



13th Congress of  
the Asian Pacific Society  
of Respirology



# Exhibitor Manual

Queen Sirikit National Convention Center,  
Bangkok, Thailand.  
19th – 22nd November 2008



13<sup>th</sup> Congress of  
the Asian Pacific Society of Respiriology



**Exhibitor Manual**

Please return this form to confirm your receipt and fascia name to :

Mr. Nitinai Saypim

N.C.C Management & Development Co., Ltd.

60 Queen Sirikit National Convention Center,

New Rachadapisek Road, Klongtoey,

Bangkok 10110, Thailand

Tel : 662 229 3338 Mobile 089 492 6492

Fax : 662 229 3346

E-mail : [exhibition@apsr2008.org](mailto:exhibition@apsr2008.org)

**Company** : \_\_\_\_\_

**Fascia name** : \_\_\_\_\_

( Only if you reserve for a standard booth)

**Booth No.** : \_\_\_\_\_

**Contact Person** : \_\_\_\_\_

**Address** : \_\_\_\_\_

**City** : \_\_\_\_\_

**Country** : \_\_\_\_\_

**Tel** : \_\_\_\_\_

**Fax** : \_\_\_\_\_

**E-mail** : \_\_\_\_\_

## **Contents**

Conference Venue Map	1
Floor Plan	2
Exhibitor list	3 – 4
General Information	5 – 6
Access to the exhibition area	7
Exhibitor Badge	7
Built – up	7
Tear – down	8
Standard Booth	8
Raw Space	9
Exhibition Aisles	9
Booth fascia board	10
Rules & Regulations of Queen Sirikit National Convention center	10
Rules and regulations related to Electrical services	11 – 15

## **Appendix**

Lettering/ Logo	A
Standard package location	B
Electricity for Booth Construction during Set –up & Tear down period	C
Electrical Service	D
Furniture and Accessories services	E
AV Equipment Rental	F
Projector/Visual equipment rental	G
Water supply and Drainage	H
Utility Point	I
Miscellaneous	J
Telephone Service	K
Cleaning Service	L

Security and CCTV Service	M
Plant and Floral Service	N
Wi Fi and Internet Service	O
Hi speed internet Service (ADSL)	P

# Conference Venue Map



## Queen Sirikit National Convention Center

60 Queen Sirikit National Convention Center,

New Rachadapisek Road, Klongtoey,

Bangkok 10110, Thailand

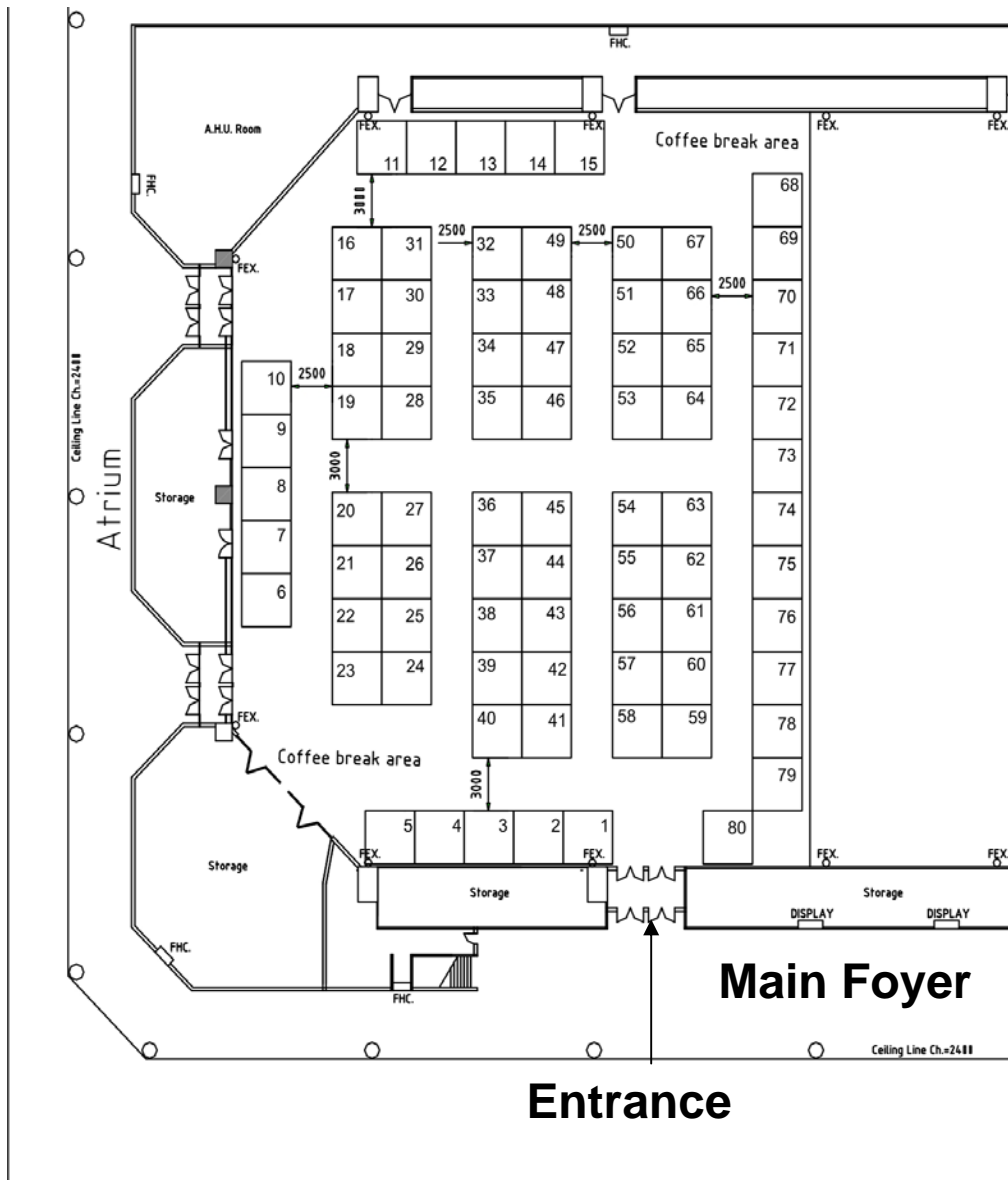
**Tel:** 662 229 3338 **Fax:** 662 229 3346

**Website :** <http://www.apsr2008.org>

# 13<sup>th</sup> Congress of APSR2008

## Plenary Hall 1

### Exhibition Area



## Exhibitor List

Booth No. 1 – 3.	AstraZeneca	45.	Bayer Thai Co., Ltd.
4 – 5.	Resmed Asia Pacific Ltd.	46.	Schering plough Ltd.
6.	Vitalograph Ltd.	47.	-
7.	Olympus(Thailand) Co, Ltd.	48.	-
8.	-	49.	-
9.	-	50.	Healol Phamaceutical Co.,Ltd.
10.	-	51.	-
11 – 15.	ATS, ERS, ACCP, JRS, APSR	52.	-
16	–	53.	-
17.		54.	Abbott laboratories
18.	-	55.	-
19.	-	56.	-
20 – 21.	Covidien	57.	Trudell Medical International
22.	SM Phamaceutical	58. – 59.	Boehringer Intelheim(Thai)Ltd
23 – 24.	Pfizer (Thailand) Ltd	60.	Cardinal Health
25.	-	61.	-
26.	-	62.	-
27.	Weinmann Medical Technical Asia	63.	Korea OIAA Co Ltd.
28.		64.	-
29.	-	65.	-
30.	-	66.	-
31.	-	67.	Respironics
32.	-	68.	BRAHMS Aktiengesellschaft
33.	-	69.	-
34.	-	70.	-
35.	Schering Plough Ltd.	71.	-
36.	Bayer Thai Co., Ltd.	72.	-

37.		73.	-
38.	-	74.	-
39.	Thai Medicare Co., Ltd.	75.	-
40 – 41	Glaxo Smithkline (Thailand) Ltd.	76 – 77.	Daiichi Sankyo (Thailand) Ltd.
42.	Eurodrug Laboratories.	78 – 79.	E for L International Co., Ltd
43.		80.	Novatis (Thailand)
44.	-		



## **General Information**

**1. Conference name**

. 13th congress of the Asian Pacific Society of Respiriology

**2. Date**

. 19 – 22 November 2008

**3. Venue**

. Queen Sirikit National Convention Center, 60 New Rachadapisek Road,  
Klongtoey, Bangkok 10110, Thailand

**4. Exhibitor Badge**

. Please note that each 9 sq.m. of exhibit area will get 4 exhibitor badges and it may only be used by staff attending booths during the exhibition days. (Exhibitor Badges can be acquired at the registration desk)

**5. Built – up Period**

Raw space Exhibitors : 18 November 2008 : 10.00 – 24.00 hrs.

Standard Booth Exhibitors : 18 November 2008 : 15.00 – 24.00 hrs.

Loading Area : Loading Atrium

**6. Tear – down Period**

All exhibitors : 22 November 2008. : 17.00 – 24.00 hrs

**7. Contact Person**

Mr. Nitinai Saypim

N.C.C Management & Development Co., Ltd.

60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand

Tel : 662 229 3338 / Mobile 089 492 6492

Fax : 662 229 3346

E-mail : [\*\*exhibition@apsr2008.org\*\*](mailto:exhibition@apsr2008.org)

## **Access to the Exhibition Area**

The exhibition area is located in Queen Sirikit Convention center. The access date and time for all exhibitors are as follow:

### **Open days**

The exhibition days will be on 19 – 22 November 2008 at 09.00 – 17.00 hrs.

### **Tear - down**

All exhibitors (Raw space and Standard booth exhibitors) will have to dismantle everything on 22 November 2008 at 17.00 – 24.00 hrs.

## **Exhibitor Badge**

Before enter the exhibition area in the built up period, all exhibitors must register and acquire the exhibitor badge which will be available at the registration desk on 18 November 2008.

## **Built – up**

Exhibitors are responsible for keeping aisles free from empty crates or boxes at all times before the opening of the exhibition.

Raw space may be built by stand contractors and exhibitions only:

18 November 2008      at 10.00 – 24.00 hrs.

Standard booth may be dressed:

18 November 2008      at 15.00 – 24.00 hrs., as it is necessary to complete the basis stand construction before exhibitors arrive.

## **Tear – down**

On the closing day ( 22 November 2008 ) Queen Sirikit Convention center will remain open until 24.00 hrs. for the removal of exhibitors.

All exhibitors will not be permitted to remove exhibit material until after the close of the exhibition.

Please do not leave valuable exhibit material unattended on your exhibition area at any time during the exhibition and make secure and such items each day before leaving the room.

**All exhibit material must be clear of the exhibition room by 24.00 hrs. on 22 November 2008.**

## **Standard Booth**

Standard booth will be built from modular aluminum system and will be provided in accordance with the following specification. No alteration will be made to the booth.

Rear and Diving wall: 2,490 mm. High walls with 3 mm. thick white laminated 9,901 mm. Wide section panels with aluminum frame.

Fascia : The fascia is 300 mm. deep and runs the length of the aisle frontage. The central portion is 200 mm. deep, where the exhibition company's name in blue vinyl stickers of 100 mm. height will be displayed.

**Electrical items and Furniture :** Each 9 sq.m. ( 3 × 3 m.) standard booth will include the following items :

- 1 reception desk
- 2 chairs
- 1 waste basket
- 2 fluorescent fitting ( 40 watts)
- 1 electric socket of 5 amp ( 200 v.)

### **Specific to standard Booth**

1. No addition stand fitting may be attached to the standard booth structure. No nailing or drilling will be allowed.
2. No painting or wallpapering on the standard booth panels is located.
3. An exhibitor occupying a corner stand has a choice to have the side wall or and additional open side.

### **Raw Space**

A raw space is an area that will be marked out in the correct dimension. These dimensions must not be exceeded and not stand fitting will be provided for the raw space.

Exhibitors are responsible for their own stand design and construction and it is possible to offer advice and guidance on the preparation of your display at the exhibition.

**For the raw space, No electrical items, carpet and furniture will be provided. The exhibitor must order for the exhibit area. (Please find the order forms in Appendix)**

### **Specific to Raw Space**

1. The marked dimensions must not be exceeded.
2. The construction height is limited to 5 m.
3. The design have to be submitted to N.C.C. Management and Development Co., Ltd. within **15 October 2008** .

### **Exhibition Aisles**

It is not possible for exhibitor to place exhibits stand dressing, table or chair etc. in the aisles. Please keep all your exhibits inside your booth area, as it will be necessary to remove any items placed in the aisles.

## **Booth Fascia Board**

Fascia boards displaying your company's name and booth number are provided by the organizer. The nameboards will be made up by using the details on your Booth Fascia Board form, if the form is not submitted, the fascia board will not be provided. (Please find the form in Appendix A)

### **Rules & Regulations of Queen Sirikit National Convention Center.**

Rules & Regulations of the Queen Sirikit National Convention Center are for security purpose and for the smooth construction of the exhibitions. We would like to request the cooperation from the exhibitors and their contractors to strictly follow all the rules and regulations below :

- \* **NOT TO...**drive in concrete nails or dry bit rivals into floor, wall, and post surfaces of QSNCC.
- \* **NOT TO...**paint or spray directly onto floor, wall, and poet surfaces of QSNCC.
- \* **NOT TO...**leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
- \* **NOT TO...**spray any constructing materials in the Hall. This can be done at the loading entrance.
- \* **NOT TO...**hang anything from electrical tube and fire extinguisher of QSNCC.
- \* **NOT TO...**switch on/off or connect electrical unit from QSNCC Electrical Main Distribution.
- \* **NOT TO...**operate electrical sawing machine or any dangerous working machinery in QSNCC. This can be done at the loading entrance.
- \* Exhibitors who reserve raw space, **NOT TO...**use walls of other connected booth.
- \* **NOT TO...**operate trolley inside the QSNCC without covering the floor.
- \* **NOT TO...**bring in gas, explosives, radioactive, highly inflammable or other dangerous substance into the building. This can be done at the loading entrance.
- \* **NOT TO ...** operate any constructing tools that may cause toxic and inflammable consequences. This can be done at the loading entrance.
- \* **NOT TO...**bring in animal into the building unless authorized by Event Services Department.
- \* **NOT TO...**smoke or drink alcohols when working in the Hall. Smoking areas are provided outside the building.
- \* **NOT TO...**construct, remove, or replace exhibits during the opening hours.

\* Please clean the place, clear all the construction materials, rubbish and debris immediately after the event.

\* Please wear badge at all times during your stay at the exhibition hall.

\* All exhibitors and contractors are requested to abide by the venue's rules and regulations.

N.C.C Management & Development Co., Ltd. has all the rights to stop, suspend and/or charges for any damages caused by the construction when exhibitors or contractors overrules.

N.C.C Management & Development Co., Ltd. would like to thank you for your cooperation and hope your event will be very successful.

### **Rules and Regulations related to electrical services**

1 The standard booth includes:

- 2 units of Fluorescent 36W.
- 1 unit of 5-Amp socket point. (Do not allow use for lighting fixture)

The above items are readily provided by Organizers. Additional requirements have to be ordered through Electrical Services Order Form.

2 Locations of lights and socket points in the standard booth are fixed locations and may not be moved.

3 The Electrical Services Order Form is divided into 3 sections:

Section A : For Exhibitors requiring individual fittings.

Section B : For Exhibitors requiring electrical services for their exhibit only.

*(Do not allow to use for lighting fixture)*

Section C : For Exhibitors using their own special light fittings, either to be installed by themselves or by contractor.

4 The organizer has appointed the Official Electrical Contractor to be responsible for :

- 4.1 Standard supply of electricity
- 4.1.1 - The standard supply is single phase AC 380V/50Hz with + 10% fluctuation.  
For the safety of your equipment, please use a stabilizer.
- The standard supply is single phase AC 220V/50Hz with + 10% fluctuation.  
For the safety of your equipment, please use a stabilizer.
- 4.1.2 Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
- 4.1.3 There are two main power supply circuits: “Lighting Power Circuit” and “For Exhibit Power Circuit”.
- 4.2 All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used :
- 4.2.1 Direct on line : up to 5 HP
- 4.2.2 Star delta : 5 to 25 HP
- 4.2.3 Auto transformer : above 25 HP
- 4.3 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.
- 4.4 Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.
- 4.5 The two units of fluorescent lights and a 5-Amp fused socket point, which are included in the standard booth package includes electricity supply.
- 4.6 Cost of electricity consumption is inclusive in all items offered in Section A, B and C (I+II)



4.7 All electrical installations must conform strictly to the required standard safety regulations without exception.

## 5 Electrical Installation

5.1 General Hall lighting will be provided by Organizer. All electrical power supplies in the booths and for demonstrations must be installed by the official contractor. Exhibitors should complete the order form provided by the Official Electrical Contractor within the stated deadline. For safety sake, exhibitors are not allowed to connect their exhibits or lighting to the building's main distribution. The Organizer reserves the right to stop power supply in case of improper connections.

5.2 All electrical installation works must be carried out solely by the Organizer's official contractor, or authorized electricians.

5.3 Exhibitors who will use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorization.

5.4 The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the Organizer within the deadline indicated on the Order Form. The following requirements must be stated, otherwise, the application may not be considered.

5.4.1 Specifications and rating in watts/unit of the light fitting

5.4.2 Total units to be installed

5.4.3 Layout drawings of the electrical installation

5.4.4 Company name of the contractor

5.4.5 Names and identity card/passport number of the attending electrical personnel

- 5.4.6 Electrical order form duly completed.
- 5.5 Approved electricians can collect their personal entry/working passes from the Organizer's show management office in the exhibition hall, by providing their own identity card in exchange.
- 5.6 A proper power input terminal must be installed by the contractor for inspection by the Official electrical contractor prior to connection to the supply line.
- 5.7 All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.
- 5.8 Priority will be given to those exhibitors who order their electrical items from the Organizer's official electrical contractor.
- 5.9 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
- 5.10 No flashing lights will be permitted unless they form an integral part.
- 5.11 Exhibitors who apply for "Raw Space" or special designed stands must submit their electrical order together with their layout plan before the deadline. An inspection on site will be carried out before turning on the power supply.
- 5.12 All additional electrical orders in the electrical order form must show location behind the form. Please read the terms and conditions stipulated on this form.
- 5.13 All electrical orders after the deadline will be subjected to :

- 5.13.1 Availability of electrical fittings and power suppliers
- 5.13.2 A surcharge of 10% after deadline and 30% for on site order
- 5.13.3 50% charge for cancellation of the order during set up time and there will be no refund for cancellation during show days.

5.14 Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section C (1) based upon total power supply or using Section C (2) based upon the number of units of light fitting at maximum up to 100W or part therefore per unit of lighting fitting.

5.15 The organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.

5.15.1 Exhibitors are not permitted to perform any electrical connection, to modify, amend or reinstall any out electrical devices without consulting the official electrical contractor.

6 The official electrical contractor reserves the right for installation of electrical supply system including all socket points which must be ordered from the official electrical contractor only.

6.1 Socket point : it is strictly prohibited for exhibitors to connect their light fitting to the socket point.

6.2 Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.

The violation of these rules may result in the immediate disconnection by authorized agents.

