

Exhibitor Manual





14th WORLD HAPEX
THAILAND 2025

**World Halal Products
Exhibition 2025**

Halal Sciences & Innovation

31 July - 3 August 2025
ICC Hall Hatyai, Songkhla Thailand

 Global Halal Forum

 Halal Products Exhibition

 Business Matching

 Seminar & Talk

 Demonstration & Competition

 Performance

Hosted by : **HALAL INSTITUTE** PRINCE OF SONGKLA UNIVERSITY, THAILAND

 halalinst.psu.ac.th/hapex  halalinst.psu@gmail.com  World HAPEX  **082 273 0548**

Dear Exhibitors,

This exhibitor's manual is provided with the purpose to assist your company in preparing for your participation in World HAPEX 2025.

Please read this manual carefully and thoroughly to ensure that all relevant matters are being processed properly in order to make your participation in this event smoothly and successfully. Please note that all forms must be returned to the concerned offices within the deadline.

Should you have any queries or need further assistance, please contact the responsible person whose name and contact numbers are provided in this manual.

Thank you for your kind co-operation.

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Contact Person

- Official Contractor (Standard Booth / Power Supply)

- Service Section, ICC HAT YAI

- Mr. Warayut Singnoo

- Tel (66) 74 289 901 / (66) 92 809 9779

- Email: warayut.sin@icchatyai.com

- Official Organizer

- PEO Section, ICC HAT YAI

- Ms. Thunya Chatwattana

- Tel (66) 74 289 906 / (66) 97 347 3050

- Email: peo@icchatyai.com

A General Information

A1 Fair Name

World Halal Products Exhibition 2025 (World HAPEx 2025)

A2 Organizer

Halal Institute Prince of Songkla University

Website: <https://halalinst.psu.ac.th>

A3 Venue

Convention Hall, The 60th Anniversary of His Majesty The King's Accession to the Throne International Convention Center (ICC Hat Yai)

Address: Kho Hong, Hat Yai District, Songkhla 90110

Tel: +66(0)7428 9900-1 Email: info@icchatyai.com Website: www.icchatyai.com

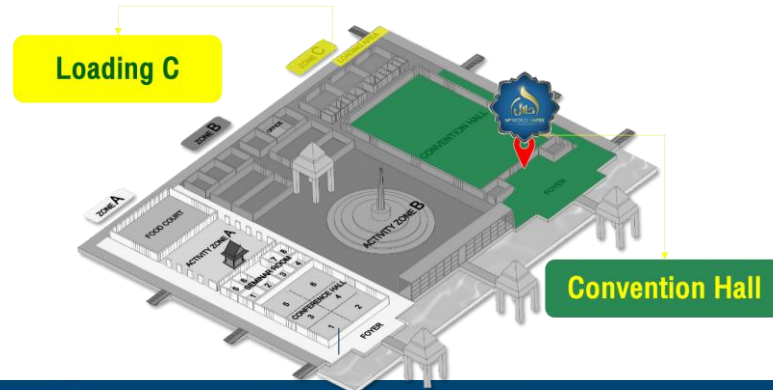
A4 Fair Duration

31 July - 3 August 2025 at 09.00 - 21.00 hrs.

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B Floor Plan

B1 Floor Plan



C Schedules of Construction and Dismantling

C1 Construction Period

Date	Time	The person concerned
29 July 2025	09.00 – 21.00 hrs.	Exhibitors who will build their own stands or appoint other contractor
30 July 2025	09.00 – 21.00 hrs.	All Exhibitors
	13.00 – 21.00 hrs.	Switch on electricity

All Exhibitors must complete the booth construction on 30 July 2025 at 21.00 hrs. It is strictly prohibited to construct/decorate after the mentioned time.

C2 Exhibition Period / Start-End Schedule

Date	Time	The person concerned
31 July - 3 August 2025	08.00 – 09.00 hrs.	Exhibitor move in (First day only, 07.00 a.m.)
	09.00 – 21.00 hrs.	Show Time
	21.00 – 22.00 hrs.	Exhibitor move out

C3 Dismantling Period

Date	Time	The person concerned
3 August 2025	21.00 hrs	Exhibition closes.
	22.00 hrs	Switch off electricity
	21.00 – 23.30 hrs	Dismantling

Note

1. Exhibitor must wear their badge all time during stay in the exhibition hall.
2. It is prohibited to dismantle the stand and construction before 21.00 hrs. on 3 August 2025. In order to facilitate the security of properties, all back door sides will be opened to remove the construction equipment from 21.00 hrs. onwards.
3. All exhibitors must move out their items at the last show day (3 August 2025) The construction and decoration parts will be dismantled on 3 August 2025 from 21.00 hrs. onwards till 23.30 hrs. In case of demolition after specified time, exhibitor will be charged of THB.20,000/Company/Hour.

D Regulations for Exhibition

D1 Standard Booth

- Regulations concerning the use of standard booth include:
 - It is prohibited to alter, paint, nail, or screw any part of the booth's panels. Otherwise, exhibitors must be responsible for the charges and damages occurred.
 - Exhibitors have to inspect the quality of stand, decorative equipment, furniture and electrical equipment before. If there are any defect or missing parts, please inform the contractor for correcting/ changing, otherwise, it is the exhibitors' own responsibility in case of any damage of their exhibits/products.
- Standard booth 2x3 m. shell scheme including
 - > 1 table (1.8L x 0.6W x 0.75H) / 2 chairs / waste basket
 - > 1 fluorescent light / 1 power socket (5amp 220 v.)



D2 Special Stand Construction (Exhibitor's own construction)

Exhibitors who apply for raw space only may hire the official contractor or other contractors to build a special stand. In any case, they must comply with the following regulations.

1.) Fill in [Form F2](#) and return it with detailed drawings of plan, elevations, section, perspective and electrical plan with its dimensions, width, length, height of the stand including materials used to

- Official Organizer (PEO Section, ICC HAT YAI)

Ms. Thunya Chatwattana Tel (66) 74 289 906 / (66) 97 347 3050 Email: peo@icchatyai.com
for approval within 22 July 2025.

Any exhibitors/ contractors who fail to send the construction layout within specified time or the layout has not been yet approved shall be not strictly allowed to the construction. For Special design booth, fascia and booth number have to be placed clearly.

2.) It is prohibited to build more than one floor level stand. The restriction of booth height is 4.5 meters.

3.) Each booth must have its own panels. It is not permitted to use the neighbor's panels. If any panel is higher than the one behind, acceptable decoration or material must cover the back of that panel.

4.) Any additional electric power in raw space, exhibitors must place an order directly with Official Electrical Supplier by filling in [Form F1](#) and return to

- Official Contractor (Standard Booth / Power Supply) Service Section, ICC HAT YAI

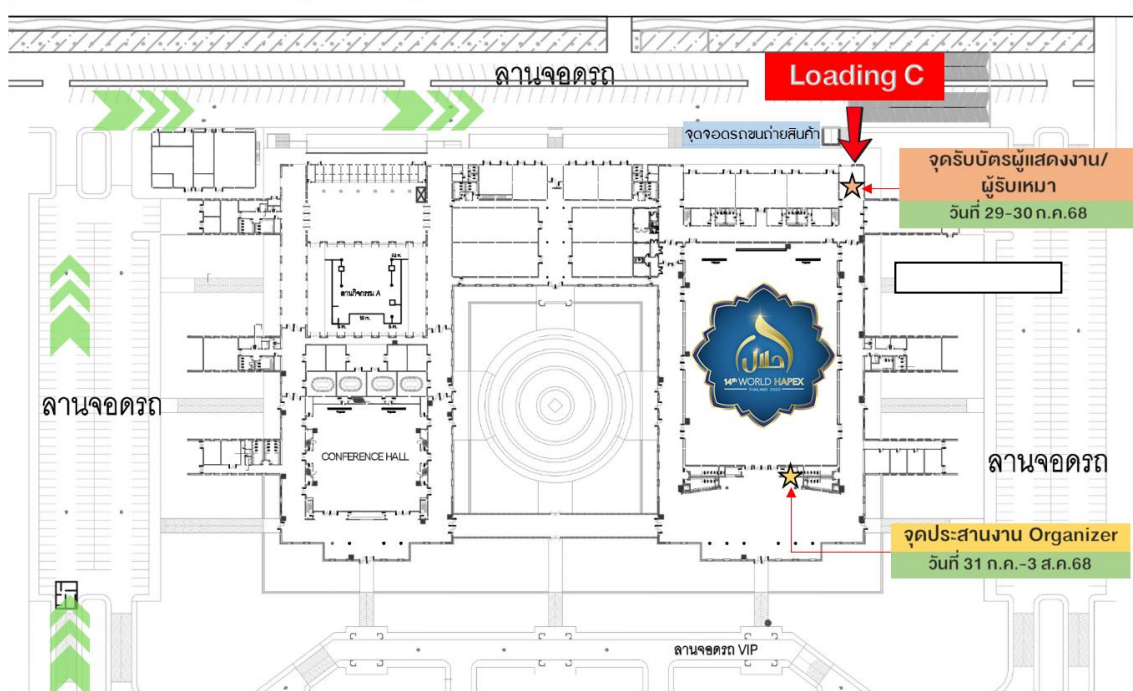
Mr. Warayut Singnoo Tel (66) 74 289 901 / (66) 92 809 9779 Email: warayut.sin@icchatyai.com

within 18 July 2025.

Exhibitions

- 1.) Exhibitors must open booths for exhibitions throughout the exhibition period. The booth must be opened-closed at the prescribed time and staff must be prepared to stand by at the booth during the fair. The booth staff must prepare the goods completely at least 30 minutes before the show opens and leave from the exhibition hall within 60 minutes after the show ends in each day.
- 2.) Exhibitors are not allowed to move in and out the goods during the show unless specifically authorized by the organizer, by prior notice for consideration as deemed appropriate.
- 3.) It is strictly prohibited to place any goods or items outside allocated space or at the central walkway.
- 4.) It is prohibited to shuffle the booth without prior approval from the organizer, or sub-lease the allocated booth to another.
- 5.) In case of any damages, Exhibitors must be responsible for the actions of their staff or representative.

D3 Loading Entrance



F Forms

Forms	Subjects	Deadline	Page	Status
F1	Electrical Service	18 Jul 25	9	Additional
F2	Raw Space Construction	22 Jul 25	10	Must return (Raw Space Only)


Other Services


- Cleaning Service
- Security Service
- Wi-Fi Card

Should you are interested in other additional services above, please send an email to

Contact person: Service Section, ICC HAT YAI Mr. Warayut Singnoo

Tel (66) 74 289 901 / (66) 92 809 9779 Email: warayut.sin@icchatyai.com

 ICC HAT YAI	FORM F1: ELECTRICAL & FURNITURE SERVICES	Return within 18 Jul 25
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Event Name: <u>World HAPEX 2025</u>		
Date: <u>31 July - 3 August 2025</u>	Event ID : <u>2507008</u>	

Electrical & Furniture Services					
Description	Rate (per event)			QTY	Amount THB
	Early Rate within <u>18 Jul 25</u>	Standard Rate <u>19-29 Jul 25</u>	On-site Rate <u>30 Jul-3 Aug 25</u>		
1) Socket 5 Amp/220V Single Phase	THB 1,000	THB 1,100	THB 1,300		
2) Socket 15 Amp/220V Single Phase	THB 3,000	THB 3,300	THB 3,900		
3) Breaker 15 Amp/220V Single Phase	THB 2,500	THB 2,800	THB 3,300		
4) Breaker 30 Amp/220V Single Phase	THB 5,000	THB 5,500	THB 6,500		
5) Breaker 15 Amp/380V Three Phase	THB 7,500	THB 8,300	THB 9,800		
6) Breaker 30 Amp/380V Three Phase	THB 10,000	THB 11,000	THB 13,000		
7) Table (0.6W x 1.8L x 0.75H)	THB 600	THB 600	THB 700		
8) Carpet Tape	THB 93.46	THB 93.46	THB 93.46		
Total					
VAT 7%					
Grand Total					

Remarks:

- No modification on equipment is allowed. In case of damage, exhibitors will be penalized 20 times from the show day price list.
- A surcharge of 100% of electrical equipment will be added for any 24-hour operating electrical services.
- Early Discount rate are orders and payments received before the deadline, late orders may not be accommodated.
If accepted, Standard Rate will be in effect from deadline and On-Site Rate applies during set up.
- The standard electricity are 220V and 380V. Fluctuation is around +/-10%. For safety, use electrical stabilizer to prevent power surge.
- VAT 7% is applicable throughout the Kingdom of Thailand and must be included in your payment.
- We accept cash only for payment onsite. The wire transfer fee for payment from oversea shall be the customer's responsibility.
- The price above is for show day/s only and testing will be allowed at 1pm on the last day of the set up period.

Contact person: Service Section, ICC HAT YAI Mr. Warayut Singnoo

Tel (66) 74 289 901 / (66) 92 809 9779 Email: warayut.sin@icchatyai.com

ORDERS ARE VALID ONLY WHEN ACCOMPANIED WITH PAYMENT IN FAVOR OF:

Payment ☐ Cash

☐ Transfer to account name: ศูนย์ประชุมนานาชาติฉลองสิริราชสมบัติครบ ๖๐ ปี A/C no: 565-4-17441-3 (saving account)

SWIF CODE SCB : SICOTHBK Bank: Siam Commercial Bank Prince of Songkla University

Please send us via E-mail a copy proof of payment confirmation.

Booth No.	:	For ICC HAT YAI Staff Only Order No..... Date Received
Exhibiting Company:	:	
Contact Person	:	
Address for receipt	:	

Tel _____ Email _____ Signature _____



FORM F2: Raw Space Construction

Return within

22 Jul 25

World HAPEX 2025

Please send this form to	
• Official Organizer PEO Section, ICC HAT YAI Ms. Thunya Chatwattana Tel (66) 74 289 906 / (66) 97 347 3050 Email: peo@icchatyai.com	
Please provide the information below:	
Contact Person _____	Position _____
Mobile: _____ E-mail: _____	
Company name _____	
<input type="checkbox"/> Contractor <input type="checkbox"/> Exhibitor	
Exhibitor Name _____ Booth No. _____ Size _____ Sq.m.	
Number of working staff _____	

- 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.
- 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.
- Contractor badge will be given to contractor on set up day.