



**RULES & REGULATIONS**

# Exhibitor Guide

**JAFF Market 2025**

29 November – 1 December 2025

Jogja Expo Center (JEC)

Yogyakarta, Indonesia

PRESENTED BY





## I. GENERAL PROVISIONS

- + These Rules and Regulations govern all aspects of the JAFF Market 2025 (hereinafter referred to as "JAFF Market").
- + BJAFF Market is organized by PT. Pasar Film Indonesia (hereinafter referred to as the "Organizer").
- + Participants who lease a booth and utilize the provided facilities at JAFF Market are defined as "Exhibitors".
- + Third-party contractors appointed by an Exhibitor for construction, installation, or other technical services are defined as "Vendors".
- + Submitting an application to participate in JAFF Market constitutes full acknowledgment and acceptance of all terms and conditions outlined herein.

## II. EVENT INFORMATION

**Event Name:** JAFF Market 2025

**Event Dates:** 29 November - 1 December 2025

**Exhibition Hours:** 09:00 - 17:00 WIB (Western Indonesia Time)

**Venue:** Jogja Expo Center (JEC)

**Address:** Jl. Raya Janti, Wonocatur, Banguntapan, Bantul Regency, Special Region of Yogyakarta 55198



# III. REGISTRATION, FEES, AND PAYMENT

## Booth Registration:

- + Booth registration must be completed exclusively through the official JAFF Market website: <https://jaff-market.com/>.
- + The official registration period is from **July 17, 2025, to September 15, 2025**.
- + Booths are for the exclusive use of the officially registered Exhibitor. Transferring, subletting, or sharing booth space with another party is strictly prohibited without prior written consent from the Organizer.
- + The Organizer reserves the right to approve or deny any application at its sole discretion, without any obligation to provide justification.
- + Exhibitors may purchase multiple booth units.

## Booth Type and Fees:

BOOTH			PERIOD		PRICE	BENEFIT	
Category	Size	Slot	Type	Date	IDR	Badge	Branding
S	108 m2 (9 m x 12 m)	4	Pre-Sale	1 May - 30 May	49,000,000	12	LCD Screen spot + 6 hanging banner
			Early Bird	31 May - 16 Jul	52,000,000		
			Regular	17 Jul - 15 Sep	55,000,000		
A	81 m2 (9 m x 9 m)	5	Pre-Sale	1 May - 30 May	39,000,000	10	LCD Screen spot + 5 hanging banner
			Early Bird	31 May - 16 Jul	45,500,000		
			Regular	17 Jul - 15 Sep	49,400,000		
B	54 m2 (6 m x 9 m)	18	Pre-Sale	1 May - 30 May	26,000,000	7	LCD Screen spot + 4 hanging banner
			Early Bird	31 May - 16 Jul	31,200,000		
			Regular	17 Jul - 15 Sep	36,400,000		
C	36 m2 (6 m x 6 m)	23	Pre-Sale	1 May - 30 May	19,500,000	5	LCD Screen spot + 3 hanging banner
			Early Bird	31 May - 16 Jul	23,400,000		
			Regular	17 Jul - 15 Sep	26,000,000		
D	18 m2 (3 m x 6 m)	16	Pre-Sale	1 May - 30 May	10,350,000	3	LCD Screen spot + 2 hanging banner
			Early Bird	31 May - 16 Jul	12,650,000		
			Regular	17 Jul - 15 Sep	17,250,000		
E	9 m2 (3 m x 3 m)	36	Pre-Sale	1 May - 30 May	5,750,000	2	LCD Screen spot + 1 hanging banner
			Early Bird	31 May - 16 Jul	8,050,000		
			Regular	17 Jul - 15 Sep	11,500,000		

## Note

- + Logo sharing opportunities are available.
- + LED screen spot refers to the main stage LED at the Plaza (6x3m).
- + Hanging banner dimensions are 0.7x1.6m & 0.7x1.2m.

## III. REGISTRATION, FEES, AND PAYMENT



### Payment Methods:

- + All booth purchases and payments must be processed through the official website.
- + Accepted payment methods include Virtual Account (Bank Transfer), Credit Card, and QR Code.
- + Exhibitors are responsible for verifying their selected booth layout, type, and number prior to completing payment. The Organizer is not liable for errors in selection, and all payments are final and non-refundable.

## IV. BOOTH ALLOCATION, FACILITIES, AND BADGES

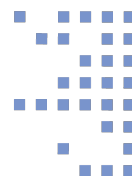
### Booth Allocation and Facilities:

- + Booth allocation is determined by the type and number selected by the Exhibitor during the registration process.
- + The standard facilities provided for each booth type (e.g., partitions, table, chairs, electricity, carpet) will be detailed in the technical manual or on the official website.
- + Any requests for facilities or services beyond the standard package must be submitted in writing to the Organizer and will incur additional charges.

### Exhibitor Badges and Crew ID Cards:

- + Each Exhibitor will receive a specific number of Exhibitor Badges and Crew ID Cards based on their booth type.
- + The allocation per booth type is as follows:
  - + **Booth S:** 12 Exhibitor Badges, 6 Crew ID Cards
  - + **Booth A:** 10 Exhibitor Badges, 6 Crew ID Cards
  - + **Booth B:** 7 Exhibitor Badges, 4 Crew ID Cards
  - + **Booth C:** 5 Exhibitor Badges, 4 Crew ID Cards
  - + **Booth D:** 3 Exhibitor Badges, 2 Crew ID Cards
  - + **Booth E:** 2 Exhibitor Badges, 2 Crew ID Cards
- + Exhibitor badges are issued to specific individuals, are strictly non-transferable, and must be visibly worn at all times within the exhibition venue.
- + Requests for additional Crew ID Cards beyond the allocated quota must be submitted by **November 15, 2025**. Such requests are subject to approval by the Organizer and will incur additional fees.
- + No requests for additional Exhibitor Badges or Crew ID Cards will be accepted after **November 15, 2025**.

# V. CONSTRUCTION, DISMANTLING, AND TECHNICAL REGULATIONS



## Work Schedule (Loading & Unloading):

### + Build-Up (Loading-In):

- + **Start:** Wednesday, 26 November 2025, at 00:00 WIB
- + **Clear Area:** Friday, 28 November 2025, by 18:00 WIB

### + Dismantling (Loading-Out):

- + **Start:** Monday, 1 December 2025, at 22:00 WIB
- + Any work conducted outside of the official schedule requires special permission from the Organizer and will be subject to overtime charges as stipulated by the venue management.

## Booth Construction and Design Regulations:

### + General:

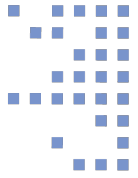
- + Exhibitors and their appointed Vendors are solely responsible for the structural integrity and safety of their booth.
- + Drilling, nailing, painting, or otherwise damaging the venue's permanent structures (walls, floors, pillars) is strictly prohibited.
- + The maximum permissible height for all booth structures is **4 meters**.

### + Custom Booth Designs:

- + Exhibitors/Vendors with custom designs must submit technical drawings and obtain a "Booth Construction Permit" from the Organizer before commencing work.
- + Deadline for custom booth design submission: **September 29, 2025**.
- + Deadline for finalization of all booth designs: **October 20, 2025**.

## Electrical and Audio-Visual Installation:

- + All lighting, audio, and multimedia installations must adhere to safety standards and must not disturb neighboring booths.
- + Exhibitors/Vendors requiring electrical power exceeding the standard provision must report their needs to the Organizer's technical team by **October 20, 2025**.
- + All electrical cables must be installed neatly, secured safely, and fully covered to prevent hazards.



## VI. SPECIAL REGULATIONS FOR VENDORS

### Registration & Access:

- + All Vendors must be officially registered with the Organizer by the Exhibitor by **November 19, 2025**.
- + Vendor access is restricted to their client's designated booth area. Movement to other areas without authorization is prohibited.
- + All on-site personnel must wear appropriate safety footwear and other necessary personal protective equipment (PPE) as required by workplace safety standards.

### Coordination:

- + Each Exhibitor must appoint one Vendor representative (Person in Charge) to join the official communication group coordinated by the Organizer.
- + Special technical requirements (e.g., heavy equipment access, special work permits) must be communicated to the Organizer by **November 19, 2025**.

### Safety & Security Protocols:

- + All Vendor personnel must attend the mandatory safety briefing conducted by the Organizer.
- + A portable fire extinguisher (APAR) must be readily available in high-risk areas (e.g., areas with large electrical equipment).
- + Vendors are prohibited from bringing heavy machinery, hazardous chemicals, or specialized equipment without prior coordination and approval from the venue management.

### Cleanliness and Waste Management:

- + Vendors are responsible for maintaining cleanliness within their designated work areas at all times.
- + Vendors are required to remove all waste and surplus materials (e.g., construction debris, packaging) from the venue after work completion.

## VII. REGULATIONS DURING THE EVENT



### Administration and General Conduct:

- + Exhibitors using audio equipment must ensure the volume does not exceed 70 dB and does not cause disturbance to other participants.
- + The Organizer reserves the right to halt any activity deemed to be disruptive to public order.

### Security:

- + An Exhibitor representative must be present during the delivery and collection of goods.
- + **SMOKING**, including e-cigarettes and vapes, is strictly prohibited in all indoor exhibition areas.
- + Bringing or using flammable materials, hazardous chemicals, or weapons is forbidden.
- + The use of cooking equipment that poses a fire hazard or produces strong aromas that may disturb others is prohibited.

### Ethics and Prohibitions:

- + Active promotional activities (e.g., distributing flyers) outside of one's own booth area are prohibited.
- + Direct sales transactions are not permitted unless the party has been approved as an official Exhibitor for such purposes.
- + Activities that generate loud noise (e.g., sound checks, trailer screenings) require prior permission from the Organizer.

### In-Booth Events:

- + Exhibitors planning to host events within their booth (e.g., press conferences, networking sessions) must inform the Organizer for scheduling and content approval.
- + Events serving light alcoholic beverages (Category A/B) are only permitted during designated happy hour sessions (e.g., 16:00-17:00 WIB) and must be coordinated with the Organizer.

### Market Screening:

- + Access to the Market Screening hall is restricted to holders of official Accreditation and Exhibitor Badges.
- + Reservations and screening slots will be managed according to the policies in effect at the venue.

## VIII. SANCTIONS

Violation of one or more of these regulations may result in sanctions, including but not limited to:

- + Verbal and/or written warnings.
- + Cessation of the infringing activity.
- + Revocation of participation rights without a refund.
- + A ban from participating in future editions of JAFF Market.



## IX. ORGANIZER CONTACT INFORMATION

### **PT. Pasar Film Indonesia**

#### **+ Jakarta Office:**

Pacific Century Place, 22nd Floor

Jl. Jend. Sudirman Kav. 52-53, Kebayoran Baru, South Jakarta, 12190

#### **+ Yogyakarta Office:**

Jl. Nyi Pembayun No. 20, RT.22/RW.05

Prenggan, Kec. Kotagede, Yogyakarta City, 55172

Telephone: +62 274 2842631

Email: [info@jaff-market.com](mailto:info@jaff-market.com)

Booth Sales Coordinator: Ria Ardiana (+62 822-2701-3618)

## X. MISCELLANEOUS

- + These regulations were drafted in Bahasa Indonesia and translated into English. In the event of any discrepancy or difference in interpretation, the Bahasa Indonesia version shall prevail.
- + The Organizer reserves the right to amend or supplement these regulations as deemed necessary. All participants will be duly notified of any changes.





# See you in Jogja!

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