

ASIS Asia-Pacific Security Forum and Exhibition 2013

Exhibition Space

<p>Exhibition Space</p>	<p>The size of the exhibition space depends on the agreement made between ASIS International and the exhibitor. All materials and displays belonging to the Exhibitor must fit into this area. The Organiser reserves the right to move or remove material or displays placed outside the allotted area.</p> <p>The standard stand includes :</p> <p><u>Size:</u> The size of the exhibit space depends on the agreement made between the ASIS and the exhibitor. All materials and displays belonging to the Exhibitor must fit into this area. The Organiser reserves the right to move or remove material or displays placed outside the allotted area. Displays and booths will not be more than 4 m high.</p> <p><u>Material:</u> A table with colour skirting (1,82 x 0.5 m) will be provided for the exhibitor along with two chairs.</p>
<p>Exhibition Space allocation</p>	<p>The Sponsor/Exhibitor will send his 3 location choices in order of preference and the final choice will be confirmed upon availability.</p> <p>The Organiser reserves the right to move the Exhibitor to a different space (following written confirmation). Whilst the Organiser will endeavour to keep the Exhibitor in the space originally allocated, changes may be required.</p>
<p>Electricity</p>	<p>One standard electrical outlet will be provided (basic electricity usage included). Should you require additional AV equipment, please contact Alexia.vanUytvanck@congrex.com for contact information of the conference AV provider.</p>
<p>Exhibition Times and Days</p>	<p>(i) <u>Delivery times:</u> See Attachment “Attachment 4_Shipping Instructions & deadlines”.</p> <p>Packages must be correctly addressed as communicated by the Organiser. The Organiser refuses any responsibility for incorrectly addressed packages or packages that arrive before the agreed delivery date.</p> <p>(ii) Sponsors/Exhibitors can set-up their displays on Tuesday as from 11.30 am. All displays must be completed by 5 pm.</p> <p>(iii) Exhibit Hours Tuesday 3 December 2013: 18.00 -19.00 Wednesday, 4 December 2013: 08:00 – 17:30 Thursday, 5 December 2013: 08:00 – 17:30</p>

	<p>(iv) The Exhibits will close at 18:00 on Thursday 5 December 2013. No dismantling is permitted before this time. All materials should be dismantled and packed by 20:00 on Thursday 5 December.</p> <p>(v) Should Exhibitor wish to ship materials back to their office after the event, all pick-ups of material must be scheduled for Friday 6 December 2013 by 16:00.</p> <p>(MOP 275.00 net will be charged by the Holiday INN per Cubic Metre per week for storage and handling fee purposes.)</p> <p>The venue reserves the right to dispose of materials not picked up by this time. The Organiser refuses responsibility for items not picked up or removed by this time.</p>
<p>Terms & Conditions</p>	<p>Reservation Policy Sponsorship and exhibition reservations are only final after the ASIS APAC Bureau has received a completed order form and full payment. ASIS International reserves the right to cancel a reservation in the case of non-compliance with payment. Reservations will be taken on a first-come, first-served basis, as long as sponsorship options are available. Please complete and return this form before 11 August 2013 the ASIS International APAC Bureau, 287 Avenue Louise, 4th Floor, B-1050 Brussels, Belgium, Tel: +32.2.645.26.74, Fax: +32.2.645.26.71.</p> <p>Cancellation Policy: For cancellations received before 1 September 2013, a Cancellation Fee of 50% will apply. The remaining amount will be refunded. There will be no refund for Cancellations received after 1 September 2013.</p> <p>Exhibition Rules</p> <p>1.. Sharing of Exhibits Subleasing or Sharing of the Exhibit Space is not permitted without prior written approval from the Organiser.</p> <p>2.. Food & Beverages: The supply of Food and Beverages is the exclusive right of the venue. Exhibitors may not provide or distribute Food or Beverages not purchased from the venue.</p> <p>3. Security: The venue will provide standard security measures. However, these should not be relied upon to guard individual exhibits. Neither the Organiser nor the Venue will be responsible for items in Exhibit areas. Exhibitors are responsible for the insurance of any valuable items on display. Venue provider, Sands Cotai Central, will not be viable for any loss, damage or theft encountered in the venue. Exhibitors are</p>

responsible for all their exhibit materials whether valuable or not
Should there be valuable Exhibition material, Exhibitor can consider hiring external security company.

4. Care of Facilities:

The Exhibitor will take due care of their allocated area. It is not permitted to fix any displays on walls or pillars, with the exception on partitions provided by the Organisers.

Damage caused by the Sponsor/Exhibitor to the venue will be the responsibility of the Sponsor/Exhibitor.

5. Consideration of other Exhibitors:

(i) Noise – The Exhibitor will keep noise to an acceptable level at the discretion of the Organiser.

Video and audio presentations are permitted.

(ii) Visibility – Displays, banners and any other promotional material should not impede the view of or have any negative consequences for neighbouring exhibitors. Any complaints will be dealt with at the discretion of the Organiser.

6 Liability:

Organiser (and Venue provider) will bear no liability for personal injuries or property loss or damage to an exhibitor, its employees, contractors or business invitees, regardless of the cause, unless such injury or damage results from the gross negligence or intentional wrongful acts of ASIS International. Each exhibitor, in reserving space, agrees to indemnify, defend and hold harmless ASIS International and its agents from any and all claims, liability, damages or expenses (including attorney's fees) asserted against them or incurred by them as a result of, in connection with, or arising from any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected with the negligence or wrongful acts or omissions of the exhibitor or its agents or employees, contractors, or business invitees, or for breach or non-performance of any provision of this Agreement. Organiser shall in no event be liable to an exhibitor for any direct or consequential damages, and exhibitors understand and agree that the sole liability of Organiser to the exhibitor will be a refund of any amount paid by the exhibitor to Organiser.

7 Use of ASIS International Name & Logo:

Contracted Sponsors and Exhibitors are permitted to refer to their Company as an Exhibitor at the "ASIS 7th Asia-Pacific Security Forum & Exhibition" or "ASIS Asia-Pacific 2013". Use of the ASIS International logo in promotional materials is not allowed. The use of conference web banners and the ASIS Asia-Pacific conference thumbnail is permitted.

	<p>8 Payment: The Exhibit space is not confirmed until payment is received. All payment for Exhibit spaces should be received within three (3) weeks if the issuing of the invoice. Immediate payment is required for reservations received after 1 October 2013.</p>
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