



EVENT RULES AND REGULATIONS

I. REQUIREMENTS FOR CONTRACTORS DURING LOADING-IN PERIOD

1. Before entering the work area, contractor's leader must report to the *Security* post for inspection and submit a loading and unloading permit from BNDCC:
 - a. The contractor's leader must complete and sign Event Rules and Regulations form and provide a list of workers' names.
 - b. The contractor's leader must submit an ID card and request BNDCC ID badges according to the number of workers.
2. The Contractor is responsible for any violations of the Rules and Regulations at BNDCC committed by their workers and/or sub-contractors.
3. One ID pass is non-transferable and can only be used by the individual it was issued to.
4. Safety induction and inspections will be conducted collaboratively by the official contractor, organizer and relevant BNDCC Operations Departments. These inspections will take place before setup and after dismantling, to assess condition and cleanliness of the event areas.

II. REQUIREMENTS FOR CONTRACTORS DURING SETUP PERIOD

1. All contractors must wear **BNDCC ID** while within the BNDCC area.
2. Eating, drinking, smoking, sleeping, creating noise (e.g., shouting) or engaging in activities that disrupt event activities in the BNDCC building is strictly prohibited.
3. Contractors and sub-contractors are not permitted to stay overnight within the BNDCC premises, including the parking area.
4. Entry and exit through the lobby door are not allowed.
5. Contractors must dress appropriately, clean and neat. Sleeveless shirts, shorts and inappropriate attire are not permitted. Shoes and required PPE (Personal Protective Equipment) must be worn during work activities at BNDCC.
6. The use of guest facilities (e.g., toilets, gazebos, seats, etc.) is strictly forbidden.
7. During events, contractors may only access the venue upon guest request and with prior Security permission.
8. Contractors must remain within their designated work areas and are not allowed to be outside of them.

III. STANDARD RULES AND REGULATION

III.1 GENERAL

1. Loading and unloading items in the lobby and drop-off area are strictly prohibited.
2. Access to and from the lobby or function room must be through the designated doors or loading areas specified in the loading permit.
3. The setup and dismantling schedule must align with agreed timeline between BNDCC and the organizer. Delivery/storage of goods before the agreed setup schedule requires prior approval from BNDCC.
4. Goods transport vehicles / trucks may not park in the BNDCC area after completing unloading/loading unless prior written approval is obtained from BNDCC.
5. Emergency exits must remain clear and should not be obstructed at all times. Placing items in corridors or in front of emergency exits is strictly prohibited.



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6. During setup and dismantling, all doors or door frames (access) used for moving goods must be covered with carpets to prevent bumps, scratches and damage.
7. Property constructions in the lobby or function room must not obstruct entrances, emergency exits, or fire extinguishing systems (hydrants, fire extinguishers, water sprinklers).
8. Placing objects, decorations, or any other items in front or behind any access doors is prohibited.
9. Banners, poster panels, backdrops, decorations, or stands must not be placed near reliefs or kepeng coin statues in the lobby. Only tables or registration counters without fascia are permitted.
10. Constructions, poster panels, backdrops, or stands must maintain a minimum of 50 (fifty) cm from walls and pillars, and 1 (one) meter from reliefs or kepeng coin statues.
11. Contractors must bring their own work equipment, including extension cables, trolleys, ladders, genie lifts, etc. It is prohibited to use equipment owned by BNDCC without the permission of the relevant department.
12. BNDCC will not be responsible for any damage or loss to the Organizer's property.
13. The Organizer must ensure that contractors, sub-contractors, vendors, and exhibitors are informed of and comply with this Event Rules and Regulations.
14. Access door dimensions (loading area):
 - Nusa Dua Hall: 2,80 x 3,40 m (W x H)
 - Singaraja Hall: 1,75 x 2,40 m (W x H)
 - Pecatu Hall: 5,80 x 4,08 m (W x H)
15. Elevator dimensions and capacities:
 - BNDCC 1: 1,20 x 2,35 m (W x H) - 1.500 kg
 - BNDCC 2: 1,20 x 2,10 m (W x H) - 1.500 kg
16. Maximum static load capacity:
 - Nusa Dua Hall: 1000 kg/m²
 - Lobby/ground floor area: 1000 kg/m²
 - Mezzanine floor: 300 kg/m²
 - Singaraja Hall: 500 kg/m²
 - Pecatu Hall: 600 kg/m²
 - Pecatu Lobby: 600 kg/m²

III.2 STAGE/DECORATION/GARDEN/EFFECTS

1. It is mandatory to cover or install a base on carpeted area as wide as the stage / scaffolding area using multiplex sheets at least 6 mm thick. Decoration / production materials placed on carpeted areas must also be lined with multiplex / carpet.
2. Plastic or tarpaulin base must be installed on the carpet before placing plant decorations, including creating a covered path for transporting plants in and out.
3. Only trolleys with rubber-coated wheels are permitted to use.
4. Heavy work indoors, such as sawing, sanding, cutting, grinding, and cementing is strictly prohibited. Indoor work is limited to stacking, splicing and nailing construction parts. Indoor painting is restricted to light touch-ups (e.g., painting, putty and light sanding) on a base covered with multiplex, carpet, or tarpaulin.
5. All work conducted at BNDCC, both indoors and outdoors, must be performed on a base covered with plastic, tarpaulin, or multiplex. Direct work on the surface of BNDCC areas is not allowed.
6. Materials and equipment that may directly or indirectly damage walls, floors, ceilings, and stages - including nails, screws, glue, tape, double tape, nuts, etc.- are strictly prohibited.
7. In carpeted areas, multiplex or carpet must be provided to create trolley paths.
8. Welding inside the function room or lobby area is strictly forbidden.



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9. Carpet installation is permitted using double-sided tape, provided that the marble in the lobby or carpet in the function room is first coated with duct tape.
10. The use of glue for carpet installation in the lobby area or function room is strictly prohibited.
11. Fabric curtain installations within the room must utilize poles, scaffolding, or frames constructed by the contractor, ensuring a minimum distance of 10 cm below the beam detector.
12. Special effects during events must receive prior approval from BNDCC and may not involve helium, fire, pyrotechnics, or similar effects.
13. The use of drones during events must be accompanied by a certified drone operator and receive prior approval from BNDCC.
14. LED screen must be mounted on stage bases provided by the contractor and are not allowed to be placed directly on BNDCC stage modules.

III.3 INSTALLATION OF BANNERS/PENNANTS/SIGNAGE/HANGING BANNERS

1. Banners in the lobby area and function room must be installed using a sturdy base positioned at least 50 cm away from the wall to prevent damage to BNDCC property.
2. The use of double-sided tape, duct tape or gaffer tape is strictly prohibited, as these may damage walls, ceilings, ornaments and wood finishes.
3. The use of nails or thumbtacks on walls, ceilings, wooden ornaments, and padded walls is strictly prohibited.
4. The use of pins on padded walls is not allowed.
5. Signage installation in BNDCC rooms must utilize existing standing signage stands. Attaching signage to walls, doors, or surfaces using glue, pins, or tape is strictly forbidden.
6. Hanging banners or signage on walls, wallpapers or ceilings is not allowed.
7. Hanging banners in the East Lobby of Nusa Dua Hall and Pecatu Hall Lobby must only use designated hanging points. It is not allowed to make new hanging point. Hanging banners must utilize sling cables or lines with a diameter of 0.8 mm.
8. Outdoor pennants must be placed in provided ground holes, and it is not allowed to make new ground holes.
9. The installation of banners, pennants, and hanging banners must be carried out by the organizer, contractor, subcontractor, or vendor.
10. All banners, pennants and hanging banners must be dismantled by the organizer, contractor, subcontractor, or vendor after the event concludes.

III.4 HANGING POINT & TRUSS

1. Hanging objects or constructions on the roof of the event space are only permitted with written approval from BNDCC. Suspension is exclusively allowed for truss and rigging aluminum or lightweight constructions intended for lighting, projections and signage such as banners and neon signs.
2. Detailed construction plans, including truss and rigging materials, equipment to be hung, weight specifications, and intended hanging points, must be submitted in advance for review and approval by BNDCC.
3. BNDCC will grant a permit only after reviewing the submitted details and determining that there is no risk of damage to the building. If permission is granted, the Organizer and the Contractor will remain fully responsible for any risks associated with the suspension/hanging objects.
4. All equipment and tools required for hanging objects during the preparation period must be provided by the Organizers.



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5. Truss towers, rigging and other ground supports used for lighting, sound and multimedia purposes must be made of alloy materials, and require a 12mm multiplex base layer.
6. Hanging point capacity limits:
 - Nusa Dua Hall: 250 kg/point (range: 8 m)
100 kg/point (range: 3,5 m)
 - East Lobby BNDCC 1: 3 kg/point, for hanging banners only
 - Singaraja Hall: 200 kg/point
 - Pecatu Hall: 200 kg/point (range: 8 m)
100 kg/point (range: 3,5 m)
 - Pecatu Lobby: 3 kg/point, for hanging banners only

III.5 DISPLAY VEHICLES PROCEDURES

1. Vehicles entering and exiting the display area must use a carpet and multiplex underlayer.
2. Display vehicles must have a 9 mm multiplex and carpet case, ensuring they are not placed directly on the carpet or marble surface.
3. The fuel tanks of display vehicles must be completely empty.
4. Not allowed to bring fuel inside the lobby area or function room.
5. Display vehicles may not enter the area with the engine running, nor it is allowed to start the vehicle engine while the vehicle is on display.

III.6 ELECTRICAL INSTALLATIONS

1. Modifying electrical installations without prior approval from BNDCC is strictly prohibited.
2. All electrical requirements, installations, and materials must adhere to the General Requirements for Electrical Installation (PUIL) 2011 standards.
3. Cable sizes must correspond to the copper cable drop voltage load, as specified by BNDCC.
4. Every electrical connection must be approved by BNDCC, with a floor plan and installation scheme submitted for review at least 2 weeks before the scheduled load-in date.
5. Power cables from the supply point to the intended location must be provided by the contractor.
6. Installation cable sizes must match the load requirements and use appropriately sized connectors.
7. Must use standardized cable brands: Supreme, Metal Cable, Kabelindo and Trunka.
8. Wall sockets may not be used for electrical needs. All electrical needs, especially for large electrical equipments (e.g., sound system, stage lighting, video equipment, etc.) must be connected to power panels designated by BNDCC. Contractors must route connections through distribution panels before connecting to electricity points.
9. Circuit breakers are mandatory for all temporary electrical lines and installations before being connected to the BNDCC main supply.
10. Electricity usage at BNDCC is subject to a fee of IDR 19,900 per kWh per day plus 12% tax or as agreed upon in the signed contract.
11. Connecting the contractor panel to the BNDCC electric panel must be conducted with BNDCC's knowledge and permission. Before turning on the panel, it must undergo inspection by BNDCC.
12. Only silent generator types are allowed for use at BNDCC. Generator placement will be determined by BNDCC and the chimney must be oriented toward open air.
13. Cable connections and installations must be neat, avoiding crossings, obstructions, or hazardous placements, especially at door access points.
14. Generator cables must be organized and neatly covered before operation.
15. Generators must be lined with a sandbox or tarp to catch any diesel droplets.



III.7 EXHIBITION

1. The final layout in the form of technical lay out (not sales lay out) for the exhibition, must be submitted to BNDCC for approval no later than 1 (one) month prior to the event. The submission should include details of electrical power and water requirements, if applicable, during the exhibition.
2. BNDCC will cover the entire carpeted area in the Function Hall / Room with 12 mm thick multiplex before Floor Marking / Stand Construction. The Organizer or appointed Contractor is responsible for installing carpets for each Stand and aisles to facilitate visitor flow.
3. The Contractor must perform Floor Marking and exhibition preparation in accordance with the schedule agreed by the Organizer and BNDCC.
4. The maximum height of the Stand allowed, including fascia boards or other decorations is:
BNDCC 1:
 - East/South/Singaraja Lobby: 4 m
 - Nusa Dua Hall: 6 m
 - Jimbaran/Kintamani Lobby: 2,7 m
 - Singaraja Hall: 3 mBNDCC 2:
 - Pecatu Lobby: 4 m
 - Pecatu Hall: 6 m
 - Legian/Tanjung Benoa Lobby: 2,5 m
 - Tanjung Benoa Hall: 3 m
5. Exhibition stands with special designs exceeding the allowed height must receive prior written approval from BNDCC, including approval of the Stand's location.
6. The Organizer / Contractor must ensure that no partitions or exhibition boards are built which may cause uneven air distribution from the air conditioning (AC) system.
7. The cleanliness of the each exhibition stand is the responsibility of the Organizer or Exhibitor, while BNDCC is responsible for maintaining the cleanliness of public areas.
8. Office spaces are not allowed to be used as exhibition areas.
9. Gangway / Visitor path for exhibitions must be a minimum 2.5 m wide.
10. If running water is needed, Stands must be positioned near the Loading Dock to facilitate pipe installation and water disposal system. Please note that there is no water supply available near the Lobby area.
11. Each stand must have its own MCB (Miniature Circuit Breaker) unit installed for electrical power before connecting to BNDCC's main electricity supply.

IV. DISMANTLE PERIOD

1. Contractors must carry out demolition activities according to the schedule set by BNDCC.
2. Contractors are responsible for removing all debris and garbage generated during setup, the event and dismantling from the BNDCC area. Dumping debris or garbage in BNDCC's designated garbage area is strictly prohibited.
3. All BNDCC IDs must be returned to Security after the dismantling period is completed, matching the number of IDs issued during setup period.
4. Any lost of BNDCC ID will incur a penalty of IDR 100,000 which must be paid before the return of the person in charge's ID.

V. DEPOSIT

1. A deposit of IDR 20,000,000 must be submitted by the contractor and/or subcontractor to BNDCC as a guarantee before setup.
2. Details regarding the security deposit are outlined in the attached form.
3. The Organizer or Contractor is required to complete the Security Deposit Form.



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VI. PENALTY

1. The Organizer and/or Contractor is fully responsible for covering the cost any damages incurred at BNDCC:
 - For damage to walls, stages, doors, or ceilings, penalties will be calculated based on the extent and condition of the damage.
 - Permanent damage to carpets in the Function Room, such as tearing or burning, will incur a penalty of IDR 3,500,000 + 12% tax per sq.m.
 - Non-permanent damage to carpets, such as stains caused by paint spills, glue, oil, sawdust, or soil/dirt from plants, will incur a penalty of IDR 2,000,000 + 12% tax per sq.m.
 - Permanent damage to marble, granite, or wooden reception tables in Nusa Dua Hall Lobby, Pecatu Hall, or other areas will incur penalties calculated based on replacement costs per sq.m.
2. In accordance to Bali Governor Regulation No. 8 of 2012 regarding Smoke-Free Areas, BNDCC is a designated non-smoking area. Smoking inside the building is strictly prohibited and will result in a fine of IDR 500,000 for each violation.

Approved by,

Signature

Full Name:
Company Name:
Event Name:
Event Date:

SECURITY DEPOSIT FORM

Event name:
Event date:
Loading in date: Time:
Loading out date: Time:

Depositor's name:

Bank account holder's name:
Bank name:
Bank account number:
Branch address:
Deposit amount:

Information and procedures:

- a. Security deposit, as specified above, must be transferred to:
BANK BCA
Cabang KCU Pluit Jakarta
A/C 168.089.9980
PT Nusa Dua Indonesia
- b. Security deposit transfer receipt must be submitted no later than 3x24 hours before loading in, in order to receive a loading letter.
- c. A walkthrough defect inspection will be conducted jointly by BNDCC, Organizer/EO/PCO before loading/setup begins and after dismantling is complete.
- d. Refunds can only be processed to the same bank account that was used for the initial security deposit payment.
- e. If damages occur at the event venue, BNDCC will:
 - Inform the Organizer/EO/PCO of the penalty costs within 1x24 hours after determining the total repair costs.
 - Deduct the incurred penalty costs from the security deposit. If repair costs exceed the deposit amount, BNDCC reserved the right to bill the Organizer/EO/PCO for the remaining amount.
 - Transfer the remaining deposit (after deducting penalties) to the bank account listed above within 14 business days after the event concludes and all payments are settled.
- f. If no damages are found at the event venue, full security deposit will be transferred to the bank account listed above within 14 business days after the event concludes and all payments are settled

Approved by:

Name:
Position:
Company: