



EXHIBITOR INFORMATION AT-A-GLANCE

► THE SUPPLIERS – WHO PROVIDES WHAT?

Order forms for the official suppliers are included in the Exhibitor Service Manual.

The official contractors act on their own behalf in all arrangements with exhibitors and are not agents, employees or representatives of the ISHRS. All services or materials supplied by the contractors on order of the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, the ISHRS does not assume any liability or responsibility for any act performed or omitted by such official contractor.

#1: RP Media Group Co. Ltd.:

RP Media Group, Ltd. is the official and exclusive exposition service contractor for the World Congress. They are the sole provider of the following services:

- trade show rental equipment & furnishings
- computers & monitors
- carpet rental (if you prefer other than the included gray show carpeting)
- cleaning services within your exhibit space
- *exhibit labor for installation & dismantle

They can also provide:

- Graphics/signs for your exhibit space

**If you will have a custom-built booth, you must complete the "Submit Design for Approval Form" to seek approval by the ISHRS. If you will have an outside installation and dismantle company (a company other than RP Media Group) install and dismantle your exhibit, you must complete and submit the Unofficial Stand Contractor Form.*

RP MEDIA GROUP EARLY DISCOUNT DEADLINE: October 20, 2019

If you have **questions**, you may contact **RP Media Group Co., Ltd. – Exhibition Services** at:

Event Manager: Suchada Narkasame, Cell Phone: +6681 981 3693

Event Coordinator: Natthalaya (Par), Cell Phone: +6681 839 0729)

E-mail: rpmediagroup@yahoo.com

Phone: +02 043 5655 9

Fax: +02 043 5657

#2: Agility Co. Ltd.:

Agility is the Official Freight Forwarder providing **shipping, freight handling/warehousing, local drayage** to/from the Shangri-La Hotel Bangkok, and **customs clearance services**.

Note that you may **NOT** ship your exhibit materials directly to the Shangri-La Hotel Bangkok.

For full information see [Agility's Shipping Instructions and Tariff](#) documents.

==► *Regulations on Controlled Items & Product Sales in Thailand:

Please carefully review [Agility's Shipping Instructions and Tariff](#) to:

- 1) Be aware of Thailand's rules and regulations that may affect your ability to ship your product into Thailand (if it is a controlled item), and
- 2) Understand the customs rules and regulations that come into play if you intend to sell your merchandise directly on the exhibit floor.

- 3) Regarding importation of drugs, medicines, vitamins & nutritional supplements: Any items categorized as drugs, medicines, vitamins and nutritional supplements or related items cannot be consigned to Agility Co., Ltd. as they are a logistics company and cannot handle the import licenses for these categories. You will need to consign such products to your local agents who have an import license for importation of your products.

IMPORTANT SHIPPING DEADLINES with Agility Co. are:

SEPTEMBER 1, 2019 – Fax/email all required product documentation and Commercial Invoice/Packing List for all *CONTROLLED GOODS that require an import license.

SEPTEMBER 15, 2019 – Shipping documents due, regardless of if you plan to ship by sea freight or air freight (i.e. Bill of Lading, Commercial Invoice and Packing List)

OCTOBER 15, 2019 – Arrival deadline for all *CONTROLLED GOODS, whether shipped by sea freight or air freight

OCTOBER 25, 2019 – Arrival deadline for exhibit freight shipped by sea freight

NOVEMBER 1, 2019 – Arrival deadline for exhibit freight shipped by air freight or by courier

If you have **questions or need further information**, you may contact **Agility Co. Ltd.** at:

Contact Person: Mr. Veerachai Pattarapateep

Phone: +66 2 326 3456 ext. 1172

Fax: +66 2 360 8634

E-mail: VPattarapateep@agility.com

or

Contact Person: Mr. Jakrawut Wichitpornchai

Phone: +66 2 326 3456 ext. 2331

Fax: +66 2 360 8634

E-mail: JWichitpornchai@agility.com

#3: Internet:

Note that the ISHRS will be provided with shared **complimentary wireless internet service** (300MB) throughout the meeting and exhibit space for all attendees and exhibitors. However, if you require assured connection in your company's exhibit space, you can order a dedicated line through the Shangri-La Hotel Bangkok. If a dedicated line is needed, contact Jule Uddfolk, ISHRS Meetings & Exhibits Manager at juddfolk@ishrs.org, 1-773-883-1236, and she will put you in contact with the hotel to place your order directly.

DEADLINE TO PLACE DEDICATED LINE INTERNET ORDERS: October 29, 2019

► Location of the Exhibition/Floor Plan:

Click here to view the [Exhibit Floor Plan](#). Exhibit spaces are located in the Grand Ballroom Foyer, located on the 2nd Level (Lobby Level) of the Shangri-La Hotel Bangkok. (Grand Ballroom 3 might be used as possible overflow space for exhibits, to be determined later.) This space is adjacent to the General Session in Ballroom Sections 1 & 2. The ISHRS Registration Desk is located near the exhibit spaces.

► Exhibit Space Dimensions & Details:

- Each exhibit space measures 2 meter deep x 3 meter wide, defined by ISHRS show color carpeting. (Note there are **no** booth shells/walls this year. The maximum height for any items that you place in your space is 2.5 meters.)

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The following is included with each exhibit space:

- One table measuring 60cm wide x 180cm long x 75cm high, covered in white linen with 2 chairs (*You may opt out of having this table and chairs placed in your exhibit space if not needed, but no furnishing substitutions for it will be provided. Other rental furnishings can be ordered from the expo contractor.*)
- A basic ID sign displaying company name and exhibit space number
- Janitorial service for aisles of the exhibit area
- Final Program Guide Listing
- Food & beverage for exhibit representative badges, consisting of coffee breaks Thursday-Saturday, lunches on Thursday & Friday, and the Welcome Reception
- A one-year listing in the Online Buyers Guide which is located in the Members Only section of the ISHRS website

For anything additional, you will need to order it through RP Media Group. Co., Ltd. at your own expense.

► Exhibit Area Carpeting:

The exhibit area is carpeted. Exhibit spaces will be defined by 2x3 meter show gray carpet rectangles which are included in the exhibit space fee.

► **Exhibit Personnel Registration:**

All personnel staffing your exhibit must register as exhibit personnel at \$450 per person, with a maximum of 4 exhibit personnel per 2 meter x 3 meter exhibit space. If you wish, you may add exhibit personnel up to the maximum of 4 per exhibit space using the [Exhibitor Information Form](#), up until September 15, 2019. All exhibitor personnel must be approved in advance of the show.

Food & beverage for exhibit personnel who purchased exhibit representative badges will consist of coffee breaks Thursday-Saturday, lunches on Thursday & Friday, and the Welcome Reception. The coffee breaks will take place in the exhibit area, providing exhibitors good exposure time to socialize with the attendees. The lunches will be served in the exhibit area on Thursday & Friday, with seating offered in various rooms. And, the Welcome Reception will take place in the exhibit area on Thursday, November 14, 2019.

Note: Tickets to the Saturday Gala Dinner may be purchased through the exhibitor registration system.

► **Show Schedule:**

SET-UP:

Wednesday/November 13, 2019 12:00PM-8:00PM

SHOW HOURS:

Thursday/November 14, 2019 7:30AM- 8:00PM

Welcome Reception in the Exhibit Area is 6:30PM-8:00PM

Friday/November 15, 2019 8:15AM- 6:15PM

Saturday/November 16, 2019 7:30AM- 12:30PM

DISMANTLE:

Saturday/November 16, 2019 12:30PM- 2:30PM

Exhibits must **NOT be disturbed, dismantled or removed before 12:30PM on Saturday, November 16, 2019. All exhibit materials must be fully removed from the exhibit area by 3:00PM on Saturday, November 16, 2019,** otherwise it will be rerouted at your own expense.

► **Hotel Reservations:**

You can make your ISHRS group block hotel reservation by visiting the hotel information tab at the [27th World Congress](#) webpage. The ISHRS group rates at the Shangri-La Hotel Bangkok start at THB 6,200 single/double occupancy plus 17.7% in service charge and tax. The ISHRS group rates include buffet breakfast in the hotel restaurant and complimentary wifi in the guest room. We will also have complimentary wifi in our ISHRS meeting & exhibit space. Please make your reservation early to help assure availability. The ISHRS group rates are available until September 22, 2019 or while room supplies last.

► **Exhibit Prospectus as Exhibitor Contract:**

Please carefully review the [Exhibit Prospectus](#), as it is your exhibitor contract. It is important that all your exhibit representatives are familiar with the rules and terms in this document.

QUESTIONS:

If you have questions regarding exhibiting, please contact:

Jule Uddfolk, CMP

ISHRS Meetings & Exhibits Manager

Direct Phone: 1-773-883-1236

juddfolk@ishrs.org

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