



# 21<sup>st</sup> Congress of Asian Pacific Society of Respirology

12 - 15 November 2016 • Bangkok, Thailand

**SPONSORSHIP & EXHIBITION PROSPECTUS**



[www.apsr2016.com](http://www.apsr2016.com)

## TABLE OF CONTENTS

WELCOME MESSAGE .....	1
21 <sup>ST</sup> APSR ORGANIZING COMMITTEE .....	2
CONGRESS DETAILS .....	3
SUPPORTERS AND EXHIBITORS – APSR 2015, MALAYSIA.....	4
INDUSTRY SUPPORT – Information for Supporters and Exhibitors .....	5
INDUSTRY-SUPPORTED SYMPOSIA .....	6
ADDITIONAL SUPPORT ITEMS .....	7
ADVERTISING SUPPORT OPPORTUNITIES.....	11
EXHIBITION .....	12
APPLICATION FOR EXHIBITION .....	12
EXHIBITORS’ TECHNICAL MANUAL .....	13
EXHIBITION TERMS & CONDITIONS.....	13
SUPPORT TERMS & CONDITIONS.....	14
APSR 2016 SUPPORT BOOKING FORM .....	15
APSR 2016 EXHIBITION BOOKING FORM AND CONTRACT.....	16
TERMS AND CONDITIONS .....	17

## WELCOME MESSAGE



Dear APSR friends and colleagues,

On behalf of the Organizing Committee, we would like to invite and welcome you to the 21<sup>st</sup> Congress of Asian Pacific Society of Respirology (APSR 2016) which will be held in Bangkok, Thailand, 12-15 November 2016, at The Queen Sirikit National Convention Center (QSNCC).

The APSR 2016 is expected to gather over 2,000 clinicians, experts as well as allied health personnel who work in the field of respiratory and critical care medicine in the Asia Pacific region. In addition to being an excellent forum for information sharing, it will also provide with the most up to-date knowledge from the world renowned authorities. The content from each session will be of both knowledgeable and practical values for most practitioners including pulmonologist, thoracic surgeon, internist, intensivist and pediatrician. Furthermore, The Congress would like to invite and express our warm welcome to those participants who want to share knowledge from their recent research studies and good practices, either in oral or poster presentation. Since our experienced hosting The 13<sup>th</sup> APSR Congress in 2008, we are confident to make The 21<sup>st</sup> APSR Congress even more attractive.

Bangkok, one of the most famous cities in Asia, is not only well known for modern meeting and shopping facilities, but also blessed with indigenous cultural and historical attractions. We are confident that your stay in Bangkok during The 21<sup>st</sup> APSR Congress in 2016 will be the most enjoyable one.

We would like to express our warm welcome and invite you to participate in this APSR 2016. It is only your participation that ensure our success.

Thank you and we look forward to welcoming you in Bangkok, Thailand for APSR 2016.

**Professor Sumalee Kiatboonsri**  
*President, 21<sup>st</sup> Congress of APSR 2016*  
*Chairman, Local Organizing Committee*

## 21<sup>st</sup> APSR ORGANIZING COMMITTEE

**Congress President**  
**APSR 2016 Organizing Committee**

**Prof. Sumalee Kiatboonsri**

**President**  
**Advisory Board for APSR 2016**

**Dr. Adisorn Wongsa**

**Secretary General**  
**APSR 2016 Organizing Committee**

**Dr. Jamsak Tscheikuna**

**Asst. Secretary General**

**Dr. Anan Wattanathum**

**Treasurer**

**Dr. Piamlarp Sangsayunh**

## CONGRESS DETAILS

### **DATES**

12 – 15 November 2016

### **CITY / COUNTRY**

Bangkok, Thailand

### **VENUE**

Queen Sirikit National Convention Center

### **PARTICIPANTS**

2,000 participants are expected

### **CONGRESS ORGANIZER**

Kenes Asia (Thailand) Co., Ltd.  
APSR 2016  
10 Soi Lasalle 56, Sukhumvit Rd.,  
Bangna, Bangna, Bangkok 10260  
Thailand

Tel : +662 748 7881  
Fax : + 662 748 7880

### **EXHIBITION / SUPPORT**

Wannapa Pureemahawong  
Sponsorship & Exhibition Specialist  
APSR 2016

E-Mail : [wpureemahawong@kenes.com](mailto:wpureemahawong@kenes.com)  
Tel : +662 7487881  
Fax : +662 7487880

# SUPPORTERS AND EXHIBITORS - APSR 2016, THAILAND

## Platinum Supporters



## Gold Supporters



## Silver Supporter



## Symposium Supporter



## Exhibitors



## INDUSTRY SUPPORT – Information for Supporters and Exhibitors

Companies will be given a support status dependent upon the total amount of contribution.

LEVEL OF SUPPORT	COST
Platinum Supporter	
Gold Supporter	
Silver Supporter	

Level of Support	Entitlements
Platinum	<ul style="list-style-type: none"> <li>• Lunch Symposium, 60 - 90 minutes</li> <li>• 36 sqm Exhibit Space</li> <li>• 1 full color, full page advertisement</li> <li>• 1 Congress bag insert</li> <li>• 5 free Congress rooms passes</li> <li>• 5 free banquet night passes</li> <li>• Supporter's logo on the APSR 2016 website, final programme, and acknowledgement board on site</li> <li>• 10% discount on all other support items purchased on top of the package</li> </ul>
Gold	<ul style="list-style-type: none"> <li>• Afternoon Symposium, 60 minutes</li> <li>• 18 sqm Exhibit Space</li> <li>• 1 full color, full page advertisement</li> <li>• 1 Congress bag insert</li> <li>• 2 free Congress rooms passes</li> <li>• 2 free banquet night passes</li> <li>• Supporter's logo on the APSR 2016 website, final programme, and acknowledgement board on site</li> <li>• 10% discount on all other support items purchased on top of the package</li> </ul>
Silver	<ul style="list-style-type: none"> <li>• Coffee break support (Non Exclusive) 2 supported coffee breaks for 1 day only (morning and afternoon) : The Supporter's logo will be displayed prominently on the coffee break area signage.</li> <li>• 18 sqm Exhibit Space</li> <li>• 1 full color, full page advertisement</li> <li>• 1 Congress bag Insert</li> <li>• Supporter's logo on the APSR 2016 website, final programme, and acknowledgement board on site</li> <li>• 10% discount on all other support items purchased on top of the package</li> </ul>

## INDUSTRY-SUPPORTED SYMPOSIA

Industry-supported symposium slots include set-up and tear down time. These should be organized by the Supporter in consultation with the Congress Organizer.

- Program subject to the approval of the Congress Scientific Committee
- Includes hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: “Official Supported Symposium of The 21<sup>st</sup> Asian Pacific Society of Respirology”
- Industry-supported symposia programs will be included in a designated industry section of the Final Program (subject to receipt by publishing deadline)
- Time slots are allocated on a “first-come, first-served” basis

\*\* The supporter, in addition to the support fee, must cover all speakers’ expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Symposium speakers have already been invited by the Congress.

INDUSTRY-SUPPORTED SYMPOSIA			
13 November 2016	Lunch Symposia	12:00 - 13:00	1 slot available <i>(Reserved for Platinum)</i>
	Afternoon Symposia	15:00 - 16:00	Fully booked
14 November 2016	Lunch Symposia	12:00 - 13:00	Fully booked
	Afternoon Symposia	15:00 - 16:00	2 slots available
15 November 2016	Lunch Symposia	12:30 - 14:00	2 slots available
F&B costs are <b>NOT</b> included.			

\*\* Program and timings are subject to change.



## ADDITIONAL SUPPORT ITEMS

### LUNCH SYMPOSIUM / AFTERNOON SYMPOSIUM

- Opportunity to organize a symposium (lunch or afternoon slot)
- Includes hall rental, standard audio-visual equipment, display table
- Permission to use the phrase: "Official Supported Symposium of The 21<sup>st</sup> Asian Pacific Society of Respiriology"
- Symposium program will be included in the Industry Support and Exhibition Section of the Final Programme (subject to receipt by publishing deadline)
- The supporting company, in addition to the support fee, must cover all speakers' expenses including registration, accommodation, honorarium, and travel expenses. This also applies if the speakers have already been invited by the Congress organizers.
- Supporter's logo with hyperlink on the Congress website
- F&B costs to be borne by the Supporter

\*\*Available only after the premier supporters have selected their slots.

\*\*Above entitlements are applicable to all premier supporters.

### FACULTY DINNER (EXCLUSIVE SUPPORT)

- Acknowledgement on the Supporters' Board onsite and in the Final Program Book
- Supporter's logo with hyperlink on the Congress website
- Five complimentary invitations to the Faculty Dinner
- Dominant placement of ONE (1) banner provided by the Supporter at the Reception
- Verbal acknowledgement as the Faculty Dinner Supporter at the Reception
- Opportunity to distribute corporate souvenirs, subject for approval

\*\* Companies who are taking premier support packages have first right of refusal.

### BANQUET NIGHT (EXCLUSIVE SUPPORT)

- Acknowledgement on the Supporters' Board onsite and in the Final Program Book
- Supporter's logo with hyperlink on the Congress website
- Five complimentary invitations to the Banquet Night
- Dominant placement of banner/s provided by the Supporter at the Reception
- Opportunity to distribute corporate souvenirs, subject for approval

\*\* Companies who are taking premier support packages have first right of refusal.

### WELCOME RECEPTION (EXCLUSIVE SUPPORT)

Supporter will have the opportunity to promote itself through a networking reception on the first evening to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.

- Supporter's logo on sign at the entrance to the Welcome Reception
- Opportunity to provide items bearing company logo for use at the event
- Acknowledgement on the Supporters' Board onsite and in the Final Program Book
- Supporter's logo with hyperlink on the Congress website

\*\* Companies who are taking premier support packages have first right of refusal.

## ADDITIONAL SUPPORT ITEMS

### CONGRESS BAGS (EXCLUSIVE SUPPORT)

The Supporter will provide bags in addition to a support fee. The quantity of bags will be advised by the organizer.

- Supporter's logo and the Congress logo on the Congress Bag
- Inclusion of one promotional material of the supporter in the Congress Bag (to be provided by the Supporter)
- Supporter's logo with hyperlink on Congress website
- Acknowledgement on the Supporters' Board on site and in the Final Programme
- It will be the company's responsibility to pay the relevant tax, shipping and any other extraneous charges.

\*\* Companies who are taking premier support packages have first right of refusal.

### CONGRESS LANYARDS (EXCLUSIVE SUPPORT)

The Supporter will provide lanyards in addition to a support fee. The quantity of lanyards will be advised by the organizer.

- Supporter's name or logo and the Congress name on the Lanyard
- Distribution of promotional material of the supporter in the Congress Bag (to be provided by Supporter)
- Supporter's logo with hyperlink on Congress website
- Acknowledgement on the Supporters' Board on site and in the Final Programme
- It will be the company's responsibility to pay the relevant tax, shipping and any other extraneous charges.

\*\* Companies who are taking premier support packages have first right of refusal.

### INTERNET AREA (EXCLUSIVE SUPPORT)

*There will be an Internet Area equipped with workstations where participants may check e-mails.*

- Opportunity to set up an internet area with branding opportunities. The setup costs including furniture, internet connection and a minimum of 10 computer stations (subject to the committee's approval on the final number of stations and design before production) will be borne by the Supporter.
- The Supporter's logo will be prominently displayed on the internet area signage.
- Opportunity to display Supporter's logo on the desktop background and screensavers at each workstation
- Acknowledgement on the Supporters' Board onsite and in the Final Program Book
- Supporter's logo with hyperlink on the Congress website

## ADDITIONAL SUPPORT ITEMS

### COFFEE BREAK AREA

The supporter will be entitled to 2 supported coffee breaks for 1 day only (morning and afternoon). Date selection will be done on a “first come, first served” basis.

- The Supporter’s logo will be displayed prominently on the coffee break area signage.
- The Supporter will be given the opportunity to brand the napkins (at an extra cost)
- Acknowledgement on the Supporters’ Board onsite and in the Final Program Book
- Supporter’s logo with hyperlink on the Congress website

### NOTEPADS AND PENS (EXCLUSIVE SUPPORT)

The supporter will provide notepads and pens in addition to a support fee. Quantity to be confirmed by the Organizer.

- Supporter’s logo and name on notepads and pens
- Inclusion in the Congress Bag
- Supporter’s logo with hyperlink on Congress website
- Acknowledgement on the Supporters’ Board on site and in the Final Programme
- This item must be approved by the organizer as well as the Congress’s Organizing Committee prior to the production. Otherwise, the organizer will have the right to produce these items and charges will be covered by the Supporter.
- It will be the company’s responsibility to pay the relevant tax, shipping and any other extraneous charges.

### ABSTRACT USB STICK (EXCLUSIVE SUPPORT)

The Supporter will provide Abstract USB sticks to be used by the Congress participants. Quantity to be confirmed by the Organizer.

- Supporter’s logo and name on the USB sticks
- Inclusion in the Congress Bag
- Supporter’s logo with hyperlink on Congress website
- Acknowledgement on the Supporters’ Board on site and in the Final Programme
- This item must be approved by the organizer as well as the Congress’ Organizing Committee prior to the production. Otherwise, the organizer will have the right to produce these items and charges will be covered by the Supporter.
- It will be the company’s responsibility to pay the relevant tax, shipping and any other extraneous charges.

### POSTER AREA (EXCLUSIVE SUPPORT)

- Supporter’s logo displayed on each poster board. Posters will be displayed within the exhibition area during the Congress.
- Acknowledgement on the Supporters’ Board onsite and in the Final Program Book
- Supporter’s logo with hyperlink on the Congress website

## ADDITIONAL SUPPORT ITEMS

### MOBILE APP (EXCLUSIVE SUPPORT)

The Mobile App enables participants to access all Congress related information and functions, such as scientific programme, abstracts, faculty information, industry support and exhibition information (separate section), city information, etc.

- Support will be recognized on the home screen with the text "Supported by..." and a company logo only.
- Acknowledgement on the Supporters' Board onsite and in the Final Program Book
- Supporter's logo with hyperlink on the Congress website
- An invitation to download the mobile app will be included in the mail shots to be sent out to the registration database, with the text "Supported by..." and a company logo

\*to be confirmed

### APSR WIFI LANDING PAGE (EXCLUSIVE SUPPORT)

Wireless Network Provision: Delegates wishing to access the internet via their own laptop/ smartphone may do so by using the Congress Wi-Fi. An initial branded splash screen will bear the supporter's logo and company name. The supporter of this piece of technology will receive strong visibility during the Congress, especially when internet-based audience response systems are used.

- Acknowledgement on the Supporters' Board onsite and in the Final Program Book
- Supporter's logo with hyperlink on the Congress website

\*to be confirmed

### BAG INSERT

To allow the advertisers an opportunity to publicize their products to delegates, the Congress Organizers may insert up to A4-sized leaflets into the Congress bags. The advertisers are to provide the leaflets but the Organizing Committee reserves the right to approve the contents and format.

## ADDITIONAL SUPPORT ITEMS

Advertisements are available in the following Congress publications (if there are no exclusive supporters):

TYPE	BACK PAGE	INSIDE BACK	INSIDE FRONT	INSIDE PAGE
Final Program				

### SPECIAL REQUESTS

Tailored packages can be arranged to suit the supporters' objectives. Our Sponsorship and Exhibition Specialist may be contacted to discuss specific requirements.

### ACKNOWLEDGEMENTS

Please note that all Supporters will be acknowledged in the Program Book, on the Acknowledgement Board onsite and on the Congress website.

# EXHIBITION

## APPLICATION FOR EXHIBITION

The APSR 2016 exhibition will be held at the Queen Sirikit National Convention Center. The floor plan has been designed to maximize Exhibitors' exposure to the participants. All coffee break stations will be located within the exhibition area.

### SPACE ONLY RENTAL (Minimum of 18 sqm)

This includes:

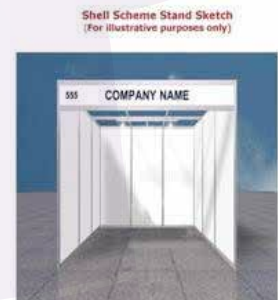
- Exhibitors' badges (2 badges for the first 9sqm, 1 badge for every 9sqm thereafter)
- 100 word company / product profile in the Final Program Book
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors

Please note: Space only rental does not include any furniture, electrical usage or stand cleaning. All these services and others may be ordered by using the forms in the Exhibitors' Technical Manual.

### SHELL SCHEME RENTAL (Minimum of 9 sqm)

This includes:

- Exhibitors' badges (2 badges for the first 9sqm, 1 badge for every 9sqm thereafter)
- Shell scheme frame, basic lighting
- Fascia panel with standard lettering
- 2 chairs, 1 information counter, 1 rubbish bin
- Single power point
- 100-word company/product profile in the Final Program Book
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors



### ALLOCATION OF EXHIBITION SPACE

Space Allocation will be made on a "first come, first served" basis. A completed Exhibition Booking Form and Contract should be faxed/ emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be sent. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

### EXHIBITOR REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional for each 9 sqm after. Any additional exhibitors will be charged an exhibitor registration fee (price available on request). Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60 sqm – 20 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations
- Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.
- An exhibitor registration form will be included in the Exhibitor's Manual.

# EXHIBITION

## **EXHIBITORS' TECHNICAL MANUAL**

An Exhibitors' Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months prior to the Congress. It will include the following:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

## **EXHIBITION TERMS & CONDITIONS**

The Terms and Conditions of exhibiting are included in this Prospectus. Signing of the EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

## **PROMOTIONAL ACTIVITIES**

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable. Further details will be included in the Exhibition Technical Manual.

## **BOOKING PROCEDURES AND PAYMENT INFORMATION**

Applications for Support and/or Exhibition must be made in writing with the enclosed booking form.

- 50% payment upon receipt of the support agreement and first invoice
- 50% payment by 13 July 2016
- All payments must be received before the start date of the Congress.
- Should the Supporter fail to complete payments prior to the commencement of the Congress, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

## **PAYMENT METHODS**

Option 1: Payment by check. Please make checks payable to Kenes Asia (Thailand) Co., Ltd.

Option 2: Payment by Bank Transfer. Bank account details to be advised later.

Please note that bank charges are the responsibility of the payee. Applications for Support and/or Exhibition must be made in writing with the enclosed booking enquiry form.

## **CONTRACTS & CONFIRMATION**

### **SUPPORTERS**

Once a Booking Form is received, a contract will be sent to the support for signature with an accompanying invoice. This contract should be signed and returned with a 50% deposit payment. Upon receipt of the Booking Form, the Organizer will reserve the items listed in it. Completion of the Booking Form by the Supporter shall be considered as a commitment to purchase the items.

### **EXHIBITORS**

Once a signed Booking Form is received, a confirmation of exhibition will be e-mailed to the exhibitor with an accompanying invoice.

### **SUPPORT TERMS & CONDITIONS**

Terms and Conditions of Support are included in this Prospectus and will be included in the Support agreement.

### **CANCELLATION / REDUCTION POLICY**

Cancellation or reduction of support items must be made in writing to the Sponsorship & Exhibition Specialist (Contact information can be found in the “General Information” Section).

The Organizers shall retain:

- 10% of the agreed package amount if the cancellation/ reduction is made on or before 13 March 2016, inclusive.
- 50% of the agreed package amount if the cancellation/ reduction is made between 14 March 2016 and 13 July 2016, inclusive.
- 100% of the agreed package amount if the cancellation/ reduction is made after 13 July 2016



# APSR 2016 SUPPORT BOOKING FORM

Please complete all details and send to: Ms.Wannapa Pureemahawong at wpureemahawong@kenes.com

Company Name (as should appear in all publications):	
Contact Person:	
Address:	City:
Postal Code:	Country:
Telephone:	Fax:
Email:	Website:

Step 1: Please select the level of Support that suits your budgetary requirements:

SUPPORT LEVELS	PRICE IN USD	√
Platinum Support Package		
Gold Support Package		
Silver Support Package		

Step 2: Please choose other items you wish to support in addition to your package.

SUPPORT ITEMS	PRICE IN USD	√
Lunch Symposium		
Afternoon Symposium		
Faculty Dinner		
Banquet Night		
Welcome Reception		
Congress Bags		
Congress Lanyards		
Internet Area		
Coffee Break Area		
Notepads and Pens		
Abstract USB sticks		
Poster Area		
Mobile App		
APSR WiFi Landing Page		
Final Program Book Advertisement (back page, inside front , inside back, inside page)		
Bag Insert		
<b>Total Amount (USD) + 7% VAT (please complete)</b>		

- Provisional Booking – The item will be released if not confirmed within 14 days.
- Please call me to discuss our support package.
- Please send me a support contract and invoice.

Company contact for Accommodation:	
Email:	
Telephone number: (     )	Mobile number: (     )

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*We accept the contract terms and conditions (in this Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Congress. I confirm that I am authorized to sign this form on behalf of the Applicant/Company.*

# APSR 2016 EXHIBITION BOOKING FORM AND CONTRACT

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. Please complete and send to:

## Wannapa Puremahawong

Kenes Asia (Thailand) Co., Ltd.

PICO Building, 10 Soi Lasalle 56, Sukhumwit, Bangna, Bangkok 10260 Thailand

E-Mail : wpuremahawong@kenes.com

Tel : +662 7487881 | Fax : +662 7487880

Company Name (as should appear in all publications):	
Contact Person:	
Address:	City:
Postal Code:	Country:
Telephone:	Fax:
Email:	Website:

EXHIBITION SPACE				
Choice	Stand Number	Space only / Shell Scheme	No. of Square Meters	Total Price (USD) + 7% VAT
<b>Choice #1</b>				
<b>Choice #2</b>				
<b>Choice #3</b>				
<b>Total Amount</b> (please complete)				

*Special notes: Please indicate if your stand must be located adjacent to or opposite specific companies, or if special configuration is needed:* \_\_\_\_\_

- Provisional Booking – The item will be released if not confirmed within 14 days.
- Please call me to discuss our support package.
- Please send me a support contract and invoice.

Company contact for Accommodation:	
Email:	
Telephone number: (     )	Mobile number: (     )

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*We accept the contract terms and conditions (in this Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Congress. I confirm that I am authorized to sign this form on behalf of the Applicant/Company.*

# TERMS AND CONDITIONS

These terms are the contractual agreement between the Organiser and the Exhibiting / Sponsoring Firm (Exhibitor/s / Sponsor/s).

## Application to Participate

Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Sponsors/ Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.

## Obligations and Rights of the Exhibitor/Sponsor

Registration implies full acceptance by the Exhibitors/Sponsors of the exhibition / sponsorship regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Sponsor.

By submitting an application to participate, the Exhibitor /Sponsor make a final and irrevocable commitment to occupy the space / items allocated and to maintain his/her installation until the date and time fixed for closure of the event.

The Exhibitor/Sponsor may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

## Obligation and Rights of Organizer

The Organizer undertakes to allocate exhibition space/sponsorship items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Sponsors. The Organizer reserves the right to offer to a different firm any stand, space or sponsorship item that has not been occupied by the event of the opening of the Congress, with no obligation to provide compensation to the defaulting Exhibitor / Sponsor.

## Liability Insurance

Equipment and all related display materials installed by Exhibitors / Sponsors are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Sponsors. The Exhibitor / Sponsor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space. The Exhibitor/Sponsor shall hold harmless the Organizer from any and all damages/claims including those usually covered by a fire and extended – coverage policy. The Sponsor/Exhibitor will purchase insurance policies for the above listed damages.

## Exhibition Regulations

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Sponsor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees. All exhibits are to be displayed so as to avoid blocking aisles,

obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment listed in the prospectus.

Should the Exhibitor /Sponsor fail to make a payment on time, the Organizer is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/ sponsorship items or seek compensation for non-fulfilment of contract.

Participation by Exhibitors/Sponsors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk. The Organizer ensures daily cleaning of the aisles. Exhibitors / Sponsors are responsible for the cleaning of their stands.

The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

## Code of Practice

It is the Exhibitor's / Sponsor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.org](http://www.efpia.org) and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org) Code of Practice on the Promotion of Medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organizer to any suits, demands by the Sponsors/Exhibitor/any third party.



Congress Secretariat:



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