

**Asia Oceania Geosciences Society (AOGS) 2017**  
**Exhibition Information and Regulations**

The information provided below will help you prepare for your exhibit at the 14th Annual Conference of the Asia Oceania Geosciences Society. The conference will be held at the SUNTEC International Convention Centre, Singapore. Dates for the meeting are August 06 to 11, 2017. Please read the information below carefully. We look forward to having you at our conference in Singapore.

**LOCATION OF EXHIBITS**

Exhibits, Posters and the Coffee Stations will be on Level 3, SUMMIT 1 and 2, MR324 to MR326, of the SUNTEC International Convention Centre to help increase traffic for your exhibit.

**EXHIBIT HOURS**

This year's conference follows a SUNDAY through FRIDAY pattern. Please observe the schedule listed below:

<b>Sun   06 Aug</b>	<b>Exhibitor Registration</b>	<b>2pm to 6pm</b>
	<b>Exhibitor Registration</b>	<b>8am to 6pm</b>
<b>Mon   07 Aug</b>	<b>Booth Dressing</b>	<b>3pm to 6pm</b>
	<b>Exhibition Opens Welcome Reception</b>	<b>6.30pm to 8.30pm</b>
	<b>Exhibitor Registration</b>	<b>8am to 6pm</b>
<b>Tue – Fri   08- 11 Aug</b>	<b>Exhibition Hours</b>	<b>9.30am - 6pm</b>
	<b>Innovation Theatre</b>	<b>12.45pm – 1.15pm (Session 1) 4.00pm – 4.30pm (Session 2)</b>
<b>Fri   11 Aug</b>	<b>Tear Down / Ship-Out</b>	<b>By 7pm</b>

**Terms of Reference**

The term “Exhibitor/Sponsor” 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 AOGS2017 Exhibition & Sponsorship program. The term “Exhibition” and “Sponsorship” shall mean the Exhibition and Promotional Sponsorships referred to in the Order/Booking Form. The term “Organizer” shall mean Asia Oceania Geosciences Society (AOGS). The term “Contract” means the contract for participation space/sponsorships in AOGS2017 also referred to as the 14<sup>th</sup> Annual Meeting of the Asia Geosciences Society Conference.

The terms of this contract shall be subject to Singapore law.

**Allocation of Space**

Organizer shall allocate 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 2m. 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 5 days (06 August-11 August 2017, the price of the space includes two Exhibitor passes. Please contact the AOGS2017 Secretariat if you have additional questions.

AOGS2017 is contracting with **Transit Air Cargo Singapore Pte Ltd** who will contact all Exhibitors prior to the conference regarding freight forwarding requirements.

### **Exhibit Setup**

Exhibits will be on one level near to most of the conference sessions to boost traffic for the exhibition. Exhibits must be build up on Monday from 830am to 2pm and dressed up from 3pm to 6pm, and dressed down on Friday, 11 August, by 7pm. Your booth must be staffed during all official exhibit 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, Kingsmen Exhibits Pte Ltd, a company appointed by Meeting Matters International.. All cloth draping and/or display materials must be fire retardant.

### **Character of Exhibits**

The Organizing Chair of the Asia Oceania Geosciences Society, 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 Organiser and the SUNTEC International 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. Exhibits must be staffed at all times during exhibit hours. Exhibits must NOT be disturbed, dismantled, or removed before 6pm, Friday, 11 August, 2017.

### **Material Shipping, Receiving, and Handling**

*AOGS2017 has contracted with Meeting Matters for the handling of all exhibit material. Your exhibit material must be sent by Transit Air Cargo Singapore Pte Ltd, a company appointed by Meeting Matters. AOGS2017 highly recommends that you employ the use of a customs broker for the shipping of your materials. AOGS2017 has contracted with Transit Air Cargo Singapore Pte Ltd as the customs broker for this conference.*

### **Official Exhibit Service Company**

Meeting Matters has appointed Kingsmen Exhibits Pte Ltd as the official exhibition contractor for AOGS2017. Approximately eight weeks prior to the conference, each exhibitor will receive an Exhibitor Guide provided on our website containing Kingsmen's order forms, rental costs of booth furniture, accessories, special work (such as carpentry, painting, additional signs, electrical work, etc.) and information from Transit Air Cargo Singapore Pte Ltd concerning shipment of exhibit materials. Exhibitors must contact AOGS2017 Secretariat before contracting with any outside contractors.

For all personal items, please note:

### **Deliveries**

All packages sent to the hotel should be sent prepaid. Packages sent C.O.D. will be refused by the hotel or by SUNTEC, and they will make no notifications to the shipper. SUNTEC/Transit Air Cargo Singapore Pte Ltd/AOGS2017 Secretariat does not assume or accept any responsibility for shipments out of the hotel. Persons who ship parcels out of the hotel must arrange this with AOGS2017 Secretariat/Transit Air Cargo Singapore Pte Ltd. Shipments should arrive at SUNTEC in accordance with arrangements agreed with AOGS2017 Secretariat/Transit Air Cargo Singapore Pte Ltd. Handling/Storage charges will apply. **DO NOT SEND EXHIBIT MATERIALS TO AOGS2017 Secretariat.**

### **Shipment of Materials**

All personal materials shipped to SUNTEC must be coordinated with the shipper/customs broker, Transit Air Cargo Singapore Pte Ltd/AOGS2017 Secretariat.

### **Security**

Convention Centre security personnel will be on duty during the day events. Each exhibit must be staffed at all announced times by the exhibitor's personnel. 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 SUNTEC that the SUNTEC 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 Organiser shall not be held responsible for any loss or theft of exhibits at the exhibition areas or associated premises during the build-up, exhibition, and tear down periods.

### **Liability & Insurance**

Neither the Asia Oceania Geosciences Society, the SUNTEC International 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 Asia Oceania Geosciences Society, nor the SUNTEC International 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 AOGS2017 nor SUNTEC 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 ASIA OCEANIA GEOSCIENCES SOCIETY and THE SUNTEC INTERNATIONAL 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 ASIA OCEANIA GEOSCIENCES SOCIETY nor the SUNTEC INTERNATIONAL CONVENTION CENTRE maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.**

### **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. Nonpayment of participation by 06 July 2017 entitles the Organizer to remove the Exhibitor's booth from the Exhibition floor plan. **All materials for printing/publishing must arrive by 28 May 2017.**

**Breach of contract and/or withdrawal by Exhibitor/Sponsor**

If an Exhibitor/Sponsor withdraws from participation, this must be confirmed in writing to AOGS2017 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 28 June 2017 in which case, full cost of participation is payable.

Cancellation between 30 days after signature and before 28 June 2017

- 50% of cancelled participation costs apply

Cancellation on or after 28 June 2017

- Full cost of cancelled participation payable

**Changes in venue and/or duration of the Exhibition**

Organiser 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 Organiser 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, 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 Organiser'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 Organiser to the Exhibitors/Sponsors without prejudice to the Organiser's right to appropriate the entire sum or any part thereof for expenses they have already incurred for the Exhibition.

For further information or assistance, please contact:

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