

NOV 13-16



27TH WORLD CONGRESS

EXHIBITOR SERVICE MANUAL

**International Society of Hair Restoration Surgery
ISHRS 2019 – 27th World Congress
November 13-16, 2019
Shangri-La Hotel Bangkok
Bangkok, Thailand**

**ISHRS Meetings & Exhibits Manager:
Jule Uddfolk, CMP
Direct Phone: 773-883-1236
juddfolk@ishrs.org**

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INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY



Dear Exhibitor,

Thank you for choosing to exhibit at our upcoming meeting this November 2019 at the Shangri-La Hotel Bangkok in Bangkok, Thailand. I hope you enjoy your time in this wonderful city and that your experience exhibiting with us is a rewarding one.

The 2019 World Congress Planning Committee chaired by Robin Unger, MD has assembled a premiere faculty and a robust scientific program, full of informative and thought-provoking sessions. Please visit the Congress website for up-to-date information: www.27thannual.org.

This year's Exhibit Area is in the Grand Ballroom foyer and area, located on the 2nd Level (Lobby Level) of the Shangri-La Hotel Bangkok. This is adjacent to the General Session in Ballroom Sections 1 & 2. Daily morning and afternoon coffee breaks and Thursday and Friday lunches will be served in the Exhibit Area. We will hold the Welcome Reception in the Exhibit Area on Thursday/November 14, 2019, evening. This will be a great way to wrap up a busy opening day.

I hope you have a successful show. We are always open to suggestions and ideas. Please share your thoughts regarding our exhibits program. You are a valued part of our meeting, and on behalf of the ISHRS leadership, I thank you for your participation.

Most sincerely,

Victoria Ceh, MPA
Executive Director

BUSINESS ADDRESS:
303 WEST STATE STREET
GENEVA, IL 60134 USA
TELEPHONE: +1-630-262-5399
U.S. TOLLFREE: 1-800-444-2737
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info@ishrs.org
www.ISHRS.org

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WORLD LIVE SURGERY
WORKSHOP



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.)

•

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

[END]



General Session

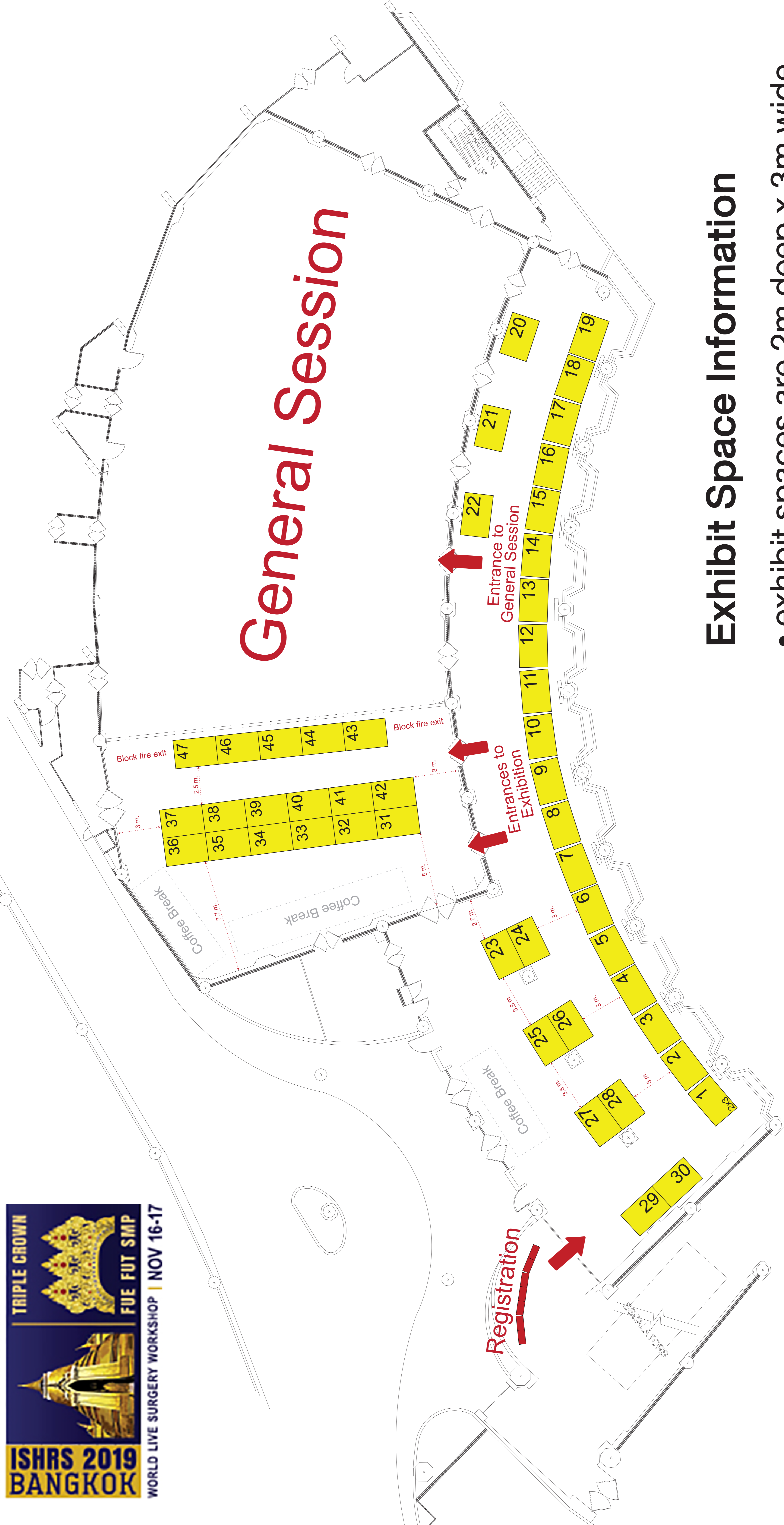


Exhibit Space Information

- exhibit spaces are 2m deep x 3m wide
- exhibit spaces include gray carpeting and optional table with 2 chairs
- no booth shells/walls are provided

Exhibit Prospectus

This document is the Exhibitor Contract that you entered when registering to exhibit.

Please be sure that you and all your exhibit representatives read this document to understand all exhibit rules and regulations.

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27TH WORLD CONGRESS

Exhibit Prospectus

The International Society of Hair Restoration Surgery (ISHRS) is a global non-profit medical association and a leading, unbiased authority in medical and surgical hair restoration with more than 1,200 members throughout 70 countries worldwide. Members have backgrounds in varying medical specialties including dermatology, plastic surgery, general surgery, and more. Founded in 1993, it was the first, and is now the largest, international society to promote continuing quality improvement and education for professionals in the field of hair restoration surgery.

Above all, the ISHRS is dedicated to achieving excellence in patient outcomes by promoting member education, international collegiality, research, ethics, and public awareness.

WHO SHOULD EXHIBIT

The exhibit program is designed to provide hair transplant surgeons with first-hand information about products and services specific to the area of hair restoration surgery as well as adjunct procedures, and to serve as a forum for updating the physicians' knowledge of current technological advances in the field of hair restoration surgery.

The ISHRS seeks companies with ethical and truthful advertising. Except where prohibited by law, the ISHRS may accept or reject any application to exhibit at its discretion. The ISHRS also reserves the right to withdraw prior approval of an application if subsequent information indicates the original application was false or misleading or the exhibitor has engaged in unethical, untruthful or unlawful conduct or advertising. Additionally, the ISHRS reserves the right to remove exhibits or parts of exhibits that are in violation of ISHRS exhibitor rules below without any refund.

The ISHRS will consider exhibitor applications for products and services in the following categories:

- Surgical instruments, supplies and equipment e.g., forceps, needle holders, cutting tools, etc.
- Surgical instruments, supplies and equipment e.g., implanters
- Medical devices, e.g., FUE devices
- Low level laser therapy (LLLT)/ Photobiomodulation (PBM) devices
- PRP-related products
- Pharmaceuticals specific to hair loss
- Holding solutions
- Camouflage products, scalp micropigmentation products
- Imaging, digital photography, microscopes software
- Office & practice management products, patient financing products
- Scientific publications and textbooks
- Cosmetic items, e.g., non-medical formulations, shampoos, etc.
- Nutritional items
- Other products associated with the diagnosis and treatment of hair loss
- Other products or services associated with the adjunct procedures

TIMELINE & IMPORTANT DEADLINES

June 10:

- Notification of exhibit space number assignment by e-mail
- Exhibitor Service Manual available

August 15: Final payment on exhibit space due

September 15:

- Final day that exhibit applications may be accepted and the final day to apply for the room drop marketing opportunity
- Exhibitor Information Forms due (to purchase exhibit personnel badges)
- Ancillary Function Request Form due, if applicable

September 20: Product/service description due for inclusion in the Onsite Program Guide. Exhibit application must be approved by this date to be listed in the Onsite Program Guide.

October 17:

- Last day to cancel or substitute exhibit personnel badges or cancel Gala Dinner tickets for refund
- Pre-Show mailing list distributed

EXHIBITION DATES AND HOURS

Preliminary and subject to change.

EXHIBITORS SET-UP:

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

SHOW HOURS:

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

Welcome Reception in Exhibit Area: **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, Saturday, November 16, 2019. All exhibit materials must be removed from the exhibit area by **3:00PM on Saturday, November 16, 2019.**

FEES

Exhibit Space Fee: \$3,500 USD per 2 meter deep x 3 meter wide exhibit space

+

Exhibit Personnel Fee: \$450 USD per exhibit representative (maximum of 4 exhibit representatives per 2mx3m exhibit space)

The Exhibit Space Fee includes:

- One 2 meter deep x 3 meter wide exhibit space, defined by ISHRS show color carpeting (note there are no booth shells/walls this year)
- One table measuring size 60cm wide x 180cm long x 75cm high, covered in white linen with 2 chairs (You may opt to not have this table and chairs placed in your exhibit space if not needed, but no furnishing substitutions for it will be provided – other furnishings can be rented 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 personnel who purchased 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

PAYMENT TERMS

A 50% deposit per exhibit space must be submitted with the application for the exhibit space. There is a limit of 2 adjacent exhibit spaces (a "double") per company. The exhibit personnel fee must be paid when applying/registering for the exhibit space.

All exhibit space must be fully paid by the date indicated in the timeline, or the exhibitor's registration will be cancelled, and the exhibitor's assigned exhibit space will be re-sold and reassigned by the ISHRS. **The exhibit application will not be processed or space assigned until the payment is received.**

CANCELLATION POLICY

Written notification of an exhibitor's decision to cancel must be e-mailed or faxed to Jule Uddfolk, Meetings & Exhibits Manager, at the ISHRS Headquarters office (info@ishrs.org or fax: 1-630-262-1520). It is the exhibitor's responsibility to assure the cancellation was received.

The following policies will apply to the **exhibit space fee**:

- Cancellation received **by July 15, 2019**: Full refund less \$100 administrative fee
- Cancellation received **July 16-August 15, 2019**: 50% refund of full exhibit space(s) fee less \$100 administrative fee
- Cancellation received **after August 15, 2019**: No refund

Regarding **Exhibit Personnel Fees**, there is no penalty for cancellation up until **October 17, 2019**. After that date, there is no refund for cancellations.

EXHIBIT SPACE INFORMATION

This year the ISHRS will lease 2 meter deep x 3 meter wide **exhibit spaces**. **No** pipe & drape or hard-shell booth walls will be provided. The exhibit spaces are defined by the provided carpet. Exhibit spaces will be located in the Grand Ballroom Foyer, located on the 2nd Level (Lobby Level) of the Shangri-La Hotel Bangkok. (Grand Ballroom Section 3 might be used as possible overflow for exhibits, to be determined later.) This space is adjacent to the General Session in the Ballroom. The ISHRS Registration Desk is located near the exhibit spaces.

See the Exhibit Floor Plan at the end of this Exhibit Prospectus. NOTE: The floor plan is preliminary and subject to change. The ISHRS reserves the right to amend the floor plan and exhibit space assignments.

The exhibit program is limited to standard spaces that measure 2 meters deep x 3 meters wide and multiples of those standard spaces. A maximum of 2 exhibit spaces per exhibitor is permitted, pending space availability.

Exhibit space assignments are made on a first come, first served basis. Exhibit space number assignments are confirmed and communicated to the exhibitor contact person via e-mail on the date indicated in the timeline. No exhibit space locations are guaranteed until the confirmation on this date. The exhibitor's space location preference is considered, but the ISHRS reserves the right to assign spaces at its total discretion. All dimensions are believed to be accurate but are not warranted by the ISHRS. To maintain uniformity and to prevent obstruction of view of adjoining exhibit spaces, solid or draped objects cannot be higher than 2.5 meters in the back and cannot be higher than one meter along the sides and aisles. All exhibitor materials and signage must stay inside the official exhibit space and not be placed in or overflow into the aisles. Exhibit personnel also must stay in the assigned exhibit space while representing the company (no "selling in the aisles").

Sufficient lighting is provided for adequate general illumination in the exhibit areas, but no individual lights or electrical outlets are provided in the exhibit spaces space for product lighting. All electrical work must be supplied by the exclusive electrical contractor for the meeting. All draping or display materials of cloth must be fireproofed. Under no conditions will oils, gases, or other combustible or flammable materials be permitted in the exhibit area.

All packing containers, excelsior, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays. Exhibitors represent and warrant that they shall comply with all national, state, and local fire regulations and accept full responsibility for such compliance.

PRODUCTS/SERVICES EXHIBITED

Products or services exhibited (or referred to) must be related to hair restoration or hair restoration surgery and normally manufactured or supplied by the exhibitor. Exhibitor may exhibit only those products/services for which the application has been approved. The ISHRS may refuse to accept the application of any individual or entity whose display of goods or services is not compatible, in the sole opinion of the ISHRS, with the educational character and purpose of the ISHRS and its World Congress or that demonstrably infringe on the intellectual property or other rights of third parties. The ISHRS may require an exhibitor to provide additional information regarding its products or services, if the ISHRS determines the information is necessary for the ISHRS to better assess whether the proposed exhibit is consistent with the educational character and purpose of the ISHRS and its World Congress.

SUBLETTING/USE OF SPACE

Exhibitors shall not assign or sublet any space allotted to them and shall not advertise or display goods other than those manufactured or sold by them in the regular course of their business. No individual or entity that has not contracted with the ISHRS for occupancy of exhibit space will be permitted to display or demonstrate any products, processes or services, solicit orders, wear exhibitor identification badges, or distribute advertising or other materials at the exhibition or the ISHRS World Congress in general. Any violation of this provision will result in prompt removal of the offending individuals and entities.

The ISHRS reserves the right to: (i) refuse exhibitor applications not meeting the ISHRS's required standards (including those standards and laws cited in the Exhibitor Claims, Legal Compliance, and Laser Regulations sections below); and (ii) remove

exhibits or parts of exhibits that are inconsistent with the ISHRS's standards, rules, or the educational purpose of the ISHRS World Congress at any time before and/or during the exhibition. This applies to displays, literature, advertisements, novelties, souvenirs, conduct of persons, etc. The ISHRS does not in any manner endorse any of the products or services related to the exhibits which have been accepted for display during the ISHRS World Congress.

ASSIGNMENT OF SPACE

Exhibit space assignments will be made on a first come, first served basis and will be confirmed and communicated to the listed exhibitor contact person via e-mail on the date indicated in the timeline. You may indicate your exhibit space location preferences during the online registration process, which will be considered but is not guaranteed.

PROGRAM GUIDE LISTINGS

To be included in onsite program, the exhibit final product/service description must be received by the date listed in the timeline. Technical exhibit descriptions are subject to approval and may only include products and services for which the exhibitor application has been approved. Technical exhibit product/service descriptions are limited to 254 characters (including spaces) and are to be purely descriptive, not including advertising copy type words such as "best," "leading," etc. Exhibit descriptions must comply with the "EXHIBITOR CLAIMS" section in this Exhibit Prospectus.

CONTRACTOR SERVICES

The official suppliers for all services will be listed in the Exhibitor Service Manual.

RP Media Group Co., Ltd. and Agility Co. Ltd. have been selected as the official contractors to service the exhibition at the ISHRS 27th World Congress.

RP Media Group Co., Ltd. is the sole provider of the following services: trade show rental equipment & furnishings, carpet rental (should you desire a different color of carpeting than the gray provided), electrical, lighting, exhibit space cleaning services, and *exhibit labor for installation & dismantle. They can also supply 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.*

Agility Co. Ltd. is the official provider of transportation, freight handling and customs services. Their information and forms will appear in the Exhibitor Service Manual. Please review this information early and carefully to become familiar with shipping and import/export rules and regulations for Thailand.

The Shangri-La Hotel Bangkok will supply complimentary wireless internet service in the meeting space, including the exhibit area. However, if you require a dedicated line for assured connection, you will want to order that at your own cost service through the hotel.

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.

Ordering of services: The full details for placing orders will appear in the Exhibitor Service Manual which you will receive electronically on the date listed in the timeline. The exhibitor must abide by all rules and procedures that are outlined in the Exhibitor Service Manual.

EXHIBITOR BADGES

All exhibit personnel (exhibit representatives) must be approved in advance of the show. All names of exhibit personnel must be submitted by September 15, 2019, via the Exhibitor Information Form. No exhibitor will be admitted to the exhibit area without an exhibitor's badge and ribbon. Each exhibiting company is allowed up to four (4) exhibit personnel badges per exhibit space purchased and must pay the \$450 per person Exhibit Personnel Fee.

Although there is a limit of (4) four exhibit personnel badges per exhibit space, if you will have more representatives on-site who will swap-in and swap-out badges, then the ISHRS can process additional badges for them, but only (4) four representatives will be allowed in the exhibit space at a time. However, all planned exhibit representatives must be approved in advance. Badges are to be picked up at the ISHRS registration desk.

All exhibitor personnel must wear the official exhibitor's badge for admission to and while in the exhibit area. Company badges will not be accepted in lieu of the official badge. Exhibitors shall not affix stick-on items, punch, stamp, mark or otherwise deface or mark the exhibitor badges. Individuals who do not have badges will not be permitted into the exhibit area.

EXHIBITOR ATTENDANCE AT THE GENERAL SESSIONS

Exhibitors are not permitted to attend the General Sessions. Those wishing to attend the General Sessions as an attendee must register under the appropriate attendee category.

EXHIBIT SPACE ACTIVITIES

Business activities, circulars and advertising materials of the exhibitor shall only be conducted and/or distributed within the exhibit space assigned to the exhibitor. Exhibitors are permitted to display only the exhibiting firm's products/services for which they are official distributors and were approved via the Exhibit Application process and to make informal presentations in the exhibit space regarding the firm's product line or service. Exhibitors are prohibited from conducting any activities on the outside grounds, parking area, or elsewhere at the Shangri-La Hotel Bangkok. Exhibitors are required to keep the assigned exhibit space in good order at all times. Exhibitors may not place anything in the aisles during open hours. Exhibit representatives must promote their products/services from inside their exhibit space only and may not linger in the aisles to pull in customers. Exhibitors may offer food and/or beverage in their exhibit space as a traffic builder provided it is ordered through the Shangri-La Hotel Bangkok (no outside food or beverage is allowed) and the food & beverage must be served within the confines of the company's exhibit space, not in the aisles or general space. The ISHRS reserves the right to preclude any exhibit space activity or display in its discretion. Audiovisual and other sound and attention-getting devices are permitted only in such intensity as, in the sole discretion of the ISHRS, does not interfere with the activities of other exhibitors. The use of microphones in the exhibit area is strictly prohibited. Films purely for entertainment, without educational or informational value, will not be permitted.

EXHIBITOR CLAIMS

Exhibitors shall conduct their exhibits in a professional, truthful, and ethical manner. In connection with their exhibits, exhibitors shall not make statements or claims: (i) which are false or misleading (e.g., scarless surgery); (ii) regarding the efficacy of their products or services in diagnosing, curing, mitigating, treating, or preventing disease, or effecting the structure or any function of the body, which are not truthful, accurate, complete, and scientifically substantiated; (iii) misrepresenting the significance of assessments, clearances, approvals, or other actions by a government authority with respect to their products or services; (iv) suggesting they or their products or services are endorsed by the ISHRS; (v) regarding their products or services or their use, which are inconsistent with the [ISHRS's Consumer Alert on Unlicensed Technicians Performing Hair Restoration Surgery](#), the [ISHRS's Position Statement on Qualifications for Scalp Surgery, Misleading & Inappropriate Messaging Statement](#), and [Physician Practice Alert](#), all of which are incorporated herein by reference; (vi) stating or implying a physiological effect if their products or services are cosmetics or nutritional supplements; or (vii) which are inconsistent with the legal requirements applicable to the exhibitor or its products or services or demonstrably infringe on the intellectual property or other rights of third parties.

Exhibitors may not make a direct comparison to other exhibiting companies or their products/services.

Exhibitor may not use the ISHRS's name, logo, or trademarks (collectively, ISHRS Marks), without the ISHRS's prior written consent. The ISHRS is the exclusive owner of the ISHRS Marks. Despite the foregoing, after the ISHRS accepts an application to exhibit at ISHRS's 27th World Congress an exhibitor may include in its promotional materials the following statement:

[INSERT EXHIBITOR NAME] will be exhibiting at ISHRS's 27th World Congress, at the Shangri-La Hotel Bangkok, Bangkok, Thailand, November 13-16, 2019.

Exhibitor shall notify the ISHRS of any change in its legal status or ability to advertise, market, sell, or distribute its products or services in any market in the world between the date of an Exhibitor's application and November 16, 2019. Exhibitor shall notify the ISHRS of any notice or other action by a government, other regulatory or legal authority, or any third party asserting Exhibitor or its products are not in compliance with applicable law.

CONFLICTING EVENTS

Companies exhibiting at the ISHRS 27th World Congress will be required, as a condition of their participation as exhibitors, not to exhibit at, conduct or sponsor conflicting events. Conflicting events are scientific or educational meetings of interest and relevance to hair transplant surgeons (including but not limited to lectures, presentations, seminars or workshops) that are scheduled during the same time frame encompassed by the ISHRS 27th World Congress. For purposes of this policy, the relevant time frame begins two days immediately prior to the official opening of the ISHRS 27th World Congress and ends two days after the official close of the ISHRS 27th World Congress. ISHRS Satellite Symposia opportunities, if held, are not considered conflicting events. For additional details, see the ISHRS Policy on Ancillary Meetings at ISHRS Meetings.

ANCILLARY FUNCTIONS

ISHRS approval, which may be granted or denied by the ISHRS at its sole discretion, is required for all exhibitor-sponsored ancillary functions. Requests for such activities must be submitted in writing via the **Ancillary Function Request Form** to the ISHRS Meetings & Exhibits Manager by the date indicated in the timeline. The request must specify date, time, location, type of function and anticipated attendance. Ancillary functions will only be approved for times that are not in competition with the ISHRS program or Satellite Symposia, in the sole opinion of the ISHRS. The allowed ancillary timeslots are not exclusive. There may be more than one exhibiting company hosting ancillary functions during any given time period. The ISHRS is not holding meeting rooms at the Shangri-La Hotel Bangkok for exhibitor use. The exhibiting company must secure its own meeting/function space, whether it be at the Shangri-La Hotel Bangkok or elsewhere and pay any and all required fees and costs directly. If it is determined that an unapproved ancillary function of any sort has taken place or is scheduled to take place, the "Violation of Rules" section will be enforced.

PRODUCT SALES

Exhibitor acknowledges that it bears sole responsibility for the collection and remission of all sales tax and other obligations arising from its product sales.

GIVEAWAYS

Atypical giveaways must be approved by the ISHRS (30) thirty days in advance of the ISHRS 27th World Congress. If such items are not cleared through the ISHRS before the World Congress, or are determined to be objectionable or prohibited, the ISHRS has the right to prohibit distribution.

CONTESTS AND DRAWINGS

Exhibitors are allowed to have their own prize drawings and contests within their exhibit space. Exhibitors shall comply with any and all gaming laws applicable to such drawings or contests. The ISHRS will not announce or publish winners, forward prizes, or otherwise be responsible for an exhibitor's own drawing or contest. The ISHRS reserves the right to review in advance and/or preclude any contest or drawing in its discretion.

MUSIC LICENSING

Exhibitors shall obtain any and all licenses or grants of authority required of exhibitors under the copyright, trademark, or patent laws, including, but not limited to, those relating to the performance of music, whether live or recorded. A copy of such licenses will be furnished to the ISHRS if requested.

LEGAL COMPLIANCE

Note that the following are the rules for exhibiting at the ISHRS World Congress in general, however, please check with the country of the current World Congress regarding their rules and regulations that may affect your ability to exhibit and/or sell your product in that country. For the ISHRS 27th World Congress, Agility Co. Ltd. in Bangkok can assist you in obtaining this information.

1. GENERAL. Exhibitors as well as exhibits, displays, brochures, fliers, announcements and other information provided by Exhibitors (collectively, "Exhibits") are required to abide by all applicable laws. All Exhibitors represent and warrant that their Exhibits comply with the applicable laws of the countries in which its drugs, cosmetics, or devices are advertised, manufactured, distributed, sold, or licensed.

2. FOOD, DRUG, & COSMETICS ACT AND FDA COMPLIANCE. Exhibitors and Exhibits must comply with all applicable United States Federal Food, Drug & Cosmetic Act (21 U.S.C. § 301 *et seq.*) ("FDC Act") provisions, United States Food, and Drug Administration ("FDA") regulations.

3. UNITED STATES SALES. Exhibitors intending to exhibit drugs, cosmetics, or devices for sale in the United States, must comply with the following requirements:

- (i) Exhibitors must possess applicable FDA clearance or approval in order to market devices and drugs in the United States at the World Congress.
- (ii) Exhibitor claims regarding devices and drugs must be consistent with FDA cleared uses and approved indications. Exhibitors may not promote unapproved ("off-label") uses of approved drugs or devices. If there is a common belief that the device or drug may be effective for certain uses, or there is a common use of the device or drug for a condition, but the preponderance of evidence related to the use or condition demonstrates that the device or drug is ineffective, the Exhibit must state there is a lack of evidence that the device or drug is effective for that use or condition.
- (iii) Exhibitors and Exhibits must not create an impression of official FDA approval of a device or drug based on establishment registration, or possession of a registration number.
- (iv) Exhibits for 510(k) cleared devices must not state or imply FDA approval for the device.
- (v) Devices with a pending 510(k) premarket notification may be exhibited, but orders may not be taken, nor can the exhibitor be prepared to take orders such that it could result in contracts for the sale of the device in the United States.
- (vi) Investigational devices and drugs may be displayed solely for the purpose of obtaining clinical investigators to participate in a clinical study. Exhibits for investigational devices and drugs must state "CAUTION: Investigational device. Limited by United States law to investigational use" or "CAUTION: New Drug – Limited by United States law to investigational use."

4. NON-UNITED STATES SALES. Exhibitors intending to exhibit drugs, cosmetics, or devices for sale outside of the United States, the following requirements apply:

- (i) Exhibits for drugs, devices, and/or cosmetics not authorized to be sold, licensed, or used in the United States must have a sign prominently displayed identifying those countries in which the drug, device, or cosmetic is legally permitted to be sold, licensed, or used, and stating: "Not Available for Sale in the United States."
- (ii) Exhibits for drugs, cosmetics, and/or devices for sale, license, and/or use outside the United States must have a sign prominently displayed identifying those countries in which the drugs, devices, and/or cosmetics may be legally sold, licensed, and used for the purposes indicated by the Exhibitor and the Exhibit.

If the ISHRS believes an Exhibitor or Exhibit is violating any of the requirements of this Legal Compliance section, the ISHRS may exclude the Exhibitor and Exhibit from the ISHRS 27th World Congress without liability or further obligation to the Exhibitor. The ISHRS's right to exclude an Exhibitor is in addition to any other legal right the ISHRS may have against the Exhibitor under this Exhibitor Prospectus, at law, or in equity.

USE OF LASERS

In keeping with recommended safety guidelines for lasers, the ISHRS has adopted regulations for laser exhibitors. Exhibitors operating, or permitting the operation of, lasers represent and warrant that: (i) they shall comply with the ISHRS regulations; and (ii) such lasers will be operated only in a manner that presents no safety risks for exhibition attendees and/or the exhibit area.

LASER REGULATIONS

1. Lasers must be operated in a manner that is consistent with the accepted industry safety standards (i.e., ANSI standards and/or American Laser Institute standards). Under no circumstances may a laser be operated in a manner that poses a safety risk to persons standing or walking in the vicinity of the exhibitor's exhibit space.
2. Lasers must be operated only within an enclosed space with eye protection for those viewing and operating the lasers.
3. All demonstrations of CO2 lasers must be conducted in clear plastic boxes with all sides enclosed, including the top. Smoke evacuators must be used.
4. Appropriate plastic colored cubicles must also be available for any other type of laser being used, particularly dye, KTP, and ruby lasers.
5. No laser equipment may be left unattended in operable condition.
6. Live patient demonstrations are not permitted.

LIABILITY/INSURANCE

All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Shangri-La Hotel Bangkok. The ISHRS, RP Media Group Co., Ltd., Agility Co. Ltd. and the Shangri-La Hotel Bangkok, and their respective officers, directors, members, agents, and employees, do not maintain insurance covering exhibitors' property and such parties are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and exhibitor hereby expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor. Although security personnel may be provided by the ISHRS for the night time protection of the exhibit area, the ISHRS, RP Media Group Co., Ltd., Agility Co. Ltd. and the Shangri-La Hotel Bangkok shall have no liability whatsoever for theft, loss, or damage to property belonging to exhibitors, their agents, employees, business invitees, visitors, or guests.

Exhibitors shall carry comprehensive liability coverage, including premises operations and contractual liability coverage of at least \$1,000,000 USD for personal injury liability, \$1,000,000 USD for property damage liability, and statutory workers' compensation with employer's liability with a limit of at least \$100,000 USD. Exhibitors shall furnish certificates of insurance if requested by the ISHRS.

INDEMNIFICATION

Exhibitor shall indemnify, defend, and hold the ISHRS, the Shangri-La Hotel Bangkok and their respective directors, officers, members, agents, employees and successors, and each of them, forever harmless from and against: (i) any damage or charges resulting from violation of any law or ordinance or violation of the rules and regulations of either the ISHRS or the Shangri-La Hotel Bangkok by exhibitor, or exhibitor's directors, officers, employees, representatives, agents and contractors, except those occasioned by the gross negligence or willful misconduct of the ISHRS or the Shangri-La Hotel Bangkok; and (ii) any and all other claims, liabilities, losses, damages, or expenses (including, without limitation, attorneys' fees), whether those of the exhibitor or a third party, arising, directly or indirectly, from exhibitor's or exhibitor's directors', officers', employees', representatives', agents' and contractors' occupancy and use of the exhibition premises, or any part thereof, except those arising from the gross negligence or willful misconduct of the ISHRS or the Shangri-La Hotel Bangkok.

SECURITY

All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Shangri-La Hotel Bangkok. The ISHRS, RP Media Group Co., Ltd., and the Shangri-La Hotel Bangkok and their respective officers, directors, members, agents, and employees, do not maintain insurance covering exhibitors' property and such parties are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and exhibitor hereby expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor. Although security personnel may be provided by the ISHRS for the night time protection of the exhibit area, the ISHRS, RP Media Group Co., Ltd., and the Shangri-La Hotel Bangkok shall have no

liability whatsoever for theft, loss, or damage to property belonging to exhibitors, their agents, employees, business invitees, visitors, or guests.

WAIVER OF LIABILITY

Exhibitor hereby waives any and all claims, actions, causes of action, losses, and damages of any kind or nature exhibitor may have against ISHRS, the Shangri-La Hotel Bangkok, and their respective directors, officers, members, agents, employees and successors, directly or indirectly resulting from, arising out of, or in any way related to this Exhibit Prospectus. This waiver of liability applies to all claims, actions, causes of action, losses, and damages of any kind or nature whatsoever, including, but not limited to, direct, indirect, general, special, incidental, consequential, exemplary, statutory, contractual, or damages or losses of any other kind or type. This waiver of liability applies whether the alleged liability is based on contract, negligence, tort, strict liability, or any other basis and even if ISHRS or the Shangri-La Hotel Bangkok knew or should have known of the possibility of such damages. This waiver of liability shall be enforceable to the maximum extent permitted by applicable law.

CANCELLATION OF MEETING

In the event the ISHRS 27th World Congress is not held for any reason whatsoever, the contract for exhibit space shall be terminated. In such case, the exhibitor shall waive all damages and claims for damages and agrees that the sole liability of the ISHRS will be to return to exhibitors their exhibit space fee on a pro rata basis after deduction of all ISHRS 27th World Congress related costs and expenses incurred by the ISHRS through the date of cancellation, an administrative fee, and overhead charges.

CHANGE OF LOCATION

If the selected location is not available or if, in its sole discretion, the ISHRS believes that it is in its best interests to do so, the ISHRS shall move the ISHRS 27th World Congress to another location.

ACCESSIBILITY

Exhibitor represents and warrants that its exhibit space shall be reasonably accessible and usable by persons with disabilities and that it will be in compliance to the extent applicable under regulations implementing Title III of the Americans with Disabilities Act.

OTHER REGULATIONS

It is the responsibility of the exhibiting company to see that all exhibitor staff are aware of and adhere to these rules and conduct themselves in a professional manner throughout this meeting.

The ISHRS shall have the sole authority to interpret and enforce all rules and regulations governing exhibitors and the ISHRS 27th World Congress. Any and all matters not specifically covered herein are subject to decision by the ISHRS. These rules and regulations may be amended at any time by the ISHRS upon written notice to all exhibitors. Each exhibitor expressly agrees to be bound by the rules and regulations set forth herein and by any amendments thereto adopted by the ISHRS from time to time. Any exhibitor or exhibitor representative who, in the opinion of the ISHRS, conducts itself unethically may immediately be dismissed from the ISHRS 27th World Congress without refund or other appeal.

VIOLATION OF RULES

A violation of ISHRS's rules, regulations, and/or policies will result in a 2-year ban from exhibiting at any ISHRS meeting, at the ISHRS's sole discretion. The company may reapply in 2 years. If another violation occurs, then the company will be banned for 3 years.

A violation onsite at the meeting may result in denial of access to the exhibit hall, denial of exhibit display installation, and/or closing or removal of the exhibitor's exhibit display. In the event an exhibitor violates the ISHRS rules, regulations, and/or policies and is prohibited from continued use of the exhibit space, the exhibit space & personnel fees are non-refundable.

For further information contact:

Jule Uddfolk, CMP, Meetings & Exhibits Manager
International Society of Hair Restoration Surgery, 303 West State Street, Geneva, IL 60134, USA
Direct Phone: 1-773-883-1236, HQ Phone: 1-630-262-5399, Fax: 1-630-262-1520
Direct email address: juddfolk@ishrs.org; Headquarters: info@ishrs.org

RP Media Group Co. Ltd. Forms (Exclusive Service Contractor)

- Form A: Unofficial Stand Contractor
- Form B: Submit Design for Approval
- Form C: Electrical Fitting & Supplies Service
- Form D: Order for Furniture
- Form E: Exhibit Space Cleaning Service
- Form F: Exhibit Space Carpeting Service
- Form G: Installation & Dismantling Labor Service
- Form H: Graphics/Printing Order Service

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

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

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

E-mail: rpmediagroup@yahoo.com

Office Phone: +02 043 5655 9

Fax: +02 043 5657



Welcome

It is our great pleasure to warmly welcome you to join The ISHRS 2019 - 27th World Congress in Bangkok, Thailand, November 13-16, 2019 in which we have prepared this Information & Order Manual to assist exhibitors with their preparation for The ISHRS 2019 - 27th World Congress

Exhibitors are requested to read the manual carefully and thoroughly in order to be familiar with the preparations and procedures for the exhibition to facilitate your participation and to ensure smooth operations, exhibitors must adhere strictly to the deadline stipulated in the order forms.

Rates quoted are current. Every effort shall be made to maintain them. The organizers reserve the right to increase these rates in accordance with any change in cost of labor or materials before the exhibition

How to use the exhibitor's manual to reduce the workload

- Be familiar with the show deadlines. Money will be saved if you order your exhibit space services by the deadlines indicated on the forms.
- Make a list of the things you think you will need for your exhibit space.
- Exhibitors are only permitted to exhibit products/services within the exhibition range.
- To avoid the crisis management, ordering in advance will save time, worry and substantial cost.

Last but not least, again, we are looking forward to welcoming you to The ISHRS 2019 - 27th World Congress, Bangkok, Thailand, we are wishing you enjoy with our beautiful country and wishing you a successful in this mission.

Best regards,

R.P. Media Group Co., Ltd.

The Official Contractor



RP MEDIA GROUP CO., LTD

1 Soi Lasalle77 Sukhumvit105 Road Bangna Bangkok 10260 Thailand

Tel.02-043 -5655-9 Fax.02- 02-043 -5657 E-mail: rmediagroup@yahoo.com



Deadline
20 October 2019

Form A: Unofficial Stand Contractor (For Custom Exhibitor provided Booths)

Please complete and return this form to: rpmediagroup@yahoo.com

This form must be completed & returned by all exhibitors bringing a booth or having one custom built.

This serves to confirm that our stand contractor is:			
Name of Contractor:			
Address:			
Tel: Mobile phone		Fax:	
No. of workman :			

Terms and Conditions

1. Exhibitors and their selected contractor are requested to submit their stand’s design and layout in 3dimensional sketch, showing the width, the height and equipment inside for approval before 20 October 2019.
2. By submitting this form, exhibitors and their selected stand contractor agree to abide by the rules and regulations stipulated in manual.
3. Before permission is granted for a contractor to work at The Shangri-la Hotel Bangkok area and the necessary passes issued, the contractor is required to place a non-refundable service fee of 100 Baht per sq. m. with R.P. media group and sign a written undertaking to guarantee conditions and observance of The Shangri-la Hotel Bangkok Regulations. Only when this Performance Bond is received and the Undertaking signed, will the contractor be allowed to bring their materials into the hall or commence work. The contractor will also have to bear any charges levied by the venue owner for damages caused to their property, flooring, or for debris not cleared away.
4. Without a written approval there is no admittance to the hall.

Contact Person:		Position:	
Exhibiting Company		Exhibit Space No:	
Address:			
		E-mail:	
Tel:		Fax:	



Deadline
20 October 2019

Form B: Submit Design for Approval

Exhibitors who wish to use their own contractors (not the official contractor) must fill out this form and send this form back together with the design. Please fill in the form completely.

Exhibitor Company Name: _____ Exhibit Space No. _____

Contractor Company Name: _____

Address _____

Contact Person Name: _____ position: _____

Telephone: _____ Fax: _____ Mobile _____ Email _____

Booth's Dimension: _____ meter. (W*L*H)

Attach should submit with

- 1. Perspective no. of pages: _____
- 2. Floor Plan no. of pages: _____
- 3. Elevation no. of pages: _____
- 4. Section no. of pages: _____
- 5. Other Remarks: no. of pages: _____

Remarks:

- 9. Neither exhibitors nor contractors will be allowed to construct their booths if no prior approval is granted.
- 10. The organizer will not approve design and forms that have not been sent completely.
- 11. The height limitation of stand construction and decoration are 2.50 m.

Contact Person:		Position:	
Exhibiting Company		Exhibit Space No:	
Address:			
		E-mail:	
Tel:		Fax:	

Form C: Electrical Fitting & Supplies Service

Items	Standard 20 Oct.19	Late 21 Oct. - 12 Nov.19	On Site 13-16 Nov.19	Qty.	Amount (THB)
Section A: Lighting Fittings (Inclusive of power consumption)					
Table Lamp	500.00				
Spotlight 100 Watt standard	700.00	800.00	900.00		
Spotlight 100 Watt with arm	800.00	900.00	1,00.00		
Fluorescent 20/40 Watt	700.00	800.00	900.00		
Spotlight Halogen 50 Watt with arm	800.00	900.00	1,000.00		
Halogen 500 Watt	3,000.00	3,300.00	3,800.00		
Metal Halide 150 Watt (white light)	2,800.00	3,200.00	3,500.00		
Metal Halide 400 Watt (white light)	3,200.00	3,800.00	4,200.00		
Section B: Power for Exhibits, Products or Machinerics (Not for light fittings)					
5Amp. 220 V. Fused socket 50 Hz.	900.00	1,000.00	1,200.00		
5Amp. 220 V. Fused socket 50 Hz. 24 hrs.	1,900.00	2,200.00	2,500.00		
Breaker 15Amp. 220V. Single Phase 50Hz. Not for lighting	6,000.00	7,000.00	8,000.00		
Breaker 30Amp. 220V. Single Phase 50Hz. Not for lighting	12,000.00	13,000.00	15,000.00		
Section C: Power For Lighting Fittings (Lighting Connections Only)					
Breaker 15 Amp. 220V. Single Phase 50Hz.	11,500.00	12,500.00	14,500.00		
Breaker 30 Amp. 220V. Single Phase 50Hz.	22,000.00	24,000.00	30,000.00		
Section D: Power for Hand Tools (During Set Up and Dismantling Only)					
Breaker 15Amp. 200V. Single Phase 50 Hz.			980 per day		
Breaker 30Amp. 200V. Single Phase 50 Hz.			1,980 per day		
PAYMENT: CASH THAI BAHT ONLY			Total		
A/C Name: R.P. MEDIA GROUP CO., LTD.			Vat 7%		
A/C No.:353-2-11966-6 Swift Code: SICOTHBK Bank: Siam Commercial					
Bank Branch: Tanon Srinakarin Branch Tax ID 0 1055 45007 96 1			Total amount		

Remark: Payment Terms:

The Company reserves the right to refuse any order until payment has been received.

R.P. Media does not supply electrical power converters or plug adapters. If needed, the exhibitor needs to supply these items.



Deadline
20 October 2019

Form D: Order for Furniture

1. Name of Exhibitor:

Contact Person: Tel..... Email:

Exhibit Space No. of the Exhibition:

Order is for code (please specify code and requiring number in the attached form):

2. Orders are valid only when accompanied with full payment by telegraphic transfer to

Bank: Siam Commercial Bank

Branch: TanonSrinakarin Branch

Bank Address: 417/12-14Srinakarin Road, SamrongNua, Mueng, Samutprakarn 10260,

A/C Name: R.P. MEDIA GROUP CO., LTD.

A/C No.:353-2-11966-6

Swift Code: SICOTHBK

* After the telegraphic transfer is made, please fax/email the transfer receipt to

R.P. Media Group Co., Ltd. as proof of payment.

Terms & Conditions:

1. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.

2. Deadline for Orders: All Orders shall be placed no later than 20 October 2019

3. Late Order: may not be provided and, if available, will be subject to a surcharge with full cash payment.

4. Alterations to Orders: Alterations made in writing to any order after the deadline will be handled as a later order and will be subject o a 20% surcharge.

5. Payment Terms: The Company reserves the right to refuse any order until payment has been received.

6. *Transportation fee of THB 2000 will be applied on top of the Furniture rental cost.*



Furniture Order Form

CODE	ITEMS	ITEMS	UNIT PRICE per event	QTY.	TOTAL AMOUNT IN THB
UT114A		WHITE TOP ROUND LOW TABLE 750 X 750 MM.	900.00		
UT114B		BLACK TOP ROUND LOW TABLE 750 X 750 MM.	900.00		
UT 123		TRANSPARENT TOP GLASS ROUND LOW TABLE 760X720MM.	2,800.00		
UT 112		WHITE TOP FOLDING TABLE 760X1800X730 MM.	1,700.00		
UC 118		BLACK PLASTIC CHAIR 500X530X810 MM.	800.00		

Furniture Order Form

CODE	ITEMS	ITEMS	UNIT PRICE per event	QTY.	TOTAL AMOUNT IN THB
UCP203		WHITE FOLDING CHAIR 400X400X810 MM.	220.00		
US113		BLACK LEATHER CHAIR 530X730X720 MM.	1,200.00		
US113W		WHITE LEATHER CHAIR 530X730X720 MM.	1,200.00		
UA018		GREY STEEL SHELF 450X900X1800 MM.	4,200.00		
UA033		GREY STEEL LOCABLE CABINET 400X400X810 MM.	4,200.00		
UA034		SHELF WITH GLASS & DOWNLIGHT 100X50X200	7,000		

Furniture Order Form

CODE	ITEMS	ITEMS	UNIT PRICE	QTY	TOTAL AMOUNT IN THB
UA035		SHELF WITH GLASS & DOWNLIGHT 100X50X100	4,500		
UA029		WASTE BASKET	150.00		
AV001		LED Smart TV55" (HDMI) on stand (tall stand will be provided)	15,000.00		
LCD44		LAPTOP	2,500.00		
UA038		BROCHURE STAND BLACK 220X1680 MM.	1,200.00		
UA-036		BROCHURE STAND 250x370x1500 mm.	1,800		
UA029		POSTER STAND (SIGNAGE STAND) 500 X700 X1500 MM.	1,400.00		

REMARK: Transportation fee of THB 2000 will be applied on top of the Furnishing rental cost.



Deadline
20 October 2019

Form E: Exhibit Space Cleaning Service

Items	A. Day 1 on set up day	B. Day 2-3 on show days			Amount (THB)
Cleaning service inside your exhibit space	2500.00	5000.00			

Name of Exhibitor:

On-Site Contact Person: Tel..... email

Exhibit Space No. of the Exhibition: Order is for A / B (please specify):

2. Orders are valid only when accompanied with full payment by telegraphic transfer to

Bank: Siam Commercial Bank

Branch: TanonSrinakarin Branch

Bank Address: 417/12-14Srinakarin Road, SamrongNua, Mueng, Samutprakarn 10260,

A/C Name: R.P. MEDIA GROUP CO., LTD.

A/C No.:353-2-11966-6 Swift Code: SICOTHBK

* After the telegraphic transfer is made, please fax/email the transfer receipt to

R.P. Media Group Co., Ltd. as proof of payment.

Terms & Conditions:

1. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.

2. Deadline for Orders: All Orders shall be placed no later than 20 October 2019

3. Late Order: may not be provided and, if available, will be subject to a surcharge with full cash payment.

4. Alterations to Orders: Alterations made in writing to any order after the deadline will be handled as a later order and will be subject o a 20% surcharge.

5. Payment Terms: The Company reserves the right to refuse any order until payment has been received.



Deadline
20 October 2019

Form F: Exhibit Space Carpeting Service

Items	Within the booth area 2*3 m. (6sqm.)				Amount (THB)
Grey Carpet is included with your exhibit space, should you wish to order different color carpet at your own cost.	1600.00				



Grey Carpet included with your exhibit space



Should you wish to order different color at your own cost.

Exhibit Space Carpeting Service

Name of Exhibitor:

On-Site Contact Person: Tel..... email

Exhibit Space No. of the Exhibition: Order is for Code# (please specify):

2. Orders are valid only when accompanied with full payment by telegraphic transfer to

Bank: Siam Commercial Bank

Branch: TanonSrinakarin Branch

Bank Address: 417/12-14Srinakarin Road, SamrongNua, Mueng, Samutprakarn10260,

A/C Name: R.P. MEDIA GROUP CO., LTD.

A/C No.:353-2-11966-6

Swift Code: SICOTHBK

* After the telegraphic transfer is made, please fax/email the transfer receipt to

R.P. Media Group Co., Ltd. as proof of payment.

Terms & Conditions:

1. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
2. Deadline for Orders: All Orders shall be placed no later than 20 October 2019
3. Late Order: may not be provided and, if available, will be subject to a surcharge with full cash payment.
4. Alterations to Orders: Alterations made in writing to any order after the deadline will be handled as a later order and will be subject o a 20% surcharge.
5. Payment Terms: The Company reserves the right to refuse any order until payment has been received.



Deadline
20 October 2019

Form G: Installation & Dismantling Labor Service

Items	Within your exhibit space area			Amount (THB)
Installation & Dismantling Labor Service per person per day	2000.00			

Name of Exhibitor:

On-Site Contact Person: Tel..... email

Exhibit Space No. of the Exhibition: Order is for no. of days/persons (please specify date/no.persons):

Date...../No. of persons

2. Orders are valid only when accompanied with full payment by telegraphic transfer to

Bank: Siam Commercial Bank

Branch: TanonSrinakarin Branch

Bank Address: 417/12-14Srinakarin Road, SamrongNua, Mueng, Samutprakarn 10260,

A/C Name: R.P. MEDIA GROUP CO., LTD.

A/C No.:353-2-11966-6 Swift Code: SICOTHBK

* After the telegraphic transfer is made, please fax/email the transfer receipt to

R.P. Media Group Co., Ltd. as proof of payment.

Terms & Conditions:

1. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.

2. Deadline for Orders: All Orders shall be placed no later than 20 October 2019

3. Late Order: may not be provided and, if available, will be subject to a surcharge with full cash payment.

4. Alterations to Orders: Alterations made in writing to any order after the deadline will be handled as a later order and will be subject o a 20% surcharge.

5. Payment Terms: The Company reserves the right to refuse any order until payment has been received.



Deadline
20 October 2019

Form H: Graphics / Printing Order Service

Items	Price per Unit in THB	Piece (s)	Amount (THB)
Pull-Up Vinyl Banner w. 85 cm . x h. 200 cm.	2000.00		
X-Stand Vinyl Banner w. 80 cm. x h. 180 cm.	2500.00		
Easel signs <u>Printing</u> (A1 size (594 mm x 841 mm)ink jet print mounted on 5 mm PP Board	600.00		
Easel <u>Stand</u>	500.00		
Easel signs (A2 size (420 mm x 594 mm)ink jet print mounted on 5 mm PP Board	500.00		
Back Wall size w. 3 m. x h. 2.44 m. , Inkjet print sticker mounted on 5 mm PP Board	5500.00		
Standee size w. 0.80 cm x h. 244 cm., inkjet print sticker mounted on 5 mm pp board	2000.00		

REMARK: Graphic design in .ai format or in .pdf format with font created and embeded should be provided by the exhibitor to reach us by 20 October 2019

Name of Exhibitor:

On-Site Contact Person: Tel..... email

Exhibit Space No. of the Exhibition: Order is for no. of days/persons (please specify date/no.persons):

Date...../No. of persons

2. Orders are valid only when accompanied with full payment by telegraphic transfer to

Bank: Siam Commercial Bank

Branch: TanonSrinakarin Branch

Bank Address: 417/12-14Srinakarin Road, SamrongNua, Mueng, Samutprakarn10260,

A/C Name: R.P. MEDIA GROUP CO., LTD.

A/C No.:353-2-11966-6

Swift Code: SICOTHBK

* After the telegraphic transfer is made, please fax/email the transfer receipt to

R.P. Media Group Co., Ltd. as proof of payment.

Terms & Conditions:

1. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
2. Deadline for Orders: All Orders shall be placed no later than 20 October 2019
3. Late Order: may not be provided and, if available, will be subject to a surcharge with full cash payment.
4. Alterations to Orders: Alterations made in writing to any order after the deadline will be handled as a later order and will be subject o a 20% surcharge.
5. Payment Terms: The Company reserves the right to refuse any order until payment has been received.

Graphics / Printing Order

CODE	ITEMS	ITEMS			
GP001		Pull-Up Vinyl Banner w. 85 cm .x h. 200 cm.			
GP002		X-Stand Vinyl Banner w. 80 cm. x h. 180 cm.			
GP003		<u>Printing Easel</u> signs (A1 size (594 mm x 841 mm)ink jet print mounted on 5 mm PP Board			
GP003.1		<u>Stand for Easel</u> signs			
GP004		Back Wall size w. 3 m. x h. 2.44 m. , Inkjet print sticker mounted on 5 mm PP Board			
GP005		Standee size w. 0.80 cm x h. 244 cm., inkjet print sticker mounted on 5 mm pp board			

Exhibition Services

R.P. Media Group Co., Ltd.

1 Soi Lasalle77 Sukhumvit105 Road, Bangna, Bangkok 10260, Thailand

Tel.02-043 -5655-9 Fax.02- 02-043 -5657

E-mail: rpmediagroup@yahoo.com

Exhibition & Event Co-ordinator: On Site

Event Manager : Suchada Narkasame (Cell: 6681 981 3693)

Event Co-ordinator: Natthalaya (Par) (Cell: 6681 839 0729)

Event Production : Prawit(Pep) (Cell: 6689 687 3020)

Agility Co. Ltd.

(Official Freight Forwarder)

- Shipping Instructions (includes customs clearance information and list of controlled items)
- Shipping Tariff

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



SHIPPING INSTRUCTIONS

**27th World Congress & World Live Surgery Workshop
Of The International Society Of Hair Restoration
Surgery (ISHRS)**

13 - 17 November 2019

**Shangri-La Hotel, Bangkok
Thailand**

Presented by

Agility Co Ltd

No. 136 Romklao Road, Klongsampravej,
Ladkrabang, Bangkok 10520, Thailand

For : Fairs & Events

Tel. +66 2 326 3456 • Fax +66 2 360 8634

Contact:

Mr Veerachai Pattarapateep VPattarapateep@agility.com

Tel. +66 2 326 3456 ext 1172 • Fax +66 2 360 8634

Mr. Jakrawut Wichitpornchai JWichitpornchai@agility.com

Tel. +66 2 326 3456 ext 2331 • Fax +66 2 360 8634

DEADLINES

Arrival of exhibits by courier	1 November 2019
Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	15 September 2019
Arrival of exhibits shipped by sea freight	25 October 2019
Arrival of exhibits shipped by sea freight (Controlled goods)	15 October 2019
Copies of Commercial Invoice and Packing List for airfreight consignments	15 September 2019
Arrival of exhibits shipped by airfreight.	1 November 2019
Arrival of exhibits shipped by air freight (Controlled goods)	15 October 2019
Fax/Email copy of Product Catalogues, Photo & Commercial Invoice/Packing List is required for all controlled goods that requires import license. These includes MEDICAL/TELECOMMUNICATION F&B/AVIATION & DEFENCE EXHIBITS & etc.	1 September 2019

DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost.

Pre-alerts must be forwarded to us:

Mr Veerachai Pattarapateep VPattarapateep@agility.com
Tel. +66 2 326 3456 ext 1172 • Fax +66 2 360 8634

Mr. Jakrawut Wichitpornchai JWichitpornchai@agility.com
Tel. +66 2 326 3456 ext 2331 • Fax +66 2 360 8634

1. SEAFREIGHT

DOCUMENT DEADLINES

For customs clearance, the following documents must REACH us by:-

- 15 September 2019**- General shipment only
- 1 September 2019**- All controlled goods that requires import license

- Surrender BL or set of original BL (Bill of Landing)
- Commercial Invoice/Packing List
- 1 original ATA Carnet & 1 Original of Power of Attorney (if shipment under ATA Carnet)
- Photo of product for controlled goods
- 1 set of Product catalogues & Price list (optional)
- 1 copy of Insurance Policy (if insured)

Note:- All draft shipping documents must be sent to us for checking one month before the above deadlines to avoid any mistakes/problems or delay.

CONSIGNMENT DEADLINES

Exhibition goods must arrive in Bangkok Port (**PAT only**) not later than below deadlines or upon our confirmation.

- 25 October 2019**- General shipment only
- 15 October 2019**- All controlled goods that requires import license

2. AIRFREIGHT

DOCUMENT DEADLINES

For customs clearance, the following documents must REACH us by:-

- 15 September 2019**- General shipment only
- 1 September 2019**- All controlled goods that requires import license

- Final Airway Bill
- Commercial Invoice/Packing List
- 1 original ATA Carnet & 1 Original of Power of Attorney (if shipment under ATA Carnet)
- Photo of product for controlled goods
- 1 set of Product catalogues & Price list (optional)
- 1 copy of Insurance Policy (if insured)

Note:- All draft shipping documents must be sent to us for checking one month before the above deadlines to avoid any mistakes/problems or delay.

CONSIGNMENT DEADLINES

Exhibition goods must arrive in Bangkok Airport not later than below deadlines or upon our confirmation.

- 1 November 2019** - General shipment only
- 15 September 2019** - All controlled goods that requires import license

DOCUMENTATION

To assist you in the preparation of documents, we have attached a copy of our Combined Commercial Invoice and Packing List form for your use. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

1. All entries in these forms must be in the English Language.
2. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs – Lapel pins" or "wooden display plinth - floor standing", etc.
3. **Brand name, Model (if any), Serial No. (if any), Country of Origin, Community, Product Name, Net Weight of each items must be declared.**
4. Every individual item, including giveaway items and brochures is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
5. The following declaration must be indicated: "The invoiced goods are of country..... origin and are intended for display purposes only at the exhibition site in Bangkok."

For consolidated containerised sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List:

- 3 copies of House Bill of Lading
- 3 copies of Container Manifest

For consolidated air shipments, a House Airway Bill for each exhibitor and a consolidation manifest must be issued.

For temporary import shipment, Customs authorities require catalogues / brochure for all items which are declared as temporary import. Failure to comply with this instruction may lead to delay in clearance or additional expenses.

Important Notes:

- a) All importation of Electronics Equipment e.g: TV, lights and etc are required to apply for the necessary License from relevant authorities. It is imperative for the exhibitors to ensure that proper documentation are presented.
- b) All models have to be presented by serial numbers. Failure to do so will be required to pay for importation duties + 7% VAT.
- c) The numbers of declared items in the packing list will have to tally with the number of items shipped. Failure to do so may lead to cargo being held by the custom and Agility cannot guarantee to be able to clear on time. Any charges incurred if any will be billed as per outlay + 10% service fees.
- d) Effective from November 13 2017, **Importers & Exporters for all shipments is mandatory to have "shipping marks" on all packages/case/crate.** Failure to comply will result to a penalty fee not over 50,000 Thai Baht for "no shipping marks". All shipping marks on cargo would have to be the same as BL/AWB.

SHIPPING INSTRUCTIONS

CONSIGNMENT INSTRUCTIONS

All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent “Freight Prepaid” to:

Consignee: **AGILITY CO LTD**
136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
For: Fairs & Events Department

For: ISHRS 2019

Notify: *As Above*
Mr Veerachai Pattarapateep

All documents such as Bill of Lading and Airway Bill must show Agility as the consignee. (A 10% outlay commission will be imposed on all “Freight Collect” consignments).

COURIER, FILMS & VIDEO TAPES/DISCS

a) CONSIGNMENT DEADLINES

Exhibition goods arriving via courier must arrive in Bangkok not later than **30 April 2019**

b) CONSIGNMENT INSTRUCTIONS FOR EXHIBITS VIA COURIER (DHL/FEDEX/UPS/TNT & etc.)

Please note that all shipment sent via Courier would be cleared on permanent basis. To ensure no delay on delivery of your courier shipment to your exhibition stand we would **STRONGLY recommend** not sending courier shipments addressed to exhibition venue or yourself.

All courier shipments along with copy of documents must be consigned to the following address:-

Consignee: **AGILITY CO LTD**
136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
For: Fairs & Events

For: ISHRS 2019

Notify: **As Above**
Mr Veerachai Pattarapateep

By this method, we will arrange to receive your shipment and deliver to the venue. A charge will be levied for this service.

**** We only accept the consignment under DDP terms only.**

NOTE:

1. Copies of invoices & packing list must be sent to us for checking prior sending your courier shipments.
2. **Please DO NOT send your shipment without our confirmation. Failing which, we will not be held liable if there are problems regarding customs clearance.**
3. If customs formality is required releasing your shipment, our charges will be the same as an airfreight shipment.
4. Duties and taxes for all consignments must be paid by sender in country of origin PRIOR TO EXPORT.
5. A fax/email pre-alert will have to be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details and confirmation of acceptance form (Annex I) for us to assist further.
6. Please notify us in advance if you will like us to pay import duty/tax on your behalf. Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge. All charges & fees payable will be subjected to 7% VAT.
7. **We do not have any control over courier shipment thus Agility will not be responsible for any delay if shipment is being held by Thai custom.**

CASE MARKINGS

For easy identification, all packages shall be marked as follows:

ISHRS 2019

c/o Agility Co Ltd

For: Fairs & Events Department

Name of Exhibitor : _____
 Stand Number : _____
 Case Numbers : _____
 Gross Weight/Net Weight : _____
 Dimensions : _____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repackaging operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

CUSTOMS REGULATIONS

The Thai Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of '**UNDERVALUATION**', '**NON-DECLARATION**', and '**ERRONEOUS DECLARATION**'. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

All shipment must be declared with the exact/true market values otherwise Agility Co., Ltd **WILL NOT** be responsible if shipment is being held in Thai custom for under declaration. Agility Co., Ltd may also require to adjust the value of each item for customs purpose with/without prior notice if each item is below Thai market value.

CONTROLLED ITEMS IN THAILAND

Exhibitors are requested to note and understand that all Foodstuff, Beverage, Communication equipment (such as radio, radar etc.), Defence Equipment (such as weapons, armour etc.), Electric Appliance (such as TV, lighting etc.), Cosmetics, Beauty Products, Medicines & Medical equipment, Glass, Light & Sound Equipment, Toy, Motorbikes, Used Cars, Weighting & Measuring equipment, Construction equipment & all dangerous goods are subject to Import License prior to their importation into Thailand for exhibition purpose.

All communication equipment cannot be operated/tested/utilized and ONLY can be imported for display purposes only.

We can confirm whether your shipment contains any controlled items upon receiving your commercial invoice and packing list.

Importation of Drug

Any items are categorized as drugs, medicines, vitamins and nutritional supplements or related items cannot be consigned to Agility Co., Ltd. because we are a logistics company and we could not register for drug recipe so we could not apply for import license for importation, unless you consign such products to your local agents who have an import license for importation of your products

FOODSTUFF

We do not recommend that you ship foodstuff or beverages to the exhibition if you are not exhibiting food products and would suggest you buy them in Thailand. If it is essential that you bring your own, please ensure they are packed, documented and shipped on a separate HBL or HAWB from the main exhibits to avoid delays in customs clearance. All foodstuff and beverages are subject to an Import License by Food & Drug Administration of Thailand. Shipment must not be effected until such license is obtained/approved, otherwise, high customs penalty will be incurred by exhibitor's account.

Please be guided that imported foodstuff and beverages are subject to import duty & VAT. No exemption will be granted

DO NOT MIX OR SHIP ALCHOLIC DRINKS OR CANNED FOODSTUFFS WITH YOUR EXHIBITS/STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO STRINGENT INSPECTIONS BY THE THAI CUSTOMS/ HEALTH AUTHORITIES.

Application for import license requires the following documents:-

1. Commercial invoice
2. Packing list: exhibitor must declare the details of packing (e.g. quantity per carton, volume per bottle)
3. Health Certificate and Certificate of free sale, issued by government agency recognized by the government. The certificate must be stated clearly that 'These products can be consumed without danger and freely to distribute and sell in the country'
4. Customs authorities may remove some samples for testing and analyzing. So, please ensure that you send in enough stock for your own usage after amounts are removed for sampling and testing.

Failure to comply with these instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

Note:

- 1) Exhibitors are advised to send all draft documents to Agility for verification before sending the exhibits out.
- 2) **Do not** send any Communication equipment/any controlled items prior to obtaining Import License for the items and shipped items must be according to the packing list.
- 3) Agility will provide the green light to proceed with the shipment after obtaining an import License. Custom clearance will take at least 5 – 10 working days after shipment arrival.
- 4) Some food/beverage are categorized as drug or cosmetics e.g. Ginseng products, etc. cannot be imported under our company name as we are unable to apply and obtain import license for importation of such items. We strongly urge exhibitors to check with us at the very beginning to check if products can be imported.
- 5) Final items shipped must be approved by the authorities concerned, no additional items can be added as that will be held by customs delaying the release of the entire shipment. A high amount of penalty fee may be imposed by the Thai customs.

PROCESSING OF TEMPORARY IMPORTATION

i. ATA CARNET

Thailand is a subscriber of the ATA Carnet System. Exhibitors participating in International trade fairs / exhibitions in Thailand can use ATA Carnet for temporary admission of their exhibition goods into Thailand – **refer to ATA Carnet & Power of Attorney in Form C & D** for further details.

Please ensure that the ATA Carnet is issued in “ENGLISH” language only. A letter of Power of Attorney to authorize Agility Co Ltd to act as the representative of ATA Carnet holder with the same signature of person who signed the ATA carnet is required by Royal Thai Customs.

Exhibition goods can be temporary imported into Thailand but must be re-exported after the fair / exhibition within 2 (two) months after the arrival date of exhibits. Any no-return items are subject to import duty and tax.

For exhibition goods destined for a later exhibition in Thailand, our covered storage facility in Bangkok can be utilized at a reasonable storage rate – please contact us immediately should you require such service.

Note:

- a) All items declared in the ATA carnet on temporary importation must be shipped under a separate HB/L or HAWB using ONE OB/L or MAWB. **Shipment must not be combined with any items to be imported in on permanent or /and temporary basis under Bank Guarantee Importation / Temporary Import Bond.**
- b) Shipment must not be declared and combine with any non-return items. **For give aways and sold items, they must be shipped under a separate HB/L or HAWB using ONE OB/L or MAWB.** Note that these items are subject to import duty and tax.
- c) Ensure that signature of Power of Attorney is the same as column J on ATA Carnet and send to Agility for checking. Please courier original ATA Carnet and Power of Attorney to us before arrival of shipment.
- d) Agility Co. Ltd shall not be held liable should clients fail to abide the ‘REGULATION FOR IMPORTATION OF ATA CARNET ITEMS’.

ii. **BANK GUARANTEE TEMPORARY IMPORTATION FEE**

We are able to arrange shipment to be imported via this temporary import warehouse facility. Exhibitors, who intend to use this service, need not arrange their own customs bond.

Consignments that are imported into Bangkok on temporary import basis will be subjected to a temporary import fee (non-refundable) based on the CIF value of the consignment.

iii. **BANK GUARANTEE FEE – RAISED BY EXHIBITOR**

Consignments that are imported into Bangkok on temporary import basis will be subjected to a nominal administration and co-ordination fee.

PERMANENT IMPORTATION

BROCHURES AND GIVEAWAY ITEMS

Brochures and giveaway items are permitted entry into Thailand but they are subject to import duties of between 10% and 60% of the CIF value. These dutiable items amongst others are leather wallet, leather key holders, T-shirts, ties, scarves, badges and lapel pins. Such items must be packed and declared separately.

Please note that import duties will be calculated based on the declared value or customs assessed value, whichever is the greater.

*****Duty & tax calculation for printed matter*****

Customs duty & tax will be calculated, based on the weight of the exhibits and mode of transport. The different ways to calculate duty & tax are as follows:-

Airfreight: Thai Customs will assess the FOB value of printed matter at Bht 100/kg (**C**), plus all cost of airfreight charges which are declared in AWB (IATA rate) as the cost of freight charge (**F**), plus insurance premium (**I**), then the duty rate of printed matter is 10% of CIF Value plus Value Added Tax (VAT) 7% of CIF Value plus Duty.

Seafreight: Thai Customs will assess CIF value of printed matter at US\$ 4.252/kg and Customs duty & tax will be applied in the same rate as above at 10% and 7% respectively.

Note: Customs will use your declared value in your invoice & packing list or their assess value, whichever is greater

Notes:-

The value of each item **cannot be lower** than freight cost. If the freight rate on the AWB is higher than the declared value, the IATA rate will be applied as "Freight Cost" for calculation of import duty & tax. We suggest issuing HAWB for each airfreight shipment and declaring the selling airfreight rate on the AWB.

DOCUMENTATION SURCHARGE

All consumable items being packed / shipped together with the exhibition goods in the same consignment will require an extra custom permit for import/export.

HEAVY-LIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

Exhibits exceeding 5,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

STORAGE OF EMPTY CASES

No storage is available at the exhibition venue for empty cases and containers. With the exception of small containers that you can store within your official exhibit space, your empty cases and containers will be marked and stored systematically under shelter at the warehouse during the exhibition period in order to facilitate quick and early retrieval for the re-packaging at the end of the exhibition.”

SALE OF EXHIBITS

Goods may be sold during the exhibition but under no circumstances can they be removed from the show venue until duties/taxes have been paid and permanent customs import procedures have been completed.

Exhibitors are allowed to store their goods in the warehouse facility for up to 2 (two) months from the date of entry into Thailand, after which duty must be paid or the goods must be re-exported.

For all sold goods, we will require minimally two weeks after receiving required documents. Please check with us prior arranging shipment from original port/airport.

***All controlled items e.g. medical devices, electric devices, etc. are not allowed to be sold and we could import them on temporary basis which means that all controlled items must be re-exported after the exhibition only.**

TRANSPORT OF “SOLD GOODS” TO WAREHOUSE

All ‘Sold Goods’ are requested to be transferred from the exhibition site to our warehouse facility for temporary storage pending for completion of permanent import documentation and payment of duties/taxes.

*All controlled products e.g. medical devices could not be sold and they must be re-exported after the exhibition unless medical devices are consigned to local agents of exhibitors who have import licenses for importation of their products

LASHING CERTIFICATE FEE

According to the shipping line requirements, exportation of all Flat Rack and Open Top containers require lashing certificate.

20ft' Flat Rack or Open top fee	Will be quoted separately.
40ft' Flat Rack or Open top fee	

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Our maximum liability is US\$1.00 per kg, so we highly recommend you to take adequate Marine (Transport) insurance separately.

Upon written instructions, AGILITY CO. LTD can offer the exhibitor insurance coverage at competitive premiums.

CURRENCY FACTOR / CRISIS: 8% if the conversion is required

VAT (VALUE ADDED TAX) ON PERMANENTLY IMPORTED GOODS

The Thai Government will not refund VAT for all goods sold, disposed, given away or not re-exported at the end of the exhibition.

VAT (VALUE ADDED TAX) ON HANDLING CHARGES

Our handling charges indicated in this manual do not include VAT. VAT, if any, will be charged at the rate of 7% (subject to changes).

SPECIAL LICENSES & PERMITS

Endorsement of documents by relevant government departments will be charged accordingly.

ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to the stand.
Outward : Upon presentation of invoice/prior to the return of exhibits

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set.

The payment could be settled via telegraphic transfer to our both THB and USD accounts but the remittance charges paid to bank must be borne by the payer.

Payment Instructions:

Payment via Telegraphic Transfer to our bank account, Beneficiary: Agility Co., Ltd

Our bank account details are as follows:

TH Account

Bank Details: KASIKORNBANK Public Company Limited.
-Ekamal Branch
1 Thai Farmers Lane , Ratburana Road
Bangkok 10140 , Thailand .
For the Account Of : AGILITY Co., Ltd.
KASIKORNBANK – Ekamai Branch
Account No. # 059 – 1 – 04545 – 8
Swift Code # KASITHBK

USD Account

Bank Details: The Hong Kong and Shanghai Banking Corporation Ltd
HSBC Building, 968 Rama IV Road, Silom, Bangrak,
Bangkok 1015 Thailand
Account No. # 001-727320-080
Swift Code # HSBCTHBK

For additional information or clarification, please contact us at:

THAILAND

AGILITY CO LTD

136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
Telephone : (66)(2) 326 3456
Telefax : (66)(2) 360 8634
Contact: **Mr Veerachai Pattarapateep**
E-Mail: VPattarapateep@agility.com

IMPORTANT

All business is transacted only in accordance with the Standard Trading Conditions of the Thai International Freight Forwarders Association, (1990) Edition. Copy is available upon application.

Use of AGILITY's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

FORM A

BANK GUARANTEE FORMAT

To : (Name of corresponding Bank in Thailand)

(The following Bank Guarantee is to be sent by telefax from your Issuing Bank to their corresponding Bank in Bangkok, Thailand for submission to Agility Co Ltd).

Quote

Guarantee for total amount of **Baht**.....

Account : _____
(Name and Address of Company)

Accountee : **AGILITY CO LTD**
136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
For: Fairs & Events Department

Telephone : +66 2 326 3456
Telefax : +66 2 360 8634
Person-in-charge : Mr Veerachai Pattarapateep

Dear Sirs

Please issue Guarantee under our responsibility (the number of Guarantees will be separated by **AGILITY Co Ltd**) for the total amount of **Baht**..... for a period of (3 months for Sea-cargo, 2 months for Air-cargo) after the said exhibition cargo has arrived Bangkok or until the original Guarantee has been returned to you. This Guarantee shall be issued in favor of the Customs Department, Bangkok, Thailand for temporary importation of exhibition cargo of(list of names of exhibitors).....

Goods are destined to be exhibited at:

**27th World Congress & World Live Surgery Workshop Of The
International Society Of Hair Restoration Surgery (ISHRS)
13 – 17 November 2019 at Shangri-La Hotel Bangkok, Thailand**

In considering your issuing the above-mentioned Guarantee, we (name and address of issuing bank) hold you indemnified and irrevocably undertake to pay you upon receipt of your first written demand stating that you have been called upon to pay under your Guarantee the amount actually claimed by the beneficiaries but not exceeding **Baht**

Our counter guarantee ceases to be valid when your letters of guarantee are returned to you for cancellation, and we await your respective advice in due course.

Unquote

FORM B

LETTER OF INDEMNITY

(Only applicable if exhibitor uses Agility's Bank Guarantee Facility)

Indemnity Agreement made on the day of between (*exhibiting company*)..... having its registered place of business at (hereinafter referred to as 'Party A') and Agility Co Ltd having its registered place of business at 136 Romkiao Road, Klongsampravej Ladkrabang, Bangkok 10520, Thailand.(hereinafter referred to as 'Party B').

WHEREAS, Party A wishes to import (hereinafter referred to as 'Goods') into Thailand in order to participate in **27th World Congress & World Live Surgery Workshop of ISHRS 2019**

WHEREAS, Party A wishes to have the exemption from payment of import duties and taxes on the Goods and requests Party B to issue the Bank Guarantee to the Thai Customs Authority on behalf of Party A guaranteeing the re-export of Goods within 2 months from the date of importation of Goods, and

WHEREAS, Party B agrees to arrange the bank guarantee for import duties and taxes on the Goods to be imported by Party A.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Party A shall import the said Goods (the details of which are as per the attachment) into Thailand for the purpose of exhibiting the Goods at **27th World Congress & World Live Surgery Workshop of ISHRS 2019** during **13 - 17 November 2019** and shall re-export the said Goods within 2 months from the date of their importation.
2. Party B shall arrange the bank guarantee to the Thai Customs Authority for the purpose of exemption of payment of import duties and taxes on the said Goods upon importing goods into Thailand by Party A.
3. In consideration of Party B arranging the bank guarantee. Party A shall pay Party B a fee based on **2.0 %** of CIF value or the value as assessed by the Thai Customs Authority (**Minimum charges US\$200.00**). Party A shall further indemnify and hold Party B harmless from any and/or all liabilities, losses, damages that Party B may suffer as a result of claims, demands, costs (including attorney's fees) against Party B made by the commercial bank issuing the said bank guarantee to the Thai Customs Authority resulting from Party A's failure to prevent the Goods - in whole or in part - being sold without payment of duties/taxes, missing, disposed off, consumed, given away or donated or for whatsoever reasons, and/or failure to re-export the goods within the period as warranted by Party B to the Thai Customs Authority.
4. In any event Party B shall have a general lien on the Goods.

IN WITNESS HEREOF, Party A and Party B hereto have caused this Agreement to be executed by its representative on the date and year first written above.

PARTY A:
(Name and Company's stamp of Exhibiting Company)

PARTY B:
AGILITY CO LTD

.....
(Name and Signature)

.....
(Name and Signature)

FORM C

ATA CARNET

Thailand has become a subscriber of the ATA Carnet system, effective from 30th December 1994 onwards.

Overseas exhibitors participating in international trade fairs/ exhibitions in Thailand can use ATA Carnet for Temporary admission of their exhibition goods into Thailand.

In order to arrange customs clearance, Exhibitors or holders of ATA Carnet are requested to send a full set of ATA Carnet together with other shipping documents such as commercial invoice, packing list, catalogues of exhibits and letter of power of Attorney. (See attached draft and please have it typed on holder of ATA Carnet letter head.) **Goods on the BL/AWB must be consigned to “AGILITY CO. LTD”, notify same. On the ATA carnet, do not indicate a name in Name of Representative column - leave it blank; otherwise we will require the representative of the ATA carnet to give us another letter of Attorney.**

Exhibition goods shall be re-exported after the fair/exhibition within two months after arrival date of exhibits. Any no-return items are subject to import duty and tax. The ATA Carnet will be returned to the holder after the completion of export customs formalities and duty/tax have been paid to Thai customs.

FORM D

(ATA CARNET HOLDER'S LETTERHEAD)

POWER OF ATTORNEY

Dear Sirs,

This Power of Attorney issued by _____ (Company name) located at

(Address) _____ are participating in **27th World Congress & World Live Surgery Workshop Of The International Society Of Hair Restoration Surgery (ISHRS) 2019** during **13 - 16 November 2019** at **Shangri-La Hotel Bangkok** hereby designates and authorizes "Agility Co Ltd" located at 136 Romklao Road, Klongsampravej Ladkrabang, Bangkok 10520 Thailand to act as our customs broker for import/export customs clearance and redemption of ATA Carnet No. _____ for the purpose of the above mentioned exhibition.

In witness whereof, we has caused these presents to be sealed and signed by _____ (Name of Authorized Person).

(Company's seal and Authorized Signature)

(Name of authorized person in block letters)

Date: _____

FORM E

Importation of Medical Instrument

Please be guided that importation of Medical instrument into Thailand is subject to temporary import license from FDA. The license can be applied upon arrival of the shipment but details of the instrument have to be advised to us in advance.

Application for import/export license requires the following documents:

1. Commercial invoice
2. Packing list
3. Catalogues and photo for all instruments which will be imported into Thailand
4. Technical information/specification for all individual item (e.g. Brand, Model, Serial Number).

Please note that the license is applicable for exhibition purpose only. Permanent imports are not allowed. All items have to be re-exported after show.

Importation of Drug

Any items are categorized as drugs, medicines, vitamins and nutritional supplements or related items cannot be consigned to Agility Co., Ltd. because we are a logistics company and we could not register for drug recipe so we could not apply for import license for importation, unless you consign such products to your local agents who have an import license for importation of your products

For further information, please contact **Mr Veerachai Pattarapateep** at: VPattarapateep@agility.com

**CONFIRMATION OF ACCEPTANCE (CoA)
AGILITY CO. LTD.**

1) **STANDARD TRADING CONDITIONS**

All business is transacted only in accordance with the Standard Trading Conditions of the Thai International Freight Forwarders Association, (1990) Edition. Copy is available upon application.

2) **TERMS OF PAYMENT**

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to return of exhibits to sender.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set.

Payment Instructions:

Payment via Telegraphic Transfer to our bank account, Beneficiary: Agility Co., Ltd

Our bank account is:

TH Account

Bank Details: KASIKORNBANK Public Company Limited.
- Ekamal Branch
1 Thai Farmers Lane , Ratburana Road
Bangkok 10140 , Thailand .
For the Account Of : AGILITY Co., Ltd.
KASIKORNBANK – Ekamai Branch
Account No. # 059 – 1 – 04545 – 8
Swift Code # KASITHBK

USD Account

Bank Details: The Hong Kong and Shanghai Banking Corporation Ltd
HSBC Building, 968 Rama IV Road, Silom, Bangrak,
Bangkok 1015 Thailand
Account No. # 001-727320-080
Swift Code # HSBCTHBK

(Remitting bank charges are to be borne by the exhibitor).

3) **INSURANCE**

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

4) **REQUEST FOR INSURANCE**

Upon written instructions, **AGILITY** can offer you insurance coverage at competitive premiums.

5) **EXHIBITOR'S ACCEPTANCE**

Use of **AGILITY's** services - be it partly or in full - and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the Standard Trading Conditions and the foregoing terms numbered 1, 2, 3 and 4 above.

For 27th World Congress & World Live Surgery Workshop of ISHRS

Quotation dated _____

Signature and stamp of Company
(Please print name of signatory)

Date

Name of Exhibitor :	
Contact Person :	Designation :
Telephone :	Fax :

COMBINED COMMERCIAL INVOICE & PACKING LIST

Invoice no :		SHIPPER :			Show:								
					Date:								
Date :		CONSIGNEE :		Agility Co., Ltd.	Remarks	A :	Return after the show						
				136 Romkiao Road		B :	Given away / consumed						
				Klongsampravej Ladkrabang									
				Bangkok 10520 Thailand									

Package No.	Dimensions (LxWxH in cm)	Volume cbm	Weight (kg)		Item No.	DESCRIPTION OF GOODS (In English) *Model & serial nos. are mandatory for machineries	H.S. Code	Brand	Quantity	FOB Value (in USD)		REMARK
			Gross	Nett						Unit Value	Total Value	
TOTAL		0.000	0.00	0.00				0	pcs	-		

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

Show Name : 27th World Congress & World Live Surgery Workshop Of The International Society Of Hair Restoration Surgery (ISHRS)
Show Dates : 13 - 17 November 2019
Show Venue : Shangri-La Hotel, Bangkok, Thailand
City, Country : Bangkok, Thailand

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise Agility the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of exhibits by courier	1 November 2019
Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	15 September 2019
Arrival of exhibits shipped by sea freight	25 October 2019
Arrival of exhibits shipped by sea freight (Controlled goods)	15 October 2019
Copies of Commercial Invoice and Packing List for airfreight consignments	15 September 2019
Arrival of exhibits shipped by airfreight.	1 November 2019
Arrival of exhibits shipped by air freight (Controlled goods)	15 October 2019
Fax/Email copy of Product Catalogues, Photo & Commercial Invoice/Packing List is required for all controlled goods that requires import license. These includes MEDICAL/TELECOMMUNICATION F&B/AVIATION & DEFENCE EXHIBITS & etc.	1 September 2019

2. CONSIGNMENT INSTRUCTIONS

All exhibition goods either by sea freight, airfreight or courier, must be consigned "Freight Prepaid" as follows:

Consignee: AGILITY CO LTD
 136 Romkiao Road
 Klongsampravej Ladkrabang
 Bangkok 10520, Thailand
 Tel. + (662) 326 3456 • Fax + (662) 360 8634
 For: **Fairs & Events Department**
 For the show: ISHRS 2019

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform Agility that we will be using the services of the company below to freight our exhibits from _____
(country). Name of Freight Forwarder from origin: _____
Contact Person: _____ Tel: _____
Fax: _____ E-mail: _____

Authorised by: Booth No: _____

Send this form to:

Name _____
Title _____
Company _____
Address _____
Tel _____ Fax _____
Signature & Date _____

AGILITY CO LTD
136 Romklao Road, Klongsampravej Ladkrabang,
Bangkok 10520 Thailand
For: Fairs & Events Department
Tel. +66 2 326 3456 Fax +66 2 360 8634
Contact : **Mr Veerachai Pattarapateep**
E-mail : VPattarapateep@agility.com



SHIPPING TARIFF

**27th World Congress & World Live Surgery Workshop
Of The International Society Of Hair Restoration
Surgery (ISHRS)**

13 - 17 November 2019

**Shangri-La Hotel, Bangkok
Thailand**

Presented by

Agility Co Ltd

No. 136 Romklao Road, Klongsampravej,
Ladkrabang, Bangkok 10520, Thailand
For : Fairs & Events
Tel. +66 2 326 3456 • Fax +66 2 360 8634

Contact:

Mr Veerachai Pattarapateep VPattarapateep@agility.com
Tel. +66 2 326 3456 ext 1172 • Fax +66 2 360 8634

Mr. Jakrawut Wichitpornchai JWichitpornchai@agility.com
Tel. +66 2 326 3456 ext 2331 • Fax +66 2 360 8634

SHIPPING TARIFF

SEAFREIGHT

a) **INWARD/OUTWARD HANDLING TARIFF**
(for individual exhibits not exceeding 2,000 kg)

From arrival at the Bangkok Port to the exhibition stand or vice versa.

Basic handling rate from arrival at Bangkok Port (PAT only)		US\$90.00 per cbm or 1,000 kg, whichever is the greater.
Basic handling rate from arrival at Laem Chabang Port or other ports		US\$110.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	2.5cbm per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20'	23 cbm per 20' container
	FCL 40'	46 cbm per 40' container
	FCL 40' HC	55 cbm per 40' HC container
*LCL charge/fee and Terminal Handling Charge		US\$40.00 per cbm or 1,000 kg, whichever is the greater (at cost)
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		US\$200.00 per 20' container (at cost) US\$250.00 per 40' container (at cost)
Safety of Life at Sea (SOLAS) administrative fee (Outward only)	LCL	Minimum US\$50.00 per shipment/exhibitor (at cost)
	FCL	Minimum US\$60.00 per shipment/exhibitor (at cost)
Consignment Service Charge		US\$50.00 per consignment (HBL) per exhibitor
Translation fees for documents (English – Thai)		US\$50.00 per application per exhibitor
Empty case storage during the show (if require)		US\$40.00 per cbm / consignment (HBL) / exhibitor (Min. 2 cbm)

* **Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost + 10% outlay fees**

Note for freight forwarders:

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 3 days after the discharge of containers at the port. Should you require us to keep the container within the exhibition site for storage purposes and subsequent re-export; you are to inform us of the container detention fee that has been negotiated with the shipping line.

NOTE:

1. Cargo arriving before our stipulated deadlines shall be subject to storage charges **US\$10.00** per cbm per week or part thereof. (Minimum charge at **US\$20.00** per exhibitor per consignment per week).
2. For sea freight consignments, pre-alert will have to be sent to us indicating the vessel schedule/ Bill of landing number, number of packages, weighs and dimensions upon uplift of goods.
3. Goods arriving after the above deadline will be subjected to a late arrival surcharge (based on the basic handling rate).
4. In any such case, AGILITY will make all reasonable efforts to ensure delivery before the show opens. However, no guarantees can be given. Surcharge applies regardless of delivery date to the show site.
5. The above rates exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subjected to a mutual agreement with the exhibitor and additional charges will be levied.
6. The port of entry should be Bangkok Port (PAT) to avoid any delay.
7. Port storage charge, detention/demurrage charge will be billed at cost plus 10% outlay.
8. Custom clearance for sea freight takes an estimation of 5 – 10 working days should all proper documents are in order. Shipments which contain controlled items will take longer duration for custom clearance.
9. All FCL shipment will be released and delivered directly from arrival port to the venue and from the venue to the departure port (for re-exportation). If needed to be via our warehouse, additional charges will be applicable.
10. All LCL shipments exceeding 2,000kg will be released and directly deliver from arrival port to the venue and from the venue to the departure port (for re-exportation). If needed to be via our warehouse, additional charges will be applicable.
11. For point 7 and 8, all port storage charges, demurrage/detention charges and consequences will be billed at cost + 10 % outlay fee.
12. Lashing Certificate is required for export of flat rack and/or open top container and is subjected to additional charges.
13. All seafreight shipments cannot be exported from the country of origin before getting confirmation from Agility's representative.
14. Regarding SOLAS, please indicate New Weight and Gross Weight into packing list. Exhibits exceeding 2,000kg will be subjected to additional charges.
15. For consolidated shipments where consumable goods are packed with exhibition cargo, a documentation surcharge of **US\$50.00** per consignment per exhibitor is applicable.
16. For collection/delivery of cargo from/to multiple booths there will be an additional charge of **US\$60.00** per consignment per exhibitor per way.

AIRFREIGHT

b) INWARD/OUTWARD HANDLING TARIFF (for individual exhibits not exceeding 2,000 kg)

From arrival at Bangkok Airport to the exhibition stand or vice versa.

*Basic handling rate	US\$0.90 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	250kg per consignment (HAWB) per exhibitor.
Terminal Handling Charge	US\$0.20 per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	US\$15.00 per consignment (HAWB) per exhibitor.
Consignment Service Charge	US\$50.00 per consignment (HBL) per exhibitor
Translation fees for documents (English – Thai)	US\$50.00 per application per exhibitor
Empty case storage during the show (if require)	US\$40.00 per cbm / consignment (HBL) / exhibitor (Min. 2 cbm)

* *Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost + 10% outlay fees.*

NOTE:

1. *Cargo arriving before our stipulated deadlines shall be subject to storage charges US\$10.00 per cbm per week or part thereof. (Minimum charge at US\$20.00 per exhibitor per consignment per week).*
2. *For airfreight consignments, a shipment pre-alert will have to be sent to us indicating the flight numbers, Airway Bill numbers, number of packages, weighs and dimensions upon uplift of goods.*
3. *Goods arriving after the above deadline will be subjected to a late arrival surcharge (based on the basic handling rate).*
4. *In any such case, AGILITY will make all reasonable efforts to ensure delivery before the show opens. However, no guarantees can be given. The surcharge will apply regardless of delivery date to the show site.*
5. *The above rates exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.*
6. *Airport storage charges and removal charges incurred will be charged as per outlay.*
7. *Custom clearance for air freight takes an estimation of 5 – 10 working days should all proper documents are in order. Shipments which contain controlled items will take longer duration for custom clearance.*
8. *All airfreight shipments exceeding 2,000kg will be released and directly deliver from arrival airport to the venue and from the venue to the departure airport (for re-exportation). If needed to be sent to our warehouse, additional charges will be applicable.*
9. *All airfreight shipments cannot be exported from the country of origin before getting confirmation from Agility's representative.*
10. *For consolidated shipments where consumable goods are packed with exhibition cargo, a documentation surcharge of **US\$50.00** per consignment per exhibitor is applicable.*
11. *For collection/delivery of cargo from/to multiple booths there will be an additional charge of **US\$60.00** per consignment per exhibitor per way.*

ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT ARE NOT ADVISABLE. IF CONSOLIDATED SHIPMENT ARE REQUIRED, PLEASE CHECK WITH AGILITY REPRESENTATIVE ON A CASE BY CASE BASIS.

**** All shipping documents must be sent to us for checking within the above deadlines to prevent any mistakes or delay****

LATE ARRIVAL SURCHARGE / URGENT RETURN SHIPMENT SURCHARGE

Late arrival surcharge (**based on 30% of the basic handling rate**) will be applicable if shipment arrives after the stipulated deadlines. This would apply for shipments that need to be returned urgently within 2 working days after the show.

In the event of late arrivals, Agility will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

COURIER

HANDLING TARIFF FOR EXHIBITS VIA COURIER (DHL/FEDEX/UPS/TNT & etc.)

From arrival at Agility's premises up to delivery to the exhibition stand.

Handling rate	US\$100.00 per consignment per exhibitor
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**** We only accept the consignment under DDP terms only.**

**** In case of shipment exceed 50kgs, we will charge US\$10 per additional 20kg.**

DOCUMENTATION CHARGES

Courier of documents		Min. US\$60.00 per consignment per exhibitor (at cost)
B/L fees		US\$60.00 per B/L per consignment per exhibitor
Telex release / Surrender fee for sea freight shipment		US\$60.00 per B/L per consignment per exhibitor
AWB fees		US\$25.00 per AWB per consignment per exhibitor
Handover fee of freight (nominated shipment)	LCL Shipment	US\$10.00 per consignment per exhibitor Minimum US\$100.00 per consignment per HBL per exhibitor
	20GP Container	US\$200.00 per container
	40GP/HC Container	US\$300.00 per container
	Air Freight Shipment	US\$0.25 per kg Minimum US\$100.00 per consignment per HAWB per exhibitor

CUSTOMS REGULATIONS

IMPORT LICENCE APPLICATION FEE (For Controlled Items)

Application fee	US\$250.00 per application
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TEMPORARY IMPORTATION

Consignments that are imported into Bangkok on temporary import basis is required by the Thai Customs to cover the potential duties and taxes.

a) ATA CARNET HANDLING FEE – CONSIGNED TO AGILITY

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **US\$ 150.00** per entry or per exit.

b) ATA CARNET – CONSIGNED TO THAILAND COMPANY/EXHIBITOR

Administration and co-ordination fee	US\$200.00 per application
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c) BANKER'S GUARANTEE FEE - RAISED BY EXHIBITOR

Administration and co-ordination fee	US\$200.00 per Bank Guarantee per consignment (HBL/HAWB)
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d) BANK GUARANTEE TEMPORARY IMPORTATION FEE

We are able to arrange shipment to be imported under our bonded warehouse facility. Exhibitors, who will like to use this service, do not need to arrange for their own customs bond.

Consignments that are imported into Bangkok on temporary import basis will be subjected to a temporary import fee (non-refundable) based on the CIF value of the consignment.

CIF Value	Chargeable Fee (Non-Refundable)
Above US\$400,000	0.80%
Between US\$130,000 to US\$400,000	1.00%
Below US\$130,000	1.20%
Minimum charge	US\$150.00 per consignment (HAWB or HBL) per exhibitor

HEAVY-LIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

From 2001 kg - 4,000 kg	US\$80.00 per 1,000 kg
From 4,001 kg – 5,000 kg	US\$90.00 per 1,000 kg
From 5,001 kg – 7,000 kg	US\$100.00 per 1,000 kg

Exhibits exceeding 7,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable for inward movements as well as for outward movements.

CRANAGE

For safety reasons, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers are:

25 ton's capacity	US\$100.00 per hour (Min. 4 hours)
50 ton's capacity	US\$150.00 per hour (Min. 4 hours)
100 ton's capacity	US\$350.00 per hour (Min. 4 hours)

Note:-

- Above heavy lift & crane surcharge is applicable to the exhibition site in Bangkok area only
- For any exhibits exceeding 2,000kg operated in Agility warehouse, it will be subjected to an individual quotation.

TRANSPORT OF “SOLD GOODS” TO WAREHOUSE

All 'Sold Goods' are requested to be transferred from the exhibition site to our warehouse for temporary storage pending for completion of permanent import documentation and payment of duties/taxes.

Handling rate	US\$65.00 per cbm or 1,000 kg whichever is the greater
Minimum charge	2.5 cbm per consignment (HBL/HAWB) per exhibitor
Customs re-processing fee	US\$300.00 per consignment (HBL/HAWB) per buyer/agent.

*Heavy lift surcharge will be added for exhibit exceeding 2,000 kg

FUMIGATION FEE

According to the quarantine requirements for exportation of Wood Packaging, shipment to restricted countries will be automatically fumigated. Fumigation fee will be for the account of the exhibitor/buyer/their appointed forwarder.

Fumigation fee	To be advised
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Note:

According to the quarantine requirement for re-exportation of wooden packages, re-fumigation may be requested by the shipping line and / or the airline before loading and our fumigation fee will be imposed accordingly. Kindly contact us for more information.

VACUUM PACKING

Vacuum packing fee	US\$90.00 per cubic meter
Minimum charge	US\$200.00 per exhibitor per consignment

TRANSFER OF CONTAINERS

Return of empty containers to shipping line depot or collection of empty containers from depot (cranage charge is applicable)	US\$200.00 per 20'
	US\$250.00 per 40'

* Above charge is applicable in Bangkok area only, other provinces will be quoted separately.