

APMEC 2020
 ASIA PACIFIC MEDICAL EDUCATION CONFERENCE
NURTURING VALUES FOR EFFECTIVE PRACTICE
 TRENDS • ISSUES • PRIORITIES • STRATEGIES

8th (Wed) – 12th (Sun) January 2020
 Singapore

Organised By: NUS Centre for Medical Education, Yong Loo Lin School of Medicine

Participating Partners:

TRADE EXHIBITION PROSPECTUS

APMEC – SINGAPORE

10 – 11 JANUARY 2020



EXHIBITION OPENING TIMES

Thursday 9 January: 1530 – 1830 hours (Set-Up)

Friday 10 January: **0800 – 1800 hours (Exhibition opens)**
1000 – 1030 hours (Morning Coffee Break)
1200 – 1330 hours (Lunch)
1500 – 1530 hours (Afternoon Tea Break)

Saturday 11 January: **0800 – 1630 hours (Exhibition opens)**
1000 – 1030 hours (Morning Coffee Break)
1200 – 1330 hours (Lunch)
1500 – 1530 hours (Afternoon Tea Break)

EXHIBITOR APPLICATION PROCESS

- Please return to website for application of exhibition package for APMEC 2020. Upon successful application, an exhibitor ID will be generated.
- An email confirmation with attached credit card payment form will be sent to you for payment.
- Payment will be processed immediately upon receipt of the credit card payment form.
- **Credit Card form not received within 2 weeks; we will deem you are not interested and booth/table top location will be released.**
- Should you need any assistance, please contact Ms Emily LOO at emily_loo@nuhs.edu.sg.

BOOTH DISPLAY

SGD5000/SGD3500/SGD2900

(prices before 7% GST)

PACKAGE INCLUSIONS:

- **APMEC Conference Handbook:** Organisation Name
- Standard Organisation Name on Booth Provided
- 3m (D) x 2m (W) Booth
- 1 Table with skirting
- 1 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 2 Chairs
- **3 Lanyards (No entry to conference sessions)**

Kindly note all pull-up banners can only be displayed within your booth.

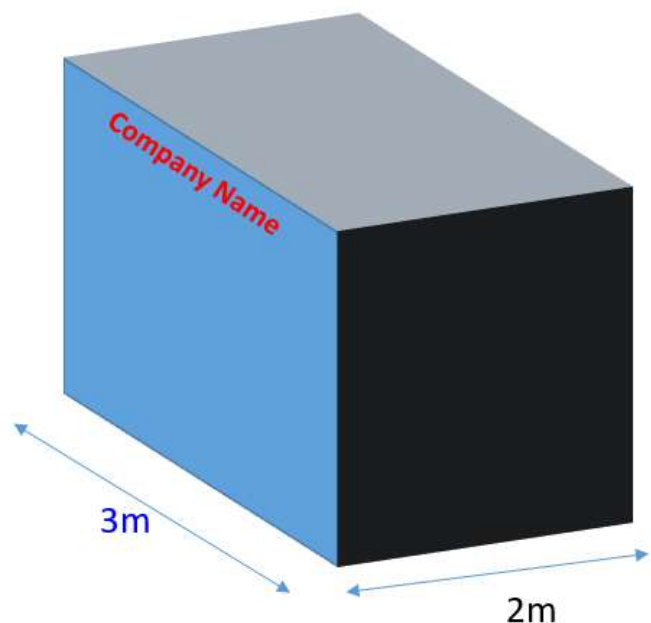


Image is for illustration purpose only

TABLE TOP DISPLAY

SGD1500 (price before 7% GST)

PACKAGE INCLUSIONS:

- **APMEC Conference Handbook:** Organisation Name
- Name Tent with Company Name will be Provided
- 1 Table with Skirting (5ft x 2ft)
- 1 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 2 Chairs
- **2 Lanyards (No entry to conference sessions)**



**Image is for illustration purpose only
Skirting's colour is subjected to changes**

General Rules; Terms & Conditions

Application

- Spaces are determined on a first-come-first-served basis.
- No advance reservation of spaces is allowed.
- Upon successful application, an exhibitor ID will be generated to you.
- An email confirmation with attached credit card payment form will be emailed to you for payment.

Payment

- Payment will be processed immediately upon receipt of your credit card payment form.
- An email acknowledgement will be sent to you when payment has been successfully processed.
- **Credit Card form not received within 2 weeks after the application date; we will deem you are not interested and booth/table top location will be released.**

Cancellation

- Any cancellation or replacement must be conveyed to the Organiser via email.
- A cancellation charge of 50% fee will be levied if the cancellation is received before 15th Nov 2019.
- There will be **no refund** if the cancellation is received on or after 15th Nov 2019.

General Rules; Terms & Conditions

Dimensions

- Dimensions and size of booths and table top displays are deemed finalized by the company.

Shipping

- All exhibitors are required to make their own arrangement for shipping. Shipping information can be found on the handout on the webpage after payment is confirmed.
- Shipping instructions must be followed and packages labelled clearly to avoid any delay in locating your packages during delivery.
- **For pick-up after conference, exhibitors are required to prepare all the shipping/Airway Bill and Performa Invoice with all the necessary documents and details such as weight/item description.**
- **Please note that exhibitors are required to pay for GST before shipping your items to our office.**

Delivery

- The organizers reserve the right to accept any goods in the event when taxes are not paid to the courier company beforehand.
- The organizers will not be responsible for any late delivery of goods in the event when goods are unreleased at the Singapore Custom Immigration.
- Items must arrived at CenMED office 3 weeks before the conference.

Risk of Loss

- The organizers will not be responsible for any damages or loss of the properties of the exhibitors.

General Rules; Terms & Conditions

Installation

- Exhibitors must take care when installing/dismantling their equipment and stand so as not to cause damage to the venue carpet, walls, floor and stands, including all panels, fascia and lightning.
- Exhibitors are responsible for arranging couriers and transportation of exhibition equipment and exhibitors to the conference. Exhibitors must make their own arrangements for storing equipment/materials prior, during and after the conference.

Storage

- **Please be informed that there is NO storage area for your items at Resorts World Sentosa (RWS).**

Data Protection

- By making a booking for a space, the exhibitor gives consent to the organisers to take and use photographs, images and any video footage of the exhibitor, or the space during the conference for any of the organisers' promotional purposes in perpetuity in any media without any payment to the exhibitor.