The 10th Congress of the Asia Pacific Initiative on Reproduction

16–19 April 2020
Philippine International Convention Center (PICC)

Bridging the Gap: Fertility and Reproduction

Exhibitor Manual

www.aspire2020.org
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Venue Information

Philippine International Convention Center

Address: CCP Complex, Roxas Boulevard Manila, Philippines, 1307

Website: [https://www.picc.gov.ph](https://www.picc.gov.ph)

HOW TO GET THERE

Taxis:
Take a taxicab from any point in the metro and advise the driver to go to "PICC" or "CCP".

Private Vehicles:
Philippine International Convention Center is located at CCP Complex, Pasay City.

PARKING

PICC Manila provides parking for vehicles, outdoor parking behind the building, around the CCP Complex and designated parking area in front of Sofitel Hotel. Visitors/Participants are wholly responsible for any parking charges and/or regulations which may be implemented at the venue.
## Contacts

### Appointed PCO / Exhibition Key Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Tel</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Chi-chi CHEN / Ms. Stella CHIU</td>
<td><a href="mailto:sponsor@aspire2020.org">sponsor@aspire2020.org</a></td>
<td>+886-2-8780-5688 ext.110 / 231</td>
<td>+886-2-8789-3603</td>
</tr>
</tbody>
</table>

**GIS Group Global Co., Ltd.**

*Kindly note that all queries pertaining to booth exhibition (set-up, building of booth, request of quotation etc.) can be directed to Ms. Chi-chi CHEN or Ms. Stella CHIU*

### Congress Appointed Contractor

**TOTAL BRAND ACTIVATION PHILIPPINES, INC.**

**Congress Appointed Customs and Freight Forwarders**

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Tel</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Kenneth TURNER / Mr. Ricky BAYLA</td>
<td><a href="mailto:KTurner@agility.com">KTurner@agility.com</a>, <a href="mailto:RBayla@agility.com">RBayla@agility.com</a></td>
<td>+65-6571-5642 / +632-784-3984</td>
<td>+65-6214-9592 / +632-853-9768</td>
</tr>
</tbody>
</table>

**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Tel</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Henry LEE</td>
<td><a href="mailto:sales-tw@rogers-worldwide.com.tw">sales-tw@rogers-worldwide.com.tw</a>, <a href="mailto:reros@ms27.hinet.net">reros@ms27.hinet.net</a></td>
<td>+886-2-8772-7586 ext: 211</td>
<td>+886-2-8772-7587</td>
</tr>
</tbody>
</table>

**ROGERS WORLDWIDE TAIWAN LTD.**
Exhibitor Checklist

<table>
<thead>
<tr>
<th>Forms</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Information</strong> (Exhibitor Portal)</td>
<td></td>
</tr>
<tr>
<td>★ Company name</td>
<td></td>
</tr>
<tr>
<td>★ Address</td>
<td></td>
</tr>
<tr>
<td>★ Contact person, Contact Number</td>
<td></td>
</tr>
<tr>
<td>★ Contact Email</td>
<td></td>
</tr>
<tr>
<td>★ Company Website</td>
<td></td>
</tr>
<tr>
<td>★ Company Profile:  (100 words)</td>
<td></td>
</tr>
<tr>
<td>★ Company logo (Adobe Illustrator file format)</td>
<td>13 March, 2020</td>
</tr>
<tr>
<td><strong>Booth Fascia Name</strong> (Exhibitor Portal)</td>
<td>13 March, 2020</td>
</tr>
<tr>
<td><strong>FORM A: Exhibitor Badge, Contractor Badge &amp; Vehicle Pass</strong></td>
<td>13 March, 2020</td>
</tr>
<tr>
<td><strong>FORM B: Furniture Order Form</strong></td>
<td>20 March, 2020</td>
</tr>
<tr>
<td><strong>FORM C: Electrical &amp; Lighting Order</strong></td>
<td>20 March, 2020</td>
</tr>
<tr>
<td><strong>FORM D: Audio-Visual Equipment Order</strong></td>
<td>20 March, 2020</td>
</tr>
<tr>
<td><strong>FORM E: Location Plan</strong></td>
<td>20 March, 2020</td>
</tr>
<tr>
<td><strong>FORM F: Nominated Stand Contractor</strong></td>
<td>6 March, 2020</td>
</tr>
<tr>
<td><strong>FORM G: Payment Method</strong></td>
<td>31 March, 2020</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES:**

1. Forms A-F must be completed and returned to the **ASPIRE 2020 Congress Secretariat via email sponsor@aspire2020.org by their respective deadlines**
2. To expedite matters, please also enclose all necessary payments, samples, plans and other relevant materials to the appropriate parties. **Any forms received after the respective deadlines or without appropriate payment/materials are unable to be processed.**
3. Exhibitors who join the Exhibition after the deadlines stipulated are requested to submit all forms **immediately.**
4. Zone A exhibitors will be provided with a raw space for custom-built booths. Zone B, C and D exhibitors will be provided with a standard shell scheme booth. However, if you like, you can choose to opt for raw space to custom build your booths. For custom-built booths on ‘raw space’, design and construction plans including electrical, lighting and telephone installation sketches must be submitted to the ASPIRE 2020 Congress Secretariat no later than **6 March 2020** for approval by the Organiser and the Venue.
Exhibition Information

Exhibitor Schedule

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Day/Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official booth contractor move-in</td>
<td>Wed, 15 April 2020</td>
<td>1900hrs – 0000hrs</td>
</tr>
<tr>
<td>Exhibitor move in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>★ Custom-built booths</td>
<td>Thurs, 16 April 2020</td>
<td>0800hrs – 1800hrs</td>
</tr>
<tr>
<td>★ Shell scheme booths</td>
<td>Thurs, 16 April 2020</td>
<td>1300hrs – 1800hrs</td>
</tr>
<tr>
<td>Exhibitor registration</td>
<td>Thurs, 16 April 2020</td>
<td>0800hrs – 1700hrs</td>
</tr>
<tr>
<td>Exhibition opening hours</td>
<td>Fri, 17 April 2020</td>
<td>0900hrs – 2000hrs</td>
</tr>
<tr>
<td></td>
<td>Sat, 18 April 2020</td>
<td>0900hrs – 1830hrs</td>
</tr>
<tr>
<td></td>
<td>Sun, 19 April 2020</td>
<td>0900hrs – 1400hrs</td>
</tr>
<tr>
<td>Exhibitor move out</td>
<td>Sun, 19 April 2020</td>
<td>1430hrs – 1600hrs</td>
</tr>
<tr>
<td>Exhibitor access for booth dismantle</td>
<td>Sun, 19 April 2020</td>
<td>1600hrs – 1900hrs</td>
</tr>
</tbody>
</table>

Exhibitor Registration Onsite

Exhibition registration will be located on the Ground Floor of the Delegation Building at Philippine International Convention Center (PICC). You can approach the “EXHIBITOR” registration counter to collect your badges.

Exhibitor registration is entitled to:
- Admission to morning / afternoon refreshments and light lunches (There will be a meal station for exhibitors specifically. This meal station will be open 20mins before the coffee-break/lunch officially starts and closed off 20mins after the coffee-break/lunch officially ends.)
- One Congress bag per booth;
- Attendance at the Opening Ceremony and Welcome Reception on 17 April 2020;
- Attendance at the Closing Ceremony on 19 April 2020;

Exhibition Access

Kindly note that all exhibitor personnel, agents and representatives will have access to the exhibition area on 15 to 16 April 2020 only. Exhibitor badges are required to access the exhibition area during 17 – 19 April 2020. Should any exhibitor wish to attend the scientific sessions, they are required to register for the congress as a paying delegate.

For security reasons only official badge holders will be allowed entry into the exhibition area.
Exhibition Badges

To allow for flexibility, we will only print the company name on the exhibitor badges.

Each 9 sqm booth is entitled to TWO (2) complimentary exhibitor registrations and ONE (1) exhibitor badge for every 9 sqm thereafter.

TWO (2) complimentary exhibitor badges for the 3 sqm booth and 6 sqm booth respectively.

Sponsors will receive the entitled number of exhibitor badges per their committed sponsorship package.

Exhibitor can purchase additional exhibitor’s badge at a fee of USD 100 each. (This includes access to morning / afternoon refreshments and light lunches, Opening Ceremony and Welcome Reception on Friday, 17 April 2020 and Closing ceremony on Sunday, 19 April 2020. Please refer to the scientific programme for timings of these activities)

Please complete FORM A: Exhibitor Badge, Contractor Badge & Vehicle Pass Form and return it to the ASPIRE 2020 Secretariat by 13 March 2020.

Company Listing in the Exhibit Guide and E-Programme Book

All Exhibitors will be listed in the printed Exhibit Guide, E-Programme Book and ASPIRE 2020 Congress Mobile Application. These items will be made available to all congress participants.

Please complete your company information via the Exhibitor Portal link below:
https://gisgroup.eventsair.com/aspire-2020/aspire2020exhibitors
Specifications & Information

Venue Specifications

<table>
<thead>
<tr>
<th>Maximum Booth Height Allowed</th>
<th>Custom-built booths on raw space (Zone A &amp; Zone B)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Should NOT exceed 4 meters from floor up to highest point of the booth. This includes company names and advertising material provided by the Exhibitor. A registered Civil or Structural Engineer endorsement is required on the structural plans and design specifications of any booth with structures or display elements exceeding 3.5 meters in height. Please submit booth layout plan with dimensions no later than 6 March 2020 for approval by organizer and PICC.</td>
</tr>
</tbody>
</table>

| Shell scheme booth (Zone B) | Booth decoration, booth fittings or exhibits should NOT exceed 2.5 meters in height and NOT extend beyond the boundaries of the booth. |

| Shell scheme booth (Zone C & Zone D) | Booth decoration, booth fittings or exhibits should NOT exceed 2.3 meters in height and NOT extend beyond the boundaries if the booth. |

| Floor Loading | 976 kg/sq. m. (200 lb/sq. ft.) |

Self-Loading / Unloading or Hand Carry

Exhibitors will be allowed to carry out their own loading/unloading using privately-owned vehicles (POVs) along the main entrance driveway. Once all materials are moved/staged, the vehicle must be moved away immediately. Please ensure that you have sufficient manpower to assist with the loading/unloading as a drive must be stationed in the vehicle at all times. Privately owned vehicles are defined as cars, small pick-ups and vans which are meant for passenger use and no larger than a Toyota Alphard. Vehicles carrying more than 150Kg or 300lbs of materials are NOT considered POVs. Any materials transported in this manner can only be hand-carried into/out of the halls or moved via a trolley.
Food & Beverage/ Catering

Please be reminded that the consumption of any food and beverage NOT catered by the congress is prohibited within the exhibition premises.

If Exhibitor would like to cater for any food and beverage for their booth, please contact the organizer at sponsor@aspire2020.org for more information.

Exhibitors/Visitors with Special Needs

Guide dogs and Service Animals are welcome at the event provided they are leashed or under similar appropriate control. To avoid any disputes on whether the Service Animals are required if the need for them is not obvious, all exhibitors/visitors are to present their certification, license or some other document evidencing the need for their service animal(s). The owner is wholly responsible of his/her animal. Please note that exhibitors/visitors with special conditions does not automatically allow them to skip queues and it does not guarantee access or early access to the event, panels, screenings, autograph/photograph sessions and the show floor.

Public parking is available on-site and a limited number of spaces are available for exhibitors/visitors with a valid Parking Permit for disabled persons issued by a government authority.

Emergency Plan

In the event of an emergency, please approach any of the security personnel who will then call Operations immediately. The entire Organiser’s team will convene immediately at the Organiser’s office. The emergency plan will be activated when an event or series of events poses a serious risk, threat or danger to individuals, assets or the interests of ASPIRE 2020 Congress.

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and subsequently endeavour to extinguish the outbreak or confine it by the use of extinguishers and/or remove all items in that vicinity.

In the case of medical emergencies, please approach our medical aid post located within at the lobby.

For reporting of any suspicious incidents or potential threats to the safety of all participants at the show, please approach the Organizer’s Office or inform the staff at the Information Desk immediately.
Loading Bay Location
General Information

1. Exhibitors, booth contractors and all service providers participating in this Exhibition must comply with all the rules and regulations stated in the manual.

2. Exhibitors must obtain adequate insurance coverage, in addition to that provided by the organizer, ASPIRE 2020 secretariat, against any and all liabilities and risks throughout the entire duration of move-in, show dates and move-out for their own equipment, personnel, third party liability and handling of displays/machinery/products during the exhibition. Every precaution should be taken by exhibitors to protect his exhibit material. Any exhibits, equipment, or products used or displayed are done so at the exhibitors’ own risk. The Organizer disclaims any responsibility or liability for damage to or loss of any exhibitor’s equipment or products. The Organizer provides uniformed security guards for general floor supervision, checking visitor badges, and maintaining order only.

3. FORCE MAJEURE. The Organizer shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of the Organiser.

4. Exhibitors shall be responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf. Exhibitors occupying standard shell scheme booths are also responsible for the cost of making good, any damage to the contractor’s booth structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf.

5. Full payment must accompany your application for booth space. Space will not be held without payment in full. Purchase orders are not accepted. Payments for any performance bonds and/or administrative fees for raw space booths must be made in full prior to commencing work.

6. The Organiser reserves the right to close or refuse to accept the application for any exhibit/activity which does not conform to the general character of the show or where an exhibitor fails to comply with the rules set forth herein. The Organiser may also close an exhibit any time it is deemed necessary for the safety or comfort of its guests/public.

7. Exhibit(s) should be set up so its arrangement or manner of presentation will not obstruct or interfere with the general view or rights of any other display. No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recordings, radios, closed circuit or videotape TV, sound-slide presentations, motion pictures, or other attention-getting devices are prohibited if objectionable to adjacent Exhibitors. Approval from the Organizer and adjacent Exhibitors should be obtained in advance in order to avoid any disputes.
8. Exhibitor represents and warrants that no musical work and/or visual performance protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means, by or on behalf of exhibitor unless exhibitor has previously obtained written permission from the copyright owner or the copyright owner’s designee for such use.

9. The buying and selling of counterfeit/unlicensed materials is strictly prohibited. Violation of this rule will result in expulsion from the show.

10. Representatives of exhibiting companies are to remain in their assigned booth space when working — i.e. demonstrating and passing out advertising literature/samples. Under no circumstance will the use of the aisles, thoroughfares, or common areas, for this purpose, be permitted.

11. **Weapons Policy.** The following items are forbidden at the show:
   - Functional Firearms (including air soft guns, BB guns, cap guns, paintball guns and pellet guns).
   - Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns).
   - Metal-blade weapons (including axes, daggers, hatchets, knives, kunai, shuriken, swords, sword canes and switch blades).
   - Explosives (including firecrackers and fireworks)
   - Chemical weapons (including mace and pepper spray)
   - Blunt weapons (including brass knuckles, clubs and nunchaku)
   - Instruments which cause excessive noise (including vuvuzelas)

Prop weapons will be allowed provided they are composed of cardboard, foam, wood or other light materials. Prop and/or replica firearms are allowed only if they cannot be mistaken for real weapons. Barrels of all prop and replica firearms must be covered with bright-coloured caps. Prop bows are allowed provided all arrows have soft tips.

Metal-blade weapons can be transacted, only if they are not sharpened and remain in their sheaths while on display, and placed in sealed boxes immediately upon purchase.

12. If unusual equipment or machinery is to be installed, or if appliances/displays that might come under fire codes are to be used, the exhibitor should contact the Organizer for information concerning facilities or regulations. City and state fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be first reviewed and approved by the local Fire Safety authorities and the official Venue.

13. General photography of the Exhibition and exhibits is allowed. However, Exhibitors have the right to reject or allow “close-ups” photography of their exhibits.

14. Exhibitors should note that neither the Organizer nor the venue representatives can accept delivery of or store shipments of displays and related material. These services are performed by the official freight forwarder.
15. Exhibitors are advised that electrical supply to booths will only be available from Thursday 16th April, from 1300hrs onwards (subject to satisfactory testing being completed by the Hall’s Electrical Engineer). Exhibitors who understate their electrical requirement on the appropriate form provided and whose understatement causes delay, inconvenience, and/or additional expense to the Show or to other exhibitors

16. It is strongly advisable for all foreign exhibitors and/or participants to check with their respective embassies/consulates for up-to-date clarifications for any visa requirements into the Philippines. For updated information on immigration entry laws, please refer to: http://www.immigration.gov.ph/

17. Badges are for your use whenever you are in the exhibition halls. They are for your protection against unauthorized persons on the floor. Use by any other person can create serious security problems, and will result in forfeiture of the badge. Therefore, we require that you WEAR YOUR BADGE AT ALL TIMES.

18. Smoking is not allowed within the exhibition halls and/or premises at all times except in designated areas. Offenders will be dealt with according to the laws governed by local authorities.

19. Only general cleaning is provided in-hall. This includes cleaning of carpet and emptying of wastepaper baskets. Exhibitors are to provide for the daily cleaning of their booths and exhibits. The exhibitor and their appointed contractors are also fully responsible for the removal/disposal of all construction debris and waste materials during the Exhibition.

20. Persons below 18 years of age are not permitted on-site throughout the ingress/move-in and egress/move-out days. Please note that this includes the children of Exhibitors, contractors and visitors.

21. Packing of exhibits and removal of portable items and/or personal effects and dismantling of booths is not allowed till after the Exhibition closes on Sunday, 19 April 2020 at 1400hrs. All exhibits materials must be removed from the halls by Sunday, 19 April 2020 at 1900hrs.

22. All Exhibitors including their onsite staff, representatives, agents, and contractors are to be made aware of the Exhibition’s rules and regulations including the show schedule. It is the Exhibitor’s responsibility to ensure that all activities are carried out within the stipulated timings. It will not be possible to extend the timings and/or it could be very costly even if the venue allows it.

23. The Organiser reserves the right to refuse entry to any person(s) at their discretion without needing to accord any reason whatsoever.

24. In the event of a conflict regarding space requests or conditions beyond our control, the Organiser reserves the right to rearrange the floor plan. Also, the Organiser may, with prior notice to exhibitors, relocate any exhibit.
25. Any legal matters shall be governed by, and construed in accordance with the laws of the country of incorporation of the Organiser. The Exhibitor hereby irrevocably and unconditionally submits to the non-exclusive jurisdiction of the Courts of the country of incorporation of the Organiser and waives any objections on the ground of venue or forum non conveniens or on similar grounds.

26. The Organiser shall have full authority in interpreting and enforcing all the rules set forth herein. The Organiser reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by the organiser. The organiser reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that the exhibitors will be advised of any such changes.

All information contained in this manual is correct at the time of printing. The Organizer apologizes for any misprint, omission or error; however, the Organizer assumes no responsibility on any account whatsoever for the aforementioned.

**Other Information**

**Bag/Weapons Check** – The Organiser/Show Manager will perform random bag checks of attendees as well as tagging of prop weapons at our discretion.

**Lost & Found** – Please contact the ASPIRE Secretariat office onsite (at Registration Desk). The secretariat office will liaise with PICC lost & found office.

**Admission Capacity** – Due to capacity and safety issues, the Organiser/Show Manager reserves the right to refuse entrance to the venue should there be overcrowding on the exhibition floor.

**Parking in the Loading Bay** – Parking in the Loading Bay or in other parts of the premises outside of the designated areas (except for loading/unloading) is prohibited. Violation of this rule could result in vehicles being clamped/towed, at the vehicle owner’s expense.

**Exhibit Hall Carpet** – Aisles will not be carpeted in this Exhibition.
Booth Building & Display Regulations

These regulations are designed to assist all participants/exhibitors to achieve maximum exposure within the local prescribed safety regulations and equitable scenarios. All Exhibitors and their contracted booth builders must abide by these regulations and use them as guidelines to develop effective presentations within their booths. These regulations will be enforced strictly. Exhibitors and their contractors are to adhere to the timings for the build-up/ingress and tear-down/egress periods stated in the Schedule of Timings when planning and preparing for their booths, as extension of these timings may not be possible. If an extension is possible, the charges involved are very costly, and must be borne by the Exhibitor or their contractor concerned.

**Electrical Supply**

Standard Electrical Supply: Single-Phase alternating current at 220 volts, 60 Hz (2-pin electrical outlet) *

*To ensure the safety of all electrical installations at the Exhibition premises, all power main installations from source to outlet (at Exhibition booths) can only be carried out by the Official Electrical Contractor. All DBs where required and/or deemed necessary by the Official Electrical Contractor must be hung or mounted on the walls or structures within the booth. Your nominated booth contractor and engineers/technicians must submit to the Official Electrical Contractor the positions where such DBs can be mounted. Non-compliance with this regulation will result in the supplies not being switched on and/or delayed unless and until the Exhibitor submits in writing discharging the Organiser/Show Manager or the Official Electrical Contractor from any liability whatsoever.

Connection of exhibits within the booths may be carried out by the Exhibitor's technician, but such connections should be inspected by the Official Electrical Contractor before supply can be switched on.

Each electrical outlet/point provided is for the direct hook-up to one light fitting or machine/equipment on display. Connections made with multi-point sockets are not permitted as an overload may occur resulting in a trip or short-circuit in the incoming power supply, of which rectifications may be time-consuming, thereby disrupting the show and causing inconvenience to all Exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure without the prior permission of the Organiser/Show Manager and the Hall Owner and, if permitted, a fee may be levied.

The Organiser/Show Manager reserves the right to disconnect the electrical supply to any installation, should it be deemed as dangerous or a potential nuisance to visitors or to other Exhibitors.
Exhibitors are strongly advised to **submit electrical orders using the Electrical Service Order Form before stipulated deadlines**, in order to facilitate submission of electrical plans to the governing authorities for approval. Late or wrong orders will cause delays in the supply to your booth. Given that the physical environment / conditions of the Exhibition may be different from those in the Exhibitor’s premises which may affect the stability of electrical supplies and installations; allowances must be factored into the orders made and as a rule-of-thumb practice **80% is deemed as full load**.

Supplies to booths will be switched on one (1) hour before and 30 minutes after Exhibition hours each day. Exhibitors requiring

24-hour supply must submit in writing their requirement, at least two (2) weeks prior to the build-up date, to the Official Electrical Contractor, and any additional cost due to wiring, consumption, inspection fees, levies, etc. must be borne by the Exhibitor concerned.

Requests for any item not listed in Electrical Service Form can be directed to ASPIRE 2020 Congress Secretariat at sponsor@aspire2020.org.

For the timely preparation of your requirements by the Official Electrical Contractor, you must submit the locations of all electrical fittings on the Service Location Plan.

**Standard Shell Scheme Booths**

Total Brand Activation Philippines, Inc. is the Official Booth Contractor for all Standard Shell Scheme Booths. **Kindly note that GIS representative Ms. Chichi CHEN and Ms. Stella CHIU will be the point of contact between the exhibitor and the official booth contractor. For any enquiries, please contact them (contact details can be found on page 4 of this manual).**

**Do not make any alterations to existing structures** – The Official Booth Contractor reserves the right to charge the Exhibitor or Contractor concerned for any damages to the Standard Shell Scheme structure. The Official Booth Contractor may provide assistance in hanging or displaying exhibits on the booth structure whenever possible, which may have additional charges involved. Please consult them if you require their assistance.

**No painting, wall-papering or pasting on the panels is allowed** – Exhibitors who wish to have such works done on the panels must inform the GIS/Official Booth Contractor, who will provide a quotation and carry out the work. Any double-sided or adhesive tape belonging to the Exhibitor or contractor must be removed from the panels after the Exhibition ends.

**No changes to floor covering** – Exhibitors are not allowed to make any changes in the type or colour of the floor covering provided.
Unutilised Items – No financial credit or item-exchange will be given for any unutilised Standard Shell Scheme/System Panel booth items.

**Raw Space (Custom-Built Booths)**

Exhibitors who have booked "Raw Space" booths may use either the Official Booth Contractor or appoint a contractor of their choice, subject to the approval of the Organiser/Show Manager & Venue Owner. All Exhibitors/Contractors are to comply with the following rules and regulations.

**Fire Retardant Materials** – All materials used for booth construction and/or interior decoration works shall have a minimum flame spread rating at Class 2 (Surface at Low Flame Spread) when these are tested in accordance with B.S. 476 part 7:1921. Evidence and proof may be required for on-site inspection by the Fire Safety authorities and/or Venue Owner.

**Maximum Booth Height** – The booth structure or any form of fitting & display elements may be constructed to a height of 4 meters maximum. However, for any structures or part of any display elements exceeding 3.5 meters in height, a registered Civil or Structural Engineer endorsement is required on the structural plans and design specifications of the booth and must be submitted prior to booth construction for review and approval by the Venue Owner.

**Back Wall & Exposed Areas** – If your booth’s wall is located on a shared/common boundary line, the exposed visible rear surface area of the higher wall must be finished in plain black or white by the Exhibitor building the higher wall. All side-walls or any other exposed areas of the structures/displays must be finished surfaces. It is compulsory for all contractors/exhibitors to build their own back-wall. The organiser/show manager reserves the right to request an exhibitor to change, modify, lower or shorten any back-wall should the structure be deemed as an obstruction to the reasonable view or exposure of other exhibitors. No graphics, logos or print facing into another booth is allowed. Any advertisement/branding graphics must face the aisles. Any parts of the booth with unfinished side or back-walls will be draped or finished by the Official Booth Contractor/Show Manager at the expense of the exhibitor.

**Graphics on Neighbour’s Wall** – The back side of walls (the common border facing a neighbour’s booth) must be finished, clear/neutral of copy, logos, or other graphics so as to not infringe the spaces of neighbouring exhibitors.

**Spray-Painting** – Spray painting is strictly not allowed within the venue. Painting may be allowed for minor re-touching of pre-fabricated modules, and must be done with water-based and odourless paint and a paintbrush or a small roller brush. Protective covering for the floor/carpet must be provided by the nominated contractor or Exhibitor. This must be coordinated with the Organiser/Show Manager and PICC for approval.
No Blockage of Aisles – No part of any structure or exhibit or promotional displays (other than those pre-approved by the Organiser/Show Manager) is allowed beyond the boundaries of the booth space allocated. This includes but not limited to symbols, signage, posters, lighting, floral decorations, furnishings and any other decorative material. No obstructions may be placed in any aisles, passageways, lobby, exits, common areas and pathways leading to any fire extinguishing appliance or emergency evacuation routes.

Demonstration Area/Equipment – Demonstration areas must be confined within the allocated booth space so as not to interfere with traffic in the aisles. Exhibitors are to contract a sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and disrupts the flow of traffic or create congestion, it is an infringement on the rights of the other exhibitors. For any equipment/machinery/product exceeding the height limits, all necessary safety certification is to be presented and submitted to Organiser/Show Manager for review and approval. For any equipment or displays weighing 4000 kilograms or four (4) tons or more, permission must first be obtained from the Organiser/Show Manager and Venue Owner, a Heavy Equipment Entry Permit will then be issued upon approval.

Floor Covering – A suitable floor covering, such as carpet, matting or platform must be provided for all booths. In some locations, the Exhibitor may be required to construct a platform at his own cost. No fitting or display may be attached to, nailed, screwed or drilled into the venue’s existing flooring. If this instruction is ignored, the Exhibitor/Contractor concerned will be responsible for any damage caused.

Ceilings & Lighting Pelmets – Ceiling or lighting pelmets may be approved, provided that the materials used will allow water to flow freely (e.g. Egg box or mesh netting). Approval of the Organiser/Show Manager and governing authorities must be obtained in writing, even if a portion of the booth is to be covered for a video presentation or any other purpose. A portable sprinkler ball at a stipulated rate of one per every 12 sqm of covered area is required. Please note that Hall-owner and Fair Safety approvals may not come in until one (1) week before the exhibition.

Enclosed Structures – Temporary structures are not to be of the enclosed type unless prior approval has been obtained. Enclosed structures are to be fitted with illuminated “EXIT” signs and emergency lighting with back-up power supply. Enclosed booths are not to exceed 75m2 in area and not have an escape travel exceeding 15m. The exit point must be of minimum 1m in width. A separation distance of at least 15m is to be maintained between such structures.

No Defacement – Nothing may be nailed, screwed, drilled, tacked or posted to any columns, walls, floors or any other parts of the venue/building. Infringement of this rule will be remedied by the Organiser/Show Manager at the full expense of the liable exhibitor/contractor.
Overhead Suspensions – No suspensions are to be made from the trusses of the Exhibition Hall nor may any fixings be made to the floor, columns, walls or any other part of the Hall without the prior approval of the Organiser/Show Manager and the Venue Owner. If approval is granted due to safety reason, a fee will be levied. Any/All costs incurred if there are to be any damages during the process of installation/exhibition period caused by the suspensions will be fully borne by the exhibitor.

Hanging Signs – Hanging signs is strictly prohibited as compliance with the restriction set out by PICC.

Helium Balloon Displays – Helium-filled balloons and/or helium tanks are not permitted in any area of the exhibition hall. If it is for the purpose of product display, please write in to the Organiser/Show Manager and the request shall be reviewed and/or approved by the Venue Owner. Any cost arising from the removal helium balloons overhead shall be borne by the exhibitor.

Neon Signs – Neon lights or signs may be permitted on a case-to-case basis. Unless it is an integral part of an Exhibitor’s product, continuously flashing ones will not be permitted. Sequentially lit displays may be used subject to the Organiser/Show Manager's approval on the rate of light change. All neon lights or signs must be fitted with a safety “fireman” switch.

Air-conditioning/Heating Systems – No air-conditioning/heating unit or system is permitted in the booths without the prior written permission of the Organiser/Show Manager and Hall Owner. Restriction on the type, quantity and operation will be imposed as part of the permission granted.

Cleaning of Booth and Waste Disposal – Exhibitors are to ensure that their appointed booth contractor must clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor. Thereafter, the Official Cleaning Contractor will clean the carpet, unless excessive material still remains. During and after break-down/egress, all appointed booth contractors must ensure that all booth materials and debris are removed from the exhibition hall. Should there be any debris left behind, all cost incurred to dispose of the debris shall be deducted from the performance bond(s) pledged by the appointed contractor. Appointed contractors are responsible for removing their excess materials including waste, paints, debris and off-cuts daily during the build-up/ingress and break-down/egress, including all adhesive tapes and padding used in the laying of floor coverings.

Fire Precautions – Exhibitors who, because of the nature of their exhibits, require a special type of fire extinguisher, must make their own arrangements for the provision of such equipment. The Official Booth Contractor may assist, if required. No packing materials or brochures may be stored behind the walls of perimeter booths or any other designated service areas, unless prior written approval has been given by the Organiser/Show Manager and Venue Owner.
**Naked Flame & Industrial Gases** – The use of naked flame and industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted in the Exhibition Hall unless a detailed application has been made to the local Fire Safety authorities through the Organiser/Show Manager and Venue Owner. If approved, all stipulated conditions must be met in full. Failing which might result in the imposition of severe penalty on the concerned party.

**Inspection Deadline** – Any booth not occupied by Thursday, 16 April 2020 at 1800hrs will be assumed as a no-show.

- If there is freight/cargo in the booth and the Organiser/Show Manager has received information that the exhibitor will be late, then the official booth contractor shall set up the display as best as they can with the information available.

- If there is no freight/cargo in the booth, and the Organiser/Show Manager believes that the exhibitor will not participate in the show, the booth will be reassigned.

- Exhibitors arriving after this time will be given space (subject to availability) and may incur additional costs. Please remind your local/onsite Sales Management Representative of this important deadline.

- All exhibits must be fully and completely set by 1800hrs on Thursday, 16th April 2020.

- Absolutely no shipments, equipment or materials will be allowed to be brought onto the show floor during the show’s official operating hours.

**Sound Levels**

Sound levels must be set at a level which will not cause any interference with or annoyance to other exhibitors. The Organiser/Show Manager reserves the right to reduce and/or adjust the sound level or restrict or switch off any audio/visual displays should the sound cause any disturbance to other exhibitors and the overall show. The Organiser’s decision is final if such a dispute should arise.
**Nominated Contractor Instructions**

Please take note:

- Exhibitors (or their nominated booth contractors) are required to submit for approval, booth layout plans, elevation and artist’s impressions, by **Friday, 6 March 2020** together with their nominated contractor’s details (company name, address and contact person’s name) using the **Exhibitor Nominated Booth Contractor Form**.

- All drawings must have clear dimensions, and scale drawings should not be smaller than 1:200. Softcopies are acceptable, but original drawings may be requested for final approval. To prevent delays in booth construction on-site, please submit all materials by the deadline so that approval may be granted in time.

- Under special circumstances and/or to comply with prevailing Venue Owner’s/local authorities’ regulations, the Organiser/Show Manager reserves the right to request Exhibitor to modify/remove whole or certain portions of their booth/exhibits even though approval may have been given prior.

- Before the nominated booth contractor is permitted to start work in-hall, either he or his employing Exhibitor/group is required to pay a **non-refundable** administration/management fee of Php 250.00 (approx. USD 5) per square metre, in addition to a refundable performance bond of Php 1,500.00 (approx. USD 30) per square metre (minimum levy of Php 20,000.00 (approx. USD 393) and maximum of Php 200,000.00(approx. USD 3,922)) to the Organiser/Show Manager and sign an undertaking to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall regulations. The Organiser/Show Manager reserves the right to increase this maximum limit on any Exhibitor and their contractor who had previously performed or behaved unsatisfactorily, without having to assign any reason.

- Only upon receipt of the administration fee, performance bond and signed Undertaking forms, will the contractor be allowed to bring stores into the Hall and commence work.

- All monies must be lodged in credit card or via electronic bank transfer **PRIOR** to the congress. GIS (Congress secretariat) will provide further advice to exhibitors after receiving the submission of Form F- Nominated Stand Contractor. Any bank charges, levies or exchange rate differences will be deducted accordingly from the performance bond money. No banker’s guarantees (BG) or other forms than those stated are acceptable for this purpose.

- Contractors, especially foreign-based ones who do not engage a local sub-contractor for the installation and dismantling works should make prior arrangements for the cleaning and disposal of waste materials daily during build-up/ingress and break-down/egress. All working areas used and occupied by the contractors must be kept tidy at all times.
• Contractor Badges will be issued for every worker/crew member during build-up/ingress and break-down/egress. You are to submit a name list, with details of identification card/passport/work permit numbers. Quantity of badges issued is entirely at the Organiser’s/Show Manager’s discretion.

• Where a contractor has a valid reason to be present during the Exhibition period, (e.g. maintenance or remedial purposes), please register at the Organiser’s Office on-site. The Organiser/Show Manager reserves the right to refuse entry to any contractor using non-authorised badges into the Exhibition.

• All foreign employees and staff must be in possession of valid work permits issued by the Department of Labour and the Immigration Department of the Republic of Philippines. Relevant Government officials might visit during ingress/egress for checks. Please note that the issuance of Exhibitor and Contractor badges by the Organiser/Show Manager does not constitute an acknowledgement or approval for any person to work on-site without the necessary work permits.

**Freight Information**

**CONSIGNMENT OF EXHIBITS / MATERIALS INTO PHILIPPINES:**

To ensure that the smooth importation of exhibit materials into the Philippines and delivered to your booth on time, the following must be adhered to:

**PLEASE DO NOT CONSIGN ANY SHIPMENT FOR DIRECT DELIVERY TO THE EXHIBITION IN YOUR COMPANY’S NAME, THE EXHIBITION, THE VENUE OR THE ORGANISER/SHOW MANAGER.**

**Freight Handling / Delivery and Removal of Exhibits**

• For safety and insurance purposes, do note that only the Official Freight Forwarder acting as the Sole On-site Handler may provide and operate all lifting and handling equipment in-hall as well as labour. Other forwarders/Contractors/Exhibitors are allowed to send their deliveries up to the freight yard or unloading bays of the Hall and then hand over to the Official Freight Forwarder to deliver such goods/exhibits to Exhibition booth unless such item(s) can be hand-carried easily and safely by one (1) man or via an office trolley. This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements.

• Please ensure that all exhibits and displays are adequately insured throughout the Exhibition from build-up to break-down, and that all exhibits and displays are properly packed and crated with shock absorbent materials to prevent damage caused in transit and during delivery to booths.
• For artworks which require air ride trucks, temperature-controlled storage or specialized storage handling, please contact the Official Freight Forwarder for advice.

• Please refrain from sending exhibits to the exhibition hall until the booth construction has progressed sufficiently to receive them. The Exhibitor and/or the representative must be present at his/her own booth to accept delivery of freight and/or to hand over or receive goods from the Official Freight Forwarder to avoid any loss or damage. The Organiser/Show Manager will not accept any delivery nor be responsible for the safe-keeping of items on behalf of the Exhibitor, nor can we be liable for any failures in delivery. It is recommended that a representative of the Exhibitor, who is authorised to make decisions, should be available on Thursday 16th April to facilitate any last-minute requirements.

• Exhibitors/Contractors are to note that the delivery, loading and unloading of goods is via the bay designated by the Official Freight Forwarder. Vehicles at these loading/unloading bays will be under the supervision and direction of the Official Freight Forwarder and the Venue Owner/Exhibition Security Officers.

• For ease of movement and to avoid any congestion, Exhibitors should arrange with the Official Freight Forwarder to unpack heavy/bulky items at an off-site location, away from/outside of the Exhibition premises and bring these items to the booth for positioning. For small items and/or goods that can be taken out of their cases without risk of damage to the floor and Hall, it will be permitted to be unpacked inside the Exhibition premises.

• Removal or delivery of exhibits and other exhibition stores **WILL NOT BE PERMITTED** during exhibition opening hours. Any removal, delivery or replenishment of stock may only be carried out within an hour before the opening or after closing time in the evening.

• In order to reduce the possibility of theft, exhibitors are strongly advised to not leave all valuable and portable items/exhibits unattended at any time and they should be packed and removed immediately from the Hall on the evening when the Exhibition ends. It is recommended that at least one member of the exhibitor’s staff is on-site to supervise and co-ordinate the re-packing and removal of their exhibits. All items/exhibits must be removed by the respective timings stated in the “In-Hall Operations Schedule”.

• Exhibitors are reminded to ensure that all exhibits and displays are properly packed and handed over to authorised agents/contractors before leaving the Exhibition Hall.

• Should there be a need for storage facilities for packing cases, surplus materials or other property of the Exhibitor, arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. The Organiser/Show Manager is unable to provide in-hall storage facilities.
• It is strongly recommended that Exhibitors engage the services of the Official Freight Forwarder, who is familiar with the Customs procedures and is also able to provide the necessary Banker’s Guarantee in lieu of the duty and taxes payable on your exhibits, to handle all your exhibits and consignments from the arrival to final departure at the local port or Airport.

• It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit the Official Freight Forwarder’s site office or contact a representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

• Upon delivery of your goods during move in, please inform the Official Freight Forwarder if your cases are not required to be redelivered to your booth after the show so that arrangement for disposal fees may be drawn up and computed, and these fees shall be charged to exhibitors for such service.

• If the exhibitor has sold their exhibits to a 3rd party during the event, it is the SOLE responsibility of the exhibitor to oversee the collection of their exhibits. The Official Freight Forwarder will not accept responsibility for any loss or damage.

• Giveaway items, brochures, magazines and goods that will be consumed during the fair proper shall be cleared under permanent basis, wherein the outright payment of duties/ taxes is required by customs upon clearance.