

# AOGS

28 Jul- 2 Aug 2019  
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.

### Important Deadlines:

By 28 June 2019: [Submit document](#) to  
**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](mailto:naz@tacs.com.sg)

By 5 July 2019: Discount Deadline for [order forms](#)  
**Exhibition Contractor** (Booths, Furniture, Electrical, AV)  
Kingsmen Exhibits Pte Ltd (Kingsmen)  
Faith GARCIA  
Tel: +65 6880 4251  
Fax: +65 6831 1368  
Email: [faithgarcia@kingsmen-int.com](mailto:faithgarcia@kingsmen-int.com)

By 5 July 2019: [Submit document](#) for

**In-Booth Catering**  
Suntec Singapore  
Nur AMIRAH  
Tel: +65 8112 9698  
Email: [nur.amirah@suntecsingapore.com](mailto:nur.amirah@suntecsingapore.com)

### Exhibition Venue

SUNTEC Summit Rooms - Level 3  
Suntec Singapore Convention & Exhibition Centre  
1 Raffles Boulevard, Suntec City,  
Singapore 039593

### Registration:

Sun-28 Jul: from 2pm  
Mon-29 Jul to Fri-02 Aug: from 8am

### Booth Dressing:

Mon-29 Jul: 3pm to 6pm

### Exhibition Hours:

Mon-29 Jul: 6:30pm to 8:30pm  
Tue-30 Jul to Thu-01 Aug: 10am to 6pm  
Fri-02 Aug: 10am to 4pm

### Tear Down / Ship-Out:

Fri-02 Aug: Latest by 7pm  
*Please clear your properties from the booth by 5pm.*

### Exhibition & Innovation Theatre Opens

Mon-29 Jul: from 6.30pm

### Innovation Theatre:

Mon-29 Jul: from 6.45pm to 8pm  
Tue-30 Jul to Thu-01 Aug: 10.30am to 4pm  
Fri-02 Aug: 10.30am to 11am

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-30 Jul to Fri-02 Aug: 12.30pm to 1.30pm

### Convener's Dinner on Fri - 02 Aug 2019 – Transfer Provided

S.E.A Aquarium & Dinner 5pm to 8.30pm (approximate)

## **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](mailto:admin@asiaoceania.org)

### **Exhibition Services**

Alex ANG

HP: +65 9189 0822

Email: [geomeet@asiaoceania.org](mailto:geomeet@asiaoceania.org)

### **Conference Services**

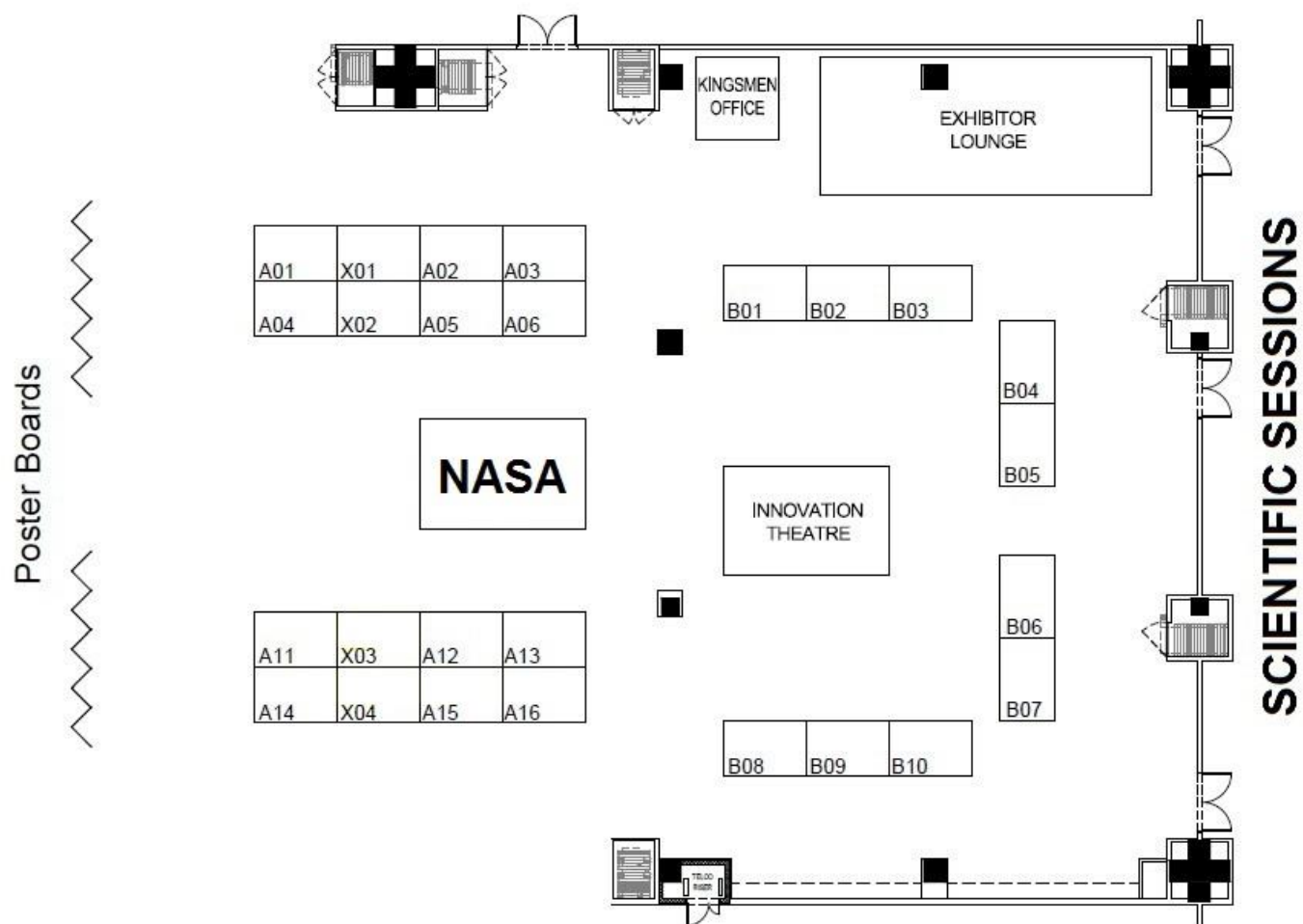
Leris Leong

HP: +65 9647 8546

Email: [info@asiaoceania.org](mailto:info@asiaoceania.org)

## Exhibition Floor Plan

Booth Size: 3m x 2m



## REGISTRATION

*The Exhibition Hall Floorplan is subject to changes without prior notice, at the discretion of the AOGS 2019 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.

<b>MON 29 JUL</b>	6.45pm-7.15pm (Session 1)	Earth Science Research Promotion Center & TAO Journal
	7.30pm-8pm (Session 2)	Taiwan Earthquake Research Center
<b>TUE 30 JUL</b>	10.30am-11am (Session 3)	METER Group, Inc. USA
	3.30pm-4pm (Session 4)	Nanometrics Inc
<b>WED 31 JUL</b>	10.30am-11am (Session 5)	Springer Nature
	3.30pm-4pm (Session 6)	Earth Observatory of Singapore
<b>THU 01 AUG</b>	10.30am-11am (Session 7)	LI-COR Biosciences
	3.30pm-4pm (Session 8)	National Institute of Information and Communications Technology
<b>FRI 02 AUG</b>	10.30am-11am (Session 9)	Dynamic Technologies DTCC

## Standard Shell Scheme Booth - Design Information

Please complete and return Kingsmen's Order Form by 05 July 2019.

If you have not received the form, please contact:

Faith GARCIA (Kingsmen Exhibits Pte Ltd)

Tel: +65 6880 4251 | Fax: +65 6831 1368

Email: [faithgarcia@kingsmen-int.com](mailto:faithgarcia@kingsmen-int.com)



### 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.*

## 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 AOGS2019 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 AOGS2019 also referred to as the 16<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 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 (29 July-2 August 2019), 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, 29 July 2019 from 08:30am to 2:00pm. Exhibitor booth dressing is on Monday, 29 July 2019 from 3pm to 6pm and all properties must be removed from the exhibition booth by Friday, 2 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 5pm, Friday, 2 August, 2019.

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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.



## 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 18 Jun 2019 entitles the Organizer to remove the Exhibitor's booth from the Exhibition floor plan.

**All materials for printing/publishing must arrive by 31 May 2019.**

### 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 18 Jun 2019 in which case, full cost of participation is payable

Cancellation between 30 days after signature and before 18 Jun 2019:

- 50% of cancelled participation costs apply

Cancellation on or after 18 Jun 2019:

- 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 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:

#### **Alex ANG**

Exhibition Services

#06-23 ONE COMMONWEALTH

1 Commonwealth Lane

Singapore 149544

Tel: +65 6472 3108 Ext 111

Email: [geomeet@meetmatt.net](mailto:geomeet@meetmatt.net)