



DISCOVERY, INNOVATION & PRACTICE
**32ND ASIA-PACIFIC ACADEMY OF
OPHTHALMOLOGY CONGRESS**
1 - 5 MARCH 2017
SUNTEC SINGAPORE CONVENTION & EXHIBITION CENTRE

EXHIBITOR MANUAL

**Please forward this manual to the person
responsible for exhibit arrangements.**

All information in this manual is accurate at time of distribution. The Organiser/Event Secretariat apologises for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.

For the latest information and updates, please visit the official 2017 website:
2017.apaophth.org

Event Secretariat:

Kenes MP Asia Pte Ltd

20 Kallang Avenue, 2nd Floor Pico Creative Centre, Singapore 339411
Tel: +65 6292 0723 Fax: +65 6292 7577 Email: jong@kenes.com
Web: 2017.apaophth.org



Organised by:



Co-Sponsor:



Supported by:



Held in:



2017.APAOPHTH.ORG



WELCOME

It is with great pleasure that we welcome you as an exhibitor at the **32nd APAO Congress**. The event will be held from 1 – 5 March 2017 at Suntec Singapore Convention & Exhibition Centre, Singapore, Level 4, Hall 401 to 403.

This Exhibitor Manual contains essential information that will help you to have the most productive exhibiting experience. Please take time to read through it and ensure that service forms are returned as required by their respective deadlines.

We endeavour to maintain rates and prices quoted for all items contained herein. However, there remains the possibility that they may vary.

For more information, please contact **APAO 2017 Event Secretariat**.

We thank you for your support and look forward to seeing you at **APAO 2017!**

32nd APAO Congress Team

[Acknowledgement of Receipt of Exhibitor Manual]

EXHIBITING COMPANY				
ADDRESS				
CITY	POSTAL CODE		COUNTRY	
NAME OF PERSON IN CHARGE ONSITE	JOB TITLE			
MOBILE	OFFICE		FAX	
EMAIL	WEBSITE			

**THIS IS TO ACKNOWLEDGE RECEIPT OF THE EXHIBITOR MANUAL FOR
APAO 2017**

Signature	<input type="text"/>	Date	<input type="text"/>	Company Stamp	<input type="text"/>
------------------	----------------------	-------------	----------------------	----------------------	----------------------

PLEASE COMPLETE AND RETURN THIS PAGE IMMEDIATELY UPON RECEIPT OF THIS MANUAL BY FAX OR EMAIL TO:

Kenes MP Asia Pte Ltd
20 Kallang Avenue, 2nd Floor Pico Creative Centre, Singapore 339411

Main Contact:
Ong Jiamin (Ms)
Tel: (65) 6292 4710
Fax: (65) 6292 7577
Email: jong@kenes.com

CONTENTS

		Page
A	Contact List	6 - 7
B	Onsite Schedule	8 - 10
C	General Information	11 - 17
	<ol style="list-style-type: none"> 1. About the Venue 2. Customs Requirements 3. Goods & Services Tax (GST) 4. Visiting Singapore 5. Getting to Suntec Singapore Convention & Exhibition Centre 6. Visa Information 	
D	APAO 2017 Information	18 - 20
	<ol style="list-style-type: none"> 1. Floor Plan 2. Event at a Glance 3. Admission 4. Exhibitor Registration 5. Official Hotels 6. Internet Services 7. Catering Services 8. First Aid Services 	
E	Rules and Regulations	21 - 38
	<ol style="list-style-type: none"> 1. Introduction 2. Definitions 3. Confirmation of Acceptance 4. Publicity and Promotion for the Exhibition 5. Payment for Exhibition Space, Administrative Fee and Performance 6. Booth Operation Etiquette 7. Photography and/or Videography 8. Product Demonstrations & Presentations 9. Exhibitors' Move-In 10. Liability, Risks and Insurance 11. Intellectual Property 12. Waiver 13. Termination of Right to Exhibition 14. Cancellation of Exhibition 15. Smoking 16. Animals 17. Power Supply and Lighting 18. Material Handling Equipment and Exhibits in Permanent Carpeted Areas 19. Public Space – Protective Layer Needed 20. Film/Audio Visual Demonstration 	

	<ul style="list-style-type: none"> 21. Public Address System 22. Working Exhibits 23. Dangerous Materials 24. Compressed Air 25. Lasers 26. Display of Drugs and Devices Not Approved by Singapore Government 27. Governing Law 28. Wet Labs 29. Sales 30. Right to Privacy 31. Hot Work Demonstrations 32. Stand Boundaries and Design Restrictions 33. Structural Height Restriction 34. Open Frontages 35. Building Material 36. Damage to Stand Structures and Exhibit Premises 37. Floor Loading Capacity 38. Fire Protection 39. Official Stand Fitting Contractor 40. Special Design Stand Contractors 41. Storage 42. Stand Cleaning & Waste Disposal 43. Goods Vehicles Traffic Management Procedures 44. Weapons Approval Request 45. Stand Security 46. Failure to Exhibit 47. Indemnity & Authorised Signatories 48. Dilapidation 49. Force Majeure 50. Unforeseen Occurrences 51. Regulatory Authorities 52. Additional Rules & Regulations 	
F	Stand Building Regulations	39 - 44
	<ul style="list-style-type: none"> 1. Shell Scheme Booth 2. Space Only / Special Design Stand 3. Guidelines for Construction Installation and Dismantling Works 4. Recommended Stand Fitting Contractor 	
G	Venue Rules and Regulations	45 - 46
H	Freight Forwarding Information	47 - 49
I	Service Order Forms	50 Please refer to the 2nd portion)

A Contact List

Local Secretariat	<p>c/o College of Ophthalmologists Academy of Medicine, Singapore 81 Kim Keat Road, #11-00, NKF Centre Singapore 328836 Tel: (65) 6592 7873 Fax: (65) 6593 7880 Email: apao@ams.edu.sg</p>
Event Secretariat	<p>Kenes MP Asia Pte Ltd 20 Kallang Avenue, 2nd Floor Pico Creative Centre Singapore 339411 Tel: (65) 6292 0723 Fax: (65) 6292 7577 Website: 2017.apaophth.org</p> <p>Ong Jiamin (Ms) Tel: (65) 6292 4710 Email: jong@kenes.com</p> <p>Francisca Ang (Ms) Tel: (65) 6292 0723 Email: fang@kenes.com</p> <p>Quek YuQin (Ms) Email: yquek@kenes.com</p>
Official Stand Fitting Contractor	<p>Pico Art International Pte Ltd 20 Kallang Avenue, 4TH Floor Pico Creative Centre Singapore 339411 Fax: (65) 6290 5902</p> <p>Eavis See (Mr) Tel: (65) 6290 5780 Email: eavis.see@sg.pico.com</p>
Audio-Visual Equipment	<p>Excelsis Conceptz Pte Ltd 7030 Ang Mo Kio Ave 5 #04-58, Northstar@AMK Singapore 569880</p> <p>Bernard Heng (Mr) Tel: (65) 9818 8412 Fax: (65) 6234 1028 Email: bernard@excelsisconceptz.com.sg</p>

Official Freight Forwarder	Agility Fairs & Events Logistics Pte Ltd 5 Changi North Way, 3rd Level Singapore 498771 Serena Kum (Ms) Tel: (65) 6571 5644 Mobile: (65) 9674 6880 Email: skum@agilitylogistics.com
Security	Kenes MP Asia Pte Ltd 20 Kallang Avenue, 2nd Floor Pico Creative Centre Singapore 339411 Tel: (65) 6292 0723 Fax: (65) 6292 7577 Main Contact: Ong Jiamin (Ms) Tel: (65) 6292 4710 Email: jong@kenes.com Francisca Ang (Ms) Tel: (65) 6292 0723 Email: fang@kenes.com
Customs (Website: www.customs.gov.sg)	Singapore Customs 55 Newton Road, #10-01, Revenue House, Singapore 307987 Tel: (65) 6355 2000 Fax: (65) 6250 9606 Email: customs_documentation@customs.gov.sg
Visa Application	Visitor Services Immigration & Checkpoint Authority 10 Kallang Road, Singapore 208718 Tel: (65) 6391 6100 Website: http://app.ica.gov.sg/index.asp
Employment Pass / Work Permit	Ministry of Manpower 18 Havelock Road, Singapore 059764 Tel: (65) 6534 1522 Fax: (65) 6534 4840 Website: www.mom.gov.sg
Videotapes / Films Censorship	Media Development Authority Licensing Services (Films and Publications) 45 Maxwell Road, #07-11/12, URA Centre East Wing Singapore 069118 Tel: (65) 6837 9973

B Onsite Schedule

Build-up period

Activity	Date	Time	Description
Contractors' Registration	28 February 2017	3pm – 9pm	<p>All contractors must register at the contractors' counter located at the entrance of the exhibition hall upon arrival to collect their admission passes. The issuance of the passes is subject to all relevant documents signed and full payment of the administration fee and performance bond made.</p> <p>Space-only stand locations will be marked out ready for contractors to commence construction works.</p>
	1 March 2017	9am – 9pm	
Exhibitor Registration	1 March 2017	8am – 9pm	<p>All exhibitors must register at the Exhibitors Registration Service Counter located at the entrance of the exhibition hall upon arrival to collect their admission passes and exhibitors' information pack.</p> <p>Kindly note that there will be no registration application or replacement of exhibitor badges from 2 to 5 March.</p>
Shell Scheme	28 February 2017	6pm – 9pm	<p>Portable and valuable exhibits/displays are not to be displayed till closer to the opening days of the exhibition.</p>
	1 March 2017	9am – 9pm	
Delivery of Displays / Exhibits	28 February 2017	6pm – 9pm	<p>The Organiser/Event Secretariat will not accept responsibility for any delivery on behalf of an exhibitor, nor will they be responsible for the safe keeping of such items after delivery.</p>
	1 March 2017	9am – 9pm	
Electrical Supply to Stands	28 February 2017	5pm	<p>Electricity supply will be turned on after the inspection by the Official Electrical Engineer and the Certificate of Fitness has been signed.</p>
Completion of All Stand Construction / Decoration	1 March 2017	9pm	<p>All contractors must vacuum and clean the stands upon completion before handing over to the Exhibitor. All contractors must leave the exhibition hall by 10pm.</p>



Exhibition period

Admission	Date	Time	Description
Security Check / Cleaning	2 March 2017 3 March 2017 4 March 2017 5 March 2017	7am – 8am 7am – 8am 7am – 8am 7am – 8am	No access to the halls whilst the security sweep is in process
Opening Ceremony	2 March 2017	4pm	Exhibitors are allowed to enter Hall 2 March 2017.
Exhibitors Access	2 March 2017 3 March 2017 4 March 2017 5 March 2017	8am – 6pm 8am – 6pm 8am – 6pm 8am – 6pm	Exhibitors who need to be at their stands before/after official opening hours must obtain approval from the Organiser/Event Secretariat by 2pm on the previous day. Security guards will be arranged during the extended hours.
Exhibition Hours	2 March 2017 3 March 2017 4 March 2017 5 March 2017	9am – 6pm 9am – 6pm 9am – 6pm 9am – 12:30pm	

Tear-down period

Activity	Date	Time	Description
Shut down of all demonstration exhibits / equipment	5 March 2017	12:30pm – 6pm	All demonstration exhibits and equipment must be shut down before the electricity supply is turned off at 12:15pm.
Packing of exhibits & removal from the hall	5 March 2017	12:30pm – 7pm	All exhibits must be packed and removed from the hall by 5 March at 7pm.
All utilities supply to stand shut down	5 March 2017	12:15pm	
Collection of rented items by suppliers	5 March 2017	12:30pm – 7pm	Exhibitors are to remove all content from the rented items (e.g. cabinets, cupboards) before stipulated collection time by supplier.
Dismantling of stands	5 March 2017	12:30pm – 7pm	All stand materials must be packed and removed from the hall by 5 March, Sunday, 7pm.
All stands to be dismantled and all debris removed All personnel must leave the hall	5 March 2017	7pm	The Organiser/Event Secretariat will not accept responsibility for any items left in the exhibition hall.



Please note:

- Exhibits should not be dismantled before the closing hours. A fine of S\$2,000 will be levied in the case of exhibits and stands being dismantled before the end of the exhibition.
- No late work is permitted. The appointed booth contractors must complete their work according to the above schedule. If permission is sought for any overtime work and granted by the Organiser/Event Secretariat, the contractor shall have to pay for the overtime charges.

C General Information

1. About the Venue

Exhibition Venue: Suntec Singapore Convention and Exhibition Centre, Level 4, Halls 401 - 403

Address: 1 Raffles Boulevard, Singapore 039593

Suntec Singapore Convention & Exhibition Centre, Singapore



A world-renowned, international venue with the perfect location, the right space, and a high level of flexibility and cutting-edge technology that is supported by qualified, motivated and service-orientated people, Suntec Singapore Convention & Exhibition Centre is the venue of choice for meetings, conventions and exhibitions.

Suntec Singapore Convention & Exhibition Centre is situated in the Central Business District of Singapore providing flexible, customisable space, exquisite cuisine and exceptional service for the evolving needs of our discerning clients.

2. Customs Requirements

All goods to be imported for display at the exhibition must be declared to Customs at the entry point and must be covered by proper Customs documents. These documents should be retained at the exhibition as they are subject to Customs inspection on-site. Please refer to <http://www.customs.gov.sg/index.html> for more information on Exhibition Customs requirements and procedures.



3. Goods & Services Tax (GST)

The prevailing GST rate is 7% and will apply to all Singapore registered companies only. For foreign exhibitors, GST is zero-rated, i.e. they do not have to pay GST for space rental and services offered in the exhibition. Foreign exhibitors are, however, subject to the prevailing GST in the event the exhibition goods imported into Singapore are sold locally. Prior approval in this instance must be sought from the relevant authority. The GST is payable on the goods sold at the prevailing GST rate of the CIF value or selling price, whichever is higher.

All goods imported into Singapore are subject to prevailing GST. GST is not applicable if goods are brought in using Carnets, the Temporary Import Scheme (TIS) or the Security Deposit Scheme (SDS). However, this exemption does not apply to liquor and tobacco. Please refer to: www.customs.gov.sg for more information.

Goods for exhibition may be imported 3 weeks before exhibition and should be re-exported within 3 weeks of the exhibition closure. Requests for an extension period must be made in writing, and will be considered on a case-by-case basis.

GST will apply if any of these goods are eventually sold locally or unaccounted for at the time of re-export. Payment of duty/GST must be made within 14 days after exhibition closure.

Brochures and Souvenirs

GST is not applicable if brochures, pamphlets and gifts or souvenirs are imported by post or by air, and the total value does not exceed S\$ 400.

Hand Carried Goods

Travellers to Singapore with hand carried goods are requested to refer to: <http://www.customs.gov.sg/index.html> for more information.

Controlled and Prohibited Goods

Prior approval must be obtained from Customs before such goods may be temporarily imported for exhibition purposes. Please refer to <http://www.customs.gov.sg/index.html> for more information on Prohibited items and Controlled and restricted items.

4. Visiting Singapore

APAO 2017 will be held in a vibrant cosmopolitan city located at the heart of Asia – Singapore. Singapore is a top business destination of choice for many international and regional events. Brimming with energy, the city possesses a state-of-the-art infrastructure, a unique blend of contemporary and traditional ways of life, a rich and colourful multiracial, multicultural heritage and is a melting pot of global cuisines.

For more information about this city, please visit the following website: <http://www.yoursingapore.com/content/traveller/en/experience.html>.

Weather

Singapore lies just north of the Equator, and experiences warm and humid tropical weather all year round. March falls within the Northeast Monsoon season. It is a relatively dry and windy period of the year with mean maximum temperature of 30.1°C/86.2°F, and mean minimum temperature of 25.9°C/78.6°F.

For the latest weather forecast, please visit the website of Singapore's National Environment Agency: www.nea.gov.sg.



Airport Transfer

Singapore Changi Airport is located on the northeastern tip of the island, approximately 26km away from the city centre.

Taxi

Taxis are available at the taxi stands at the Arrival levels of each Terminal. The journey to the city centre costs between S\$23 - S\$44 and takes approximately 30 minutes. Fares are metered; no tipping is required.

Fares are metered and are based on a flag down rate and the distance travelled. The following are the main charges, which vary slightly between taxi companies:

Flag-down Fare (1st km)	S\$3 - S\$5
Distance Fare	S\$0.22 per 400m (above 1-10 km) S\$0.22 per 350m (beyond 10 km)
Waiting Time	22 cents every 45s
Booking Fee	\$2.30 - \$5
City Area Surcharge Mondays to Sundays and Public Holidays 5pm to Midnight Applicable for boarding within City Area	S\$3
Peak Hour Surcharge Mondays to Fridays, 6am to 9:30am Mondays to Sundays and Public Holidays, 6.00pm to Midnight	25% of meter fare
Midnight Surcharge Midnight to 5.59 am	50% of meter fare

Taxis can be readily hailed at taxi stands in the city centre, or booked via phone:

Comfort Transportation Pte Ltd / CityCab Pte Ltd	+65 6552 1111
Premier Taxis Pte Ltd	+65 6476 8880
Maxi Cab	+65 6535 3534
SMRT Taxis	+65 6555 8888

Airport Shuttle

The airport shuttle service offers transport from Changi Airport to hotels in the city. The counter is open 24-hours daily. Please approach the Ground Transport Desk at the Arrival Halls for bookings. The rates below are applicable for a single trip from Changi Airport to a hotel in the city.

- S\$9 per Adult • S\$6 per Child (below 12 years of age)

Airport Transfer via Bus

Public bus service 36 goes to the city. The first bus leaves around 06:00 and the last at approximately 10:50pm. A single fare costs below S\$2.50 and it takes about an hour to reach the city centre. Bus stops are located at the basement bus bays of Terminals 1, 2 and 3 of Changi Airport. Please prepare the exact fare as no change will be given.

Airport Transfer via Train

The Changi Airport MRT Station is located at the basement of Terminals 2 and 3. A standard one-way ticket from Changi Airport MRT Station to the city centre costs approximately S\$2.10. The journey takes about 55 minutes.

Stored Value Cards

Visitors who wish to travel on buses and trains around the island may purchase an EZ-Link card, a contactless stored value card. It can be also be used at selected retail and F&B outlets. An EZ-Link card can be purchased for S\$12 at train stations and bus interchanges, which includes a non-refundable card cost of S\$5 and a stored value of S\$7. Any remaining stored value can be redeemed at the end of your trip. For unlimited travel, visitors may purchase a Singapore Tourist Pass. Each pass has a refundable deposit of \$10 if you return the card within 5 days after the day of purchase.

Type of Pass	Price	Refundable Deposit
1 Day	\$10	\$10
2 Day	\$16	\$10
3 Day	\$20	\$10

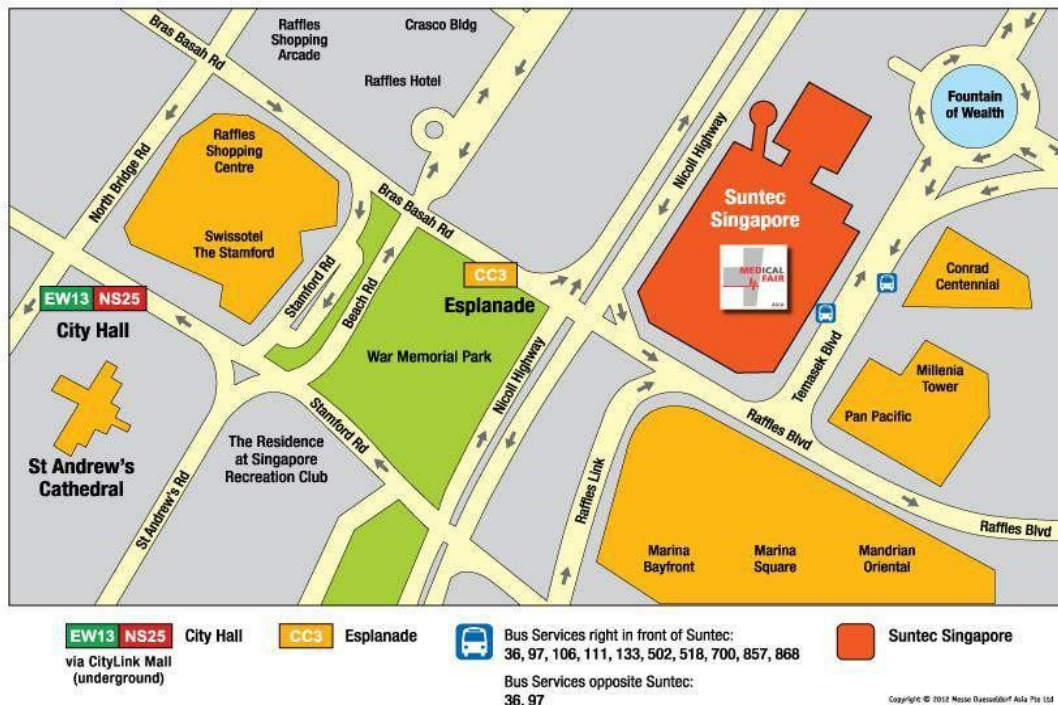
For more information, please visit www.thesingaporetouristpass.com.sg.

Train

The Mass Rapid Transit (MRT) system is one of the fastest ways of getting around Singapore. Visitors are able to travel seamlessly across MRT lines without needing to purchase a different ticket. Trains operate daily from around 05:30 – 00:00. A standard single-trip ticket costs under S\$2.50.

For more information, please visit: www.smrt.com.sg or www.sbstransit.com.sg.

5. Getting to Suntec Singapore Convention & Exhibition Centre



Taxi

Taxis may drop passengers at the entrance of Suntec Singapore Convention & Exhibition Centre along Raffles Blvd.

Train

Suntec Singapore Convention & Exhibition Centre is linked directly to Esplanade MRT Station on the yellow Circle Line.

Bus

The following bus routes serve Suntec Singapore Convention & Exhibition Centre: [36](#), [70M](#), [111](#), [133](#), [162M](#), [518](#), [518A](#), [700A](#), [857](#), [97](#), [106](#), [502](#), [518](#), [551](#), [581](#), [577](#), [580](#), [579](#)

For bus information, please visit the website:

http://www.transitlink.com.sg/eservice/eguide/service_idx.php

For more information, please visit the Suntec Singapore Convention & Exhibition Centre' website:

<http://www.suntecsingapore.com/>.

Electricity



The standard voltage in Singapore is 220V/240V, 50 Hz, using the three-pronged square pin socket. If you need an adapter or transformer, we advise buying one before your arrival. Some hotels will be able to lend you an adapter.

At Suntec Singapore, you may purchase one from the following stores:

<p>Challenger Electronics & Telecommunications</p>	<p>GadgetHub Electronics & Telecommunications</p>
<p>North Wing, #02-477 Tel:6238 6280</p>	<p>East Wing, #02-616A Tel:6836 3538</p>



Medical Services

Visitors who require medical attention at Suntec Singapore may visit the following clinics:

Bethesda Medical Centre Medical Services Tel:6337 8933 West Wing, #B1-124	K N Chin & Associates Pte Ltd Medical Services Tel:6337 2522 West Wing, #02-400
--	--

Raffles Hospital 585 North Bridge Road Singapore 188770 Tel: (65) 6311 1111 Fax: (65) 6311 2136 Email: enquiries@raffleshospital.com

The nearest hospital is about 15 minutes away by taxi.

Telecommunications

You may purchase a pre-paid mobile SIM card at the airport, or from a telco shop and most 7-Eleven stores in the city centre. A passport, or some form of ID, is required to register the mobile number. At Suntec Singapore, a SIM card can be purchased from these shops:

StarHub Electronics & Telecommunications West Wing, #02-317 Tel:6820 9210	Singtel Electronics & Telecommunications West Wing, #02-318 Tel:6333 1283	M1 Electronics & Telecommunications West Wing, #02-323/324 Tel:6825 2668
---	---	--

Tipping

Tipping is not customary in Singapore. Most restaurants, however, levy a 10% service charge and 7% Goods & Services Tax (GST) on your bill.

Tax Refund

As a visitor, you may claim a refund on the 7% Goods and Services Tax (GST) paid on your purchases made at participating retail shops when you leave Singapore and bring your purchases home. A minimum expenditure of S\$100 is required. A handling fee will be deducted from the refundable GST amount. You may apply for the GST refund in the departure hall of Changi Airport.

6. Visa Information

Exhibitors should ensure that all staff, artists and invited guests have a valid passport with at least six months validity, a booked return air ticket, a visa (if required), accommodation and sufficient funds for their stay in Singapore.

To find out if you require a visa to Singapore, kindly check with the Immigration and Checkpoint Authority of Singapore (ICA): <http://www.ica.gov.sg>.

For visa application, please download the Visa Entry Application Form: <http://www.ica.gov.sg>.



Important Things to Note

Most foreigners coming into Singapore do not require a visa for entry and may be given social visit passes for up to 30 days upon their arrival in Singapore. However, it is best to consult your local consular office for the latest information with regard to entering Singapore.

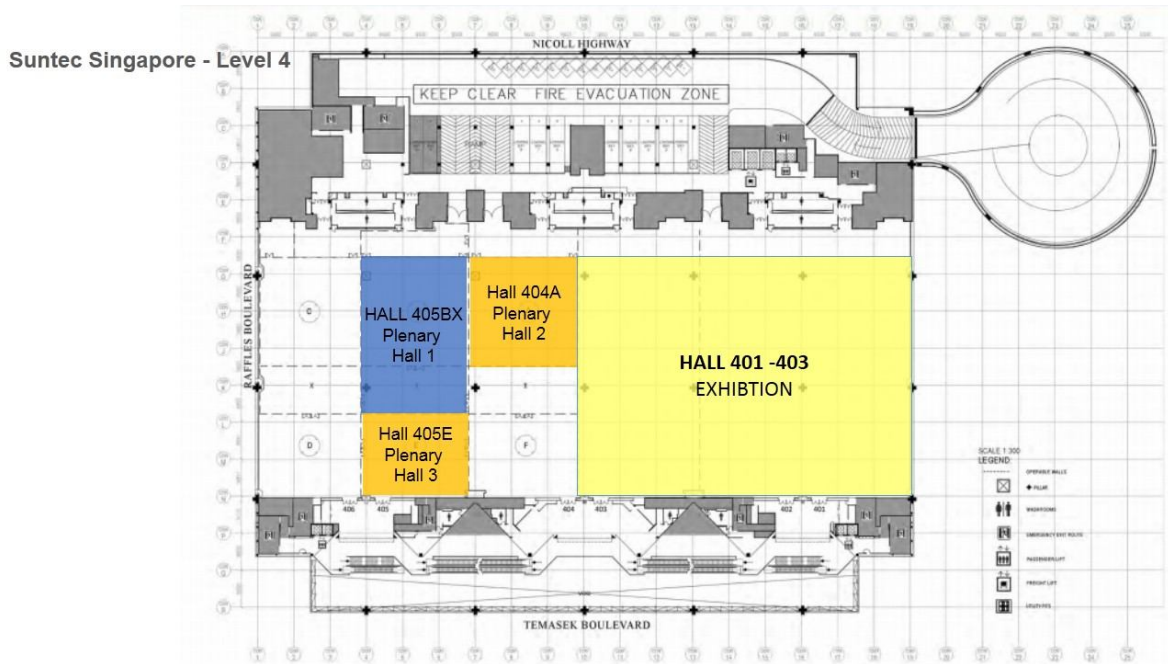
If you would like to stay in Singapore for a longer period, you may apply to the Immigration and Checkpoints Authority of Singapore (ICA) upon your arrival. You should have a valid passport with at least six months validity, onward or return tickets, onward facilities (such as visas or entry permits) to your next destination, and sufficient funds for your stay in Singapore.

Loss of Passports

Should you lose your passport while in Singapore, please make a police report immediately and approach your embassy in Singapore to apply for a replacement travel document. You should also report to the ICA (across from the Lavender MRT Station at 10 Kallang Road) for a visit pass which will regularise your stay in Singapore.

D APAO 2017 Information

1. Floorplan at Suntec Singapore Convention & Exhibition Centre



2. Events at a Glance

	Mar 1 (Wed) - Day 0	Mar 2 (Thu) - Day 1	Mar 3 (Fri) - Day 2	Mar 4 (Sat) - Day 3	Mar 5 (Sun) - Day 4	
08:00-08:30		Breakfast Symposia (S)* (08:00-08:45)	Breakfast Symposia (S)* (08:00-08:45)	Breakfast Symposia (S)* (08:00-08:45)	Breakfast Symposia (S)* (08:00-08:45)	
08:30-09:00		Break	Break	Break	Break	
09:00-09:30	APAO Standing Committee Meetings (09:00-12:30)	APAO Scientific Session (09:00-10:30)	APAO Scientific Session (09:00-10:30)	APAO Scientific Session (09:00-10:30)	APAO Scientific Session (09:00-10:30)	
09:30-10:00		Break	Break	Break	Break	
10:00-10:30		APAO Council Luncheon	APAO Scientific Session (11:00-12:30)	APAO Scientific Session (11:00-12:30)	APAO Scientific Session (11:00-12:30)	APAO Scientific Session (11:00-12:30)
10:30-11:00			Break	Break	Break	Break
11:00-11:30		APAO Council Meeting (13:30-16:00)	Lunch Symposia (S)* (13:00-14:00)	Lunch Symposia (S)* (13:00-14:00)	Lunch Symposia (S)* (13:00-14:00)	Lunch Symposia (S)* (13:00-14:00)
11:30-12:00			Break	Break	Break	Break
12:00-12:30	APAO Council Meeting (13:30-16:00)	APAO Plenary Session (14:30-15:30)	APAO Scientific Session (14:30-16:00)	APAO Scientific Session (14:30-16:00)	REGISTRATION	
12:30-13:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
13:00-13:30	APAO Council Meeting (13:30-16:00)	APAO Opening Ceremony (16:00-17:00)	APAO Scientific Session (16:30-18:00)	APAO Scientific Session (16:30-18:00)		
13:30-14:00	APAO Council Meeting (13:30-16:00)	APAO Plenary Session (17:00-18:00)	Break	Break		
14:00-14:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
14:30-15:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
15:00-15:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
15:30-16:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
16:00-16:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
16:30-17:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
17:00-17:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
17:30-18:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
18:00-18:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
18:30-19:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
19:00-19:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
19:30-20:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
20:00-20:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
20:30-21:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
21:00-21:30	APAO Council Meeting (13:30-16:00)	Break	Break	Break		
21:30-22:00	APAO Council Meeting (13:30-16:00)	Break	Break	Break		

Please visit the official Asia-Pacific Academy of Ophthalmology Congress 2017 website at <http://2017.apaophth.org/program-overview/> for more information.

3. Admission

- 3.1 Only badged personnel will gain access to the halls.
- 3.2 The Organiser/Event Secretariat reserves the right to refuse admission to the Exhibition of any persons, including the Exhibitor and its Associates, whom the Organiser/Event Secretariat in its absolute discretion considers as unfit, intoxicated or in any way likely to create a disturbance or discomfort to the Exhibition, other Exhibitors or visitors to the Exhibition, or if such persons are already in the Exhibition Venues to require that they immediately leave the Exhibition Venues.

PLEASE NOTE THAT MINORS UNDER THE AGE OF 18 WILL NOT BE ALLOWED ENTRY DURING THE ENTIRE DURATION OF APAO 2017.

Please note that exhibitors **are not allowed to request Contractor badges.**



4. Exhibitor Registration

Venue: Exhibitors Registration Counter
Suntec Singapore Convention & Exhibition Centre (SSCEC), Level 3, Foyer Atrium

Date & Time: 28 February 2017, 6pm to 9:30pm
1 March 2017, 9am to 9am

*Exhibitors have access to the hall 1 hour **before** the opening between **1 – 5 MARCH 2017** to service their booths or exhibits.*

5. Official Hotels

Please visit the official Asia-Pacific Academy of Ophthalmology Congress 2017 website at 2017.apaophth.org.

6. Internet Services

Suntec offers complimentary WIFI throughout the venue.

7. Catering Services

Suntec Singapore Convention & Exhibition Centre is the exclusive provider of food and beverage for APAO 2017, and would be able to assist in all your catering needs, including last-minute orders. External orders may be subject to a corkage fee and other costs.

If you wish to order F&B for your booth, please complete **Service Order Form: Catering** and send it to Suntec Catering Department.

8. First Aid Services

Basic first aid services are available at the Show Management Office. For more severe injuries, you will be directed to the nearest Accident & Emergency (A&E).



E Rules and Regulations

1. Introduction

These rules and regulations governing the **32nd APO Congress** are an integral part of the contract for exhibit space. The overriding principle contained in this manual is equality for all. The following regulations have been designed particularly for the **32nd APO Congress**. Should you have any questions in connection with the rules and regulations, please contact the Congress Secretariat:

**Asia-Pacific Academy of Ophthalmology:
c/o Department of Ophthalmology & Visual Sciences**

The Chinese University of Hong Kong

Tel: (852) 3943-5827

Fax: (852) 2715-9490

E-mail: secretariat@apaophth.org

Address: 4/F, Hong Kong Eye Hospital, 147K Argyle Street, Kowloon, Hong Kong

Exhibitors must comply with the rules and regulations of the exhibition. The Organiser/Event Secretariat reserves the right to require the exhibitor to modify the exhibit(s) if exhibitors or exhibits are found violating the exhibition rules and regulations, either before the show or on-site. If any disagreement arises between exhibitors and the show management, the show management should override. All the necessary changes are to be made at the exhibitor's expense and are subject to approval of the Organiser/Event Secretariat.

The **32nd APO Congress** reserves the right to amend the rules and regulations at any time and written notice to the exhibitors will be given accordingly. The original rules and regulations, as well as the amendments, will be equally binding to all parties affected in the exhibition.

2. Definitions

In these regulations, the following words and expressions shall (unless otherwise specified) have the following meanings:

“Applicant”	the sole proprietorship, partnership or limited company whose details are specified in the Application Form;
“Application Form”	the application form for the Applicant to apply for the right to exhibit at the Exhibition;
“Associates”	(a) any employees, contractors, subcontractors, representatives, or agents of the Exhibitor or its Associates; and (b) in relation to an individual Exhibitor means any relatives of the Exhibitor and any company of which the Exhibitor or its relative is a shareholder or director; and in relation to a corporate Exhibitor means any shareholders or directors of the Exhibitor and any relatives of such shareholders or directors and any company of which the Exhibitor or its shareholders or directors or any of their relatives is a shareholder or director;



“Complainant”	the Exhibitor filing a complaint to the Organiser in respect to an infringement of intellectual property rights at the Exhibition;
“Exhibition”	the exhibition to be known as the 32 nd Asia-Pacific Academy of Ophthalmology Congress (32nd APAO Congress) which will be organized by the Organiser at the Exhibition Venue during the Exhibition Period;
“Exhibition Period”	the period from March 2, 2017 – March 5, 2017;
“Exhibition Venue”	Suntec Singapore Convention & Exhibition Centre, Level 4, Halls 401 – 403 located at 1 Raffles Boulevards, Singapore 039593;
“Exhibitor”	the relevant Applicant whose application to exhibit at the Exhibition has been accepted by the Organiser in writing;
“Organiser”	Asia-Pacific Academy of Ophthalmology, Singapore Society of Ophthalmology and the College of Ophthalmologists, Singapore;
“Products”	any goods, products, items, samples or exhibits displayed by the Exhibitor at the Exhibition;
“Regulations”	the provisions contained in these “Exhibition Rules & Regulations”;
“Space”	the area within the Exhibition Venues where the Exhibition will be conducted;
“Stand”	the area within the Space designated to the Exhibitor for the purpose of exhibiting and promoting its Products. This may include the structure and partitioning of the booth as the case may be, but for the avoidance of doubt shall exclude any areas in front of the booth;
“Package Sponsors”	companies that have pledged Double Diamond Sponsorship Package, Diamond Sponsorship Package, Platinum Sponsorship Package, Gold Sponsorship Package, Silver Sponsorship Package and Bronze Sponsorship Package.

3. Confirmation of Acceptance

- 3.1 The Exhibitor acknowledges that by accepting the Confirmation of Acceptance, it has agreed and undertaken to comply with all its obligations under the Regulations and any other additional rules and regulations prescribed by the Organiser under paragraph 3.3 below.
- 3.2 Notwithstanding payment or acceptance of the Participation Fee or part thereof does not create, whether expressed or implied, any right on the part of the Applicant or any obligation or liability to perform any function or duty on the part of the Organiser.
- 3.3 The Organiser has the sole and absolute discretion to accept or reject, without giving any reason or explanation, the Exhibitor to participate in the Exhibition.



- 3.4 Where the Applicant/Exhibitor is a business entity or a corporation, the Organiser may at any time require the Applicant/Exhibitor to produce copies or certified copies of the Applicant's/Exhibitor's certificate of incorporation, business registration certificate and/or any other company registration documents.

4. Publicity and Promotion for the Exhibition

- 4.1 The Organiser/Event Secretariat shall arrange and be responsible for all publicity and promotional arrangements for the Exhibition both overseas and in Singapore. The Exhibitor and its Associates must not give or cause to be given any interview, public announcement, press statement or any other publicity or promotion whatsoever in relation to the Exhibition without the prior written approval of the Organiser/Event Secretariat.
- 4.2 The Exhibitor will permit the Organiser/Event Secretariat and its agents to disclose to any third party, for the purpose of publicizing and promoting the Exhibition, the following information:
- 4.2.1 The fact that the Exhibitor will be exhibiting at the Exhibition; and
 - 4.2.2 A description of the products that the Exhibitor intends to exhibit at the Exhibition.
 - 4.2.3 The Organiser/Event Secretariat will be allowed and licensed to use the name and the logo of the Exhibitor for the purpose of publicizing and promoting the Exhibition. This would include without limitation the printing of the name and the logo of the Exhibitor on posters, promotional materials and websites.
- 4.3 The Organiser/Event Secretariat shall not be responsible for any error or omission relating to the Exhibitor, its equipment, products or services in the listings on websites or in any promotional material.

5. Payment for Exhibition Space, Administrative Fee and Performance Bond

No exhibitor, their staff and agents and/or their contractors/vendors/suppliers may begin stand construction/decoration or move in their exhibits into the Hall or surrounding area until full payment of bond and/or fee, including deposits, has been received by the Organiser/Event Secretariat. **This is applicable for raw space booths only.**

6. Booth Operation Etiquettes

- 6.1 All booths MUST be fully staffed and operational throughout the exhibition opening hours. Stands and exhibit decorations (including signs, flags, plants, carpets and lights etc.) should not be placed or be extended beyond one's own stand. Any exhibitor refusing to make changes as directed will have their electricity supply cut off.
- 6.2 Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute brochures, invitations, etc. at the registration areas, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Organiser/Event Secretariat, is deemed inappropriate and causes inconvenience to trade visitor/delegates and other Exhibitors.

These materials may be posted only on the partition walls within individual booths. Any exhibitor refusing to make changes as directed will have their decorations dismantled at the exhibitor's expense.

- 6.3 Activities disturbing or causing inconvenience to the APAO event sessions will not be allowed, i.e. promotional gimmicks, raffles, picture-taking, musical entertainment, use of animation and sound equipment.
- 6.4 Without special permission of the Organiser/Event Secretariat, exhibits are not allowed to be brought into the hall after APAO event sessions have commenced or removed from the hall before APAO closes for the day.
- 6.5 No stage shows will be permitted without prior application.
- 6.6 According to Fire & Safety regulations, goods or packing materials are strictly not allowed to be stored behind booths along the walls of the Hall in areas between stands. Exhibitors are encouraged to design a proper storage area with adequate access in their stand design décor. Alternatively, exhibitors can approach the Official Freight Forwarder for storage assistance chargeable at a fee.
- 6.7 Exhibitors with exhibits which require special fire protection must make arrangements at their own cost for the provision of such equipment and take all precautions to protect the public against any fire hazards.
- 6.8 Exhibitors and/or their engaged contractors shall be responsible for any damage caused to properties of the Venue, Organiser/Event Secretariat, Official Stand Fitting Contractor and any other Exhibitors during delivery and removal of exhibits, refuse and/or decoration works by their staff or contractors.
- 6.9 Exhibitors shall not assign, sublet, or apportion any part of the space assigned to them or have representatives, equipment, or materials from other firms appear in the exhibition space.

7. Photography and/or Videography

The Exhibitor must not, and must ensure its Associates do not, take any photographs or video recording or record any sound at the Exhibition without the prior written approval of the Organiser/Event Secretariat.

8. Product Demonstrations & Presentations

The Organiser/Event Secretariat appreciates that demonstrations and presentations form an integral part of the exhibition. Exhibitors, however, should exercise discretion when carrying out demonstrations and presentations, in consideration of other exhibitors.

- 8.1 Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands **should not exceed 85dB** for all speech, music and sound effects.
- 8.2 The Organiser/Event Secretariat may also require such demonstrations or presentations to be carried out in accordance with a timetable as laid out after consultation with the exhibitors involved.



- 8.3 Exhibitors planning stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

Sound Control (IMPORTANT)

Should an exhibitor exceed the maximum sound levels (85db) they will be requested by the Organiser/Event Secretariat to reduce the volume.

If this request is ignored, a member of the organizing team will be called to the stand and will issue the exhibitor with a written warning (in duplicate). Once in receipt of the written warning, a further breach of the regulations will result in power to the stand being turned off.

On any occasion after this, the stand electrical supply will be turned off for 24 hours from the time of the infringement without further reference.

Exhibitors must obtain all/any licenses, permits or approvals required from the relevant authorities for the demonstration of the exhibits/products. Exhibitors must ensure they are the rightful agent, distributor or dealers for the exhibits/products at their stands. The Organiser/Event Secretariat reserves the right to make the final decision on any disputes regarding the right to exhibit.

9. Exhibitors' Move-In

Cargoes which are consigned to the exhibition site should NOT arrive at the exhibition hall earlier than **28 February 2017, 6pm**. Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the Organiser/Event Secretariat. When stand structures are erected, it may not be possible to move in / install heavy and large exhibits that arrive late.

All packing should be clearly marked with the following details:

(Name of Freight Forwarder)

c/o APAO 2017

(Name of Exhibiting Company)

(Stand Number), **Level 4, Hall 401-403 (Please state)**,

Suntec Singapore Convention & Exhibition Centre

(Case No...of...)

10. Liability, Risks and Insurance

- 10.1 The Organiser/Event Secretariat, its agents, representatives, contractors or employees shall not be liable in any way whatsoever in respect to any loss, injury or other damages (other than death or personal injury caused by the negligence of the Organiser/Event Secretariat or its employees) suffered by or caused to the Exhibitor or its Associates or the Products or other property of the Exhibitor, its Associates or its visitors.
- 10.2 The Organiser/Event Secretariat shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
- 10.3 The Exhibition undertakes to indemnify and at all times hereafter to keep indemnified the Organiser/Event Secretariat, its agents, representatives and employees on demand from and

against all liabilities, actions, proceedings, claims, damages, costs and expenses they may suffer or incur by reason howsoever in relation to any agreement with the Exhibitor or its Associates or any breach of the Regulations by the Exhibitor or its Associates.

- 10.4 The Exhibitor shall be responsible for effecting insurance which shall include, but not be limited to, its displays, exhibits and the Stand against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser/Event Secretariat upon request.
- 10.5 The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed by the Regulations as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser/Event Secretariat upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor and/or its Associates to any property of the Exhibition Venues, the other Exhibitors, the Organiser/Event Secretariat or the visitors to the Exhibition.
- 10.6 All Products, materials, items or things of the Exhibitor or its Associates are brought to and removed from the Exhibition Venues at the sole risk of the Exhibitor and should be safeguarded by the Exhibitor at all times.
- 10.7 The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk.
- 10.8 The Organiser/Event Secretariat reserves the right to exercise a general lien over any property the Exhibitor has in the Exhibition Venues in respect to all monies due to the Organiser/Event Secretariat (including claims for damages) howsoever in connection with the Exhibition.
- 10.9 The Exhibitor must comply with all relevant health and safety legislation and ensure that all its Associates are aware of their duties and responsibilities. Any plant or systems of work which may be used must be safe and without risks to health.

11. Intellectual Property

- 11.1 The Exhibitor hereby represents and warrants to the Organiser/Event Secretariat that the Products do not infringe or breach in any way any right (including, but not limited to, intellectual property rights) of any person or entity and do not constitute a contravention of any applicable rule or law whether in the country of the Exhibition Venues or any other country.
- 11.2 The Exhibitor shall at all times, and without limit in point of time, indemnify and hold indemnified the Organiser/Event Secretariat in full on demand against all liability, loss, damages, costs, and expenses (including legal costs and expenses on a full indemnity basis) awarded against or incurred or paid by the Organiser/Event Secretariat as a result of or in connection with:
 - 11.2.1 Breach of any warranty given by the Exhibitor; and
 - 11.2.2 Any claim that the Products infringe, or their importation, use or resale infringes, the patent, copyright, design right, trademark or other intellectual property rights of any other person or entity.



12. Waiver

The Waiver by the Organiser/Event Secretariat of any of the Regulations will not prevent the subsequent enforcement of such regulations and will not be deemed to act as a waiver in respect of any subsequent breach.

13. Termination of Right to Exhibit

13.1 The Organiser shall have the right to terminate at any time without notice the right of the Exhibitor to exhibit in the Exhibition and to immediately take possession of the Stand at the Exhibitor's expense in any of the following circumstances:

13.1.1 If the Exhibitor or any of its Associates commits a breach (whether capable of remedy or not) of any of the Regulations or any additional rules and regulations prescribed by the Organiser; or

13.1.2 If the Exhibitor, being a body corporate, enters into liquidation whether compulsory or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt; or

13.1.3 If the Exhibitor, being a sole proprietorship or partnership becomes, or one of its members becomes, bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or

13.1.4 If the Exhibitor conducts any activity which, in the sole opinion of the Organiser, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors.

13.2 The Exhibitor shall have no claim for refund of the Participation Fee (or any part thereof) or any other claim against the Organiser in the event that its right to exhibit in the Exhibition is terminated.

14. Cancellation of Exhibition

14.1 The Organiser reserves the right to change the plan, site character or the Exhibition Venues at any time. The Organiser may in its sole and absolute discretion make proportional allowance for the space allocated to the Exhibitor. If the affected Exhibitor does not agree with the relocation and wishes to withdraw from the exhibition, all payments will be refunded.

14.1.1 Exhibitors may cancel their participation in writing to the Organiser, applying the cancellation penalty as below:

14.1.1.1 20% of the agreed amount if the cancellation/modification is made before **September 1, 2016**;

14.1.1.2 50% of the agreed amount if the cancellation/modification is made after **September 1, 2016** but before **November 1, 2016**;

14.1.1.3 100% of the agreed amount if the cancellation/modification is made after **November 1, 2016**.



15. Smoking

Smoking in the exhibition hall, symposium rooms, meeting rooms, atrium, air-conditioned walkways and function areas is strictly prohibited.

16. Animals

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

17. Power Supply and Lighting

Pico Art International Pte Ltd has been appointed as the Official Stand Fitting Contractor for the event. No other contractors shall be permitted to undertake electrical work in the venue. All electrical requirements, i.e. power points, lighting, etc. that are not part of any standard shell scheme booth package must be sourced from the Official Stand Fitting Contractor.

The following rules must be complied with:

- a. In accordance with local regulations, the following methods of starting must be installed to all motors prior to delivery to the Show:
 - Up to 5 Hp Direct on line
 - 5 Hp to 25 Hp Star Delta
 - Above 25 Hp Auto-transformer.
- b. Owing to limitations in electrical supplies, exhibitors requiring three-phase electrical supplies of exhibits must provide, as soon as possible, the following information for each machine:
 - Starting load (in kilowatts) for each motor
 - Running load (in kilowatts) for each motor
 - Kilowatts loading of heaters, etc.
 - Number of other machines running concurrently at any one time.(Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organiser/Event Secretariat informed.)
- c. Exhibitors shall inform or consult the Official Stand Fitting Contractor whenever works are carried out near any electrical installations such as distribution boxes, fuse switches, isolators and/or power points. The Official Stand Fitting Contractor has the right to switch the supplies off for safety reasons as well as to prevent any damage to the exhibitor's equipment. However, it is the responsibility of the exhibitor and their implementing partner(s) to ensure that the Official Stand Fitting Contractor is informed to check the integrity of all circuits, distribution boxes and/or connections before supply is switched on again. Failing notification, the Organiser/Event Secretariat and the Official Stand Fitting Contractor shall assume no responsibility for any damage caused.
- d. If the actual power consumption of any exhibitor exceeds the applied limit, and affects the operations of other exhibitors or the power supply system of the venue, the Organiser/Event Secretariat will stop the power supply to their booths immediately and the exhibitor shall be liable for all damages caused. Exhibitors requiring special arrangements (different voltages, frequencies, etc) must arrange for their own transformers and converters or hire from the Official Stand Fitting Contractor.
- e. For safety reasons and the protection of electrical installation at the venue, all power main installations from source to outlet (exhibition stands) must only be carried out by the Official Stand

Fitting Contractor. All distribution boxes, where required and deemed necessary by the Official Stand Fitting Contractor, will be hung or mounted on the walls or structures of the stand.

- f. Connection of exhibits within the stands may be carried out by the exhibitor's technician; the circuits are subject to a mandatory inspection by the Official Stand Fitting Contractor before they are made live.
- g. Each electrical supply provided is intended for one equipment or machine on display. Please note that no extension cord shall be connected to any socket and no multi-adaptors are allowed to be used at the exhibition booth to prevent possible overload, and thereby tripping the power supply.
- h. No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Organiser/Event Secretariat and the venue. If permitted, a fee may be levied.
- i. The Official Stand Fitting Contractor (in consultation with the Organiser/Event Secretariat) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical/Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.
- j. Supply to stands will be from 30 minutes before and 30 minutes after the Show's operating hours each day.
- k. Exhibitors requiring 24-hour supply must submit in writing their requirement to the Official Stand Fitting Contractor, at least two (2) weeks prior to the set-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc., shall be borne by the exhibitor concerned.
- l. Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.
- m. No aircon unit or system is permitted in the stands without written special permission by the Organiser/Event Secretariat and Venue Owner.
- n. Neon lights may be permitted with written approval from the Organiser/Event Secretariat and must be fitted with a safety "fireman" switch. Flashing lights /signs will not be permitted, unless they form an integral part of an exhibitor/vendor's product. In case of light box displays brought in by exhibitors, each fluorescent lamp used will be treated as general lighting and charged as an additional order.
- o. All electrical equipment should be tested and approved by the Organiser/Event Secretariat appointed licensed engineers prior to turning on the electrical supply.
- p. Requests for any item not listed in the form can be directed to the Official Stand Fitting Contractor.

18. Material Handling Equipment and Exhibits in Permanent Carpeted Areas

- 18.1 There are specific limitations on exhibits in the various exhibitions areas. When storing exhibits, exhibitors and their service contractors must lay proper padding and plywood over the permanent carpeted area before moving the freight or material handling equipment into the area.

- 18.2 When installing exhibits in these areas, exhibitors and their service contractors should not use tape to mark the carpeted floors.
- 18.3 The movement of equipment and material in these areas is limited to hand carried items. No lifts, carts, or other equipment are allowed on the carpet unless it is adequately protected with suitable floor coverings.

19. Public Space – Protective Layer Needed

- 19.1 There are common areas and, hallways throughout the venue leading to and from the exhibit and meeting space.
- 19.2 Please note the following:
Carts, scooters, pallet jacks, or mechanical lifts of any type are prohibited in the public space without proper carpet protection (e.g. wooden floorboards, solid plastic foils, or thick carpet overlays). This must be approved in advance by the Organiser/Event Secretariat.
- 19.3 Material handling equipment (forklift, pallet jet) cannot enter areas in the facility which have ceramic, stone or marble tile.
- 19.4 Proper carpet protection must be laid on raw space booths, used in hallways and meeting rooms for moving freight in/out.
- 19.5 If placing carpet on exhibition room carpet, a protective layer must be placed in between the two carpets. Visqueen/Plastic sheeting is to be laid directly over the Venue carpet and secured with a low adhesive tape. Decorator carpet may then be laid over the Visqueen with tape securing the carpet to the Visqueen.

20. Film / Audio Visual Demonstration

Audio visual equipment may be provided by the exhibitor.

Singapore enforces strict regulations for audio visual presentations in public places. Exhibitors wanting their video disks or tapes cleared for public viewing should contact the Media Development Authority.

Media Development Authority

3 Fusionopolis Way, #16-22 Symbiosis Singapore 138633
Tel: 1800 478 5478
Fax: (65) 6577 3888

Exhibitors who have their film, video or slides cleared are then required to apply for a permit from:

Public Entertainment Licensing Unit

391 New Bridge Road, #02-701 Police Cantonment Complex, Singapore 088762
Tel: (65) 6557 5823 / 6557 5819 / 6557 5818
Fax: (65) 6226 1089

When in operation, such equipment must not cause annoyance to visitors or other exhibitors through excessive sound or by location. The Organiser/Event Secretariat reserves the right to acquire any audio visual presentation which, in their opinion, is detrimental in such a manner that renders it to be discontinued.

According to Singapore Law, a fee has to be paid to the Composers and Authors Society of Singapore Ltd (COMPASS) if professional music performances appear in the company's video disk or tape.



COMPASS – Composers and Authors Society of Singapore Ltd

37 Craig Road, Singapore 089675

Tel: (65) 6323 6630

Fax: (65) 6323 6639

Email: compass-license@compass.org.sg

Exhibitors conducting live presentations may not use sound amplification. Instead, wireless headsets must be used. Audio visual equipment as part of a display is acceptable; however, sound equipment must be regulated so that it does not disturb neighbouring exhibitors. In addition, spectators may not obstruct aisles or interfere with access to other exhibitors. The Organiser/Event Secretariat reserves the right to determine when sound levels from audio visual equipment constitute interference with others or become unacceptable. In such cases, sound levels are to be reduced or the equipment will be removed, at the Exhibitor's expense.

Exhibitors are responsible for obtaining appropriate licenses for any copyrighted music used in connection with their exhibits.

21. Public Address System

The Public Address (PA) System in the exhibition hall will be used only to announce the opening and closing of the show and matters of public safety. Other announcements will be at the discretion of the Organiser/Event Secretariat.

22. Working Exhibits

- 22.1 Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the electrical power source. Working machines must be placed at a relatively safe distance from the audience.
- 22.2 All pressure vessels or equipment under pressure must conform to the safety standards and regulations. Approval for its use is required. No motors, engines or power driven machinery may be used without adequate protection against the risk of fire.
- 22.3 Welding works, naked lights and lamps, open flame, temporary gas or naked, live electrical fittings, explosives, petrol, dangerous gases, radioactive materials or highly flammable substances are strictly forbidden in the area.

23. Dangerous Materials

- 23.1 All substances (in any form or state) regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the Exhibition Venues.
- 23.2 Smoking is strictly forbidden in the Exhibition Venues.
- 23.3 Open flame is not allowed in the Exhibition Venues.

24. Compressed Air

Compressed air is not allowed in the Exhibition Venues except with prior approval from the Organiser/Event Secretariat.

25. Laser

Exhibitors are required to submit a proposal and specifications of using any laser in the venue to the Organiser/Event Secretariat for approval. No such equipment is allowed in the venue without prior approval from the Organiser/Event Secretariat. Any potentially dangerous laser beams must be enclosed and terminate in a beam block sufficient for the wavelength and energy of the beam.

26. Display of Drugs and Devices Not Approved by Singapore Government

- 26.1 Exhibitors must observe and pay special attention to relevant local ordinances and regulations for medicine, medical products or services. Exhibitors are also strongly advised to consult their own legal advisors, the relevant government authorities and the relevant professional bodies prior to applying for participation in the Exhibition to ensure that all the materials are able to comply with all applicable laws, regulations, codes of practice and guidelines in Singapore.
- 26.2 Each Exhibitor must ensure that all products, services, promotion, advertising and other materials displayed, exhibited, offered, distributed and supplied by the Exhibitor for, in relation to and at the Exhibition and all other activities of the Exhibitor at the Exhibition:
- 26.2.1 Shall comply with all laws and regulations applicable to the Exhibitor or the Organiser/Event Secretariat, including but not limited to the laws of Singapore and any applicable international conventions;
- 26.2.2 Shall comply with all codes of practice, guidelines or statements issued by the relevant government authorities or professional bodies applicable to the Exhibitor or the Organiser/Event Secretariat, including but not limited to the government authorities or professional bodies of Singapore;
- 26.2.3 Do not infringe any intellectual property rights or other rights of any third party.
- 26.3 Each Exhibitor must warrant to the Organiser/Event Secretariat that it shall have duly obtained at its own costs and expenses all necessary and valid exemptions, consents, approvals and licenses for the exhibition, promotion, offer, distribution and supply of all products, services, promotion, advertising and other materials at the Exhibition and all other activities of the Exhibitor at the Exhibition.

27. Governing Law

The Conditions and Terms stipulated shall be governed by and construed in all respects in accordance with the laws of Singapore.

28. Wet Labs

- 28.1 Laser or instrument demonstration on tissue, either human or bovine, constitutes a wet lab; the same type of demonstration on fruits or vegetables is not considered as a wet lab.
- 28.2 Exhibitors are requested to submit a full proposal and specification to the Organiser/Event Secretariat for approval. No such work is allowed without any prior approval from the Organiser/Event Secretariat.



- 28.3 Special arrangements for waste disposal must be made for such demonstrations at S\$1500 per wet lab in the assigned booth area. Exhibitors are required to strictly follow the additional rules for disposal. The Organiser/Event Secretariat reserves the right to stop any performing wet lab if the Exhibitor fails to follow the instructions.
- 28.4 Exhibitors are requested to pack the waste properly in sealed containers before disposal and place it in the designated rubbish bin.

29. Sales

There is not restriction on the selling at the exhibition floor, but the products must compile with the HSA regulations with the Health Science Authority guidelines for medical congresses.

Health Science Authority guidelines: www.hsa.gov.sg

30. Right to Privacy

The Exhibitor is to conduct itself in a courteous manner and respect the rights of all other Exhibitors and visitors to the Exhibition. The Exhibitor and its Associates are prohibited from entering into the Stands of other Exhibitors unless expressly invited to do so.

31. Hot Work Demonstrations

No naked or open flame equipment is to be used in the exhibition hall at any time.

32. Stand Boundaries and Design Restrictions

- 32.1 All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a back wall must be installed for every stand. Stand with immediate neighbour(s) should also be provided with the necessary side wall(s).
- 32.2 Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The exhibitor will be charged for any infringement of this rule, and the Organiser/Event Secretariat reserves the right to remove the infringement. Likewise, any display of programmable moving lights (cyber lights) is restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply with the above.

33. Structural Height Restriction

The permitted stand height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height must be submitted for approval at least 10 weeks prior to the exhibition and will be considered on a case-by-case basis, subject to approval with the relevant professional endorsements to prove that the structure is structurally safe. If approved, this structure will be restricted to a distance of 1 metre (3.28 ft) away from the dividing walls of the adjoining stands. This restriction also applies to any overhead structure suspended from the existing hall ceiling.

Maximum height allowed for booths in exhibition hall: 6 metres (subject to approval)



Any structure that exceeds the height of 6 metres will be chargeable in terms of air space usage. Please contact the Organiser/Event Secretariat at jong@kenes.com should you require air space usage.

34. Open Frontages

All stands in the exhibition, irrespective of height, must have **at least 50% of any frontage** facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.

35. Building Material

Materials for the construction of the exhibition booths shall have a minimum flame spread rating of Class 2.

36. Damage to Stand Structures and Exhibition Premises

No person under any circumstances shall cut into or through any floor covering or wall nor alter the stand service structure except when authorized in writing by the Organiser/Event Secretariat. Any such damage to the stand service structures will be invoiced to the exhibitor.

37. Floor Loading Capacity

The permitted floor loading is 17.5KN/m² (350 lbs/sq ft) of concrete flooring.

The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis, subject to the approval of the venue owner, special arrangements including the provision of steel base plates may be required for any exhibit exceeding these limits. The Organiser/Event Secretariat's delivery schedule for heavy and large exhibits must be strictly adhered to.

38. Fire Protection

- 38.1 The exhibition halls are equipped with fire extinguishers and a fire sprinkler system.
- 38.2 Exhibitors, who because of the nature of their exhibits require a special type of fire extinguishers, must make arrangements at their own cost for the provision of such equipment.
- 38.3 Any person, upon seeing an outbreak of fire, must make immediate use of the Fire Alarm System and subsequently, use every endeavour to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

39. Official Stand Fitting Contractors

- 39.1 The Organiser/Event Secretariat has appointed **Pico Art International** as the Official Stand Fitting Contractor for various services so as to ensure a more efficient and regulated build-up and dismantling. Please refer to the **Contact List** for details. Unless otherwise stated, exhibitors may appoint their own stand fitting contractor subject to approval from the Organiser/Event Secretariat. In this instance, exhibitors are responsible for making their own arrangement for services.
- 39.2 The services of the Official Stand Fitting Contractors are for the convenience of exhibitors, and the Organiser/Event Secretariat will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.



40. Special Design Stand Contractors

In adherence to safety requirements, only APAO's Official Stand Fitting Contractor may carry out electrical, pipe and hanging installations.

Non-Official Stand Fitting Contractor

Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the Organiser/Event Secretariat.

Refundable Performance Bond

All special design stand contractors must lodge a refundable deposit of **S\$100 per sqm**, subject to a **minimum of S\$2,000 per stand**. This serves as a performance bond as well as a damage deposit. This deposit will be refunded after deduction for services and damages, if any. Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.

For all appointed contractors, 2 complimentary Contractor Badges will be issued for Show Day access only to man the Exhibitors Booth.

41. Storage

Any show consumables and storage of empties should be directly dealt with the Official Freight Forwarder. Or else, the Exhibitor should be responsible for all the delivery arrangements for the mentioned items. **No items can be stored in the exhibition venues.** In case of any disposal/removal of the cartons, cases and/or packing materials left in the halls, the Organiser/Event Secretariat reserves the right to transfer all relevant charges to the Exhibitors.

42. Stand Cleaning & Waste Disposal

During the assembly and dismantling periods, Exhibitors and/or their appointed contractors are obligated to clear up all their construction rubbish and trash on a daily basis. Those relative parties who are not able to comply with the above rules must bear the responsibility of possible charges.

43. Goods Vehicles Traffic Management Procedures

General Traffic Guidelines

The following guidelines must be strictly observed, to facilitate overall efficient traffic management at the venue premises:

- A **truck permit** is required for all vehicles accessing the centre. Please contact the Event Organiser/Event Secretariat for the appropriate form.
- Only goods vehicles will be allowed entry. All private passenger vehicles, inclusive of Sports Utility Vehicles (SUV) and Multi-Purpose Vehicles (MPV), will not be allowed entry.
- The speed limit within Venue premises is fifteen (15) kilometers per hour. Vehicles caught exceeding the speed limit will be barred from entering the Venue.
- No long-term or overnight parking is allowed at the loading docks. Vehicles must leave immediately after unloading/loading operations.
- A cash-card gantry system will be operational at the Access Ramp.



Loading Bay

All docks delivery schedules must be approved in advance by both the Venue and Organiser/Event Secretariat.

Please inform the Organiser/Event Secretariat (at least 2 weeks before the first day of build-up) in writing of the truck(s) arrival timing to coordinate the appropriate arrangements. This is to ensure successful delivery of your items to the exhibition hall.

Vehicle Pass System

- Only vehicles with appropriate/valid vehicle passes or supporting documents to the Event will be allowed into the property.
- The Event's Security and Official Freight Forwarder & Onsite Handler will be stationed at the Access Ramp to verify authorized vehicles entry. Hence, all exhibitors and their engaged contractors/suppliers are to inform the Organiser/Event Secretariat (at least 2 weeks before the Event) of your truck/van vehicle plate details with reference to your booth details.
- The Event Security and Official Freight Forwarder & Onsite Handler will be at the loading dock area/freight door entrance to manage the traffic operations of vehicles into the loading/unloading areas

Goods Vehicles Temporary Entry Permit

Exhibitors and their engaged Contractors must provide the following details to the Organiser/Event Secretariat at least 2 weeks prior to the Event in return for the access routes to the Event venue:

- Completed Goods Vehicles Temporary Entry Permit Application Form (Please contact the Organiser/Event Secretariat for copies of the form)
- Quantity of arriving trucks and vehicle numbers
- Date/Time of arrival
- Confirm whether the Working Passes for contractors are to be issued by the Organiser/Event Secretariat or Venue
- Upon receipt of the truck access information, the venue will issue the following documents to the Organiser/Event Secretariat/contractors:
 - Working Passes (to be returned when leaving the venue).
 - Exhibitors/Contractors must exchange their valid ID for the working pass.
 - The Venue or the Organiser/Event Secretariat may amend the truck access guidelines as it deems fit to facilitate any last-minute or ad-hoc requests.

Load-In / Load-Out Approved Routes

There are various routes for load-in/load-out operations within the Venue subject to approval by the Organiser/Event Secretariat and Venue Operations Logistics team:

- All vehicles must have the driver's contact details on the vehicles' windshield, for emergency contact purposes. All contractors must display their working passes prominently at all times when working in the property.
- The Venue or the Organiser/Event Secretariat may amend the truck access guidelines as it deems fit to facilitate any last-minute or ad-hoc requests.

44. Weapons Approval Request

- 44.1 Weapons of any type (guns, nightsticks, mace, etc.) are not allowed on the Venue premises unless prior approval has been granted by with the Organiser/Event Secretariat/Venue/local authorities.
- 44.2 Written approval from relevant Singapore government departments must be obtained before armed guards or firearms are allowed on the premises.
- 44.3 Acknowledgement letter on letterhead from the exhibitor who is making the request is required.
- 44.4 A duly completed Suntec Singapore Convention & Exhibition Centre weapons request form with all information attached including the signature of the Organiser/Event Secretariat and the exhibitor is required.
- 44.5 Written permission must be granted by the Director of Security of Suntec Singapore Convention & Exhibition Centre before armed guards or firearms are allowed on the premises.

45. Stand Security

Security checks for the Exhibition Venues will be held during the assembly, show and dismantling periods. All personnel are required to bring the valid official pass and look after their own belongings especially during the first night of the dismantling period. It is highly recommended that valuable objects, exhibits and small items that are easily stolen be kept in a safe place. The Organiser/Event Secretariat and the venue will not bear any responsibility for loss, disappearance or theft in reckless cases caused by the Exhibitor and/or its contractors as above.

46. Failure to Exhibit

- 46.1 Any organisation/company, having signed a contract for a stand, that fails to exhibit and has not been released from the contract by the Organiser/Event Secretariat, will be liable for the full cost stated in the contract plus any additional cost incurred by the Organiser/Event Secretariat as a result of the failure to exhibit.
- 46.2 If an exhibitor has not taken up the hired stand space or if it is evident prior to this that the exhibitor will not be taking up the space reserved for them, this space may be made available by the Organiser/Event Secretariat to other exhibitors without further notice or proof of default. In such a case, the agreed price is still payable in full by the exhibitor to the Organiser/Event Secretariat, and the exhibitor is not entitled to claim compensation.

47. Indemnity & Authorised Signatories

- 47.1 The exhibitor must undertake to indemnify the Organiser/Event Secretariat from and against any payment the Organiser/Event Secretariat is called upon to make to the local authorities on the exhibitor's behalf in respect of any customs levy, tax, fine or other money due from the exhibitor.
- 47.2 The Organiser/Event Secretariat requires a list of personnel authorised to place orders on behalf of the exhibitor with the Organiser/Event Secretariat, their contractors and sub-contractors. Two signatures are required from each authorized signatory.

48 Dilapidation

- 48.1 Exhibitors are responsible for the cost of repairing or replacing any damage or dilapidation to the venue premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.
- 48.2 The cost of repairing or replacing any damage or dilapidation to the properties of the Venue or Official Stand Fitting Contractor will be charged to the exhibitors or their appointed contractors accordingly.

49. Force Majeure

If by reason of force majeure, earthquake, typhoon, war disclaimers, labor difficulties or shortages of materials or any other cause outside the control of the Organiser/Event Secretariat, the Organiser/Event Secretariat is unable to fulfill the contract between the Organiser/Event Secretariat and the Exhibitor, the Organiser/Event Secretariat will not be liable to any cost, expense or claims from the Exhibitors.

50. Unforeseen Occurrences

- 50.1 In the case of cancellation or delay of the show due to acts of God, war, government regulations, disaster, acts or threats of terrorism, fire, strikes, civil disorder, or other similar cause beyond the control of the Organiser/Event Secretariat, the Organiser/Event Secretariat's liability for cancellation for any reason shall be limited to any amount paid by the exhibitor pursuant to the contract.
- 35.2 In the event of any occurrence not foreseen in these Rules and Regulations the decision of the Organiser/Event Secretariat shall be final.

51. Regulatory Authorities

Where applicable, the above rules and regulations are additional to rules and directions set by the Regulatory Authority. All exhibitors and their contractors must abide by the code of practices set by the relevant regulatory authorities.

52. Additional Rules & Regulations

The Organiser/Event Secretariat reserves the right to interpret, alter and amend any of the Regulations and to issue additional rules and regulations at any time it considers necessary for the orderly operation of the Exhibition. Any and all interpretations of the Regulations and any additional rules and regulations by the Organiser/Event Secretariat shall be final and binding on the Exhibitor.

F Stand Building Regulations

SHELL SCHEME / RAW SPACE BOOTH

Official Stand Fitting Contractor

APAO's Official Stand Fitting Contractor, **Pico Art International Pte Ltd**, is permitted to carry out all stand fittings, stand interiors, plumbing and electrical works.

However, exhibitors may appoint an External Stand Contractor of their choice to design and build their specially designed stands (in the case of 'raw space' exhibitors), or install additional stand displays or fittings for the interior of their shell scheme stands that they may require (with the exception of electrical installations), subject to the terms laid down by the Organiser/Event Secretariat.

Workers for Stand Construction

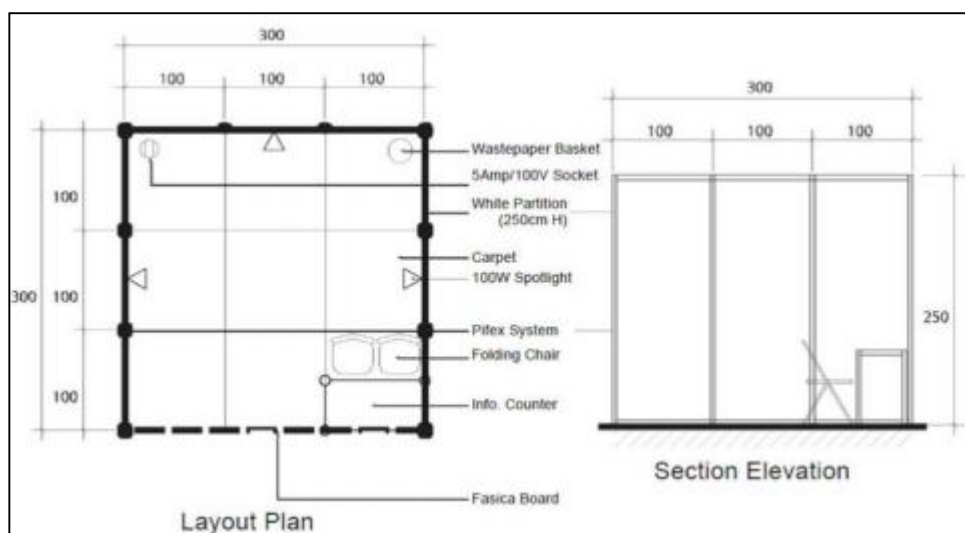
Manpower is available for hire. Please contact the Official Stand Fitting Contractor for rates.

1. Shell Scheme Booths

- 1.1 Any change to the type or colour of the floor covering provided, must be by prior negotiation with the Official Stand Fitting Contractor. Any cost incurred will be paid by the exhibitor concerned.
- 1.2 Exhibitors building interiors to the shell scheme provided should note that the Organiser/Event Secretariat is to be informed of the name of the contractor/designer and the plans detailing the construction, dimension, and materials to be used are to be submitted to the Organiser/Event Secretariat for approval not later than **31 JANUARY 2017**. All requirements not provided above are to be ordered and supplied at extra costs as separately listed in the forms.
- 1.3 No additional stand fitting or display may be attached to the shell scheme structure. No nailing or drilling is allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Stand Fitting Contractor.
- 1.4 No painting or wallpapering on the shell scheme stand panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Stand Fitting Contractor who will provide a quotation for the requirements.
- 1.5 The wall panels will be white laminated finish. Hence, no nailing, drilling and painting will be allowed. Panels can be fixed by double-sided tape or with brackets rented from the Official Stand Fitting Contractor.
- 1.6 No free-standing fitment may exceed a height of 2.4m from hall floor level or extend beyond the boundaries of the site allocated. This includes company name, towers, and logos provided by the exhibitor.
- 1.7 Exhibitors may affix lightweight photographs and technical information sheets etc. directly onto to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels.

Note: A penalty of S\$300 per system panel will be levied should there be any damage to the wall panels. Exhibitors are fully responsible for ensuring all rental items listed in the FORM for Furniture and Electrical shall be returned undamaged.

Shell Scheme Booths VISUAL ILLUSTRATION



All packages listed have the following specifications:

- Exhibitor name badges for 3 persons per 9 square meters
- Shell scheme Walls: white laminated wall partition with fire retardant white board infill, white fascia panel, 210mm (ht) white fascia board c/w Company's name and stand number in coloured Vinyl sticker of respective zone
- Needle punched carpet flooring
- Two 100W spot lights
- One information counter (1m X 0.5m X 0.75m)
- Two white folding chairs
- One 13 Amp / 230V single phase power point
- 24-hour security
- Daily cleaning of the aisles and common areas

2. Space Only / Special Design Stand

- 2.1 There will not be any electrical outlets, furniture or system wall provided for any **RAW SPACE**.
- 2.2 The exhibitor must send the Organiser/Event Secretariat and their special design stand contractors the names of the subcontractor/designer, and 2 sets of detailed plans of the proposed booth layout, elevation, perspective view and artist's impressions with clear indications of the measurement of the booth construction (length/width/height), lighting and electrical installation one month before the exhibition date.

Calculations (structural, architectural, mechanical and electrical) must be done and endorsed by a professional qualified engineer. If these drawings are in accordance with the rules and regulations, they need to be submitted to the Organiser/Event Secretariat. Documents must be submitted to the venue by **31 JANUARY 2017** for approval.

- 2.3 A copy of the drawing with a signed approval will be returned to authorize the commencement of construction if the design is acceptable.

The Organiser/Event Secretariat will have the right to take down the stand and/or disallow participation without any compensation as a result of failure to submit the design for approval.

- 2.4 All lighting connection and electrical outlets **MUST BE** ordered from the Official Stand Fitting Contractor using the Manual **FORM**. Exhibitors using 'pop-up' stands with fitted lights must order lighting connection using the same form.

2.5 **Refundable Performance Bond**

All contractors, other than the Official Stand Fitting Contractor, must place a **refundable Performance Bond of S\$100 per sqm (minimum of S\$2,000 per booth)** and sign an Undertaking, guaranteeing adherence to all the rules and regulations laid down by the Organiser/Event Secretariat.

This is to ensure the completion of works, complete removal of any debris, and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claim the Organiser/Event Secretariat may have on the contractor and/or exhibitor if the damages exceed the deposit.

Deposit will be returned 45 days after the last day of the event and once the exhibitor has been cleared of any damages to the venue by both the Organiser/Event Secretariat and venue owner.

Exhibitors are advised to inform their nominated stand contractors of these regulations and to ensure their strict compliance:

All parts of this section are inter-related and are to be complied with collectively, where applicable.

All dimensions and positions of stands and utilities services are estimates and must be verified and confirmed only on-site, and adjustments to the stand construction must be made to accommodate any such variation.

Exhibitors and their special design stand contractors must take note and adhere to the timing of the building-up and break down periods stated in the In-Hall Operations Schedule when preparing and constructing their stands and exhibit displays. Extension of these timings may not be possible. Any extension will be subject to approval and cost which must be borne by the Exhibitor or their contractor concerned.

3. Guidelines for Construction Installation & Dismantling Works

- 3.1 Exhibitors must ensure that no part of their exhibit/display materials extend beyond their contracted booth space, including the vertical air space.
- 3.2 Exhibitors may not place any display material or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary.
- 3.4 Ceilings must be open. Any closed ceiling is subject to approval with submission of a proposed design.
- 3.5 Corridors indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate movements.

- 3.6 For corner booths, 3 sides open booths or island booths where all 4 sides face an aisle, exhibitors are not allowed to put a solid wall on any side facing the aisle. Booth design must maintain a 50% visibility on all sides.
- 3.7 For booths whose height will go beyond the height of neighbouring booths, the back portion of their fascia or any backboard which could be seen from neighbouring booths should be fully painted white at the exhibitor's expense.
- 3.8 Back-to-back signage and company and/or product names that protrude and/or can be seen from adjacent booths of other exhibitors are not allowed.
- 3.9 Exposing display material/exhibition stands to neighbouring exhibit spaces is not permitted.
- 3.10 Fire extinguishers and fire hoses are situated around the halls and no structures or constructions should be built around the pillars with these facilities. In the event where these facilities are located near stands, it is mandatory to have a 1.5m clearance away from these facilities. They must not be covered or be enclosed inside a storeroom and must be clearly visible from the corridor.
- 3.11 No stand structure, decoration, exhibit or display may be suspended, attached, wired, nailed, screwed or drilled on to the property and structures of the hall except at allocated rigging points by the venue management.
- 3.12 No free-standing fitment may exceed a height of 2.4m from hall floor level or extend beyond the boundaries of the site allocated. This includes company name, towers, and logos provided by the exhibitor.
- 3.13 The name and stand number of the exhibitor must be prominently displayed. If this requirement is not observed, the Organiser/Event Secretariat reserves the right to affix stand numbers as they deem fit and will charge all costs incurred to the exhibitor. All exhibitors must provide their own wall panels instead of using the back walls of the adjacent exhibitors.
- 3.14 The Organiser/Event Secretariat will not give financial credits for items not utilized.
- 3.15 No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the Halls & Meeting Rooms or any part of the building.
- 3.16 The Venue only allows the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors and walls.
- 3.17 Adhesive-backed (stick-on) decals or similar promotional items are not permitted in the Venue. Any costs incurred by the Centre for the removal of these items and repair of any damage caused will be charged to the exhibitor and their appointed contractors.
- 3.18 All materials used in the construction and installation of exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulations. Materials used for the construction of the exhibition booths should be non-combustible and shall have a minimum flame spread rating of Class 2.
- 3.19 Major painting of displays and exhibition materials is not permitted in the Venue. However, "touch-up" painting of the displays and exhibition materials is permitted in the Halls provided such work is undertaken during the Move-In Period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- Painting in an area which is properly ventilated
- Use of non-toxic paints
- Covering the floor with plastic overlay or drop sheets
- No painting near the Venue's vertical structures (ie, walls, operable walls)
- No washing of paint material within or surrounding the Venue

The exhibitor is responsible for any damage to the Organiser/Event Secretariat/Venue that is caused as a result of painting and will be liable for the cost of reinstating the damaged area to its original condition.

Please refer to Rules & Regulations in this manual (SPECIAL DESIGN FOR SPACE ONLY) for more information.

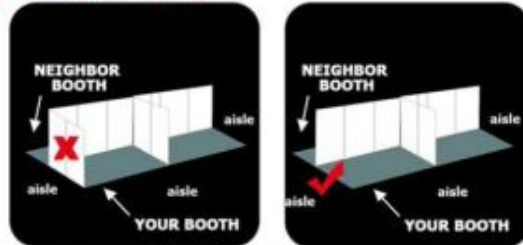
4. Recommended Special Design Stand Contractor

- 4.1 Please refer to Contact List for the contact details of the recommended Special Design Stand Contractor who can be engaged to design and construct your stand, or to enhance the existing Shell Scheme Stand. Please contact them directly for more details.
- 4.2 Exhibitors are at liberty to appoint a contractor other than the above recommended stand contractors. However, you are to ensure that your appointed contractor will abide by all rules and regulations in this manual.

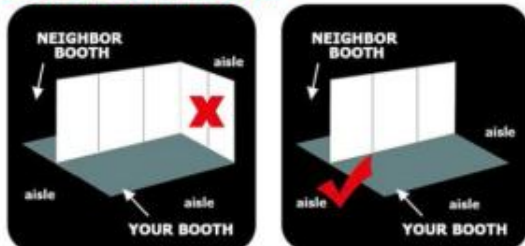
FINISHING OF BACKWALL



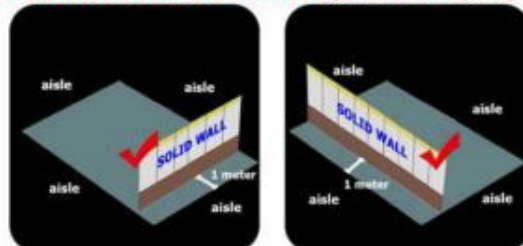
CORNER BOOTH



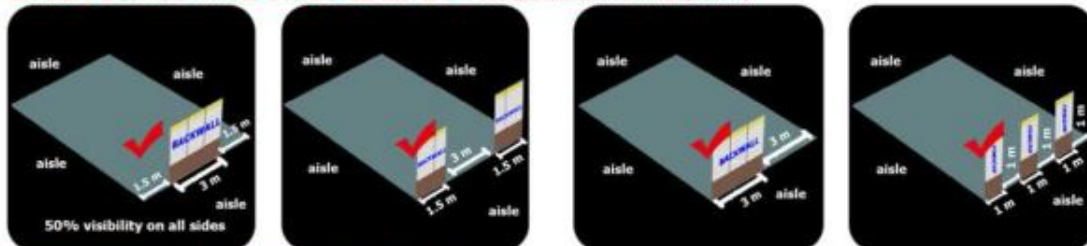
3-SIDES OPEN BOOTH



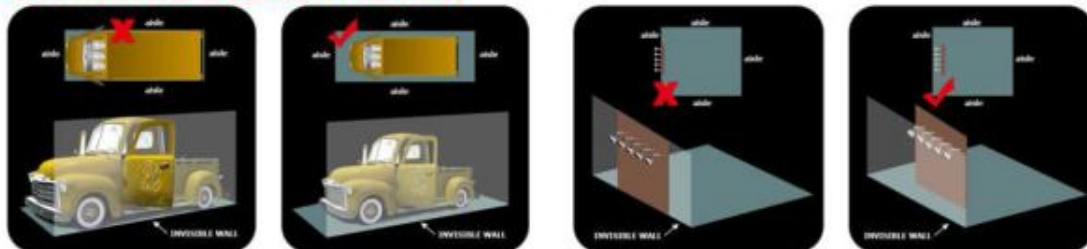
POSITIONING OF SOLID WALLS (1M FROM EDGE REQUIRED)



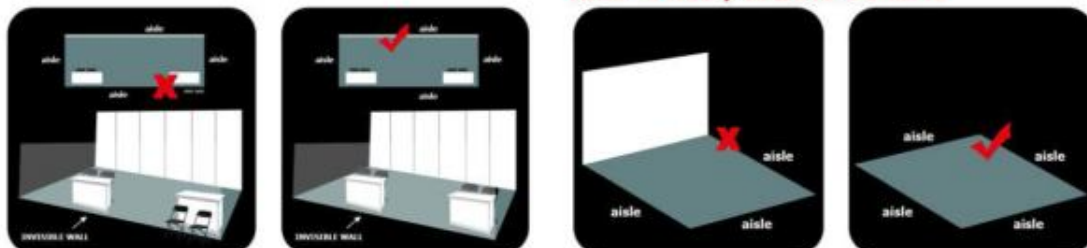
WALL POSITIONING ON EDGE OF BOOTH (50% VISIBILITY REQUIRED)



RESTRICTIONS ON EXHIBIT DISPLAY



RAW SPACE / ISLAND SCHEME



G Venue Rules and Regulations

1. All exhibitors and contractors are strictly prohibited from smoking; it is not allowed in all internal areas of **Suntec Singapore Convention & Exhibition Centre**.
2. All contractors are to be supervised by exhibitors or their respective foreman during installation and dismantling of construction.
3. At all times, safety precautions and regulations are to be strictly adhered to by each exhibitor.
4. All workmen are to clear and remove all garbage and debris from construction/preparation area.
5. All construction materials must be removed from the venue upon completion of the event.
6. The venue strictly prohibits unauthorized construction of any kind in the exhibition area. Specifically, there shall be no sawing, hammering or painting at all.
7. All carpeted areas are to be protected with plastic/rubber mats before authorized construction and positioning of structures take place.
8. Contracted personnel are advised to maintain cleanliness in work areas at all times. Garbage bins will be provided and contractors are to use these bins at all times.
9. Contractors are expected to exercise caution while transporting materials for construction. Particular attention must be paid to walls, doors and other venue fixtures, i.e. lighting. The fittings of all materials/construction are to be properly secured without risking any injury to venue staff and guests.
10. All high structures should not cover the function room/service doors, particularly the fire exit doors.
11. Contractors must inform the Organiser/Event Secretariat and the venue of any use of flammable materials in all rooms and function areas together with the quantity well in advance and such flammable materials can be used only with permission granted by the Organiser/Event Secretariat and the venue management.

Exhibitors and their contractors are to strictly follow all the rules and regulations and ensure **NOT TO**:

- Have nails or screws driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the Exhibition and Convention Halls, Ballroom, Theatre, Meeting Rooms or any part of the building.
- Paint or spray directly onto the floor, wall, and surfaces of **Suntec Singapore Convention & Exhibition Centre**.
- Leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
- Spray any constructing materials in the Hall. This can be done at the loading entrance.
- Hang anything from electrical tubes and fire extinguishers in **Suntec Singapore Convention & Exhibition Centre**.
- Switch on/off or connect electrical units to **Suntec Singapore Convention & Exhibition Centre** Electrical Main Distribution.
- Operate electrical sawing machines or any dangerous working machinery in **Suntec Singapore Convention & Exhibition Centre**. This can be done at the loading entrance.
- Use walls of other connected booths.
- Operate trolleys inside **Suntec Singapore Convention & Exhibition Centre** without covering the floor.
- Bring gas, explosives, radioactive, highly inflammable or other dangerous substances into the building.
- Operate any constructing tools that may cause toxic and inflammable consequences. This can be done at the loading entrance.
- Bring animals into the building unless authorized by the Event Services Department.
- Smoke or drink alcohols when working in the Hall. Smoking areas are provided outside the building.
- Construct, remove, or replace exhibits during opening hours.



Please clean up and clear all construction materials, rubbish and debris immediately after the event. Vehicles used for delivery of materials or exhibits are not permitted to remain in the Venue after business hours. **All exhibitors and contractors are requested to abide by the venue's rules and regulations. The Organiser/Event Secretariat has the right to stop, suspend and/or charge for any damage caused by construction authorised by exhibitors or contractors.**

H Freight Forwarding Information

1. Important Information

Please take note of the shipping requirements and deadlines. In the event that you decide not to use the Official Freight Forwarder and their recommended agents (for non-local exhibitors only), your appointed freight forwarder is required to contact the Official Freight Forwarder so that your exhibits can be correctly dispatched and consigned to the Official Freight Forwarder. Failure to comply with the deadlines and instructions may cause unnecessary delays in clearance and incur additional expenses.

2. Official Freight Forwarder

All heavy or large exhibits that require the use of forklift or pallet truck **MUST** be handled by the Official Freight Forwarder within the exhibition area. Movement of freight from the day of the build-up is subject to size and equipment required and they may not be permitted entry into the exhibition area.

1. OFFICIAL FREIGHT FORWARDER

Agility Fairs & Events Logistics Pte Ltd
5 Changi North Way, 3rd Level, Singapore 498771

Serena Lum (Ms)

Tel: (65) 6571 5644

Mobile: (65) 9674 6880

Email: skum@agilitylogistics.com

NOTE: Please do NOT send your shipment directly to the convention centre. The Organiser/Event Secretariat/Venue/Official Freight Forwarder will NOT receive exhibits on behalf of exhibiting companies/participants. The Organiser/Event Secretariat/Venue/Official Freight Forwarder will NOT accept any responsibility/liability for missing/damaged cargo consigned in such a way.

3. Consignment Instructions

- 3.1 All exhibition goods dispatched either by sea freight or air freight must be consigned to the Official Freight Forwarder, regardless of the freight forwarder you may be using. They must be consigned '**Freight Prepaid**'.
- 3.2 Please consult the Official Freight Forwarder for more details on the below items should you need clarification.

4. Regulated Items

- 4.1 For items that require permit or license to import (e.g. foodstuffs, telecommunication/computer equipment, CD's/DVD's, gaming equipment and paraphernalia, guns and ammunition, etc.) the Official Freight Forwarder must be informed in advance to prepare the application for permit/license from government bodies. 7 – 10 working days must be allotted to process the approval.
- 4.2 The Official Freight Forwarder is not responsible for any disapproval of permit/license by the respective government bodies. It is recommended to secure the said permit prior to arranging the shipment. Failure to comply will result in delays in customs clearance, penalties and other unnecessary costs which will be charged to exhibitors as per outlay.

5. Reminders/Custom Examination

- 5.1 Local country Customs are strict and thorough in their examination of goods. Expect all packages to be opened and contents checked against the Commercial Invoice and Packing List. **HEAVY FINES** will be imposed on the exhibitor in case of “**UNDEREVALUATION**”, “**NON-DECLARATION**”, and “**ERRONEOUS DECLARATIONS**”.
- 5.2 In such cases, the Official Freight Forwarder shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. The exhibitors are strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of the documents.

6. Giveaway/Consumable Items

Items such as brochures, magazines, giveaways/promotional items and goods that will be consumed during the event proper shall be cleared under permanent basis, wherein outright payment of duties/taxes is required by customs upon clearance. Final duties/taxes amount as per Customs assessment will be billed as per outlay.

7. Hand Carried Items

Exhibitors or their appointed forwarder can move in the exhibits if the exhibits are small enough to be hand carried by one person, to be moved in with an office trolley or if the exhibits have wheels.

8. Stand Layout Plans

Please provide the Official Freight Forwarder with a drawing of the layout to scale so that positioning of heavy exhibits can be carried out early during the build-up period. Please fax the final layout of your stand to the Official Freight Forwarder at least one week before the build-up of the exhibition.

9. Packing and Unpacking

- 9.1 Please ensure that your equipment is packed in a strong, waterproof packing case, which can be repacked after the exhibition. Bolted returnable cases are suggested for main exhibits. All packing cases, cartons, etc., to be sent to the exhibition must display the following information:

32nd APAO Congress
c/o Agility Fairs & Events Logistics Pte Ltd

Name of Exhibitor:
Stand Number:
Case Number:
Case Number(s):
Gross Weight/ Net Weight:
Dimensions:

- 9.2 The Official Freight Forwarder will assist with the site handling and crating/uncrating of wooden cases (if required). However, exhibitors must supervise and are responsible for these operations. Similarly, exhibitors must supervise the dismantling and re-packing of exhibits, especially for delicate or heavy equipment.



10. On-Site Storage Facilities

- 10.1 Material storage is not permitted on-site within the Venue's premises. Once exhibit material and stand material have been unloaded, all crates, cases and other storage means must be removed by the service contractor, who will safely store the materials off-site and return them promptly to the appropriate booth locations after the end of the event.
- 10.2. Please clean up and clear all construction materials, rubbish and debris immediately after the event.
- 10.3 Vehicles used for delivery of materials or exhibits are not permitted to remain in the Venue after business hours.
- 10.4 **All exhibitors and contractors are requested to abide by the venue's rules and regulations. The Organiser/Event Secretariat has the right to stop, suspend and/or charge for any damages caused by construction authorised by exhibitors or contractors.**
- 10.5 If on-site storage is required, arrangements should be made directly with the Official Freight Forwarder.

11. Insurance

Insurance is not provided. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.



I Service Order Forms

Dear Exhibitor,

The terms and conditions of this contract/rules and regulations should be read together with the Exhibitor Manual, which form part of your contract to exhibit.

Please use this checklist to help you plan your work schedule and participation.

All compulsory forms must be returned by the deadlines stated on the form.

Services cannot be guaranteed for forms submitted after the stipulated deadline.

Late orders received after the deadline will be subject to availability.

- a. 30% surcharge for orders received from **1 FEBRUARY to 27 FEBRUARY 2017**
- b. 50% surcharge for orders received from **28 FEBRUARY to 5 MARCH 2017**
- c. **Cancellation clause:** Full cost shall apply for any cancellation received after **1 FEBRUARY 2017**.

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

Should there be any enquiries, please contact the Event Secretariat.



SERVICE ORDER FORM CHECK LIST

Form	SERVICES	DEADLINE	COMPULSORY/ OPTIONAL	RETURN TO:
O1	Hall Indemnity & Authorised Signature	31 Jan 2017	Compulsory	KENES
O2	Exhibitor Badges	31 Jan 2017	Compulsory	KENES
O3	Fascia Name Standard Shell Scheme Package	31 Jan 2017	Compulsory (SHELL SCHEME STAND)	KENES
O4	Contractor Badges	31 Jan 2017	Optional	KENES
O5	Special Design of Space Only	31 Jan 2017	Compulsory (RAW SPACE ONLY)	KENES
O6	Furniture Rental	31 Jan 2017	Optional	PICO
O7	Lighting	31 Jan 2017	Optional	PICO
O8	Power Supply	31 Jan 2017	Optional	PICO
O9	Hanging Point	31 Jan 2017	Optional	PICO
O10	Service Location Plan	31 Jan 2017	Optional	PICO
O11	Water Drainage	31 Jan 2017	Optional	KENES
O12	Audio/Visual & Computer Equipment Rental	31 Jan 2017	Optional	EXCELSIS CONCEPTZ
O13	Official Freight Forwarder	31 Jan 2017	Compulsory	AGILITY
O14	IT & Telecommunication Order	31 Jan 2017	Optional	KENES
O15	Catering Order	31 Jan 2017	Optional	KENES

PAYMENT DETAILS

<p>KENES MP ASIA PTE LTD</p> <p>Bank Wire Transfer (Please Remit SG Dollars Only) to:</p> <p>Bank account no: 003-924040-6 Account name: Kenes MP Asia Pte Ltd Swift address: DBSSSGSG</p> <p>Bank Information: DBS Bank Limited, Singapore 12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3, Singapore 018982</p> <p>Company Cheque Enclosed (for Singapore exhibitors only) or banker's draft made payable to:</p> <p>Company: Kenes MP Asia Pte Ltd</p> <p>Mailing address: 20 Kallang Ave, 2nd Floor PICO Creative Centre, Singapore 339411</p> <p>Attention: Ong Jiamin/Francisca Ang (32nd APAO Congress)</p>	<p>PICO ART INTERNATIONAL PTE LTD</p> <p>PAYMENT DETAILS:</p> <p>Orders are valid only when accompanied with full remittance. Payment should be made payable to:</p> <p>PICO ART INTERNATIONAL PTE LTD</p> <p>DBS Bank, Raffles Place Branch</p> <p>22 Malacca Street, #01-00, DBS Securities Building</p> <p>Singapore 048980</p> <p>The USD (US Currency) Current Account number is A/C No. 0048-000048-01-5-022</p> <p>The SGD (Singapore Currency) Account number is A/C No. 048-014598-1</p> <p><i>(Cheques or bank drafts to be drawn on a Singapore bank)</i></p>
--	---

All rental rates will be subjected to the prevailing GST and Taxes (if applicable).