

AOGS

15th Annual Meeting

Asia Oceania Geosciences Society

03-08 Jun 2018 Honolulu, Hawaii

www.asiaoceania.org



Exhibitor Guide

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

Important Deadlines

By 15 May 2018: Submit [document](#) to [Agility Fairs & Events Logistics Pte Ltd](#)

LING Seok Lin

Tel: +65 6500 0250

Fax: +65 6214 9592 / 6214 9593

Email: LSeok@agility.com

By 19 May 2018: Discount Deadline for [order forms](#) [International Convention Services \(I.C.S.\)](#)

Crystal MATTHEWS

Tel: +808 295 0408

Email: crystalM@icshawaii.net

Exhibition Venue

Kalakaua Ballroom – Level 4

Hawaii Convention Centre

1801 Kalakaua Avenue

Honolulu, HI 96815

Registration:

Sun | 03 Jun | 2pm to 6pm

Mon-Fri | 04-08 Jun | 7.30am to 6pm

Booth Dressing:

Mon | 04 Jun | 3pm to 6pm

Exhibition Hours:

Tue-Thu | 05-07 Jun | 9.30am to 6pm

Fri | 08 Jun | 9.30am to 4pm

Tear Down / Ship-Out:

Fri | 08 Jun | By 5pm

Please clear your properties from the booth by 5pm.

Exhibition Opens / Welcome Reception:

Mon | 04 Jun | From 6.30pm to 8.30pm

Innovation Theatre:

Mon | 04 Jun | 6.45pm to 7.15pm & 7.30pm to 8pm

Tue-Fri | 05-08 Jun | 10.30am to 11am & 3.30pm to 4pm

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 | 05-08 Jun | 12.30pm to 1.30pm

Convener's Dinner on Fri - 08 Jun 2018 – Transfer Provided

"Fri-Night Fireworks Cruise"

Depart for Harbour: 4:30pm

Cruise Ends: 8:15pm

AOGS Contacts

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 / Teng Teng AW

HP: +65 9383 4931 / +65 8198 9448

Email: geomeet@asiaoceania.org

Conference Services

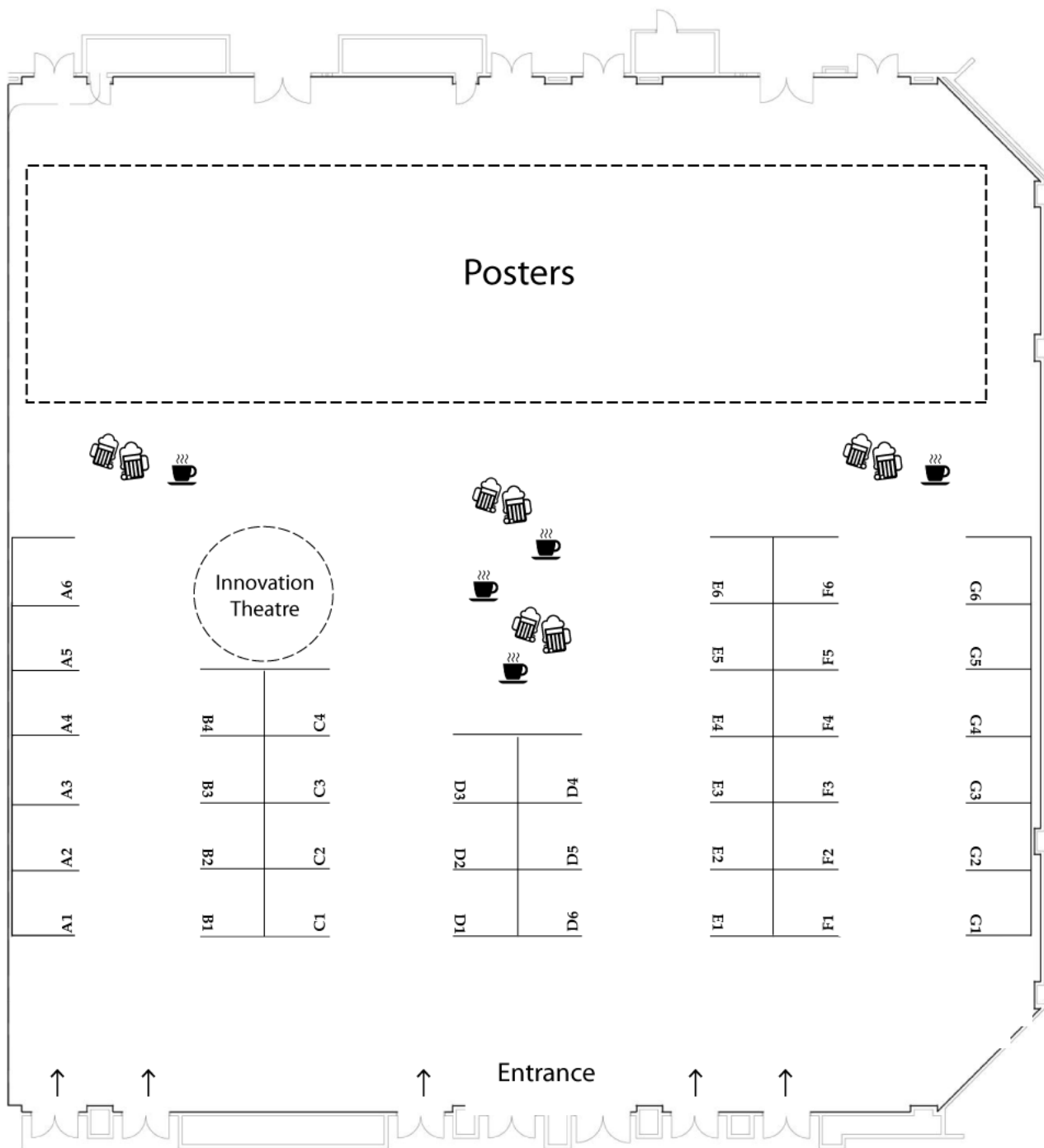
Jolene TAN / Si Ying HO

HP: +65 9023 3438 / +65 9025 0552

Email: info@asiaoceania.org

Exhibition Floor Plan

Booth Size: 10' x 10'



The Exhibition Hall Floorplan is subject to changes without prior notice, at the discretion of the AOGS 2018 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 Full HD screen, 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.

MON 04 JUN	6.45pm-7.15pm (Session 1)	Taiwan Earthquake Research Center
	7.30pm-8pm (Session 2)	Kinematics, Inc.
TUE 05 JUN	10.30am-11am (Session 1)	Earthquake Research Institute, The University of Tokyo
	3.30pm-4pm (Session 2)	METER Group, Inc. USA
WED 06 JUN	10.30am-11am (Session 1)	Picarro, Inc
	3.30pm-4pm (Session 2)	Earth Science Research Promotion Center & TAO Journal
THU 07 JUN	10.30am-11am (Session 1)	Isotopx
	3.30pm-4pm (Session 2)	IBS Center for Climate Physics
FRI 08 JUN	10.30am-11am (Session 1)	Springer Nature
	3.30pm-4pm (Session 2)	Güralp Systems Limited

Standard Shell Scheme Booth - Design Information

Please complete and return I.C.S. Exhibitor Manual Order Forms by 19 May 2018.

If you have not received the form, please contact:

International Convention Services (I.C.S.)

Crystal Matthews

Tel: +808 295 0408

Email: crystalM@icshawaii.net



ENTITLEMENTS

SHOW INFORMATION

- 8' High Backwall Drape (Black)
- 3' High Sidewall Drape (Black)
- Exhibit Hall Carpet Color (Ballroom Carpet)
- Aisle Carpet Color (Ballroom Carpet)

BOOTH PACKAGE

Booth Size: 10' x 10'

- 7" x 44" Booth ID Sign
- 6' Skirted Table - Black
- 2 x Gray Padded chairs
- 1 x wastebasket

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.

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 AOGS2018 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) and/or Meeting Matters International Pte Ltd (Meet Matt) also referred as AOGS Secretariat. The term "Contract" means the contract for participation space/sponsorships in AOGS2018 also referred to as the Asia Oceania Geosciences Society 2018 to be held at Hawaii Convention Centre, Honolulu.

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 10' x 10'. Standard Booth Price includes Backwall Drape, Sidewall Drape, Booth ID Sign, Skirted Table, 2 Chairs, 1 Wastebasket. In addition to the use of the Exhibit space for 5 days (04 June-08 June 2018), the price of the space includes two Exhibitor passes. Please email/call the AOGS Exhibition Services contact (Edwiana/Teng Teng) if you have additional questions.

Exhibit Setup

Exhibits will be 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, 04 June from 08:30am to 2:00pm. Exhibitor booth dressing is on Monday, 03 June from 3pm to 6pm and all properties must be removed from the exhibition booth on Friday, 08 June, by 5pm. 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, I.C.S., 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 Hawaii 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 on Friday, 08 June, before 5pm.

Rules & Regulations (2 of 3)

Exhibition Contractor

International Convention Services (I.C.S.) is the appointed exhibition contractor. Approximately six weeks prior to the conference, each exhibitor will receive an Exhibitor Guide provided on our website containing I.C.S.'s order forms, rental costs of booth furniture, accessories, special work (such as carpeting,, additional signs, electrical work, etc.).

For all personal items, please note:

Deliveries

All packages arriving at their designated venue (be it the hotel that you are staying or at the exhibition venue) must be sent prepaid or they will be refused acceptance (Note: C.O.D is also not acceptable). Anyone who does not ship their materials through Agility 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 remained 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 Hawaii Convention Centre that Hawaii Convention Centre 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 Hawaii 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 Hawaii 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 AOGS2018 nor Hawaii Convention Centre accepts any responsibility for an exhibitor's products. Liability insurance shall be at the exhibitor's own expense.

Exhibitor assumes the entire responsibility and liability for losses, damages and claims and agrees to indemnify, defend and hold harmless the Asia Oceania Geosciences Society and the Hawaii 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 Hawaii Convention Centre maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

Rules & Regulations (3 of 3)

Terms and Conditions of Payment for Exhibiting, and Sponsorships

Unless otherwise specified in writing, all payment must be made within 21 days from the date of the issue of invoice. Non-payment of participation entitles the Organizer to re-allocate the booth to another exhibitor.

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 27 Apr 2018 in which case, full cost of participation is payable

Cancellation between 30 days after signature and before 27 Apr 2018:

- 50% of cancelled participation costs apply

Cancellation on or after 27 Apr 2018:

- Full cost of cancelled participation payable

Changes in venue and/or duration of the Exhibition

Organizer reserves the right to change the venue and duration of the Exhibition. In the event of change of venue and/or duration, the agreement to participate shall remain in force 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 / Teng Teng AW

Exhibition Services

#06-23 ONE COMMONWEALTH

1 Commonwealth Lane

Singapore 149544

Tel: +65 6472 3108 Ext 105/103

Email: geomeet@meetmatt.net