

ESMO ASIA 2017

EXHIBITOR MANUAL

SINGAPORE

ESMO Asia is a unique oncology congress aimed at facilitating the international exchange of professional expertise.

17-19 NOVEMBER 2017

IMPORTANT DEADLINES

12 July 2017	Abstract submission
23 August 2017	Early registration
11 October 2017	Late-breaking abstracts
11 October 2017	Late registration

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IMPORTANT DEADLINES

Description	Form No.	Deadline	Acknowledgement
Acknowledgement form	A0	Upon receipt of exhibitor manual	MCI (Exhibition Management)
Freight instructions	A1	Refer to Form	Agility
IT and telecommunications	A2	15 September 2017	Starhub
Snack order	A3	17 October 2017	Suntec
Beverage order	A3	17 October 2017	Suntec
Stand construction	E1	12 October 2017	Kingsmen
Electrical service	E2A	12 October 2017	Kingsmen
Service location plan (Compulsory Form)	E2B	12 October 2017	Kingsmen
Electrical catalogue	E2C	12 October 2017	Kingsmen
Furniture service	E3	12 October 2017	Kingsmen
AV equipment service	E4	12 October 2017	Kingsmen
Flowers and plants service	E5	12 October 2017	Kingsmen
Stand hostesses	E6	12 October 2017	Kingsmen
Exhibitor badges	E7	20 September 2017	MCI
Clear lead retrieval		20 October 2017	CTI Meeting Technologies

LETTER OF ACKNOWLEDGEMENT

FORM A0

No orders for services will be processed until this letter has been returned

Please print your **FIRST** and **LAST NAME** here

Representing _____

Please print your **COMPANY NAME** here

By my signature below I hereby certify that:

- I have completely read the ESMO Asia 2017 exhibitor manual.
- I understand all rules and regulations as outlined in the ESMO Asia 2017 exhibitor manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the ESMO Asia exhibitor manual.
- It is my responsibility to comply with all the local laws, and ESMO/ MCI (Exhibition Management) bears no responsibility for the compliance or enforcement of such laws.
- I am authorised to sign this document on behalf of my company.

If applicable, please let us know the names of your stand building company and agency authorised to work on your behalf, so we can keep them informed and forward all necessary material to them.

Please specify their fields of responsibilities (booth, hospitality suite, exhibitor registration).
Thank you for your cooperation.

☐ **Stand building company**

Company: _____
 Contact: _____
 Address: _____
 Phone: _____
 E-mail: _____
 Responsibilities: _____

☐ **Agency**

Company: _____
 Contact: _____
 Address: _____
 Phone: _____
 E-mail: _____
 Responsibilities: _____

**PLEASE RETURN THIS DOCUMENT TO MCI (Exhibition Management) BY E-MAIL
ESMOASIA@MCI-GROUP.COM UPON RECEIPT OF THE EXHIBITOR MANUAL.**

1) CONGRESS VENUE

1.1 VENUE ADDRESS

Suntec Singapore Convention & Exhibition Centre (Suntec)

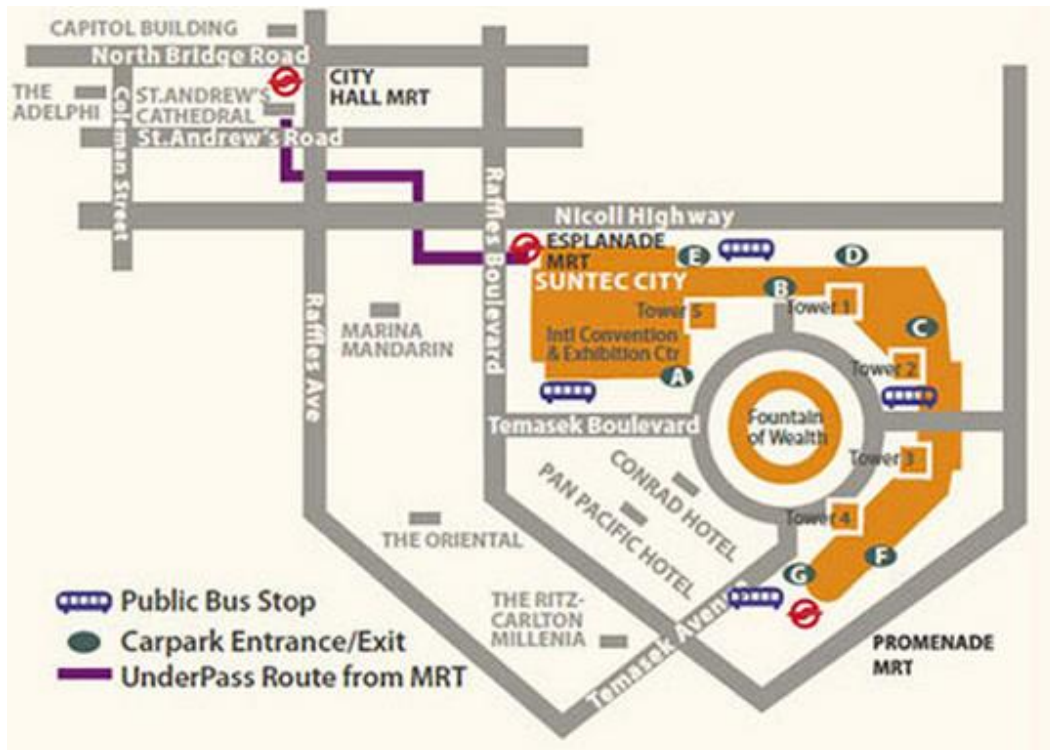
1 Raffles Boulevard, Suntec City

Singapore 039593

Contact: Gary Lai

Tel: +65 6825 2177 / +65 9451 4512 (Mobile)

Email: gary.lai@suntecsingapore.com



1.2 DELIVERY ADDRESS

For deliveries / shipments, parcels with courier service or freight forwarder (Groupage shipments) / Warehouse Address:

Agility Fairs & Events Logistic Pte Ltd (Agility)

No. 5 Changi North Way

3rd Floor

Singapore 498771

Contact: Serena Kum

Tel: +65 6571 5644

Fax: +65 6214 9592

Email: SKum@agility.com

Please get the rates of deliveries/shipments from Agility, at exhibitors'/sponsors' own cost. The handling fee, production and shipping costs will not be covered by ESMO and is to be borne by the sponsor.

2) IMPORTANT ADDRESSES

2.1 EXHIBITION MANAGEMENT, EXHIBITORS REGISTRATION & HOSPITALITY SUITES

MCI Group Asia Pacific Pte Ltd (MCI exhibition management)

20 Bendemeer Road

#04-02, BS Bendemeer Centre

Singapore 339914

Contact: Jacqueline Koh

Tel: +65 6411 6687

Email: esmoasia@mci-group.com

As of Wednesday, November 15, 2017 the exhibition service desk at ESMO Asia 2017 (located in Hall 401 to 403) will be open, and from this time on you can reach us on our mobile phone numbers:

Contact: Jacqueline Koh

Mobile: +65 8717 0017

Exhibition contractor

Kingsmen Exhibits Pte Ltd (Kingsmen)

Kingsmen Creative Centre, 3 Changi South Lane

Singapore 486118

Contact: Faith Garcia

Coordinator, Client Services

Tel: +65 6880 4251

Fax: +65 6831 1368

Email: faithgarcia@kingsmen-int.com

2.2 CONGRESS MANAGEMENT

ESMO Asia 2017 – ESMO

ESMO Head Office

Via Luigi Taddei 4, 6962 Viganello-Lugano, Switzerland

Web: www.esmoasia.org

Congress coordination

Contact: Valentina Allevato / Macaud Yandug

Tel: +41 (0)91 973 19 26

Email: congress@esmo.org

Registration and General Information

Contact: Nicole Bullo

Tel: +41 (0)91 973 19 39

Email: registration@esmo.org

Scientific Programme and Abstracts

Contact: Simona Tettamanti
Tel: +41 (0)91 973 19 60
Email: programme@esmo.org

Media Relations and Third-Party Media Activities

Contact: Thomas Balasso
Tel: +41 (0)91 973 19 04
Email: media@esmo.org

ESMO Asia 2017 Congress Secretariat

MCI Group Asia Pacific Pte Ltd
20 Bendemeer Road, #04-02, BS Bendemeer Centre, Singapore 339914
Web: www.esmoasia.org

Sponsorship and Industry Relations

Contact: Shalini Padman / Zarina Othman / Lionel Choo
Tel: +65 6411 6643 / 6411 6642 / 6411 6639
Email: shalini.padman@mci-group.com
zarina.othman@mci-group.com
lionel.choo@mci-group.com

2.3 ACCOMMODATION

MCI Group Asia Pacific Pte Ltd (MCI)

Contact: Janice Neo / Mirna Perez
Tel: +65 6411 6687
Email: esmoasia@mci-group.com

2.4 INTERNATIONAL FREIGHT FORWARDING AGENT / ON-SITE HANDLING AGENT

Agility Fairs & Events Logistic Pte Ltd (Agility)

No. 5 Changi North Way
3rd Floor
Singapore 498771

Contact: Serena Kum
Tel: +65 6571 5644
Fax: +65 6214 9592
Email: SKum@agility.com

2.5 CATERING (EXCLUSIVE) FOR EXHIBITION STANDS & HOSPITALITY SUITES

Suntec Singapore Convention & Exhibition Centre (Suntec)

1 Raffles Boulevard, Suntec City
Singapore 039593

Contact: Gary Lai
Tel: +65 6825 2177 / +65 9451 4512 (Mobile)
Email: gary.lai@suntecsingapore.com

2.6 LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technologies

Nussdorferstrasse 20/22, 1090 Vienna, Austria

Contact: Tamara Dworschak

Tel: +43 (0) 1 319 69 99

Fax: +43 (0) 1 319 69 99 33

E-mail: t.dworschak@ctimeetingtech.com and leadssystem@ctimeetingtech.com

3) TIME SCHEDULE

3.1 EXHIBITION – LEVEL 4, EXHIBITION HALL 401 - 403

MOVE-IN SETUP (raw space)

Wednesday	Nov. 15	15.00 – 22.00 hrs
Thursday	Nov. 16	08.00 – 19.00 hrs

MOVE-IN SETUP (shell scheme exhibitors)

Thursday	Nov. 16	10.00 – 19.00 hrs
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ATTENTION!

Please note all crates need to be out on Thursday by 17.00 hrs at the latest and set up needs to be finished by 19.00 hrs. NO OVERTIME POSSIBLE ON Thursday.

EXHIBITION OPENING HOURS

Friday	Nov. 17	08.30 – 18.00 hrs
Saturday	Nov. 18	08.30 – 18.00 hrs
Sunday	Nov. 19	08.30 – 16.00 hrs

Access times for exhibitors: Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.30 hrs (Friday and Saturday) and 17.00 hrs (Sunday).

DISMANTLING

Sunday	Nov. 19	16.00 – 23.59 hrs
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3.2 MEETING ROOMS

OPERATION HOURS

Friday	Nov. 17	08.00 – 18.00 hrs
Saturday	Nov. 18	08.00 – 18.00 hrs
Sunday	Nov. 19	08.00 – 18.00 hrs

DISMANTLING

Sunday	Nov. 19	16.00 – 23.59 hrs
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3.3 EXHIBITION SERVICE DESK – OPENING HOURS

Wednesday	Nov. 15	15.00 – 22.00 hrs
Thursday	Nov. 16	08.00 – 22.00 hrs
Friday	Nov. 17	08.00 – 17.30 hrs
Saturday	Nov. 18	08.00 – 16.30 hrs
Sunday	Nov. 19	08.00 – 16.30 hrs

3.4 CATERING

One free-of-charge refreshment station will be open in the ESMO networking lounge in the exhibition during exhibition hours.

A food court will be open during lunch time for meals and refreshments upon payment.

3.5 EXHIBITION REGISTRATION – OPENING HOURS

Thursday, 16 November 2017	14.00 – 18.00 hrs (Groups only)
Friday, 17 November 2017	08.30 – 17.30 hrs
Saturday, 18 November 2017	08.15 – 17.30 hrs
Sunday, 19 November 2017	08.45 – 16.00 hrs

3.6 OPENING CEREMONY

All participants attending the Congress are welcome to attend the official opening ceremony on Friday, November 17 from 10:45 hrs to 12:30 hrs, in Hall 406.

4) EXHIBITOR & CONGRESS REGISTRATION

4.1 EXHIBITOR BADGES

Owners, representatives and employees of exhibiting firms are entitled to request two “exhibitor” badges free of charge. Besides the exhibition, the “exhibitor” badge authorises access to the Industry Satellite symposia. Additional badges can be purchased at the fee of **SGD140**.

To order your exhibitor badges and register your staff, please return the exhibitor registration form, provided from MCI (Exhibition Management), to esmoasia@mci-group.com by the 20 September 2017. The printed exhibitor badges will show the first and last names, the company name and the country (obligatory entry).

Exhibitor badges are distributed onsite only at the exhibition service desk. They will be handed over all together to one company representative (to be indicated online) who will be responsible to distribute the badges to the staff members.

No reprints of badges or exceptions for entry will be made.

Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

Staff holding congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

Exhibitor badge **does not authorise entry to the official sessions of the congress or access to other benefits offered to fully registered delegates**. To register fully to the Congress, please visit the registration section: <http://www.esmo.org/Conferences/ESMO-Asia-2017-Congress/Registration>

4.2 LABOUR BADGES

Labour badges must be worn at all times during set-up and dismantling for security reasons. An unlimited number of labour badges will be available free of charge on-site.

Upon arrival for set-up, the head of the set-up crew must present himself at the exhibition service counter to pick up the labour badges and hand it out to his crew. The desk will be located outside Hall 401.

5) SHORT COMPANY DESCRIPTION

ESMO will include a short exhibitor's company/society description in the "Exhibition" section on the ESMO website: www.esmoasia.org.

All exhibitors are kindly invited to send to esmoasia@mci-group.com the company details by 12 October 2017, as follows:

- company name to be listed online and in the programme book.
- company description (maximum 60 words)
- company logo
- company website
- stand number

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the congress programme book.

6) VENUE SPECIFICATIONS

6.1 VENUE SPECIFICATIONS / HALL INFORMATION

Level 4, Exhibition Hall 401 – 403

Hall height: 8.00 m

Maximum stand building height: 4.50m (**)

Maximum floor load: 5.0kn/m²

ATTENTION: There is a limitation and no heavy loads are possible on the utility ducts.

No heavy loads are permitted to be placed on top of utility ducts, with the exception of raised platforms. Participating companies may request for information on the location of the utility ducts. Please contact MCI (Exhibition Management) for any assistance on this matter.

** All stand designs and plans are subject to approval of the MCI (Exhibition Management) and venue to meet safety requirements.

Flooring:

When laying carpet/mats only easy to-remove two-sided adhesive tape that does not leave residues on the floor are allowed.

Floor ducts:

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied inside the duct/housing at the closest point possible to that requested by the exhibitor. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand that conceals access to the service ducts/housing, a point of registration must be set up in the exact location of the supplies, so that they can be accessed should there be an issue with the connections.

7) STAND BUILDING RULES

7.1 STAND BUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MCI (Exhibition Management) or Suntec take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

7.2 GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO/MCI (Exhibition Management) and have the approval of appropriate authorities.
- All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, giveaways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might impede aisle traffic. These activities must be clearly identifiable on the booth layout sent in for approval of the exhibition management.
- ESMO and the exhibition management (MCI) reserve the right to stop such activities on the booth immediately, if they are blocking passage ways around the booth area.
- Exhibits must be staffed at all times during the exhibition opening hour. The exhibition areas are to be used only during the specified opening hours.

7.3 STAND BUILDING HEIGHTS

Standard stand building height: 2.44m*^

Maximum stand building height: 4.50m

* Construction higher than 2.50m are only allowed with prior approval of the booth layout – showing all height indications – by MCI (Exhibition Management).

^Construction higher than 5m requires a PE endorsement, areas below the fire curtain of Hall 402 & Hall 403 is at a maximum height limit of 3m, booths between Hall 403 & Hall 404 is at a maximum height limit of 2.3m.

7.4 SEPARATION WALLS

All stands **must be separated from the neighbouring stand(s) by means of a separation wall**. The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form under extra costs. This separation wall shall be finished on the inside as well as on the outside.

7.5 SUSPENSION FROM THE CEILING

No part of any exhibit can be suspended from the ceiling or attached to any part of the building.

7.6 SUBMISSION OF CONSTRUCTION PLANS

Please provide the following documents via e-mail as pdf-file

- stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements
- 3-D view plan showing the position of exhibition equipment, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)
- Installation diagrams (electricity, water etc.)

Depending on the stand design and structure you might be asked to submit static calculations.

Deadline for submission: 2 October 2017. All plans are to be submitted to Kingsmen, keeping MCI (Exhibition Management) in the copy.

7.7 TYPE OF STAND / SPACE

- **Row stand**
 - The standard height of side and back walls towards neighbouring booths is 2.44m (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Exceptions are only possible when coordinated and approved by MCI (Exhibition Management).
 - Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by MCI (Exhibition Management).
- **Corner stand**
 - According to international custom, a corner booth shall be built open on two sides. At the two open sides, any solid walls are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors.
 - Therefore construction plans for approval are required as soon as possible.
 - The standard height of side and back walls towards neighbouring booths is 2.44m (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside.
 - Exceptions are only possible when coordinated and approved by MCI (Exhibition Management).
 - Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by MCI (Exhibition Management).
- **Peninsula stand**
 - According to the international custom, peninsula booths shall be built open on three sides and should be fully accessible on all open sides.
 - At the three open sides, any solid walls are only allowed with special permission of MCI (Exhibition Management) . Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors.
 - The standard height of the back wall towards the neighbouring booth is 2.44m (including platform/raised floor).
 - Therefore construction plans for approval are required as soon as possible.

- The standard height of side and back walls towards neighbouring booths is 2.44m (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside.
 - Exceptions are only possible when coordinated and approved by MCI (Exhibition Management).
 - Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by MCI (Exhibition Management).
- **Island stand**
 - According to international custom, island booths shall be built open on four sides and should be fully accessible on all open sides.
 - At the four open sides, any solid walls are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors.
 - Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by MCI (Exhibition Management).

7.8 FURTHER CONSTRUCTION REGULATIONS

- MCI (Exhibition Management) reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of MCI (Exhibition Management) they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- Exhibitors are solely responsible to ensure that all necessary certifications are obtained by themselves or their appointed contractor for exhibiting in ESMO Asia 2017.
- MCI (Exhibition Management) reserves the right to issue further instructions concerning the design of stands.

7.9 FIRE CERTIFICATES

- All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Fire Safety Bureau.
- Depending on how they are used, the materials must respond to the follow reaction to fire classes:
 - Class one: walls, curtains, false ceilings and ceilings, platforms and their coverings
 - Class two: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

- Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof they must be specially treated with fireproofing products.

Please bring the appropriate certificates on site for all the materials you use.

7.10 RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

- The following regulations are essential to reduce the frequency of slip and trip incidences.
- General regulations relating to raised floors and ramped edges are as follows:
 - All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
 - All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
 - Ramped edges should be of non-slip construction or coated with a non-slip finish.
 - Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
 - Permission must be granted by MCI (Exhibition Management) before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
 - The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.

8) LIABILITY / INSURANCE

8.1 LIABILITY

Neither ESMO, MCI (Exhibition Management), Suntec nor their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO, MCI (Exhibition Management) or Suntec, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MCI (Exhibition Management) or Suntec and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO, MCI (Exhibition Management) nor Suntec shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO, MCI (Exhibition Management) nor Suntec maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The ESMO congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the local restrictions, where applicable.

8.2 INSURANCE

The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

9) VENUE RULES AND REGULATIONS (SUNTEC)

9.1 ABOUT SUNTEC SINGAPORE

Situated next to the Central Business District, Suntec Singapore is at the heart of a self-contained, totally integrated events infrastructure, and only 20 minutes from Changi International Airport, where most major Asian capital cities are within a six-hour radius flying time.

Operating Business Hours

07.00 – 23.00 hrs Daily

License No. (UEN) 52955046J

Address

Suntec Singapore Convention & Exhibition Centre
1 Raffles Boulevard, Suntec City,
Singapore 039593

Contact Details

General Enquiries: +65 6337 2888

Sales Hotline: +65 6820 3883

Sales Fax: +65 6825 2222

Email

Sales Enquiries: sales@suntecsingapore.com

Advertising Space: mediasales@suntecsingapore.com

Feedback: marcoms@suntecsingapore.com

9.2 CENTRE'S PREMISE, FACILITIES AND AMENITIES

9.2.1 Elevators and escalators

9.2.2 For Passengers

Passenger elevators and escalators are strictly for transporting of personnel only and not to be used for the transporting of any freight, equipment or furniture.

9.2.3 For service personnel (contractors / service providers)

All hand-carried equipment / furniture / exhibit must only be transported into the exhibition area through the service elevators and cargo lifts located at level one. These lifts provide access to levels one, three, four and six.

9.2.4 For approved on-site freight handling agents

The freight elevators are to be used strictly for material handling, and only the centre's approved on-site freight handling agents are allowed to operate the elevators. Exhibitors are to contact Agility Fairs & Events Logistics Pte Ltd, the official freight forwarder for ESMO Asia 2017, should there be a requirement to handle the on-site freight.

9.3 LOADING AND UNLOADING BAYS / SERVICE VEHICLE LOTS

9.3.1 Loading and unloading bays

The centre provides loading and unloading bays for receiving of freight and delivery of shipments and goods. The centre or ESMO will not accept any freight deliveries / shipments or C.O.D. deliveries on behalf of exhibitors. Any goods arriving prior to the move-in period will be handled by Agility Fairs & Events Logistics Pte Ltd at the cost of the exhibitor. All crate storage will also be handled by Agility Fairs & Events Logistics Pte Ltd. Consignment of all shipments to be delivered to the centre will be the responsibility of exhibitors. Goods vehicles after loading and unloading must leave the premises immediately. No parking or loitering is allowed in these areas. Goods vehicles are also not permitted to remain in the centre after business hours.

9.3.2 Service vehicle lots

Only authorised vehicles registered with the centre are allowed to park at the designated service vehicle lots. The usage period of the service vehicle lots must be observed and strictly followed according to the allocated time period specified in the licence agreement. Service vehicles used for delivery of materials or exhibits are not permitted to remain in the centre after business hours.

9.3.3 Public car parking

There is no dedicated car parking facilities provided by the centre. All clients, guests and visitors to the centre may use the public car parking facilities at Suntec City on a first-come-first-serve basis at the published car parking rates and according to the official operating hours.

There are a total of 3,200 parking lots available in the basement of Suntec City, categorized by colour and animal zones. Comprehensive electronic signage are located in the car park for easy identification.

9.4 SERVICES IN THE CENTRE

9.4.1 Air conditioning and ventilation

9.4.1.1 No ventilation during move-in period and move-out period

During the move-in period relating to the exhibition area, no ventilation will be provided in respect of such exhibition area.

9.4.1.2 Air conditioning during show day period

All air conditioning during the show day period relating to an exhibition area will have pre-set temperature of 25 °C, +/- 1 °C in respect of such exhibition area.

9.4.1.3 Additional air conditioning

If air conditioning is required during the move-in and move-out period relating to the exhibition area (e.g. rehearsals, pre/post-event activities), the exhibitor shall pay for additional air conditioning usage in accordance with the centre's prevailing air conditioning rates.

9.4.2 AV and sound

Exhibitors requiring specific AV and sound should place their orders to Kingsmen. Refer to Form E4.

9.4.3 Cleaning contractors

The Exhibitor is required to engage his own cleaning service, if required, for booth cleaning during the Exhibition period (including move-in and move-out period) except for the following areas within the centre:

- Public access areas (e.g. toilets, escalators, elevators)
- Common areas (e.g. concourse, lobbies, aisle way)
- Halls/rooms booked for conference and banquet events

9.4.4 Food and beverage

All catering must be organised through Suntec Singapore, the exclusive F&B provider to Suntec Singapore. This also includes barista services, coffee machines and all catering related services. Please contact Suntec Singapore in advance to discuss your requirements as no external catering will be permitted.

9.4.5 IT and telecommunications

The Centre provides a comprehensive range of IT and telecommunication services, such as telephone lines, broadband and other technical and support services to meet your event's requirements. Refer to order form A2.

9.4.6 Landscaping

The guidelines for placement of live plants and floral decorations must be observed and strictly complied. Exhibitors requiring landscaping services for their booths can place their orders through Kingsmen. Refer to order form E5.

9.5 GUIDELINES FOR CONSTRUCTION, INSTALLATION AND DISMANTLING WORKS

9.5.1 Guidelines for contractors / service providers

9.5.1.1 All contractors / service providers' construction, installation and dismantling works must observe and comply strictly with the centre's technical floor plans and specifications.

9.5.1.2 All construction, installation and dismantling works shall be carried out at the expense of the exhibitor and shall be carried out in such a manner as not to cause unnecessary disturbance or disruption to the activities of other occupiers at the centre.

9.5.1.3 The exhibitor will not cause or permit any damage to be caused to the exhibition area or alter or interfere with the building structure, equipment and installations. The repair of such damages will be evaluated by the centre and all charges for such repair shall be fully borne by the exhibitor.

9.5.1.4 ESMO shall be entitled to remove at the exhibitor's cost, any form of construction or structure, which is not approved or which infringes on the mentioned guidelines.

9.5.2 Operable walls

The acoustically treated operable walls extend from floor to ceiling. No attachments to these walls will be allowed. The operable walls in the halls and rooms are to be installed and removed by the centre's authorised personnel only.

9.5.3 Guidelines for construction and dismantling of booths and exhibits

- a) 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 two.
- b) All Booths and other structures must maintain a minimum clearance distance of 0.6 metres from the columns and the walls in the meeting rooms.
- c) Any temporary structures erected must allow a minimum clearance of 1.2 meters (four feet) from doors opening to fire cabinets, electrical and mechanical riser and alarm call points.
- d) There shall be a firebreak of three metres between rows of booths if it exceeds 30 metres in a row. All passageways (aisle) must be at least 2.5 metres in width for Trade events and three meters in width for public event.
- e) Erection of partitions or display boards which could hamper the fire protection system and the air-conditioning diffusers and air flow inside the halls / rooms is not allowed.
- f) No erection of partitions or display boards that exceed the height of three (3) metres (10 feet) in Hall 401-402 and 2.5 metres (or 7.5 feet) in Hall 403-404, directly underneath the fire curtains in the respective exhibition halls.
- g) Erection of partitions or display boards must not obstruct the discharge pattern of the sprinkler heads. A clearance of at least 0.5 metres (20 inches) should be maintained below the level of the sprinkler deflectors.
- h) Erection of brick stone or block walls etc., shall lay plywood plus visquene heavy duty building paper or similar material on the floor under the walls to protect the floor surface.
- i) Permanent false ceilings are not allowed. However, false ceiling of egg crate and mesh constructions of non-combustible materials may be allowed subject to the exhibitor obtaining prior written approval from ESMO and MCI (Exhibition Management).

9.5.4 Securing guidelines, marking materials and painting works

- a) No nails or screws shall be driven or holes drilled on the floors, walls, doors, pillars or other parts of the structure of the halls and meeting rooms or any part of the building.
- b) The centre 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.
- c) Adhesive-backed (stick-on) decals or similar promotional items are not permitted in the centre. Any costs incurred by the centre for the removal of these items and repair of any damage caused will be charged to the exhibitor.

- d) Erasable chalk is acceptable for marking booth locations on the halls and rooms' floor. An approved tape may be used and no other floor marking may be used. Removal of non-approved floor marking will be charged to the exhibitor.
- e) The exhibitor will be responsible for the removal of all tapes and residue marks within the exhibition area. Removal and damage incurred resulting from the use of non-recommended tape will be carried out by the centre and charged to the exhibitor.
- f) Major painting of displays and exhibition materials are not permitted in the centre. 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:
 - (i) Painting in an area which is properly ventilated
 - (ii) Use of nontoxic paints
 - (iii) Covering the floor with plastic overlay or drop sheets
 - (iv) No painting near the centre's vertical structures (i.e.: walls, operable walls)
 - (v) No washing of paint material within or surrounding the centre

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

9.5.5 Placement of live plants and floral decorations

All live plants and floral decorations brought by the exhibitor into the centre's carpeted areas must be protected. During move-in and move-out periods, all precautionary measures must be taken to protect carpeted areas and doors. Plywood boards on top of plastic sheets should be used on the floor.

9.5.6 Placement of demonstrations and working exhibits

- a) All moving machines 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 source of power.
- b) Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is strongly recommended.
- c) Any machinery or apparatus displayed in the exhibition area shall only be demonstrated within the booth, operated by qualified persons and shall not be left running without the proper supervision of such persons.
- d) No motors, engines, or power driven machinery may be used without adequate protection taken out by the exhibitor against risk of fire. No naked flame is permitted in the exhibition area.
- e) The operation of compressors, sprayers, auto trucks and similar plants powered by internal combustion engines is prohibited.

9.5.7 Placement of pressure vessels and equipment

- a) The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium.
- b) All pressure vessels and equipment brought into the centre must conform to all relevant safety standards and regulations.
- c) Pressure tanks improperly secured and do not conform to the safety standards and regulations will be immediately removed from the centre upon notice being given to the exhibitor by ESMO and the centre.

9.5.8 Garbage removal and disposal

- a) During move-in and move-out period
The exhibitor shall be solely responsible and liable for the removal of garbage and waste materials from the exhibition and service area inclusive of loading bays and access ramps.

The exhibitor shall remove all exhibits, stand fittings and other materials brought into the centre for exhibition or other events, including materials scrapped and debris left behind at the end of the exhibition or event, from the centre.

In the event that the exhibitor fail to keep the exhibition and service area clean, the centre will engage the services of a cleaning and waste disposal contractor and the charges incurred will be billed to the exhibitor.

- b) Throughout exhibition period
Wash basins and water closets in the toilets in the centre shall not be used for disposing of any form of waste, food or rubbish. The cost of clearing blockages in the drainage system and of any other work taken by the centre arising from non-compliance with this regulation will be charged to the exhibitor.

9.6 SAFETY, FIRE PROTECTION AND SECURITY REGULATIONS

9.6.1 Emergency and evacuation procedures

- a) In any event of emergency, all emergency and evacuation instructions by the centre take precedence and ought to be strictly followed at all times to ensure safety of all people.

9.6.2 Fire protection and regulations

- a) All exhibitors must comply with and ensure that all their agents, servants, employees, contractors and exhibitors etc. to comply with the prevailing fire safety regulations and building codes of the centre.
- b) Exhibitor's personnel should be familiar with the locations of the fire alarm call points, hose reels, extinguishers and fire exits.
- c) Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. All exits will be kept unlocked during show hours or when the public is allowed into the exhibition areas. Fire lanes in and around the centre must remain clear and unobstructed.

- d) No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. The sprinkler system is designed to tolerate up to a maximum temperature of 68oC (154.4FO). It is therefore necessary to ensure that spotlights and other heat-generating equipment are not focused on or stationed near the fire sprinklers.
- e) Special care must be taken not to obstruct or hide from view the fire protection system, air-conditioning mechanical ventilation vents, fire safety equipment, fire hose reel / riser cabinets, fire alarm pull stations, house lighting fixtures and controls.

10) CONDITIONS FOR PARTICIPATION IN THE EXHIBITION

10.1 CONTRACT – EXHIBITION DATES

Mailing or delivering the application form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are constituted first when MCI (Exhibition Management) sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the MCI (Exhibition Management) without giving cause. The application form must be filled in, signed with a legally competent signature and delivered to MCI (Exhibition Management) on time. Exhibition space allocation is made by the sponsorship level and on a first come, first served basis then according to date of application and booth size. The requested floor space may be reduced by MCI (Exhibition Management) if necessary.

MCI (Exhibition Management) has the right to revise the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length of time of the exhibition does not entitle the exhibitor to cancel the contract nor to request lowering of fees nor to put forward a claim to damages incurred thereby.

10.2 PURPOSE OF THE EXHIBITION – ADVERTISING

The stands may be used only for exhibiting and advertising the exhibitor's own products, not however for the sale of any products. Any orders for products which are taken must be in accordance with laws covering such orders. Advertising materials may be distributed only within the stand. During exhibition hours all stands must be continually staffed.

10.3 SETTING UP STANDS – MAINTENANCE OF STANDS

Before setting up their stands, exhibitors must contact MCI (Exhibition Management) and reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to be 2.44 (two and a half) metres high; for any variation from this norm (2.44 metres) specific permission must be obtained from MCI (Exhibition Management) as soon as possible, at the latest by 22 September, 2017. For any changes in the size or structure of the floor space, or for any changes to the rented objects, specific written permission must be obtained. Stands must be set up and completely fitted during the announced time; stands which are not finished can be rented to another applicant; in such case the exhibitor is responsible for costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of colour schemes of such a stand or exhibit to MCI (Exhibition Management). MCI (Exhibition Management) reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by MCI (Exhibition Management), should so require. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of MCI (Exhibition Management) with regards to the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, MCI (Exhibition Management) reserves the right to take the necessary

steps at the cost of the exhibitor. MCI (Exhibition Management) reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings.

Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from MCI (Exhibition Management). It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands. Empty containers and packing materials must be disposed of at any cost of the exhibitor before the exhibition begins; cleaning the stand is in the responsibility of the exhibitor. No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.

Special care must be taken to avoid lights or spot lights which are annoying to visitors or neighbouring stands. Decorating materials and wallpaper which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the MCI (Exhibition Management). Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.

10.4 ELECTRICAL INSTALLATIONS – POWER CONSUMPTION

MCI (Exhibition Management) arranges for the installation of a ring main supply at the cost of the exhibitors. The exhibitors agree to use this installation for all electric power requirements. MCI (Exhibition Management) however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply. The costs incurred for the installation of the ring main supply are carried equally by all the exhibitors; the cost of the electricity for each exhibitor is calculated according to the wattage of the electric equipment in his stand; this cost will be invoiced to each exhibitor according to a separate price not included in the rental prices. The exhibitor is responsible for the cost of electrical installations within the stand, however these installations may be carried out only by an electrician appointed by MCI (Exhibition Management).

10.5 SUBLEASING – ACCESS PERMISSION

Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private agreements for exchange of stands or floor space between two exhibitors is prohibited. MCI (Exhibition Management) reserves the right to enter any stand at any time.

10.6 DISMANTLING OF STANDS

The exhibitor must dismantle the stand within the allotted time and return the hired furnishings on time. The exhibitor must leave the stand area cleared and the floor cleaned. Stored materials, empty containers and packing materials must be disposed of. Items for which no arrangements have been made for removal and storage at the cost of the exhibitor and which are left behind, become the property of MCI (Exhibition Management) and no reimbursement will be made for such items. MCI (Exhibition Management) can demand that exhibitors restore the exhibition area to the original condition at the exhibitor's expense. The rented items which were accepted as satisfactory for rental by the exhibitor are to be returned in satisfactory and undamaged condition. All rented items are considered to be in a satisfactory condition unless a written notation signed by MCI (Exhibition Management) is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs or of necessary cleaning of rented items. If the exhibitor does not dismantle and clear away his exhibit punctually, this will be removed by MCI (Exhibition Management) at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by MCI (Exhibition Management) in such removals of abandoned exhibits.

10.7 LIABILITY

The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies MCI (Exhibition Management) in all such cases. MCI (Exhibition Management) recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as MCI (Exhibition Management) is not liable for personal or property damage.

10.8 PAYMENTS – BREACH OF CONTRACT

The given dimensions of floor space, stands and rented items are approximate. MCI (Exhibition Management) reserves the right to change the dimensions in order to use the available exhibition area most efficiently. Prices charged are based on the actual dimensions; if more floor space than was ordered is later allotted and actually used, the fee for it is to be paid immediately. The exhibitor must bear the cost of any special installations.

10.9 FINAL STIPULATIONS

Any company which disobeys the directives of MCI (Exhibition Management) can be excluded immediately from the exhibition by MCI (Exhibition Management). Such companies are liable for the whole rental sum, and for all incidental expenses including the legal value added tax. In cases in which MCI (Exhibition Management) is indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with permission of MCI (Exhibition Management).

The exhibitor gives up all claim to contestation of the contract especially in cases of mistakes and in cases in which the value of the contract exceeds or falls short of half the true value. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation it is agreed to by the exhibitor that the competency of the duly authorised court in Singapore is recognised. Electively the Exhibition Management may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Singapore law is to be used.

10.10 CONDITION OF ACCEPTANCE

The applying exhibitor fully accepts these conditions and the full regulations that will be part of the exhibitor manual.

11) ESMO RULES & REGULATIONS

11.1 UNAPPROVED THERAPIES

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the organisers supporting those products or services for their sole promotion at the ESMO Asia 2017 Congress. However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and International laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the codes of practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Singapore.

11.2 DURATION OF THE EXHIBITION

The exhibition will be open from Friday, 17 November to Sunday, 19 November 2017.

11.3 CONCOMITANT ACTIVITIES

Activities such as internal meetings involving congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ESMO Asia 2017 congress educational and scientific programme are subject to ESMO approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to ESMO (congress@esmo.org) at least six weeks prior to the event.

11.4 REPRODUCTION OF LOGOS

Each company is entitled to use the official logo of ESMO Asia 2017 on invitations and promotional documents related to the approved satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. MCI (Exhibition Management) (esmoasia@mci-group.com) will provide the ESMO Asia 2017 congress logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

11.5 EXHIBITION PROMOTION

11.5.1 General note

ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should these cause offence.

11.5.2 Display, projection or distribution of promotional materials on site:

All these activities must be confined within the company's assigned exhibition space or meeting rooms and are not allowed in any other area in, or leading to, the congress venue. The ESMO Asia 2017 congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.

11.5.3 Congress bag inserts

The congress bag insert is an invitation promoting your satellite symposium or your exhibition stand on site. Distributed in the official ESMO Asia 2017 congress bags this unique opportunity allows you to reach the hands of a wide audience. As usual, the congress bag inserts should not be larger than A4 format and not heavier than 30 grams. Once approved, ESMO regulations regarding the deadline, quantity and shipping instructions must be strictly followed. ESMO bears no responsibility for the non-inclusion of leaflets in the congress bags if the shipping instructions and deadline were not respected. Consult the ESMO Asia 2017 Industry Prospectus for more information on this sponsorship opportunity.

11.5.4 Advertisements

Advertisement of the exhibit is possible in the ESMO Asia 2017 programme book and ESMO Asia 2017 congress bulletin. All advertisements for these publications are subject to approval by the MCI (Exhibition Management). Promotion of a specific product does not mean acceptance or endorsement by MCI (Exhibition Management) and it is under the responsibility of the sponsoring company, to comply with Singapore and European laws, where applicable. Consult the ESMO Asia 2017 Industry Prospectus for more information on the opportunities available.

11.5.5 Promotion at congress hotels

The distribution or display of promotional materials at the hotels where participants are staying during the congress is discouraged by ESMO. However, if produced, the content must follow the same rules defined in the ESMO Asia 2017 Industry Guidelines.

11.6 OTHER PROMOTIONAL ACTIVITIES

Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval.

11.7 EXHIBITOR/VISITOR BADGE

The exhibitor and the exhibition visitor badges (SGD 140) do not authorise entry to the official congress sessions.

11.8 IDENTIFICATION OF THE EXHIBITORS

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting authorised persons with access to the exhibition floor will be just cause for expelling the violator from the exhibition or barring him/her from further entry to the exhibition floor or removing his/her exhibit from the exhibition floor without obligation on the part of ESMO for refund of any fees.

11.9 SUBLETTING OF SPACE

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

11.10 ADMISSION RIGHTS

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Only fully registered ESMO Asia 2017 participants and exhibitors wearing an exhibitor badge may enter the exhibition hall. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; ESMO may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the congress, or who refuses to comply with the local safety rules. Exhibitors must treat all participants in a courteous and fair manner.

Discrimination against participants according to their nationality, academic position, or any other factor is against the ESMO Asia 2017 Industry Guidelines and will affect the future congress attendance of the company in question.

11.11 SURVEYS

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

11.12 PRESS BADGES

Representatives of communication agencies with media credentials will be assigned a press badge at no charge. The press badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates for purposes other than bona fide journalistic coverage of the event.

11.13 BOOTH RESTRICTIONS

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO Asia 2017 exhibitor manual. Any aspect that is not covered in the ESMO Asia 2017 exhibitor manual is subject to approval by ESMO and by the exhibition management company. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must be kept clear at all times and free for passage. All emergency exits and access to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognisable.

Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

11.14 MANAGEMENT OF THE BOOTH

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the exhibition management company. Relating costs will be borne by the exhibiting company.

11.15 AUDIO AND VISUAL ACTIVITIES

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If MCI

(Exhibition Management) judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, MCI (Exhibition Management) reserves the right to make the necessary arrangements at the expense of the exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of the ESMO Asia 2017 exhibitor manual.

11.16 CATERING

All catering must be organised through Suntec Singapore, the exclusive F&B provider to Suntec Singapore. This also includes barista, coffee machines and related services. Specific requests for external barista suppliers will need to be addressed on a case by case basis and corkage fees will apply. Please contact Suntec Singapore well in advance to discuss your requirements.

11.17 SOCIAL FUNCTIONS/ACTIVITIES

Social functions and other activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meetings or activities conducted by ESMO. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed. The opening ceremony will take place in the congress centre on Friday, 17 November 2017 from 10:45 hrs to 12:30 hrs. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 17 November 2017 before the end of the opening ceremony (12:30 hours). Companies hosting corporate functions after 20:00 must ensure that participants are transferred directly from the congress venue to their event location. Companies must also advise the number of guests they expect to join the corporate function.

11.18 GIVEAWAYS

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. It is the exhibitors' responsibility to abide by the local laws and by the relevant pharmaceutical codes of practice.

11.19 POSTPONEMENT OR ABANDONMENT

ESMO reserves the right to postpone the congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the congress or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO Asia 2017 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

11.20 SECURITY AND INSURANCE

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons.

The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis. As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

ESMO Asia 2017 is a **non-smoking** event.

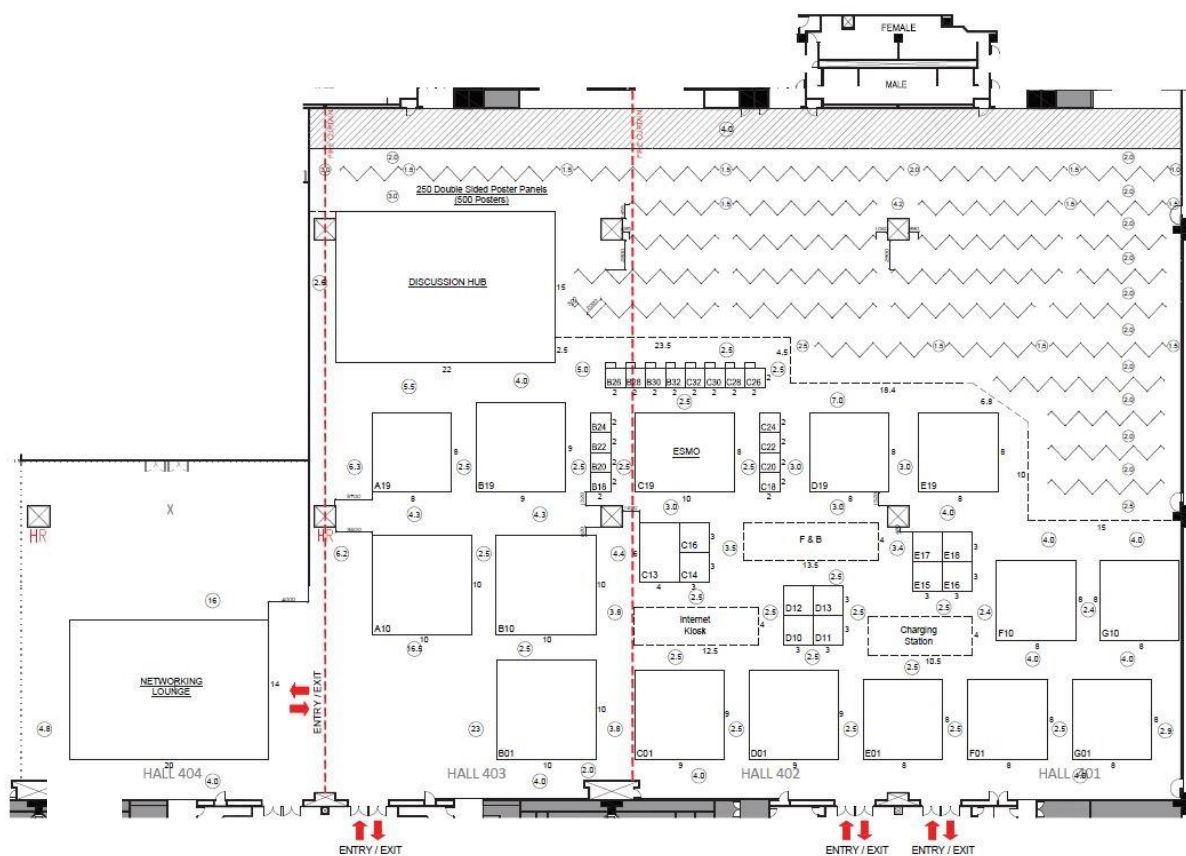
Note: Any infraction(s) to our ESMO Asia 2017 exhibition rules will follow the procedure outlined in the terms and conditions stipulated in the industry guidelines.

11.21 FINAL CLAUSE

In cases not covered by the regulations in the ESMO Asia 2017 exhibition rules, ESMO's interpretation shall be final.

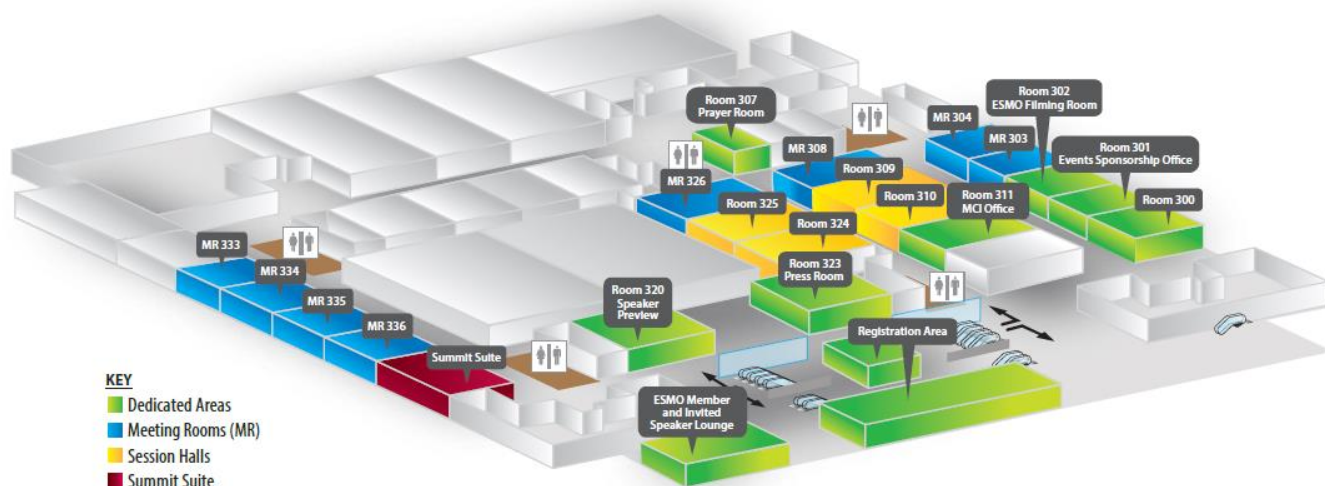
12) TECHNICAL LAYOUT

Level 4, Exhibition Hall & Poster Area

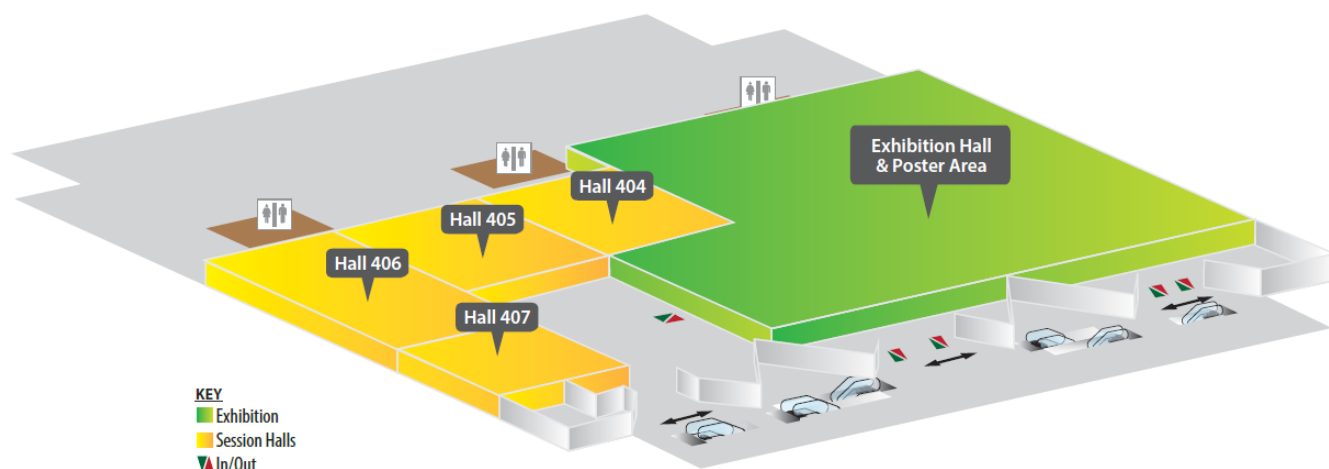


**Accurate at time of print. Subject to change.*

Level 3, Venue Overview



Level 4, Venue Overview



13) FREIGHT FORWARDING INFORMATION

13.1 IMPORTANT INFORMATION

The following information is for your guidance only. The official freight forwarder will send detailed shipping manual to you upon your request. Please read through the manual carefully and 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), please hand the shipping manual to your appointed freight forwarder for their compliance so that your exhibits can be correctly despatched and consigned to the official freight forwarder. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses being incurred.

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

Exhibitors with such requirements are requested to return **FREIGHT INSTRUCTION FORM** before the deadline with their item description, dimensions, weight and date of arrival.

13.2 CUSTOMS REQUIREMENTS

Approval must be obtained from the Singapore's authority for controlled items. To obtain a full list of restrictions and importing conditions, please contact your freight forwarder. You may also contact our official freight forwarder, Agility Fairs & Events Logistic Pte Ltd.

13.3 CONSIGNMENT INSTRUCTIONS

All exhibition goods dispatched either by sea freight or airfreight must be consigned to the official freight forwarder, regardless of the freight forwarder you may be using. They must be consigned "freight prepaid".

DO NOT consigns your cargo to the organiser or to the exhibition centre.

13.4 FILMS & VIDEO TAPES / DISCS CENSORSHIP

All films and video tapes / discs to be shown at the exhibition (even if they originate from Singapore) must obtain the approval from the board of film censors. Clearance takes about one week and a handling charge is applicable. This excludes the censorship fee levied by the board of film censors. Foreign exhibitors can appoint the official freight forwarder to handle this procedure.

You are advised not to hand-carry these items into Singapore, as they may be detained by Singapore customs and considerable time and effort may be required to clear them in time for the exhibition.

To apply for exemption, please complete the "Form C" (available upon request), and return it to Agility Fairs & Events Logistics Pte Ltd for forwarding to the media development authority.

13.5 CONSIGNMENT OF COURIER TO THE OFFICIAL FREIGHT FORWARDER

For exhibitors who use courier services, please consign the cargo to the official freight forwarder and forward the airway bill, commercial invoice and packing list to monitor cargo clearance.

13.6 PACKING AND UNPACKING

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

ESMO Asia 2017

C/o Agility Fairs & Events Logistics Pte Ltd

Name of Exhibitor:

Stand Number:

Case Number(s):

Gross Weight/Net Weight:

Dimensions:

The official freight forwarder will assist with the uncarting and installation of exhibits where mechanical equipment(s) are required. However, exhibitors must supervise and be responsible for these operations. Similarly, exhibitors must supervise the dismantling and re-packing of exhibits, especially for delicate and heavy equipment. If exhibitors arrive on-site late or instruct the official freight forwarder to arrange the positioning and/or repacking on their behalf, then it shall be done handled at the exhibitors' own risk.

13.7 STAND LAYOUT PLANS

Please provide the official freight forwarder with scale layout drawing 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 latest one week before the build-up of the show.

EXHIBIT MOVE IN

- (a) Cargoes which are moved directly to exhibition site should NOT arrive at exhibition area earlier than the build-up hours.
- (b) 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 organizer. When stand structures are erected, exhibits may not be possible to be moved in.
- (c) To avoid congestion, only small items or goods that can be taken out of their cases without risk of damage can be unpacked in the exhibition hall. For major items, exhibitors should arrange with their freight forwarder to unpack them away from the exhibition premises. Exhibit can then be delivered and immediately placed in position on the stand by the official freight forwarder.
- (d) Please note that where mechanical handling within the exhibition area is required, the official electrical contractor and official freight forwarder have

- to be appointed. **Forklifts, cranes and pallet trucks from other forwarders will NOT be allowed to work inside the exhibition area.**
- (e) For insurance reasons and to ensure proper control and co-ordination of freight, only the official freight forwarder is permitted to work in-hall and operate lifting equipment. Any freight forwarder may deliver goods to the exhibition hall, but they must be handed over to the official freight forwarder for delivery to the booth, unless the consignment can be carried by one man, without mechanical equipment, such as crane, forklift or pallet trucks. For safety reasons, max weight limit handled by one man is 25kg per piece and maximum trolley dimensions allowed: 470mm X 725mm.
 - (f) **If any heavy or large exhibits arrive on site requiring mechanical aid onsite installation**, the organizer will appoint the official freight forwarder to be the site installation contractor on exhibitor's behalf, and all costs incurred will be borne by the exhibitor.
 - (g) **For safety reason, if the average weight per square meter of your exhibit is more than the specified floor loading**, the suitable platform (steel plate) must be laid underneath your exhibits. For technical assistance, please contact the official freight forwarder.
 - (h) The organiser/show manager is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the exhibitor. Arrangements for safe-keeping of such items must be made with the official freight forwarder or alternatively exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their premises. The organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

EXHIBIT MOVE OUT

Prior to the move-out days, exhibitors will be given a 'disposal instruction form' to fill in based on the commercial invoice and packing list (CIPL) given at time of entry of goods into Singapore. Exhibitors are required to advise AGILITY if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of AGILITY will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

13.8 RETURN INSTRUCTIONS

It is imperative that all exhibitors complete and sign the return shipping instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a third party during the event it is the SOLE responsibility of the exhibitor to oversee the collection of their exhibits.

13.9 GIVEAWAY / CONSUMABLE ITEMS

Give-aways and souvenirs items are permitted entry into Singapore but will be subjected to GST (Goods & Services Tax) of 7% based on their CIF value.

13.10 INSURANCE

Insurance is not provided. It is your responsibility to arrange all risk insurance covering the transport to the exhibition centre, during the exhibition and return of the exhibits, including the period when the official freight forwarder handles exhibits. Please ensure that transport insurance is also arranged for exhibits to be sold locally.

---END OF EXHIBITOR MANUAL---



Show Name : **ESMO Asia 2017**
Show Dates : **17 - 19 November 2017**
Show Venue : **SUNTEC**
City, Country : **Singapore**

DEADLINE:
General Cargo:
4 Weeks before Show

Medical Equipment/Device:
6 Weeks before Show

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of films and video tapes by courier service	: 7 - 9 November 2017
Receipt of documents for seafreight consignments	: 27 October 2017
Receipt of documents for airfreight consignments	: 31 October 2017
Arrival of seafreight consignments	: 3 - 7 November 2017
Arrival of airfreight consignments	: 7 - 9 November 2017
Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits	: 6 Weeks before show
Receipt of Product Catalogues for Medical Equipments	: At least 1 month prior to show

2. CONSIGNMENT INSTRUCTIONS

i. All exhibition goods either by **sea freight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
 No. 5 Changi North Way, 3rd Floor, Singapore 498771
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593
 For: **ESMO Asia 2017**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

3. INSURANCE

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 Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from _____ (country). Name of Freight Forwarder from origin: _____

Contact Person: _____

Tel: _____

Fax: _____

E-mail: _____

Authorised by: Booth No: _____

Name _____

Designation _____

Company _____

Address _____

Tel _____ Fax _____

Signature & Date _____

Send this form to:

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

No. 5 Changi North Way, 3rd Floor
Singapore 498771

Tel: (65) **6571 5644** / 6500 0250

Fax: (65) 6214 9592 / 6214 9593

Contact: **Ms Serena Kum**

E-mail: **SKum@agility.com**

www.agility.com/fairsevents



FORM A2

StarHub Ltd
 StarHub Green
 67 Ubi Avenue 1 #05-01 S(408942)
 Tel: (65) 6822 6014
 Fax: (65) 6822 6002
 Email: telecom@suntecsingapore.com

ORDER FORM – IT & TELECOMMUNICATIONS SERVICES

Event Name : _____ Company Name: _____ ("Customer")

Period of Event: _____ ("the Term") Hall & Booth No: _____

TELEPHONE LINE

- A) Telephone Line (Local Access Only – Free Local Call)^
- B) Telephone Line (Local & IDD Access – IDD Usage is Chargeable)^!
- Express Service (Less than 1 weeks notice, 7days x 24hrs = 168 hrs)
 - Super Express Service (Less than 48hrs notice)
 - Immediate Express Service (Less than 12hrs notice)
 - Relocation charge
 - Telephone Extension (Within Booth Area)
 - Fault Rectifying (3rd Party Issue)

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$200.00	\$60.00	-		
\$200.00	\$60.00	\$200.00		
\$60.00		-		
\$100.00		-		
\$200.00		-		
\$60.00		-		
\$90.00		-		
\$60.00		-		

ISDN

- A) ISDN2 (Local Access Only) ^
- B) ISDN2 (Local & IDD Access) ^!
- Express Service (Less than 1 weeks notice, 7days x 24hrs = 168 hrs)
 - Super Express Service (Less than 48hrs notice)
 - Immediate Express Service (Less than 12hrs notice)
 - Relocation charge

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$270.00	\$60.00	-		
\$270.00	\$60.00	\$200.00		
\$81.00		-		
\$135.00		-		
\$270.00		-		
\$60.00		-		

BROADBAND

- A) 1MB ADSL (Dynamic IP, with Internet access) #
- B) 2MB ADSL (Dynamic IP, with Internet access) #
- C) 4MB ADSL (Dynamic IP, with Internet access) #
- D) 1MB ADSL (8 Static IP, with Internet access) #
- E) 2MB ADSL (16 Static IP, with Internet access) #
- F) 4MB ADSL (16 Static IP, with Internet access) #
- Express Service (Less than 1 weeks notice, 7days x 24hrs = 168 hrs)
 - Surcharge – Buildup period
 - Surcharge – Show Day
 - Relocation Charge

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$1,300.00	\$800.00	-		
\$3,200.00	\$800.00	-		
\$3,600.00	\$800.00	-		
\$1,700.00	\$1,000.00	-		
\$3,500.00	\$1,000.00	-		
\$4,000.00	\$1,000.00	-		
\$200.00				
\$300.00		-		
\$500.00		-		
\$140.00		-		

Ethernet Leased Line

- A) 2MB ELL (16 Static IP, With Internet access)
- B) 4MB ELL (16 Static IP, With Internet access)
- C) 6MB ELL (16 Static IP, With Internet access)
- D) 8MB ELL (16 Static IP, With Internet access)
- E) 10MB ELL (16 Static IP, With Internet access)
- F) 20MB ELL (16 Static IP, With Internet access)
- G) 30MB ELL (16 Static IP, With Internet access)
- H) 40MB ELL (16 Static IP, With Internet access)
- I) 50MB ELL (16 Static IP, With Internet access)

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$6,300.00	\$2,000.00			
\$7,700.00	\$2,000.00			
\$9,900.00	\$2,000.00			
\$13,000.00	\$2,000.00			
\$15,300.00	\$2,000.00			
\$17,500.00	\$2,000.00			
\$19,900.00	\$2,000.00			
\$21,200.00	\$2,000.00			
\$25,400.00	\$2,000.00			

Switched Ethernet

- A) 2MB SWE (16 Static IP, With Internet access)
- B) 4MB SWE (16 Static IP, With Internet access)
- C) 6MB SWE (16 Static IP, With Internet access)
- D) 8MB SWE (16 Static IP, With Internet access)
- E) 10MB SWE (16 Static IP, With Internet access)
- F) 20MB SWE (16 Static IP, With Internet access)
- G) 30MB SWE (16 Static IP, With Internet access)
- H) 40MB SWE (16 Static IP, With Internet access)
- I) 50MB SWE (16 Static IP, With Internet access)

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$3,900.00	\$1,548.00			
\$5,200.00	\$1,548.00			
\$5,700.00	\$1,548.00			
\$6,200.00	\$1,548.00			
\$6,600.00	\$1,548.00			
\$7,300.00	\$1,548.00			
\$8,400.00	\$1,548.00			
\$10,500.00	\$1,548.00			
\$11,700.00	\$1,548.00			

SERIAL DIGITAL INTERFACE

- A) SDI 270MB (1 Way Transmission)

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$10,000.00	\$4,000.00			

STARHUB TV

- A) News Package (CNN, CNBC, BBC, Bloomberg TV)
- B) Sports Package (ESPN, Football Channel, Golf Channel)
- C) Entertainment Package (Discovery, MTV SEA, STARWORLD)

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$690.00	\$345.00			
\$1,200.00	\$600.00			
\$550.00	\$275.00			

WIFI SERVICES

Free Wifi

Silver Package * (up to 50 users access accounts per day)

Gold Package * (up to 100 users access accounts per day)

* Silver & Gold Packages includes VPN capability with passwords access

Per day	Deposit	Qty	Total (\$)
Complimentary			
\$450.00			
\$800.00			

EQUIPMENT RENTAL & CABLING

- A) Telephone Set
- B) Fax Machine (On rental only, exclude line)
- C) Computer Printer
- D) Highspeed Plain Paper Copier +
- E) CAT-3 Cable (for Telephone line)
- F) CAT-5 UTP Cable (for Data/ Leased line)
- G) CAT-5 UTP Computer Network Cabling Outlet (within same booth)
- H) 3.5G Data Card
 - 1 Day : \$150.00 °
 - 3 Days : \$360.00 °
 - 7 Days : \$470.00 °

1 st block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
-	Upon Request	\$100.00		
\$460.00		\$600.00		
\$390.00		\$600.00		
\$820.00		\$5,000.00		
\$200.00		-		
\$400.00		-		
\$150.00		-		
		\$300.00		

IMPORTANT INFORMATION TO NOTE :

1. Cutoff date for all order shall be confirmed more than 1 weeks' notice (7days x 24hrs = 168 hrs).
2. Lead time to provide onsite orders is estimated at 4 hours subject to site condition and organizer approval
3. All charges stated above are exclusive of the 7%GST.
4. Overnight charge is applicable for any installation done between 00:00 and 07:59.
 - a. 1 – 10 Circuits = \$300.00
 - b. 11 – 50 Circuits = \$500.00
 - c. More than 50 circuits = \$900.00

Notes:

5. "A" Telephone set(s) and telephone cord(s) excluded.
6. "I" IDD Usage will be billed at later period.
7. "H" Hub(s)/switch(es) and internal cabling are excluded.
8. "+" Photocopy usage is chargeable at \$0.25 per copy.
9. "Buildup period" refers to the set up period of the exhibition as informed by the organizer of the exhibition to StarHub in writing.
10. "Show Day" refers to the day upon which Customer requests for the Equipment and/or Services to be provisioned on event days.
11. "°" For WIFI & 3.5G services, please proceed to Telecommunications office for registration. Deposit will be collected on rental of 3.5G Datacard.

TERMS & CONDITIONS

- 1) Notwithstanding any prior representation, promises, arrangement, agreement, covenant or understanding, whether written or oral, the provisions stated herein read with StarHub's General Terms & Conditions and Specific Terms & Conditions for Info-communications Services at www.starhub.com (collectively "Terms and Conditions") form the entire Agreement between Customer and StarHub Ltd (Reg No. 199802208C) ("StarHub") and/or StarHub's Affiliate(s) providing Customer the use and/or access of the Equipment and/or Services. If any conflict shall arise between and the provisions stated herein and the Terms & Conditions, the provisions of this Agreement shall prevail.
- 2) Customer shall submit its orders by way of this form for the Equipment and/or Services with all necessary details to allow StarHub to set up and/or provision the Equipment and/or Services to Customer. The details to be provided include such markings in relation to the booth plan(s) of the respective exhibition hall(s) ("Premises") at the Suntec Convention Centre, (""). StarHub may be unable to provision the Equipment and/or Services to Customer if StarHub is unable to determine the Premises with certainty. StarHub shall only provision the Equipment and/or Services to the Customer at the Premises.
- 3) Customer shall submit its orders for the Equipment and/or Services to StarHub's Telecommunications Office at the Suntec Convention Centre ("Telecommunications Office") five (5) working days or such number of working days as may be informed by StarHub to Customer before the provisioning of the Equipment and/or Services to Customer ("Order Submission Date"). Customer shall pay StarHub such surcharge for the Equipment and/or Services, as may be determined by StarHub from time to time, for orders submitted by Customer to StarHub after the Order Submission Date. Customer shall contact the Telecommunications Office if Customer does not receive written acknowledgement of its orders two (2) working days after its orders have been submitted to StarHub.
- 4) Customer shall pay StarHub all Charges for the deposit, rental and provisioning of the Equipment and/or Services in full **prior** to the collection or provision of the Equipment and/or Services. Customer shall always pay StarHub for the Equipment and/or Services the amount that would have been paid to StarHub had Taxes not been imposed on the Equipment and/or Services. Customer acknowledges and agrees that unless otherwise stated in this form, there shall be no refund of any payment made to StarHub for Customer's cancellation of the provisioned Equipment and/or Services. Customer shall pay StarHub all Charges for the use and/or access of the Equipment and/or Services by the payment date of the invoice or within thirty (30) days from the date of the invoice, whichever is earlier. The deposit or such remaining sum of moneys after its appropriation towards any unpaid Charges, if any, will be returned to Customer after Customer has paid all Charges in relation to the Equipment and/or Services.
- 5) Customer shall collect the Equipment and/or Services from the Telecommunications Office one (1) working day before the Equipment and/or Services are required to be provisioned at the Premises or on such other collection date as may be informed by StarHub to Customer from time to time. Customer will be informed by StarHub of the date upon which the Equipment and/or Services will be provisioned to Customer. StarHub will not provision any Equipment and/or Services until StarHub receives full payment of the Charges for deposit, rental and provisioning of the Equipment and/or Services. Customer shall pay StarHub a relocation charge, as may be determined by StarHub from time to time, if the provisioned Equipment and/or Services are to be provisioned at a location other than the Premises as shall be agreed by StarHub in writing.
- 6) At the end of the Term, Customer shall return the Equipment and/or Services to the Telecommunications Office during normal business hours, and if not possible for reason of the closure of the Telecommunications Office, the following working day.
- 7) The Equipment and/or Services are provided to Customer on an "as-is" and "as available" basis. Customer acknowledges receipt of the Equipment in good working condition and agrees to return StarHub the provisioned Equipment in the same condition. Unless otherwise expressly agreed to by StarHub as stated as such in this form, Customer shall be responsible for any equipment or services required to use or access the Equipment and/or Services. Customer shall indemnify StarHub for any loss or damages to, or arising from or in relation to the use and/or access of the Equipment and/or Services during the Term.

CONFIRMATION & AGREEMENT

We hereby confirm and agree to be bound by all provisions herein:

Company Name: _____ BRN/ ROC No: _____

Company Address: _____ Postal Code (_____) _____

Contact Person: _____ Designation: _____

Tel No: _____ Mobile No: _____ Fax No: _____

Email: _____

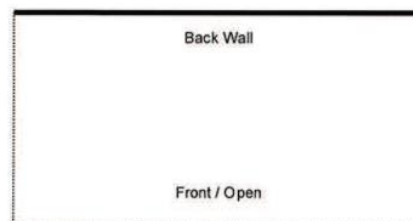
Booth Plan

Company Stamp : _____

Signature : _____

Date of submission : _____

Side
Wall /
Open



Side
Wall /
Open

**Please indicate the location of the line at the plan /
provide the booth plan with the location*



The Preferred Place To Meet

Exhibition Booth Catering Order Form

EVENT DETAILS

Name of Event:

Hall No.:

Booth No.:

CONTACT DETAILS

Exhibitor/Company Name:

Exhibitor/Company Address:

Contact No.:

Email Address:

(Mobile) _____ (Office) _____

On-site Contact Person:

On-site Mobile No.:

PAYMENT DETAILS

I have read and acknowledged the terms and conditions below.

Ordered by: (Name) _____ (Signature & date) _____

Please charge the total amount* of this order to the credit card below.

Name on Credit Card: _____ Signature: _____

Credit Card Type: AMEX / DINERS / MASTER / VISA

Credit Card No.: | | | | | | | | | | | | | | | | | | | | | |

Credit Card Expiry Date (MM/YY): | | | | / | | | | V-CODE/CVV: | | | | | |

(Client must provide a front and back photocopy of the above credit card)

***All orders are subject to 10% service charge and 7% GST.**

Terms and Conditions

- Orders must be placed by 17 October 2017
- Please email all orders and enquiries to gary.lai@suntecsingapore.com
- Please note that orders are confirmed only when payment is received and an official invoice is issued
- All food and beverage orders exclude provision of service staff
- The above orders exclude the provision of disposable wares, unless otherwise stated
- All confirmed orders are non-refundable and non-returnable
- All standard terms and conditions apply

The Preferred Place To Meet
Suntec Singapore Convention & Exhibition Centre
1 Raffles Boulevard, Suntec City, Singapore 039593
+65 6337 2888 | sales@suntecsingapore.com



The Preferred Place To Meet

Exhibition Booth Catering Order Form

ORDER DETAILS

No.	Delivery Date	Delivery Time	Menu Code	Unit Price (\$/box or pack)	Quantity	Total Price
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total Amount*:						

*All orders are subject to 10% service charge and 7% GST.

I have read and acknowledged the terms and conditions.

Ordered by: (Name) _____ (Signature & date) _____





The Preferred Place To Meet

Exhibition Booth Catering Order Form

SNACK MENU

COLD/SWEET SELECTIONS^{#1}

Menu Code	Item	Pcs/box	Unit Price (\$\$/box)
EB01	Mini Sandwiches with Chicken Roll & Cheese	24	\$50
EB02	Mini Tortilla Wraps with Tuna & Cheese	24	\$50
EB03	American Cheesecake	24	\$50
EB04	Assorted Macaroons	24	\$60
EB05	Chocolate Brownies with Walnut & Strawberry	24	\$50
EB06	Tutti Frutti in Pastry Shell	24	\$60

HOT SELECTIONS^{#1}

Menu Code	Item	Pcs/box	Unit Price (\$\$/box)
EB07	Chicken Frank Rolls	24	\$50
EB08	Chicken Karaage	24	\$50
EB09	Mushroom Quiche with Cheese	24	\$50
EB10	Seafood Cake with Vanilla Chilli Dip	24	\$50
EB11	Soy-glazed Teriyaki Chicken Skewers	24	\$50

^{#1} Each food order includes 12 sets of plastic plates, plastic forks and napkins. Additional utensils are chargeable.

DISPOSABLE WARE

Menu Code	Item	Pcs/pack	Unit Price (\$\$/pack)
EB12	Plastic Forks 6"	12	\$7
EB13	Plastic Plates 9"	12	\$8
EB14	Cocktail Napkins	250	\$8

CHINAWARE & CUTLERY

Menu Code	Item	Unit	Unit Price (\$\$/unit)
EB15	Dessert Plates	12 pcs	\$20
EB16	Dessert Forks	12 pcs	\$20
EB17	Dessert Knives	12 pcs	\$20
EB18	Dessert Spoons	12 pcs	\$20

SERVICE STAFF

Menu Code	Item	Staff	Unit Price (\$\$/pax)
EB19	Service (Minimum 4 hours)	1	\$140
EB20	Additional service (per hour)	1	\$35

(Updated 7 October 2016)

The Preferred Place To Meet
 Suntec Singapore Convention & Exhibition Centre
 1 Raffles Boulevard, Suntec City, Singapore 039593
 +65 6337 2888 | sales@suntecsingapore.com

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Exhibition Booth Catering Order Form

The Preferred Place To Meet

BEVERAGE MENU

CHAMPAGNE & WINE

Menu Code	Item	Unit	Unit Price (\$\$/unit)
EB21	House Red Wine	75cl/bottle	\$55
EB22	House White Wine	75cl/bottle	\$55
EB23	Sparkling Wine	75cl/bottle	\$80
EB24	House Champagne	75cl/bottle	\$140

BEER & STOUT

Menu Code	Item	Unit	Unit Price (\$\$/unit)
EB25	Anchor Beer (330ml/can)	24 cans/carton	\$140
EB26	Tiger Beer (330ml/can)	24 cans/carton	\$170
EB27	Tiger Beer (Approx. 90 glasses per barrel) ^{#2}	1 barrel	\$700
EB28	ABC Stout (330ml/can)	24 cans/carton	\$190
EB29	Guinness Stout (330ml/can)	24 cans/carton	\$250

^{#2} Price includes rental of 1 unit beer dispenser and 90 beer glasses per day, however client must provide 1 x 13Amp power supply

NON-ALCOHOLIC BEVERAGES

Menu Code	Item	Unit	Unit Price (\$\$/unit)
EB30	Suntec SG Bottled Water (330ml/bottle)	48 bottles/carton	\$50
EB31	Evian Mineral Water (330ml/bottle)	24 bottles/carton	\$80
EB32	Badoit Sparkling Water (330ml/bottle)	24 bottles/carton	\$85
EB33	Mirinda Orange (330ml/can)	24 cans/carton	\$50
EB34	Pepsi (330ml/can)	24 cans/carton	\$50
EB35	7Up (330ml/can)	24 cans/carton	\$50
EB36	Orange Juice (250ml/bottle)	24 bottles/carton	\$80

COFFEE & TEA^{#3}

Menu Code	Item	Unit	Unit Price (\$\$/unit)
EB37	Coffee Airpot (Approx. 10 cups)	1 airpot	\$40
EB38	Tea Airpot (Approx. 10 cups)	1 airpot	\$40
EB39	Coffee Canister (Approx. 45 cups)	1 canister	\$180
EB40	Tea Canister (Approx. 45 cups)	1 canister	\$180

^{#3} Prices include stirrers, creamers, sugar sachets and paper cups (8oz)

The Preferred Place To Meet
Suntec Singapore Convention & Exhibition Centre
1 Raffles Boulevard, Suntec City, Singapore 039593
+65 6337 2888 | sales@suntecsingapore.com

(Updated 7 October 2016)

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Exhibition Booth Catering Order Form

The Preferred Place To Meet

BEVERAGE MENU (CONTINUED)

BEVERAGE EQUIPMENT

Menu Code	Item	Unit	Unit Price (\$\$/unit)
EB41	Water Dispenser**	1 unit per day	\$130
EB42	Coffee Machine**	1 unit per day	\$250
EB43	Coffee & Cappuccino Machine**	1 unit per day	\$300

** Price includes 100 paper cups & Drinking Water Tub (18.9L)

** Price includes coffee beans (500gm), 60x stirrers, 60x creamers, 120x sugar sachets, 60x paper cups (8oz), client to provide 1x 13Amp power supply

** Price includes coffee beans (500gm), 60x stirrers, 60x creamers, 120x sugar sachets, 60x paper cups (8oz), client to provide 2x 13Amp power supply

GLASSWARE & MISCELLANEOUS ITEMS

Menu Code	Item	Unit	Unit Price (\$\$/unit)
EB44	Paper Cups (8oz/pc)	12 pcs	\$7
EB45	Plastic Stirrers	50 pcs	\$3
EB46	Coffee Cups (includes teaspoons and saucers)	12 pcs	\$20
EB47	Water Goblets	25 pcs	\$40
EB48	Champagne Flutes	36 pcs	\$40
EB49	Highball Glasses	36 pcs	\$40
EB50	Wine Glasses	25 pcs	\$40
EB51	Wine Opener	1 pc	\$10
EB52	Drinking Water Tub (18.9L)	1 tub	\$30
EB53	Coffee Beans (500gm/pack)	1 pack	\$25
EB54	Tea Bags (100 sachets/box)	1 box	\$25
EB55	Brown Sugar (250 sachets/pack)	1 pack	\$15
EB56	White Sugar (250 sachets/pack)	1 pack	\$15
EB57	Creamer (240 sachets/box)	1 box	\$25
EB58	Fresh Milk (1L/pack)	1 pack	\$5
EB59	Ice Cubes (provided in a Styrofoam box)	2 kg	\$10
EB60	Peanuts (500gm/pack)	1 pack	\$10
EB61	Potato Chips (500gm/pack)	1 pack	\$15

The Preferred Place To Meet
Suntec Singapore Convention & Exhibition Centre
1 Raffles Boulevard, Suntec City, Singapore 039593
+65 6337 2888 | sales@suntecsingapore.com

(Updated 7 October 2016)

Page 5 of 5

REVERSE OF FORM E1 - STAND CONSTRUCTION

3. RAW SPACE PACKAGE

Both the exhibitor and contractor are responsible for dismantling and removing the stand structure, in accordance with the stipulated timing on "Exhibition Schedule". All debris and carpets must be cleared by the exhibitors and/or their contractor by the time stated. Failure to do so may result in the exhibitors and/or their contractors being liable for service fees incurred.

All contractors must place a refundable performance bond of S\$50.00/sqm (minimum of S\$500.00, up to maximum of S\$5,000.00) and sign an undertaking, guaranteeing adherence to all the rules and regulations laid down by the Organizer/Venue. Payments are to be made to **Kingsmen Exhibits Pte Ltd** by the deadline for forms submission.

The contractor must submit all plans before the deadline for approval by the architect of the Event Secretariat. This includes detailed drawings of elevations, layout and perspective with dimensions illustrating the design on the stand. Locations of all equipment/machinery on display must be included on the layout. Any booths with covered ceilings and/or double storey designs will require special approval by the relevant authorities.

Nominated Contractor :

Address: _____

Tel : _____ Fax : _____

E-mail : _____

Contact Person: _____ Signature: _____

Date: _____

Company Name : _____ Stand No: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Authorized by: _____ Signature: _____

Date: _____

DEADLINE: 12 October 2017

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4251

Fax : (65) 6831 1368

Attn : Ms. Faith Garcia

Email : faithgarcia@kingsmen-int.com

kingsmen

A communication design & production group

FORM E2A

ESMO Asia 2017

ELECTRICAL SERVICE

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
- Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 or S\$50.00 (Orders above S\$5000.00) for payment via telegraphic transfer.
- Amount paid are non-refundable for cancellation received after 12 October 2017.

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

- Only the official contractor is permitted to undertake electrical works from the source of supply in the exhibition hall.
- Kindly order your additional requirements only.

NO.	ITEM	ADVANCED RATE (SGD) Submit on/before 12 th October 2017	STANDARD RATE (SGD) Submit after 12 th October 2017	QTY	TOTAL (SGD)				
SECTION A – INDIVIDUAL FITTINGS									
1	100W Standard Spotlight	65.00	84.50						
2	100W Long Arm Spotlight	75.00	97.50						
3	40W Fluorescent Light, 1.2mL (BATTEN FITTING)	65.00	84.50						
4	40W Fluorescent Light, 1.2mL (For Lightbox)	70.00	91.00						
5	50W Standard Halogen Spotlight	65.00	84.50						
6	50W Long Arm Halogen Spotlight	75.00	97.50						
8	150W Floodlight	155.00	201.50						
9	13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)	65.00	84.50						
10	13Amp/230V SP 50Hz AC Socket with 24hrs Supply (Max 800W) (Not for lighting use)	100.00	130.00						
11	15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)	95.00	123.50						
SECTION B – FOR CONNECTION TO LIGHTING ONLY									
12	Per Light Fitting Connection (Up to 100W)	55.00	71.50						
13	Per Light Fitting Connection (Up to 300W)	110.00	143.00						
14	Per Light Fitting Connection (Up to 500W)	165.00	214.50						
15	LED Lighting Connection Per Meter Run	50.00	65.00						
* Subject to 7% Goods & Services Tax (GST)		Total Cost Before GST							
* GST is not applicable for foreign-based exhibitors.		7% GST*							
		Total Cost Including GST							
Please indicate the locations of the above requirement on the Service Location Plan. (Form E2B)									
PAYMENT (Please select preferred method of Payment)									
<input type="checkbox"/> For Local Exhibitors: Crossed cheque or bank draft made payable to Kingsmen Exhibits Pte Ltd. Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118									
<input type="checkbox"/> For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Kingsmen Exhibits Pte Ltd Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685 Account No.: 106-303-314-1 , Swift Code: UOVBSGSG									

Company Name : _____ Stand No: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Authorized by : _____ Signature: _____

Date: _____

DEADLINE: 12 October 2017

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4251

Fax : (65) 6831 1368

Attn : Ms. Faith Garcia

Email : faithgarcia@kingsmen-int.com

FORM E2B

ESMO Asia 2017

SERVICE LOCATION PLAN - COMPULSORY

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
- Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 or S\$50.00 (Orders above S\$5000.00) for payment via telegraphic transfer.
- Amount paid are non-refundable for cancellation received after 12 October 2017.

This form must be completed and returned by all Exhibitors. (Please type / write in block letters.)

- Indicate clearly the location of your utilities such as power outlets, spotlights, water and compressed air on this Form.
- It is imperative that you complete this Form as it will be used to install your requirements at the correct locations before you arrive on-site.
- Please ensure that the positions of the lights are on the wall or fascia (unless your booth has an interior structure to which the lights can be attached).
- If the location plan of any service is not submitted with the order form before the stated deadline, it will be placed at the discretion of the Official Contractor.

Important Note

- Light boxes are charged accordingly to the number of tubes in each light box, using the light connection or 40W fluorescent tube rate, whichever applicable.
- If lighting fittings are brought in by the exhibitors for lighting purposes, the lighting connection charges will apply on per bulb/per tube basis.
- All electrical connection to equipment must be tested and approved by the Organizer's appointed licensed engineer prior to the turning on of the power supply. The Organizer reserves the right to terminate the power supply to any installation which are found dangerous or may cause any disruption to the power supply.

Indicate Adjacent Booth No. in this direction.	Left	Back of	Right	Indicate Adjacent Booth No. in this direction.
	Left	Front of Booth (Aisle)	Right	

Legend (Use only the items applicable):

△	SPOTLIGHT	— —	FLUORESCENT LIGHT
SO	SOCKET POINT	F	FLOODLIGHT
E	ELECTICAL SUPPLY	CA	COMPRESSED AIR SUPPLY
W	WATER SUPPLY	D	DRAINAGE

Company Name : _____ Stand No: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Authorized by : _____ Signature: _____

Date: _____

ELECTRICAL CATALOGUE

LIGHTING

	100W Standard Spotlight		100W Long Arm Spotlight
	40W 1.2mL Fluorescent Light (Batten Fitting)		40W 1.2mL Fluorescent Light (Loose Fitting)
	50W Downlight		150W/300W Floodlight
	50W Standard Halogen Spotlight		50W Long Arm Halogen Spotlight

POWER SUPPLY

	13A/230V SP 50/60 Hz Powerpoint (Not for lighting use)		15A/230V SP 50/60 Hz Powerpoint (Not for lighting use)
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DEADLINE: 12 October 2017

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4251

Fax : (65) 6831 1368

Attn : Ms. Faith Garcia

Email : faithgarcia@kingsmen-int.com

kingsmen

A communication design & production group

FORM E3

ESMO Asia 2017

FURNITURE SERVICE

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 or S\$50.00 (Orders above S\$5000.00) for payment via telegraphic transfer.
3. Amount paid are non-refundable for cancellation received after 12 October 2017.

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

CODE	DESCRIPTION OF SERVICES / ITEMS	UNIT COST * (SGD) Submit on/before 12 th October 2017	UNIT COST * (SGD) Submit after 12 th October 2017	TOTAL (SGD)
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.		Total Cost Before GST		
		7% GST*		
		Total Cost Including GST		

PAYMENT (Please select preferred method of Payment)

- ☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.
Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118
- ☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Kingsmen Exhibits Pte Ltd**
Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685
Account No.: **106-303-314-1**, Swift Code: **UOVBSGSG**

Indemnity Clause:

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or Licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or Licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

Company Name : _____ Stand No: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Authorized by : _____ Signature: _____

Date: _____

FURNITURE PRICE LIST

CHAIRS		
CODE	DESCRIPTION	S\$
C1C	Arm Chair (Black)	50.00
C1D	Arm Chair (Silver)	50.00
C1H	Arm Chair	65.00
C1I	Arm Chair (Black Seat)	65.00
C1J	Arm Chair (Brown Seat)	65.00
C1W	Arm Chair	75.00
C1W2	Swan Chair	95.00
C1X	Arm Chair	65.00
C1Y	Arm Chair (White)	85.00
C1Y1	Arm Chair (Blue)	85.00
C1Y2	Arm Chair (Yellow Fabric)	85.00
C1Z	Arm Chair (Wooden)	75.00
C1Z1	Bistro Chair (Wooden)	85.00
C6	Banquet Chair	30.00
C7H	Banquet Chair (Silver)	55.00
C7P	Banquet Chair	50.00
C7U	Bistro Chair	60.00
C7U1	Bistro Clear Chair	75.00
C7Z	Bistro Chair	60.00
C7Z1	Bistro Chair (White)	60.00
C7Z2	Bistro Chair (Blue)	60.00
C7Z3	Bistro Chair (Yellow)	60.00
C7Z4	Bistro Chair	70.00
C8D	Low Stool (White)	35.00
C8F	Low Stool (White)	35.00
C8G	Low Stool (Green)	35.00
C8I	Low Stool (Blue)	35.00
C8J	Low Stool	55.00
C8K	Long Stool (White)	90.00
C8K1	Long Stool (Black)	90.00
C8K2	Long Stool (Red)	90.00
C8U	Low Stool (Black)	35.00
C9B	Bar Stool (Chrome)	45.00
C9C	Bar Stool	45.00
C9E	Bar Stool	60.00
C9H	Bar Stool	55.00
C9J	Bar Stool	50.00
C9M	Bar Stool	50.00
C9N	Bar Stool	50.00
C9Q1	Bar Stool (Wooden)	55.00
C9R	Bar Stool (White)	60.00
C9R1	Bar Stool (Black)	60.00
C9S	Bar Stool (White)	60.00
C9S1	Bar Stool (Yellow)	60.00
C10A	Bar Stool (Black)	45.00
C10H	Bar Stool (Black)	65.00
C10I	Bar Stool (Red)	65.00

CHAIRS		
CODE	DESCRIPTION	S\$
C16V2	Bistro Chair (White)	65.00
C16U	Bistro Chair	50.00
C16N	Bistro Chair	55.00
C16N1	Bistro Chair	55.00
C16N2	Bistro Chair	55.00
C16S	Bistro Chair	55.00
C16Z	Bistro Chair	50.00
C22	Folding Chair (Black)	15.00
C23	Folding Chair (White)	15.00
C29B	Conference Chair	55.00
C29E	Conference Chair	55.00
C29F	Conference Chair	55.00
C29G	Conference Chair	55.00
C29J	Conference Chair	55.00
C29K	Conference Chair	55.00
C29L	Conference Chair	75.00
C29L1	Conference Chair	85.00
C30D1	Typist Chair	60.00
C30D2	Typist Chair	65.00
C30E	Typist Chair	40.00
C39	Fabric Sofa (Grey)	50.00
C39AQ	Leather Sofa (Black)	85.00
C39AQ2	Leather Sofa (Black)	160.00
C39F	Fabric Sofa (Red)	70.00
C39N	Fabric Sofa (Navy Blue)	70.00
C39P	Fabric Sofa (Black)	70.00
C39R1	Leather Sofa	85.00
C39R2	Leather Sofa	160.00
C39R3	Leather Sofa	240.00
C39S	Fabric Sofa (White)	70.00
C39T	Fabric Sofa (Red)	70.00
C39U	Fabric Sofa (Black)	70.00
C39V	Fabric Sofa (Grey)	70.00
C39W1	Leather Sofa	75.00
C39W2	Leather Sofa	150.00
C39Y	Fabric Sofa (White)	100.00
C39Z	Fabric Sofa (Black)	100.00
C39AD3	Fabric Sofa	150.00
C39AE2	Leather Sofa	170.00
C39AF	Leather Sofa	80.00
C39AP3	Leather Sofa	200.00

TABLES		
CODE	DESCRIPTION	S\$
T1	Coffee Table (Glass Top)	45.00
T2	Coffee Table	45.00
T2A	Coffee Table	45.00

TABLES		
CODE	DESCRIPTION	S\$
T19A	Round Table (Glass)	55.00
T19B/21	Round Table	50.00
T19C	Round Table (Glass)	65.00
T19D	Round Table (Glass)	65.00
T21/15	Round Table	50.00
T21A/14	Round Table	50.00
T21B/13A	Round Table	50.00
T21C/15	Round Table	55.00
T26/15	Square Table (White)	50.00
T26B/13A	Square Table (Brown)	55.00
T28D/13A	Conference Table (Black)	85.00
T28E/15	Conference Table (Brown)	85.00
T28G/15	Conference Table	100.00
T29K	Conference Table (Brown)	90.00
T29K1	Conference Table (Brown)	110.00

CABINETS, SHOWCASES		
CODE	DESCRIPTION	S\$
A21	Display Cube (500mmH)	30.00
A22	Display Cube (750mmH)	40.00
A23	Display Cube (1000mmH)	50.00
A37	Lockable Cabinet	70.00
A37A	Curved Info Counter	75.00
A37AA	Lockable Cabinet (1000mmH)	80.00
A38	Sink With Cabinet	90.00
A50	2-Tier Counter	80.00
A51	3-Tier Counter	110.00
S3	Counter Showcase	250.00
S5	Counter Showcase	250.00
S6	Square Showcase	350.00
S7	Showcase	500.00
S8	Showcase	500.00
S10C	Showcase	400.00

MISCELLANEOUS		
CODE	DESCRIPTION	S\$
A4	Wastepaper Basket	5.00
A5B	Barricade	35.00
A5C	Barricade	40.00
A15B	Brochure Stand (Black)	70.00
A15C	Brochure Stand (Chrome)	70.00
A15D	Brochure Stand	80.00
A15E	Brochure Stand	80.00
A15G	Brochure Stand (White)	60.00
A15H	Brochure Stand (Black)	60.00
A15J	Foldable Acrylic Brochure Stand	80.00
A17/8	Barricade (1 metre per set)	35.00

C10J	Bar Stool (Pink)	65.00	T2E	Coffee Table (2-Tiered)	55.00	A9B	Barricade	35.00
C10K	Bar Stool (Grey)	65.00	T2F	Coffee Table (2-Tiered)	55.00	A20F	Coat Stand	80.00
C10L	Bar Stool (Turquoise)	65.00	T3	Coffee Table (Black)	40.00	A33	Easel	50.00
C10S	Bar Stool (White)	65.00	T3A	Coffee Table (Wooden)	40.00	A33A	Easel	60.00
C10T	Bar Stool (Dark Brown)	65.00	T3A2	Coffee Table (White)	40.00	A42	Refrigerator	200.00
C10W	Bar Stool (Green)	65.00	T3B	Coffee Table (White)	40.00	A43	Refrigerator	300.00
C10U	Bar Stool (White)	45.00	T3B2	Coffee Table (Wooden)	40.00	A47A	System Shelf	110.00
C10V	Bar Stool (White)	65.00	T3C	Coffee Table (Wooden)	40.00	A47B	System Shelf	90.00
C10V1	Bar Stool (Black)	65.00	T3E	Coffee Table (Wooden)	50.00	A47C	System Shelf	100.00
C10X	Bar Stool (White)	65.00	T3E1	Coffee Table (Wooden)	55.00	A47D	System Shelf	80.00
C10Y	Bar Stool (Red)	65.00	T3E2	Coffee Table (Wooden)	60.00	A49A	Signage Stand	100.00
C16C	Banquet Chair	40.00	T7	Information Table	50.00	A49B	Signage Stand	100.00
C16C1	Banquet Chair	65.00	T7A	Information Table	75.00	A49C	Signage Stand	100.00
C16H	Banquet Chair	50.00	T10C	Cocktail Table (Lt Brown)	65.00	A49D	Signage Stand (Clip pole black)	100.00
C16P	Bistro Chair	50.00	T10D	Cocktail Table (Black)	65.00	A55	Plastic Bags Stand	45.00
C16R	Bistro Chair	50.00	T10F	Cocktail Table (White)	65.00	L05	Table Lamp	65.00
C16T	Bistro Chair (Black)	50.00	T10H	Cocktail Table	75.00	L06	Standing Lamp	95.00
C16T1	Bistro Chair (Brown)	50.00	T10J	Cocktail Table (Glass)	75.00	L11	Standing Lamp	85.00
C16X	Bistro Chair	55.00	T10K	Cocktail Table (White)	75.00	L19	Standing Lamp	90.00
C16W	Bistro Chair	55.00	T12/15	Conference Table (White)	90.00	L20	Standing Lamp	95.00
C16V	Bistro Chair	50.00						

Chairs

Arm Chair



C1C | 400L x 430W x 460H



C1D | 400L x 430W x 470H



C1H | 540L x 460W x 450H



C1I | 540L x 460W x 450H



C1W | 580L x 580W x 460H

C1J
Brown



C1W2 | 720W X 660D X 450H



C1X | 560L x 510W x 510H



C1Y | 600W x 625D x 440H



C1Y1 | 600W x 625D x 440H



C1Y2 | 600W x 625D x 440H



C1Z | 630W x 670D x 970H

Bistro Chair



C1Z1 | 630W x 670D x 970H



C6 | 480L x 430W x 450H



C7H | 450L x 450W x 450H



C7P | 400L x 420W x 450H



C7U | 350L x 400W x 490H



C7U1 | 550W X 560D X 440H



C7Z | 400L x 470W x 450H

Bistro Chair



C7Z1 | 570L x 465W x 440H



C7Z4 | 580W x 550D x 440H



C16C | 460L x 450W x 430H



C16C1 | 430L x 520W x 440H



C16H | 420L x 460W x 465H



C16P | 490L x 450W x 450H



C16R | 400L x 440W x 440H



C16T | 400L x 440W x 440H



C16T1 | 400L x 440W x 440H



C16X | 460L x 460W x 450H



C16W | 460L x 460W x 450H



C16V | 550L x 440W x 460H



C16V2 | 445W x 420D x 480H



C16U | 620L x 600W x 460H



C16N | 680L x 680W x 450H



C16N1 | 680L x 680W x 450H



C16S | 660L x 660W x 450H



C16N2 | 660L x 580W x 480 / 560H



C16Z | 550D x 520W x 890H



C23 | 460L x 400W x 450H

Folding Chair

C22 Black

Chairs / Sofas

Conference Chair



C29B | 630L x 530W
x 400 / 520H



C29E | 620L x 680W
x 420 / 520H



C29F | 640L x 580W
x 440 / 560H



C29G | 620L x 630W
x 420 / 500H



C29J | 640L x 530W
x 390 / 500H



C29K | 600L x 500W
x 420 / 520H



C29L | 480L x 520W
x 495 / 558H



C29L1 | 480L x 635W
x 495 / 558H

Typist Chair



C30D1 | 486L x 430W
x 590 / 1400H



C30D2 | 486L x 430W
x 590 / 1400H



C30E | 510L x 480W
x 640 / 900H

Fabric Sofa



C39T | 570L x 760W x 400H



C39U | 570L x 760W x 400H



C39 | 570L x 800W x 340H



C39F | 780L x 730W x 430H



C39S | 780L x 730W x 430H

Sofas

Fabric Sofa



C39N | 710L x 680W x 490H



C39P | 710L x 680W x 490H



C39V | 720L x 760W x 420H



C39AD3 | 1760L x 870W x 420H



Leather Sofa



C39W1 | 980L x 750W x 480H



C39W2 | 1750L x 750W x 480H



C39AP3 | 1800L x 880W x 660H



C39Y | 750L x 750W x 450H

C39Z
Black



C39AE2 | 1760L x 960W x 470H



C39AF | 960L x 680W x 450H



C39AQ | 780W x 740D x 430H



C39AQ2 | 1370W x 790D x 420H



C39R1 | 800L x 730W x 430H



C39R2 | 1300L x 730W x 430H



C39R3 | 1820L x 730W x 430H

Stools

Low Stool



C8U Black
(400H)

C8D | DIA 380 X 460H



C8G Green C8I Blue

C8F | 390L x 390W x 420H
C8G | 500L x 500W x 590H
C8I | 455L x 455W x 455H



C8J | DIA 640 X 380H



C8K1 Black C8K2 Red

C8K | 1200L x 440W x 400H

Bar Stool



C9B | 400L x 440W x 740H



C9C | 320L x 330W x 730H



C9E | 370L x 790H



C9H | 460L x 440W x 840H



C9J | 440L x 430W x 780H



C9M | 350L x 400W
x 520 / 770H



C9N | DIA 380 x 780H



C9Q1 | 400W x 450D x 740H



C9R | 440W x 400D x 770H



C9R1 | 440W x 400D x 770H



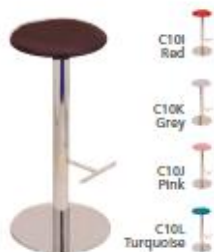
C9S | 465W x 510D x 1110H



C9S1 | 465W x 510D x 1110H

Stools / Tables

Bar Stool



C10H | DIA 350 x 830H



C10S | 440L x 400W x 520 / 770H



C10U | DIA 360 x 820H



C10V | 360L x 360W x 520 / 760H



C10X | 460L x 420W x 580 / 790H



C10Y | 460L x 420W x 580 / 790H



T10H | DIA 600 x 670 / 910H



T10F | DIA 550 x 1110H



T10J (Glass)
DIA 600 x 1070H



T10K | DIA 700 x 1100H



T1 | 450L x 450W x 410H



T2 | DIA 520 x 440H



T2A | 500L x 500W x 350H



T3 | 550L x 550W x 450H



T3A | 500L x 500W x 420H



T3A2 | 550L x 550W x 450H

Tables

Coffee Table



T3C | 500L x 500W x 420H



T3E | DIA 400 X 450H
T3E1 | DIA 500 X 520H
T3E2 | DIA 600 X 580H



T3B | 1000L x 500W x 420H



T3B2 | 900L x 550W x 450H



T2E | DIA 750 x 400H
2-Tiered



T2F | DIA 750 x 450H
2-Tiered

Round Table



T19A | DIA 750 x 750H



T19C | DIA 750 x 750H



T19D | DIA 900 x 750H



T19B/21 | DIA 760 x 750H



T21B/13A | DIA 760 x 700H



T21A/14 | DIA 760 x 700H



T21/15 | DIA 760 x 700H

Square Table



T26/15 | 760L x 760W x 700H



T26B/13A | 760L x 760W x 700H

Conference Table



T21C/15 | DIA 1200 x 700H



Tables / Miscellaneous

Conference Table



T12/15 | 1200L x 800W x 700H



T28D/13A | 1200L x 800W x 700H



T28G/15 | 1900L x 900W x 700H



T29K | 1200L x 800W x 730H
T29K1 | 2000L x 800W x 730H

Information Table



T7, T7A | 1000L x 500W
x 750 / 1000H



A37A | 1000L x 500W x 1000H

Lockable Cabinet



A37 | 1000L x 500W x 750H



A37AA (with shelf)
1000L x 500W x 1000H

Tiered Counter



A50
1000L x 300W x 1000 / 750H
(without lockable cabinet)



A51
1000L x 300W
x 1000H / 750H / 500H

Sink with Cabinet



A38 | 1000L x 400W x 1000H

Counter Showcase



S3 | 1000L x 500W x 900H



S5 | 1000L x 500W x 900H

Display Cube



A21 | 500L x 500W x 500H
A22 | 500L x 500W x 750H
A23 | 500L x 500W x 1000H

Miscellaneous

System Shelf



A47A | 1000L x 500W x 2000H



A47B | 1000L x 500W x 1500H



A47C | 500L x 500W x 2000H



A47D | 500L x 500W x 1500H

Showcase



S6 | 500L x 500W x 2100H
(with 2 halogen downlights)



S7 | 1000L x 500W x 2100H
(with 4 halogen downlights)



S8 | 1000L x 500W x 2100H
(with 4 halogen downlights)



S10C | 430L x 370W x 1620H
(with 1 halogen downlight)

Lamp



L05 Table Lamp



L06 Standing Lamp



L11 Standing Lamp



L19 Standing Lamp



L20 Standing Lamp

Barricade



A9B | 900H



A17/8 | 920H



A5B | 900H



A5C | 900H

Brochure Stand



A15B | 260L x 1270H



A15C | 260L x 1270H



A15D | 235L x 1500H



A15E | 300L x 1610H



A15G | 270L x 280W x 1380H



A15H Black



A15J | 240L x 1500H

Refrigerator



A42 | 420L x 400W x 820H



A43 | 550L x 550W x 1440H

Signage Stand



A49A | 570L x 1620H



A49B | 270L x 1280H



A49C | 220L x 1200H



A49D

Max: 2.4mH (inclusive of pole base)
Mid: 1.7mH (inclusive of pole base)
Min: 0.9mH (inclusive of pole base)

Miscellaneous



A20F | 550L x 1700H



A33 | 900L x 450W x 1500H



A33A | 1000L x 450W x 1050H



A55 | 440L x 990H



A4 | DIA. 230 x 280H

DEADLINE: 12 October 2017

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4251

Fax : (65) 6831 1368

Attn : Ms. Faith Garcia

Email : faithgarcia@kingsmen-int.com

kingsmen

A communication design & production group

FORM E4

ESMO Asia 2017

AUDIO VISUAL EQUIPMENT SERVICE

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 or S\$50.00 (Orders above S\$5000.00) for payment via telegraphic transfer.
3. Amount paid are non-refundable for cancellation received after 12 October 2017

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

1. Standard cables for equipment connection not exceeding 2m will be provided. Should you require the cable to be longer than 2m, it will be quoted separately.
2. The below quoted price does not include electrical supply.

DESCRIPTION OF SERVICES / ITEMS	UNIT COST *	QTY	COST *
VCD Player	S\$ 70.00		
DVD Player	S\$ 70.00		
Blue-Ray DVD Player	S\$ 460.00		
Pentium IV 3Ghz Processor Computer	S\$ 300.00		
Notebook Centrino 1.6Ghz	S\$ 500.00		
LCD Projector 2000 Ansi Lumen LCD with Standard Lens	S\$ 650.00		
6ft x 6ft Tripod Screen (Front Projection)	S\$ 130.00		
Free-Standing Plasma Floor Stand	S\$ 185.00		
19" LCD Data Monitor (Without Speaker)	S\$ 130.00		
20" LCD TV Monitor (Without Speaker)	S\$ 290.00		
32" LCD TV Monitor (With Speaker – HD Ready)	S\$ 520.00		
42" LCD TV Monitor (With Speaker – HD Ready)	S\$ 910.00		
50" Plasma Display Monitor with Floor Stand	S\$1,300.00		
46" Seamless Plasma Monitor (No Speakers – HD Ready)	Upon		
PA Systems	Upon		
Wireless/Handheld Microphone	Upon		
* Subject to 7% Goods & Services Tax (GST)	Total Cost Before GST		
* GST is not applicable for foreign-based exhibitors.	7% GST*		
	Total Cost Including		

PAYMENT (Please select preferred method of Payment)

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.
Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Kingsmen Exhibits Pte Ltd**
Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685
Account No.: **106-303-314-1**, Swift Code: **UOVBSGSG**

Company Name : _____ Stand No: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Authorized by : _____ Signature: _____

Date: _____

DEADLINE: 12 OCTOBER 2017

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4251

Fax : (65) 6831 1368

Attn : Ms. Faith Garcia

Email : faithgarcia@kingsmen-int.com

FORM E5

ESMO Asia 2017

FLOWERS AND PLANTS SERVICE

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 or S\$50.00 (Orders above S\$5000.00) for payment via telegraphic transfer.
3. Amount paid are non-refundable for cancellation received after 12 October 2017

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

Please check the box and return the form, if you require this service:

- ☐ I would like to be contacted with regards to ordering Flowers and Plants at my stand. Please have your representative contact me.

**Please be advised that flowers and plants are subject to availability and season*

PAYMENT (Please select preferred method of Payment)

<input type="checkbox"/>	For Local Exhibitors: Crossed cheque or bank draft made payable to Kingsmen Exhibits Pte Ltd. Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118
<input type="checkbox"/>	For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Kingsmen Exhibits Pte Ltd Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685 Account No.: 106-303-314-1 , Swift Code: UOVBSGSG

Company Name : _____ Stand No: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Authorized by : _____ Signature: _____

Date: _____

DEADLINE: 12 OCTOBER 2017

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4251

Fax : (65) 6831 1368

Attn : Ms. Faith Garcia

Email : faithgarcia@kingsmen-int.com

FORM E6

ESMO Asia 2017

STAND ASSISTANTS

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 or S\$50.00 (Orders above S\$5000.00) for payment via telegraphic transfer.
3. Amount paid are non-refundable for cancellation received after 12 October 2017

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

	Dates required:		No. of Assistants:
	From date: (dd/mm/yy)	To date: (dd/mm/yy)	
English-speaking Stand Hostess			
Interpreters Please specify language: _____			

PAYMENT (Please select preferred method of Payment)

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.
Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Kingsmen Exhibits Pte Ltd**
Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685
Account No.: **106-303-314-1**, Swift Code: **UOVBSGSG**

Company Name : _____ Stand No: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Authorized by : _____ Signature: _____

Date: _____

DEADLINE: 20 SEPTEMBER 2017

Please Return Form to:

MCI GROUP ASIA PACIFIC PTE LTD

20 Bendemeer Road, BS Bendemeer Centre, #04-02/06, Singapore 339914

Tel : (65) 6411 6643

Fax : (65) 6496 5599

Attn : Ms. Shalini Padman

Email : esmoasia@mci-group.com



FORM E7

ESMO Asia 2017

EXHIBITOR BADGES

- Owners, representatives and employees of exhibiting firms are entitled to request for two “exhibitor” badges free of charge.
- Additional Badges can be purchased at the free of SGD140 per badge
- Printed exhibitor badges will show first and last names, company name and country (Obligatory entry)

Exhibitor Entitlement – Two badges

First Name	Last Name	Company Name (to be printed on badge)	City	Country	Email

Additional Badge Order (SGD140 per badge)

First Name	Last Name	Company Name (to be printed on badge)	City	Country	Email

**Please make additional copies as required.*

PAYMENT

Payment details will be provided by ESMO upon receipt of the request.

Company Name:		Stand Number:	
Contact Name:			
Address:			
Tel:		Postal Code:	
Fax:		City:	
Email:		Country:	



EXHIBITOR LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for exhibitors to record contact information. The Lead technology runs with an app and uses a high quality bar code scanner attached to an iOS mobile device (iPod touch).

Exhibition Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The exhibitors configuration and product information is preloaded upon collection onsite

By simply scanning a visitor's badge with the iOS device, the contact is entered into the exhibitor's visitor database, including relevant product information and added comments. The data is synchronized with the server and can be exported as an excel file through an online platform.

New Lead Retrieval Features

- Configure products and services before the congress through an online portal.
- Connect the barcode scanners via the dock connector to an iOS device and take advantage of the fast and advanced scanning experience.
- Immediate access to visitors contact information (name, address and profile information) by scanning their badge with an iPod touch.
- See visitors contact information on the device right after scanning the badge.
- Complete missing contact information on the spot, take notes and automate follow-up activities.
- Quick scan mode for scanning delegates at industry and satellite symposia.
- No Wifi needed for the actual scanning process onsite.
- If Wifi is available, data is synchronized continuously.
- Download all data into an Excel file.



CTI MEETING TECHNOLOGY GmbH

Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID ATU58040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com
www.ctimeetingtech.com



Benefits for the exhibitor or industry symposia

- User-friendly, light and easy.
- The scanners connected to an iOS device allow exhibitors to be mobile within their reception areas.
- Web-based interface to set up products and services with control panel to access visitors data.
- On- or off-line scanning is possible, fast scan for symposia.
- Scanned data is synced to the server on scheduled intervals.
- Data is available as soon as the synchronization is finished.

Scan Options

1. **Scan and add details (Booth system)**
the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.
2. **Symposia scan (Symposium system)**
the visitor is effortlessly saved into your individual database, but the rental period is limited. Used for special occasions like company satellite or raffle.



Costs to the exhibitor

- The following standard prices are available for exhibitors:
 - € 475,00 net per iPod touch including scanner
 - € 399,00 net per iPod touch including scanner for symposia scans (maximum rental period of 3 hours, including staff)
- These costs are per rented device including the required software systems, staff (symposium scanning only) and an unlimited number of scans / amount of prepared individual data.

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www.ctimeetingtech.com



- Post-deadline (usually 4 weeks before event) orders are charged an extra € 100 net.
- All billing is carried out in advance by CTI Meeting Technology. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.
- Lead systems are rented according to CTI Meeting Technology General Terms & Conditions.
- The cost of lost, damaged or not completely returned hardware will be charged with € 550,00 per scanner, € 550,00 per iPod, € 50,00 per charging cable and € 50,00 per plug.

Additional Information

ESMO ASIA badges will be equipped with a bar code (contains the ID only) to collect data. This will allow ESMO ASIA exhibitors to bring and use their own devices.

- **Cost/ Webservice (external devices)**

The following standard prices are available:

- € 750,00 net for Webservice Set Up + € 1,25 per set of data before October 20th, 2017
- € 950,00 net for Webservice Set Up + € 1,55 per set of data after October 20th, 2017

Administrative Procedure

- 1. Order**
Please order the required number of iPods as soon as possible, in order to guarantee the availability as well as the early-bird rate prior to the deadline (October 20, 2017).
- 2. Order confirmation**
After receipt of your order, we will confirm the receipt, invoice and charge the amount due.
- 3. Configuration of products and services**
Set up of products and services before the exhibition through an online portal. Log In details will be sent two weeks prior to the conference.
- 4. Lead capture**
Pick up your iPod including scanner onsite at the lead service desk. Our staff will be available to answer your questions during the opening hours of the event. Scanned data is synchronized to the server automatically on scheduled intervals.
- 5. Data provision**
After synchronization with the database you can access, check, print or download your

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collected data from the online database. You may add relevant information during sales conversations, since not all delegates will provide their complete contact information during the registration process.

Terms and Conditions

- **Data:** Download of the data via the online database (print out of the list or download of an MS-Excel file). Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.
- **Services included:** Quotes are per scanning device, software and an unlimited number of scans.
- **Scanning:** Scanning is only allowed on the booth unless agreed by the organizer.
- **Invoicing:** Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.
- **VAT:** Quotations excl. 20% Austrian VAT
- **Payment term:** Invoices must be settled within two weeks after receipt, net without any obligations to CTI Meeting Technology. Devices cannot be handed out onsite unless CTI Meeting Technology received full payment.
- **Order deadline:** After the ordering deadline, CTI Meeting Technology does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.
- **Cancellation:** All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee. Orders cancelled within 30 days of the conference will not be refunded.
- **General Terms and Conditions:** This business is covered by the General Terms and Conditions of the CTI Meeting Technology GmbH.

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EXHIBITOR LEAD RETRIEVAL SYSTEMS

ORDER FORM

Company / Booth	<input type="text"/>
Contact person	<input type="text"/>
Email	<input type="text"/>
Bill To-Address	<input type="text"/>
Mobile (Onsite Contact)	<input type="text"/>
VAT (UID) Number	<input type="text"/>

SCANNERS

	Orders before October 20 th	Orders after October 20 th	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net	<input type="text"/>	<input type="text"/>
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net	<input type="text"/>	<input type="text"/>
Special Offer **	€ 1.099,00 net	€ 1.350,00 net	<input type="text"/>	<input type="text"/>

* iOS symposium system incl. staff (max. 3 hours rental period)

** Special offer: 1 iOS booth system + 2 symposia systems incl. scan staff

WEBSERVICE

	Orders before October 20 th	Orders after October 20 th	Units total	€ Total
Webservice (with your own device)	€ 750,00/ € 1,25 net*	€ 950,00/ € 1,55 net*	<input type="text"/>	<input type="text"/>

* per scanned lead

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SCAN OPTION

Symposia system: Please inform us about the session number(s) of your symposium and units per symposium.

Date	Time	Session n°	Room	Units/ symposium

PAYMENT

☐ Credit Card: ☐ VISA ☐ MASTER CARD ☐ AMEX

Number		Exp. Date	
Name		Code*	

*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

☐ Bank Transfer:

IBAN: AT 4432 000 000 08111304 / Swift: RLNWATWW

Herewith, I confirm the order of the mentioned number of scanners and accept the General Terms and Conditions incl. cancellation regulations:

Signature

Date of Signature

Please return the signed form to: +43 1 319 69 99 33 or leadsystem@ctimeetingtech.com

CTI MEETING TECHNOLOGY GmbH
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