

## EXHIBITOR MANUAL

# ESMO ASIA 2015

Singapore

**18-21 DECEMBER 2015**

### IMPORTANT DEADLINES

26 August 2015	Abstract submission
23 September 2015	Early registration
14 October 2015	Group registration, participant names to be supplied
04 November 2015	Late-breaking abstract submission
11 November 2015	Late registration

## IMPORTANT DEADLINES FOR EXHIBITOR

Description	Form No.	Deadline	Acknowledgement
Acknowledgement Form	--	Upon Receipt of Exhibitor Manual	MCI
Freight Instructions	A1	5 November 2015	Agility
IT & Telecommunications	A2	16 October 2015	Starhub
Snack Order	A3	16 October 2015	Suntec
Beverage Order	A4	16 October 2015	Suntec
Stand Construction	E1	11 November 2015	Kingsmen
Electrical Services	E2A	11 November 2015	Kingsmen
Service Location Plan <b>(Compulsory Form)</b>	E2B	11 November 2015	Kingsmen
Electrical Catalogue	E2C	11 November 2015	Kingsmen
Furniture Service	E3	11 November 2015	Kingsmen
AV Equipment Service	E4	11 November 2015	Kingsmen
Flowers & Plants	E5	16 October 2015	Kingsmen
Stand Hostesses	E6	16 October 2015	Kingsmen
Exhibitor badges	E7	16 October 2015	MCI
Clead Lead Retrieval	--	20 November 2015	Webges

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## LETTER OF ACKNOWLEDGEMENT

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

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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 2015 Exhibitor Manual.
- I understand all rules and regulations as outlined in the ESMO Asia 2015 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 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 by e-mail [esmoasia2015@mci-group.com](mailto:esmoasia2015@mci-group.com) upon receipt of the exhibitor manual.**

## 1) CONGRESS VENUE

### 1.1 VENUE ADDRESS

#### Suntec Singapore Convention & Exhibition Centre (Suntec)

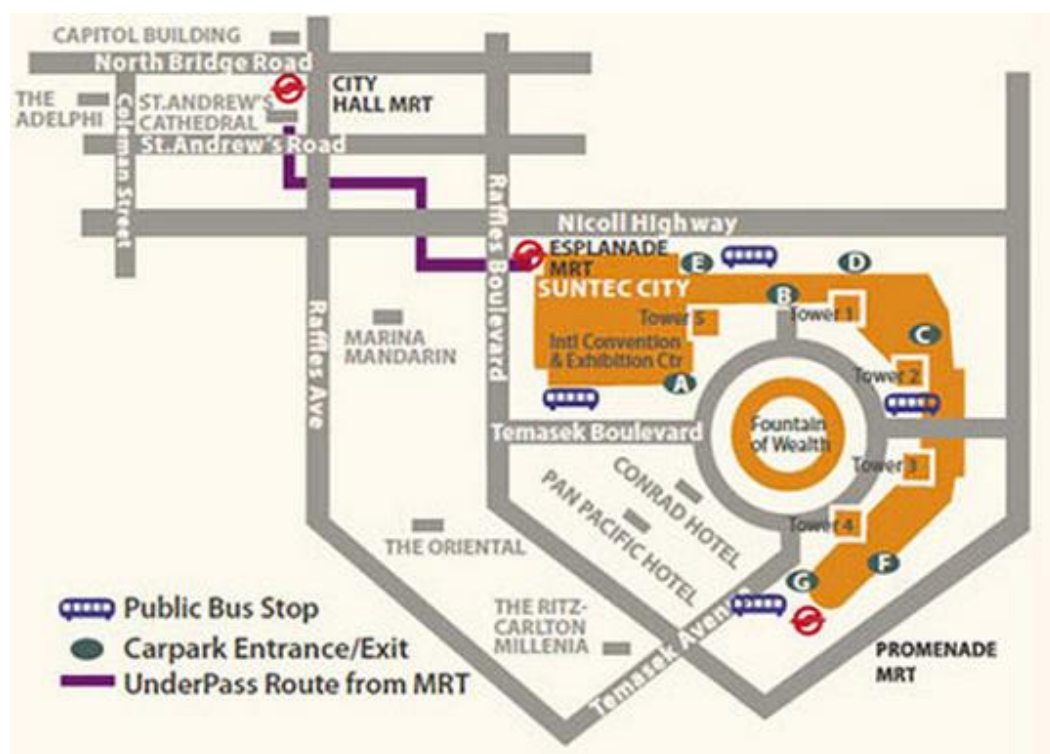
1 Raffles Boulevard, Suntec City

Singapore 039593

Contact: Ashley Simcox

Tel: +65 6337 2888

Email: [ashley.simcox@Suntecsingapore.com](mailto:ashley.simcox@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

3<sup>rd</sup> Floor

Singapore 498771

Contact: Serena Kum

Tel: +65 6571 5644

Fax: +65 6214 9592

Email: [SKum@agilitylogistics.com](mailto:SKum@agilitylogistics.com)

**Please get the rates of deliveries/shipments from Agility, at exhibitors' own cost**

## 2) IMPORTANT ADDRESSES

### 2.1 EXHIBITION MANAGEMENT, EXHIBITORS REGISTRATION & HOSPITALITY SUITES

#### **MCI Group Asia Pacific Pte Ltd (MCI)**

20 Bendemeer Road

#04-02 BS Bendemeer Centre

Singapore 339914

Contact: Vincent Yap/ Teo Lay Lay

Tel: +65 6496 5500

Fax: +65 6496 5599

Email: [esmoasia2015@mci-group.com](mailto:esmoasia2015@mci-group.com)

As of Wednesday, December 16, 2015 the Exhibition Service Desk at ESMO Asia 2015 (located in Hall 401 to 403) will be open, and from this time on you can reach us at our mobile phone numbers:

Contact: Vincent Yap/ Teo Lay Lay

Mobile: +65 8717 0018

#### **Exhibition Contractor**

#### **Kingsmen Exhibits Pte Ltd (Kingsmen)**

Kingsmen Creative Centre, 3 Changi South Lane

Singapore 486118

Contact: Patrick Wong

Senior Manager, Client Services

Tel: +65 6880 0454

Fax: +65 6880 0468

Email: [patrickwong@kingsmen-int.com](mailto:patrickwong@kingsmen-int.com)

### 2.2 CONGRESS MANAGEMENT

#### **ESMO Asia 2015 Congress Department (ESMO)**

ESMO Head Office

Via Luigi Taddei 4, 6962 Viganello-Lugano, Switzerland

Web: [www.esmoasia.org](http://www.esmoasia.org)

#### **Registration and General Information**

Contact: Nicole Bullo

Tel: +41 (0)91 973 19 39

Email: [registration@esmo.org](mailto:registration@esmo.org)

#### **Scientific Programme and Abstracts**

Contact: Debora Asta

Tel: +41 (0)91 973 19 95

Email: [programme@esmo.org](mailto:programme@esmo.org)

**Media Relations and Third-Party Media Activities**

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

**ESMO Asia 2015 Congress Secretariat**

MCI Group Asia Pacific Pte Ltd  
20 Bendemeer Road, #04-02 BS Bendemeer Centre, Singapore  
Web: [www.esmoasia.org](http://www.esmoasia.org)

**Sponsorship and Industry Relations**

Contact: Zarina Othman / Shalini Padman / Isaac Chia  
Tel: +65 6411 6642 / 6411 6643 / 6496 5546  
Email: [zarina.othman@mci-group.com](mailto:zarina.othman@mci-group.com)  
[shalini.padman@mci-group.com](mailto:shalini.padman@mci-group.com)  
[isaac.chia@mci-group.com](mailto:isaac.chia@mci-group.com)

**2.3 ACCOMMODATION****MCI Group Asia Pacific Pte Ltd (MCI)**

Contact: Teo Lay Lay/ Irene Goh  
Tel: +65 6496 5550/ +65 6496 5529  
Fax: +65 6496 5599  
Email: [esmoasia2015@mci-group.com](mailto:esmoasia2015@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  
3<sup>rd</sup> Floor  
Singapore 498771  
Contact: Serena Kum  
Tel: +65 6571 5644  
Fax: +65 6214 9592  
Email: [SKum@agilitylogistics.com](mailto:SKum@agilitylogistics.com)

**2.5 CATERING (EXCLUSIVE) FOR EXHIBITION STANDS & HOSPITALITY SUITES****Suntec Singapore Convention & Exhibition Centre (Suntec)**

1 Raffles Boulevard, Suntec City  
Singapore 039593  
Contact: Ashley Simcox  
Experience Manager  
Tel: +65 8261 3214 (Mobile)  
Email: [ashely.simcox@Suntecsingapore.com](mailto:ashely.simcox@Suntecsingapore.com)



## 2.6 LEAD SYSTEM / BADGE SCANNER

### Webges

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: [tamara.dworschak@webges.com](mailto:tamara.dworschak@webges.com) and [leadsystem@webges.com](mailto:leadsystem@webges.com)

## 3) TIME SCHEDULE

### 3.1 EXHIBITION – EXHIBITION HALL 401 - 404

#### SET-UP

Wednesday, Dec. 16 – Thursday, Dec. 17 2015 08.00hrs – 22.00 hrs

#### ATTENTION!

**Please note all crates need to be out on Thursday by 17.00 at the latest and set up needs to be finished by 19.00 hrs !!**

**NO OVERTIME POSSIBLE ON Thursday**

#### EXHIBITION HOURS

Friday	Dec. 18	12.30 – 17.30 hrs
Saturday	Dec. 19	08.30 – 16.30 hrs
Sunday	Dec. 20	08.30 – 16.30 hrs
Monday	Dec. 21	08.30 – 14.30 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 18.00 hrs (Friday) and 17.00 hrs (Saturday and Sunday).

#### DISMANTLING

Monday	Dec. 21	17.00 – 22.00 hrs
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### 3.2 HOSPITALITY SUITES

#### SET-UP

Thursday	Dec. 17	08:30 – 20.00 hrs
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#### OPERATION HOURS

Friday	Dec. 18	12.30 – 18.30 hrs
Saturday	Dec. 19	08.30 – 18.30 hrs
Sunday	Dec. 20	08.30 – 18.30 hrs
Monday	Dec. 21	08.30 – 16.00 hrs

#### DISMANTLING



Monday      Dec. 21      16.00 – 21.00 hrs

### 3.3 EXHIBITION SERVICE DESK – OPENING HOURS

Wednesday	Dec. 16	08.00 – 22.00 hrs
Thursday	Dec. 17	08.00 – 22.00 hrs
Friday	Dec. 18	08.00 – 17.30 hrs
Saturday	Dec. 19	08.00 – 16.30 hrs
Sunday	Dec. 20	08.00 – 16.30 hrs
Monday	Dec. 21	08.00 – 22.00 hrs

### 3.4 CATERING

One free-of-charge refreshment station will be open 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	Dec. 17	14.00 – 18.00 hrs
Friday	Dec. 18	08.00 – 18.00 hrs
Saturday	Dec. 19	07.30 – 18.00 hrs
Sunday	Dec. 20	07.30 – 18.00 hrs
Monday	Dec. 21	07.30 – 16.00 hrs

### 3.6 OPENING CEREMONY

All participants attending the Congress are welcome to attend the official Opening Ceremony on Friday, December 18 from 11:00 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 the MCI, to [esmoasia2015@mci-group.com](mailto:esmoasia2015@mci-group.com) by the 16 October 2015. 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:

[www.esmo.org/Conferences/ESMO-Asia-2015-Congress/Registration](http://www.esmo.org/Conferences/ESMO-Asia-2015-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.

## 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](http://www.esmoasia.org)

All Exhibitors are kindly invited to send to [esmoasia2015@mci-group.com](mailto:esmoasia2015@mci-group.com) the company details by 16 October 2015, as follows:

- company name to be listed online and in the programme book.
- company description (max 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

Hall 401 - 404 – Exhibition Halls

Hall height: 10.00 – 14.00 m

Max. Stand building height: 4.5m (\*\*)

Maximum floor load: 15,000 kg

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

If you use a raised floor there is no problem as the weight will be distributed, but if you use carpet only, please check the positions of the utility ducts and don't place heavy equipment there. For any assistance contact MCI.

\*\* Maximum stand building heights only with approval of the exhibition management, MCI.

### **Flooring:**

When laying carpet/mats only easy to-remove two-sided adhesive tape which 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 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 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 2.50 m are only allowed with prior approval of the booth layout – showing all height indications – by ESMO Exhibition Management, MCI.

#### 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 may 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: October 16, 2015. All plans are to be submitted to Kingsmen copy MCI**

#### 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 the 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 the Exhibition Management.
- **Corner stand**

- According to international custom, a corner booth shall be built open on 2 sides. At the 2 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 2.44 m (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 the 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 the Exhibition Management.
- **Peninsula stand**
    - According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides.
    - At the 3 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.
    - Therefore construction plans for approval are required as soon as possible.
    - 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 the 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 the Exhibition Management.
- **Island stand**
    - According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides.
    - At the 4 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 the Exhibition Management.

## 7.8 FURTHER CONSTRUCTION REGULATIONS

- MCI 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 the Exhibition Organisers, 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 2015.
- The 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 1: walls, curtains, false ceilings and ceilings, platforms and their coverings
  - Class 2: 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 the 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 nor Suntec nor either of 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 or Suntec, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MCI 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 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 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**

0700 – 1100 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](mailto:sales@suntecsingapore.com)

Advertising Space: [mediasales@suntecsingapore.com](mailto:mediasales@suntecsingapore.com)

Feedback: [marcoms@suntecsingapore.com](mailto:marcoms@suntecsingapore.com)

### **9.2 CENTRE'S PREMISE, FACILITIES & 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 Licence Area through the service elevators located at Basement One.

##### **9.2.4 For Approved On-site Freight Handling Agents**

The freight elevators to be used strictly for material handling, and only the Centre's approved On-site Freight Handling Agents are allowed to operate the elevators. Licensee may appoint any of the Centre's approved On-site Freight Handling Agents when required. Contact details of approved On-site Freight Handling Agents can be downloaded from the Approved Centre's Contractors / Service Providers List.

### **9.3 LOADING & UNLOADING BAYS / SERVICE VEHICLE LOTS**

#### **9.3.1 Loading & Unloading Bays**

The Centre provides Loading & Unloading Bays for receiving of freight deliveries shipments and goods. The Centre will not accept any freight deliveries / shipments or C.O.D. deliveries on behalf of the Licensee or Exhibitors before the Move-in Period. Any goods arriving prior to the Move-in Period will be handled by one of the approved On-site Freight Handling Agent. All crate storage will also be handled by the Centre's approved On-site Freight Handling Agents. Consignment of all shipments to be delivered to the Centre will be the responsibility of the Licensee or Exhibitors. Goods vehicles after loading & 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**

The Centre provides service vehicles lots for the Licensee's usage according to the booking of specified Licence Areas. 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 signages are located in the car park for easy identification.

### **9.4 SERVICES IN THE CENTRE**

#### **9.4.1 Air Conditioning & Ventilation**

##### **9.4.1.1 Mechanical Ventilation during Move-in Period and Move-out Period**

During the Move-in Period and Move-out Period relating to a Licence Area, only mechanical ventilation will be provided in respect of such Licence Area.

##### **9.4.1.2 Air conditioning during Show Day Period**

All air conditioning during the Show Day Period relating to a Licence Area will have pre-set temperature of 24 degC, +/- 1 degC in respect of such Licence Area. For preferred temperature settings, please contact your designated Experience Manager.

#### **9.4.1.3 Additional Air Conditioning**

When air conditioning is required during the Move-in Period and Move-out Period relating to a Licence Area (e.g. Rehearsals, Pre/post-event Activities), the Licensee shall pay for additional air conditioning usage in accordance with the Centre's prevailing air conditioning rates.

#### **9.4.2 AV & Sound**

The Centre provides a comprehensive range of Audio/Visual & Sound Services together with in-house technical support to meet your event's requirements. All AV & Sound services must only be provided by the Centre. Licensee is allowed to engage Approved AV & Sound Service Providers for specific requirements. Contact details of Approved AV & Sound Service Providers can be downloaded from the Approved Centre's Contractors / Service Providers List.

#### **9.4.3 Cleaning Contractors**

Licensee is required to engage his own cleaning contractors for booth cleaning and cleaning services within the Licence Area during the Licence Period (including Move-in & Move-out Periods) except for the following areas within the Centre:

- Public access areas (e.g. Toilets, escalators, elevators)
- Common areas (e.g. Concourse, Lobbies)
- Halls/Rooms booked for Conference and Banquet Events

#### **9.4.4 Food & Beverage**

The Centre offers an extensive range of Food & Beverage offerings to suit to your event's requirements. No Food & Beverage supplier or caterer will be allowed to supply or cater food & beverage in the Centre.

#### **9.4.5 IT & Telecommunications**

The Centre provides a comprehensive range of IT & Telecommunication services, such as telephone lines, broadband and other technical and support services to meet your event's requirements.

#### **9.4.6 Landscaping**

The Centre offers an extensive range of Landscaping offerings to suit to your event's requirements. In the event if the Licensee is to provide his own landscaping items, the guidelines for Placement of Live Plants & Floral Decorations must be observed and strictly complied.

#### **9.4.7 Registration Counters**

All registration counters deployed within the Centre must be provided and rented from the Centre. Licensee is not allowed to construct or engage 3rd party suppliers to provide registration counters.

## **9.5 GUIDELINES FOR CONSTRUCTION, INSTALLATION & 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 & Specifications.

9.5.1.2 All construction, installation and dismantling works shall be carried out at the expense of the Licensee 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 Licensee / Contractors / Service Providers will not cause or permit any damage to be caused to the Licence 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 Licensee.

9.5.1.4 The Centre shall be entitled to remove at the Licensee'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 & Rooms are to be installed and removed by the Centre's authorised personnel only. Any changes on the positioning of the operable walls, once set, will be charged to the Licensee.

### **9.5.3 Guidelines for Construction and Dismantling Of Booths and Exhibits**

#### **9.5.3.1 Constructing Guidelines & Materials**

- 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 2.
- 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 (4 feet) from doors opening to fire cabinets, electrical and mechanical riser and alarm call points.
- d) There shall be a firebreak of 3 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 3 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 may exceed three (3) metres (10 feet) in height directly underneath the fire curtains in the Exhibition and Convention 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 Licensee obtaining prior written approval from the Centre.

#### **9.5.4 Securing Guidelines, Marking Materials & 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 & 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 Licensee.
- 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 Licensee.
- e) The Licensee will be responsible for the removal of all tapes and residue marks within the Licence Area. Removal and damage incurred resulting from the use of non-recommended tape will be carried out by the Centre and charged to the Licensee.
- 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 Non Toxic Paints
- (iii) Covering the floor with plastic overlay or drop sheets
- (iv) No painting near the Centre's vertical structures (ie: walls, operable walls)
- (v) No washing of paint material within or surrounding the Centre

The Licensee 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 & Floral Decorations**

All live plants and floral decorations brought by the Licensee 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 & 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 Licence 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 Licensee against risk of fire. No naked flame is permitted in the Licence 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 & Equipment**

- a) The Licensee 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 Licensee by the Centre.

#### **9.5.8 Garbage Removal & Disposal**

a) During Move-in & Move-out Period

The Licensee / Contractors / Service Providers shall be solely responsible and liable for the removal of garbage and waste materials from the Licence and Service Area inclusive of Loading Bays and Access Ramps.

The Licensee / Contractors / Service Providers 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 Licensee / Contractors / Service Providers fail to keep the Licence 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 Licensee.

b) Throughout Licence 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 Licensee.

## **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 Licensees 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) Licensee'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.
- c) 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.
- d) 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.



- e) In compliance with the Smoking (Prohibition in Certain Places) Act, smoking is only permitted at designated locations within the Centre. Smoking is strictly prohibited in the Convention Hall, Exhibition Halls, Meeting Rooms, Concourse, Organisers' Offices, and Pre-Function Areas.

## **10) CONDITIONS FOR PARTICIPATION IN 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 the Exhibition Management sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management without giving cause. The Application Form must be filled in, signed with a legally competent signature and delivered to the 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 the Exhibition Management, if necessary.

The 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 the 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 (2 and a half) metres high; for any variation from this norm (2.44 metres) specific permission must be obtained from the Exhibition Management as soon as possible, at the latest by October 16, 2015. 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 the Exhibition Management. The 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 the 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 the Exhibition Management with regard 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, the Exhibition Management reserves the right to take the necessary steps at the cost of the exhibitor. The 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 the 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 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**

The 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. The 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 the 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. The 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 the Exhibition Management and no reimbursement will be made for such items. The 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 the 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 the Exhibition Management at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by the 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 the Exhibition Management in all such cases. The 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 the 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. The 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 the Exhibition Management can be excluded immediately from the exhibition by the 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 the Exhibition Management is indebted to the exhibitor, the exhibitor may

demand compensation instead of cash payment only with permission of the 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 Vienna, Austria is recognised. Electively the Exhibition Management may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian 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 2015 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, 18 December to Monday, 21 December 2015.

#### **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 2015 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](mailto:congress@esmo.org)) at least 6 weeks prior to the event.

#### **11.4 REPRODUCTION OF LOGOS**

Each company is entitled to use the official logo of ESMO Asia 2015 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 ([esmoasia2015@mci-group.com](mailto:esmoasia2015@mci-group.com)) will provide the ESMO Asia 2015 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 hospitality suite and are not allowed in any other area in, or leading to, the Congress venue. The ESMO Asia 2015 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 2015 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 2015 Industry Prospectus for more information on this sponsorship opportunity

### **11.5.4 Advertisements**

Advertisement of the exhibit is possible in the ESMO Asia 2015 Programme Book and ESMO Asia 2015 Congress Newspaper. All advertisements for these publications are subject to approval by the MCI. Promotion of a specific product does not mean acceptance or endorsement by MCI and it is under the responsibility of the sponsoring company, to comply with Singapore and European laws, where applicable. Consult the ESMO Asia 2015 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 2015 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 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 2015 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 2015 Industry Guidelines and will affect the future conference 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 2015 Exhibitor Manual. Any aspect that is not covered in the ESMO Asia 2015 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 the Exhibition Management Company judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Exhibition Management Company 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 2015 Exhibitor Manual.

#### **11.16 CATERING**

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All exhibitors offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer at Suntec Singapore Convention and Exhibition Centre.

#### **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, 18 December 2015 from 11:00 hrs to 12:30 hrs. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 18 December 2015 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 HOSPITALITY SUITES**

Hospitality suites are available and their rental is offered to exhibitors only. Hospitality suites may be rented in the congress venue if at least 40 sqm of exhibition space has been booked and paid for by the company. The organisation of activities which are not classifiable as purely promotional (press conferences, educational activities, surveys etc) are subject to ESMO approval. ESMO will not allow any official hospitality suites or anything similar in places other than the congress venue from the Tuesday preceding the Congress up to and including the Wednesday after the Congress. For further information on the rental, please contact the Exhibition Management Company.

### **11.19 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.

### **11.20 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 2015 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.

### **11.21 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.

### **11.22 THE ESMO CONGRESS IS A NON-SMOKING EVENT.**

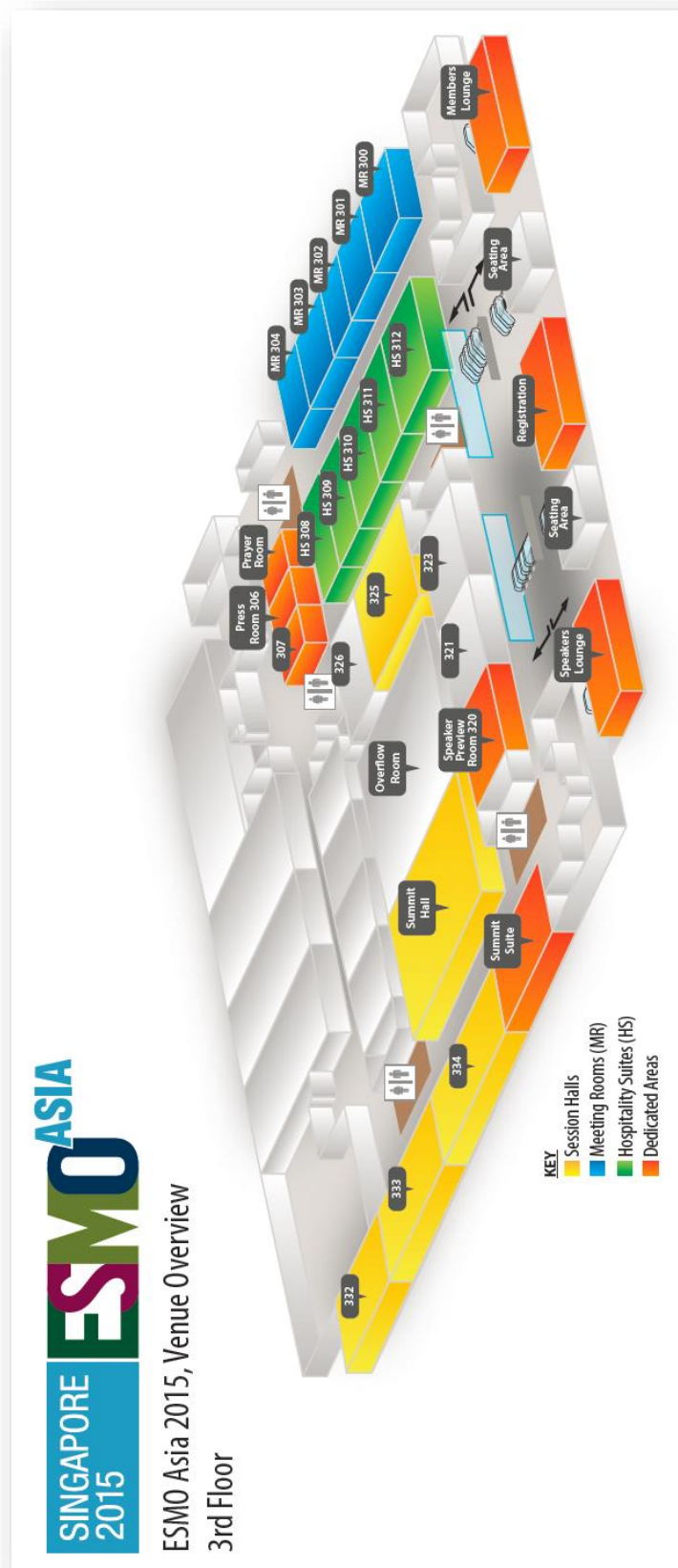
**11.23 ANY INFRACTION(S) TO OUR ESMO ASIA 2015 EXHIBITION RULES** will follow the procedure outlined in the Terms and Conditions that are included in the ESMO Asia 2015 Exhibitor Manual on page 17.

#### **11.24 FINAL CLAUSE**

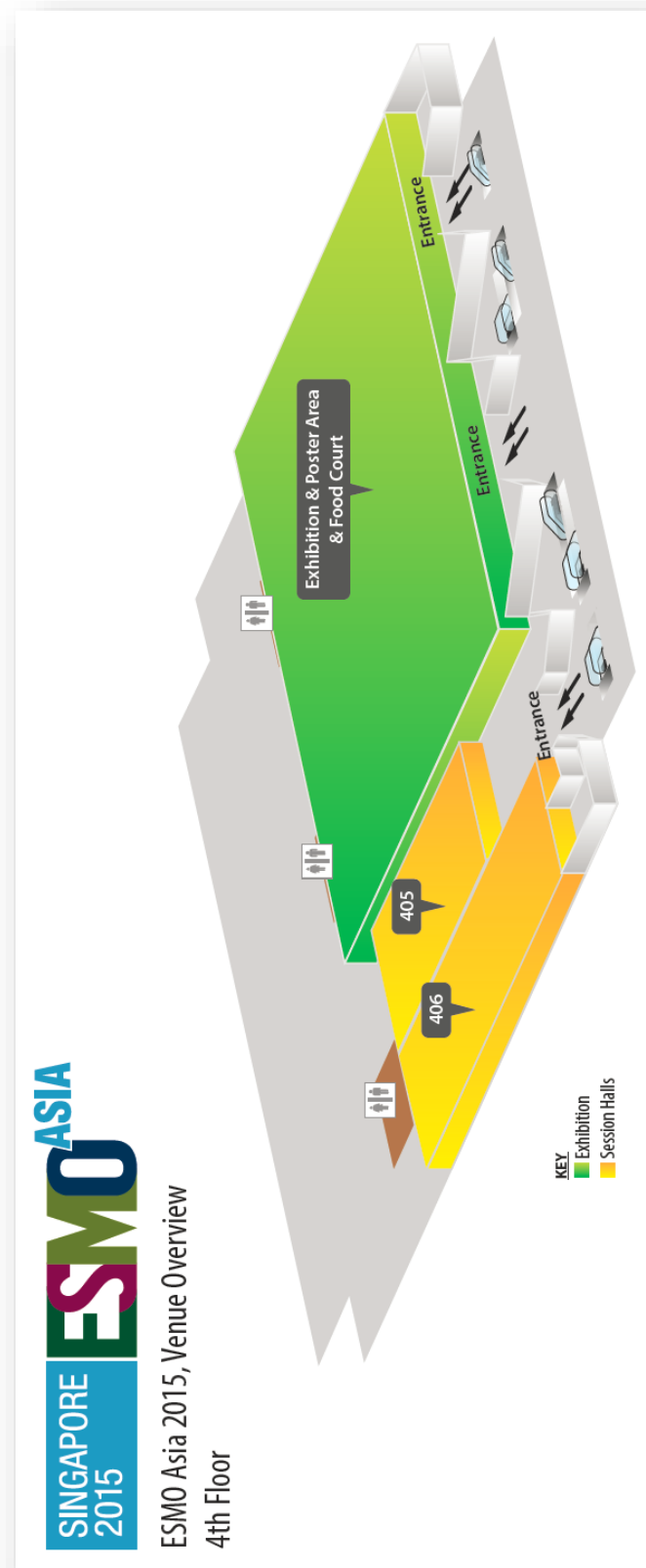
In cases not covered by the regulations in the ESMO Asia 2015 Exhibition Rules, ESMO's interpretation shall be final.



## Level 3 Venue Overview



## Level 4, Venue Overview





Show Name : **ESMO Asia 2015**  
 Show Dates : **18 - 21 December 2015**  
 Show Venue : **SUNTEC**  
 City, Country : **Singapore**

**FORM RETURN DEADLINE:**

**General Cargo**  
**4 weeks before exhibition**

**Medical Equipment/Devices**  
**6 weeks before exhibition**

## 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	:	<b>08 - 10 December 2015</b>
Receipt of documents for seafreight consignments	:	<b>26 November 2015</b>
Receipt of documents for airfreight consignments	:	<b>01 December 2015</b>
Arrival of seafreight consignments	:	<b>03 - 08 December 2015</b>
Arrival of airfreight consignments	:	<b>08 - 10 December 2015</b>
Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits	:	<b>6 Weeks before show</b>
Receipt of Product Catalogues for <b>Medical Devices/Equipments</b>	:	<b>6 Weeks before show</b>

**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, 3<sup>rd</sup> Floor, Singapore 498771  
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593  
 For: **ESMO Asia 2015**

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, 3<sup>rd</sup> 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)<sup>^</sup>
- B) Telephone Line (Local & IDD Access – IDD Usage is Chargeable)<sup>^</sup>!
- 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 (3<sup>rd</sup> Party Issue)

1 <sup>st</sup> 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) <sup>^</sup>
- B) ISDN2 (Local & IDD Access) <sup>^</sup>!
- 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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](http://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: \_\_\_\_\_

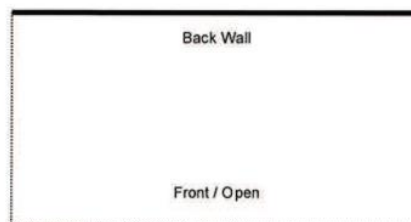
**Booth Plan**

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*

This is a DAILY ORDER FORM only, please ask for TAX INVOICE

**SNACK ORDER FORM**

Name of Event: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
Exhibitor/Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Exhibitor/Company Address: \_\_\_\_\_  
Telephone (Office): \_\_\_\_\_ (Fax): \_\_\_\_\_ (Mobile): \_\_\_\_\_  
On-site Contact Person: (Dr/Mr/Ms/Mdm) \_\_\_\_\_ On-site Mobile: \_\_\_\_\_

Description	Pcs / Box	S\$ / Box	No. of Boxes	Total (S\$)	Description	Pcs / Pack	S\$ / Pack	No. of Packs	Total (S\$)
<b>COLD SELECTIONS</b>					<b>DISPOSABLE WARE</b>				
Mini Sandwiches with Chicken Roll & Cheese	24	50.00			Plastic Fork 6"	12	7.00		
Mini Tortilla Wrap with Tuna & Cheese	24	50.00			Plastic Plate 9"	12	8.00		
Chocolate Brownies with Walnut and Strawberry	24	50.00			Paper Cup 8 oz	12	7.00		
American Cheesecake	24	50.00			Cup Plastic Stirrer	50	3.00		
Tutti Frutti in Pastry Shell	24	60.00			Cocktail Napkins (250 pcs/box)	1 box	8.00		
Assorted Macaroon	24	60.00			<b>CUTLERY - STAINLESS STEEL</b>				
<b>HOT SELECTIONS</b>					Dessert Fork	12	20.00		
Soya Glazed Teriyaki Chicken Skewer	24	50.00			Dessert Knife	12	20.00		
Seafood Cake with Vanilla	24	50.00			Dessert Spoon	12	20.00		
Chilli Dip	24	50.00			<b>CHINAWARE</b>				
Chicken Frank Roll	24	50.00			Dessert Plate	12	20.00		
Chicken Karaage	24	50.00			Coffee cups with Teaspoons and Saucers	12	20.00		
Mushroom Quiche with Cheese	24	50.00			<b>SERVICE STAFF</b>				
*Each food order is inclusive of 1 dozen of plastic plates, plastic forks and cocktails napkins*					Minimum 4 Hours	1 staff	140.00		
<b>SUB TOTAL AMOUNT</b> (Subject to 10% Service Charge & Prevailing Taxes)					Additional Hour	1 staff	35.00		
					<b>SUB TOTAL AMOUNT</b> (Subject to 10% Service Charge & Prevailing Taxes)				
					<b>GRAND TOTAL (Inclusive of 10% Service Charge &amp; Prevailing Taxes)</b>				

DATE & TIME OF DELIVERY	LOCATION	REMARKS

**ORDERED AND CONFIRMED BY CLIENT:**

Name: (Dr/ Mr/Ms/Mdm) \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZED GUEST ON-SITE (Only applicable if different from Client who made the ordered and confirmation):**

Name: (Dr/ Mr/Ms/Mdm) \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Please Charge the Above Grand Total Amount S\$ \_\_\_\_\_ inclusive of 10% service charge & prevailing taxes

Credit Card Type : AMEX / DINERS / MASTER / VISA

V-CODE : \_\_\_\_\_

Credit Card No : \_\_\_\_\_

Expiry Date : \_\_\_\_\_ / \_\_\_\_\_

Name as on Credit Card: \_\_\_\_\_

Signature on Credit Card: \_\_\_\_\_

**ACKNOWLEDGEMENT BY SUNTEC SINGAPORE :**

Name and Designation: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note :**

- All prices are subject to 10% service charge and prevailing government taxes.
- Pre-show orders must be placed 14 working days before the actual show dates.
- Show day orders must be placed 1 working day (24 hours) for delivery (Subject to availability).
- All food & beverage orders exclude the provision of service staff.
- The above orders exclude the provision of disposable wares, unless otherwise stated.
- Please email all orders and enquiries to [sales@suntecsingapore.com](mailto:sales@suntecsingapore.com)
- Cancellation of any confirmed order is subject to 100% cancellation charge.
- All confirmed orders are non-refundable and non-returnable.
- For credit card payment, photocopy of the front & back of the credit card is required.
- As the above authorized signatory, I will undertake and honour the above charges levied by Suntec Singapore.

Contact us today to place your order

Email: [sales@suntecsingapore.com](mailto:sales@suntecsingapore.com) Sales Hotline: (65) 6820 3883

V010613





**FORM A4**

The Preferred Place To Meet

This is a DAILY ORDER FORM only, please ask for TAX INVOICE

**BEVERAGE & EQUIPMENT ORDER FORM**

Name of Event: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Exhibitor/Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Exhibitor/Company Address: \_\_\_\_\_  
 Telephone (Office): \_\_\_\_\_ (Fax): \_\_\_\_\_ (Mobile): \_\_\_\_\_  
 On-site Contact Person: (Dr/Mr/Ms/Mdm) \_\_\_\_\_ On-site Mobile: \_\_\_\_\_

Beverage Description	Unit	S\$ / Unit	Qty	Total (S\$)	Equipment / Miscellaneous Item Description	Unit	S\$ / Unit	Qty	Total (S\$)
<b>CHAMPAGNE / WINE</b>					<b>WATER DISPENSER</b> (Per Day Rental, 2 Weeks Notice required)				
Sparkling Wine	75cl/Btl	80.00			Water Dispenser**	Per Unit	130.00		
House Champagne	75cl/Btl	140.00			**Inclusive of 100 Plastic Cups & 18.9L of Drinking Water Tub				
House Red Wine	75cl/Btl	55.00			<b>COFFEE MACHINE</b> (Per Day Rental, 2 Weeks Notice required)				
House White Wine	75cl/Btl	55.00			Coffee Machine - 1 x 13Amp (Self Refillable water)***	Per Unit	250.00		
<b>BEER / STOUT</b>					Coffee & Cappuccino Machine	Per Unit	300.00		
Anchor (330ml/Can)	24 Cans	140.00			***Client to provide required power supply. Inclusive of Coffee Beans (500gm), 60 Stirrers, 60 Creamer, 120 Sugar, 60 Paper Cups (8oz)				
Tiger (330ml/Can)	24 Cans	170.00			<b>GLASSWARE</b> (Per Rack)				
ABC Stout (330ml/Can)	24 Cans	190.00			Water Goblet	25 Pcs	40.00		
Guinness (330ml/Can)	24 Cans	250.00			Wine Glass	25 Pcs	40.00		
Tiger Beer (1 Barrel = 90 Glasses)*	Per Barrel	700.00			Champagne Flute	36 Pcs	40.00		
*Client to provide 1 x 13Amp Power Supply. Inclusive of rental of Beer Dispenser, 90 glasses per day usage					HighBall Glass	36 Pcs	40.00		
<b>MINERAL / AERATED WATER</b>					<b>MISCELLANEOUS ITEMS</b>				
Evian (330ml/Btl)	24 Btls	80.00			Ice Cubes (In Styroform Box)	2 Kg	10.00		
Badoit Sparkling Water (330ml/Btl)	24 Btls	85.00			Wine Opener	1 Pk	10.00		
Pepsi (330ml/Can)	24 Cans	50.00			Paper Cup (8oz)	12 Pcs	7.00		
7-Up (330ml/Can)	24 Cans	50.00			Drinking Water Tub (18.9L)	1 Tub	30.00		
Mirinda Orange (330ml/Can)	24 Cans	50.00			Coffee Beans (500gm)	1 Pkt	25.00		
<b>FRUIT JUICE</b>					Tea Bags (100 Sachets)	1 Box	25.00		
Orange Juice (250ml/Btl)	24 Btls	80.00			White Sugar (250 Sachets)	1 Bag	15.00		
<b>COFFEE &amp; TEA</b>					Brown Sugar (250 Sachets)	1 Bag	15.00		
Coffee / Tea (1 Canister = 45 Cups)*	Per Canister	180.00			Creamer (240 Sachets)	1 Box	25.00		
Coffee / Tea (1 Airport = 10 Cups)*	Per Canister	40.00			Peanut (500gm)	1 Pkt	10.00		
*Inclusive of Stirrers, Creamer & Sugar Sachets, Paper Cups (8oz)					Potato Chips (500gm)	1 Pkt	15.00		
<b>SUB TOTAL AMOUNT</b> (Subject to 10% Service Charge & Prevailing Taxes)					Fresh Milk (1L)	1 Pkt	5.00		
					<b>SUB TOTAL AMOUNT</b> (Subject to 10% Service Charge & Prevailing Taxes)				
					<b>GRAND TOTAL</b> (Inclusive of 10% Service Charge & Prevailing Taxes)				

DATE & TIME OF DELIVERY	LOCATION	REMARKS

**ORDERED AND CONFIRMED BY CLIENT:**

Name: (Dr/ Mr/Ms/Mdm) \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZED GUEST ON-SITE** (Only applicable if different from Client who made the ordered and confirmation):

Name: (Dr/ Mr/Ms/Mdm) \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Please Charge the Above Grand Total Amount S\$ \_\_\_\_\_ inclusive of 10% service charge & prevailing taxes

Credit Card Type : AMEX / DINERS / MASTER / VISA V-CODE : \_\_\_\_\_

Credit Card No : \_\_\_\_\_ Expiry Date : \_\_\_\_\_ / \_\_\_\_\_

Name as on Credit Card: \_\_\_\_\_ Signature on Credit Card: \_\_\_\_\_

**ACKNOWLEDGEMENT BY SUNTEC SINGAPORE :**

Name and Designation: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note :**

- All prices are subject to 10% service charge and prevailing government taxes
- Pre-show orders must be placed 14 working days before the actual show dates.
- Show day orders must be placed 1 working day (24 hours) for delivery (Subject to availability).
- All food & beverage orders exclude the provision of service staff.
- The above orders exclude the provision of disposable wares, unless otherwise stated.
- Please email all orders and enquiries to [sales@suntecsingapore.com](mailto:sales@suntecsingapore.com)
- Cancellation of any confirmed order is subject to 100% cancellation charge.
- All confirmed orders are non-refundable and non-returnable.
- For credit card payment, photocopy of the front & back of the credit card is required.
- As the above authorized signatory, I will undertake and honour the above charges levied by Suntec Singapore.

Contact us today to place your order

Email: [sales@suntecsingapore.com](mailto:sales@suntecsingapore.com) Sales Hotline: (65) 6820 3883

V010613



## 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: 11<sup>th</sup> NOVEMBER 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 0096

Fax : (65) 6831 1368

Attn : Ms. XANDRA LIM

Email : [xandralim@kingsmen-int.com](mailto:xandralim@kingsmen-int.com)

**FORM E2A**

**ESMO Asia 2015**

**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 18<sup>th</sup> November 2015.

**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 11 <sup>th</sup> November 2015	STANDARD RATE (SGD) Submit after 11 <sup>th</sup> November 2015	QTY	TOTAL (SGD)
<b>SECTION A – INDIVIDUAL FITTINGS</b>					
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		
<b>SECTION B – FOR CONNECTION TO LIGHTING ONLY</b>					
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) * GST is not applicable for foreign-based exhibitors.		Total Cost Before GST			
		7% GST*			
		Total Cost Including GST			
Please indicate the locations of the above requirement on the Service Location Plan. (Form E2B)					
<b>PAYMENT (Please select preferred method of Payment)</b>					
<input type="checkbox"/> <b>For Local Exhibitors: Crossed cheque or bank draft</b> made payable to Kingsmen Exhibits Pte Ltd. Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118					
<input type="checkbox"/> <b>For Overseas Exhibitors: Telegraphic Transfer</b> – Please make payment in SGD to the following account: <b>Kingsmen Exhibits Pte Ltd</b> Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685 Account No.: <b>106-303-314-1</b> , Swift Code: <b>UOVBSGSG</b>					

Company Name : \_\_\_\_\_ Stand No: \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel : \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Authorized by : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**DEADLINE: 11<sup>th</sup> NOVEMBER 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 0096

Fax : (65) 6831 1368

Attn : Ms. XANDRA LIM

Email : [xandralim@kingsmen-int.com](mailto:xandralim@kingsmen-int.com)

**FORM E2B**

**ESMO Asia 2015**

### 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 18<sup>th</sup> November 2015.

**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.

<div style="display: flex; justify-content: space-between; font-size: small;"> <span>Left</span> <span>Back of Booth</span> <span>Right</span> </div> <div style="position: relative; height: 150px;"> <div style="position: absolute; left: -20px; top: 50%; transform: translateY(-50%); transform-origin: left top; white-space: nowrap;">Indicate Adjacent Booth No. in this direction.</div> <div style="position: absolute; right: -20px; top: 50%; transform: translateY(-50%); transform-origin: right top; white-space: nowrap;">Indicate Adjacent Booth No. in this direction.</div> <div style="position: absolute; bottom: -20px; left: 50%; transform: translateX(-50%); white-space: nowrap;">Front of Booth (Aisle)</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Left</span> <span>Right</span> </div>	<p>Legend (Use only the items applicable):</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 30%;">△</td> <td style="width: 30%;">SPOTLIGHT</td> <td style="text-align: center; width: 30%;">⎓</td> <td style="width: 10%;">FLUORESCENT LIGHT</td> </tr> <tr> <td style="text-align: center;">SO</td> <td>SOCKET POINT</td> <td style="text-align: center;">F</td> <td>FLOODLIGHT</td> </tr> <tr> <td style="text-align: center;">E</td> <td>ELECTICAL SUPPLY (ISOLATOR)</td> <td style="text-align: center;">CA</td> <td>COMPRESSED AIR SUPPLY</td> </tr> <tr> <td style="text-align: center;">W</td> <td>WATER SUPPLY</td> <td style="text-align: center;">D</td> <td>DRAINAGE</td> </tr> </table>	△	SPOTLIGHT	⎓	FLUORESCENT LIGHT	SO	SOCKET POINT	F	FLOODLIGHT	E	ELECTICAL SUPPLY (ISOLATOR)	CA	COMPRESSED AIR SUPPLY	W	WATER SUPPLY	D	DRAINAGE
△	SPOTLIGHT	⎓	FLUORESCENT LIGHT														
SO	SOCKET POINT	F	FLOODLIGHT														
E	ELECTICAL SUPPLY (ISOLATOR)	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: 11<sup>th</sup> NOVEMBER 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 0096

Fax : (65) 6831 1368

Attn : Ms. XANDRA LIM

Email : [xandralim@kingsmen-int.com](mailto:xandralim@kingsmen-int.com)

**FORM E3**

**ESMO Asia 2015**

**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 18<sup>th</sup> November 2015.

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) <small>Submit on/before 11<sup>th</sup> November 2015</small>	UNIT COST * (SGD) <b>Additional 30%</b> <small>Submit after 11<sup>th</sup> November 2015</small>	TOTAL (SGD)
* 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		

**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
C1E	Arm Chair	65.00
C1F	Arm Chair	65.00
C1H	Arm Chair	65.00
C1I	Arm Chair (Black) Seat	65.00
C1J	Arm Chair (Brown Seat)	65.00
C1M	Arm Chair	65.00
C1N	Arm Chair	65.00
C1W	Arm Chair	75.00
C1X	Arm Chair	65.00
C5	Banquet Chair	30.00
C6	Banquet Chair	30.00
C7	Banquet Chair	30.00
C7C	Banquet Chair	40.00
C7D	Banquet Chair	40.00
C7H	Banquet Chair	55.00
C7M	Banquet Chair	50.00
C7P	Banquet Chair	50.00
C7U	Bistro Chair	60.00
C7Z	Bistro Chair	60.00
C7Z1	Bistro Chair (White)	60.00
C7Z2	Bistro Chair (Blue)	60.00
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
C9K	Bar Stool	50.00
C9L	Bar Stool	50.00
C9M	Bar Stool	45.00
C9N	Bar Stool	50.00
C10A	Bar Stool (Black)	40.00
C10H	Bar Stool (Black)	65.00
C10I	Bar Stool (Red)	65.00
C10J	Bar Stool (Pink)	65.00
C10K	Bar Stool (Grey)	65.00
C10L	Bar Stool (Turquoise)	65.00
C10S	Bar Stool (White)	65.00
C10T	Bar Stool (Dark Brown)	65.00
C10W	Bar Stool (Green)	65.00
C10U	Bar Stool (White)	40.00
C10V	Bar Stool (White)	65.00
C10V1	Bar Stool (Black)	65.00
C10X	Bar Stool (White)	65.00
C10Y	Bar Stool (Red)	65.00
C16C	Banquet Chair	40.00
C16E	Banquet Chair	50.00
C16H	Banquet Chair	50.00
C16J	Banquet Chair	50.00
C16K	Banquet Chair	50.00
C16N	Bistro Chair	55.00
C16N1	Bistro Chair	55.00
C16N2	Bistro Chair	55.00
C16P	Banquet Chair	50.00
C16R	Banquet Chair	50.00

CHAIRS		
CODE	DESCRIPTION	\$S
C16S	Bistro Chair	55.00
C16T	Banquet Chair (Black)	50.00
C16T1	Banquet Chair (Brown)	50.00
C16U	Bistro Chair	45.00
C16V	Bistro Chair	45.00
C16W	Bistro Chair	55.00
C16X	Bistro Chair	55.00
C22	Folding Chair (Black)	15.00
C23	Folding Chair (White)	15.00
C29B	Conference Chair	50.00
C29E	Conference Chair	50.00
C29F	Conference Chair	50.00
C29G	Conference Chair	50.00
C29J	Conference Chair	50.00
C29K	Conference Chair	50.00
C30	Typist Chair	35.00
C30D	Typist Chair	40.00
C30E	Typist Chair	40.00
C39	Fabric Sofa (Grey)	50.00
C39F	Fabric Sofa (Red)	70.00
C39N	Fabric Sofa (Navy Blue)	70.00
C39P	Fabric Sofa (Black)	70.00
C39R1	Leather Sofa	80.00
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
A37A	Curved Info Counter	75.00
T1	Coffee Table (Glass Top)	45.00
T2	Coffee Table	45.00
T2A	Coffee Table	45.00
T2C	Coffee Table	50.00
T2D	Coffee Table	50.00
T2E	Coffee Table	55.00
T2F	Coffee Table	55.00
T3	Coffee Table	40.00
T3A	Coffee Table	40.00
T3A2	Coffee Table	40.00
T3B	Coffee Table	40.00
T3B2	Coffee Table	40.00
T3C	Coffee Table	40.00
T7	Information Table	50.00
T7A	Information Table	75.00
T10C	Cocktail Table (Brown)	65.00
T10D	Cocktail Table (Black)	65.00
T10F	Cocktail Table (White)	65.00
T10H	Cocktail Table	75.00
T12/15	Conference Table (White)	90.00
T19A	Round Table (Glass)	55.00
T19B/21	Round Table	50.00
T19D	Round Table (Glass)	65.00

TABLES		
CODE	DESCRIPTION	\$S
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

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
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	60.00
A15H	Brochure Stand	60.00
A17/8	Barricade (1 metre per set)	35.00
A9A	Barricade	35.00
A9B	Barricade	35.00
A20	Coat Stand	80.00
A33	Easel	50.00
A42	Refrigerator	200.00
A43	Refrigerator	300.00
A47A	System Shelf	110.00
A47B	System Shelf	90.00
A47C	System Shelf	100.00
A47D	System Shelf	80.00
A49A	Signage Stand	100.00
A49B	Signage Stand	100.00
A49C	Signage Stand	100.00
A55	Plastic Bags Stand	45.00
L05	Table Lamp	65.00
L06	Standing Lamp	95.00
L11	Standing Lamp	85.00
L19	Standing Lamp	90.00
L20	Standing Lamp	95.00



## Chairs

### Arm Chair



C1C | 400L x 430W x 460H



C1D | 400L x 430W x 470H



C1E | 500L x 450W x 460H



C1F | 460L x 430W x 450H



C1H | 540L x 460W x 450H



C1I (Black Seat)  
540L x 460W x 450H



C1M | 510L x 590W x 470H



C1N | 570L x 490W x 445H



C1W | 580L x 580W x 460H



C1X | 560L x 510W x 510H

### Bistro Chair



C5 | 470L x 430W x 470H



C7 | 470L x 430W x 470H



C6 | 480L x 430W x 450H



C7C | 390L x 400W x 460H



C7D | 390L x 400W x 460H



C7M | 460L x 400W x 460H



C7H | 450L x 450W x 450H



C7P | 400L x 420W x 450H



C7U | 350L x 400W x 490H



C7Z | 400L x 470W x 450H

Stocks are subject to availability. Dimesions are approximate in millimetre

## Chairs

### Bistro Chair



C721 | 570L x 465W x 440H



C16C | 460L x 450W x 430H



C16E | 470L x 420W x 460H



C16H | 420L x 460W x 465H



C16J | 430L x 520W x 460H



C16K | 420L x 520W x 460H



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



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

### Folding Chair



C22 Black



C23 | 460L x 400W x 450H

Stocks are subject to availability. Dimesions are approximate in millimetre

## 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



C29I | 640L x 530W  
x 390 / 500H



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

### Typist Chair



C30 | 460L x 530W  
x 390 / 480H



C30D | 460L x 530W  
x 390 / 480H



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



C39N | 710L x 680W x 490H



C39P | 710L x 680W x 490H



C39V | 720L x 760W x 420H



C39AD3 | 1760L x 870W x 420H

Stocks are subject to availability. Dimesions are approximate in millimetre



## Sofas / Stools

### 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



C39AEZ | 1760L x 960W x 470H



C39AF | 960L x 680W x 450H



C39R1 | 800L x 730W x 430H



C39R2 | 1300L x 730W x 430H



C39R3 | 1820L x 730W x 430H



C8U Black  
(400H)

C8D | DIA 380 X 460H



C8G  
Green

C8I  
Blue

C8F | 390L x 390W x 420H  
C8G | 460L x 460W x 450H  
C8I | 455L x 455W x 455H



C8J | DIA 640 X 380H



C8K1  
Black

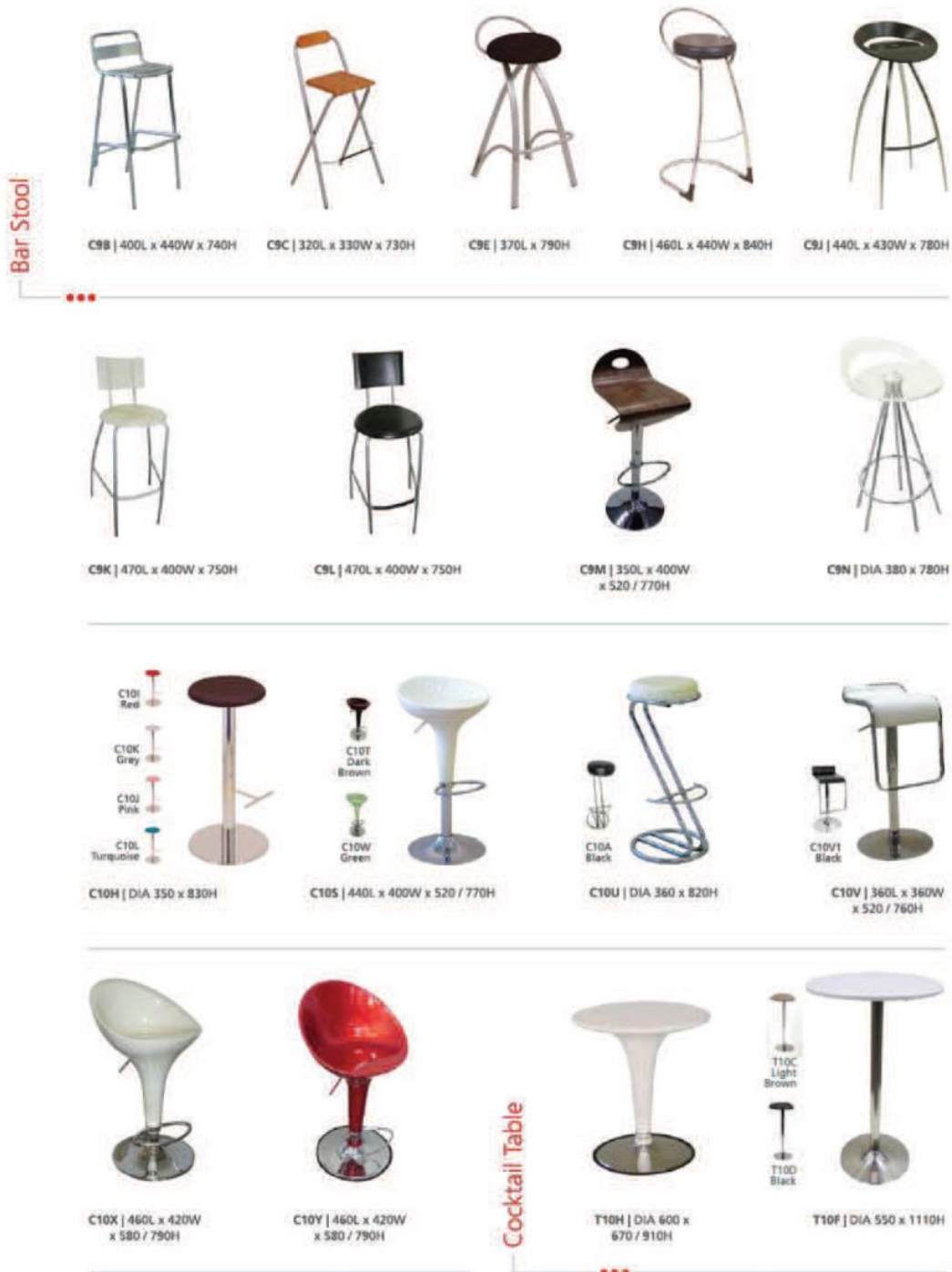
C8K2  
Red

C8K | 1200L x 440W x 400H

### Low Stool

Stocks are subject to availability. Dimesions are approximate in millimetre

## Stools / Tables



*Stocks are subject to availability. Dimesions are approximate in millimetre*

## Tables

### Coffee Table



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



T3C | 500L x 500W x 420H



T3B | 1000L x 500W x 420H



T3B2 | 900L x 550W x 450H



T2C | DIA 800 x 345H



T2D | 920L x 1260W x 400H



T2E | DIA 750 x 400H  
2-Tiered



T2F | DIA 750 x 450H  
2-Tiered



T19A | DIA 750 x 750H

### Round Table



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

*Stocks are subject to availability. Dimesions are approximate in millimetre*

## Tables / Miscellaneous



Stocks are subject to availability. Dimesions are approximate in millimetre

## Miscellaneous

### 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

### 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

Stocks are subject to availability. Dimensions are approximate in millimetre



## Miscellaneous

Brochure Stand					
	A15B   260L x 1270H	A15C   260L x 1270H	A15D   235L x 1500H	A15E   300L x 1610H	A15G   270L x 280W x 1380H
	...				
Barricade					
	A9A   900H	A9B   900H	A17/B   920H	A5B   900H	A5C   900H
	...				
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		
	...				
Miscellaneous					
	A20   550L x 1700H	A33   900L x 450W x 1500H	A55   440L x 990H	A4   DIA 230 x 280H	
	...				

Stocks are subject to availability. Dimesions are approximate in millimetre

**DEADLINE: 11<sup>th</sup> NOVEMBER 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 0096

Fax : (65) 6831 1368

Attn : Ms. XANDRA LIM

Email : [xandralim@kingsmen-int.com](mailto:xandralim@kingsmen-int.com)

**FORM E4**

**ESMO Asia 2015**

### AUDIO VISUAL EQUIPMENT SERVICE

4. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
5. 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.
6. Amount paid are non-refundable for cancellation received after 18<sup>th</sup> November 2015

**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 Request		
PA Systems	Upon Request		
Wireless/Handheld Microphone	Upon Request		
* 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	

#### 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: 11 NOVEMBER 2015**

Please Return Form to:

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Fax

: (65) 6831 1368

Attn : Ms. XANDRA LIM

Email

: [xandralim@kingsmen-int.com](mailto:xandralim@kingsmen-int.com)

**FORM E5**

**ESMO Asia 2015**

**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 18<sup>th</sup> November 2015.

**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)**

☐ **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: 11 NOVEMBER 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

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Attn : Ms. XANDRA LIM

Email : [xandralim@kingsmen-int.com](mailto:xandralim@kingsmen-int.com)

**FORM E6**

**ESMO Asia 2015**

**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 18<sup>th</sup> November 2015.

**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: 16 OCTOBER 2015**

Please Return Form to:

**MCI GROUP ASIA PTE LTD**

20 Bendemeer Road, BD Bendemeer Center, #04-02/06, Singapore 339914

Tel : (65) 6411 6643

Fax : (65) 6496 5599

Attn : Ms. Shalini Padman

Email : [esmoasia2015@mci-group.com](mailto:esmoasia2015@mci-group.com)

**FORM E7**

**ESMO Asia 2015**

**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:	

## Appendix



### NEW WEBGES cLead System

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

#### Exhibition Lead Retrieval - cLead

Rent pre-installed iPod touch devices equipped with the iScan 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 cLead 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.





### 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 synched 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 and unlimited number of scans / amount of prepared individual data.
- Post-deadline (usually 4 weeks before event) orders are charged an extra €100 net.
- All billing is carried out in advance by WEBGES. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.
- cLead systems are rented according to WEBGES Meeting Applications GmbH General Terms & Conditions.
- The cost of lost, damaged or not completely returned hardware will be charged with € 500 per scanner and € 500 per iPod.



## 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 (November 20th, 2015).
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.
4. **Lead capture**  
Pick up your scanner or 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 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 either including or excluding an iPod, 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 WEBGES. Devices cannot be handed out onsite unless WEBGES received full payment.
- **Order deadline:** After the ordering deadline, WEBGES 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 WEBGES Meeting Applications GmbH.





LEAD RETRIEVAL FOR  
EXHIBITORS AND SYMPOSIA

### ORDER FORM

Company / Booth	
Contact person	
Email	
Address	
Mobile (Onsite Contact)	
VAT (UID) Number	

### SCANNERS

	Orders before November 20 <sup>th</sup>	Orders after November 20 <sup>th</sup>	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net		
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net		
Special Offer **	€ 1.099,00 net	€ 1.350,00 net		

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

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

### 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

SIMPLY WEBGES: YOUR BEST SOLUTION FOR MEMBERSHIP, EVENT AND CONTENT MANAGEMENT!





## PAYMENT

☐ **Credit Card:**    ☐ VISA    ☐ MASTER CARD    ☐ AMEX

Number	<input type="text"/>	Exp. Date	<input type="text"/>
Name	<input type="text"/>	Code*	<input type="text"/>

\*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 [leadssystem@webges.com](mailto:leadssystem@webges.com)

SIMPLY WEBGES: YOUR BEST SOLUTION FOR MEMBERSHIP, EVENT AND CONTENT MANAGEMENT!



---- END OF EXHIBITOR MANUAL ----