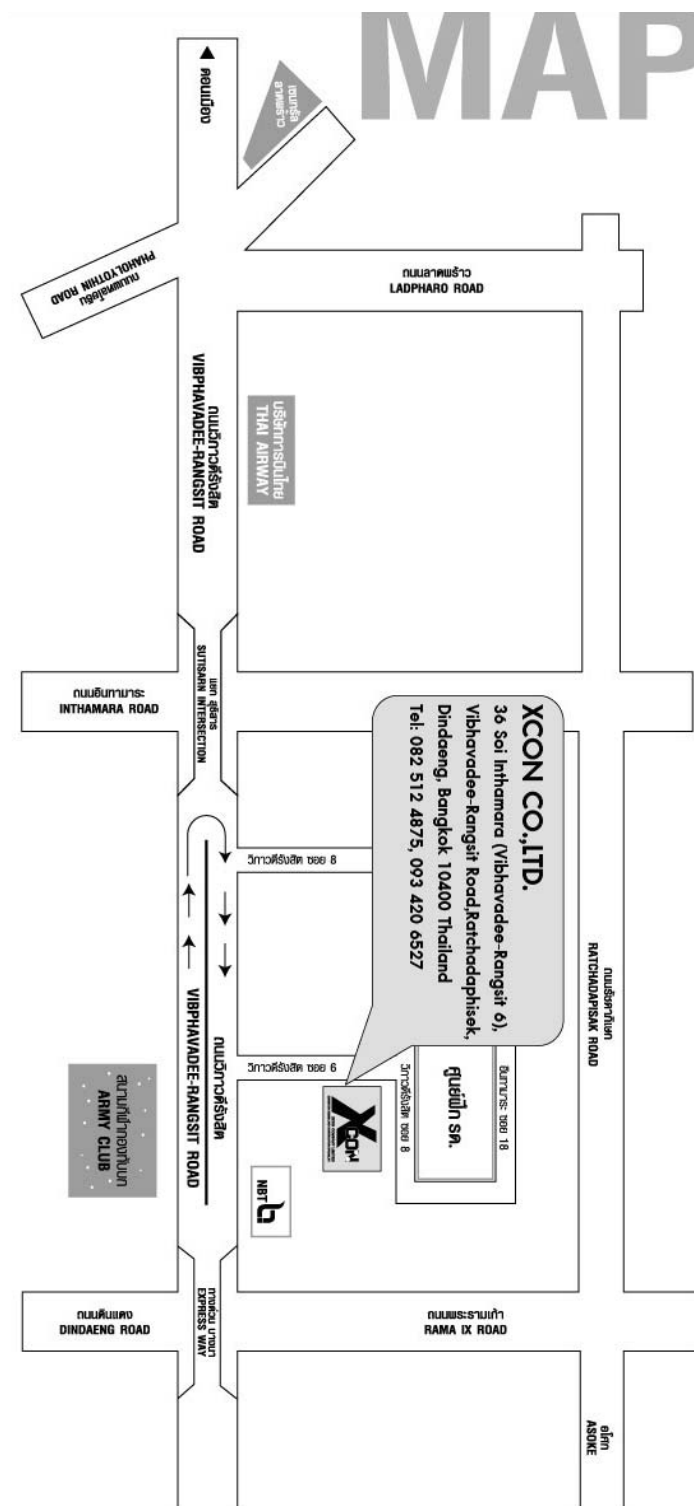
Guarantee Cashier Cheque THB 1,000 per sqm. (maximum is THB.100,000). The minimum is THB.15,000 which for the booth size less than 15 sqm.	
Size of booth	Amount
1 . Company Name (Exhibitor) _____ Booth No. _____ Size _____ Sq.m. The amount (in words) of _____ baht per booth area.	
2 . Company Name (Exhibitor) _____ Booth No. _____ Size _____ Sq.m. The amount (in words) of _____ baht per booth area.	
3 . Company Name (Exhibitor) _____ Booth No. _____ Size _____ Sq.m. The amount (in words) of _____ baht per booth area.	
The amount (in words) _____	

Remark:

1. The Organizer will not allowed any exhibitor or contractor to access into the hall if the payment bond has not be processed.
2. Organizer will refund your cashier's cheque within 15 days after the exhibition finish if there is no damage on site but if damages teardown occurs, the contractor / exhibitor must be responsible and have to pay for the surcharge on the exhibition site.

Name : _____	Position : _____
Company name : _____	
<input type="checkbox"/> Contractor	<input type="checkbox"/> Exhibitor
Address : _____	
Mobile : _____	E-mail : _____
Signature and company stamp : _____ Date : _____	

MAP TO XCON CO., LTD.



Contact :

Ms.Chotika Seta (International) Tel.(66) 89 813 7581

Mr.Chaichana Khalkhel (Domestic) Tel.(66) 82 953 7145



THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES SHOW 2025 (TAPA 2025)

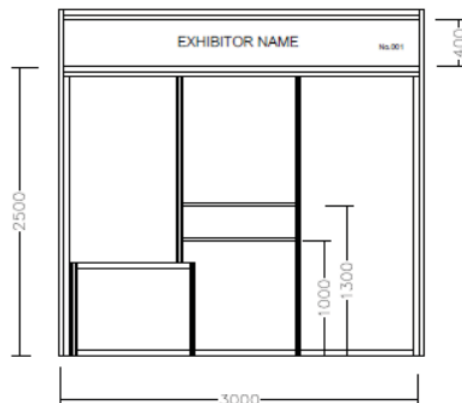
APRIL 3 - 5, 2025

STANDARD BOOTH

FORM

DEADLINE: FEBRUARY 24, 2025

3



Provided items in a 3.00 x 3.00 m. Standard Booth (9 sqm.) are:

FRONT VIEW

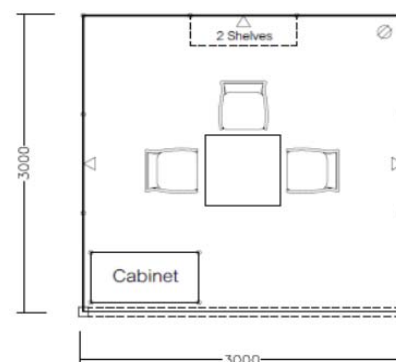
CORNER BOOTH

- 1) Needle Punch Carpet, 9 sq.m.
- 2) White Panel System Partition ,2.50 m.high.
- 3) Fascia Board with Company Name and Booth No., 1 set.
- 4) Floating Shelf, 300 x 1000 mm.(STX017), 2 shelves.
- 5) Lockable Cabinet, 530 x 950 x 800 mm. (SYX008), 1 unit.
- 6) Square Table, 740 x 740 x 750 mm. (TAX002), 1 unit.
- 7) Grey Chair (CHX001), 3 units.
- 8) Waste Basket, 1 unit.
- 9) Spotlight LED 10W, 3 units.
- 10) 5 Amp 220 V Socket Outlet (not for lighting), 1 unit.

REMARKS:

Do not drill, staple or cause any damage to the panels or any parts of the standard shell scheme.

If any damage occur, there will be charged 500 Baht per piece.



LAYOUT-PLAN

Remarks :

1. All furniture and equipment are for retail service only. After dismantling, all materials and equipment will belong to Xcon Co., Ltd.
2. Please inspect the quality of stand/decorative equipment/furniture and electrical equipment before using. If there are any defect or missing parts, kindly inform for correcting or changing. Otherwise, it is the exhibitors' own responsibility in case of any damage of either their exhibits or stand/decorative equipments.
3. Any change of position of electrical equipment should be informed by March 17, 2025. Otherwise, the exhibitor has to contact Management Exhibition & Electrical Co., Ltd. directly which might be a cost for on-site changing.
4. Booth Structure and Floating Shelf can handle maximum weight at 3 Kg, the overweight might cost collapse. The company will not be responsible for injured accident occurred in any case.
5. Panels between twin booth and/or over under 1 exhibitor and corner side system panels of corner booth must be remove. Xcon reserves the right to decline the request of retrieving or change to another furniture or equipment.

REPLY FORM

Please indicate below exact exhibitor's company name in ENGLISH CAPITAL LETTERING, as to appear on the fascia. (Only company name which contract with the Organizer)

[illegible]

Please complete and return this copy to :

Ms. Nutthira Paripatwongsakorn

XCON CO., LTD.

36 Soi Inthamara 18 (Vibhavadee-Rangsit 6),
Vibhavadee-Rangsit Road, Ratchadaphisek, Dindaeng,
Bangkok 10400 Thailand

Tel : +66(0) 2275 5312-3 Ext. 214

Fax : +66(0) 2277 6075

E-mail : nutthira@xcon.co.th

Exhibitor's Company Name :

Booth No. :

QTY. of Booth :

Name of person in charge :

Tel. :

Fax :

Email Address :

Exhibitor's Tax ID no.:

1

Head Office

1


Branch

Signature & Date :

RULES & REGULATIONS

for Standard Booth, Furniture Rental and Booth Structure Services

- If exhibitor do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation with another item. Retrieval is not allow once the exhibitor has informed xcon's staff to discard.
- Kindly send your require for changing position of furniture in advance to the email that stated in the standard booth form within march 17, 2025. Otherwise, a cost of baht 350 (vat 7% included) per position will be charged for changing on-site. This rate does not include the electrical relocation charge.
- One set of key will be provided for each lockable furniture. In case of lost, baht 300 (vat 7%) include per one set will be charged.
- All orders must be 100% paid according to due date that stated in the quotation or invoice.
- Exhibitors must inspect the quality of booth / decorative equipment and furniture before using. If there are any defect or missing part, please inform the contractor for correcting / changing, otherwise, it is the exhibitors' own responsibility in case of any damage or loss of their exhibits / products.
- Painting, spraying, writing, using silicone, drilling, nailing, stapling or any action that can cause any damage on the booth's panel, pillars, showcase, furniture and/or any equipment is strictly prohibited. Kindly contact our service staff at the counter in case any display of graphic or exhibit is required. The exhibitors will be fined at the rate of baht 500 per damage.
- Easy to be removed or leaving no damage double tape or graphic stickers are allowed to stick on the panel or part of furniture. However, the exhibitor must remove without leaving damage after the fair ends. Otherwise, the exhibitor will be fined at the rate of baht 500 per damage. In case your decorative and/or graphic printing is left without advance notification to xcon's staff, the company has the right to remove and/or discard and will not be held responsible for any damage occur.
- Carrying and using furniture from neighboring booth and/or other area without permission is strictly prohibited. In case exhibitors are caught or if the furniture are seen in the wrong booth, exhibitors will be fined at 5 times of on-site furniture price list.
- We will provide only rental booth structure and furniture services. Exhibitors shall arrange daily cleaning by their own or place the order for daily cleaning service with the venue directly.
- For safety reason, please do not lean any part of your body on or place heavy objects on the glass of furniture. The company will not be responsible for injury or accident occurred in any case.
- The maximum weight for floating or slope shelf, hanging lighting or decorative items is only 3 kg. Per 1 panel and / or a 3 m. Long beam. The overweight might cause collapse. The company will not be responsible for injury or accident occurred in any case.

 <p>XCON XCON COMPANY LIMITED EXHIBITION DESIGN AND CONSTRUCTION SPECIALIST</p>	THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES SHOW 2025 (TAPA 2025)	
	3 - 5 APRIL 2025	
	ADDITIONAL FURNITURE RENTAL SERVICE	FORM
DEADLINE: FEBRUARY 24, 2025		4.1

CODE	DESCRIPTION	SIZE	EARLY RATE Order Within FEB 24, 2025	STANDARD RATE Order During FEB 25 - MAR 17, 2025	ON-SITE RATE Order During MAR 18 - APR 5, 2025	QTY.	AMOUNT (THB)
SYX008	Lockable Cabinet	530 x 950 x 800 mm.	1,315	1,445	1,710		
STX017	Floating Shelf	300 x 1000 mm.	385	430	500		
STX018	Slope Shelf	300 x 1000 mm.	385	430	500		
SYX011	Big High Showcase (include 2 halogen)	535 x 1030 x 2200 mm.	10,775	11,855	-		
SYX015	High Showcase (include 1 halogen)	535 x 535 x 2200 mm.	7,500	8,250	-		
SYX006	Low Showcase	530 x 870 x 1000 mm.	2,985	3,285	3,875		
SYX001	Display Plinth (A)	530 x 530 x 600 mm.	985	1,085	1,285		
SYX002	Display Plinth (B)	530 x 530 x 1000 mm.	1,425	1,565	1,855		
TAU011	Rectangular Table	600 x 1200 x 750 mm.	690	755	890		
TAX002	Square Table	700 x 700 x 750 mm.	690	755	890		
TAX004	Round Table	750 x 750 mm.	690	755	890		
CHX001	Grey Chair	470 x 500 x 770 mm.	355	380	460		
SUBTOTAL							
7% VAT							
TOTAL							

REMARKS :

- After dismantling, all materials and equipment will belong to Xcon Co., Ltd.
- Late orders may not be provided and if available will be subject to a surcharge of 10% after deadline and 30% for on-site order.
- Please inspect the quality of stand/decorative equipment/furniture and electrical equipment before using. If there are any defect or missing parts, kindly inform for collecting/changing. Otherwise, it is the exhibitors' own responsibility in case of any damage either their exhibits/products or stand/decorative equipment.
- Cancellation after March 17, 2025 will be 50% charged. There will be no refund for cancellation on March 18, 2025 onwards.**
- All order must be submitted with full payment, exhibitor shall take responsible for transfer fee, in the favour of :

A/C Name : XCON CO., LTD.

Tax ID : 0105527038966


A/C No. : 055-0-60062-1 (Saving Account)

SWIFT CODE : BKK BTHBK

Bank / Branch : Bangkok Bank (Public) Limited / Ratchada-Huai Khwang Branch

- Order on-site must be paid in CASH ONLY.

<p>Please complete and return this copy to :</p> <p>Ms. Nutthira Paripatwongsakorn</p> <p>XCON CO., LTD.</p> <p>36 Soi Inthamara 18 (Vibhavadee-Rangsit 6),</p> <p>Vibhavadee-Rangsit Road, Ratchadaphisek, Dindaeng,</p> <p>Bangkok 10400 Thailand</p> <p>Tel : +66(0) 2275 5312-3 Ext. 214</p> <p>Fax : +66(0) 2277 6075</p> <p>E-mail : nutthira@xcon.co.th</p>	Exhibitor's Company Name :	
	Booth No. :	QTY. of Booth :
	Name of person in charge :	
	Tel. :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.:	
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch.....	
	Signature & Date :	

 <p>XCON XCON COMPANY LIMITED EXHIBITION DESIGN AND CONSTRUCTION SPECIALIST</p>	THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES SHOW 2025 (TAPA 2025)	
	3 - 5 APRIL 2025	
	SPECIAL ADDITIONAL FURNITURE RENTAL SERVICE	FORM
DEADLINE: FEBRUARY 24, 2025		4.2

CODE	DESCRIPTION	SIZE	EARLY RATE Order Within FEB 24, 2025	STANDARD RATE Order During FEB 25 - MAR 17, 2025	ON-SITE RATE Order During MAR 18 - APR 5, 2025	QTY.	AMOUNT (THB)
TAU007	Round Glass Top Table	700 x 720 mm.	1,960	2,155	2,545		
TAU071	Round white Top Bar Table	600 x 1060 mm.	1,160	1,270	1,500		
CHU001	Black Chair	580 x 550 x 670 mm.	650	715	850		
CHU069	White Chair	580 x 550 x 670 mm.	650	715	850		
CHU004	Black Exclusive Chair	590 x 480 x 880 mm.	650	715	850		
CHU014	Black Leather With Arm Chair	550 x 590 x 910 mm.	985	1,085	1,285		
CHU019	Black Leather Exclusive With Arm Chair	660 x 550 x 890/1000 mm.	985	1,085	1,285		
SOU006	Black Single Seattee Sofa	730 x 540 x 790 mm.	1,270	1,405	1,650		
SOU007	White Single SeatteeWith Arm sofa	600 x 750 x 690 mm.	1,590	1,715	2,070		
CHU015	White Bar Stool Chair	400 x 445 x 660/870 mm.	985	1,085	1,285		
ACU017	Acrylic Brochure Stand	360 x 270 x 1490 mm.	1,565	1,715	2,030		
ACX012	Water Dispenser	380 x 300 x 980 mm.	4,050	4,450	5,260		
ACX013	Water 18.9 Ltr. (fetus bottle)	250 x 500 mm.	465	515	605		
ACX019	Refrigerator 3.1Q (exclude 24 hr. socket)		4,280	4,705	5,560		
ACX020	Refrigerator 5.5Q (exclude 24 hr. socket)		4,280	4,705	5,560		
SUBTOTAL							
7% VAT							
TOTAL							


REMARKS :

- After dismantling, all materials and equipment will belong to Xcon Co., Ltd.
- Late orders may not be provides and if available will be subject to a surcharge of 10% after deadline and 30% for on-site order.
- Please inspect the quality of stand/decorative equipment/furniture and electrical equipment before using. If there are any defect or missing parts, kindly inform for collecting/changing. Otherwise, it is the exhibitors' own responsibility in case of any damage either their exhibits/products or stand/decorative equipment.
- Cancellation after March 17, 2025 will be 50% charged. There will be no refund for cancellation on March 18, 2025 onwards.
- All order must be submitted with full payment, exhibitor shall take responsible for transfer fee, in the favour of :

ACCOUNT NAME : XCON CO., LTD. TAX ID : 0105527038966
ACCOUNT NO. : 055-0-60062-1 (Saving Account) SWIFT CODE : BKK BTHBK
BANK / BRANCH : BANGKOK BANK (PUBLIC) LIMITED / RATCHADA-HUI KHWANG BRANCH

- Order on-site must be paid in CASH ONLY.

<p>Please complete and return this copy to :</p> <p>Ms. Nutthira Paripatwongsakom</p> <p>XCON CO., LTD.</p> <p>36 Soi Inthamara 18 (Vibhavadee-Rangsit 6), Vibhavadee-Rangsit Road, Ratchadaphisek, Dindaeng, Bangkok 10400 Thailand</p> <p>Tel : +66(0) 2275 5312-3 Ext. 214</p> <p>Fax : +66(0) 2277 6075</p> <p>E-mail : nutthira@xcon.co.th</p>	Exhibitor's Company Name :	
	Booth No. :	QTY. of Booth :
	Name of person in charge :	
	Tel. :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.:	
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch.....	
	Signature & Date :	

 <p>XCON XCON COMPANY LIMITED EXHIBITION DESIGN AND CONSTRUCTION SPECIALIST</p>	THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES SHOW 2025 (TAPA 2025)	
	3 - 5 APRIL 2025	
	STAND FITTING AND OTHER SERVICE	FORM
DEADLINE: FEBRUARY 24, 2025		4.3

CODE	DESCRIPTION	SIZE	EARLY RATE Order Within FEB 24, 2025	STANDARD RATE Order During FEB 25 - MAR 17, 2025	ON-SITE RATE Order During MAR 18 - APR 5, 2025	QTY.	AMOUNT (THB)
STX005	Needle Punch Carpet	1 Sq.m.	310	340	405		
STX006	Changing color of Standard Booth's Needle Punch Carpet	1 Sq.m.	120	135	150		
STX013	White Panel System Partition	1000 x 2500 mm.	1,030	1,135	1,340		
STX014	Changing color of Panel System Partition	1000 x 2500 mm.	580	640	-		
STX021	Folding Door	1000 x 2000 mm.	2,735	3,000	3,550		
STX012	Beam (Hanging Lighting)	1 m. long	220	235	285		
SUBTOTAL							
7% VAT							
TOTAL							

REMARKS :

- After dismantling, all materials and equipment will belong to Xcon Co., Ltd.
- Late orders may not be provided and if available will be subject to a surcharge of 10% after deadline and 30% for on-site order.
- Please inspect the quality of stand/decorative equipment/furniture and electrical equipment before using. If there are any defect or missing parts, kindly inform for collecting/changing. Otherwise, it is the exhibitors' own responsibility in case of any damage either their exhibits/products or stand/decorative equipment.
- Cancellation after March 17, 2025 will be 50% charged. There will be no refund for cancellation on March 18, 2025 onwards.**
- All order must be submitted with full payment, exhibitor shall take responsible for transfer fee, in the favour of :

ACCOUNT NAME	: XCON CO., LTD.	TAX ID	: 0105527038966
ACCOUNT NO.	: 055-0-60062-1 (Saving Account)	SWIFT CODE	: BKK BTHBK
BANK / BRANCH	: BANGKOK BANK (PUBLIC) LIMITED / RATCHADA-HUI KHWANG BRANCH		
- Order on-site must be paid in CASH ONLY.

<p>Please complete and return this copy to :</p> <p>Ms. Nutthira Paripatwongsakom</p> <p>XCON CO., LTD.</p> <p>36 Soi Inthamara 18 (Vibhavadee-Rangsit 6), Vibhavadee-Rangsit Road, Ratchadaphisek, Dindaeng, Bangkok 10400 Thailand</p> <p>Tel : +66(0) 2275 5312-3 Ext. 214</p> <p>Fax : +66(0) 2277 6075</p> <p>E-mail : nutthira@xcon.co.th</p>	Exhibitor's Company Name :	
	Booth No. :	QTY. of Booth :
	Name of person in charge :	
	Tel. :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.:	
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch.....	
	Signature & Date :	

Picture of products in Form 4.1


SYX008  530x950x800 mm.	STX017  300x1000 mm.	STX018  300x1000 mm.	SYX011  535x1030x2200 mm.	SYX015  535x535x2200 mm.
SYX006  530x870x1000 mm.	SYX001  530x530x600 mm.	SYX002  530x530x1000 mm.	TAU011  600x1200x750 mm.	TAX002  700x700x750 mm.
TAX004  750x750 mm.	CHX001  470x500x770 mm.			

Picture of products in Form 4.2

TAU007  700x720 mm.	TAU021  600x1060 mm.	CHU001  580x550x670 mm.	CHU069  580x550x670 mm.	CHU004  590x480x880 mm.
CHU014  550x590x910 mm.	CHU019  660x550x890/1000 mm.	SOU006  730x540x790 mm.	SOU007  600x750x690 mm.	CHU015  400x445x660/870 mm.
ACU017  360x270x1490 mm.	ACX012  380x300x980 mm.	ACX013  250x500 mm.	ACX019 (3.1Q)  	ACX020 (5.5Q) 

Picture of products in Form 4.3

<p>STX005</p>  <p>per sqm.</p>	<p>STX006</p>  <p>per sqm.</p>	<p>STX013</p>  <p>1000x2500 mm.</p>	<p>STX014</p>  <p>1000x2500 mm.</p>
<p>STX021</p>  <p>1000x2000 mm.</p>	<p>STX012</p>  <p>1 m.</p>		


		Thailand International Auto Parts & Accessories Show 2025 (TAPA 2025)					April 3 - 5, 2025	
		Lighting & Electrical Services					FORM 5.1	
		Deadline : February 24, 2025						
No.	ITEM	Early Rate With in Feb 24, 2025	Standard Rate Feb 25 - Mar 17, 2025	On-Site Rate Mar 18 - Apr 5, 2025	QTY	Amount (Bath)		
Section 1 : Equipment service, inclusive of power consumption								
1	Standard Spotlight 9 Watt (Warm White)	825	910	1,075				
2	Standard Spotlight Wiht Arm 19 Watt (Warm White)	900	990	1,170				
3	LED Tube 18 Watt 1.20 m. (Whitelight)	825	910	1,075				
4	Downlight LED BLUB 9 Watt (Warm White)	975	1,075	1,270				
5	Spotlight LED MR16 With Arm 5 Watt (Warm White)	975	1,075	1,270				
6	Floodlight LED 50 Watt (Whitelight)	2,245	2,470	2,920				
7	Floodlight LED 100 Watt (Whitelight)	3,740	4,115	4,865				
8	Floodlight LED Watt (Whitelight)	4,115	4,530	5,350				
Section 2 : Circuit Breaker for exhibits (Not for lighting) inclusive of power consumption								
9	Socket 5 Amp (5 Amp Fuse) 220 V. 50 Hz.	1,120	1,235	1,460				
10	Socket 5 Amp (5 Amp Fuse) 220 V. 50 Hz. 24 Hrs.	2,240	2,465	2,915				
11	15 Amp / 220 V. Single Phase 50 Hz.	3,825	4,210	4,975				
12	15 Amp / 380 V. Three Phase 50 Hz.	11,480	12,630	14,925				
13	30 Amp / 220 V. Single Phase 50 Hz.	7,650	8,415	9,945				
14	30 Amp / 380 V. Three Phase 50 Hz.	18,010	19,815	23,415				
15	60 Amp / 380 V. Three Phase 50 Hz.	36,020	39,625	46,830				
16	100 Amp / 380 V. Three Phase 50 Hz.	55,220	60,745	71,790				
17	Connect Socket From Breaker 15 Amp / 220 V.	325	350	400				
					TOTAL			
					VAT 7 %			
					TOTAL AMOUNT			

Remark :

- One electric 5 A. Power socket is limited for one merchandies only. Extention cord and connecting for lighting is strictly prohibite to prevent power surge.
- Open All Electric Current 13.00 P.M. , April 2, 2025
- Exhibiter can get 100% REFUND if orders are cancelled February 24, 2025
- Exhibiter can get 50% REFUND if orders are cancelled March 17, 2025
- A surcharge of 100% of electrical equiment will be added for anu 24 hour operating electrical services.
- The standard eletricity are 220V. And 380V. Fluctuation is $\pm 10\%$. For safety use eletrical stablilizer to prevent power surge.
- The distance of eletrical cable is 2m. From the hatch. Additional cable will be charged 300 THB/meter (Vat7% exclusive)
- Eletrical equipment relocation fee 250THB/Point ,Circuit Breaker 1 Phase relocation fee is 1,500 THB/Point ,3 Phase relocation fee is 3,000 THB/Point (Vat7% exclusive)
- Orders are valid only When a accompanied with payment in favor of :

A/C Name : Management Exhibition&Electric Co.,Ltd.
A/C No. : 024-1-21122-3 (Saving Account)
Bank's Name : Kasikorn Bank Public Co.,Ltd / Seacon Square Branch
SWIFT CODE : KASITHBK
Tax ID : 0125553009757

<p>Please complete and return this copy to:</p> <p>Management Exhibition&Electric Co.,Ltd.</p> <p>97/8 Moo 4 Buengkhamproi Sub-District. Lumlukka District. Pathumthani Province 12150</p> <p>Tax ID : 0-1255-53009-75-7</p> <p>Tel : +66(0)-2054 2471-2</p> <p>Mobile : (+66)864-629-9089</p> <p>E-mail : tapa.orderale@gmail.com</p>	Exhibiting Company :
	Booth No. :
	Address :
	Contact Person :
	Tel : Mobile :
	E-mail :
	Tax ID :
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch
<p>Contact Accounting : for INVOICE , RECEIPT</p> <p>Tel : 02-0542471 - 2 # 205 E-mail : s.watcharin1@gmail.com</p>	

		Thailand International Auto Parts & Accessories Show 2025 (TAPA 2025)					April 3 - 5, 2025	
		Breaker For Lighting & Set Up / Dismantle					FORM 5.2	
		Deadline : February 24, 2025						
No.	ITEM	Early Rate With in Feb 24, 2025	Standard Rate Feb 25 - Mar 17, 2025	On-Site Rate Mar 18 - Apr 5, 2025	QTY	Amount (Bath)		
Section 3 : Breaker for lighting / Power Point charge for Exhibitions using their own equipment.								
18	Breaker 15 A. 220 V. 1 Phase 50 Hz.	6,040	6,645	7,855				
19	Breaker 15 A. 380 V. 3 Phase 50 Hz.	18,115	19,930	23,550				
20	Breaker 30 A. 220 V. 1 Phase 50 Hz.	12,390	13,630	16,110				
21	Breaker 30 A. 380 V. 3 Phase 50 Hz.	37,145	40,860	48,290				
22	Connecting (By Exhibition) Per Unit Of 100 Watt. **LED BLUB 5-9 Watt 10 Unit / 100 Watt **LED STRIP 5 mate / 100 watt	480	530	625				
23	Connecting (By MEE) Per Unit Of 100 Watt.	570	630	745				
Section 4 : Electrical for Set-up and Dismantle								
No.	ITEM	Price/Day (Bath)	Set-Up DATE	Dismantle DATE	QTY (Day)	Amount (Bath)		
24	Breaker 15 A. 220 V. 1 Phase 50 Hz.	1,405						
25	Breaker 15 A. 380 V. 3 Phase 50 Hz.	3,865						
26	Breaker 30 A. 220 V. 1 Phase 50 Hz.	2,875						
27	Breaker 30 A. 380 V. 3 Phase 50 Hz.	5,175						
					TOTAL			
					VAT 7 %			
					TOTAL AMOUNT			

Remark :

- One electric 5 A. Power socket is limited for one merchandies only. Extention cord and connecting for lighting is strictly prohibite to prevent power surge.
- Open All Electric Current 13.00 P.M. , 02 April 2025
- Exhibiter can get 100% REFUND if orders are cancelled February 24, 2025
- Exhibiter can get 50% REFUND if orders are cancelled March 17, 2025
- A surcharge of 100% of electrical equiment will be added for anu 24 hour operating electrical services.
- The standard eletricity are 220V. And 380V. Fluctuation is ± 10% . For safety use eletrical stablilizer to prevent power surge.
- The distance of eletrical cable is 2m. From the hatch. Additional cable will be charged 300 THB/meter (Vat7% exclusive)
- Eletrical equipment relocation fee 250THB/Point ,Circuit Breaker 1 Phase relocation fee is 1,500 THB/Point ,3 Phase relocation fee is 3,000 THB/Point (Vat7% exclusive)
- Orders are valid only When a accompanied with payment in favor of :

A/C Name : Management Exhibition&Electric Co.,Ltd.


A/C No. : 024-1-21122-3 (Saving Account)

Bank's Name : Kasikorn Bank Public Co.,Ltd / Seacon Square Branch

SWIFT CODE : KASITHBK












Tax ID : 0125553009757

<p>Please complete and return this copy to:</p> <p>Management Exhibition&Electric Co.,Ltd.</p> <p>97/8 Moo 4 Buengkhamproi Sub-District. Lumlukka District. Pathumthani Province 12150</p> <p>Tax ID : 0-1255-53009-75-7</p> <p>Tel : +66(0)-2054 2471-2</p> <p>Mobile : (+66)864-629-9089</p> <p>E-mail : tapa.ordererele@gmail.com</p>	Exhibiting Company :
	Booth No. :
	Address :
	Contact Person :
	Tel : Mobile :
	E-mail :
	Tax ID :
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch
Contact Accounting : for INVOICE , RECEIPT Tel : 02-0542471 - 2 # 205 E-mail : s.watcharin1@gmail.com	Contact Person :

 <small>MANAGEMENT EXHIBITION & ELECTRIC CO., LTD.</small>	Thailand International Auto Parts & Accessories Show 2025 (TAPA 2025)	
	April 3 - 5, 2025	
	LIGHTING & ELECTRICS PLAN	FORM
Deadline : March 17, 2025		5.3

Please indicate location of needed utility point on the form. Otherwise, We will place these utilities point on our contractor's discretion.

We will not be responsible for any relocation.

 Spotlight Standard	 Socket	 Spotlight MR16
 Spotlight With Arm	 Breaker	 Floodlight 100 Watt
 Fluorescent	 Connecting	 Floodlight 200 Watt
 Downlight	 Floodlight 50 Watt	

BACK

BACK

FRONT

SIDE WALL

SIDE WALL

Charges for Requisition of Electrical Equipment Removal 250 Bath / Service Point
1,500 Bath for Breaker Single Phase / 1 Line , 3,000 Bath for Breaker Three Phase / 1 Line

<p>Please complete and return this copy to:</p> <p>Management Exhibition&Electric Co.,Ltd.</p> <p>97/8 Moo 4 Buengkhamproi Sub-District. Lumlukka District.</p> <p>Pathumthani Province 12150</p> <p>Tax ID : 0-1255-53009-75-7</p> <p>Tel : +66(0)-2054 2471-2</p> <p>Mobile : (+66)864-629-9089</p> <p>E-mail : tapa.orderale@gmail.com</p>	Exhibiting Company :	
	Booth No. :	
	Address :	
	Contact Person :	
	Tel :	Mobile :
	E-mail :	
	Tax ID :	
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch	
Contact Accounting : for INVOICE , RECEIPT		
Tel : 02-0542471 - 2 # 205 E-mail : s.watcharin1@gmail.com		



ELECTRICAL EQUIPMENT



ELECTRIC EQUIPMENT

E-1



Spotlight Bulb LED 9 Watt

E-2



Spotlight Bulb LED 9 Watt
with arm

E-3



Spotlight Bulb LED MR16 5 Watt
With arm

E-4



Downlight LED 9 Watt

E-5



LED TUBE 14 Watt 1.20 m.

E-6



Floodlight LED 30 Watt

E-7



Floodlight LED 50 Watt

E-8



Floodlight LED 100 Watt

E-9



5 Amp. Socket (with 5 Amp. Fuse)
220V/50Hz. Not for Lighting

E-11



Breaker 15 A. 220 V. 1 Phase 50 Hz.

E-12



Breaker 15 A. 380 V. 3 Phase 50 Hz.

E-22



Socket for Connecting
by Exhibitors per unit 100 Watt.

The regulations and principles for using electricity services.



The organizer has given official assignments to the Management exhibition and electric Co.,Ltd to be the head of responsible for all electricity services as following:

1. The general electricity services

1.1 It contains 2 main electric circuits, the electric circuit for lighting branch circuit and the individual branch circuit for showing products.

1.2 The standard electricity which had been provided are alternating current 220-volts 50 Hz one phase and 380-volts 50 Hz three phase with an error rate $\pm 10\%$. If the equipment that you brought is at risk to the fluctuation of voltage, you should use voltage stabilization device for protection and safety.

1.3 If you want to use others electric circuits such as single phase alternating current 110-volt 50 Hz or three phase alternating current 220-volts 50 Hz. You can request for special services by contacting directly to staffs of Management exhibition and electric Co.,Ltd.

1.4 All of electric motors need to have automatic protection system for preventing overcurrent so you should have the starting system as following:

1.4.1 The direct starting system: the motor size less than 5 (hp)

1.4.2 The STAR-DELTA starting system: the motor size 5 to 25 (hp)

1.4.3 The AUTO TRANSFORMER starting system: the motor size more than 25 (hp)

Exhibitors and contractors who want to use electric current, please do not forget to reserve the breaker electric size which suitable for using in your process and provided for Safety factor at least 20%. In keeping with safety standard and prevent accidents that might occur from using overload electric current.

You must use suitable electric cable size for wiring electric interior and you have to manage about grounding system in every area. Lastly you have to use insulated wires for wiring electric under raised floor.

2. The electricity services in standard arched space.

2.1 The electricity system in standard arched space size 3.00*3.00 meters consists of lighting equipment and a plug outlet size 5 amps (Do not combine them with lights) 2 of these included in the electric current expenses already.

2.2 Exhibitors can request for using services by inform through pre-emption electric certificate which are divided in 4 sections.

Section 1: For exhibitors who want to use electricity for construction and demolition.

Section 2: For exhibitors who want the circuit breaker for display their products. (Do not use it with lightning)

Section 3: For exhibitors who want the equipment and breaker for cutting lightning circuit.

Section 4: For exhibitors who bring their own lightning equipment for using, in the even that they want to install by themselves and connected the wires by Management exhibition and electric Co.,Ltd.

2.3 If you want to request for additional electricity services. Please read rules and conditions which specified in the form.

2.4 Exhibitors who were allowed to use their own lighting equipment. You have to order for using electricity from the power supply according to the services order form Section 3 or 4.

2.5 The organizer reserves the right to cut off electricity which Management Exhibition and Electric Co., Ltd. deems to be dangerous or cause annoyance to the audiences or other exhibitors.

2.6 Every day after 30 minutes of closing, the power supply for the exhibition will be cut off and on the last day of the exhibition, the electricity will be cut off after 60 minutes of closing but the electricity still working only in the 24 hours service points.

2.7 Any electrical connections, modifications, using of multiple outlets, or any unauthorized electrical connections. It caused the electricity is cut off without prior notice.

3. The electricity services in specific arched space.

3.1 Exhibitors who reserve only "space" to decorate a specially designed booth. You have to submit a request form for electrical service for the specially designed exhibition booth.

3.2 The organizer has provided general lighting in the exhibition building but for the electrical installation inside your booth and for demonstration purposes can be done by your electrical contractor who has been only approved from the organizer. Exhibitors just submit the order form for electrical services according to your needs to Management Exhibition and Electric Co., Ltd. with payment within the specified period and for safety we do not allow to connect the power supply for exhibited products or lighting equipment to the main power supply system of the building is strictly prohibited. The organizer has the right authority to suspend the power supply in case of improper electrical connection.

3.3 The equipment and cables must have a TISI standard and suitable size for the standard electricity used.

3.4 Ordering the 3-phase electric circuit breaker must be directly connected to 3-phase electrical equipment. If you want to use separate phase electricity, we request that it would be only installed through a 3-phase load center cabinet.

3.5 Electrical contractor who assigned from the exhibitor have to send the electrical connection details, electrical circuit drawings and other details must be submitted to the organizer before the deadline that was specified in the order form. Please attached these details for consideration and approval as follows:

3.5.1 Name of contractor's company

3.5.2 Name and ID cards of staffs

3.5.3 Numbers of watts or power rating

3.5.4 The design of circuit connection or electrical equipment

3.5.5 The form of ordering electricity service

3.6 The electricians who were approved. You can exchange you ID card for the entry card from the exhibition management office of the organizer that exhibits the products in that area.

3.7 For the specific arched space and the empty space, exhibitors have to order 2 types of electricity.

1. Electricity for the display products

2. Electricity for lightning

3.8 The electricity connection that was operated by your contractor who was assigned from the exhibitor must verify from the Management exhibition and electric Co.,Ltd before connect it to the power supply.

3.9 Exhibitors who order electricity service with the Management exhibition and electric Co.,Ltd. They will get services from the company first-come, first-served.

3.10 Any electrical connections, modifications, using of multiple outlets, or any unauthorized electrical connections. It caused the electricity is cut off without prior notice.

3.11 Do not allow to use flashing lights except they are parts of the integrated circuit.

3.12 The organizer reserves the right to cut off electricity which Management Exhibition and Electric Co., Ltd. deems to be dangerous or cause annoyance to the audiences or other exhibitors.

3.13 All of the electricity connection will be complied with the principles and safety standards without exception.

4. Wiring within the system must use the appropriate wire size according to the standard and wired up the ground system at every point. If you detect that the use of wires without standard or the installation that the company deems to be unsafe according to the specified standards, The company reserves the right to temporarily suspend the electricity supply until it will be resolved the standardized.

Wire sizes that have been standardized according to the breaker.

Breaker size	Standard wire size
15 Amp/220V 1 phase 50Hz.	2 x 2.5 Sq.mm., 1.5 Sq.mm. /Ground
15 Amp/380V 3 phase 50Hz.	4 x 2.5 Sq.mm., 1.5 Sq.mm. /Ground
30 Amp/220V 1 phase 50Hz.	2 x 6 Sq.mm., 4 Sq.mm. /Ground
30 Amp/380V 3 phase 50Hz.	4 x 6 Sq.mm., 4 Sq.mm. /Ground
60 Amp/380V 3 phase 50Hz.	4 x 16 Sq.mm., 6 Sq.mm. /Ground
100 Amp/380V 3 phase 50Hz.	4 x 35 Sq.mm., 10 Sq.mm. /Ground
150 Amp/380V 3 phase 50Hz.	4 x 70 Sq.mm., 16 Sq.mm. /Ground

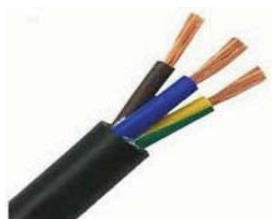
5. Ordering the breaker 380V 3 phase 50Hz is allowed for only 1 subcircuit. If exhibitors want to use more than one subcircuit, you have to install a load center cabinet for using with subcircuit, if verify that there is no Load Center the company reserves the right to cut off electricity until installed it already and the connection of electrical wires to the company's breakers must connect with a Ring Terminals only. Bare wires are not allowed to be connected directly to the breaker.

6. Management Exhibition and Electric Co., Ltd. disallow Wiring, water, wind across through the corridor for safety and in order not to obstruct the passage of the exhibitors, contractors and visitors.

If you break these rules. As a result, the authorized representative able to cut off the electricity supply immediately and Management Exhibition and Electric Co., Ltd. will be fined 20x of the amount of equipment according to the exhibitor's manual.




Load Center



Double



Ring Terminals


 <small>MANAGEMENT EXHIBITION & ELECTRIC CO.,LTD.</small>		Thailand International Auto Parts & Accessories Show 2025 (TAPA 2025)					April 3 - 5, 2025	
		Water Supply & Compressed Air				FORM		
		Deadline : February 24, 2025				6		
No.	ITEM	Early Rate With in Feb 24, 2025	Standard Rate Feb 25 - Mar 17, 2025	On-Site Rate Mar 18 - Apr 5, 2025	QTY	Amount (Bath)		
Section 5 : Water Supply								
28	Water Inlet 13 mm. (1/2 *) and Outlet 25 mm.	8,905	9,800	11,580				
29	Water Inlet 25 mm. (1 *) and Outlet 25 mm.	10,870	11,960	14,135				
Section 6 : Compressed Air								
30	1/4" 100 PSI , 7 Bar , 88 L/m , 1 HP	11,905	13,100	15,480				
31	1/4" 100 PSI , 7 Bar , 300 L/m , 3 HP	22,255	24,485	28,935				
32	1/2" 100 PSI , 7 Bar , 700 L/m , 5 HP	33,640	37,005	43,735				
33	3/4" 100 PSI , 7 Bar , 1,400 L/m , 10 HP	52,270	57,480	67,955				
34	1" 100 PSI , 7 Bar , 2,300 L/m , 15 HP	82,285	90,515	106,975				
					TOTAL			
					VAT 7 %			
					TOTAL AMOUNT			

Remark :

- One electric 5 A. Power socket is limited for one merchandies only. Extention cord and connecting for lighting is strictly prohibite to prevent power surge.
- Open All Electric Current 13.00 P.M. , 02 April 2025
- Exhibiter can get 100% REFUND if orders are cancelled **February 24, 2025**
- Exhibiter can get 50% REFUND if orders are cancelled **March 17, 2025**
- A surcharge of 100% of electrical equiment will be added for anu 24 hour operating electrical services.
- The standard eletricity are 220V. And 380V. Fluctuation is $\pm 10\%$. For safety use eletrical stablilizer to prevent power surge.
- The distance of eletrical cable is 2m. From the hatch. Additional cable will be charged 300 THB/meter (Vat7% exclusive)
- Eletrical equipment relocation fee 250THB/Point ,Circuit Breaker 1 Phase relocation fee is 1,500 THB/Point ,3 Phase relocation fee is 3,000 THB/Point (Vat7% exclusive)
- Orders are valid only When a accompanied with payment in favor of :

A/C Name : Management Exhibition&Electric Co.,Ltd.
A/C No. : 024-1-21122-3 (Saving Account)
Bank's Name : Kasikorn Bank Public Co.,Ltd / Seacon Square Branch
SWIFT CODE : KASITHBK
Tax ID : 0125553009757

<p>Please complete and return this copy to: Management Exhibition&Electric Co.,Ltd. 97/8 Moo 4 Buengkhamproi Sub-District. Lumlukka District. Pathumthani Province 12150 Tax ID : 0-1255-53009-75-7 Tel : +66(0)-2054 2471-2 Mobile : (+66)864-629-9089 E-mail : tapa.order@meel.com</p>	Exhibiting Company :
	Booth No. :
	Address :
	Contact Person :
	Tel : Mobile :
	E-mail :
	Tax ID :
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch
	Contact Person :
<p>Contact Accounting : for INVOICE , RECEIPT Tel : 02-0542471 - 2 # 205 E-mail : s.watcharin1@gmail.com</p>	

 <small>MANAGEMENT EXHIBITION & ELECTRIC CO.,LTD.</small>		Thailand International Auto Parts & Accessories Show 2025 (TAPA 2025)		
		April 3 - 5, 2025		
		Audiovisual equipment services		FORM
		Deadline : March 17, 2025		7
No.	ITEM	Price	QTY	Amount (Bath)
Section 7 : Screen				
35	32" LED TV (16:9 1920x1080 Full HD , USB)	7,150		
36	40" LED TV (16:9 1920x1080 Full HD , USB)	8,500		
37	42" LED TV (16:9 1920x1080 Full HD , USB)	8,650		
38	50" LED TV (16:9 1920x1080 Full HD , USB)	10,000		
39	55" LED TV (16:9 1920x1080 4K , USB)	12,000		
40	60" LED TV (16:9 1920x1080 4K , USB)	20,000		
Section 8 : Accessories				
41	DVD Player	450		
42	Blue Ray Player	750		
43	HD Player	450		
44	Mcbook Pro 15" (Retina)	5,720		
45	Mcbook Pro 15" (Touchbar)	7,120		
46	Apple iPad 3 16GB Wifi-Cellular	2,150		
47	Apple iPad 4 16GB Wifi-Cellular	2,290		
48	Apple iPad Air1 16GB Wifi-Cellular	2,860		
49	Apple iPad Air2 16GB Wifi-Cellular	3,150		
TOTAL				
VAT 7 %				
TOTAL AMOUNT				

Remark :

- The company will install at 1:00 PM on April 2, 2025 onwards.
- Exhibiter can get 100% REFUND if orders are cancelled **Feb 24, 2025**
- Exhibiter can get 50% REFUND if orders are cancelled **Mar 17, 2025**
- Do not modify the equipment to the point of causing damage. In the event of damage resulting from modification, the company will charge 20 times the amount of the booking items specified in the document.
- The Company reserves the right to reserve audiovisual equipment on the exhibition day.
- The offered price does not include the electricity cost for the equipment.
- Orders are valid only When accompanied with payment in favor of :

A/C Name : Management Exhibition&Electric Co.,Ltd.
A/C No. : 024-1-21122-3 (Saving Account)
Bank's Name : Kasikorn Bank Public Co.,Ltd / Seacon Square Branch
SWIFT CODE : KASITHBK
Tax ID : 0125553009757

<p>Please complete and return this copy to: Management Exhibition&Electric Co.,Ltd. 97/8 Moo 4 Buengkhamproi Sub-District. Lumlukka District. Pathumthani Province 12150 Tax ID : 0-1255-53009-75-7 Tel : +66(0)-2054 2471-2 Mobile : (+66)864-629-9089 E-mail : tapa.orderale@gmail.com</p>	Exhibiting Company :
	Booth No. :
	Address :
	Contact Person :
	Tel : Mobile :
	E-mail :
	Tax ID :
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch
	Contact Person :
Contact Accounting : for INVOICE , RECEIPT Tel : 02-0542471 - 2 # 205 E-mail : s.watcharin1@gmail.com	



Form F - 8
Please submit the form
by March 25, 2025

Special Security Service

Company Name : _____
Address : _____
Mobile No. : _____ Fax : _____
Contact Person : _____

*Please be noted that one security guard will be served only standard booth of 9 sqm.

Date	Shifts		No. of Guard	Service - Fee		Total
	Day (AM) 08.00-20.00 1,100 Baht	Night (PM) 20.00-08.00 1,100 Baht		Baht/ Person/ Shift	95 Baht / 1 Hr.	
Remark : The above rates are subject to change without prior notice. Minimun time of service per request is 12 hours. Overtime rate : 95 Baht / Hour. In case of emergency service requested (Below the minimum) may be arranged at higher rate charge. Calculation is on full hour basis.					Sub Total	
					VAT 7%	
					Total	

Terms & Conditions

- Special security services herein are exclusive to individual booth on request only.
- There are two shifts daily services: dayshift (08.00 am. - 20.00 pm.) and nightshift (20.00 pm. - 08.00 am.)
- Placing of order : Acceptable only in writing with full payment not beyond the deadline.
Payment by electronic wire transfer must be certified by a proof of payment attached to order.
- Deadline for order : Order submitted to "EXSS Security Guard Co.,Ltd. (Head Office)" No later then the date specified on order form.
- Deadline for order : Order submitted to "EXSS Security Guard Co.,Ltd. (Head Office)" No later then the date specified on order form.
: 20% surcharge on order after deadline, or
: 30% surcharge on order on site with full cash payment.
- Alteration to order : Any alteration made in writing after deadline will requested as late order subject to a 20% surcharge
- Cancellation of order : Acceptable when notified in writing to customer service department within 7 days before the first day of tenancy period. Late cancellation of order is subject to a charge 50% of standard rate.
- Payment Terms : The company reserves the right to turn down any orders unsettled within 7 days before the specified date of service.
credit, Bank draft, Company Cheque payable to :

EXSS Security Guard Co.,Ltd.

Kasikorn Bank, Chaengwattana, Muangthong Thani Branch

Account No. 035-3-36806-0 (Saving Account)

- EXSS Security Guard Co.,Ltd. is entitled to add, alter, or make amend any of thses terms and conditions at its sole and absolute discretion at any time without prior notice.

Remark : withholding tax 3% deductible only when applying with an official Withholding Tax Form upon placing order.

TAX ID : 0125560034087

Pre-show day : please complete form and submit to E-mail : jakkapan.c@th-exss.com EXSS Security Guard Co.,Ltd. BEEHIVE Lifestyle Mall Room C203 50/1211 Moo.9 Bangpood, Pakkred, Nonthaburi, 11120 Tel. 02-038-9617 On site : Khun Anuphob 097-925-5995	Exhibitor's name :
	Address :
	TAX ID :
	<input type="radio"/> Head Office <input type="radio"/> Branch
	Booth No. :
	Mobile No. :
	Signature : Date :

www.thailandautopartsfair.com



Office of Agricultural and Industrial Trade Promotion

DEPARTMENT OF INTERNATIONAL TRADE PROMOTION (DITP), MINISTRY OF COMMERCE
563 NONTABURI 1 RD., BANGKRASOR, NONTABURI 11000, THAILAND