

RULES AND REGULATIONS

All Organizers and Contractors must strictly observe the following “Rules and Regulations” when working within the premises of Paragon Hall. The main objective of the “Rules and Regulations” is to ensure efficient operations and management of the event area and safety of every individual operating inside Paragon Hall at all time.

Pre-Approved Documents

1. Floor plan layouts and perspectives, signage design specifications and public image advertising designs must be pre-approved by the Customer Services Department, Paragon Hall at least one (1) month prior to the event date.
2. The Organizers must submit all layout plans for truss installation with its details of the number of trusses as well as their carrying weights to the Customer Services Department at least fourteen (14) days prior to the event date.
3. The Organizers must submit permission papers obtained from concerned government units to the Customer Services Department at least seven (7) days prior to the event date. These include: -
 - 3.1 Fun fair or amusement activities: permission is granted by Pathumwan Metropolitan Police Station, and Pathumwan District Office
 - 3.2 Sweepstakes or lucky draw (except an internal party celebration within an organization): permission is granted by Investigation and Legal Affairs Bureau, Department of Provincial Administration, and Pathumwan Metropolitan Police Station
 - 3.3 Selling of alcoholic beverages***: a permit can be obtained from the Excise Department, and a permission is granted by Pathumwan Metropolitan Police Station, and Pathumwan District Office.

*** selling = to sell, give away, distribute, exchange

If the Recipient intends to sell, advertise and/or organize the public relations for any alcoholic beverage within the Service Area, the Recipient shall be solely liable to request for a permission/license to sell an alcoholic beverage from the competent government authority, provided that: (i) such permission/license shall be duly and completely obtained prior to the sale of alcoholic beverage within the Service Area; and (ii) the Recipient shall immediately provide the copy of such permission/license with certification of true copy by the Recipient's authorized representative to the Service Provider upon duly receipt of such permission/license or upon request by the Service Provider for being kept by the Service Provider as an evidence. In selling, advertising and/or organizing the public relations for any alcoholic beverage within the Service Area, the Recipient shall be solely liable to take all relevant steps in accordance with, and to strictly comply with all terms and conditions of Alcoholic Beverage Control Act B.E. 2551 (2008) including other relevant laws, rule and/or regulation being effective during the Service Period.

In addition, the Recipient agrees to be solely liable for all losses and damages including those suffered or incurred by the Service Provider, whether directly or indirectly, arising out of or in connection with any failure of the Recipient to fully comply with the foregoing paragraph.

4. In order to obtain a parking fee, waive for demonstrated vehicles, the Organizer must submit details of vehicles: brand, model, color, car registration number and moving-in & moving-out schedule to Paragon Hall **at least fourteen (14) days prior to the event date.**
5. Any organizer wishing to use Remotely Piloted Aircraft/Unmanned Aircraft Vehicle or “Drone” inside Paragon Hall must obtain an official permission from Paragon Hall and Pathumwan Metropolitan Police Station. All required documents must be submitted to the Customer Services Department for approval **at least thirty days (30) prior to the event date.** Details of required documents are as follows:
 - 5.1 Documents to be submitted to *Pathumwan Metropolitan Police Station* (Administration Office)
 - A permission letter signed by Siam Paragon’s authorized person
 - A document indicating an exemption from permission in operating the drone indoor.
 - A copy of drone ownership issued by the National Broadcasting and Telecommunications Commission (NBTC)
 - A copy of drone operator permission issued by the Civil Aviation Authority of Thailand (CAAT)
 - A copy of the 3rd person insurance under the drone operator’s name
 - A copy of the citizen ID of the drone operator, with a signature to certify the copy
 - A floor plan of the area where the drone will be operated

Should the Organizer operate drones inside Paragon Hall without proper registration and permission, they will face a fine of 40,000 baht or a maximum of one year imprisonment, or both (according to the Air Navigation Act, B.E. 2497, code section 78 - section 24).

Moving-In and Moving-Out

1. The Organizer and the Customer Services Department, Paragon Hall must inspect and handover the hall prior to moving in and after moving out.
2. During event days, the Organizer and its team are allowed to access the Service Area according to the time stated in the signed service contract or based on an agreement between the Paragon Hall and the Organizer.
3. Any request for extended working hours other than published in the signed service contract is subject to availability and hourly overtime charges.
4. The Organizer must immediately inform Paragon Hall if there is any damage to the premises or its asset. The Organizer agrees to repair the damages caused **within (7) days after dismantling period in the signed service contract** and be responsible for the cost which will be estimated by Paragon Hall. Only the repair work which meets the Paragon Hall’s standard will receive a written document as proof. However, if the Organizer refuses to repair, Paragon Hall will carry out the repair and charge all related expenses to the Organizer.
5. After the event, if the Customer Services Department finds any damages or loss to the carpet in the exhibition hall, the Customer Services Department will charge the Organizer **3,200 baht per square meter (subject to 7% VAT)** of damaged carpet.

Building-Up and Dismantling

1. Service Area floor surfaces must be protected from any damages from construction materials and moving items such as trolleys. Proper covering materials such as working carpets or plywood must be used. The same precautions must be observed with surfaces of walls and ceilings within the Service Area.
2. Plywood or similar materials must be used before laying carpet in North Hall and South Hall.
3. If the Organizer and/or the Contractor violate Paragon Hall's rules and regulations which have already been informed both by verbal and/or in written in order to make corrections within a specific time but the Organizer and/or the Contractor refuse to do so and that causes any damages to occur, the Organizer and/or the Contractor agree to compensate double the damage appraisals.
4. The height of any building stand in North Hall & South Hall

	North Hall	South Hall	Foyer
Height from the floor	Not exceed 6 meters	Not exceed 6 meters	Not exceed 2.80 meters

These structures must not be anchored in any way to the Service Area and must be constructed in the most stable and safe manner. In case the Paragon Hall officer finds that the building stand is not safe or may cause any damage, Paragon Hall reserves the right to stop the construction work immediately and amendment must be made.

5. Sawing, welding, spray painting, drilling, hammering, nailing, screwing, and other actions that may cause damage to the walls, floors, equipment, or facilities of Paragon Hall are not allowed.
6. Placing or leaning any equipment or materials against the building's wall and outside the Service Area are prohibited and the Customer Services Department reserves the right to remove any obstructed materials without prior notice.
7. Safety procedures in highly dangerous operations:
 - 7.1 Any operations relating to heat and spark, such as steel welding and steel cutting, require a hot work permit **at least seven (7) days prior to the event date**, and Paragon Hall firemen must be hired at the Organizer's expenses. Any operation without proper notification and approval can be terminated instantly. Moreover, during the operation of such kind, flammable chemicals of all kinds must not be used within the 10-meter radius, and all protective gears such as googles must be worn at all time.
 - 7.2 Working in a confined space requires a permission from the Customer Services Department, and all work must strictly comply by law.
 - 7.3 Working at height refers to any work at least two meters above ground, which must follow the below procedures.
 - Any work at height with more than two workers requires scaffolding.
 - All work at height requires full body harness (double lanyard) or safety harness belts attached to a stationary structure.
 - Those using the walkway must block off a radius of 1 meter around the work area and there must be safety nets under the operating spot to prevent any tools or equipment from falling over. Workers and passers-by must also wear safety helmets in the area.
 - The scaffolding frame must have wheel locks to prevent the scaffolding from tilting or falling.

At the time of building and dismantling, the Organizer must provide personal protective equipment (PPE) for all workers to protect them from any injuries or dangers. Necessary PPE includes protective clothes (long sleeves and long pants), goggles, helmets, and boots.

8. Early removal of exhibits before the show ends must be approved by the Organizer. The Organizer will then notify the Customer Services Department to further coordinate in security management.
9. All exhibited equipment and materials must be removed from the building by the specific tear-down period. Paragon Hall reserves the right to remove and store all remaining items in an appropriate area with the cost of 2,000 baht/square meter/day (subject to 7% VAT) with no responsibility to the damage in any case. All items remained after 24 hours from the date and time shown in the signed service agreement will be disposed and the expense will be charged to the Organizer or the Appointed Official Contractor. Disposal cost is at 5,000 baht/1 six-wheel truck (subject to 7% VAT).

Equipment & Facilities

1. Use of the Paragon Hall facilities and its properties must be permitted by the Customer Services Department.
2. Loading Capacities

	North Hall	South Hall	Foyer
Hang Loading	500 kgs. /Hang node	500 kgs. /Hang node	N/A
Floor Loading	1,000 kgs. /Sq.m.	1,000 kgs. /Sq.m.	1,000 kgs. /Sq.m.

Detailed plan of standing or hanging objects and loading requirement must be submitted to the Customer Services Department at least fourteen (14) days prior to move-in so that the Customer Services Department can arrange the hanging weight distribution before the move-in date.

3. Water supply and drainage can be accessed from specific spots in North Hall and South Hall. Installation of hose is the responsibility of the Organizer and/or its Appointed Contractor. Specifics of water pipes and waste pipes must be as follows:

3.1 water pipe

- A water pipe must be 1-inch in diameter (Galvanized, PVC8.5, or PCV13.5 only)
- Valves and connectors must be installed properly to prevent any leakage or remaining water in the pipes after dismantling.
- Valves must be switched off at the end of the event hour every evening.

3.2 waste pipes

- A waste pipe must be 2-inch in diameter (PVC5 or better only)
- The Organizer must install an on-ground grease trap tank with the size of at least 25 liters.
- Disposal of chemical substances such as paint or thinner into the drainage system is not allowed.

All installation and dismantling of all water pipes and waste pipes must be done by professionals only in order to prevent any leakage and/or damage to properties of Paragon Hall.

4. Public access of electrical supplies is not allowed during event days.
5. Vehicles over 2.10 meters high are not allowed to access the loading ramp.

6. All freights with the height over 2.80 meters and/or weight over 10 tons or 10,000 kilograms are not allowed to access the Cargo Lift which is 3.00 m. wide x 10.00 m. deep x 2.80 m. high.
7. "Bill of Lading" via air or sea indicating exact weight of the container must be presented to the Customer Services Department prior to the use of crane service. Operating hours for crane lift are from 00.01-05.00 a.m. only, and the gross weight of the container and equipment/goods inside must not exceed 25 tons or 25,000 kilograms. The container sizes are 20 feet (6 meters) and 40 feet (12 meters) and the heights are 2.40 meters and 2.90 meters respectively. The Organizer also needs to inform the Customer Services Department at least 90 days prior to the show day.
8. All freights with the weight over 2.50 tons or 2,500 kilograms are not allowed to access the Freight Lift which is 2.00 m. wide x 3.00 m. deep x 2.30 m. high.
9. For an installation of an internet system, the Organizer must choose an official service provider who is appointed by Paragon Hall only.
 - 9.1 Paragon Hall can provide both LAN and wireless internet system, the expense of which depends on the speed and number of days using the service.
 - 9.2 If the Organizer wishes to install an internet system inside the booths, an internet installation request form must be submitted to the Customer Services Department at least fifteen (15) days prior to the event date.
10. Paragon Hall supplies electricity through utility hatches under North Hall and South Hall and through wall plug inside Foyer area, The organizer must appoint an experienced contractor to carry out the installation and inform all specific details of how much power and which kind to be used at least seven (7) days prior to the installation date. All rules and regulations concerning electricity supply must be observed at all time.

Utilities	Event Area	Utility Power
Electricity Supply	North Hall, South Hall	320 Amp 3 Phase/120 Amp 3 Phase Main Convenient for Light & Sound
	North Hall	200 Amp 3 Phase x 5 Main Convenient for Exhibition (48 Holes)
	South Hall	200 Amp 3 Phase x 4 Main Convenient for Exhibition (37 Holes)
	Foyer	Wall Plug 20 Amp 3 Phase x 12 Points

11. Paragon Hall provides services for a standard meeting room light and sound system as follows:

Meeting Room	Visual System	Sound System	Light System	Light Truss
Meeting Room 1	LED screen Size 4.00 x 2.20 m.	✓	Dimmer	N/A
Meeting Room 2	LED screen Size 4.00 x 2.20 m.	✓	Dimmer	N/A

Traffic Control and Management

1. As the loading area is on the 5th floor, it is necessary to control the traffic and reduce congestion during move-in and move-out time. Therefore, all vehicles entering the loading area on 5th Floor must queue up at the holding area on 3A Floor, then wait for their turn according to the security's direction.
2. For loading vehicles not higher than 2.10 meters, once the loading is complete, they must move out of the loading area immediately.
3. Paragon Hall provides vehicle parking validation for the use of Cargo Lift and/or Freight Lifts at G Floor free of charge for the first hour only. Parking fee for the 2nd hour onward is 100 baht/hour.

Safety Precaution

1. Paragon Hall is a non-smoking venue. Smoking is not allowed anywhere inside Siam Paragon Shopping Center, including e-cigarette. Violators will be fined 5,000 baht. (Five Thousand Baht Only)
2. In case cooking is required, only electrical appliances are allowed. The Organizer must inform the Customer Services Department at least fourteen (14) days prior to the event date. In addition, the Organizer must hire the firemen from Paragon Hall and be responsible for the service fee incurred. Use of Liquid Petroleum Gas (LPG) in the Service Area is strictly prohibited.
3. Use of helium filled balloon must be approved by the Customer Services Department.
4. Without a proper notification and request to the Customer Services Department, any use of pyrotechnics is strictly prohibited inside Paragon Hall.
5. In case of motor vehicle display, the Organizer must strictly observe the followings:
 - The amount of gasoline must not exceed 1/4 of its tank capacity.
 - The amount of CNG or LPG must not exceed 10% of its tank capacity.
 - The fuel tank or gas tank must be completely sealed.
 - Battery terminals and gas distributions must be disconnected during the show.
 - Only vehicles with gasoline engine system are allowed to be driven in Paragon Hall.
 - Starting of vehicle engines during the show is strictly prohibited
 - Plywood or steel sheet (a minimum of 20 mm.) must be laid on the floor for weight sharing prior to vehicle display.
6. Rules for the use of forklift inside Paragon Hall are as follows: Applicable in North Hall and South Hall only.
 - 6.1 Only electric forklifts run on battery are allowed inside Paragon Hall.
 - 6.2 The size of forklift (including its batteries) must not exceed the maximum carrying capacity of the area, which is 1,000 kilograms/square meter.
 - 6.3 The maximum carrying capacity allowed for lifting and moving materials by forklift is calculated based on the weight of the materials and the weight of the forklift combined, which cannot exceed 1,000 kilograms/square meter.
 - 6.4 All forklifts must meet the operating and safety standard as follows:
 - They must have secure and strong roof structure for protection of any falling materials.
 - There must be a sign indicating the carrying capacity of the forklift in clear sight.
 - Users must perform a pre-start check for safety operation before each use and keep all records for later inspection by the labor personnel.
 - There must be a warning sound or light while operating the forklift.
 - Modifications of the forklift that cannot ensure safety in operation are strictly prohibited.

- 6.5 Do not stand on the forks or ride in the forklift.
- 6.6 Only trained personnel who is qualified and certified can operate the forklift.
- 7. In case of using a generator, the Organizer must inform the Customer Services Department **at least fifteen (15) days prior to the event date**, and comply by the followings:
 - 7.1 The generator must be inspected and approved by an electrical engineer.
 - 7.2 Only a soundproof generator canopy is allowed.
 - 7.3 The weight of the generator must be approved by the Customer Services Department before installation.
 - 7.4 Paragon Hall firemen must be hired, at the Organizer's expense, throughout the event period.
 - 7.5 The generator must be connected to a ground wire.
 - 7.6 A ground wire must be secured during refueling and hired firemen must be informed every time.
 - 7.7 Storing fuel inside Paragon Hall is strictly prohibited.
 - 7.8 There must be a professional supervising the use of the generator at all time.
 - 7.9 There must be at least one fire extinguisher (15 pounds) for class A, B, and C fire for every generator installed.
 - 7.10 All operating equipment must comply with the ministerial regulations according to the industry standard of the Engineering Institute of Thailand.
 - 7.11 The generator must be placed on plywood floor mat, and in a closure which does not interfere with the event.
- 8. All kinds of explosive and flammable substances (paint, thinner, fuel, gas, hay stack, etc.) cannot be stored inside Paragon Hall.
- 9. Hanging Items or Hanging Lay-out Plan must be approved by the Customer Services Department. Installation of lighting trusses, banners, or structures that may cause danger must be removed and re-installed in the safest manner.
- 10. For safety precaution, wiring across any entrance is prohibited. If necessary, electricity wire must be covered with proper materials.
- 11. Electricity wiring at the Fire Exit or leaving construction materials or equipment that obstruct the fire hose cabinets or fire exits of Paragon Hall are strictly prohibited. Fire exits must be used for emergency only; it should not be used for any other purposes.
- 12. Weapons, knives, explosives or radioactive materials, or any harmful materials are strictly prohibited inside the Paragon Hall, except for exhibiting purposes.
- 13. In case of conflagration caused by the Organizer during the event, the Organizer will be imposed a fine of **Baht 200,000.00** immediately.
- 14. Any structures supporting backdrop or screen are not allowed to be placed on the stage platform of Paragon Hall.

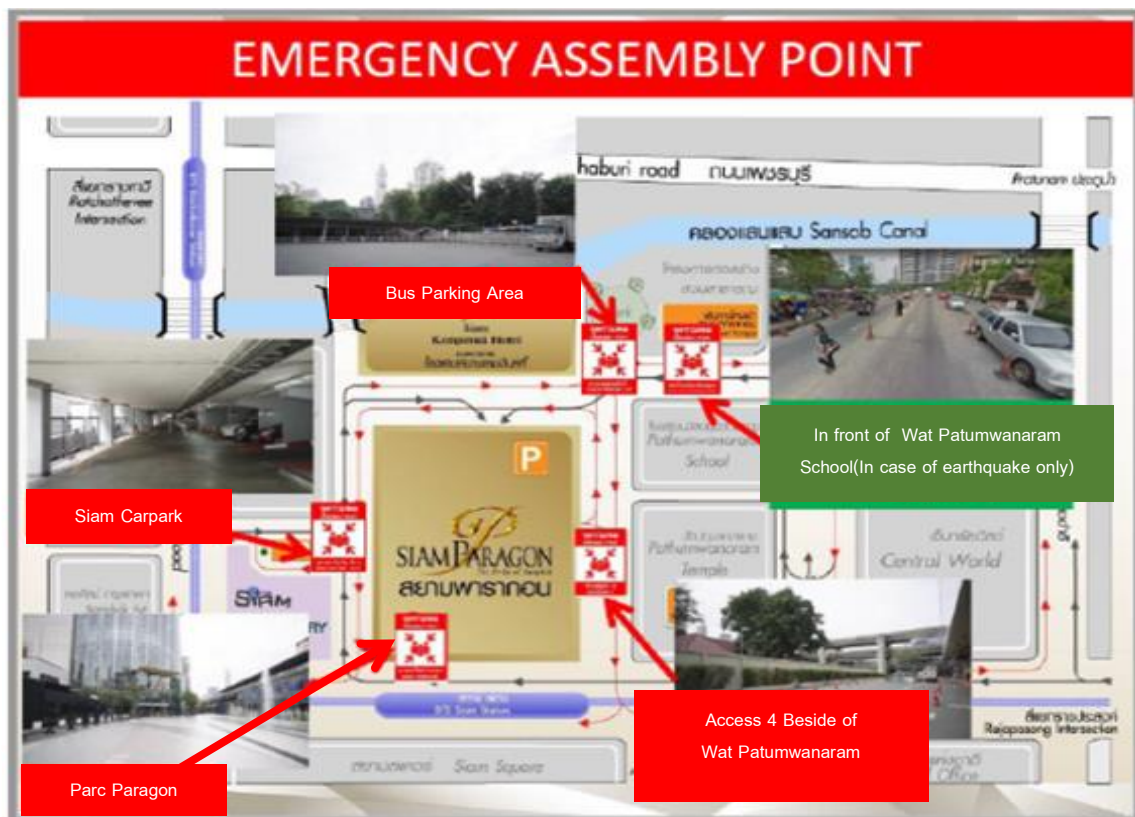
PARAGON HALL

EXTRAORDINARY EVENTAINMENT

Security

1. The Organizer and its Appointed Contractor as well as workers working inside Paragon Hall must wear proper uniform and badge at all times. Badge samples must be submitted to the Customer Services Department at least seven (7) days prior to the first move-in day.
2. The fire hose cabinets, fire exits and public accesses must remain clear of any obstructions at all time. Paragon Hall has 24-hour security personnel conducting regular patrols of the public area.
3. Paragon Hall will not be responsible for certain items which are not allowed to be kept inside the booth or Service Area. These items include banknotes, gold, jewelries, antique items, valuable art pieces, coins, blueprints, stock or bond papers, important financial papers, credit cards, cheque books, passbooks, and all other business documents.
4. For additional security requirement such as booth security, please submit "Security Service Order Form" to the Customer Services Department at least fourteen (14) days prior to the move-in day.
5. Other security service providers are not allowed unless there is a written permission from Paragon Hall.

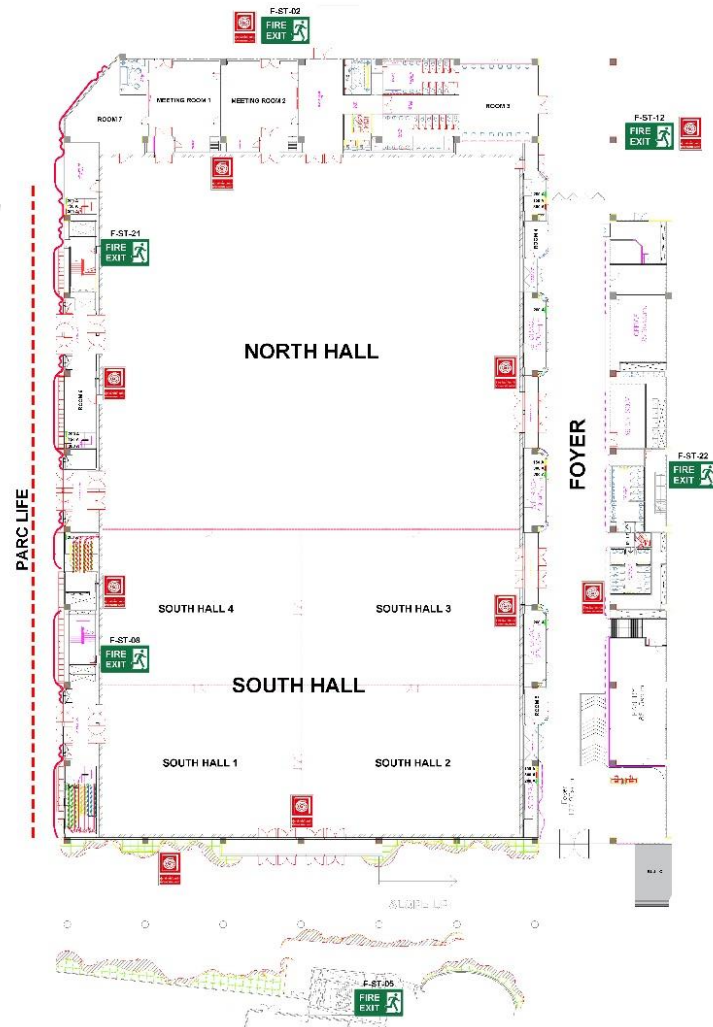
Emergency Assembly Point



PARAGON HALL

EXTRAORDINARY EVENTAINMENT

Fire Exit & Fire Hose Cabinet inside Paragon Hall



Crowd Management/Crowd Control

For security reasons, any events that have a large number of visitors, the Organizer must be coordinate with the Customer Services Department in order to plan and prepare the safety measures to prevent unanticipated incident. For example, setting the entrance and exit routes for attendees, preparing extra manpower to accommodate for attendees, etc. However, the organizer may need to hire additional ushers, and guards. The duties and responsibilities of crowds control officers and ushers are as follows:

1. Crowd Control Officers/Guards

- Control and monitor the behaviors of attendees including inspection of suspicious items at the entrance of the event.
- Monitor and investigate situations and people that may compromise the safety of the event.

2. Ushers

- Provide customer service and guide attendees to designated areas
- Provide information regarding the location such as registration areas, restrooms, first aid, etc.
- Allocate attendees separated by the type of ticket or other conditions agreed upon with the attendees.

Cleaning

1. The Organizer, Contractor and/or Exhibitor are responsible for disposal and removal of construction waste materials and substances. If neglected, the Customer Services Department reserves the right to remove any waste material at the organizer's expense.
2. Paragon Hall provides cleaning of general public area (exclude the Service Area). For additional cleaning requirement such as booth cleaning, please submit "*Cleaning Service Order Form*" to the Customer Services Department at least fourteen (14) days prior to the move-in day.
3. Other cleaning service providers are not allowed unless there is a written permission from Paragon Hall.

Food & Beverage

1. The Customer Services Department reserves the right to permit distribution of food & beverage only as a sample or demonstration during the event.
2. Selling of food and beverage during the event or other products which are not related to the show, the importation fee of Baht 5,000.00 / booth / day (Subject to 7% VAT) will be applied. Food and beverages sold must be properly handled in regards to odor and packaging in order to avoid causing disturbances or harm towards attendees and the exhibition venue.
3. The Customer Services Department allows food & beverage from the sponsor of concert & performance in the event hall. However, the Organizer must pay an additional cleaning service fee of Baht 5,000.00 per show (Subject to 7% VAT).
4. Only disposable plastic or paper container (for one-time use) is permitted. All kinds of cans, glass bottles, and lids are not allowed in the event hall.
5. Use of Liquefied Petroleum Gas (LPG) is strictly prohibited inside Paragon Hall.
6. If there is a need of hot oil or electrical appliances in the event area, this equipment must be approved by the Customer Services Department at least fourteen (14) days prior to the event date. In addition, firemen must be hired from Paragon Hall at the Organizer's expense.
7. In the event that ice services are required, it is mandatory to have ice services from Paragon Hall only.

Working on Catwalk Regulations

1. The Organizer and/or the Contractor must exchange ID card and sign their name in and out of the catwalk for a permission badge before working on the catwalk.
2. Using the breaker installed on the catwalk is not allowed. Wiring should be made from the ground floor where Paragon Hall provides a power outlet and all equipment and materials must conform to the safety standards.
3. Smoking, doing drugs, eating, or bringing any equipment and materials which are not related to the work are not permitted on the catwalk. Violators will be fined 5,000 baht (Five Thousand Baht Only)
4. Working on catwalk without safety equipment is prohibited.
5. The security staff reserves the right to examine employee's personal tools/equipment at all time.
6. Urinating, leaving any rubbish, hanging or hoisting any equipment such as rope, sling or tendon on the catwalk are prohibited.

Miscellaneous

1. The Organizer must pay 3rd Party Liability Insurance premium that covers the use of space from set up until dismantling day. Reference can be made from 3rd Party Liability Insurance Policy of Paragon Hall.
2. All personnel working on installation and dismantling must wear protective clothes and boots for safety reasons.
3. The Customer Services Department, Paragon Hall can provide 1.22 x 2.44 m. stage platforms which can be adjusted to different heights between 20 - 120 cm (each level is 20 cm apart). The number of stage platforms is 30 and 60 for one hall and two halls respectively. As the number of stage platforms depends on the stage layout plan, the Organizer must submit the stage layout plan to the Customer Services Department at least fourteen (14) days prior to the event date,
4. For safety precaution, the height of grand stand must not exceed 8.00 meters and must have bright lights installed along the entire walkway.
5. All kinds of official VDO record must be approved by the Customer Services Department in order to facilitate and coordinate between the Organizer and the security service officer. The photographer or recorder must exchange his/her ID card for a contractor badge and wear it at all time.
6. Distribution of promotion/advertising materials in Siam Paragon Shopping Center is permitted under the event's name which is specified in the signed service agreement only.
7. First Aid Service arrangement is compulsory for all exhibitions. For emergency purposes, the Organizer must have first aid kits during build-up and dismantling periods, and arrange for an ambulance to stand by during show days.
8. Animals are not allowed inside the Paragon Hall premises. However, exceptions are for shows involving animals which in such case the Certificate of Pedigree must be presented to the Customer Services Department at least fourteen (14) days prior to the event date.
9. The Customer Services Department must be informed of any broadcasting activity at least (14) fourteen days prior to the event date.
10. Any violent acts (fighting or assaulting) or any other illegal behaviors in the working area are prohibited.
11. Urinating or leaving any wastes on the floor/wall of the building, or anywhere outside the toilets are prohibited.
12. During an event, the Organizer can by law broadcast under the level of 85 decibel (A) and/or 95 decibels (C). Any broadcast louder than the allowed level may result in suspension of electricity supply service until the adjustment is made. Any damage incurred is the sole responsibility of the Organizer.
13. Prior to the start of any activities on stage or inside the meeting room, the Organizer is required to play Paragon Hall safety video. Paragon Hall reserves the right to prohibit any adjustment of the safety video.
14. Switch on/off the electricity breaker inside the booth after the show end every day is responsibility of the Appointed Contractor.
15. Public gangway in exhibition area must not less than 3.00 meters.
16. The Recipient is solely responsible for any The Personal Data Protection Act B.E. 2562 (2019) (PDPA) which abides by Thailand laws including every other law and regulation not mentioned here in the agreement. This is valid throughout the total rental period which is agreed upon.

17. If the Organizer fails to comply with any rules and regulations of Paragon Hall, the Customer Services Department shall notify the organizer in writing first. And if such notification is not observed by the Organizer, Paragon Hall reserves the right to terminate the signed service agreement.
18. Any additional information is required, can be contact the Customer Services Department via Telephone No.: (+662)-6108011 E-mail address: cs@paragonhall.com or Line Official Account: @paragonhall

Acknowledged by

Please scan the QR Code below to see
the full version of our privacy policy.



Event Name.....

Event Date

Organizer Name

Contact Person

Telephone No.....

Signature