Plastics & Rubber
Indonesia –
British Pavilion
Jakarta, Indonesia, 18 - 21 Nov 2015
Exhibitors Handbook
**USEFUL CONTACT DETAILS**

**Freight Forwarders**

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**Show organisers**

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**Show Overview**

Incorporating: Mould & Die, PlasPak Indonesia, DrinkTech Indonesia
Visitors: 12,001
Show Size: 21,659 m²
Exhibiting Companies: 651
Exhibiting Countries/Regions: 30 Argentina, Belgium, Canada, China, Colombia, Denmark, Finland, France, Germany, Hong Kong, India, Indonesia, Italy, Korea, Japan, Malaysia, New Zealand, Poland, Singapore, South Africa, Spain, Sweden, Switzerland, Taiwan, Thailand, The Netherlands, Turkey, United Kingdom, USA, Vietnam
International Group Pavilions: 6 China, Germany, Italy, Korea, Singapore, Taiwan

**Visas**

These are mandatory for business visitors to Indonesia. The BPF will assist with obtaining letters of invitation.

**UK Pavilion**

BPF has reserved 126sqm for the UK Pavilion at Plastics and Rubber Indonesia 2015
Stand Construction
The British Group stands will be built as an enhanced stand package. The **stand package price is approx £260** per square metre (depending on exchange rate from USD). The raw space cost is approx USD315 per 1sqm and the construction inc. furniture (as below) costs: approx USD75 per 1sqm.

<table>
<thead>
<tr>
<th>Each stand package will include the following:</th>
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<tbody>
<tr>
<td>Space + Fascia</td>
<td>2 x chairs</td>
</tr>
<tr>
<td>British Group sign</td>
<td>1 x lockable cupboard</td>
</tr>
<tr>
<td>Carpeting</td>
<td>2 x lights (fluorescent tube)</td>
</tr>
<tr>
<td>Stand walls (W1mx H2.5m)</td>
<td>1 x waste basket</td>
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Stand Services and Additional Items
All additional items not included in the above package such as compressed air, water, increased power supplies etc must be paid for by the exhibitor. Details of additional display aids and furniture etc available to hire will be forwarded shortly.

Key Benefits to the Exhibitor
- **Project Management Support** - managed by experienced BPF staff on hand before, during and after the exhibition including:
  * Cost Effective Stand Package
  * Deadline Reminder Service
  * Assistance with freight & travel plans
  * Support in dealing with show organizers and contractors
- **Marketing by British Group Guide** - An A4 brochure featuring exhibitors of the British Village with their logo and contact details. Copies will be widely distributed before, during and after the show.
- **Re-direction of Customer and Enquiries** by members of the BPF team who will be at the show and will re-direct enquiries from potential customers to your stand.
- **Media Relations Support** - Through a strong international press network and in-house media relations resource the BPF will project the British Group globally.
- **Strong Web Promotion** - A webpage hosted on the BPF site will feature product information on all companies in the group.

£550 Pavilion Management Fee (non-members)  £450 Pavilion Management Fee (members)

**Insurance**
The BPF and UK Trade & Investment do not take any responsibility for exhibitors' insurance. Therefore, each exhibitor is required to arrange his or her own comprehensive insurance.

**UK Trade & Investment Grants**
The BPF has secured UK Trade & Investment grants of **£2,500** for eligible UK exhibitors. With the funding from UK T&I a **9sqm stand** cost will be covered by the funding making the show very cost effective.

Please contact the BPF to get the blank grant application form.
TERMS & CONDITIONS OF PARTICIPATION FOR UK GROUP EXHIBITORS AT PLASTICS AND RUBBER INDONESIA 2015

There are four parties involved in the provision of the BPF’s UK Group at Plastics and Rubber Indonesia: The BPF co-ordinates and manages the UK Group participation at the exhibition in relation to all other parties listed, UK Trade & Investment, who administer the exhibitor grant funding for eligible companies PT Pamerindo Indonesia, who is the show organiser. Companies applying to exhibit as part of the UK Group can either take space within the Pavilion or can make their own arrangements for stand space. All terms and conditions apply to either option.

1. All stands must be in the name of a UK registered company.
2. Exhibitors must pay in full all invoices for stand fees as they fall due.
3. When applying for space and stand construction within the UK Pavilion all companies are required to comply in full with the terms and conditions as laid out by PT Pamerindo Indonesia, and UK Trade & Investment.
4. If prices associated with space and construction vary by greater than 20% from those outlined in the quote provided with these terms and conditions, the BPF will undertake to seek the agreement of the applicant before enforcing the terms of this contract.
5. Exhibitors withdrawing from the Pavilion after the BPF is committed to payments on the applicant’s behalf will forfeit their stand fees in full unless a replacement company can be found.
6. The BPF will make every effort to find replacement exhibitors, but is not liable, nor can guarantee to do so.
7. Where an exhibitor can be found the BPF management fee or deposit received will be retained to cover the additional administration costs incurred.
8. In submitting this application, the exhibitor shall ensure that it has full insurance cover against accident, injury, loss or damage of any nature including public and product liability. Exhibitors will be liable for third party claims arising from their own stand fittings and for their proportion of the stand construction. The exhibitor shall also comply with any requirements of BPF, the exhibition organiser and any applicable law in this regard.
9. From time to time, the BPF may appoint service companies to offer group freight, travel, accommodation, promotion and other services as may be thought in the interest of the exhibiting companies. Where the BPF makes such appointments, exhibitors are free to make use of the services of such companies at their own risk. Such appointments are made in the interest of reducing individual costs for joint venture participants. Companies are not obliged to use such services.
10. The BPF cannot accept responsibility for the performance, actions or negligence of contractors appointed by exhibitors.
11. Where an event is postponed or cancelled for reasons beyond the control of the BPF, all reasonable effort will be made to reclaim any fees from the organisers and/or contractors, and to refund such fees, net of any administration charges incurred by the BPF.
12. The BPF reserves the right to raise a surcharge on stand fees, in the event of significant currency fluctuation.
13. Force majeure - BPF shall be entitled, without liability on its part and without prejudice to its other rights, to terminate a contract or any unfilled part thereof or, at its option, to suspend or give partial performance under it, if performance by BPF or by its suppliers is prevented, hindered or delayed whether directly or indirectly by reason of any cause whatsoever beyond BPF’s or its suppliers reasonable control, whether such cause existed on the date when the contract was made or not.

Each company must pay the BPF management fee on the due date. The management fee applies to all companies exhibiting within the UK Group whether they are exhibiting on the Pavilion or independently. Companies exhibiting as part of the UK group but with no UK Trade & Investment support are also obliged to pay the management fee. The management fee is non-refundable. The management fees are as follows…

| Group co-ordination Management Fee – Member | £450 |
| Group co-ordination Management Fee - Non Member | £550 |

Please fax to 02074575045, or email jelliott@bpf.co.uk

Total Space required (at approx £260 per sqm) *

* (consists of raw space cost + stand construction)

<table>
<thead>
<tr>
<th>British Pavilion Management Fee</th>
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<td>□ £450 (BPF Member)</td>
</tr>
<tr>
<td>□ £550 (Non-BPF Member)</td>
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</tbody>
</table>

Company Name

Your Name

Address

E-mail

Signature

Date