

EXHIBITOR GUIDE

AOGS

14th Annual Meeting
Asia Oceania Geosciences Society

6-11 Aug 2017, Singapore



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.

EXHIBITION VENUE

SUMMIT ROOMS – Level 3
 Suntec Singapore Convention & Exhibition Centre
 1 Raffles Boulevard, Suntec City, Singapore 039593

REGISTRATION:

Sun | 06 Aug | 2pm to 6.30pm
 Mon-Fri | 07-11 Aug | 8am to 6.30pm

EXHIBITION HOURS:

Mon | 07 Aug | 6.30pm to 8.30pm
 Tue-Fri | 08-11 Aug | 9.30am to 6pm

EXHIBITOR MOVE IN:

Mon | 07 Aug | 3pm to 6pm

EXHIBITOR MOVE OUT:

Fri | 11 Aug | by 7pm
Please clear your properties from the booth by 7pm.

Each exhibition booth package comes with complimentary ticket for one to the Convener's Dinner and up to 2 complimentary tickets for lunch on exhibition days (Tue to Fri). The tickets will be issued with your registration passes at the badge concierge.

LUNCH @ EXHIBITOR LOUNGE

Tue-Fri | 08-11 Aug | 12.30pm to 2pm

CONVENER'S DINNER ON THU – 10 AUG 2017 – COACH TRANSFER PROVIDED

Details on venue and transfer arrangements will be advised nearer the time.

Exhibition Services

Edwiana GAN/Boon Hwang NG
 #06-23 ONE COMMONWEALTH, 1 Commonwealth Lane, Singapore 149544
 Tel: 65-64723108 Ext 105/107 | Email: geomeet@asiaoceania.org

CONTACT INFORMATION

Organizer

Asia Oceania Geosciences Society (AOGS)
 Tel: +65 6472 3108
 Fax: +65 6472 3208
 Address: 1 Commonwealth Lane, #06-23
 ONE COMMONWEALTH, Singapore 149544

Secretariat Services

Alex ANG/Cheng Hoon KHOO
 HP: +65 9189 0822 / +65 9819 9462
 Email: admin@asiaoceania.org

Exhibition Services

Edwiana GAN / Boon Hwang NG
 HP: +65 9383 4931 / +65 9818 1561
 Email: geomeet@asiaoceania.org

Conference Services

Jolene TAN
 HP: +65 9023 3438
 Email: info@asiaoceania.org

Event Venue & In-Booth Catering

SUNTEC Singapore
 Jeffrey YEO
 HP: +65 8268 6988
 Fax: +65 6825 2299
 Email: jeffrey.yeo@suntecsingapore.com

Exhibition Contractor

Booths, Furniture, Electrical, Audio Visual

Kingsmen Exhibits Pte Ltd (Kingsmen)
 Inah Dela CRUZ
 Tel: +65 6880 0277
 Fax: +65 6831 1368
 Email: inahdelacruz@kingsmen-int.com

Freight Forwarder & Customs Broker

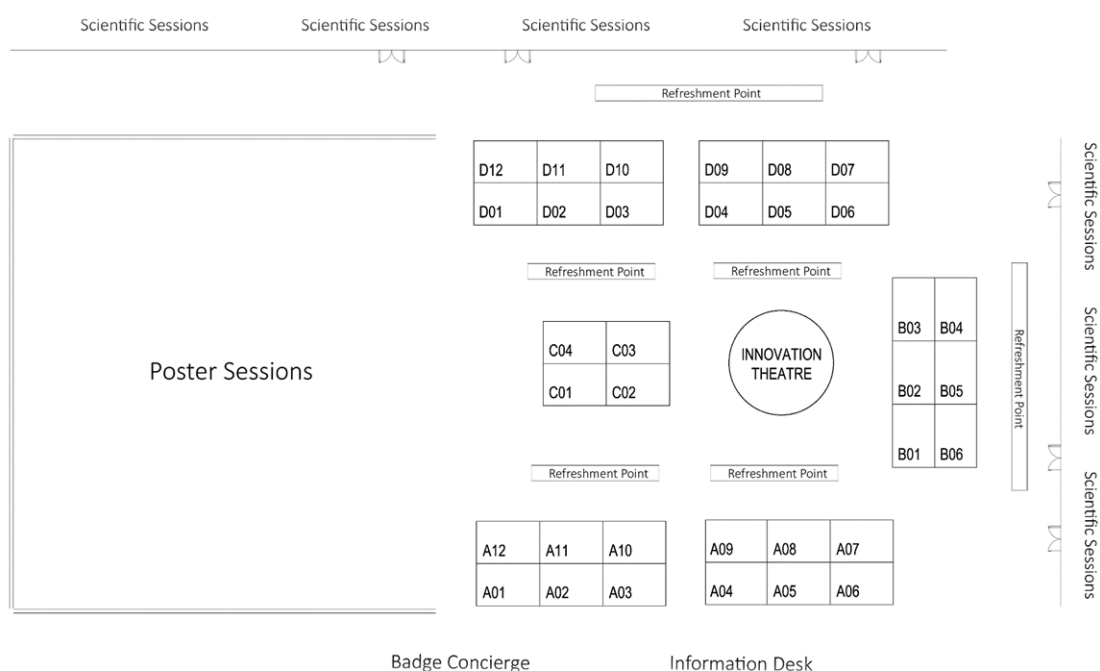
Transit Air Cargo Singapore Pte Ltd (TAC)
 Naz YUSOFF
 Tel: +65 6438 1686
 HP: +65 9738 1907
 Fax: +65 6438 1466
 Email: naz@tacs.com.sg

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EXHIBITION FLOOR PLAN

Booth Size: 3m (L) x 2m (W) x 2.5m (H)



The Exhibition Hall Floorplan is subject to changes without prior notice, at the discretion of the AOGS 2017 Organizing Committee.

INNOVATION THEATRE

Please arrive at the Innovation Theatre at least 15 minutes before your stipulated timing to setup and make final preparations for the presentation.

At the Innovation Theatre, you will be provided with a 65" Full HD screen (dimensions 1433.5 mm x 809 mm, 16:9 aspect ratio), a microphone, basic sound system, high table (for your laptop) and chairs for the audience.

Please refer to the Exhibition Floor Plan above for exact location of the Innovation Theatre.

Schedule	Exhibitor Presentations			
	TUE 08 AUG	WED 09 AUG	THU 10 AUG	FRI 11 AUG
12.45pm – 1.15pm (Session 1)	UGT GmbH	Earth Observatory of Singapore	Picarro Inc.	LI-COR Biosciences
4pm – 4.30pm (Session 2)	Earth Science Research Promotion Center	Earth, Planets & Space	Isotopx Flexisolve	Nankai University

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STANDARD SHELL SCHEME BOOTH - DESIGN INFORMATION

Please complete and return Kingsmen's Order Form by 07 July 2017.

If you have not received the form, please contact:

Inah Dela CRUZ (**Kingsmen Exhibits Pte Ltd**)

Tel: +65 6880 0277 | Fax: +65 6831 1368

Email: inahdelacruz@kingsmen-int.com



FRONT ELEVATION



PERSPECTIVE VIEW

ENTITLEMENTS

WALL PANELS

- 3m Width x 2m Depth x 2.5m High, R8 modular aluminum exhibition system in white powder coated finish

FASCIA NAME BOARD

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

LIGHTING & ELECTRICS

- 2 x 40W fluorescent lights 1.2m long, mounted behind the fascia name board
- 1 x 13A 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)
- 2 x folding chairs
- 1 x wastepaper basket

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

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FREIGHT INSTRUCTIONS (1 OF 4)

IMPORTANT INFORMATION

The information under this section is for your guidance only. A detailed shipping manual will be uploaded to the website. If desired, you may contact the official freight forwarder (Transit Air Cargo) to request your own copy. Please read through the shipping manual carefully and take note of the shipping requirements and deadlines. The contracted services provided by Transit Air Cargo 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 Transit Air Cargo 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 Transit Air Cargo. 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.

FREIGHT FORWARDER

Transit Air Cargo Singapore Pte Ltd is the AOGS2017 appointed freight forwarder.

Naz YUSOFF

111 Neythal Road, Singapore 628598

Tel: +65 6438 1686

Hp: +65 9738 1907

Fax: +65 6438 1466

E-mail: naz@tacs.com.sg

1. ARRIVAL DEADLINES

All exhibits forwarded by sea or air should arrive Singapore by the following dates:

Sea freight (LCL Cargo):	21 July 2017
Sea freight (FCL Container):	24 July 2017
Airfreight:	26 July 2017
Films & Video Tapes / Media:	06 July 2017

The exhibits arriving after above-stated deadlines will be considered as late arrivals and an additional handling surcharge of 30% will be levied.

A 50% surcharge for urgent clearance will be levied on shipments arriving on or after the opening date (07 Aug 2017).

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FREIGHT INSTRUCTIONS (2 OF 4)

2. CONSIGNING INSTRUCTION

All exhibits forwarded by air or sea freight should be consigned to:

Consignee:

TRANSIT AIR CARGO SINGAPORE PTE LTD (TAC)

111 Neythal Road, Singapore 628598.

Tel: +65 6438 1686

Fax: +65 6438 1466

E-mail: events@tacs.com.sg

Contact: Eric ONG / Jonathan LEE / Naz YUSOFF

For: AOGS 2017

Notify: SAME AS CONSIGNEE

Exhibitor:

Booth:

All consignments must be on a **“FREIGHT PREPAID”** basis.

Any consignments arriving Singapore on a freight collect basis will be subjected to a 10% service fee for advance payments made on your behalf.

Please note that any shipment not consigned to the above will cause a delay in customs clearance and in turn an additional handling charge will be levied for rectifying it.

Pre-notification of consignments details should be emailed to us at least 48 hour prior to shipment's arrival.

3. CARGO PACKING

Exhibitors shall be responsible for the consequences of improper packing.

Please ensure that the **cargo is packed in sea worthy condition**. The packing material e.g. case, carton, crate must be strong enough to withstand damage during transportation and repeated handling, including unpacking and should be suitable for repacking for sale or return movement after the exhibition.

Packing in cardboard cartons is not considered suitable for repeated handling, especially for valuable and delicate items. Any damage claims will be declined should the packing be deemed not adequate for the exhibits.

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable.

Exhibits will be placed outdoors many times, including open-air storage at the Exhibition Centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminum foil, plastic covers etc very often would have been damaged already during unpacking).

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FREIGHT INSTRUCTIONS (3 OF 4)

4. CARGO MARKING

The following marking must be clearly marked on two opposite of all packages

AOGS 2017

C/o TRANSIT AIR CARGO SINGAPORE PTE LTD

EXHIBITOR :
 STAND NO :
 CASE NO : OF
 MEASUREMENTS : (L) x (W) x (H) cms
 NET WEIGHT : kgs
 GROSS WEIGHT : kgs

5. CARGO INSURANCE

It is the responsibility of the exhibitor to arrange a full transit insurance.

The policy should cover transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by TAC, and also ensure that transport insurance is arranged for exhibits sold locally.

6. SHIPPING NOTIFICATION & PRE-ADVICE

The following deadlines for documents and shipping pre-advice must be strictly observed. TAC will not be responsible for any consequences or delays resulting to the late supply of it.

DOCUMENTS REQUIRED

Sea freight shipment:	<u>Original</u>	<u>Copies</u>
Bill of Lading	1 (one)	2 (two)
Commercial Invoice/Packing List	2 (two)	2 (two)
Insurance Certificate	1 (one)	1 (one)

The above documents should be AIRMAILED/COURIERED to TAC at least 1 week before the arrival of vessel in Singapore.

Airfreight shipment:	<u>Original</u>	<u>Copies</u>
Commercial Invoice/Packing List	2 (two)	2 (two)
Insurance Certificate	1 (one)	1 (one)

The above documents should be attached to the AIRWAY BILL.

7. FILMS, VIDEOS AND PUBLICATIONS

All films, videos and publications are subjected to the approval of the government censorship board and films & publications department before they are allowed for public viewing.

It will take about **1 (one)** month for the approval of the above and would therefore require the films/videos/publications to be in Singapore by courier consigned to **TRANSIT AIR CARGO SINGAPORE PTE LTD**, at least 4 weeks before the start of the exhibition.

To apply for exemption from censorship of video tapes/discs, please email your request for application forms to TAC.

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FREIGHT INSTRUCTIONS (4 OF 4)

8. HAND-CARRIED EXHIBITS

Please avoid hand carrying exhibits to Singapore. If this cannot be avoided and your samples are detained by customs, please hand over the detention receipt and list of exhibits (duly filled) to TAC staff at the fairground. They will then arrange the collection of your goods from the airport.

Exhibitors arriving late with hand-carried exhibits must be made aware that the customs formalities and pick up procedures may take one or two days.

9. GST (GOODS & SERVICE TAX)*

All goods imported into Singapore are subject to the above tax when consumed in Singapore, including brochures, pamphlets, newsletters, advertising material and give-away of any kind.

The **GST payable is 7% (S\$) of CIF value** indicated on the invoice or subject to the customs and excise final appraisal of the imported goods value.

10. UNPACKING / REPACKING EXHIBITS ON-SITE

TAC will assist exhibitors in physical unpacking and installation of all big exhibits; however exhibitors must supervise and be responsible for these operations.

For this purpose, a representative of the company must be available on-site during the move-in period.

If exhibitors arrived late on-site, or, instruct TAC to arrange unpacking or repacking unsupervised on their behalf, TAC shall handle these operations only at the exhibitors risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment.

When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for any consequences arising.

11. SOLD EXHIBITS

All sold exhibits will be repacked at the close of show.

Exhibits are **NOT ALLOWED** to be taken out of the exhibition hall until the GST (Goods and Service Tax) has been paid. Temporary status must be converted to a permanent customs entry.

It is the responsibility of the exhibitor to collect the GST from their buyers.

TAC shall charge all GST paid to Singapore customs directly to the exhibitors and NOT their buyers.

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RULES & REGULATIONS (1 OF 3)

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 14th 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 and 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 email/call the AOGS Exhibition Services contact (Edwiana/Boon Hwang) if you have additional questions.

Transit Air Cargo Singapore Pte Ltd, the freight forwarder and customs broker will be contacting all Exhibitors prior to the conference regarding freight & customs related matters.

Exhibit Setup

Exhibits will be on one level near to most of the conference sessions to boost traffic for the exhibition. Exhibition built by the exhibition contractor will be taking place on Monday, 07 August from 08:30am to 2:00pm. Exhibitor booth dressing is on Monday, 07 August 2017 from 3pm to 6pm and all properties must be removed from the exhibition booth by Friday, 11 August, by 7pm. 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, Kingsmen Exhibits Pte Ltd, 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 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 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 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 6pm, Friday, 11 August, 2017.

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RULES & REGULATIONS (2 OF 3)

Material Shipping, Receiving, and Handling

Transit Air Cargo Singapore Pte Ltd (TAC) is the appointed handler for all exhibit materials. It is highly recommended that you engage TAC for transporting your exhibit materials and as your customs broker.

Exhibition Contractor

Kingsmen Exhibits Pte Ltd (Kingsmen) is the appointed exhibition contractor. 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.). Information on the shipment of exhibit materials shall be as provided by TAC.

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). Anyone who does not ship their materials through TAC do so at their own risk. The freight instructions above must be strictly followed and the associated handling/storage charges are payable. **PLEASE DO NOT SEND EXHIBIT MATERIALS TO AOGS OFFICE.**

Security

Security services personnel will be on duty during event days. Exhibition booths must remain staffed during all exhibition hours. 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 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 & Exhibition 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 & Exhibition 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 & Exhibition Centre maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

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RULES & REGULATIONS (3 OF 3)

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 AOGS 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

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, 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, relocated 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.

For further information or assistance, please contact:

Edwiana GAN/Boon Hwang NG

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1 Commonwealth Lane

Singapore 149544

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Email: geomeet@meetmatt.net

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