



th APVRS 2017

Asia-Pacific Vitreo-retina
Society Congress (APVRS) 2017

8th - 10th December 2017
Kuala Lumpur Convention Centre, Malaysia
<http://2017.apvrs.org>

Exhibitor Manual

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Important Contact Information

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SECRETARIAT

APVRS Secretariat

c/o Department of Ophthalmology & Visual Sciences
The Chinese University of Hong Kong
4/F, Hong Kong Eye Hospital
147K Argyle Street
Kowloon
Hong Kong
Phone: (852) 3943-5889
Fax: (852) 2715-9490
E-mail: secretariat@apvrs.org

CONFERENCE/EXHIBITION VENUE

Kuala Lumpur Convention Centre, Malaysia

Kuala Lumpur City Centre
50088 Kuala Lumpur, Malaysia
Tel: +603 2333 2888

Or alternatively, exhibitors may contact:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre
50088 Kuala Lumpur, Malaysia
Tel: +603 2333 2603
E-mail: exhservices@klccconventioncentre.com



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OFFICIAL BOOTH CONTRACTOR

INNOGEN SDN BHD

No. 1, Jalan Perusahaan 1, Taman Industri Selesa Jaya,
43300 Balakong, Selangor, Malaysia

Tel: +60 3-8961 1108

Fax: +603-8961 0687

Email: brandonlok@innogen.com.my

Attn: Mr Brandon Lok

OFFICIAL FREIGHT FORWARDER

R.E. ROGERS (M) SDN. BHD.

No. 7, Jalan Juruodit U1/76
Tmn Perindustrian Batu Tiga

40000 Shah Alam

Tel: +603 5510 8611

Fax: +603 5510 6296 / +603 5510 2208

Email: amirul@rerkul.com.my

Attn: Mr. Syed Amirul Hafidz Syed Ali

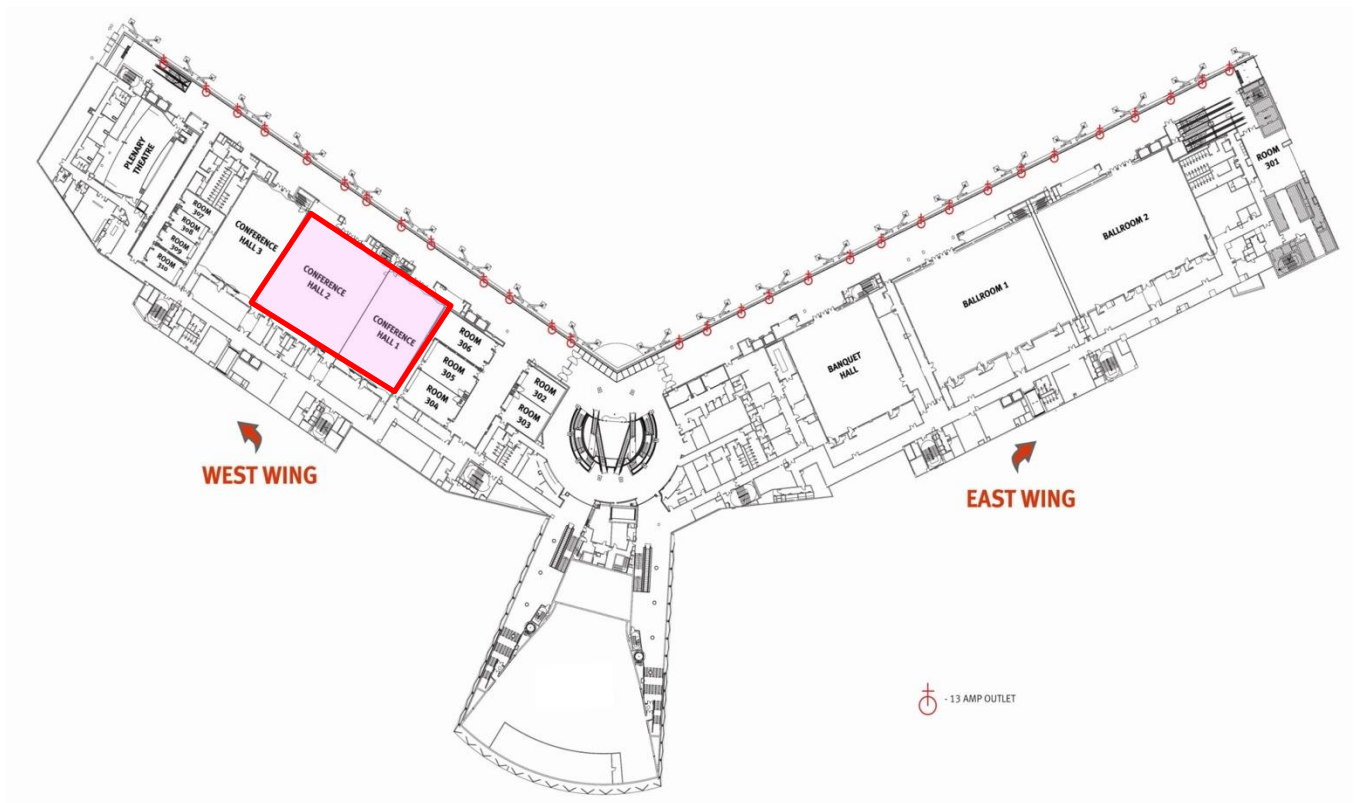


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Location of Exhibition Hall Conference Hall 1 & 2 in Level 3



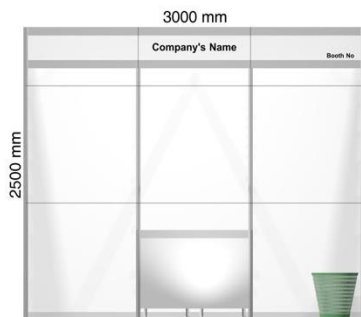


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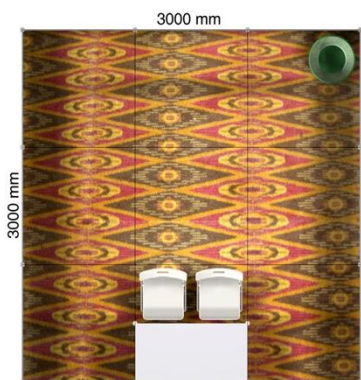
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Exhibition Booth & Construction



Front Elevation



Layout Plan



3 x 3M Standard Shell Scheme



List of items provided:

- 2 units of folding chairs
- 1 unit of information counter
- 1 unit of 13 Amp power socket
- 2 units of 40w fluorescent light
- 1 unit of waste paper basket

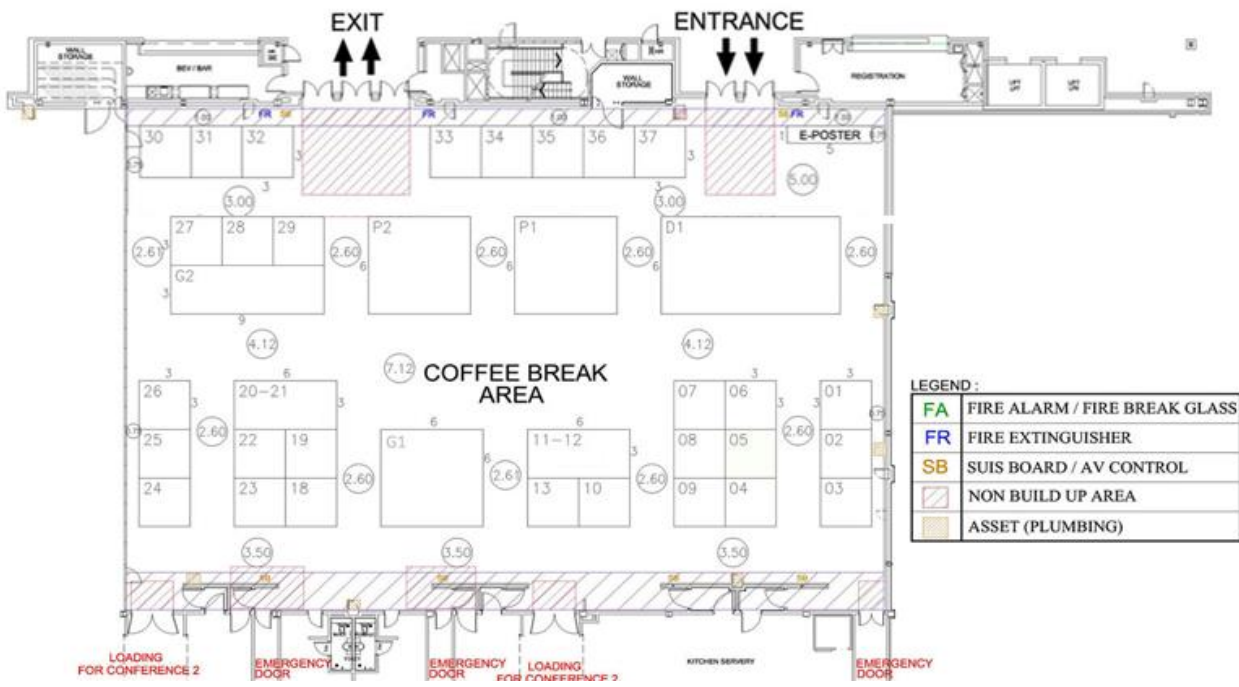


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Exhibition Floorplan





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Rules and Regulations

Application for exhibition space must be made on the official Application Form with full payment. All applications received by the deadline will be arranged in order of priority and spaces will be assigned accordingly. Applications submitted without full payment will not be assigned spaces until payments are received.

DATE AND TIME

Official Contractor Build-up: **07:00 – 10:00, Dec 7,2017 (Thursday)**

Outside Contractor Build-up: **10:00 – 19:00, Dec 7,2017 (Thursday)**

Exhibitor move-in: **15:00 – 19:00, Dec 7,2017 (Thursday)**

Exhibition hours: **08:30 – 17:30, Dec 8, 2017 (Friday)**

08:30 – 17:30, Dec 9, 2017 (Saturday)

08:30 – 15:30, Dec 10, 2017 (Sunday)

Tear down: **15:30 onwards, Dec 10,2017 (Sunday)**

IMPORTANT NOTES

Should a company representative fail to report by the designated time of the scheduled exhibition set up, the Organiser reserves the right to reclaim the exhibition space. No refund will be made to the Exhibitor. It is the responsibility of Exhibitors to notify independent stand construction companies of the set-up schedule.

Stands must be open during the exhibition opening hours. Exhibitors must ensure the presence of a representative on the stand during these hours.



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Materials and equipment may be removed from stands from **1730hrs on Sunday, Dec 10 2017**. Please note that as the final sessions of the Conference will be taking place at this time, Exhibitors must refrain from carrying out activities that may result in disturbing these sessions and must confine activities to the Exhibition Area.

Exhibition stands can be dismantled only during the hours stipulated above. Dismantling of exhibition stands may not begin before the official time given for the closing of the exhibition. The premises must be left in the same condition as they were made available to the exhibitor. Any costs arising from the repair of any damage caused by an Exhibitor's carelessness, or by the requirements of stand assembly, will be charged to the Exhibitor.

ADMISSION & IDENTIFICATION

The exhibition is open to registered delegates and Exhibitors only. For safety reasons, children under the age of 18 will not be allowed to enter the exhibition area at any time. The Organiser reserves the right to refuse admission to any persons or remove any persons from the Exhibition Area at any such time without giving any explanation.

Exhibitors are requested to wear their Conference Badges at all times during the Conference in order to gain access to the exhibition area. **TWO** badges per booth will be provided by the Secretariat.

All workers employed in the construction of the stand must wear identification badges provided and approved by the Organiser at all times when they are in the Exhibition Area.

OFFICIAL CONTRACTORS

The Official Contractors have been appointed to assist Exhibitors in the movement of exhibits, stand building and design. Exhibitors are advised to use the Official Contractors to attend to their needs unless otherwise stipulated:

- a. Exhibitors may appoint their own stand-building Contractors subject to the approval of the Organiser or Official Contractor.
- b. Exhibitors are advised to deal directly with their Contractors/Official Contractors unless otherwise stated. All services extended to the Exhibitors from the approved Contractors/Official Contractors are for their convenience and the Organiser will accept no liability from any contract arising from the Exhibitors and their Contractors including any such contract for default or negligence of any persons, servants or agents.



STANDARD SHELL SCHEME STAND

All shell schemes are designed, erected and decorated included partitions, company fascia, table, chairs, lightings and carpet. The Organiser reserves the right to make changes to the facilities provided at any time before the commencement of the Conference. Main switch and distribution board may be required to be installed within the booth area at the Official Contractor's discretion.

Fascia Board with company name is inclusive in the standard booth package. Exact wording of company name (English letting) as supplied in your application form in the manual will be used.

Standard Shell Scheme Stand exhibitors must adhere to the following:

- a. No additional booth fitting or display may be attached to the shell booth structure.
- b. No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable for any damage caused to their booth fixtures and fitting at the Conference.
- c. No items may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. These include but are not limited to fitting, exhibits, company names, advertising material, logos and inflatables brought along by the exhibitors.
- d. All exhibits, stand materials and the like shall be removed immediately after closing of the exhibition according to agreements and within the time limits specified by the Organiser. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for disposal expense so incurred by the Organiser.
- e. Installation of electrical equipment, including lighting fixtures, must stringently adhere to the Electrical Regulations of Suruhanjaya Tenaga Malaysia. Exhibitors are prohibited from installing any sub-standard fittings or wirings, which compromise the electrical safety standard.

BARE SPACE STAND/UPGRADED SHELL SCHEME

Plan & Design Proposals

For Bare Space Stand/Upgraded Shell Scheme, plan and design proposals must be submitted to the Official Contractor for review before the deadline in Form 1a: Bare Space Stand/Upgraded Shell Scheme and Form 1b: Indemnity Form.

Drawings submitted must contain information such as floor plan, stand elevation, electrical fittings, carpeting colours and material to be used, moving exhibits, any audio-visual equipment to be used, weights and point loading of exhibits, etc.

Bare Space Stand/Upgraded Shell Scheme Exhibitors and Contractors must comply with the following points:

- All special design technical drawings must be submitted to the Official Contractor by Nov 7, 2017 to liaise with the venue for acceptance of stand design.



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- Height limit allowed for booth construction is **4 meters**.
- All dimensioned design plans, including cross-sectional and elevation views (3D picture), must be supplied to the Centre for all stand structures or designs exceeding 3.0 meters in height, no later than **14 working days** prior to the move-in date for Kuala Lumpur Convention Centre's SHE Department to review.
- The tops of all stands must in all cases be open, in order not to impair protection by the sprinkler and smoke detector system.
- The airspace of adjacent booths is NOT to be used by exhibitors.
- Exhibitors are responsible and liable for any such contractor's observance of all Rules and Regulations, including the strict observance of build-up and tear-down schedules.
- Exhibitors are reminded that it is the responsibility of their own appointed contractor to clean and vacuum the booth upon completion of construction, before handing over to Exhibitors and daily cleaning of the booth.
- Waste materials (including packing materials) must be disposed accordingly by the appointed stand contractor.
- All construction materials, empty crates and equipment must be removed from the venue and loading dock immediately after the construction and dismantling period. Otherwise, storage and clearing charge will be imposed on the contractors.
- No slippers or sandals are allowed especially during build-up and tear-down periods.
- Use easily removable carpet tape. Do not use adhesive glue. Be sure to remove all tape from the booth. Failing to do so, the Exhibitor/appointed contractor will be liable to pay the Organiser for removal, which will be charged at per meter length.
- All designs should have 50% visibility from all sides facing the aisle.
- Exhibitors may not lay carpet across adjacent booths.

The Organiser reserves the right to charge "any additional cost incurred" to any such Exhibitor and/or contractor who has violated the Rules and Regulations or caused delay in the build-up or tear-down, for additional work requirements as a result of the violation.

EXHIBITORS WITH OWN STANDS

Entire building of stands in the Exhibition Hall is not permitted. Cutting machines, welding machines, sanders and spray-guns may not be used inside Kuala Lumpur Convention Centre. Stands must be devised and prepared so that they can be constructed by assembling the elements that constitute them. Installations of Kuala Lumpur Convention Centre, e.g. fire hydrants, fire extinguishers and fire detectors/alarms, air-conditioning gratings, loud speakers, general signs and CCTV, must not be removed, covered or obscured under any circumstance. The use of construction materials such as cement, plaster, tiles, bricks, etc. is prohibited.

STAND-FITTING CONTRACTORS

- a. Exhibitors may appoint their own Contractor for the purpose of stand building. However, all mechanical and electrical work must be installed by the appointed Official Contractor.



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regulations. Exhibitors are reminded that they will be responsible for all actions, including observance of rules and regulations of their contractors, during the entire exhibition period, from build-up to tear-down.

c. All Outside Contractors other than the Official Contractor, must agree to the following:

- **An administration fee of RM25 per sqm** will be imposed on non-official contractors for processing and approval purposes. In addition, it is required to place a **Refundable Performance Bond** with the Official Contractor as per **Form 1a: BARE SPACE STAND/UPGRADED SHELL SCHEME**.

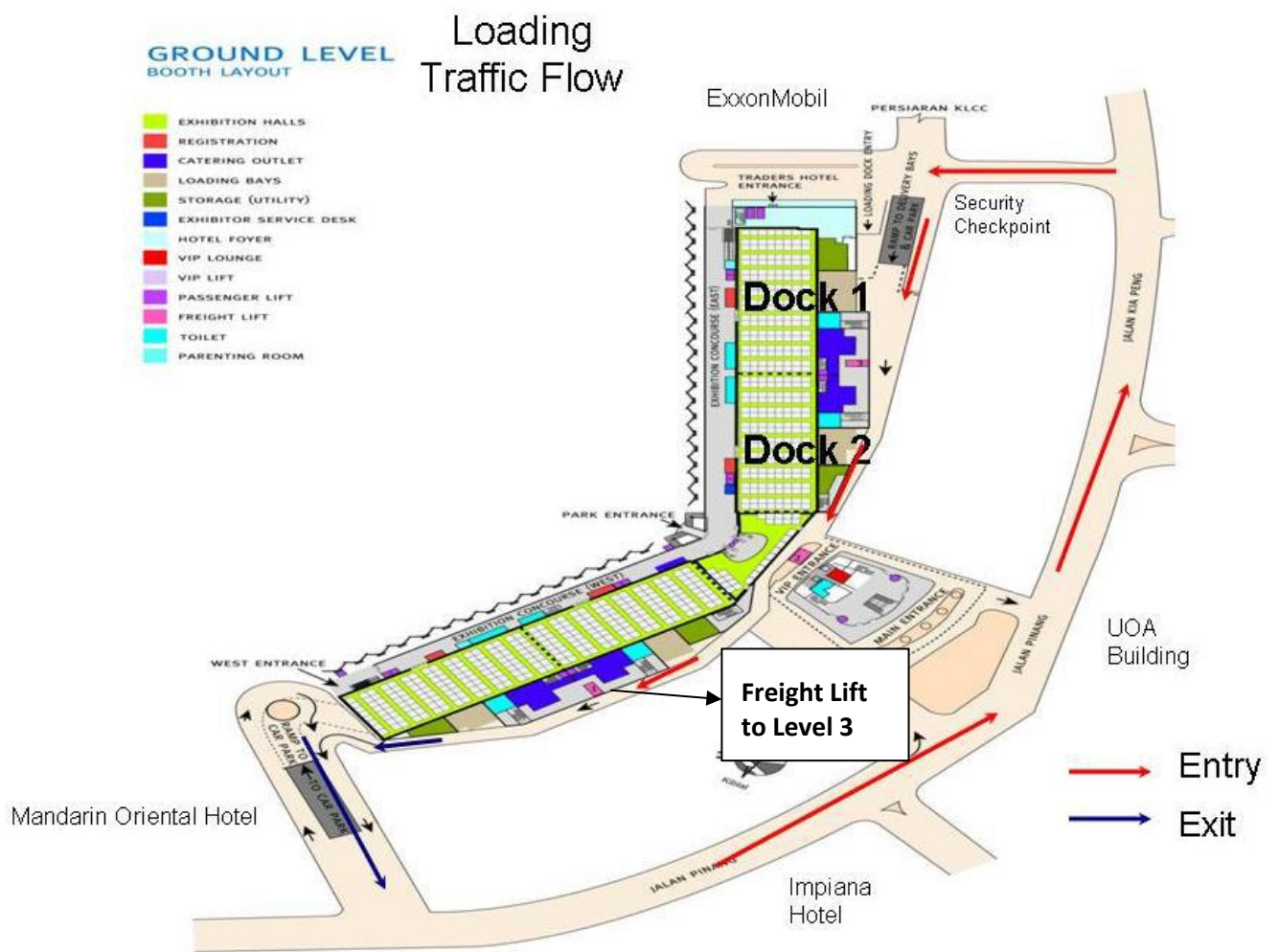


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Loading Traffic Flow





Moving and Freight Forwarding

EXHIBIT MOVE-IN

All cargoes/exhibits which are consigned directly to the exhibition site must arrive at the site on the day of the build-up. All cargoes that arrive after the build-up date will be refused entry to the exhibition site. Early installation of heavy or large exhibits is the responsibility of the Exhibitors, their agents or Contractors. Heavy or large exhibits that arrive late may not be permitted into the exhibition site. Exhibitors are advised to follow the move-in schedule provided by the Organiser. All cartons must be marked with the booth number and venue.

SHIPPING INSURANCE

It is each Exhibitor's responsibility to ensure that exhibits are covered by adequate insurance for the shipment to, duration of, re-packing and re-export from the exhibition.

ACCESS

Please note that, due to limitations at the venue, individual exhibits unpacked must not exceed the dimensions of 1.50m (L) x 1.50m (W) x 1.50m (H) and a weight of 500kg.

Should an Exhibitor wish to exhibit items in excess of the above, the Official Freight Forwarder must be contacted prior to shipment to obtain confirmation. The Organiser and the Official Freight Forwarder cannot be held responsible if the exhibit cannot be placed on the stand if the above has not been adhered to.

STORAGE

The Organiser is unable to provide storage facilities on site for packing cases, surplus materials or any other property of exhibitors. Prior arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. During the move in of exhibits or displays, the construction of stands and removal of exhibits, the passageways in the exhibition hall must not be obstructed with packing materials, construction material or debris. The Organiser wishes to reiterate that the aisles must be kept clean and clear of cartons, crates or bulky exhibits at all times. This is the responsibility of each Exhibitor and its Contractors. A penalty may be levied on the Exhibitor if this rule is not complied with.



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DELIVERY VEHICLES

Exhibitors intending to deliver their own booths and materials must contact the Official Freight Forwarder directly before **7th Nov 2017** in order to make arrangements. Exhibitors who are unloading their equipment can do so at **Loading Dock 1 or 2** (*kindly refer to page 20*).

Directions to the delivery dock may be obtained by contacting the official freight forwarder.

Any exhibitor unloading its own stand or that has large items to carry into the exhibition area and that will need to park for a few hours must enter the Kuala Lumpur Convention Centre Car Park where a ticket will be given. For any enquiries in relation to delivery, please contact the Kuala Lumpur Convention Centre as below.

Kuala Lumpur Convention Centre

Concourse Level or Level P1

The Kuala Lumpur Convention Centre

50088 Kuala Lumpur Malaysia

Tel.: +603 23332945

Fax: +603 23332728

PLEASE NOTE

Forklifts and carts will not be provided by Kuala Lumpur Convention Centre. Exhibitors should arrange this through the Official Freight Forwarder.

PARKING

Kindly be advised that basement parking is owned and managed by KLCC Parking Management Sdn Bhd. Once the ticket has been issued, the vehicle owner will be charged on a per hour basis in accordance with KLCC Parking Management's parking fees. Please be advised that +603 2333 2945 is the contact number for KLCC Parking Management Sdn Bhd.

LOADING/UNLOADING

Freight lift measurements:

- Door Height, 2.6m; Door Width, 2.7m; Interior Height, 2.6m; Interior Width, 2.7m; Interior Depth, 6.3m
- Maximum capacity, 7000kg / 7 tonnes

Floor loading limit:

Ballroom 1, Level 3: 5.0 KN/m² / 500 kg/m²



Access to Loading Dock

1. The loading dock service road is 8 metres H x 6 metres D at Loading Dock 1 and Loading Dock 2 with narrower sections behind service Link Hall 3 and Loading Dock 4 and Loading Dock 5.
2. The narrow section behind Link Hall 3 has a low ceiling, which is 4 meters in height. Safety goal posts of 4 meters in height are installed before and after the service road Link Hall 3.
3. Only vehicles below 3.8 meters in height will be allowed access to Loading Docks 1, 2, 4 and 5.
4. A 30-minute parking limit applies for drop-off/pick-up of goods during the move-in and move-out process. Vehicles are not permitted to park at the loading dock at any other time.

EMERGENCY AND EVACUATION PROCEDURES

**Kindly refer to Appendix of Emergency and Evacuation Procedures.*

RULES RELATING TO DECORATION AND PREPARATION IN KUALA LUMPUR CONVENTION CENTRE

- a. Exhibitors shall not undertake any nailing or affixing of any material whatsoever to any wall or ceiling in the Exhibition Hall or anywhere in Kuala Lumpur Convention Centre;
- b. Exhibitors
 - shall not linger, sit or sleep in Kuala Lumpur Convention Centre;
 - shall not bring food or drink into Kuala Lumpur Convention Centre whether for consumption on the premises or not;
 - shall not smoke in Kuala Lumpur Convention Centre;
- c. Exhibitors shall cover the whole area where work is being carried out with suitable material to protect the floor from possible damage;
- d. Exhibitors shall provide their own trestle support or scaffolding as may be required for the work to be carried out; such equipment is not provided by Kuala Lumpur Convention Centre;
- e. Exhibitors shall not use guest lifts in Kuala Lumpur Convention Centre in connection with the work;
- f. Exhibitors shall provide all materials needed for the work as such will not be available from Kuala Lumpur Convention Centre;
- g. Exhibitors shall, to avoid possible power failure because of overloading the system, notify Kuala Lumpur Convention Centre's engineering/technical staff of any requirement for additional electrical power so that the possibility of its being provided can be investigated;
- h. Exhibitors shall provide their own equipment of whatever nature should such be required in addition to what the convention centre provides and shall ensure that such equipment is kept separate from that provided by Kuala Lumpur Convention Centre;
- i. Exhibitors shall ensure that except when in use all doors of the function room can be and are closed properly to preserve efficient air-conditioning;
- j. Exhibitors shall under no circumstances whatsoever cause any obstruction of any fire exits;
- k. Kuala Lumpur Convention Centre will not hold itself responsible for any loss or damage to the property of the exhibitors of whatever kind and howsoever caused;



- I. Exhibitors shall remove all equipment and dismantle all decorations and remove the same from Kuala Lumpur Convention Centre as soon as the function ends;
- m. Where the Exhibitors, under their control, cause damage to Kuala Lumpur Convention Centre's property, then the Exhibitors shall be held responsible for compensation allowing repair or replacement;
- n. NO direct painting is allowed inside Kuala Lumpur Convention Centre. All painting must be done outside of the centre and only supervised touch-up is allowed in the centre;
- o. All contractors MUST obtain contractor badges from the Conference Secretariat and MUST be properly attired at all times.

In case there is a breach of the regulations on building and decoration of stands and/or a breach of a technical nature, the Organiser and/or Kuala Lumpur Convention Centre is/are entitled to carry out the necessary procedures to regularise it, which may involve closing the stand. The costs resulting from this corrective action will be charged to the Exhibitors.

Kuala Lumpur Convention Centre reserves the right to place general indication panels or any elements that will serve to improve the exhibition wherever it considers appropriate. Exhibitors may not remove or cover such elements.

Extension Cords

The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.

Food and Beverage Policy

No outside food and beverage may be brought into the Venue and served at stands without prior approval from Kuala Lumpur Convention Centre. The Centre reserves the right to remove any food and beverage not authorized by the Centre.

Drapes

Material used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.

Smoking Policy

Smoking is prohibited in Kuala Lumpur Convention Centre. All public areas, inclusive of Foyers, Registration Counters, Cafe, Organiser's Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.

Designated smoking areas are located at the end of each wing on Ground Level and Level 3. Hirer/show Organiser agree to use their best endeavours to ensure that their exhibitors, patrons and visitors comply with the policy.

Balloons

- Helium-filled balloon displays and other inflatable items must be approved by the Centre's Management.



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- Due to the complexity and costs of retrieving balloons, helium-filled balloons are not allowed to be distributed in the exhibition booths.

Flying Objects

- Remote-controlled flying objects are not permitted in the exhibition booths.

Dangerous Activities

- Exhibitors must provide full details of any potentially dangerous activities to be undertaken in the exhibition booth(s) to the show Organiser.
- No such activities may be conducted during an exhibition without the show Organiser and the Centre's approval, which must be obtained before move-in day and which may be withheld at the Centre's absolute discretion.
- Activities conducted in exhibition booths must comply with fire, health and safety regulations.

Exhibitor Services

- The following services are required to be ordered from the Centre:
 - a. Audio Visual
 - b. Beverage
 - c. Booth Catering
 - d. Banner Hanging
 - e. Hanging Object
 - f. Internet Services and Telecommunications
 - g. Water Connection and Compressed Air
 - h. Potted Plants and Flowers
 - i. Stand Cleaning
 - j. Catering Service Staff
- To order any of the above services, please contact your show Organiser for the log in ID and password.
- Completed forms can be faxed to Exhibition Services at +603 2333 2729 or sent by email to exhservices@klccconventioncentre.com.
- For assistance with regards to any of the service order forms, please contact Exhibition Services at +603 2333 2603.
- With effect from April 1 2015, all the Centre's goods and services will be inclusive of 10% service charge, of which the total will then be subject to a 6% Goods and Services Tax (GST).



Sound (Noise) Level

- Objectionable sound devices may not be used.
- Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval from the show Organiser and the Centre's Management.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.
- Music or noise emitting from the exhibition booth cannot exceed 70 decibels (A).
- Exhibitors receiving requests from the show Organiser or the Centre's Management to reduce the music volume or noise level must conform immediately to the request or be subject to having the power to their sound system disconnected.

Machines and Equipment

- Exhibitors who wish to display machines and equipment must have the display machines' weight assessed to conform with the Centre's requirements.
- For exhibits on the ground floor; display machines exceeding two (2) tonnes must not be placed directly on the platform of the booth but on the concrete floor instead.
- If approved by the Centre's Management, adequate protection must be provided to the existing carpet prior to placement of the display machines.
- The above requirements are mandatory for health and safety reasons.

Hanging Banners

- Banner hanging is an exclusive service offered by the Centre and may be suspended in selected locations. To order this service, please contact your show Organiser for a copy of the request form.
- Banner hanging is allowed provided the Exhibitor has an island booth configuration.
- Banner request must be submitted well in advance of the move-in of your show and should include the information and specifications as stipulated in the banner hanging request form.
- Exhibitors who require banner installation must complete and return the request form with full payment.

Carpet Build-Up, Level 3

Exhibitors that use the Centre's Level 3 (such as Grand Ballroom, Banquet, Conference Hall) must ensure that the carpets are being laid or protected prior to build-up and tear-down in order to minimize damage to the Centre's properties.

Activities that generate dust, such as those from sawing or sanding, are strictly prohibited. Stand structure shall be pre-fabricated off site and no major construction and painting is permitted. Anything placed on the carpet such as trestles, build-up or and tear-down material, ladders,



compressors or other equipment shall be equipped with protective feet or be placed on a spreader or similar so as not to cause permanent indentations or damage to the carpet.

Any person caught committing unsafe work practices and/or noncompliant activities will be fined and/or prohibited from working in the Centre.

The Organiser or Licensor will incur the cost for the subsequent cleaning of the carpet or bear the cost of the damaged carpet.

In order to ensure that the carpet is not damaged on Level 3, the following are NOT permitted:

- Sanding
- Sawing
- Planning (plane)
- Metal cutting
- Major painting. If small touch-up paint jobs are required then the carpet must be covered with a plastic overlay, used carpet or drop sheets whilst painting.
- Major construction. Stand structures MUST be pre-fabricated off site to avoid any issues.

Promotion During The Exhibition

Exhibitors are not allowed to place stickers, signs or posters anywhere in the Exhibition venue, other than within their own stand. Likewise, the Exhibitor's representatives may not distribute brochures, invitations, etc. along the gangways and corridors or near the entrances.

Exhibit Height and Weight

Maximum Exhibit Height: Exhibit should NOT exceed 2.5 meters

Maximum Exhibit Weight: Exhibit should NOT exceed 500 kg/m²

Exhibition booths exceeding 2.5 meters in height or any specially designed booths need to submit the detailed design to the Conference Secretariat to obtain approval.

No additional stand fitting and display fixture may be attached or affixed to the shell scheme stand structure, i.e. no nailing, drilling or painting will be permitted. Furniture and fittings of Kuala Lumpur Convention Centre, e.g. plants, furniture, etc., must not be moved or removed.

RULES & REGULATIONS (from the Organiser)

COMPLIANCE WITH RULES & REGULATIONS

The Rules & Regulations must be fully observed by the Exhibitors, their contractors and their personnel. The Organiser reserves the right to demand changes to, or closure of, any stand that does not conform to these rules and regulations. If an Exhibitor fails to comply with these rules and



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regulations, the Organiser reserves the right to reclaim its exhibition space and resell it, and all monies paid by the Exhibitor will be forfeited.

APPLICATION FOR EXHIBITION BOOTH/SPACE

Application for exhibition space must be made on the official Application Form with full payment. Applications submitted without full payment will not be assigned spaces until payments are received.

PAYMENT POLICY

Exhibitors who fail to make payment will not be permitted to set up their stand and equipment. Payment for goods and/or services ordered from the official suppliers must be made by the deadlines given. Orders placed during exhibition set-up and/or during the exhibition must be paid for immediately. No financial credit will be given for any shell scheme package item not utilised.

CANCELLATION POLICY

Should an exhibiting company wish to cancel any of its participation (exhibition space, modular booth, stand services, etc.), written notification must be sent to the Conference Secretariat and/or to the relevant service supplier. There will be no refund for any payment made. Once an exhibiting company has reserved exhibition space, modular booth and/or stand services, it agrees to abide by the ordering procedure and cancellation policy as set out above.

SECURITY

- a.** The Organiser has taken all possible security precautions in the interest of the Exhibitors and visitors. However, any loss or theft of exhibits in the exhibition area during the build-up, show days and tear-down period shall not be the responsibility of the Organiser
- b.** All articles and exhibits shall be solely the responsibility of the Exhibitors.

INSURANCE LIABILITY AND RISKS

The Organiser is not responsible for the articles that are exhibited by the Exhibitors. Exhibitors are advised to cover their articles and to take up public liability and comprehensive protection. This should be active from the date of build-up to the tear-down of the exhibition. The Exhibitor shall insure, indemnify and hold the Organiser harmless in all demands and expenses which the Organiser may in any way be subjected to as a result of injury or losses arising from any such person however caused, either from the result of defaults, visitors, staff, Contractors or non-performance.

Exhibitors may be required to show proof of insurance coverage when deemed necessary. The Organiser is not responsible for any restriction or condition that may prevent construction, erection, completion, alteration, dismantling, fitting or removal of exhibits or failure to provide any services or amenities provided by the hall landlord or for cancellation or part-time opening of the exhibition, either as a whole or in part, or for rules that may be amended beyond the control of the Organiser. Exhibitors must ensure that all staff, agents, servants and Contractors are insured against claims for workman compensation. All Exhibitors shall insure and indemnify the Organiser and venue



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owner/managers of property in respect of all costs, claims, demands and expenses which they may be subject to as a result of loss, damage to property or injury arising to any persons however caused while the said person is upon or examining or passing the said liability. All risks to the employees, agents or exhibits shall be the responsibility of the Exhibitors.

FORCE MAJEURE

The Organiser reserves the right to modify dates, time schedule, floor plans and programmes in case of necessity. In case of forcible cancellation of the Conference, the monies paid by Exhibitors shall be reimbursed, less proportional deduction of expenses incurred. Under no circumstances shall Exhibitors be indemnified.

STAND CLEANING

Exhibitors are responsible for the removal of their own materials and rubbish. Storage of empty boxes or packaging materials inside the hall is strictly prohibited at all times.

SUBLETTING OF STANDS

The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or part of its site, for whatever financial consideration or otherwise.

DAMAGE TO STAND STRUCTURES AND EXHIBITION PREMISES

No persons, under any circumstances, shall cut into or through any floor covering or wall, nor alter any stand structure except when authorised in writing by the Organiser. All damage to stand structures will be invoiced to the Exhibitors.

FAILURE TO EXHIBIT

Exhibitors that have contracted space/stands but fail to exhibit will be liable for specific costs incurred by the Organiser. Failure to exhibit does not release the respective Exhibitor from the exhibition contract. The above terms cannot vary under any circumstances.

FIRE REGULATIONS

All stand fittings must comply with local regulations and normal international fire safety standards.

AUDIO-VISUAL DISTURBANCE

Audio-visual and other devices will be permitted only in those locations and in such intensity as, in the opinion of the Organiser, they do not interfere with the activities of neighbouring Exhibitors. Sound equipment must be regulated and directed into the booth, so that it does not disturb neighbouring Exhibitors. The Organiser reserves the right to demand a reduction in the intensity of, or complete cessation of, stand noise that it judges to be excessive or a disturbance to other Exhibitors or visitors.

ELECTRICITY & LIGHTING



All electrical connection to stands must be carried out by the Official Booth Contractor. Lighting and electrical equipment may also be ordered from the Official Booth Contractor. Please complete the Electricity & Lighting Form and return it to the Official Booth Contractor.

FURNITURE RENTAL

Stand furniture may be hired for the duration of the exhibition. Please complete the Furniture Rental Form and return it to the Official Booth Contractor.

UNFORSEEN OCCURENCES

In the event of any unforeseen occurrences of events that would delay, disrupt or result in the cancellation of the exhibition (although much care has been taken to prevent this), the Organiser's decisions will be deemed final.

SOLICITING/DEMONSTRATING

- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an Exhibitor must be confined to the Exhibitor's own booth.
- Exhibitors should be considerate of neighbouring Exhibitors when soliciting attendees to visit their booths.
- Distribution of an Exhibitor's printed advertisements must be done within the Exhibitor's own space.
- No exhibits, displays or advertising material of any kind will be allowed in the Centre's public areas, basement parking or hallways.
- Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.
- Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.

STAND ACTIVITIES, MARKETING & PROMOTION DURING THE EXHIBITION

All Exhibitors must be producers, importers or representatives of the goods and/or services displayed on their stands. Marketing of any product and/or service in any part of the exhibition area or meeting room by non-exhibiting companies is not permitted. Exhibitors are not allowed to place stickers, signs or posters anywhere at the Exhibition venue, other than within their own stand. Likewise, the Exhibitor's representatives may not distribute brochures, invitations, etc. along the gangways and corridors or near the entrances. Advertising material and signs may not be distributed or displayed outside the exhibition stand.

Advertising that makes a direct comparison with third party articles and/or products is strictly forbidden. Advertising that may harm or inconvenience other Exhibitors or visitors, or that can damage the floor and/or existing construction, is strictly forbidden. There may be no reference to price on products on display.

ORDER FORM



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Please complete the attached order form for any additional furniture or electrical order and fax or email to the official contractor at +603-8961 0103 or info@innogen.com.my.

Mr Brandon Lok can be contacted at +60 3-8961 1108 or +6012 324 9368.

REGISTRATION – STAND PERSONNEL

Registered stand personnel are entitled to access the exhibition area, all public areas of the Conference, refreshments and the Opening Ceremony. Exhibitors are entitled to **TWO** complimentary stand personnel badges for each booth occupied (extra Exhibitor badges are chargeable at **USD50** per person per day). Stand personnel badges may be collected at the **Centre Core Registration Counter, Level 3**. Please complete the **Stand Personnel Registration Form** and return to the Conference Secretariat by **Nov 7, 2017**.

FULL DELEGATE REGISTRATION

All delegates must be registered through the Conference Secretariat. Please log on to the Conference website: <http://2017.apvrs.org/registration>.

All participants at this conference must display an official Conference badge at all times during the Conference. Failure to do so will result in refusal of admission.

ACCOMMODATION

A full selection of accommodation in Kuala Lumpur is available on the Conference website at <http://2017.apvrs.org/hotel-reservation>.

LANGUAGE

The official language of the Conference is English.