



THE PREMIER TRADE EXHIBITION FOR
INTRALOGISTICS SOLUTION, WAREHOUSE
AND PROCESS MANAGEMENT

25-27 OCTOBER 2023

IMPACT EXHIBITION CENTER, BANGKOK, THAILAND

Exhibitor Briefing (English Version)

www.logimat-iw.com



Proposed by: Expolink
Global Network
Limited

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- 02 Schedule of Events and Move – In Procedures**
- 03 Rules & Regulations**
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Venue Overview

Venue Overview

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Schedule of Events and Move – In Procedures

Move – In Schedule (Build-up Period)

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Build-Up Period (23-24 Oct 23)	Date	Time
Official Stand Contractor Move-In	23 Oct 23	8.00 – 24.00 Hrs.
	24 Oct 23	00.01 – 24.00 Hrs.
Non-Official Stand Contractor Move-In	23 Oct 23	12.00 – 24.00 Hrs.
<u>* Raw Space Exhibitors only</u>	24 Oct 23	00.01 – 24.00 Hrs.
Exhibitor Move-In and Stand Decoration	24 Oct 23	10.00 – 24.00 Hrs.
<u>*For Standard Booths & Pavilions</u>		
Exhibitor's badge pick up	24 Oct 23	9.00 – 18.00 Hrs.

****Contractors must exchange contractor badge at the loading area and wear the contractor badges at all time in the exhibition hall.**

Move – In Schedule (Exhibition Period)

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Show day (25-27 Oct 66)	Date	Time
Opening Ceremony	25 Oct 23	11.00 – 12.00 Hrs.
Hall Opens for Exhibitors *Prepared equipment (Trolley- only allow 1 hour before show open and 1 hour after show end)	25 - 27 Oct 23	09.00 – 10.00 Hrs. 18.00 – 19.00 Hrs.
Opening Hours of the Exhibition	25 - 27 Oct 23	10.00 – 18.00 Hrs.

Move – In Schedule (Dismantling Period)

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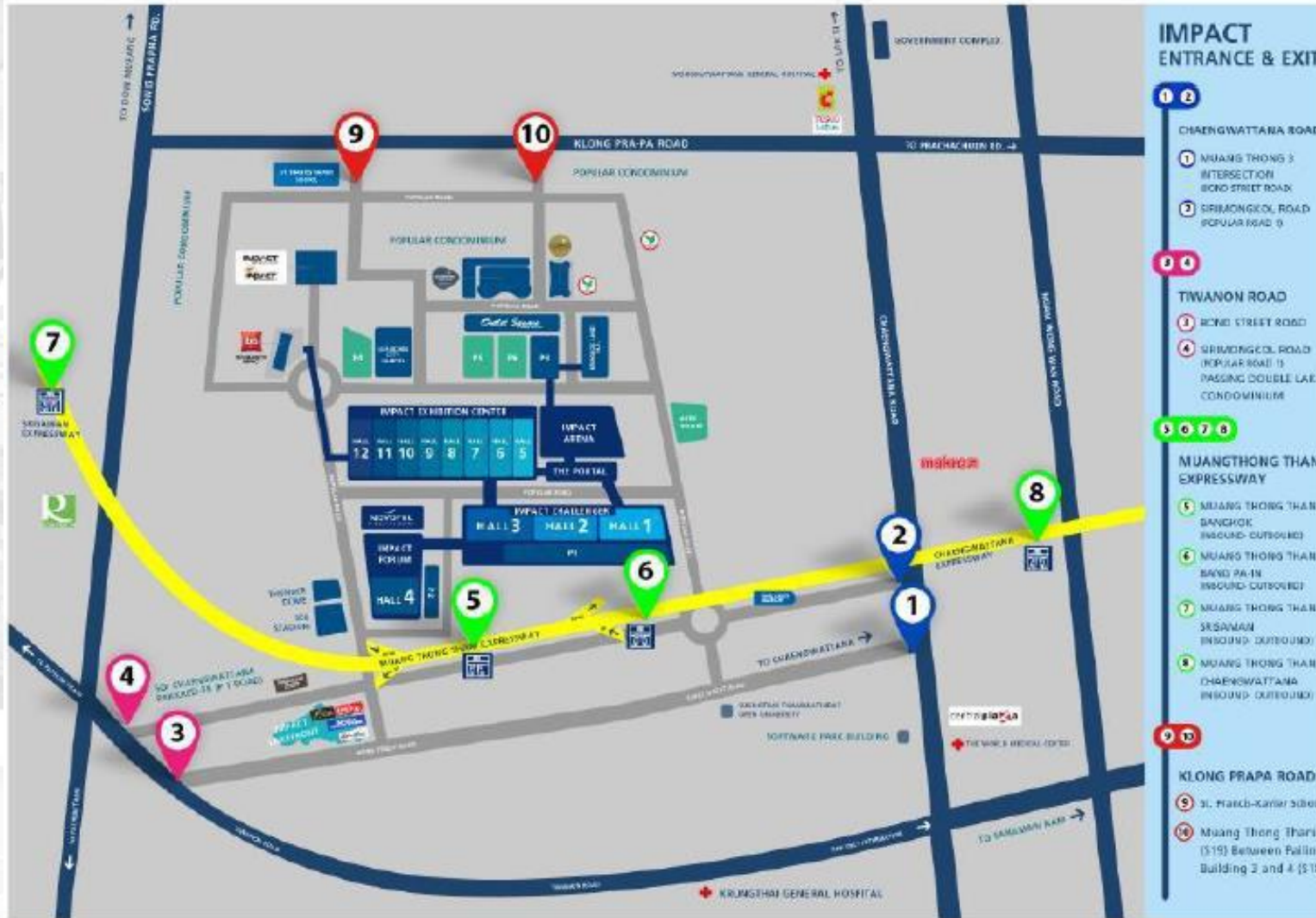


Dismantling Period (27 Oct 23)	Date	Time
Stand Dismantling (No dismantling before dismantling period)	27 Oct 23 28 Oct 23	18.00 – 24.00 Hrs. 24.01 – 6.00 Hrs.
All Stands Dismantled & Debris Removed	28 Oct 23	By 6.00 Hrs.

****Contractors must exchange contractor badge at the loading area and wear the contractor badges at all time in the exhibition hall.**

IMPACT Entrance and Exit

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IMPACT Entrance and Exit

1&2. Chaengwattana Road
3&4. Tiwanon Road
5-8. Muangthong Thani Express Way
9&10. Klong Prapa Road

Queuing Area

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Queuing area

Outdoor Parking 5

1 St Routing : Chaeng Wat Tana Road

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Routing to Queuing Area : 2 Entrances from Chaengwattana and 1 Entrance from Bang Pa in Express Exit



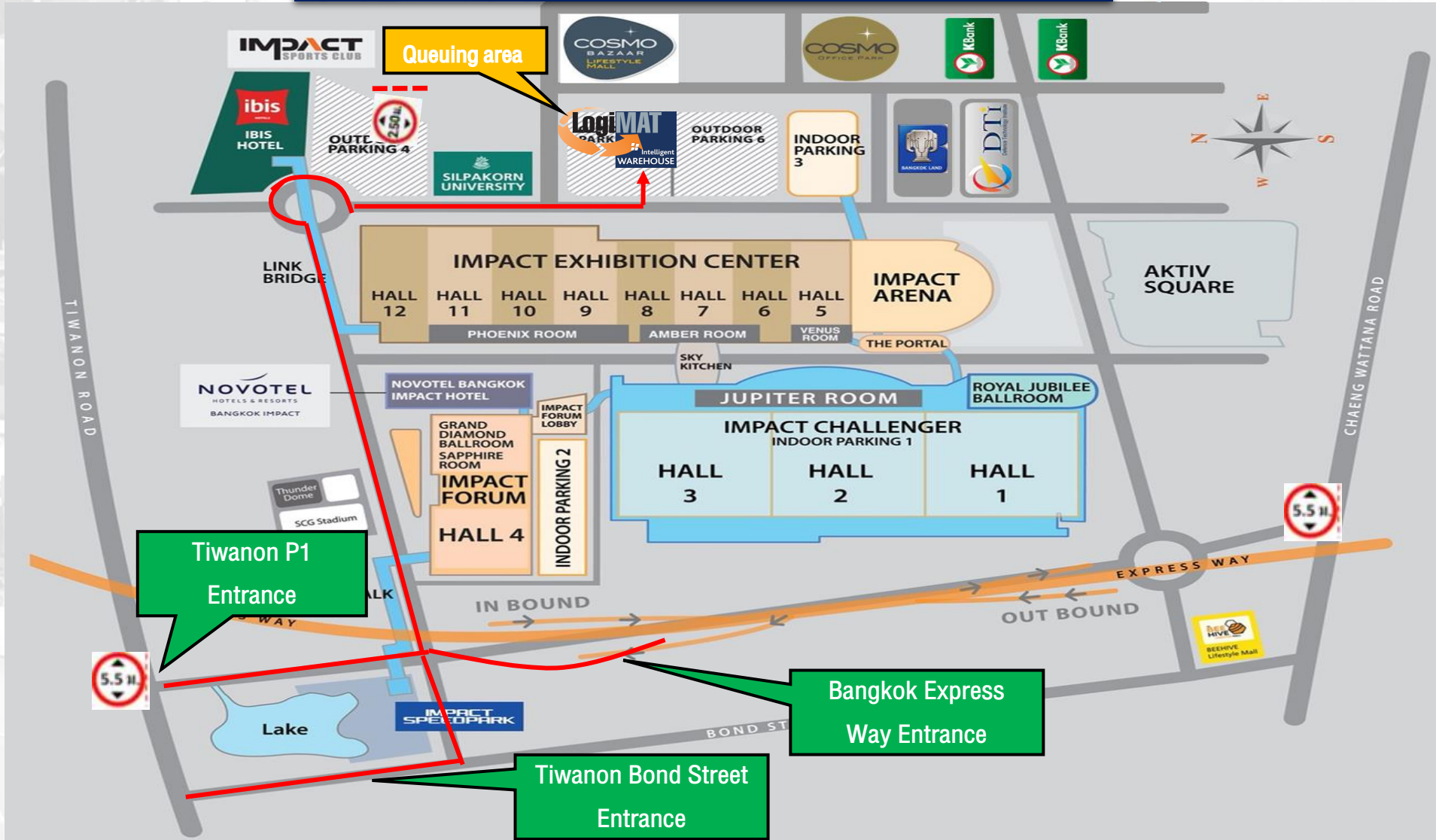
2nd Routing : Ti Wanon Road

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Routing to Queuing Area : 2 Entrances from Tiwanon
and 1 Entrance from Bangkok Express Way



3rd Routing : Klong Prapa

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Routing to Queuing Area (4-wheels ONLY): 2 Entrances from Srisaman & Chaengwattana



Procedures for Queuing & Move-In

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Organizer and Venue will not allow any vehicle to enter the exhibition hall without prior permission from the Organizer. All vehicles entering the exhibition area are must be follow procedures.

1. All vehicles must obtain a queuing ticket from the registration counters at Outdoor Parking 5 , within close proximity to IEC Halls, to gain access to loading areas. At the registration counter, all drivers are expected to provide the following details to receive a queuing ticket: Vehicle Pass, Hall Number, Exhibitor's Company Name, Exhibitor's Booth Number, Driver's Name, and Driver's Mobile number.
2. IMPACT staff will call for loading in according to queue number. The vehicle must not be left unattended at all times.

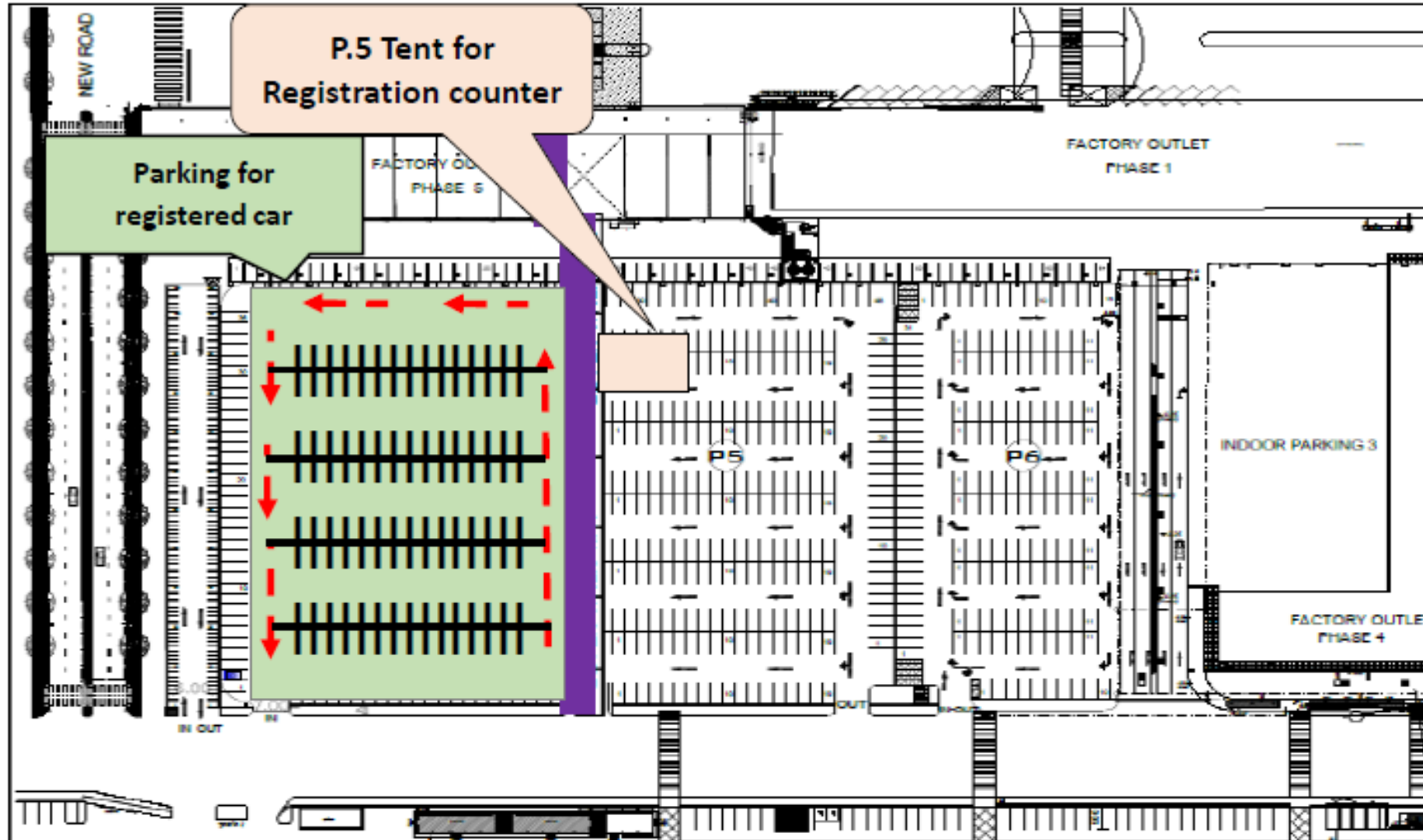
3. Next Exhibitor/ Contractor have to park their vehicle at the loading area hall 5-6. Driver must present their queuing ticket to security personnel at loading bay entrance to obtain a time stamp ticket from cashier staff. Queuing ticket must be prominently displayed on the vehicle's dashboard at all times.

- All vehicles are given a limited time at the loading area based on its vehicle category. Charges will apply should the vehicle exceeds its time limit
 - ✓ 4 wheels vehicle: Time limit of 40 minutes
 - ✓ 6 wheels vehicle: Time limit of 60 minutes
 - ✓ 10 to 18 wheels vehicle : Time limit of 90 minutes
 - ✓ Extra charge of 200 Baht per hour applies after time limit.(A FRACTION OF AN HOUR TO BE CHARGED FOR ONE HOUR)

4. After finish loading process, can park your vehicle at Outdoor Parking 4, Outdoor Parking 5 or the lakeside. We are not allow any vehicle to park at the loading area.

Entrance & Exit for Queuing Area

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Example of Vehicle Pass

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VEHICLE PASS



Company

Booth Number

**For Raw Space Exhibitor
ONLY!**

Car Plate Number

Contact Person

LogiMAT | Intelligent Warehouse 2023

Example of Queuing Ticket

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IEC Hall 5-6 - White

Set up (เตรียมงาน)

Hall 5-6

วันที่.....

ชื่องาน.....

หมายเลขทะเบียน.....

ชื่อผู้ขับ.....เบอร์โทรศัพท์.....

Example of Loading Ticket

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ต้นข้าวบัตร ค่าบริการจอดรถ จุดขนถ่ายสินค้า	IMPACT ^{GROWTH} REIT WUANG THONG THANI	กรุณาคืนตรงทางออกทุกครั้ง
	บัตรสำหรับการลงทะเบียนในอสังหาริมทรัพย์เชิงพาณิชย์	
	400/22 อาคารธนาคารไทย ชั้น 6 และ ชั้น 12 ถนนพหลโยธิน แขวงสามเสนใน เขตพญาไท กรุงเทพมหานคร 10400	
	<input type="radio"/> รถยนต์ไม่เกิน 4 ล้อ จอดฟรี 40 นาที	<input type="radio"/> รถบรรทุกไม่เกิน 10 ล้อ จอดฟรี 60 นาที
		<input type="radio"/> รถบรรทุกเกิน 10 ล้อ จอดฟรี 1 ชั่วโมง 30 นาที
สำหรับบริษัท D 1478301	วันที่.....	เลขที่ LD 1478301
รถยนต์ไม่เกิน 4 ล้อ	<input type="radio"/> เก็บเวลา.....	<input type="text" value=""/>
รถยนต์ไม่เกิน 10 ล้อ	ค่าปรับบาท	เวลาเข้า
รถยนต์เกิน 10 ล้อขึ้นไป	<input type="radio"/> ไม่เก็บเวลา	<input type="text" value=""/>
Hall 4 -12	Hall 4 -12	เวลาออก
เลขทะเบียนรถ	เลขทะเบียนรถ	
<input type="text" value=""/>		ผู้รับเงิน.....Cashier

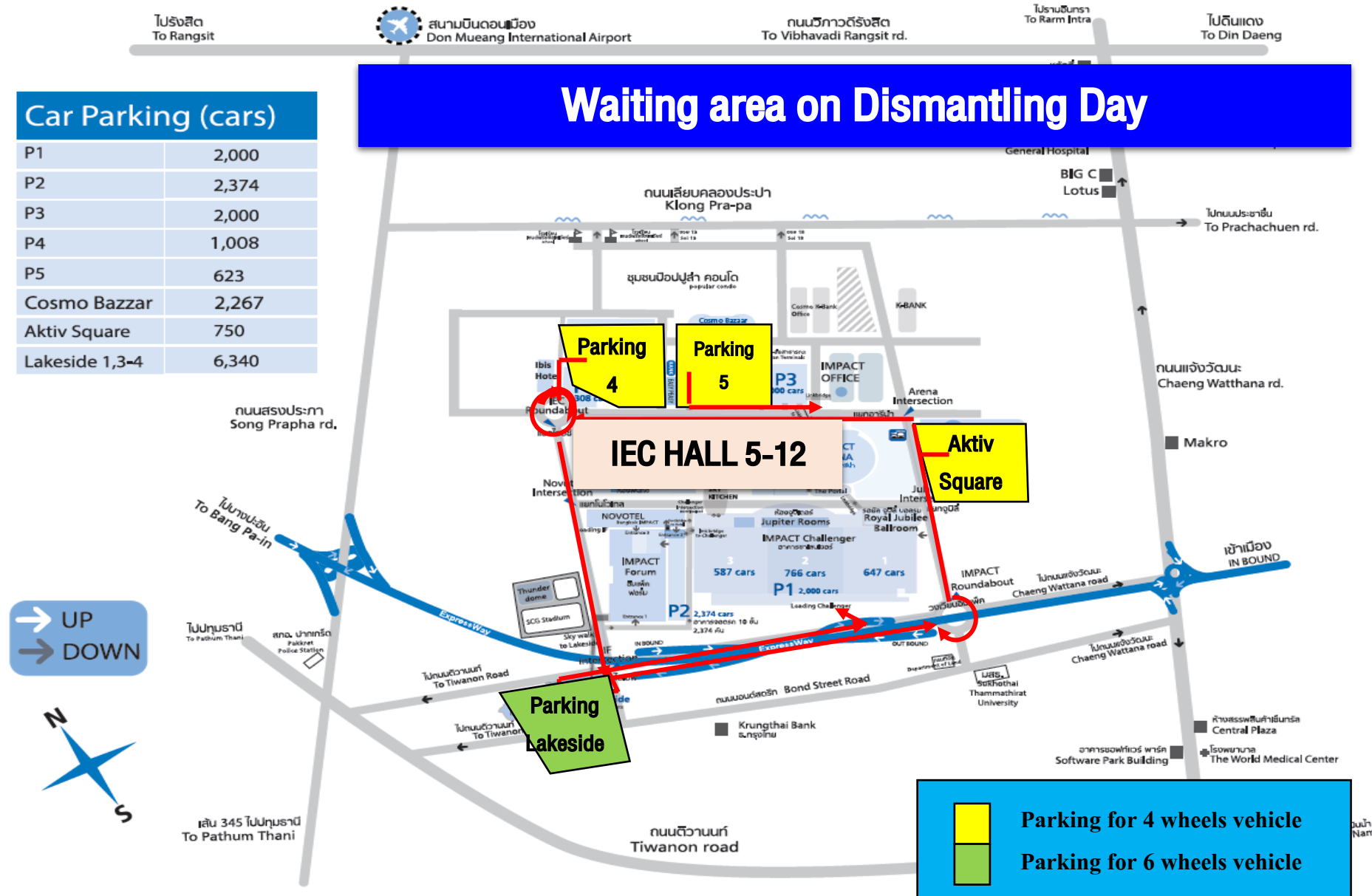
Waiting Area On Dismantling Day

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Car Parking (cars)	
P1	2,000
P2	2,374
P3	2,000
P4	1,008
P5	623
Cosmo Bazaar	2,267
Aktiv Square	750
Lakeside 1,3-4	6,340

Waiting area on Dismantling Day



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Rules & Regulations

All exhibitors should carefully studying our manual to ensure that your participation will be a successful experience for your company. Please return the order forms on or prior to the stipulated dates stated to ensure that the services required are arranged before the exhibition.



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BANGKOK, THAILAND

HANDS-ON INNOVATION



EXHIBITOR MANUAL

Exhibitor Manual's Form Deadline

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Form	Content	Compulsory	Deadline	Status (✓ or NA)
1.1	Basic Catalogue Entry	For All Exhibitors	IMMEDIATE	
1.2	Product Hi-light	For All Exhibitors	IMMEDIATE	
2.	VIP Nomination		20 September 2023	
3.	Mailings		20 September 2023	
4.	Exhibitor Badges	For All Exhibitors	6 October 2023	
5.	Fascia Name	For Shell & Display Booth Exhibitors	25 September 2023	
6.	Raw Space Exhibitor	For Raw Space Exhibitors	25 September 2023	
7.	Service Location Plan	For All Exhibitors	25 September 2023	
8.	Audio Visual Equipment		22 September 2023	
9.	Furniture & Equipment		20 October 2023	
10.	Electricity & Lighting	For Raw Space Exhibitors	25 September 2023	
11	Compressed Air		25 September 2023	
12	Water Supply & Drainage		25 September 2023	
13.	Telephone, Fax & Internet		6 October 2023	
14.	Stand Cleaning Service		6 October 2023	
15.	Stand Security		6 October 2023	
16.	Freight Forwarding Services	IMPORTANT (Please read)	25 September 2023	
17.	Hotel Booking List		NA	
	Food and Beverage	** Order via https://e-ordering.impact.co.th/impact/		

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For Standard Schell Scheme Exhibitor

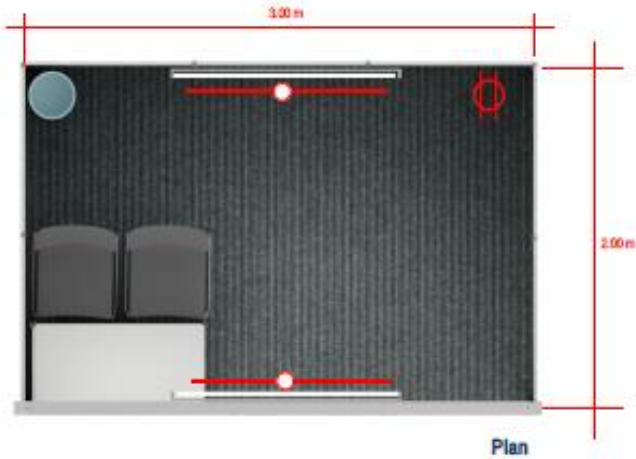
CITYNEON
NETWORK

6 SQM.

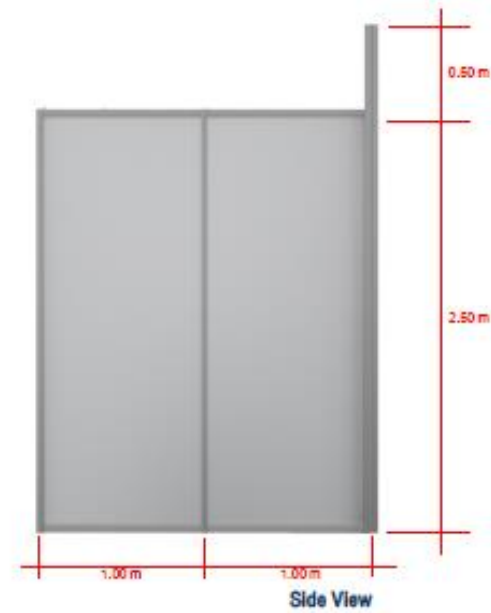
Standard Shell Scheme Size 2.00 X 3.00 M.

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	Fluorescent	2
	Power socket 5 amp	1



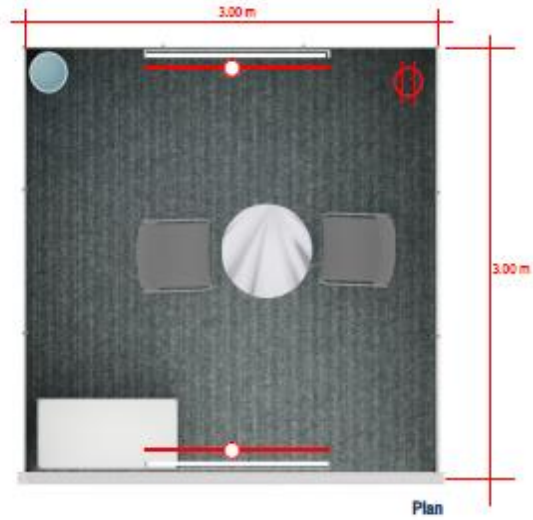
9 SQM.

Standard Shell Scheme Size 3.00 X 3.00 M.

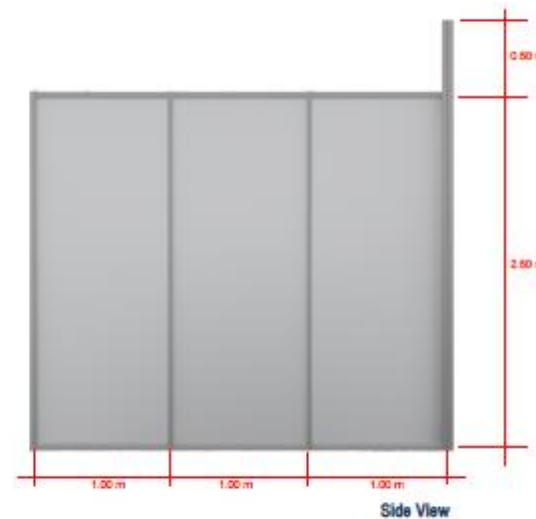
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	Fluorescent	2
	Power socket 5 amp	1

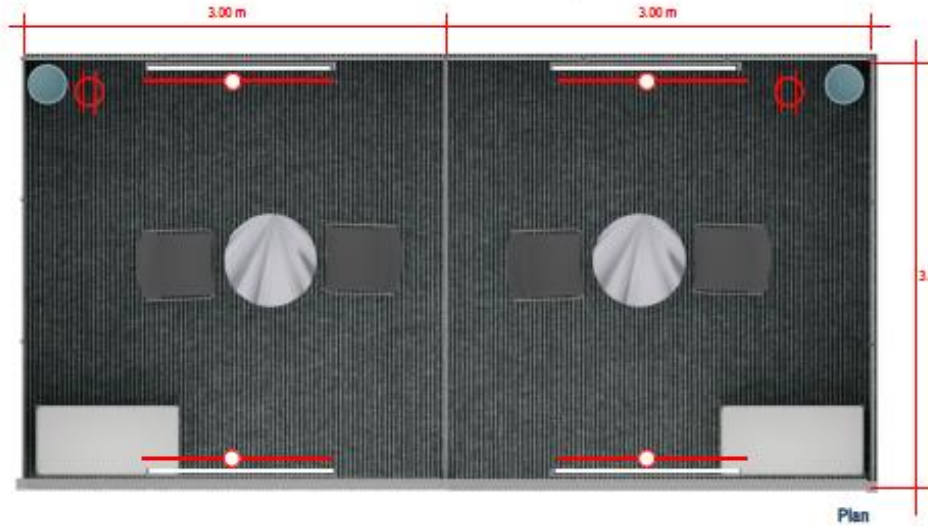


18 SQM.

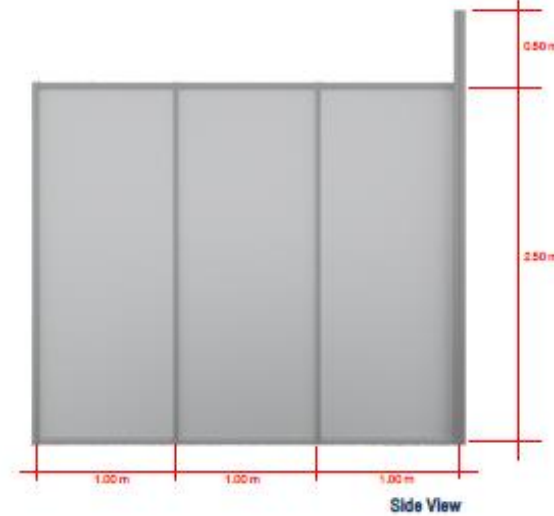
Standard Shell Scheme Size 3.00 X 6.00 M.

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	Fluorescent	4
	Power socket 5 amp	2



Package Entitlement

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Entitlements	*6 sqm	*9 sqm	*18 sqm	*27 sqm	*36 sqm
Needle Punch Carpet	As per stand space				
System wall, 2.4mH, white color PVC covering	As per stand space on all closed sides				
Fascia board, 2.4mL x 0.3mH in orange PVC sheet finish	On all open sides				
Graphic exhibitor name and booth number on fascia	On all open sides				
Lockable cabinet	1 no.	1 no.	2 nos.	3 nos.	4 nos.
Round Table	-	1 no.	2 nos.	3 nos.	4 nos.
Plastic Chairs	2 nos.	2 nos.	4 nos.	6 nos.	8 nos.
Waste basket	1 no.	1 no.	1 no.	2 nos.	2 nos.
Fluorescent Lights	2 nos.	2 nos.	4 nos.	6 nos.	8 nos.
Socket outlet, 5 Amp	1 no.	1 no.	2 no.	3 nos.	4 nos.

Rules And Regulations

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1. Do not move, add or do any change to the shell scheme and fascia. Should you wish to do so, please contact the Official Contractor at Exhibitor Service Counter.
2. Exhibitors have to inspect the quality of booth/decorative equipment and furniture before using. If there are any defects or missing parts, please inform the Official Contractor for correcting/changing. Otherwise, it is the exhibitors' own responsibility in case of any damages of their exhibits.
3. For safety reasons, please do not lean/place any objects on the glass of furniture. The Official Contractor will not be responsible for injury or accident occurred.
4. Do not take or use furniture from neighboring booth without permission. Exhibitors will be fined at 5 times of onsite price

Rules And Regulations

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5. Do not use silicone or write, paint or spray paint on the panel. Drilling, nailing, stapling are prohibited. Exhibitors will be fined at THB1,000 per panel for any damages occurred.
6. Double tape for graphic on the panels are allowed. Exhibitors must remove the graphic without leaving any damages after the show ends. Exhibitors will be fined at THB1,000 per panel for any damages occurred.
7. The maximum weight that booth structure and shelf can hold is 5 kg. Cityneon Network will not responsible for injury or accident occurred.

Official Contractor's Contact Detail

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Overall

Ms. Nattaya Praditpong

Tel: +66 2 690 2683 Ext 30

Email: nattaya@cityneonthailand.com

The logo for CITYNEON NETWORK, with "CITYNEON" in a large, bold, yellow font and "NETWORK" in a smaller, bold, grey font below it.

CITYNEON
NETWORK

FORM 5 and 9

Ms. Patpada Khocharoen

Tel: +66 2 690 2683 Ext 25

Email: op8@cityneonthailand.com

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For Raw Space Exhibitor

Raw Space Document Submission

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Submit 6 Raw Space Exhibitor with booth design includes detailed drawings of elevations, layout and perspective with dimensions

[by 25 September 2023](#)

At : operations@expolink.net for approval

1

Raw Space Document Submission

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place a refundable hall clearance deposit with Expolink Global Network Ltd. Per square metre is charged at THB 1,000/-, maximum collectible amount is THB 150,000/-.

- The Hall Clearance Deposit shall be returned in full to the contractor by 1 Nov 23 when no damage occur.

To
Expolink Global Network Ltd

B.B. Building 10th floor Room No.
1007 Sukhumvit Rd. (asoke), Klong
teoy nau,Wattana, Bangkok 10110

***** Cheque date within 20 October 2023*****

2

When the contractor/exhibitor has completed 2 steps. The organizer will send the following documents via email

- Design Approval email
- Vehicle Pass

3

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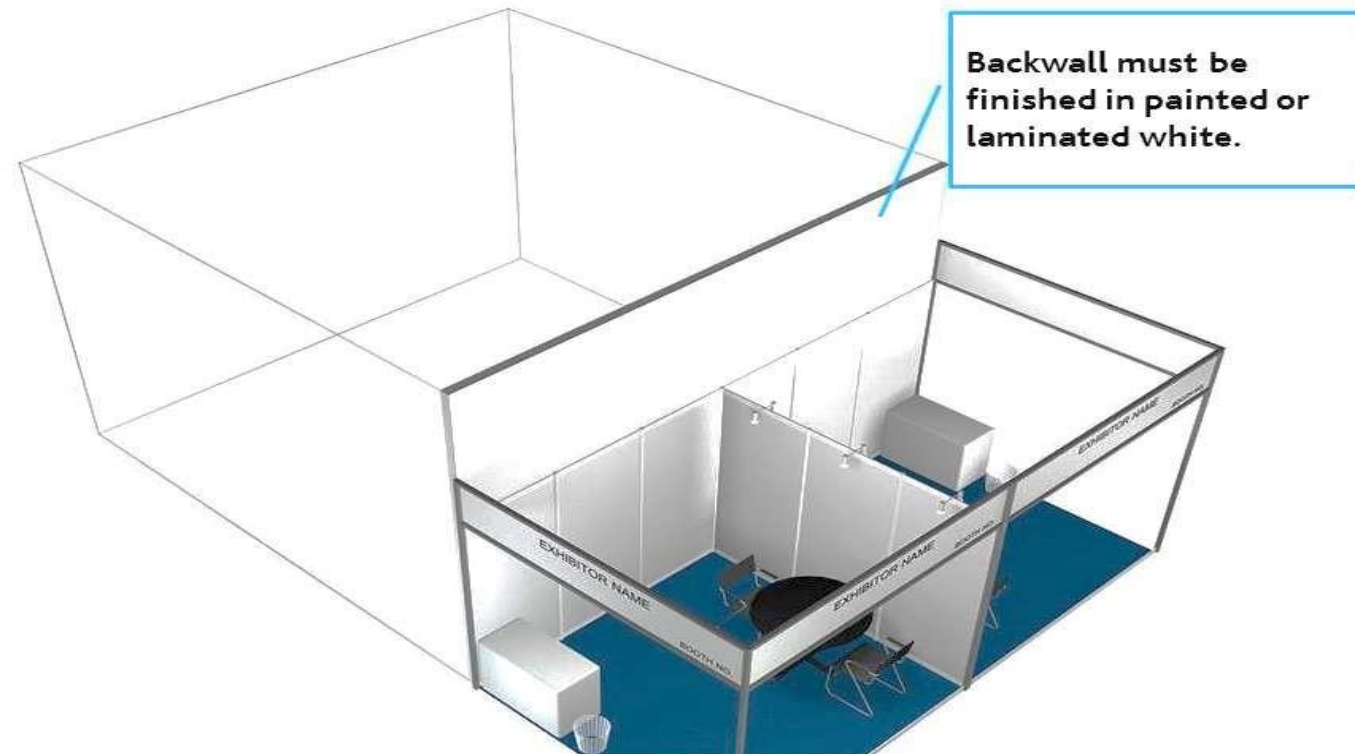
Rule & Regulations for Booth Construction

Rule & Regulations for Booth Construction

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Each booth must have its own panels on all sides which do not face an aisle and **it is not permitted to use the neighbour's panels**. If any panel is higher than the 2.5m, it is restricted to have reasonable decoration or material must cover the back of that panel. Please refer picture for an example.



Rule & Regulations for Booth Construction

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Raw space exhibitors are not allowed to construct a full wall. All open sides can only 50% closed at a maximum (i.e 50% of the open side must be open).



Rule & Regulations for Booth Construction

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The maximum permitted stand height is 7m. Exhibitor with booth higher than 5 meters will need to be approved by a civil engineer(sign in every booth design pages) and submit the Safety Certified Letter. Special structure, back wall or panels above 2.5 meters in height are required to ensure that backwall is in proper plain finishing without branding facing adjacent neighboring stands



Rule & Regulations for Booth Construction

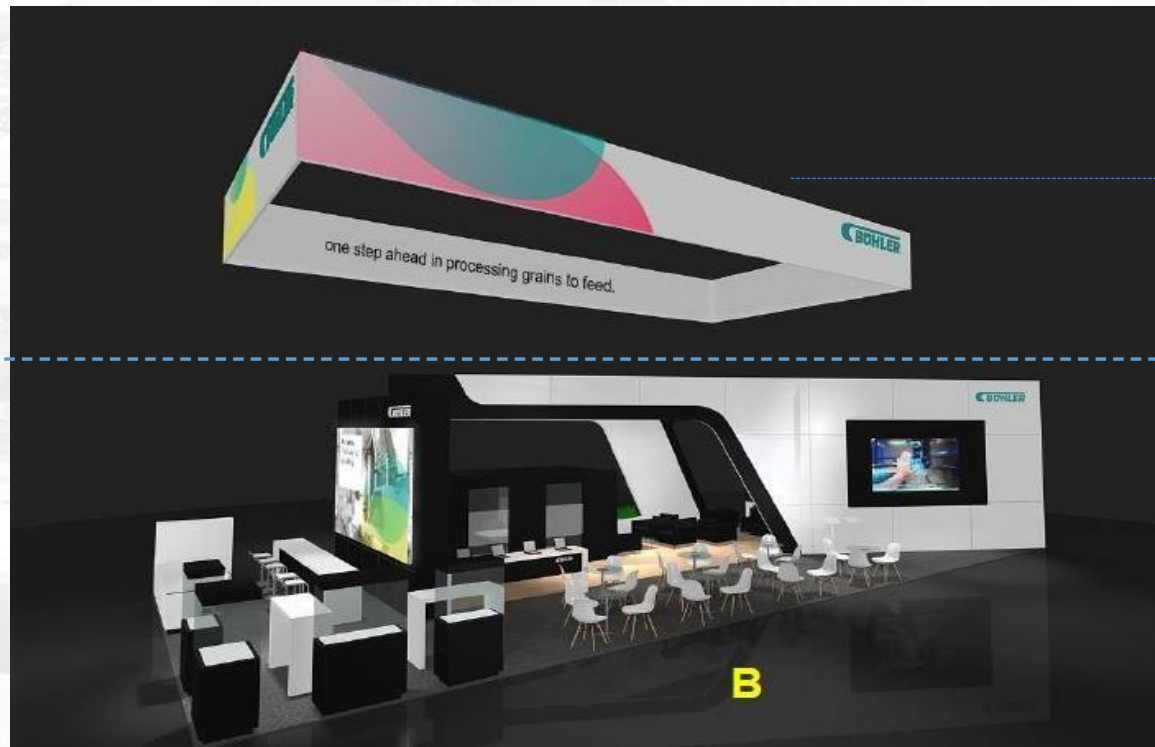
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The maximum point of the hanging structure is 9 m from the floor and the lowest point of the hanging structure is 7 m from the floor.

Noted : Any form of balloons or hanging banners from ceiling (above exhibitor stand) are NOT allowed except the booth that over 54 Sqm. And have to contact organizer for approval.

7 Meters
Booth Height
(Maximum)



9 Meters
Hanging Height

Rule & Regulations for Booth Construction

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- ✓ Every Booth must have carpeting or floor covering. Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor.
- ✓ Nailing, screwing and drilling of holes are not allowed onto any parts of the hall.
- ✓ Any damages to their booths, fixtures & fittings and the Exhibition venue, organizer reserve the right to deduct this damages from Hall Clearance Deposit.

*** Exhibitors who apply for “Space Only” specially designed stands should submit their electrical order together with their layout plan before the deadline via form 10**

Rule & Regulations for Booth Construction

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Contractor should follow Impact Safety Rules and Regulations



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Other Rule & Regulations

Rules and Regulations for utility services

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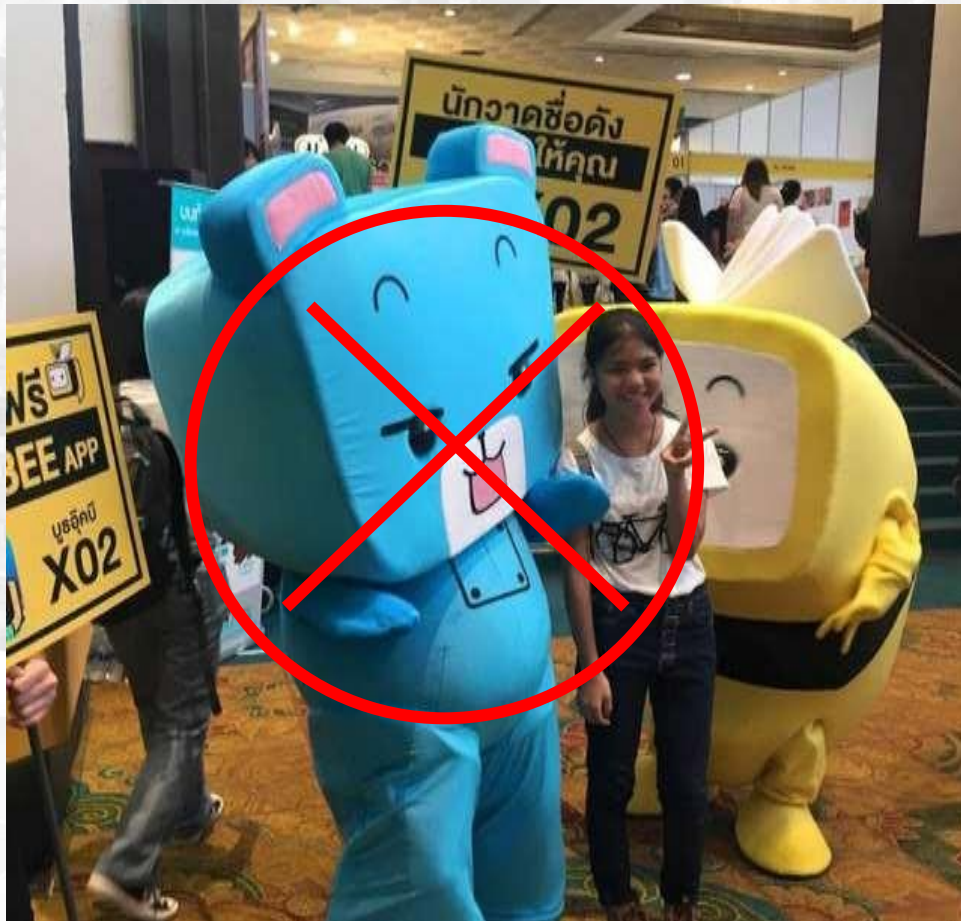
- Any unauthorized connection, modification, or connection to the circuit may cause the electricity to be cut off without prior notice.
- In the event that the contractor causes a electric shock within the area themselves, the contractor or exhibitor must complete the correction and be inspected by the company's staff before releasing electricity again.
- Official electricity supplier will turn on the power 30 minutes before the event starts and turn the power off 30 minutes after the event ends by turning off the main power system, except for the 24 hours service point that will not be turned off, And on the last day of the event, the lights will be turned off 60 minutes after the event has been closed.

Other Rule & Regulations

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No Flyer Distribution. No Troop. No Mascot outside your booth.



Other Rule & Regulations

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1. Construction inside the hall It should not be sawed, cut, spray painted, or do anything **that causes pollution within the exhibition area.**
2. Do not place any equipment, products, or banners outside your booth area.
(measured from the yellow line)
3. For raw space exhibitors must clearly display the company name and booth number.
4. Items that were not notified in the application form are not allowed to be displayed at the event.

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4

OFFICIAL FREIGHT FORWARDER

The logo for Sun Expo Services. It features a stylized sun with a red circular center and radiating lines. A red arc curves around the sun. Below the sun, the words "SUN EXPO SERVICES" are written in a bold, black, sans-serif font.

**SUN EXPO
SERVICES**

RULES & REGULATIONS

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Equipment
CAN BE USED by Exhibitor/ Contractor
Only small trolley or hand carry



For Hand lift/Fork Lift/Crane or others
PLEASE CONTACT OFFICIAL
FREIGHT FORWARDER APT Showfreight
(Thailand) Limited and Sun Expo
Services Co., Ltd.



Logistics services from door to booth/ port to booth

Onsite handling Manpower & Equipment



Customs Clearance

- Temporary importation

- ATA Carnet
- Bank Guarantee

Trucking Service



Airfreight / Seafreight Services
for return shipment



- Temporary import license from FDA
or Government Department

Courier Services



- Permanent Importation

Deadline

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DOCUMENT

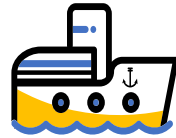


Document Submission

25 Sep 2023

Document
submission

SEAFREIGHT



Sea freight shipment

LCL

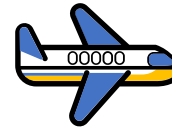
2 Oct 2023

FCL

9 Oct 2023

Sea freight
shipment arrival
date at **Bangkok**
Port

AIRFREIGHT



Air freight shipment

9 Oct 2023

Air freight
shipment arrival
date at
Suvarnabhumi
Airport

ONSITE



Onsite Handling Service

25 Sep 2023

Exhibitor send product
information to request Sun
Expo to do onsite handling
service at the loading bay to
booth and vice versa.

Official Freight Forwarder's Contact Deatail

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Chonchanok Somboon (Film)

ชนม์ชนก สมบุญ (ฟิล์ม)

Tel: +66 (0) 2 728 4452-4 ext 307

Fax: +66 (0) 2 728 4452 ext 200

Email : film@sunexpothai.com

HP: +66 (0)94 792 5222



Maneemun Niampoolthong (Mai)

มณีมัญชุ์ เนียมพูลทอง (ใหม่)

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5

Others Facilities

Car Parking Facility

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Car Parking (Cars)	
P1	2,000
P2	2,374
P3	2,000
P4	1,070
P5	620
Aktiv Square	920
Lakeside	1,500
Cosmo Bazaar	2,200

Total 12,684 cars

Parking Rates

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Indoor Parking 1-3

- There will be no charge for the 30 minutes.
- First 3 hours: 40 baht (flat rate)
- 3+hours: 20 baht/each additional hour.
- Evening Rates from 6 PM to Midnight: 40 baht, and must exit by 12 Midnight.



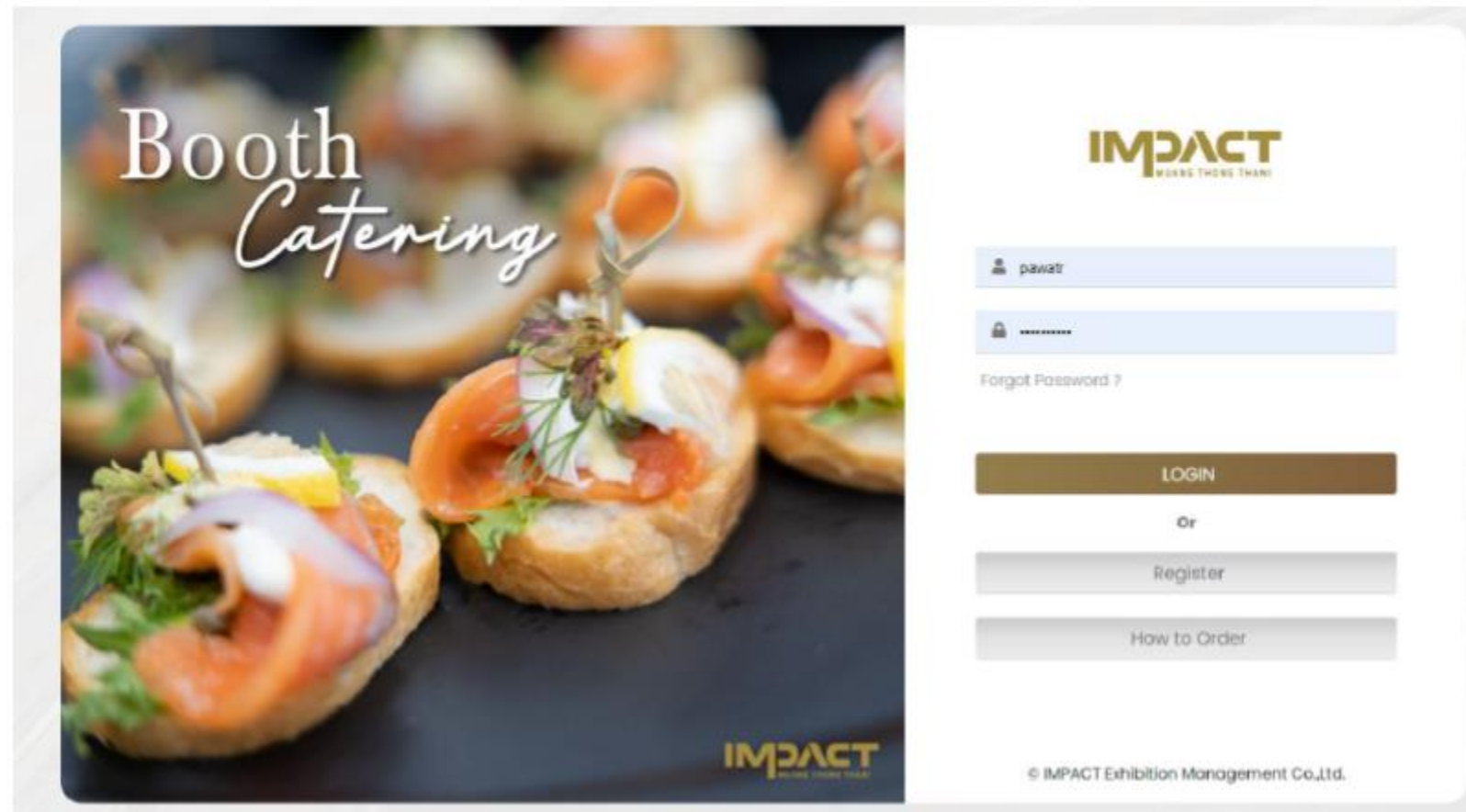
อัตราค่าบริการ อาคารจอดรถ คอสโม บาซาร์ Cosmo Bazaar Parking Rates

- **จอดฟรี 2 ชั่วโมงแรก**
- **ชั่วโมงถัดไป ชั่วโมงละ 20 บาท (เศษนาที คิดเป็น 1 ชั่วโมง)**
After the first hour, the fee will be 20 baht/each additional hour.
(fraction thereof will be rounded up to the next full hour)
- **ลูกค้าที่นำรถออกหลัง 24.00 น. มีค่าปรับ
จอดรถเกินเวลา ชั่วโมงละ 200 บาท**
Overnight parking after 12 p.m. is not permitted and subject to
a fine of 200 baht each hour.
- **ลูกค้าทำบัตรจอดรถสูญหาย ชำรุด มีค่าปรับ 500 บาท**
A charge of 500 baht applied for a lost or damaged card.



E-Ordering Platform

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For Booth Catering you should order via E-ordering Platform

E-Ordering Platform

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IMPACT
REGISTRATION

Personal Information

Name: *
Email: *
Company: *
Address: *
Contact: *
Phone: *
Fax: *

E-ORDERING PLATFORM EMAIL VERIFICATION

Please CLICK the button below to verify your email address

VERIFY

Booth Catering

IMPACT

Username: *
Password: *
Forgot Password?

LOG IN

Forgot Password?

IMPACT Exhibition Management Co., Ltd.

1 REGISTER

Sign up and create your IMPACT online order account. your email address, password, contact and billing information

* For corporate accounts, please have your Tax ID ready in order to receive the full tax invoice upon completion of your online order.*

2 VERIFY YOUR EMAIL

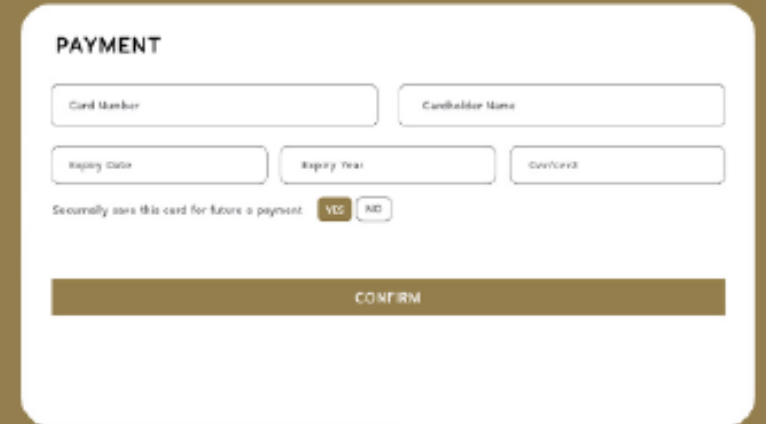
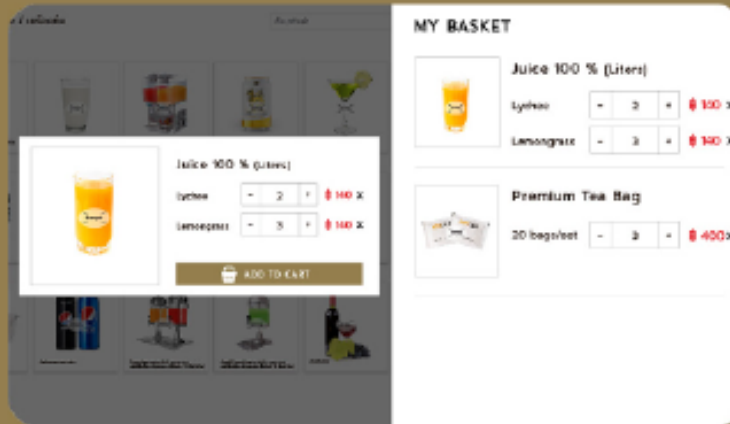
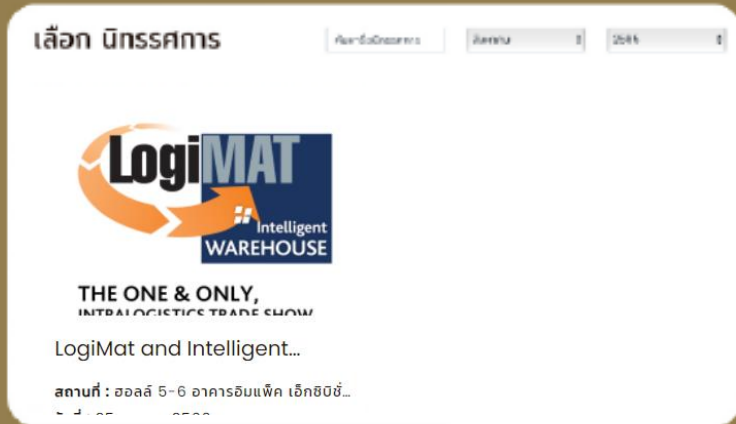
After submitting your details. You will receive an email confirmation. Simply click the Complete Registration button in your email to complete the registration process.

3 LOG IN

Enter your username and password

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4

CHOOSE YOUR EVENT

Select the event that you wish to supply.

5

CHOOSE YOUR PRODUCTS AND SERVICES

Browse through our online catalogue and select your desired items by adding them to your shopping cart.

6

CHOOSE YOUR PAYMENT METHOD

We offer a variety of payment options for your convenience including credit card.

Free WIFI

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IMPACT RE:IT MUANG THONG THANI **AISWifi**

@IMPACT Free WIFI by AIS (IMPACT Free wifi)

1. Select SSID @IMPACT Free wifi
2. Select @IMPACT Free WiFi Or Project
3. Upload ID or Passport to Card No. or passport No.
4. Login Successful Speed 10/2 Mbps

Speed (ความเร็ว) : Speed up to 10/2Mbps
Duration (ระยะเวลา) : 4 Hrs./ User/ Day

Session Timeout (การใช้ตามต่อเมื่อ) : 4 Hrs.
Idle time (หากไม่มีการใช้งาน) : 15 Minutes

@IMPACT Free WIFI By AIS
4 hrs. / No. Passport

IMPACT RE:IT MUANG THONG THANI **WIFI true move H**

@IMPACT FREE WIFI (Self-Registered)

- STEP 1 Select SSID @IMPACT free WIFI
- STEP 2 Please fill in all information
- STEP 3 Complete Speed 30 Mbps

Speed (ความเร็ว) : Speed up to 30 Mbps
Duration (ระยะเวลา) : 3 Hrs./ User/ Day

Session Timeout (การใช้ตามต่อเมื่อ) : 3 Hrs.
Idle time (หากไม่มีการใช้งาน) : 30 Minutes

@IMPACT Free WIFI
3 hrs./No. Passport

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CONTACT

Expolink Global Network Ltd

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Sales : Kanjanamas(Ms.)	080-775-0404
Marketing : Chaiyachet (Mr.)	096-931-4578

Cityneon Network Co., Ltd – Official Contractor

Nattaya (Ms.)	02-690-2683 Ext 30
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A Plus Utility Management Co.,Ltd. – Official Electricity

Voraluck (Ms.)	02-090-2542-46
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Sun Expo Service Co.,Ltd. – Official Freight Forwarder

Chonchanok (Ms.)	02-728-4452-4 Ext 307
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