

# EXHIBITOR'S MANUAL

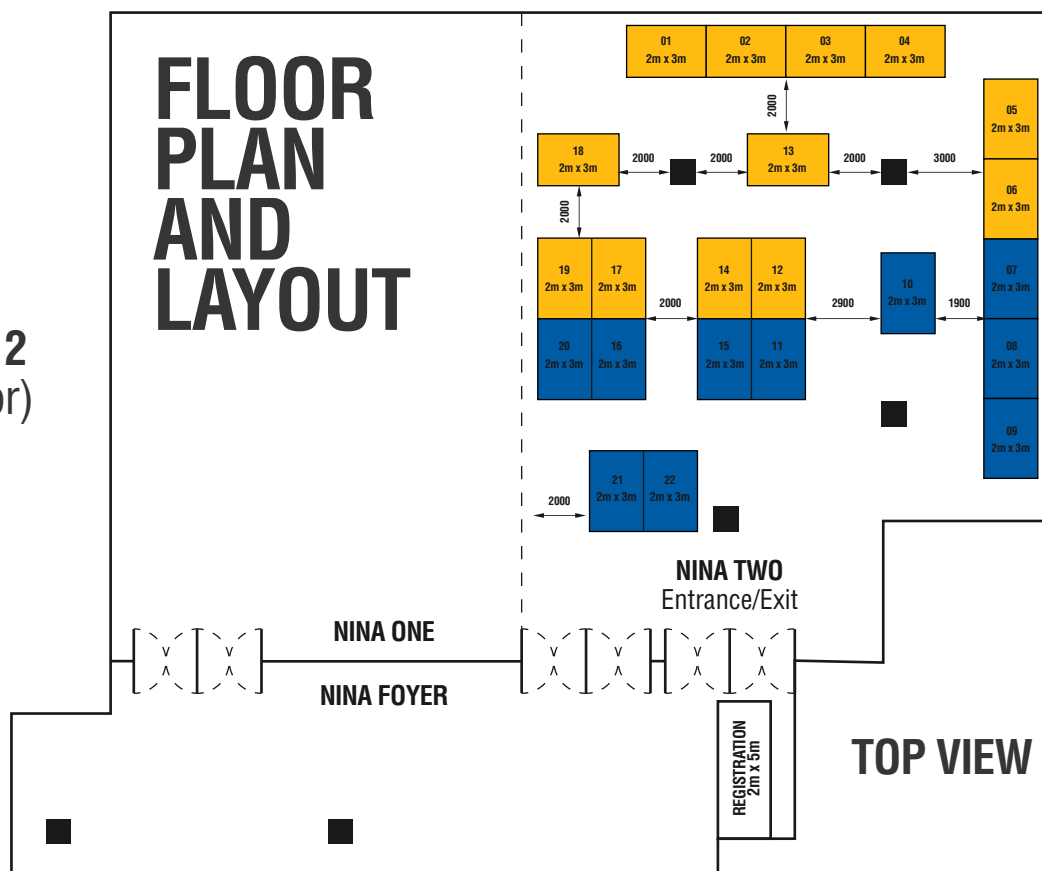
Dear Exhibitors, We would like to welcome you at the  
11th CONGRESS OF THE ASIAN PACIFIC FEDERATION  
OF SOCIETIES FOR SURGERY OF THE HAND!

This manual contains important information for  
you to plan your participation, as well as service forms.  
Please observe the deadlines and make sure that the  
forms are sent within the time limit. Thank you.

For more queries, please do not hesitate to contact the  
Exhibit Manager through email at [sponsor@handsociety.org](mailto:sponsor@handsociety.org)  
and we will be glad to assist you.

# GENERAL INFORMATION

## NINA BALLROOM 2 (Ground floor)



### LEGEND:



Reserved for major sponsors



For general exhibitors

**BOOTH EXHIBITOR - PHP 250, 000.00**

*Rate is for wire transfer payment, and is inclusive of all Philippine taxes and fees.*

### Partner Benefits and Branding Opportunities

- Use of 2x3 sqm. Exhibit booth space with basic furniture: one table, two chairs and one 220V power outlet.
- Logo published on the 11th APFSSH website.
- Logo loop to be played on the screens before and after sessions, and during coffee or lunch breaks.
- Logo placement on the sponsor photowall
- Two (2) complimentary exhibitor passes
- Opportunity to distribute company flyers or brochures to delegates in the exhibition floor within the duration of the congress.

## EXHIBITOR'S BADGES

Exhibitors will be given two Exhibitor Passes that will give the holder access to the 11th APFSSH Exhibit. This pass does not include entrance to other APFSSH events and no meals will be provided. Exhibitors may purchase additional passes from the secretariat.

## OPERATING HOURS

- November 8 & 9 - 7:30AM - 6:30PM
- November 10 - 7:00AM - 12:30PM

## OPERATING GUIDE

1. The Exhibit area will officially open on November 8, 2017 at 7:30 AM.
2. All exhibit personnel must wear their ID's at all times.
3. Food and beverage orders are to the account of the exhibitors.
4. Please do not leave valuable materials unattended in the exhibit area .
5. Any set-up for props, decoration or equipment installed by the company or appointed contractor must be in compliance with safety and fire regulations. The 11th APFSSH Congress or the hotel management will not be held responsible for any adverse consequence arising from non-compliance. In addition, repair costs for any damage (should there be any) to the property of the Hotel during the function will be charged to the company.
6. Exhibit rooms have WiFi access. Username and password may be requested from the APFSSH Secretariat.
7. Please secure the complete list of your equipment that will be brought in especially those with electrical load. Please submit not later than October 30, 2017.

## EXHIBITOR'S INGRESS AND EGRESS

### INGRESS DATE

November 7, 2017 from 8:00 AM to 5:00PM. Booth must be ready one hour prior to Exhibit Opening on November 8, 2017.

### EGRESS DATE

November 10, 2017 from 2:00 PM onwards.

- The Exhibitors are not allowed to bring in and/or install their display materials before the appointed schedule.
- No Exhibitor shall be allowed to pull out any or part of his equipment before the scheduled egress time. Equipment and materials not removed by the Exhibitor beyond the Egress period shall be moved and transferred by the Official Contractor at the Exhibitor's expense.

## CLEARANCE

No Exhibitor may remove his equipment or display from the exhibit venue without prior clearance from the Organizer.

## CIRCULATION

Exhibitors must ensure that their materials will not obstruct the traffic flow circulation within the exhibition during ingress and egress. Exhibitors whose materials are found to be obstructing the traffic within the exhibit area shall be given ample time to remove them. Materials not removed after such time shall be removed at the Exhibitors' expense.

## BOOTH FACILITIES AND MAINTENANCE

### OCCUPANTS' RESPONSIBILITY

It shall be the responsibility of the OCCUPANTS to maintain and ensure that the Booth Room system and supplied facilities shall be kept free from any damage or loss within the duration of the exhibition.

### PAINTING AND PUNCTURING OF PANELS

The occupants are prohibited from painting, puncturing by screws and nails, pasting or any action that may otherwise damage or disfigure the wall or doors in the Exhibit area. Occupants have to provide their own wall, hooks and other tools necessary to put their display.

## BOOTH SCHEME

*The basic booth consists of the following:*

### BOOTH

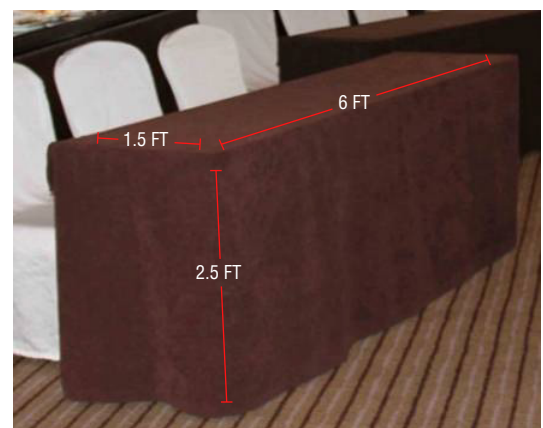
Space : 2 x 3 meters (2 meter deep, 3 meter length, 8 feet tall)  
: Exhibitor must limit materials and booth equipment within the given space.

Power Source : 220V

### FURNITURE

All booths will have one table with two chairs.

Size for the table is 1.5 x 6 x 2.5 ft.



## BOOTH DESIGN OPTIONS

To preserve the booth's aesthetics and quality, backwalls with seamless graphics will be utilized. Tarpaulins will not be allowed.

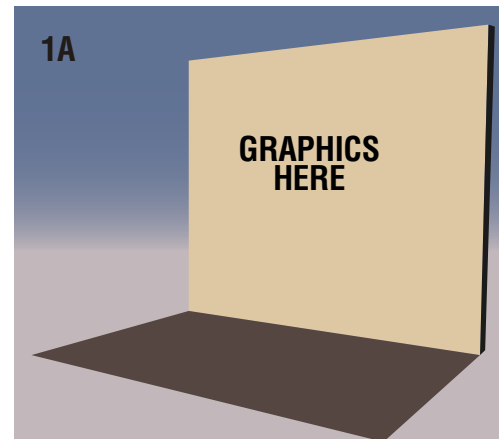
All rates are VAT exclusive.

FOR BOOTH CUSTOMIZATION:

### OPTION 1: 2X3 M BOOTH

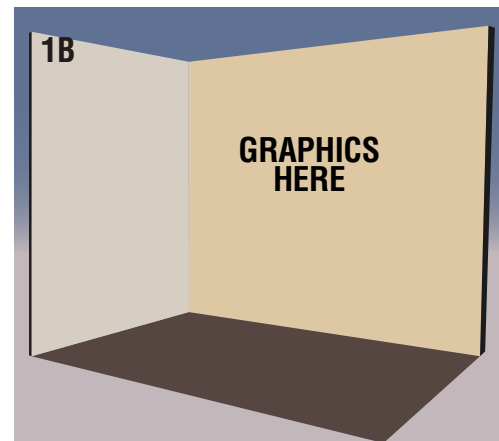
#### OPTION 1A

- Framed free-standing system wall with graphics (Sticker on sintra board)
- Dark gray floor carpet
- Ingress/Egress logistics
- **P28,000.00**



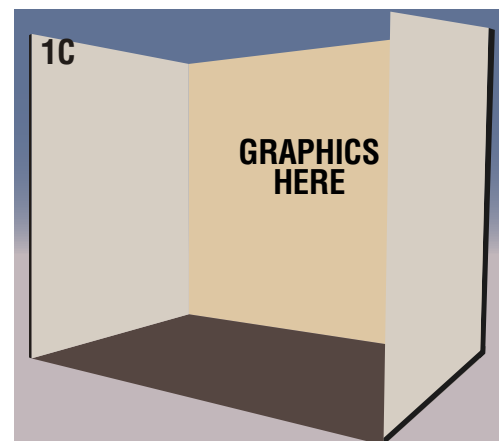
#### OPTION 1B

- Framed L-shaped free-standing system wall with graphics (Sticker on sintra board)
- Dark gray floor carpet
- Ingress/Egress logistics
- **P40,000.00**



#### OPTION 1C

- Framed U-shaped free-standing system wall with graphics (Sticker on sintra board)
- Dark gray floor carpet
- Ingress/Egress logistics
- **P55,000.00**

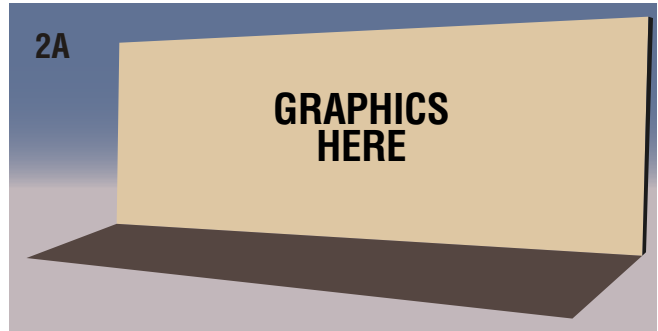


## OPTION 2: 2X6 M BOOTH

APPLICABLE ONLY TO EXHIBITORS WITH TWO (2) ADJACENT BOOTHS

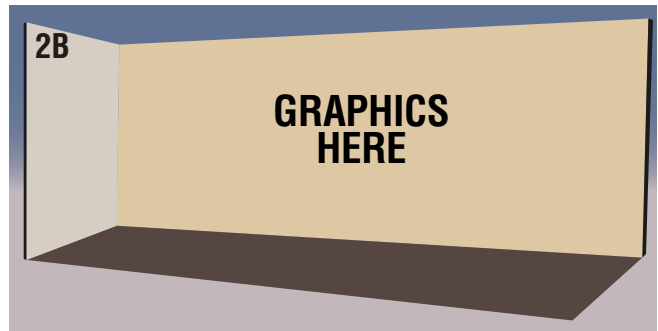
### OPTION 2A

- Framed free-standing system wall with graphics (Sticker on sintra board)
- Dark gray floor carpet
- Ingress/Egress logistics
- **P48,000.00**



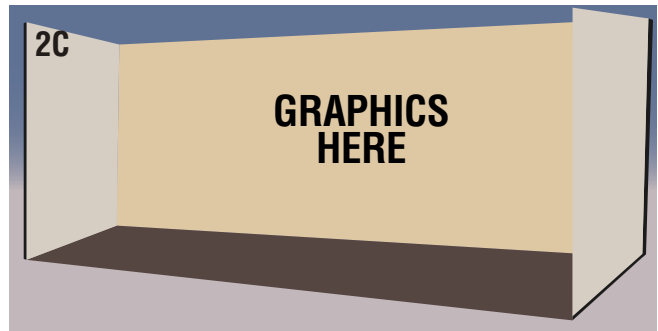
### OPTION 2B

- Framed L-shaped free-standing system wall with graphics (Sticker on sintra board)
- Dark gray floor carpet
- Ingress/Egress logistics
- **P60,000.00**



### OPTION 2C

- Framed U-shaped free-standing system wall with graphics (Sticker on sintra board)
- Dark gray floor carpet
- Ingress/Egress logistics
- **P72,000.00**



## ADDITIONAL ITEMS:

- |  |                        |
|--|------------------------|
| - Framed counter without graphics<br>1.0M L x 0.50 W x 1.0 M H | <b>P3,000.00</b>       |
| - Framed counter with graphics<br>1.0M L x 0.50 W x 1.0 M H    | <b>P5,500.00</b>       |
| - Additional carpet  | <b>P500.00 / SQM.</b>  |
| - 40 or 42 inch TV rental per day (wall mounted)               | <b>P5,000.00</b>       |
| - 60 inch TV rental per day (wall mounted)                     | <b>P7,500.00</b>       |
| - TV stand   | <b>P2,000.00</b>       |
| - Additional convenience outlets<br>(inclusive of wiring)      | <b>P850.00 / UNIT</b>  |
| - Spotlight (2 per set)  | <b>P1,200.00 / SET</b> |

Sample photo



## **ELECTRICAL FACILITIES AND INSTALLATION**

### **CONVENIENCE OUTLET LOAD**

All standard convenience outlets are capable of handling a maximum loading factor of 300 watts per outlet. Exhibitors are requested to be guided accordingly. All electric plugs must be two hundred twenty (220V). Exhibitors may bring their own transformer or rent from the Official Booth Contractor.

### **ADDITIONAL ELECTRICAL LOAD**

Exhibitors requiring additional power for their displays must order their requirements from the Official Contractor on or before October 30, 2017. Additional power loads shall be charged accordingly to the Exhibitor.

### **ELECTRICAL CONNECTION**

Exhibitors are not allowed to connect any electrical device other than those which can be plugged into the convenience outlets provided. Only the official booth contractor or his authorized representative shall be allowed to install electrical connections within the Exhibition Area.

### **ELECTRICAL SAFETY**

All electrical displays must conform to government standard and exhibit venue safety requirements. The Organizer and/or Official Booth Contractor reserves the right to refuse connection and/or disallow the installation of any display or electrical device and/or remove such displays or devices which fail to conform to the safety standards.

## **FIRE SAFETY AND REGULATIONS**

### **EXHIBIT MATERIALS**

Materials and equipment that do not pass the Match Flame Test will not be allowed and installed in the exhibit.

### **MATCH FLAME TEST**

Exhibit materials when subjected to a match flame 12mm from below for a period of 15 seconds must not catch flame or cause flame to spread to its surrounding areas. Materials not conforming to the above test must be treated with appropriate Fire Retardant Chemical or Treatment prior to installation.

## **OTHER CONTRACTORS**

### **PRIOR APPROVAL**

The 11th APFSSH shall require Contractors other than the Official Contractor to submit plans and other layout drawings for approval at least 30 days before scheduled ingress. The 11th APFSSH reserves the right to make changes on plans and layout drawings which would not conform with the system. It also reserves the right not to allow the installation of designs and materials without prior approval.

## **ADDITIONAL LABOR AND SERVICE REQUIREMENTS**

### **EXHIBITOR REQUIREMENTS**

Should the Exhibitor require the services of skilled personnel, he should inform the 11th APFSSH prior to his ingress and/or upon his arrival in the Exhibition. The services of these skilled personnel shall be on a first-come, first served basis. Any materials used and required by the exhibitors will be charged to their expense.

## **REQUEST FOR ADDITIONAL FACILITIES**

### **ADDITIONAL FACILITIES**

Additional facilities like furniture, furnishing and fixtures, electronic equipment, panels with aluminum framing, etc. may be rented by the Exhibitor only from the Official Booth Contractor (details may be requested from APFSSH Secretariat); unless such additional facilities are not available from the Contractor.

### **ORDER FOR ADDITIONAL FACILITIES**

Requests for additional facilities must be submitted to the Organizer or the Official Booth Contractor not later than October 20, 2017. After this date, the organizer and/or the Official Booth Contractor have the option to accept or refuse orders for Additional Facilities.

Late orders if accepted shall be serviced on a first-come, first-served basis with no guarantee of on-time delivery and is subject to an Additional Facilities Late Order Surcharge of 30%. All on-site orders are subject to availability and 50% surcharge payable in cash.



## FURNITURE OPTIONS

All furniture pieces shall be serviced on a first-come, first-served basis.

### CHAIRS



**WHITE-HOLE  
BARSTOOL**

10 units  
P1,300.00 / unit



**Z-TYPE  
BARSTOOL**

3 units  
P1,300.00 / unit



**WHITE PLAIN  
BARSTOOL**

5 Units  
P1,300.00 / unit



**DANICA  
BARSTOOL**

4 Units  
P1,300.00 / unit



**ALUMINUM  
BARSTOOL**

13 Units  
P1,300.00 / unit



**BLACK  
BARSTOOL**

18 Units  
P1,200.00 / unit



**EXECUTIVE  
CHAIRS**

30 Units  
P1,000.00 / unit

### TABLES



**90-DIAM  
ROUND GLASS**

3 Units  
P1,800.00 / unit



**60-DIAM  
ROUND GLASS**

4 Units  
P1,800.00 / unit



**ALUMINUM  
COCKTAIL TABLE**

11 Units  
P1,800.00 / unit



**LAMINATED  
TABLE**

3 Units  
P1,500.00 / unit



**SYSTEM TABLE**

87 Units  
P800.00 / unit



**WOODEN TABLE**

20 Units  
P800.00 / unit

# CATALOG ON FURNITURE RENTALS

**COMPULSORY** To be submitted on or before October 20, 2017.

Exhibitor: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Booth no.: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_

**ALL PRICES INCLUDE SUPPLY AND ASSEMBLING.**

*All furniture pieces shall be serviced on a first-come, first-served basis.*

ADDITIONAL ITEMS (CHAIRS)			
EQUIPMENT	NO. OF UNITS	PRICE	TOTAL
WHITE-HOLE BARSTOOL	10	<b>P1,300.00</b>	
Z-TYPE BARSTOOL	3	<b>P1,300.00</b>	
WHITE PLAIN BARSTOOL	5	<b>P1,300.00</b>	
DANICA BARSTOOL	4	<b>P1,300.00</b>	
ALUMINUM BARSTOOL	13	<b>P1,300.00</b>	
BLACK BARSTOOL	18	<b>P1,200.00</b>	
EXECUTIVE CHAIRS	30	<b>P1,000.00</b>	

ADDITIONAL ITEMS (TABLES)			
EQUIPMENT	NO. OF UNITS	PRICE	TOTAL
90-DIAM ROUND GLASS	3	<b>P1,800.00</b>	
60-DIAM ROUND GLASS	4	<b>P1,800.00</b>	
ALUMINUM COCKTAIL TABLE	11	<b>P1,800.00</b>	
LAMINATED TABLE	3	<b>P1,500.00</b>	
SYSTEM TABLE	87	<b>P800.00</b>	
WOODEN TABLE	20	<b>P800.00</b>	