

2016

# Exhibitor Manual



AOGS Secretariat

Meeting Matters International Pte Ltd



# AOGS

13th Annual Meeting  
Asia Oceania Geosciences Society



Event Date: 31 July 2016 to 5 August 2016  
Venue: China National Convention Center, Level 4  
Country: Beijing, China  
Website: [www.asiaoceania.org](http://www.asiaoceania.org)

## Exhibitor Manual

Dear Exhibitor,

The Exhibitor Manual is designed to assist you in your preparation for the upcoming 13<sup>th</sup> Annual Meeting of the Asia Oceania Geosciences Society (hereby shall be called AOGS 2016). Please read the information carefully which comprise the following:

### CONTACT LIST

This list contains full details of the organiser and suppliers who will be able to assist your company for the exhibition.

### TIME TABLE OF IN-HALL OPERATIONS

This schedule show different times at which essential activities are taking place. Kindly refer to this schedule in planning your company's build up and tear down schedule.

### EXHIBITION FLOOR PLAN

### STANDARD SHELL SCHEME BOOTH DESIGN INFORMATION

This section provides detailed information of the Standard Shell Scheme Booth.

### FREIGHT FORWARDING INFORMATION

Exhibitors and sponsors are advised to read through this section carefully and take note of the shipping requirements. Information include details on unpacking, installation and re-packing of exhibits, storage services, prohibit items, custom requirements, venue requirements, etc.

### RULES & REGULATIONS

Rules and regulations designed are for the protection of the exhibitors. Exhibitors are required to observe all rules and regulations listed in this Guide.

### ORDER FORMS

For additional booth requirements, please use the forms attached in this Guide which include furniture, lighting & electrical items, etc. It is therefore important that all the forms are returned by the given deadlines. ***This is to avoid any surcharge that your company will incur for any late installation / orders. Late order charges will be 30% – 50% of the original cost.***

Please do not hesitate to contact us should you required any assistance. We look forward to working with you to ensure your successful participation for the upcoming AOGS 2016.

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## Contact List

### Services

#### Organizer/AOGS Secretariat

### Company's Name & Contact Person

#### Meeting Matters International Pte Ltd

Tel: +65 6472 3108 | Fax: +65 6472 3208  
Address: 1 Commonwealth Lane, #06-23  
ONE COMMONWEALTH, Singapore 149544

#### Exhibition & Sponsorship

Contact: Alex ANG/Edwiana Gan  
Tel: +65 81816221/+65 93834931  
Email: [geomeet@asiaoceania.org](mailto:geomeet@asiaoceania.org)

#### Scientific Program & Registration

Contact: Jolene Tan  
Tel: +65 91259090  
Email: [info@asiaoceania.org](mailto:info@asiaoceania.org)

#### Society Business and Speaker Management

Contacts: Alex ANG / KHOO Cheng-Hoon  
Tel: +65 81816221/+65 98199462  
Email: [admin@asiaoceania.org](mailto:admin@asiaoceania.org)

#### Event Venue

##### China National Convention Center

No.7 Tianchen East Road, Chaoyang District,  
Beijing 100105 China  
Website: <http://www.cnccchina.com>

Contact: Lareina Liu  
DID: (8610) 84372008-72739  
Mobile: 18600903806  
Email: [liyuf@cnccchina.com](mailto:liyuf@cnccchina.com)

#### Official Booth Builder

- Furniture rental
- Lighting & electrical
- Carpeting

##### Kingsmen Beijing Co., Ltd

306 Guo Feng Building,  
Block 7, No. 3 Yard, Qingnian Road West,  
Chaoyang District, Beijing 100123  
Website: <http://www.kingsmen-gc.com>  
<http://www.kingsmen-int.com>

Contact: Sharon Liu  
DID: +86 10 5208 9399-302  
Email: [sharonliu@kingsmen.com.cn](mailto:sharonliu@kingsmen.com.cn)

#### Official Freight Forwarder

- Freight Forwarding
- Onsite Storage
- Consignment details

##### Agility Fairs and Events Pte Ltd

No 1. Changi North Way  
Singapore 498801  
Website: [www.agility.com](http://www.agility.com)

Contacts: Chloe Ng  
DID: +65 6571 5636  
Email: [CHZhen@agility.com](mailto:CHZhen@agility.com)

##### Agility Fairs & Events (Shanghai) Co. Ltd Beijing Branch

Unit 408, 4/F, Prime Tower,  
No. 22 Chaowai Street, Chaoyang District,  
Beijing 100020 P. R. China

Contact: Allen Zhao  
Email: [Azhao@agility.com](mailto:Azhao@agility.com)

#### Official AV & IT Equipment Rental

- AV equipment
- Computer & peripherals

##### Kingsmen Beijing Co., Ltd

306 Guo Feng Building,  
Block 7, No. 3 Yard, Qingnian Road West,  
Chaoyang District, Beijing 100123  
Website: <http://www.kingsmen-gc.com>  
<http://www.kingsmen-int.com>

Contact: Sharon Liu  
DID: +86 10 5208 9399-302  
Email: [sharonliu@kingsmen.com.cn](mailto:sharonliu@kingsmen.com.cn)



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## Time Table of In-Hall Operations

Schedule	Date	Day	Time
<b>Build Up and Booth Dressing</b>			
Exhibitor Registration	31 July 2016	Sunday	1400hrs – 1800hrs
Official Contractor Move In: - Floor Marking / Laying of Utilities lines - Schell Scheme Booth Build up	1 Aug 2016	Monday	0830hrs – 1430hrs
Poster Board Build up Time	1 Aug 2016	Monday	1430hrs – 1800hrs
Exhibits/Freight Delivery	1 Aug 2016	Monday	1400hrs - 1800hrs
Exhibitor Booth Dressing	1 Aug 2016	Monday	1500hrs – 1800hrs
Hall Cleaning	1 Aug 2016	Monday	1500hrs – 1800hrs
<b>Exhibition Opening</b>			
Welcome Reception/Exhibition Opens	1 Aug 2016	Monday	1830hrs – 2200hrs
Exhibition Days	1 Aug 2016 2 Aug – 5 Aug 2016	Monday Tuesday - Friday	1830hrs – 2200hrs 0830hrs – 1800hrs
<b>Booth Tear Down/Ship Out</b>			
Removal of booth exhibits/items	5 Aug 2016	Friday	1800hrs – 1900hrs
Ship Out of Freight	5 Aug 2016	Friday	1800hrs – 1900hrs
Booth and Poster Boards dismantling	5 Aug 2016	Friday	1830hrs – 2200hrs
Cleaning and Handing over of Hall	5 Aug 2016	Friday	2000hrs – 2200hrs

- 1) On the exhibition days, exhibitors are permitted to enter the exhibition hall half an hour before opening at 0800hrs. Exhibitors can remain for half an hour after the show closes each day at 1830hrs in order to service their booths. For security reasons, exhibitors requiring to go in earlier or stay later must obtain permission from the organizer.
- 2) It is a contractual requirement that your booth is not dismantled in any way or products removed and must remain manned until the show closes on 5<sup>th</sup> August 2016, Friday. Exhibitors are advised not to leave their booth unattended at any time during the Exhibition Days.  
**It is the exhibitor's responsibility to remove all materials within the booth including packaging and waste from the Hall. Please note that charges will be levied for the removal of materials left behind.**



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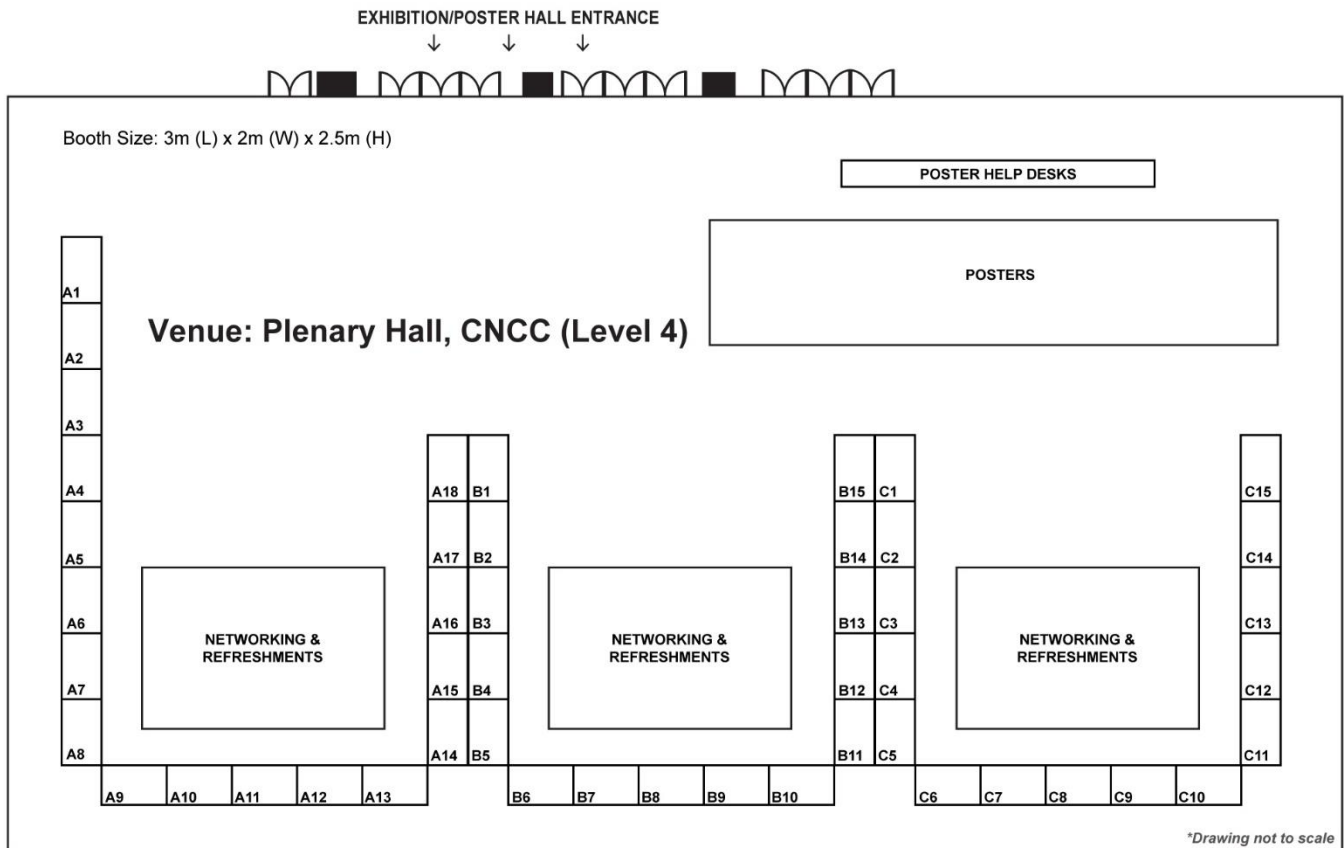
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## Exhibition Floor Plan



\* The Exhibition Hall Floorplan is subject to changes without prior notice, at the discretion of the AOGS 2016 Organizing Committee.



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## Standard Shell Scheme Booth Design Information



### ENTITLEMENTS:

#### WALL PANELS

- 3m (10ft) Width x 2m (6.5ft) Depth x 2.50m (8ft) high, R8 modular aluminium exhibition system in white powder coated finish

#### FASCIA NAME BOARD

- 300mm (1ft) height, with name of exhibitor and booth number in 100mm height PVC stickers cut-out letterings on blue background.

#### LIGHTING & ELECTRICS

- 2x 40W fluorescent lights 1.2m (4ft) long, mounted behind the fascia name board.

- 1x 5Amp/220V single phase electrical power outlet.

**\* Overseas Exhibitors are strongly recommended to bring along adapters or universal plugs to tap on the power socket**

#### FURNITURE

- 1 x System lockable information Counter (1mW x 0.5mD x 0.75mH), 2x folding chairs and 1x wastepaper basket.

#### CARPET

- Needle punch carpet.

Pictures shown are only artist's impressions. Exact numbers of side walls and furniture will depend on booth's size, location and/or exhibitor's own indicated preference.

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## Freight Forwarding Information

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### IMPORTANT INFORMATION

The information under this section is for your guidance only. A detailed shipping manual will be uploaded to the website or sent to you upon request by our Official Freight Forwarder. Please read through the shipping manual carefully and take note of the shipping requirements and deadlines. The contracted services provided by our Official Freight Forwarder include receiving exhibit goods, temporary storage, positioning, delivery confirmation, unpacking, empty container storage and transportation, outbound return formalities and operation and other services required by Exhibitors. Exhibitors requiring such services are requested to return the respective service order form before the deadline with their item description, dimensions, weight and date of arrival.

In the event that you decide not to use our Official Freight Forwarder and their recommended agents (for non-local exhibitors only), please hand the shipping manual to your appointed freight forwarder for their compliance so that your exhibits can be correctly dispatched and consigned to the Official Freight Forwarder. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses being incurred and possible late delivery of your freight.

### OFFICIAL FREIGHT FORWARDER

Agility Fairs and Event Pte Ltd has been appointed by the AOGS Secretariat as the Official Freight Forwarder for AOGS 2016

#### Agility Fairs and Event Pte Ltd

No 5 Changi North Way, 3<sup>rd</sup> Floor

Singapore 498771

Contact: Chloe Ng (Ms)

DID: (65) 6571 5636

Email: [ChZhen@agility.com](mailto:ChZhen@agility.com)

#### Agility Fairs & Events (Shanghai) Co. Ltd Beijing Branch

Unit 408, 4/F, Prime Tower,

No. 22 Chaowai Street, Chaoyang District,

Beijing 100020 P. R. China

Contact: Allen Zhao

Email: [Azhao@agility.com](mailto:Azhao@agility.com)



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## Freight Forwarding Information

### CONSIGNMENT INSTRUCTIONS

Receipt of documents for sea freight consignments	: 1 July 2016
Receipt of documents for airfreight consignments	: 13 July 2016
Arrival of sea freight consignments - LCL	: 3 July 2016
Arrival of sea freight consignments – FCL	: 14 July 2016
Arrival of airfreight consignments	: 20 July 2016

All exhibition goods dispatched either by sea freight or air freight must be consigned to the Official Freight Forwarder, regardless of the freight forwarder you may be using. They must be consigned "**Freight Prepaid**".

It is imperative that Agility Fairs & Events Logistics Pte Ltd is pre-advised prior to dispatch-with the flight details/air waybill number/Bill of Lading.

**DO NOT CONSIGN YOUR CARGO TO MEETING MATTERS INTERNATIONAL OR TO CHINA NATIONAL CONVENTION CENTER DIRECTLY.**

### HAND CARRIED EXHIBITS

**Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport.**

Exhibitors can move in the exhibits to the Exhibition Hall if the exhibits are small enough to be hand-carried by one person, to be moved in by trolley or exhibit that has its own wheels.

### GIVEAWAY / CONSUMABLE ITEMS

All goods sold, disposed, given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodity and the VAT is 17% of CIF value.

### TEMPORARY IMPORTATION

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval. ATA Carnet is also accepted for temporary import in China.

### PRINTED / PUBLICITY MATERIALS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

**Presently, Customs in Beijing, China only allows each exhibitor sending no more than 199 pieces of films/slides/video tapes/CDs, VCDs, DVDs to Beijing, China for each exhibition in total. Within this limitation, no other licenses are required but each exhibitor is still required to submit censorship material to Customs in advance. Please send 2 copies to our Official Freight Forwarder's Beijing Office for Customs censorship purpose at least 1 month before show opening.**

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.



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## Freight Forwarding Information

### RESTRICTIONS

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Taiwan as a Country.

### PACKING AND UNPACKING

Please ensure that your equipment is packed in a strong, waterproof packing case, which lends itself to be re-packed after the exhibition. Bolted returnable types of cases are suggested for main exhibits. All packing cases, cartons, etc., to be sent to the exhibition must display the following information:

#### AOGS 2016

c/o Agility Fairs & Events Logistics (Shanghai) Co. Ltd Beijing Branch

Name of Exhibitor

Booth Number

Case Number

Gross Weight/Net Weight

Dimensions

The Official Freight Forwarder will assist with the physical unpacking and installation of exhibits. However, exhibitors must be onsite to supervise and be responsible for these operations. Similarly, exhibitors must supervise the dismantling and re-packing of exhibits, especially for delicate and heavy equipment.

If exhibitors arrive on-site late or instruct the Official Freight Forwarder to arrange the positioning and/or Re-packing on their behalf, then it shall be done and handled at the exhibitors' own risk.

### ON-SITE STORAGE

**No storage space will be provided on-site.** Direct arrangements for this should be made with the Official Freight Forwarder. Otherwise, exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their premises. Exhibitors are not to store such items within the Exhibition Hall. The Organizer reserves the right to remove/dispose of any carton, cases and/or packing materials left in the Exhibition Hall and/or surrounds. Any cost incurred will be borne by the exhibitor.

### INSURANCE

We would like to advise that 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, and also ensure that Transport Insurance is arranged for exhibits sold locally. Agility's tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits. It follows that the cost of insurance cover is not included in Agility's charges.

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## Freight Forwarding Information

### LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge. In the event of late arrivals, our Official Freight Forwarder will make all reasonable efforts to ensure delivery before the exhibition opens; however, no guarantee can be given. The surcharge will apply regardless of the delivery date to the venue.

### MOVE-IN DAYS

Exhibits will be transferred to the Exhibition Hall during the move-in days. Representatives of our Official Freight Forwarder will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

### MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into China. Exhibitors are required to advise our Official Freight Forwarder if the goods will be re-exported, sold or disposed, as applicable. During move-out days, representatives of our Official Freight Forwarder will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. In the event of non-compliance of disposal instruction, all goods left at the Exhibition Hall shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be additional for the account of the exhibitor.

### RE-EXPORT

Re-export formality will require about 3 weeks prior to shipment re-export out of China. In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of Official Freight Forwarder on-site of your request as applicable.

### TERMS AND CONDITIONS

Official Freight Forwarder does not take any responsibility for:

- a) Exhibits which are not allowed by the organizer or Beijing Customs to be sold or displayed in the conference.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the Exhibition Hall

All businesses are only transacted in accordance with our Standard Trading Conditions. A copy is available upon request. The Use of Official Freight Forwarder services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

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## Rules & Regulations

### ADMISSION

All staff of exhibitors are required to wear Exhibitor Badges at all times during the exhibition days (including build-up and tear down period). No one will be permitted into the Exhibition Hall without the Exhibition or Conference Badge. .

Exhibitor must ensure that all staff on site are in possession of valid employment pass. Please note that the issuance of the Exhibitor Badges from the Organizer does not imply in any way that permission is granted for any person to work on-site without the necessary work permits or passes.

The Organizer reserves the right to refuse admission to Exhibitors in shorts, slippers or inappropriate dressing into the Exhibition Hall and/or request any person who refuse to comply to leave without giving any reason.

### EXHIBITOR BADGES

Every member of your staff, who will be manning the booth, requires an Exhibitor Badge. These badges must be worn on-site at all times during the open days of the exhibition.

You may collect the Exhibitor Badges on-site from 1400hrs - 1800hrs on Sunday 31st July and from 0800hrs onwards during the open days of the exhibition from the registration counters.

### 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.

### LIGHTING AND ELECTRICAL WORK

All technical services work including additional electrical supplies must be ordered through **CNCC**, our Official Booth Contractor appointed by the Organizer.

The standard supply of electricity available for use in the booth is single phase, alternating at 5amp/220 volts. Supplies to booth will normally be switched off 30 minutes after the Exhibition closes each evening but 24-hour supplies can be provided by prior arrangement with the Official Booth Contractor. Exhibitors who require electrical supplies at times other than those stated must make an application to the Official Booth Contractor's office on-site. Any cost incurred will be borne by the Exhibitor.

The Organizer reserves the right to disconnect any electrical supply that is dangerous or is likely to be hazardous to visitors or to cause annoyance to other Exhibitors.

All electrical works must be carried out solely by the Official Booth Contractor.

### 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 the Annual Meetings of AOGS. All public space in the exhibit areas and throughout the conference venue is under joint control of the Organizer and the China National 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 odors found to be annoying to neighboring exhibitors or guests, it will be necessary to discontinue such operation. Booths must be manned at all times during exhibit hours. Exhibits must NOT be disturbed, dismantled, or removed before 6 pm, Friday, 5 August, 2016.

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## Rules & Regulations

### OFFICIAL CONTRACTORS

The Organizer has appointed Official Booth Contractor for various services to ensure a more efficient and regulated build-up and tear down. Please refer to **CONTACT LIST** for details. The services of the Official Booth Contractor are for the convenience of exhibitors, and the Organizer will accept **NO** liability in respect of any contract between exhibitors and the Official Booth contractor for negligence or default of any such persons, their servants and agents.

Only the Official Freight Forwarder can be employed whenever mechanical handling of exhibits (i.e. the use of forklift or pallet truck) at the loading/unloading bay and within the Exhibition Hall are required.

### INSURANCE

Exhibitors are advised to insure their exhibits, property or articles of any kind against all risks and have third party insurance taken out to cover their staff or representatives on duty. The Exhibitor shall insure against, indemnity and hold the Conference Organizer harmless in respect of all costs, claims demands and expenses to which the Conference Organizer may in any way be subject to as a result of any loss or injury arising to any person (including members of the public, the organizer's staff, agents or contractors), or property howsoever caused as a result of any act or default of the Exhibitor, his servants, agents or contractors or invitees. If the Organizer demands, the Exhibitor shall provide proof to the Organizer that the exhibitor has adequate insurance cover.

### LIABILITY INSURANCE

Neither the Asia Oceania Geosciences Society (AOGS), Meeting Matters International and/or the China National Convention Centre (CNCC), 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 their visitors attending the exhibition. Additionally, neither the AOGS, Meeting Matters International nor the CNCC 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 AOGS, Meeting Matters International nor CNCC accepts any responsibility for an Exhibitor's products. Liability insurance shall be at the Exhibitor's own expense.

### SECURITY

The Organizer will arrange for general security in the Hall during the build-up, teardown, and Exhibition hours. The Exhibition Hall will be locked after Exhibition hours. Exhibitors are requested to leave the hall within 30 minutes of the closing time. The Organizer will provide minimal overnight security. The Exhibit areas will be secured at night. It shall be agreed by the Exhibitors and any riggers, haulers, or other contractors engaged for the purpose of moving exhibits and equipment into and out of the CNCC venue that CNCC shall be compensated for any expense incurred in repairing damages or injuries to the physical property of the Convention Centre from the handling or movement of such exhibits and equipment on the premises. Nothing shall be posted, tacked on, nailed or screwed into, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Any expenses incurred in properly protecting the building, equipment or furniture therein will be the responsibility of the Exhibitor. The Organizer shall not be held responsible for any loss or theft of exhibits at the Exhibition areas or associated premises during the build-up, Exhibition days, and tear down periods.

### BOOTH CLEANING

During the build-up and teardown periods, Exhibitors will be responsible for removal of booth debris (i.e. empty carton boxes etc.) and rubbish. Failure to do so will result in the Exhibitors being liable for the service fees involved in removing the debris and rubbish. All aisles must be left clear at all times.

During the Exhibition days, the Organizer will provide general cleaning of the aisles and Hall daily. It is the Exhibitors' responsibility to maintain the cleanliness of their booths at all times.

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## Rules & Regulations

### TERMS AND CONDITIONS OF PAYMENT FOR EXHIBITING AND SPONSORSHIPS

Unless otherwise specified in writing, all payment must be made within 21 days from the date of the issue of invoice on-line or otherwise. Nonpayment of participation by 15 June 2016 entitles the Organizer to remove the Exhibitor's booth from the Exhibition floor plan. All materials for printing/publishing must arrive by 3 June, 2016.

### BREACH OF CONTRACT AND/OR WITHDRAWAL BY EXHIBITOR /SPONSOR

If an Exhibitor/Sponsor withdraws from participation this must be confirmed in writing to AOGS 2016 Secretariat. The Exhibitor/Sponsor will incur the following charges:

- Cancellation within 30 days of signature on order/booking form: No charge unless booking is made after 3 Jun 2016 in which case, full cost of participation is payable.
- Cancellation between 30 days after signature and before 3 Jun 2016: 50% of cancelled participation costs apply.
- Cancellation on or after 3 Jun 2016: Full cost of cancelled participation payable.

### CHANGES IN VENUE AND/OR DURATION OF THE EXHIBITION

The 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 as long as the Exhibitor/Sponsor 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/Sponsor directly or indirectly attributable to cancellation, suspension or reduction of duration of the scheduled Exhibition/Sponsorship activities due to:

1. Force Majeure
2. Acts of war, military activity, and 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 Exhibitors/Sponsors 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.