

FACE TO FACE EXHIBITION OPENING TIMES

Thursday,
16 January 2025: 1400 – 1800 hours Singapore time
(Setting up)

Friday,
17 January 2025: 0900 – 1700 hours Singapore time
(Exhibition opens)

Saturday,
18 January 2025: 0900 – 1630 hours Singapore time
(Exhibition opens)

Booth: Level 1, University Cultural Centre, NUS
Tabletop: Level 2, University Cultural Centre, NUS

Address: University Cultural Centre,
National University of Singapore,
50 Kent Ridge Crescent,
Singapore 119279

EXHIBITOR APPLICATION PROCESS

- Please return to website for application of exhibition package for APMEC 2025.
- Upon successful application, an exhibitor ID will be generated.
- An email confirmation will be sent to you after payment.
- Tax receipt will be emailed to you within 2 weeks' time
- **If payment is 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 Jillian Yeo jillyeo@nus.edu.sg

Website link:

<https://medicine.nus.edu.sg/cenmed/sites/apmec2025/index.html>

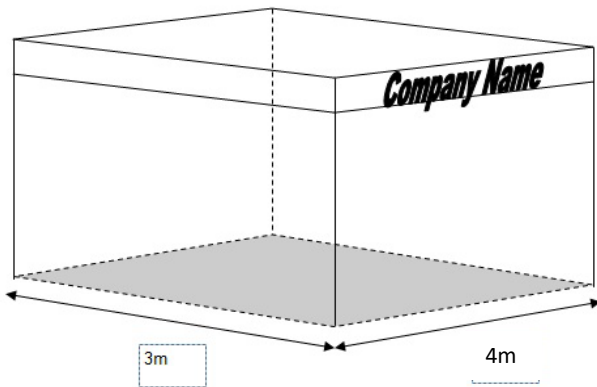
DELUXE BOOTH DISPLAY

SGD 6,000 + 9% GST

Level 1, UCC

- APMEC Conference Handbook: Organisation Name
- Standard Organisation Name on Booth Provided
- 3m (D) x 4m (W) Booth
- 1 Table with skirting, 4 Chairs
- 2 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 4 passes to main conference

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



Sample of booth display
Image is for illustration purpose only

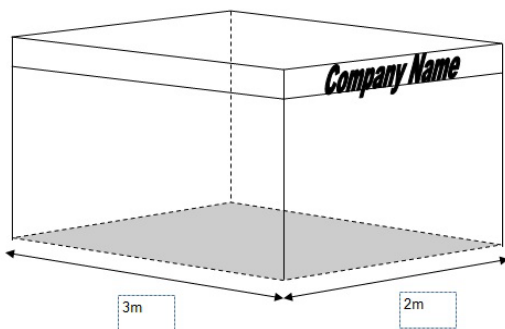
PREMIUM BOOTH DISPLAY

SGD 3,500 + 9% GST

Level 1, UCC

- APMEC Conference Handbook: Organisation Name
- Standard Organisation Name on Booth Provided
- 3m (D) x 2m (W) Booth
- 1 Table with skirting, 2 Chairs
- 2 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 2 passes to main conference

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



**Sample of booth display
Image is for illustration purpose only**

STANDARD TABLETOP DISPLAY

SGD 2,500 + 9% GST

Level 2, UCC

- APMEC Conference Handbook: Organisation Name
- 1 Table with Skirting (5ft x 2ft), 2 Chairs
- 2 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 2 passes to main conference

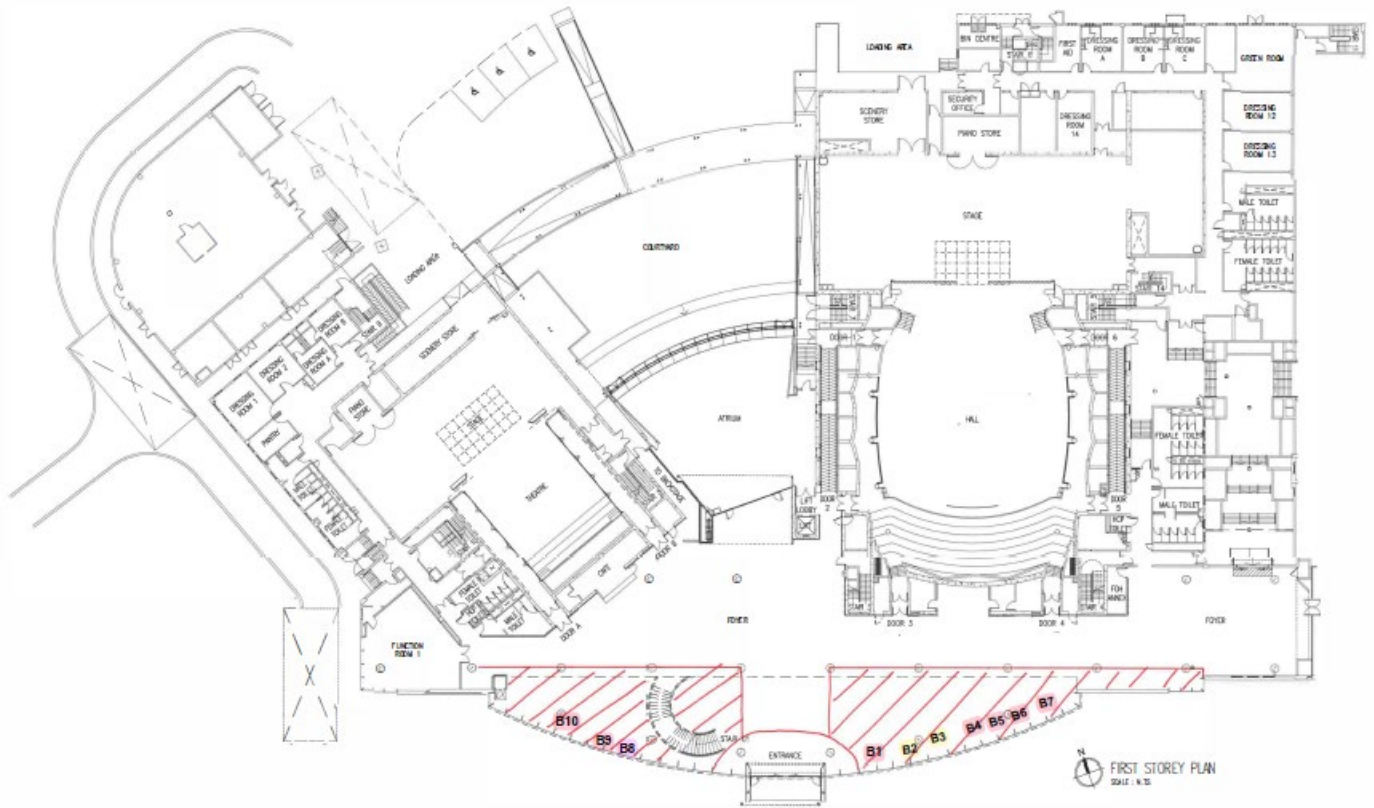


Sample of booth display
Image is for illustration purpose only

SUMMARY

	Deluxe	Premium	Standard
	SGD 6,000 + 9% GST	SGD 3,500 + 9% GST	SGD 2,500 + 9% GST
Types of display	Booth	Booth	Tabletop
Standard Organization Name on Booth	✓	✓	X
Booth dimensions	3m (D) x 4m (W)	3m (D) x 2m (W)	X
Table	1 table with skirting	1 table with skirting	1 table with skirting
Electronic support	2 twin plug	2 twin plug	2 twin plug
Chairs	4	2	2
Access to main conference	4	2	2

FLOOR PLAN: DELUXE AND PREMIUM BOOTH DISPLAY

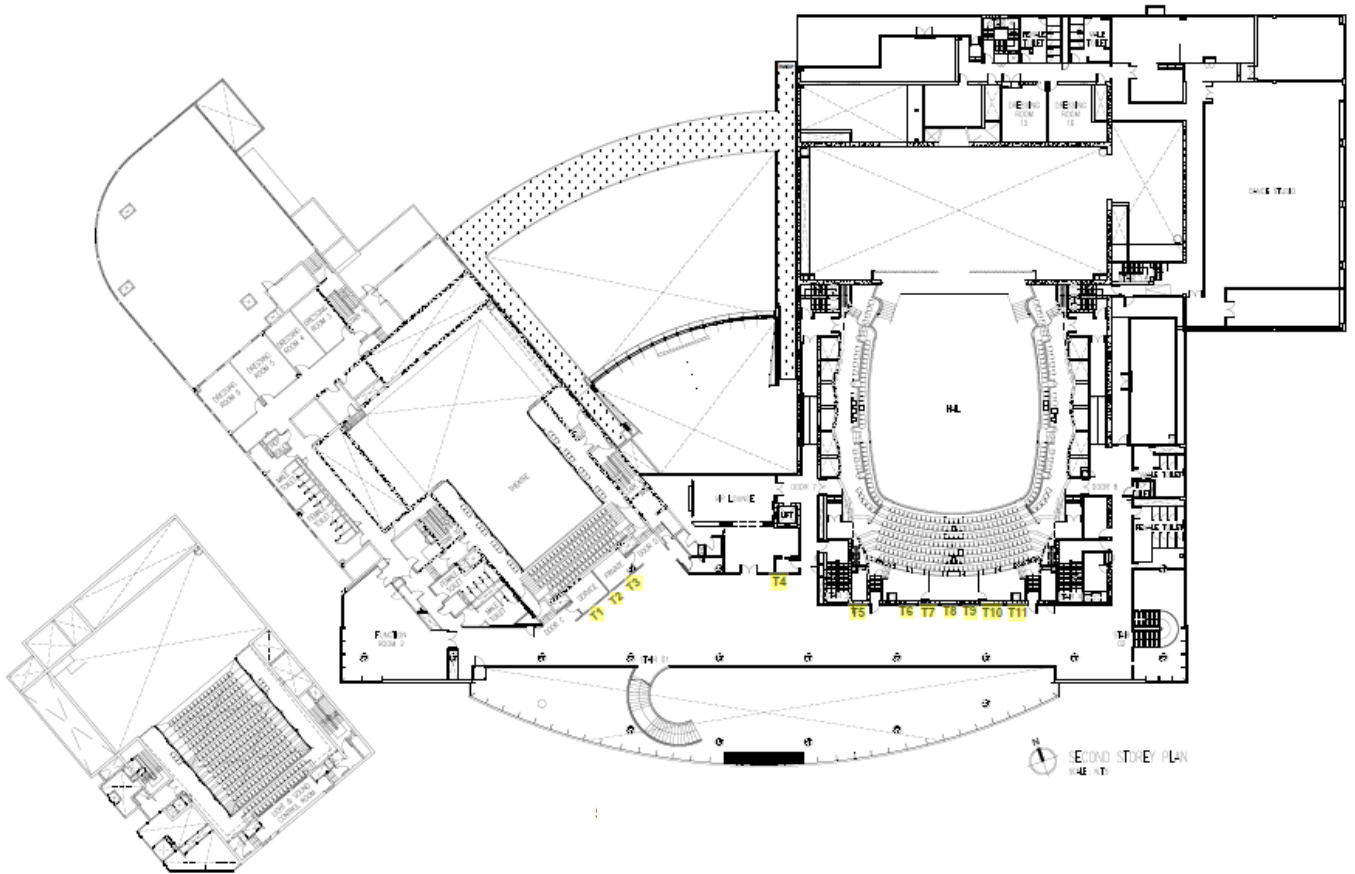


Location: Level 1 of University Cultural Center

Deluxe booth display (B2 and B3): SGD 6,000 + 9% GST

Premium booth display (B1 and B4 to B10): SGD 3,500 + 9% GST

FLOOR PLAN: STANDARD TABLETOP



Location: Level 2 of University Cultural Center

Standard tabletop (T1 to T11): SGD 2,500 + 9% GST

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 not received within 2 weeks after the application date; we will deem you are not interested and booth/tabletop 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** 30th November 2024, 23:59 SGT.
- There will be **no refund** if the cancellation is received **on or after** 30th November 2024, 23:59 SGT.

General Rules; Terms & Conditions

Dimensions

- Dimensions and size of booths and tabletop displays are deemed finalised 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 requested to pay for GST yourself before shipping your items to our office.**

Delivery

- The organisers reserve the right to accept any goods in the event when taxes are not paid to the courier company beforehand.
- The organisers will not be responsible for any late delivery of goods in the event when goods are unreleased at the Singapore Custom Immigration.

Risk of Loss

- The organisers 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 NUS UCC (University Cultural Centre).**

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.