



EXHIBITOR GUIDE

The exhibitor guide outlines facility regulations, available services and offerings that can ensure a successful experience for everyone. We invite you to take a look and consider how these services may further enhance your exhibition program.

IMPORTANT DEADLINES

By 28 Sep 2018: Discount Deadline for order forms
PICO Art International
Wilson NEO
HP: +65 9247 3794 | Fax: +65 6290 5617
Email: wilson.neo@sg.pico.com

By 12 Oct 2018: Submit [documents](#) to
Agility Fairs & Events Logistics Pte Ltd
Alice LUM
HP: +65 6571 5606 | Fax: +65 6214 9592
Email: ALum@agility.com

EXHIBITION VENUE

SUNTEC Singapore, Level 3 (Summit 1)
1 Raffles Boulevard, Suntec City, 039593

EXHIBITION HOURS

Wed – 31 Oct, 11am to 6pm
Thu – 01 Nov, 8:30am to 6pm
Fri – 02 Nov, 8:30am to 3:30pm

EXHIBITION BOOTH DRESSING

Wed - 31 Oct, 8:30am to 10:30am

TEAR DOWN / SHIP-OUT:

Fri - 02 Nov, 4.30pm to 6pm

CONTACT INFORMATION

Exhibition Services

Alex ANG

Tel: +65 6472 3108 (Ext 111) | HP: +65 9189 0822
Email: alex@meetmatt.net

Exhibition Contractor

Booths, Furniture, Electrical, Audio Visual

PICO Art International

Wilson NEO
HP: +65 9247 3794 | Fax: +65 6290 5617
Email: wilson.neo@sg.pico.com

Recommended Freight Forwarder

Agility Fairs & Events

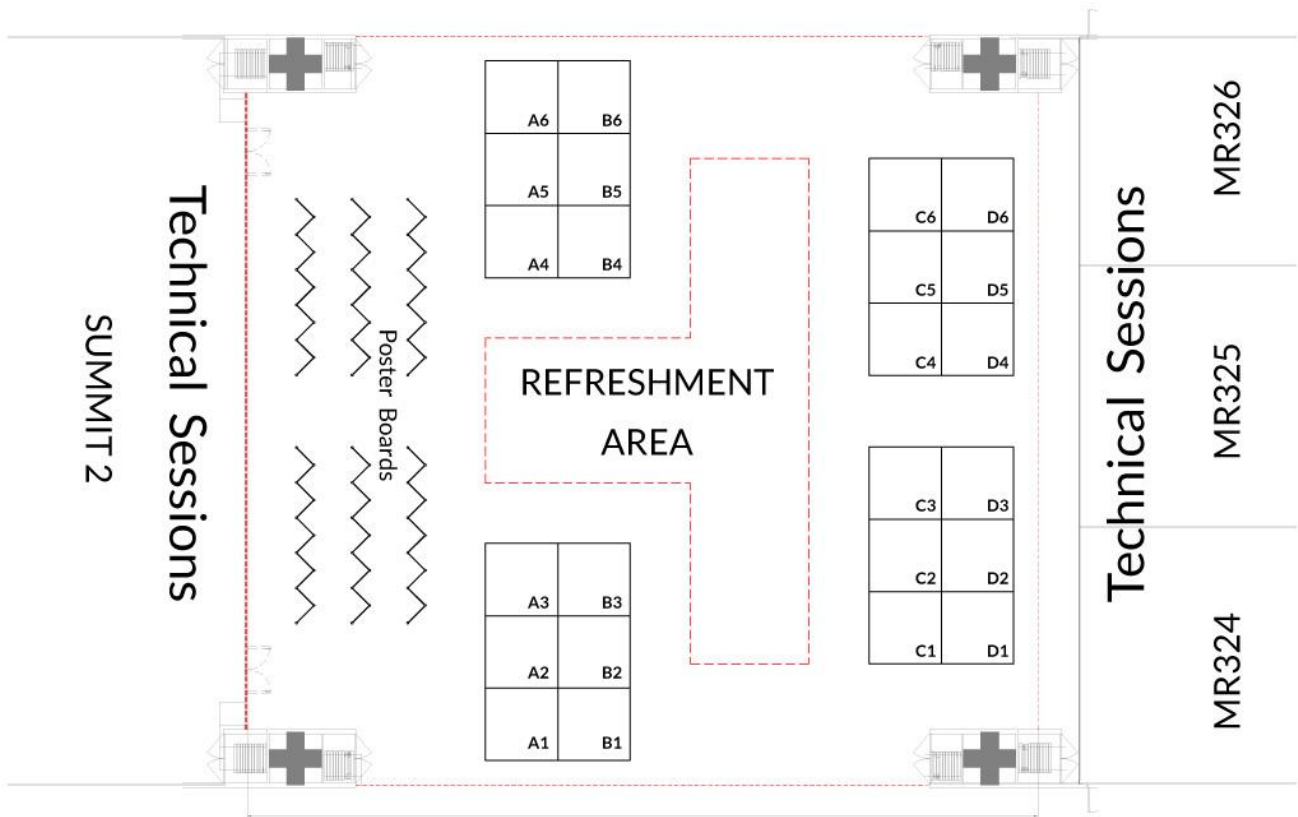
Alice LUM
HP: +65 6571 5606 | Fax: +65 6214 9592
Email: ALum@agility.com

Secretariat Services

Alex ANG

Tel: +65 6472 3108 (Ext 111) | HP: +65 9189 0822
Email: arms10@meetmatt.net

EXHIBITION FLOOR PLAN



The Exhibition Hall Floorplan is subject to changes without prior notice, at the discretion of the ARMS10 Organizing Committee.

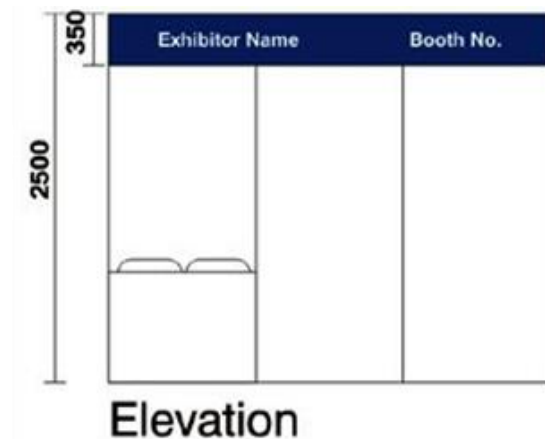
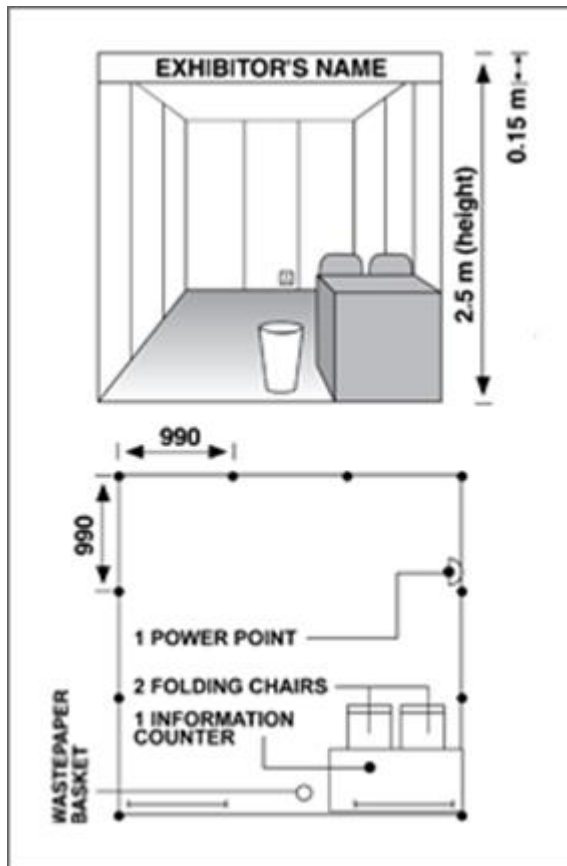
STANDARD SHELL SCHEME BOOTH

PICO Art International has been appointed as the Official Stand Contractor for the ARMS10. ALL raw space design and construction must be contracted through PICO Art.

ENTITLEMENTS

The standard Shell Scheme Booth is furnished with the following furniture & fittings:

- 9sq-m Standard Exhibition Booth (with existing venue carpet)
- 3 x 1m back panel width, 3 x 1m side panel depth
- Exhibitor name & Booth number
- 2 x Fluorescent lights
- 1 x 13 amp power outlet
- 2 x Folding chairs
- 1 x Info/Reception desk
- 1 x Waste paper basket



Booth facilities listed are subject to change at the discretion of the Congress Secretariat without prior notice. If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation or replacement with other equipment. Additional furniture and electrical items can be rented from the Official Stand Contractor.

Please place your order by completing and returning the form by **28th September 2018**.

Please note that a 30% surcharge will be charged for orders placed during the month leading to the event, while a 50% surcharge is applicable for orders on-site during the event days.

If you would like to receive a booking form, please contact:

PICO Art International

Wilson NEO

HP: +65 9247 3794 | Fax: +65 6290 5617

Email: wilson.neo@sg.pico.com

RULES & REGULATIONS (1 OF 3)

Terms of Reference

The term “Exhibitor/Partner/Supporter” shall include all representatives and agents of any organization to whom space and promotional activities have been allocated for the purpose of participating in the Exhibition & Supporter program. The term “Exhibition”, “Partner” and “Supporter” shall mean the Exhibition and Conference Supporter Program referred to in the Order/Booking Form. The term “Organizer” shall mean ARMS10 and/or Meeting Matters International Pte Ltd (Meet Matt). The term “Contract” means the contract for participation space/supporting programs in ARMS10 also referred to as 10th Asian Rock Mechanics Symposium to be held at Suntec Convention Centre, Singapore.

Allocation of Space

Organizer shall allocate the space as it deems fit. We reserve the right to change the space allocated to Exhibitors at any time prior to the commencement of the Exhibition should circumstances demand and, to alter the space, to transfer or close entrances and exits to the Exhibition facilities and to undertake alterations as may be necessary.

Use of Exhibition Space

Exhibitors are not allowed to sub-let or assign their booth/s to other parties either wholly or in part without the written consent of the Organizer in writing.

Exhibit Equipment and Services

Each space is 3m x 3m. Standard Booth Price includes shell scheme with wall paneling on needle punch carpet, fascia board with organization name, one information counter & 2 folding chairs, one wastepaper basket, 2 no. fluorescent lights and power supply (one 13 amp power point). Booth must not be higher than 2.5m. Exhibitors with booths exceeding 2.5m height will not be allowed. In addition to the use of the Exhibit space for 3 days (31 Oct to 02 Nov 2018), the price of the space includes one Exhibitor pass. Please email ARMS10 Exhibition Services contact (Alex) if you have additional questions.

Exhibit Setup

Exhibits will be on the level near to most of the conference sessions to boost traffic for the exhibition. Exhibitor booth dressing is on Wed, 31 Oct from 8:30am to 10:30am and all properties must be removed from the exhibition booth by Fri – 02 Nov, 4:30pm to 6:00pm. Your booth must remain staffed during exhibition hours. You may want to bring something to cover your exhibit materials during off hours.

Lighting and Electrical Work

All technical services work including electrical work must be ordered through, PICO Art International, a company appointed by the Organizer. All cloth draping and/or display materials must be fire retardant.

Character of Exhibits

The Organizer reserves the exclusive right to decline or prohibit any exhibit, part of an exhibit, person, advertisement, souvenir or other feature or action deemed objectionable and/or potentially harmful to the high standards of Arms10. All public space in the exhibit areas and throughout the conference venue is under joint control of the Organiser and SUNTEC Convention Centre and shall **not** be used for exhibit purposes without expressed written consent. If the operation of any equipment or apparatus produces noises or vibrations of sufficient volume, or odours found to be annoying to neighbouring exhibitors or guests, it will be necessary to discontinue such operation. Exhibits must be staffed at all times during exhibit hours. Exhibits must NOT be disturbed, dismantled, or removed before 4:30pm on Fri, 02 Nov 2018.

RULES & REGULATIONS (2 OF 3)

Exhibition Contractor

PICO Art International (PICO) is the appointed exhibition contractor. Approximately eight weeks prior to the conference, each exhibitor will receive an Exhibitor Guide provided on our website containing PICO's order forms, rental costs of booth furniture, accessories, special work (such as carpentry, painting, additional signs, electrical work, etc.).

For all personal items, please note:

Deliveries

All packages arriving at their designated venue (be it the hotel that you are staying or at the exhibition venue) must be sent prepaid or they will be refused acceptance (Note: C.O.D is also not acceptable). **PLEASE DO NOT SEND EXHIBIT MATERIALS TO SECRETARIAT OFFICE.**

Security

The Organizer takes appropriate precautions in the interest of the Exhibitors/Partners/Supporters and visitors. The Organizer shall not be held responsible for any loss or theft of exhibits at the Exhibition hall or associated premises during the buildup, exhibition and tear down period.

Liability & Insurance

Neither the Organizer, SUNTEC Convention Centre, nor any of their employees or representatives shall be liable for any injury, loss, or damage to the exhibitor's personnel or property or to visitors attending the exhibition. Additionally, neither the Organizer, nor the SUNTEC Convention Centre shall be held liable for the effects of unforeseeable events that may deleteriously affect the quality of the exhibitors' display or the number of people attending the meeting. Neither the Organizer nor SUNTEC Convention Centre accepts any responsibility for an exhibitor's products. Liability insurance shall be at the exhibitor's own expense.

Exhibitor assumes the entire responsibility and liability for losses, damages and claims and agrees to indemnify, defend and hold harmless the Organizer nor SUNTEC Convention Centre and their respective employees and agents against any claims or expenses arising out of the use of the Exhibition premises or the Exhibitor's activities. The Exhibitor understands that neither the Organizer nor SUNTEC Convention Centre maintains insurance covering the Exhibitor's property, it is the sole responsibility of the Exhibitor to obtain such insurance.

RULES & REGULATIONS (3 OF 3)

Terms and Conditions of Payment for Exhibiting, and Sponsorships

Unless otherwise specified in writing, all payment must be made 14 days after the invoice date. Non-payment of participation entitles the Organizer to re-allocate the booth to another exhibitor. **All materials for printing/publishing must arrive by 17 September 2018.**

Breach of contract and/or withdrawal by Exhibitor/Partner/Supporter

If an Exhibitor/Partner/Supporter withdraws from participation this must be confirmed in writing to Meet Matt. The Exhibitor/Partner/Supporter will incur the following charges:

- Cancellation within 30 days of signature on order/booking form: No charge unless booking is made after 17 Sep 2018 in which case, full cost of participation is payable.
- Cancellation between 30 days after signature and before 17 Sep 2018: 50% of cancelled participation costs apply.
- Cancellation on or after 17 Sep 2018: Full cost of cancelled participation payable.

Changes in venue and/or duration of the Exhibition

Organizer reserves the right to change the venue and duration of the Exhibition. In the event of change of venue and/or duration, the agreement to participate shall remain in force so long as the Exhibitor/Partner/Supporter is informed at least one month prior to such change taking place.

Failure of Services

The Organizer shall not be liable for any loss sustained by the Exhibitor/Partner/Supporter directly or indirectly attributable to cancellation, suspension or reduction of duration of the scheduled Exhibition/Supporting Activities due to:

1. Force Majeure
2. Acts of war, military activity, municipal statutory or civil authority requisition
3. Fire or excessively inclement weather eg. earthquake, flood, typhoon etc
4. Acts of terrorism
5. Strikes or Lockouts
6. Or any other cause beyond the Organizer's control

If an exhibition is cancelled, reduced or postponed then in such event, payments made to the Organizer, or any part thereof, may be refunded at the sole discretion of the Organizer to the Exhibitor/Partner/Supporter without prejudice to the Organizer's right to appropriate the entire sum or any part thereof for expenses they have already incurred for the Exhibition.

Jurisdiction

These Terms of Contract shall be subject to Singapore law.

For further information or assistance, please contact:

Alex ANG

Exhibition Services

#06-23 ONE COMMONWEALTH

1 Commonwealth Lane

Singapore 149544

Tel: +65 6472 3108 Ext 111

Email: arms10@meetmatt.net