

EXHIBITION GUIDELINES

Participation by exhibitors/supporters is dependent upon compliance with all rules, regulations and conditions stated herein.

DMC VIETNAM is the official contractor of the APSR 2019 Congress, hereinafter called "The Contractor".

The Contractor, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Organizing Committee and/or its contractor.

The following are specific rules:

GENERAL INFORMATION

Time: 14-17/11/2019

Venue: NATIONAL CONFERENCE CENTER OF VIETNAM (NCC)
Gate 1, Thang Long Avenue, Me Tri, Nam Tu Liem, Hanoi, Vietnam

Contact Person: **Exhibition registration (Person in charge)**
Nguyen Ngoc Khiem (Mr.)
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Official booth contractor
DMC VIETNAM CO., LTD
Nguyen Trong Hung (Mr.)
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CC to: info@apsr2019.vn

EXHIBITION LAYOUT

The Organizer reserves the right to alter the general layout or limit the space allotted to each exhibitor/ supporter, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, neither the Organizer nor APSR will be held liable for expenses incurred other than the cost of exhibit space rental fees.

DATE & TIME

Construction time:	08h00 - 18h00, 12 November 2019
	08h00 - 14h00, 13 November 2019
Set up and decoration time for exhibitors:	14h00 - 18h00, 13 November 2019
Exhibition time:	12h00 - 17h00, 14 November 2019
	08h00 - 17h00, 15 - 16 November 2019
	08h00 - 12h00, 17 November 2019
Exhibitor Move out:	12h00 - 22h00, 17 November 2019

RULES FOR CONSTRUCTION OF AN EXHIBITION BOOTH

Exhibitors shall be provided with the standard metal frame booth based on their space size upon request or shall do their own booth design which need to be submitted to the Organizer before 1st August 2019 for approval

Special design booths must not exist 3.5m height and are limited within the given space and must not be affected the other booths

Exhibitors who wish to hire their own contractors to do the booth must inform the organizer in writing and must assure their contractors to follow procedures stated herein and carry out the responsibility of their own safety and quality.

Space management fee of US\$ 7.00 per sqm. This fee will be paid to the convention center and it will not be refunded.

Outside contractors shall be requested to complete the following:

1. Listing of construction staffs and their insurance certificates to be submitted before 30th September 2019
2. Additional charge of US\$ 65.00 per hour for over time from 18h00 – 22h00 and US\$ 100.00 per hour after 22h00
3. Deposit of US\$ 1,000 per booth for breakage and damage. This will be refunded after the event

TIMETABLE

Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hours. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the exhibitor's risk and expenses.

For each exhibition booth, the Organizer will issue the number of exhibition badges based on the sponsorship status. Exhibition badge will be provided from 8:00 on 13 November 2019 at entrance of the exhibition area. In case, if the company wants to buy more exhibition badge, the cost is 250 USD per badge.

Please note that this exhibition badge is only valid for entering the exhibition area, coffee breaks and welcome reception during the congress's day, while they are not available for use in the scientific session of the conference.

PROMOTIONAL ACTIVITIES

Promotional activities are only allowed within the exhibition surface and only as long as they do not interfere with the running of the Congress nor disturb the fellow exhibitors. Activities such as "Meet the Expert" sessions and scientific or product presentations talks are not permitted in the exhibition booth. Any kind of walking advertisement throughout the exhibition area and Congress venue is strictly forbidden.

SOUND RESTRICTIONS

Sound, electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors. The exhibition organizer reserves the right to determine at what point activities have to be reduced, respectively sound constitutes interference with others and if it must be discontinued.

HOUSE RULES

The rules of the congress's venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations can be provided upon request. Representatives of the local authorities

as well as the congress venue's technical staffs must be allowed to access your stands at all times, while smoking is prohibited in the buildings.

DAMAGES / SAFETY / INSURANCE

Exhibitors are entirely liable for damages to third parties' stands, properties, health (be injury or death). To this extent the organizer, their respective staffs and providers as well as the congress venue are considered to be the third parties. Exhibitors' liabilities are extended to their personnel and / or other people working under their control. Since neither the organizer, and their staff nor the congress venue are liable for any damages and/ or loss suffered by the exhibitors during the exhibition, including installation and dismantling. It is strongly recommended to arrange insurance accordingly.

INSERT AND DISPLAY MATERIALS

Please note that all materials entering the venue incurred a handling charge. This includes materials for inserts and display

In order to receive a price quote for handling and to assure arrival of their materials, sponsors/exhibitors should make sure to complete the "Pre-advise" form included in the shipping instructions when they receive either the Exhibition or Symposia Technical Manuals

ADVERTISING

Advertising is permitted only on the stand space (aisles excluded). Displays of printed matter or advertising outside this area but on the premises of the congress are not allowed. No flyers, posters, handouts, etc can be left on tables and in conference rooms, etc. unless the relevant operators explicitly agree to it. In addition, sponsors/exhibitors must comply with all applicable local and international rules and regulations related to advertising and promotion of all products and services as part of their stand. The organizer shall take no responsibility for non-compliance by the sponsor/exhibitor.

DISPOSAL AND WASTE

It is the responsibility of the sponsor/exhibitor to ensure that all waste material from stand construction (including boxes for packaging) are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the congress. Waste cleared by the organizer will be charged to the sponsor/exhibitor. The organizer ensures daily cleaning of the aisles. Exhibitors/supporters are responsible for the cleaning of their stands.

WAREHOUSE

The organizers will provide storage space for exhibitors.

Exhibitors are not allowed to store high-value equipment in this warehouse

Exhibitors self-preserve the equipment. If lost, the organizers are not responsible.

FREIGHT FORWARDER CONFERENCE

If the exhibitor needs to support shipping from abroad country to Vietnam.

Contact persons:

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