



EXHIBITOR MANUAL

22 - 24 November 2024

Suntec Singapore Convention and Exhibition Centre

17th Congress of the Asia-Pacific
Vitreo-Retina Society

22 - 24 November 2024
Suntec Singapore Convention and Exhibition Centre

**TRANSFORMING RETINAL
DISEASE MANAGEMENT
WITH TECHNOLOGY**

HOSTS:



Singapore Society
of Ophthalmology



ACADEMY OF MEDICINE
SINGAPORE



Organiser:
The Aisa-Pacific Vitreo-retina Society
Email: exhibition@apvrs.org
Website: <https://2024.apvrs.org/>

PCO:
Triumph Singapore Pte Ltd
65 Chulia Street OCBC Centre
#46-01 Singapore 049513
Phone: +65 6816 0772
Email: apvrs-exhibition@thetriumph.com

Official Contractor:
PICO Art International Pte Ltd
20 Kallang Avenue
Singapore 339411
Phone: +65 8448 6521
Email: jarran.tan@pico.com

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1. LETTER OF ACKNOWLEDGEMENT

Dear Company,

These guidelines are designed to ensure that all sponsors enjoy safe, comfortable, and successful participation to the Congress. The guidelines are constantly updated to take into account changes in laws, codes of practice and regional regulations.

Take your time and read this document carefully and submit the required details before the indicated deadlines.

Non-compliance with the obligations enclosed in this Technical Manual can involve the application of fines.

The Organising Secretariat reserves the right to make changes at any time, even without notice, to these Guidelines, with the aim of reducing risks for health, safety and environment, or improving prevention and protection measures.

Looking forward to working with you towards a successful Congress,

Yours sincerely,

The Organising Secretariat

TGI Singapore



2. GENERAL INFORMATION

The Event

The 17th Congress of the Asia-Pacific Vitreo-retina Society

Website

<https://2024.apvrs.org/>

Event Venue

Suntec Singapore Convention & Exhibition Centre

1 Raffles Blvd

Singapore 039593

www.suntecsingapore.com

Scientific Sessions:

Hall 406 CX - Plenary

Hall 406 D – Session 1

Room 331-332 - Session 2

Room 334-335 - Session 3

Exhibition:

Hall 403 – 405

Show Period & Opening Hours

22 November 2024 (Friday) 08:30-18:30

23 November 2024 (Saturday) 08:30-18:30

24 November 2024 (Sunday) 08:30-15:30

Public Visitor Admission Fee

Registration is limited to delegates from industry only.

<https://2024.apvrs.org/registration-information/>

Scientific Programme and Agenda

Please refer to this webpage to stay updated on the Scientific Programme and the social events:

<https://2024.apvrs.org/program-overview/>



3. CONTACTS

PROFESSIONAL CONGRESS ORGANISER

Hereunder referred as Organizing Secretariat

TGI Singapore Pte Ltd

65, Chulia Street
#39-03 OCBC Center
Singapore 049513
Tel: 6816 0772

Legal Address:

101, Cecil Street
#14-12 Tong Eng Building
Singapore 069533

Innovation, creativity, planning. Ever since we started, 35 years ago, these three words have been the key to the success of every one of our events, including the largest, most complex ones.

<https://www.triumphgroupinternational.com/en/>

E-MAIL CONTACT:

apvrs-exhibition@thetriumph.com

CONGRESS REGISTRATION

<https://2024.apvrs.org/registration-information> (individual registrations)

<https://2024.apvrs.org/registration-information> (group registrations)

SCIENTIFIC PROGRAMME SECRETARIAT

Asia-Pacific Vitreo-Retina Society

exhibition@apvrs.org

OFFICIAL GENERAL CONTRACTOR FOR BOOTH CONSTRUCTION

PICO ART INTERNATIONAL PTE LTD
Pico Creative centre 20 Kallang Avenue
Singapore 339411
PIC: Jarran Tan
Tel: 8448 6521
jarran.tan@pico.com

The Pico Group is a world-wide network of agencies in 36 cities across the world, each providing local understanding to a global approach to activating brands.

OFFICIAL FREIGHT FORWARDER

APT Showfreight (S) Pte Ltd – SINGAPORE
10 Bukit Batok Cres #08-05
Singapore 658079
PIC: Suhhailah
Tel: 6499 8979 / 6499 8989
suhhailah@aptshowfreight.com
Website: www.aptshowfreightlogistics.com



4. CONGRESS VENUE

ABOUT SUNTEC SINGAPORE

Situated next to the Central Business District, Suntec Singapore is at the heart of a self-contained, totally integrated events infrastructure, and only 20 minutes from Changi international Airport, where most major Asian capital cities are within a six-hour radius flying time.

HOW TO REACH THE CONGRESS CENTRE

ACCESSIBILITY & CONNECTIVITY

20 minutes from Changi International Airport

Direct access to 1,000 retail outlets and 300 restaurants

Connected to 3 MRT lines - Promenade, Esplanade and City Hall - and major highways

BY METRO/MRT



Alight at **Esplanade** or **Promenade*** via the Circle Line, and **City Hall**** via the East West Line. Follow these directions to get to Suntec Singapore:

- From CC3 Esplanade MRT Station (3 min): Take **Exit A** and follow the signage to our Centre
- From CC4 Promenade MRT Station (5 min): Take **Exit C**, walk through Suntec City Mall and follow the signage to our Centre
- From EW13 City Hall MRT Station (8 min): Walk through City Link Mall and then Esplanade Exchange to get here

* Promenade is also on the Downtown Line.

** City Hall is on the East West Line and North South Line.

BY BUS



- Depending on which bus service you are taking, you may choose to alight at the following stops:
- **Suntec Singapore:** 36, 70M, 111, 133, 133A, 162M, 518, 518A, 700A, 857, NRI, 97, 97A, 70A, 106, 502, 502A, 502B, 518, 551, 578, 581, 577, 580, 575, 576, 579
- **Opposite Suntec Singapore:** 36, 36A
- **Suntec Tower Two:** 107M, 551, 578, 581, 577
- **Suntec Tower Three:** 36, 36A, 531
- **Suntec City/ Opposite Suntec City:** 10, 14, 16, 70, 70M, 196, 608, 541, 547, 70A, 196°

BY CAR/TAXI



Alight at our driveway **along Temasek Boulevard**, where The Big Picture is located. For those driving, you may access our basement carpark via the following routes:

- Nicoll Highway
- Raffles Boulevard (from Bras Basah Road)
- Temasek Avenue (from Raffles Boulevard)
- Rochor Road exit from East Coast Expressway (ECP)

Park at **West Wing (Green Zone)** and use **lift lobbies A or B** for quick access to Suntec Singapore (L3, L4 or L6).

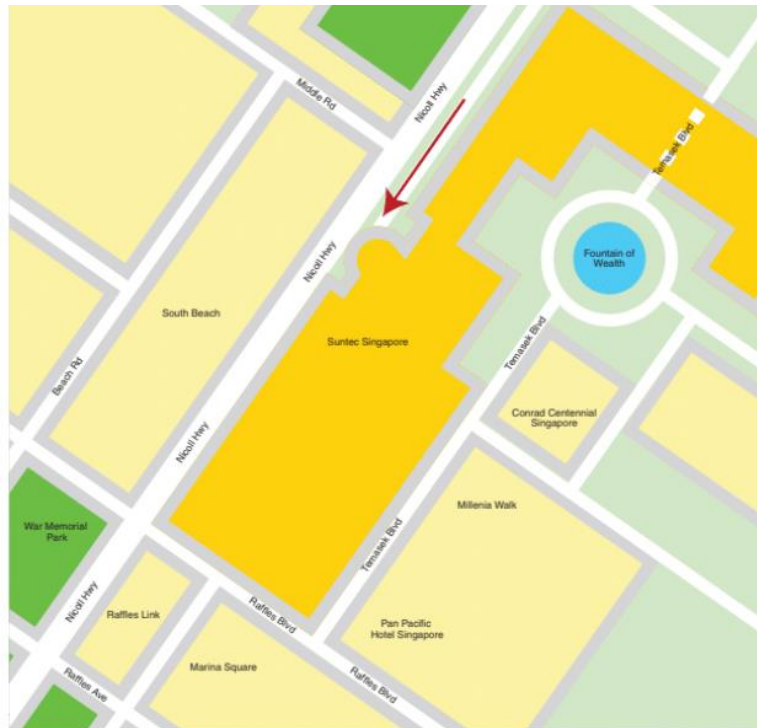


LOADING AND UNLOADING BAYS / SERVICE VEHICLE LOTS/PARKING

Loading bays are made available on Level 4 of the Centre.

Suntec Singapore reserves loading bays for usage by goods vehicles such as vans and lorries only.

To access the loading bay, turn in from Nicoll Highway as indicated on the map below:



Loading and unloading bays

The Congress centre provides loading and unloading bays for receiving of freight and delivery of shipments and goods.

To secure a loading and unloading time slot refer to authorized Freight Forwarding APT Showfreight (S) Pte Ltd – SINGAPORE **Suhhailah** suhhailah@aptshowfreight.com

The Congress centre and the Organising Secretariat will not accept any freight deliveries/ shipments on behalf of exhibitors.

Any goods arriving prior to the move-in period will be handled by the Official Freight Forwarder at the cost of the exhibitor.

All crate storage will also be handled by the Official Freight Forwarder.

Consignment of all shipments to be delivered to the Congress centre will be the responsibility of exhibitors.

Goods vehicles after loading and unloading must leave the premises immediately.

No parking or loitering is allowed in these areas.

Goods vehicles are also not permitted to remain in the Congress centre after business hours. Drivers should note that the height safety clearances when accessing the loading bays is 4 mt.

ELEVATORS AND ESCALATORS

For Passengers

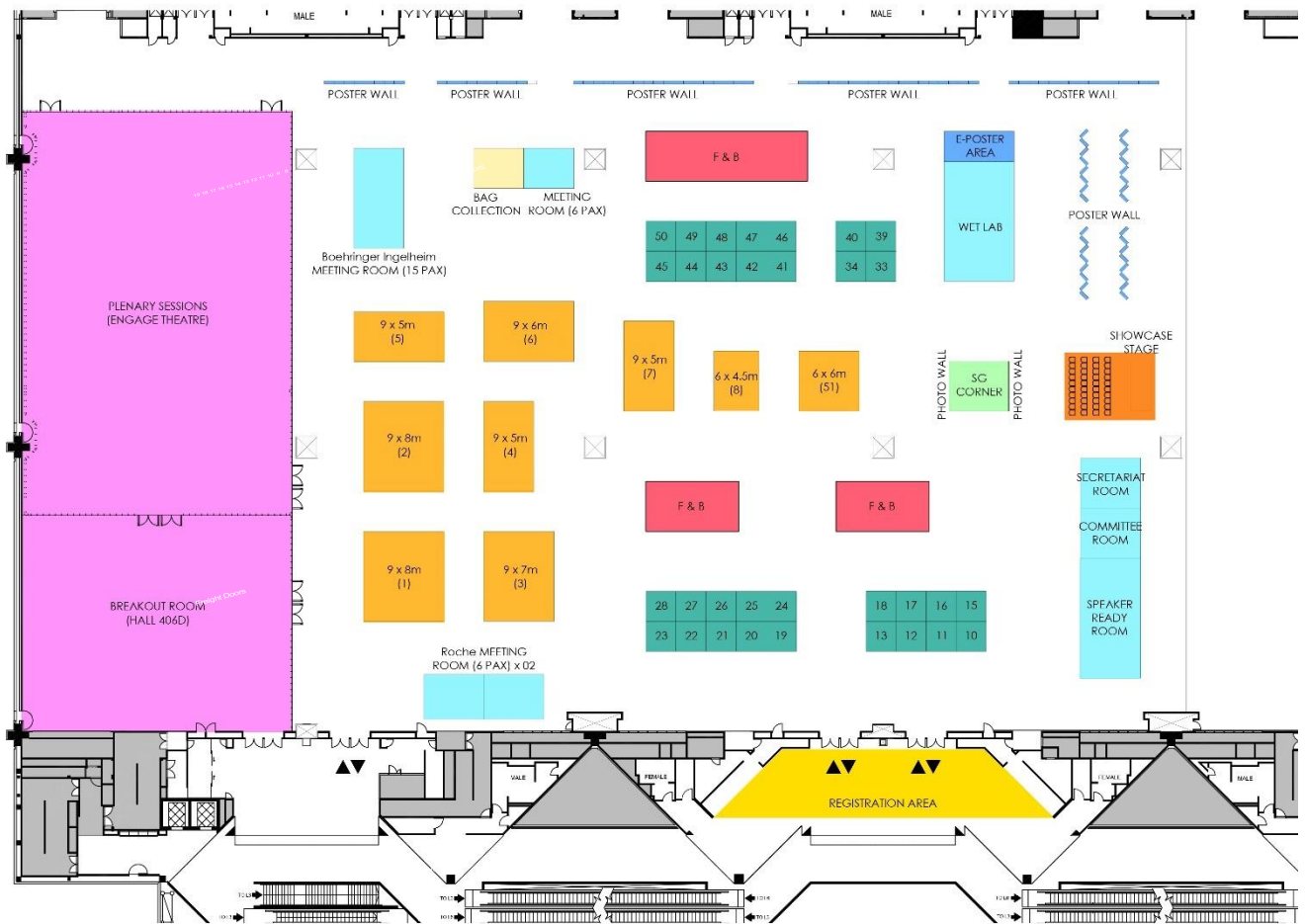
Passenger elevators and escalators are strictly for transporting of personnel only and not to be used for the transporting of any freight, equipment or furniture.

For service personnel (contractors/service providers)

All hand-carried equipment/furniture/exhibit must only be transported into the exhibition area through the service elevators and cargo lifts located at level one. These lifts provide access to level 4.



EXHIBITION HALL FLOORPLAN



SUNTEC FLOORPLAN

All the technical informations related to Suntec can be founded here: <https://www.suntecsingapore.com/floor-plans>
 The APVRS will use the floor 3 and 4 of the Convention Centre.



5. PROGRAMME AT GLANCE

GMT+8 (Singapore Time)	Nov 22 (Day 1 Friday)	Nov 23 (Day 2 Saturday)	Nov 24 (Day 3 Sunday)
07:45 - 08:00		Breakfast Sponsored Symposium (07:45 - 08:45)	Breakfast Sponsored Symposium (07:45 - 08:45)
08:00 - 08:15		Break	Break
08:15 - 08:30			
08:30 - 08:45			
08:45 - 09:00	Scientific Sessions (09:00 - 10:30)	Scientific Sessions (09:00 - 10:30)	Scientific Sessions (09:00 - 10:30)
09:00 - 09:15			
09:15 - 09:30			
09:30 - 09:45			
09:45 - 10:00			
10:00 - 10:15			
10:15 - 10:30			
10:30 - 10:45	Break	Break	Break
10:45 - 11:00			
11:00 - 11:15	Scientific Sessions (11:00 - 12:30)	Scientific Sessions (11:00 - 12:30)	Scientific Sessions (11:00 - 12:30)
11:15 - 11:30			
11:30 - 11:45			
11:45 - 12:00			
12:00 - 12:15			
12:15 - 12:30			
12:30 - 12:45	Break	Break	Break
12:45 - 13:00			
13:00 - 13:15			
13:15 - 13:30	Lunch Sponsored Symposium (13:00 - 14:00)	Lunch Sponsored Symposium (13:00 - 14:00)	Lunch Sponsored Symposium (13:00 - 14:00)
13:30 - 13:45			
13:45 - 14:00			
14:00 - 14:15	Opening Ceremony	Constable Lecture	Break
14:15 - 14:30	Tano Lecture	Dennis Lam Lecture	
14:30 - 14:45	International Award Lecture	SSO Award Lecture	
14:45 - 15:00			
15:00 - 15:15	Break	Sponsor Appreciation (15:00 - 15:15)	
15:15 - 15:30			
15:30 - 15:45	Scientific Sessions (15:15 - 16:45)	Scientific Sessions (15:15 - 16:45)	Scientific Sessions (14:15 - 15:45)
15:45 - 16:00			
16:00 - 16:15			
16:15 - 16:30			
16:30 - 16:45			
16:45 - 17:00	Break	Break	
17:00 - 17:15			
17:15 - 17:30	Scientific Sessions (17:00 - 18:30)	Scientific Sessions (17:00 - 18:30)	
17:30 - 17:45			
17:45 - 18:00			
18:00 - 18:15			
18:15 - 18:30			
18:30 - 18:45			
18:45 - 19:00			
19:00 - 19:15			
19:15 - 19:30			
19:30 - 19:45			
19:45 - 20:00		Gala Dinner (19:00 - 21:00)	
20:00 - 20:15			
20:15 - 20:30			
20:30 - 20:45			
20:45 - 21:00			



6. EXHIBITION TIMETABLE

Details	Date	Time
Setup		
Official Stand Contractor Move-In	20 Nov 2024	8:00 – 22:00
Non-Official Stand Contractor Move-In	20 Nov 2024	14:00 -22:00
Exhibitor Move-In for Decorating the Stands	21 Nov 2024	14:00 -20:00
Show Days		
Exhibitor Access to Exhibition Halls (Only exhibitor with Exhibitor Badge)	22 Nov 2024	8:00 – 18:30
	23 Nov 2024	8:00 – 18:30
	24 Nov 2024	8:00 – 15:30
Dismantling		
Move-Out of Exhibits	24 November 2024	15:30 – 17:30
Stands Dismantling	24 November 2024	17:30 – 23:59

Set-up Additional hours can be purchased through Organising Secretariat: apvrs-exhibition@thetriumph.com

- The availability of the overnight will be subject to PCO and General contractor approval

Exhibitors are allowed to access the exhibition hall from 7:00 in the morning, in congress days.

Congress participants are allowed to access the exhibition hall from 8:30 in the morning (except the participants of the Breakfast sessions).

Important note:

Please do not arrange meetings with clients within the exhibition booth outside the exhibition opening hours as delegates with a full congress registration badge are not allowed to enter the exhibition before the official opening hours.

- Your exhibiting area must be fitted and decorated by 20:00, 21 November 2024.
- Removal of exhibits and breakdown of booths before the closure of the exhibition is prohibited.
- During the exhibition show days, exhibitors are permitted to remain in the exhibition area to redress their stands for half an hour after the Exhibition closes. However, exhibitors requiring a longer period than this must obtain written permission from the Organizer prior to closing for security and hall lighting to be arranged.
- Exhibitors will be liable for charges incurred in the disposal of any materials remaining at the exhibition hall after this time.
- Exhibitors/Contractors must be present during dismantling to supervise the safe removal of exhibits.
- Exhibitors will be responsible for their suppliers' wrongdoings.
- It is obligatory to pre-order working passes for the period of set-up and dismantling to access the Congress venue, through the Organising Secretariat.
- Contractor passes must be worn at all times during set-up and dismantling for security reasons.
- All contractors and forwarders need to follow the venue Contractors Access Policy.



7. EXHIBITOR CHECKLIST

Compulsory		
Exhibitor Form	Deadline	Return To
Form 1 – Fascia Lettering	13 Sept 2024	Jarran Tan Pico Art International Pte Ltd Mobile: +65 8448 6521 Email: jarran.tan@pico.com PCO: apvrs-exhibition@thetriumph.com
Form 6 - Customized booth design submission <i>*only for the company that request a "non-standard" booth</i>		
Optional		
Exhibitor Form	Deadline	Return To
Form 2 – Additional Furniture Rental	30 Sept 2024	Jarran Tan Pico Art International Pte Ltd Mobile: +65 8448 6521 Email: jarran.tan@pico.com PCO: apvrs-exhibition@thetriumph.com
Form 3 – Additional Electrical Fitting Rental		
Form 4 – Additional AV & Other Facilities Rental		
Form 5 – Additional Graphics Support		
Form 7 – Freight Forwarding Services		
Form 8 – F&B Services		

Remark:

- Exhibitors are required to return all compulsory forms, and optional forms if applicable, to related parties ON OR BEFORE respective deadlines, with all necessary attachments including payment, samples, plans and other relevant materials.
- Exhibitors who join the Exhibition after the deadline stipulated should submit all forms IMMEDIATELY.
- **A surcharge will be imposed upon any late submission of order forms.**

All orders must be submitted to respective parties as listed above, and: Together with full payment. Otherwise, a latesurcharge (30% / 50% additional surcharge) will be imposed.

1. No amendments to orders can be made once submitted.
2. All items are non-refundable or cannot be changed to other items.
3. All the items are provided on a rental basis, any damage or loss will be charged at market value.

Normal Price	30% Late Charge	50% Late Charge
Submit Orders On or 30 Sep 2024	Submit Orders within 30 Sep – 30 Oct 2024	Submit Orders On or later than 1 Nov 2024



8. RULES & REGULATIONS

The Organising Secretariat is entitled to control, correct, forbid and/or close down any booth which does not fulfil with these regulations.

The Organising Secretariat reserves the right to alter the layout of the exhibition floorplan, if necessary.

The Organising Secretariat reserves the right in unforeseen circumstances to amend or alter the exact location of the booth.

The Exhibitor undertakes to agree with any alteration or re-allocation of the booth by the Organising Secretariat.

The Organising Secretariat is the sole competent authority as to problems arising from the interpretation of the enclosed regulations and their enforcement.

Any expenses resulting from the non-observance of the regulations will be charged to the Exhibitor.

EXHIBITOR BADGES

Exhibitor badges will be distributed on site at the Exhibitor desk in the registration area on Level 4, starting from 21 Nov 2024 at 14:00.

Exhibitors will be required to show a business card for identity verification

Exhibitors can access to their own company sponsored session.

Exhibitors who rent an exhibition booth are entitled to a specific number of free exhibitor badges.

Extra badges

Additional badges may be purchased.

The cost of every extra purchased badge is USD 120 – 180+GST per badge. Badges purchased on site have a cost of SGD 180+GST per badge.

Exhibitors' names must be uploaded through the group registration system **within 11 Oct 2024**.

Exhibitors' name changes communicated after the deadline will not be accepted and will have to be communicated directly on site at a cost of SGD 10+GST.

For further information regarding registrations and badges please refer to the guidelines at this link

<https://2024.apvrs.org/registration-information/> or contact secretariat@apvrs.org

For registrations of more than 5 delegates, please complete and return the **group registration form** to the APVRS secretariat at registration@apvrs.org

For local group registrations, please directly contact secretariat@apvrs.org for a special registration rate.



9. BOOTH SET-UP

GENERAL REQUIREMENTS

- Access to the Congress Venue for set-up will be denied if payment of the booth space has not been received in total.
- Exhibitors may not let, sublet, transfer or share the exhibit privilege or space in whole or in part with any other party.
- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan. No obstruction of aisles is permitted.
- Once the exhibit has been inaugurated, no further work will be permitted in the booth.
- Exhibits must be always staffed during the exhibition opening hour.
- The exhibition areas are to be used only during the specified opening hours.
- No heavy loads are permitted to be placed on top of utility ducts, with the exception of raised platforms.
- Participating companies may request for information on the location of the utility ducts. Please contact Pico at **Jarran Tan** - jarran.tan@pico.com for any assistance on this matter.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- Avoid lights, spotlights, audio visual and other device which emit light, sound and/or smell that may annoy visitors or neighbouring stands.
- Please make sure that any object/element does not interfere with the aesthetics of neighbouring stands.
- Items that are left behind during set up and/or dismantling, will be removed at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred in such removals of abandoned exhibits.

Height of construction:

Custom build stand: Maximum building height: below 4.00 meters

Modular booths: fixed height: 2.50 meters



CONSTRUCTION REGULATIONS

- Premises of the exhibit hall must not be altered. This prohibition includes hammering, use of nails, boring holes on walls or floors, painting, annexations of plugs and drills or threading of any kind, as well as hanging objects from structural elements and/or damaging the walls, columns and ceilings.
- All materials used in the construction and installation of the exhibition booth must entirely consist of fire-retardant materials and should be non-combustible and shall have a minimum flame spread rating of Class 2. Use of combustible materials such as plastics, paper, foam and strips of timbers should be limited and generally confined for decorative purposes. Their uses within booths should be kept to a minimum and not used for general wall covering. Combustible materials are to be kept at a minimum and away from heat sources.
- No nails or screws shall be driven or holes drilled on the floors, walls, doors, pillars or other parts of the structure of the Exhibition hall.
- It is only allowed the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on flooring and walls.
- Adhesive-baked (stick on) decals or similar promotional items are not permitted in the Congress Centre. Any costs incurred for the removal of these items and repair of any damage caused will be charged to the Exhibitors.
- The side and back walls of all booths must be finished both on the external and internal surfaces.
- All services (telecommunications, water and drainage, electricity, etc.), will be supplied inside the duct/housing at the closest point possible to that requested by the exhibitor. Please define all the details with the General Contractor.
- Major painting of displays and exhibition materials is not permitted. However, touch-up painting is permitted provided all safety precautions are put in place:
 - Only odourless Nippon paint is permitted
 - The floor must be covered
 - No painting near walls and columns
 - No washing of paint material within the Congress Centre
- In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand that conceals access to the service ducts/housing, a point of registration must be set up in the exact location of the supplies, so that they can be accessed should there be an issue with the connections.
- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- Ramped edges should be of non-slip construction or coated with a non-slip finish
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard
- In case the floor is covered with a platform ensure that there is a ramp access. The standard height of the platform is 1100mm height, and there, must be a slope at the entire edging of the platform.
- Permanent false ceilings are not allowed. However, false ceiling of egg crate and mesh constructions of non-combustible materials may be allowed subject to previous approval of the Congress Centre.
- The usage of covered ceilings is not recommended for fire safety reasons. Any usage for covered ceilings will require prior approval on a case-by-case basis. In case of approval booths with ceiling are to be provided with a temporary sprinkler system (ball sprinkler) or any other automatic fire extinguisher system for every 12sqm of covered area.
- Rigging of booth structures is strictly not allowed as all booth construction must ensure that the booths are structurally safe from ground up. All hanging structures must be detached from the main booth structures. For rigging submission refer to General Contractor.
- For booths of 4 meters height a PE endorsement is required. (under 4 meters NO PE endorsement is required)



10. TYPE OF STAND

SUBMISSION OF CONSTRUCTION PLANS

Note:

PICO is the exclusive general contractor selected for the construction of all booths, both for exhibitors and sponsors.

If, for any specific reason, the "Sponsor" wishes to explore the possibility of involving an external supplier for the design or production of the booth, please contact us at apvrs-exhibition@thetriumph.com.

Any external vendor must be verified and approved by the PCO.

All the "Exhibitor" are not allowed to use external suppliers and need to proceed with PICO.

CUSTOMIZED BOOTH

The General Contractor is available to discuss and support you in designing your customized booth basing on your needs.

In case you will provide your own design, please send the following documents via e-mail to PICO - Jarran Tan; Jarran.tan@pico.com copying the PCO apvrs-exhibition@thetriumph.com

- PDF file of technical operational plans (of scale no less than 1:500 in A4)
- Stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements
- 3-D view plan showing the position of exhibition equipment machinery and/or installations
- Installation diagrams (electricity, water etc.)
- Indicate clearly details of measurements and heights.
- The drawings will then have to be approved after their submission.

Deadline for submission: 13 September 2024

MODULAR BOOTHS

All modular booths come in the standard size of 3x3 sqm (i.e. 9 m2) unless raw space is requested
A floor plan will be sent along with the exhibitor guidelines and booth application form at a later stage.

The standard booth includes the following:

- Complimentary exhibitor name badges for 2 persons per each modular booth
- Shell scheme with fascia panel, if required
- Two spotlights
- Folding chairs
- Wastepaper basket
- One power supply
- Daily cleaning of the aisles and common areas
- Morning and afternoon tea in the exhibition areas

2.5 meters Modular booth rentals do not include materials handling, drayage, individual booth lighting, transporting, warehousing, brokerage services, special materials, carpets, or furnishings beyond those specified above, movement, transfer, removal, storage, setup, and dismantling of custom exhibits.

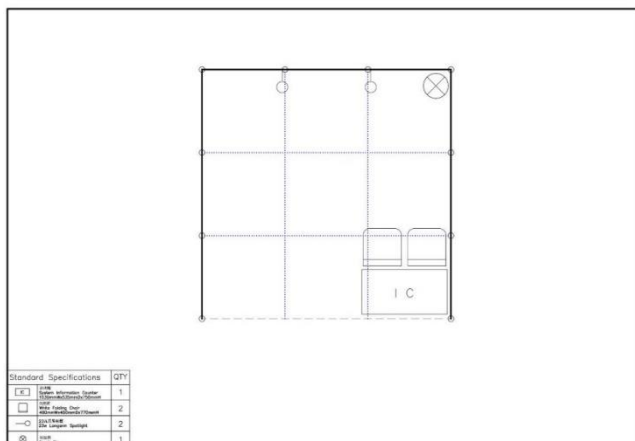
Please refer to the attached form to inform the Organizer about your detailed information and all the extra purchases.

Deadline for submission of modular booth services:

Normal Price	30% Late Charge	50% Late Charge
Submit Orders On or 30 Sep 2024	Submit Orders within 30 Sept – 30 Oct 2024	Submit Orders On or later than 1 Nov 2024 and Onsite



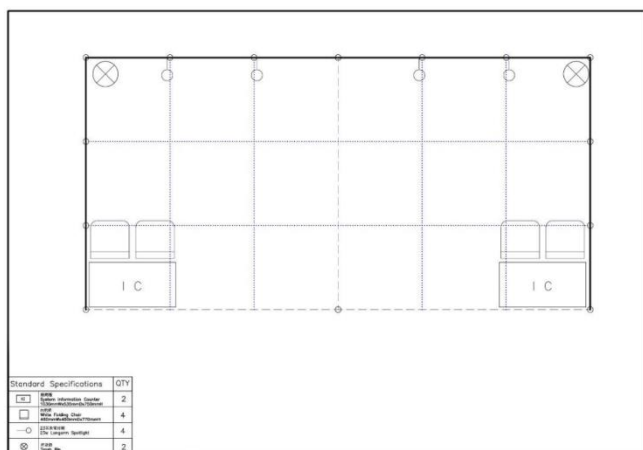
Default Layout of 9sqm Standard Booth



Standard Shell Scheme Entitlement (3m x 3m)

1 no.	Information Counter
2 nos.	Folding Chair
2 nos.	10W Spotlight
1 no.	Wastepaper Basket
1 no.	13 Amp power point

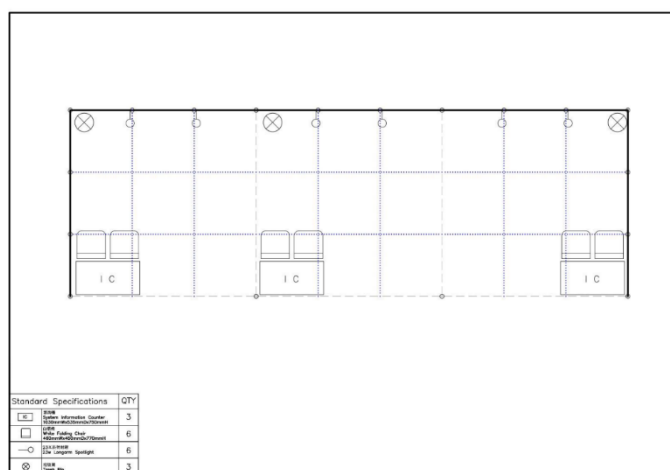
Customized Layout of 18 sqm Standard Booth



Standard Shell Scheme Entitlement (3m x 6m)

2 nos.	Information Counter
4 nos.	Folding Chair
4 nos.	10W Spotlight
2 nos.	Wastepaper Basket
2 nos.	13 Amp power point

Customized Layout of 27sqm Standard Booth



Standard Shell Scheme Entitlement (3m x 9m)

3 nos.	Information Counter
6 nos.	Folding Chair
6 nos.	10W Spotlight
3 nos.	Wastepaper Basket
3 nos.	13 Amp power point



RAW SPACE BOOTHS

For customized stands, detailed and scaled plans must be submitted to the Organizer for approval.

Please E-mail to:

PICO ART INTERNATIONAL PTE LTD
Pico Creative centre 20 Kallang Avenue
Singapore 339411
jarran.tan@pico.com

and apvrs-exhibition@thetriumph.com

Deadline for submission: 13 September 2024

All structural layout plans should be submitted for our approval by the deadline.

Any late submission may delay the approval process.

We reserve the right to reject any structure onsite if no prior plans are submitted before this date.



11. CONDITION FOR HIRE AND PARTICIPATION

Payment

The Exhibitor shall pay the rental charge to the Management by the installments (identified as the Deposit and Balance) and by the dates set out in the contract. If the Exhibitor fails to pay the Balance on the due date for payment, the Management may at any time thereafter either (i) by notice to the Exhibitor declare the balance remaining unpaid of the rental charge immediately payable, whereupon the Exhibitor shall pay such balance to the Management forthwith on demand; or (ii) terminate the Contract forthwith by notice to the Exhibitor served at any time after the due date for payment.

Eligibility

The Organizer(s) has or has the sole right to determine the eligibility of any company or product for inclusion in the Exhibition.

Limitation of Liability

Exhibitor agrees to make no claim for any reason whatsoever against Management and or its servants for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents, or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exhibition as scheduled; nor for any action or omission of Management. The exhibitor is solely responsible for his own exhibit material and products and should insure the exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within confines of the Exhibition venue. Management shall bear no responsibility for the safety of the Exhibitor, its personnel, employees, agents, or representatives or personal property.

Floor Loading

Under no circumstances does the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibition hall (1,700 kg/sqm). Exhibitor accepts full and sole responsibility for injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

Flammable Materials

No flammable fluids or materials of any nature, including decorative materials, may be used in any booth.

Lotteries Contests

The operation of the games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only on written approval from Management.



12. ADDITIONAL RULES & INFORMATION

ELECTRICITY

Singapore operates on a 230V supply voltage and 50Hz. Under no circumstances Exhibitors, their agents, contractors or employees are allowed to manipulate any electrical installation except to connect authorized apparatus/devices at specified spots. For safety purposes any Exhibitor who does not follow this rule is subject to total disconnection of their power supply. Only the official electrical contractor authorized by the Congress Centre is allowed to provide electrical connections to the individual stands.

The Organising Secretariat is not responsible for any losses or damage which may occur from interruptions or defects in the electric powersupply.

The exhibitor is responsible for the cost of electrical installations within the stand, please refer to the relevant order form.

GARBAGE DISPOSAL

During move-in and move-out period

The exhibitor shall be solely responsible and liable for the removal of garbage and waste materials from the exhibition and service area inclusive of loading bays and access ramps.

The exhibitor shall remove all exhibits, stand fittings and other materials brought into the Congress centre for exhibition or other events, including materials scrapped and debris left behind at the end of the exhibition or event, from the Congress centre.

In the event that the exhibitor fails to keep the exhibition and service area clean, the Congress centre will engage the services of a cleaning and waste disposal contractor and the charges incurred will be billed to the exhibitor.

Throughout exhibition period

Wash basins and water closets in the toilets in the centre shall not be used for disposing of any form of waste, food or rubbish. The cost of clearing blockages in the drainage system and of any other work taken by the centre arising from non-compliance with this regulation will be charged to the exhibitor.

The cleaning of the booth is a responsibility of the exhibitor.

SECURITY

The Organising Secretariat provides general security personnel in the Congress centre.

While the exhibition is closed, no personnel other than the stand assemblers and the Organising Secretariat staff will be allowed inside the area.

WI-FI

Free WI-FI is provided by Organising Secretariat within all Congress Centre.

For cable internet and other Comm please refer to the relevant order form.

Info about the Suntec Free WiFi:

- SSID: FREE_WiFi@SuntecSingapore
- Up to 6,000 devices can be connected simultaneously throughout the Centre
- No password required
- Speeds up to 500 mbps
- Optical fibre cabling, connect to Suntec Singapore's Next Generation Nationwide Broadband Network
- 345 high-performance access points are installed at multiple locations on every floor of the Centre
- High-availability design with hardware and software redundancy that ensures an effective fail-safe medium
- Wireless standard 802.11ac compatible with a/b/g/n/ac devices



13. PUBLICITY, DISTRIBUTION AND SALE OF MATERIALS

Putting up posters and distributing flyers, abstracts or invitations outside a sponsor's exhibition stand or industry session room is forbidden. All such materials will be systematically removed and destroyed. Any individual responsible for such activities will be asked to leave the Congress Venue.

Exhibitors are not allowed to display in their own booth or in their meeting room any advertisement or services provided by a non-exhibitor.

All Exhibitors will be the producers, importers or representatives of the goods and/or services to be displayed. It is the Sponsor's/Exhibitor's responsibility to observe relevant legal regulations including publicity, the handing out of samples and the sale of products.

Congress Venue and Organising Secretariat cannot be held liable for any noncompliance.

The content of all promotional literature, advertising and promotional material of any form used or distributed within the Congress centre, where allowed, for the duration of the Congress remains the sole legal responsibility of the sponsor/exhibitor.

Organising Secretariat does not allow market research companies to operate in areas of the Congress centre. Sponsors may employ companies to conduct surveys on their exhibition stands only and not in the aisles and walkways of the exhibition. It is not permitted for companies to undertake market research related to APVRS 2024, its activities or features of the Congress anywhere in the Congress centre.

Samples

Giving away of 'samples' as an inducement to purchase is prohibited. Reasonable quantities of samples may be supplied to help participants familiarize with the products, to enable them to gain experience with the product in their practice, or upon request.

Samples should not be sold.

Samples must not be used for clinical studies.

Where samples of products restricted by law to supply on prescription are distributed by a representative, the sample must be handed directly to the doctor or given to a person authorized to receive the sample on his behalf.

F&B sampling and giveaways that conform to the below criteria are permitted without any additional charges.

- bite-size pieces up to 100g
- food must be non-perishable
- food to be pre-packed
- samples must clearly state any allergens o samples must be clearly marked as a give-away from a specified sponsor and not sold o used-by date must be displayed on the packet

For all the extra F&B Services that could be required at the booth, please note that Suntec has an exclusive provider for all these services.

For any needs, please refer to the F&B Form or contact us at apvrs-exhibition@thetriumph.com.



14. ADVERTISEMENT SPACES/ BRANDING

CONGRESS VENUE'S ADVERTISEMENT SPACES

All advertisement spaces must be purchased through the organizing secretariat at the following email address: exhibition@apvrs.org

- Please note that all advertisement signs/supports are for rent.
- Advertisement final layout has to be sent to the Organizing Secretariat ready for printing format within **18 October 2024**. Graphics is subject to the approval of the Organising Secretariat.

Outside the exhibition hall Companies are allowed to promote:

- Company Logo
- Company claim/pay-off
- Booth position
- Sponsored sessions
- Information about diseases related to their products



15. SAFETY INSTRUCTIONS

Each Exhibitor is responsible for making sure that its own employees and stand builders are insured and that they behave in full compliance with occupational safety legislation. The Organizing Secretariat cannot be held liable in cases of non-compliance with the relating consequences.

This section aims to fulfil the obligations associated with providing information about safety by the exhibitor.

Every Exhibitor must circulate this document to any of its own staff working on site and to any company with which it has entered a procurement, work and/or service contract for stand set- up and dismantling tasks, or any other work or supply within the Congress centre.

EQUIPMENT FOR WORK AT A HEIGHT

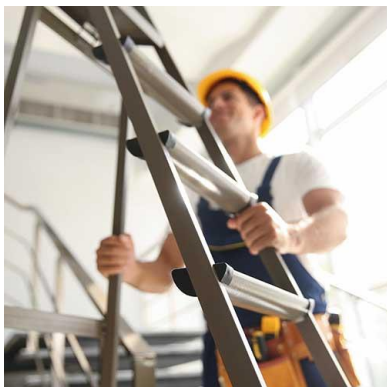
This may include: access platforms, scaffolding, mast climbing work platforms or other equipment guaranteeing similar safety from falling.

Ladders can only be used for minor interventions which do not require the application of a horizontal force or movements which might place the worker in a precarious and unstable position; in any event, using scaffolding rather than a ladder is preferable, whenever practical.

Ladders

Ladders may not be used for work to be carried out at over 2 metres from the ground except in cases where other equipment considered to be safer cannot be used.

- they must be securely fixed in a stable position
- they must rest on a footing ensuring that the rungs remain in a horizontal position
- they must be fixed or have slip-resistant pads or be fitted with equally effective solutions (not to be placed on cardboard or plastic sheets or anything else which might reduce their grip)
- they must extend sufficiently beyond the surface occupied by the feet if there are no other gripping attachments
- when using ladders workers must at all times have the support of a secure handhold
- no wooden slats must be nailed on the uprights
- ladders must only be used by one person at a time
- they must not be placed near doors opening onto them or in passageways
- workers must not straddle the ladder and must not move about while standing on it.



All persons working at heights (WAH) should be properly equipped with the necessary personal protective equipment (PPE).



Mobile scaffold towers - access platforms

- They must be accompanied by the user manual supplied by the manufacturer and must be assembled using parts all supplied by the same manufacturer
- the walk-over flooring must be complete
- the railing on all sides must be at least 1.00m complete with intermediate crossbar and toe boards
- they must be pegged on every two levels as a minimum
- while building and dismantling the access platform at a height workers must make sure that they are wearing a suitable safety belt fixed to an appropriate solid support
- an appropriate ladder forming part of the structure must be used to access the deck
- when using the access platform, the wheels must be locked in place and the access platform must be stabilized using the relating stabilizers.

Safety belts

- When carrying out stand-building work which exposes workers to the risk of falling from a height or into gaps, if it is not possible to have protective decks or railings, workers must use appropriate safety belts
- The length of the restraining cable must be capable of preventing any if this is not possible (because it affects the person's mobility), if the drop
- height does not exceed 4.00 meters, the fall height must not exceed 0.60 meters in order to avoid the use of energy absorbers
- All the components of the fall arrest system must be accompanied by the instruction manual supplied by the manufacturer and retailer
- To ensure that the safety belt is used properly, it is also extremely important to provide the worker with information, education and training, with the employer being responsible for carrying out the relevant checks on his level of comprehension.

ASSEMBLING ALUMINIUM TRUSSES

Given that all hanging tasks are to be provided exclusively by the Congress Centre, if these activities are authorized, the following must be observed.

- do not leave out any elements and do not make any changes to the assembly unless this is expressly indicated by the manufacturer.
- where indicated, always provide the structure with bracing
- first check the firmness and grip of the surface which is to support the structure; should it be necessary to insert panels to spread the load, never use materials which could break under its weight as supports for the structure
- always check that the uprights are completely vertical (spirit level or plumb line)
- always make sure that cables, chains, hooks or connections to be used to lift horizontal elements are in good condition and do not have any defects which might compromise their resistance
- before beginning any lifting process make sure that there are no people in the vicinity of the area involved in the movement and always take up a position outside the area where there is a crushing risk
- start lifting slowly and check that the elements which have been raised remain in a horizontal position
- once you have the structure in position, never forget to use chocks or the safety connections indicated for preventing falls of horizontal elements from the structure.

ADJUSTING LIGHTING

Walking and climbing on the structures is prohibited: lighting must be adjusted using access platforms.

Using ordinary ladders supported by the actual structure is prohibited.



IT IS OBLIGATORY TO USE:



OTHER EQUIPMENT

Electrical conductors

All the cables, plugs and sockets must be properly insulated. More specifically, the electrical cables must have a double protective sheath (in good condition) and the plugs must have a cable gland.

In addition, checks must be carried out on the arrangement of the cables to avoid hindrances in passageways and thoroughfares.

Cutting machines

- these must have protective guards aligned so that while work is in progress only the active section of the disk is free
- the start switch must be under continuous pressure so that when it is released the machine stops (or an alternative measure of equivalent efficiency must be present)
- a device (e.g. spring, counterweight, etc.) which brings the head back into the upper rest position, with shields covering the disk
- they must have a system for collecting dust
- they must have a solid adjustable cover to avoid the worker accidentally coming into contact with the blade and to intercept any splinters
- they must have a divider blade.

Circular saws

- they must have shields on both sides of the blade extending under the working tables to prevent any contact with them
- they must have a system for collecting dust
- forklift trucks must be able to move around inside the exhibition centre. Please pay particular attention, use walkways and wear high visibility clothing.

Extra information about technical regulation and Safety Management

Technical Information for Organisers/ Exhibitors

<https://www.evasuntec.com/technical-information-for-organisers-exhibitors>

Emergency & Evacuation

https://www.evasuntec.com/safety-security/342389-4-51-emergency-evacuation-procedures?from_search=155666735

Risk Management

Guidance can be found on [Workplace Safety and Health Council Singapore](#).



16. LIABILITY & INSURANCE

Neither Organising Secretariat, Congress centre nor their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Congress.

The Exhibitor shall indemnify, defend, and hold harmless Organising Secretariat and/or Congress centre and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives.

Neither Organising Secretariat nor Congress Centre shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability.

Neither Organising Secretariat or Congress Centre takes any responsibility for any damages or accidents caused by exhibition stands.

The exhibitor and his stand building company must take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company.

Advertising/promoting a specific product does not mean acceptance by Organising Secretariat and it is the full responsibility of the Exhibitor that it is in accordance with the local restrictions, where applicable and will not be permitted outside the exhibition area.



17. OTHER INFORMATION

PHOTOGRAPHS AND FILMS

It is up to individual exhibitors to enforce the ban on their own booth. The Organising Secretariat is not liable for the occurrence of any unauthorized photo/video. Nevertheless, exhibitors cannot object to general views of the exhibition being taken by the Organising Secretariat. All the editions of the APVRS are usually documented in their entirety or partially by an appointed official photographer. Therefore, photos and/or videos where the exhibitors and/or their booth appears may be published in traditional and/or digital media, without any prior consent.

SMOKING AND VAPING POLICY

It is strictly forbidden to smoke inside the Congress Centre at any time. The restriction applies to all types of electronic cigarettes which are forbidden in Singapore.

CHILDREN AND ANIMALS

Children under the age of eighteen cannot enter the Congress Centre.

Animals, with the exception of registered guided dogs, cannot be brought into the Congress Centre at any time.



18. DELIVERY & STORAGE

Freight Company & Address

- APT Showfreight (S) Pte Ltd – SINGAPORE is the sole handling agent for the coming APVRS 2024 Congress in Singapore.
- To ensure the smooth unloading and arrival of your material into the venue, we recommend using the official freight

Forwarder services.

- Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact authorized Freight Company in order to coordinate the time schedule for unloading of freight into the venue.
- APT Showfreight (S) Pte Ltd – SINGAPORE is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

To view the full APVRS 2024 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please refer to the following forms:

- Official Logistic Order Form
- Delivery Information
- Shipping Guidelines
- Logistic Tariffs

CUSTOMS REQUIREMENTS

Approval must be obtained from the Singapore & authority for controlled items. To obtain a full list of restrictions and importing conditions, please contact our official freight forwarder.

CONSIGNMENT INSTRUCTIONS

All exhibition goods dispatched either by sea freight or airfreight must be consigned to the official freight forwarder, regardless of the freight forwarder you may be using. They must be consigned "freight prepaid".

DO NOT consign your cargo to the organiser or to the exhibition centre.



19. SPECIAL REQUIREMENTS

ADDITIONAL SERVICES

- Catering
- Stand cleaning service
- Surveillance service and Temporary staff

For any extra request please feel free to ask to apvrs-exhibition@thetriumph.com



The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024
Suntec Convention Centre Hall 403 – 406, 22nd – 24th November
FASCIA LETTERING

CONTACT INFORMATION

Exhibiting Organisation: _____ Booth No: _____

Contact Person's Name: _____ Designation: _____

Mailing Address: _____

Country: _____ Postal Code: _____

Telephone: _____ Facsimile: _____

Mobile: _____ Email: _____

**THIS FORM MUST BE RETURNED BY ALL 'SHELL SCHEME' EXHIBITORS BY
 15TH OCTOBER 2024.**

Please enter below the Company Name, which you require on the fascia. This will be provided in **upper case**, text height 0.1m (4ins) high in **English alphabet** up to a maximum of **30 characters**.

Ensure the characters are written in a neat order and are spelt correctly.

A fee of \$80.00 shall be charged to the exhibitor, for any reprint of the fascia name during on-site setup.
 Orders shall be proceeded after full payment is made.

COMPANY NAME TO BE PRINTED ON FASCIA BOARD	BOOTH NO.

Please return this form to

Pico Art International Pte Ltd Pico Creative Centre, 20 Kallang Avenue, Singapore 339411 Tel: +65 6290 5950	Contact Person: Mr Jarran Tan Tel: (+65) 8448 6521 Email : jarran.tan@pico.com
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FORM 2

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024 Suntec Convention Centre Hall 403 – 406, 22nd November – 24th November FURNITURE ORDER

CONTACT INFORMATION

The Exhibiting Organisation: _____ Booth No: _____

Contact Person's Name: _____ Designation: _____

Mailing Address: _____

Telephone: _____

Mobile: _____ Email: _____

FURNITURE ORDER FORM DEADLINE: 15TH OCTOBER 2024

Standard Shell Scheme Booth (9 sqm) includes **1no. System Information Counter, 2nos. White Folding Chairs** and **1no. Wastepaper Basket** and as follows for other shell scheme booths. Unused furniture on site is non-refundable and is not allowed to exchange for other furniture / orders.

Please fill up this form should you require additional requirements – [Please check the photo catalogue.](#)

S/No	Items	Code / Dimensions	Unit Price	Qty	Amount (S\$)
1	White Folding Chair	FES0001W	S\$ 24.00		
2	Studio Armchair	FES0108	S\$ 59.00		
3	White/Black Bombo Barstool	FES0406B/0406W	S\$ 95.00		
4	Nuevo Alexander Adjustable Bar Stool	FES0404B/0404W	S\$ 100.00		
5	White Barstool (Cushion Seat)	FES0401	S\$ 112.00		
6	Glass Square Coffee Table	FES1405	S\$ 59.00		
7	Adjustable Bistro Table	FES1104	S\$ 106.00		
8	Black Round Bistro Table	FES1101	S\$ 142.00		
9	Black/White Wood Side Chair	FES0006B/0006W	S\$ 106.00		
10	Black Swan Chair	FES0106	S\$ 106.00		
11	Black/White Round Table	FES0804, FES0805	S\$ 83.00		
12	Information Counter	PX01	S\$ 95.00		
13	Lockable Cupboard	PX03	S\$ 106.00		
14	High Showcase with Down lights	PX05	S\$ 436.00		
15	Low Showcase with T5 Fluorescent	PX06	S\$ 306.00		
16	Low Display Cube	PX10L	S\$ 118.00		
17	Medium Display Cube	PX10	S\$ 141.00		
18	High Display Cube	PX10H	S\$ 189.00		
19	System Shelf (Sloped/ Flat)	PX20	S\$ 48.00		
20	Wastepaper Basket	-	S\$ 10.00		
21	Zig Zag Brochure Rack	AS03F	S\$ 106.00		
Sub-Total					
Grand Total (Inclusive of 9% GST)					

Orders are valid only when accompanied by **full remittance**. A confirmation of order will be sent to the email / fax no. stated below for the methods of payment.

Late orders received after **15th October 2024** is subjected to a **30% surcharge**. All on-site orders/ build-up will be at a **50% surcharge**.

Please return this form to

Pico Art International Pte Ltd
Pico Creative Centre, 20 Kallang Avenue, Singapore 339411
Tel: +65 6290 5950

Contact Person: Mr Jarran.Tan
Tel: (+65) 8448 6521
Email: jarran.tan@pico.com



PHOTO CATALOGUE

Chair and stools



FES0001W
White Folding Chair
445H x 400W x 385D mm



FES0108
Studio Arm Chair
800H x 650W x 600D mm



FES0406B
Black Bombo Bar Stool
780H x 440W x 390D mm



FES0406W
White Bombo Bar Stool
780H x 440W x 390D mm



FES0404B
Nuevo Alexander Adjustable Bar Stool
760H x 340W x 350D mm



FES0404W
Nuevo Alexander Adjustable Bar Stool
760H x 340W x 350D mm



FES0401
White Bar Stool (Cushion Seat)
780H x 460W x 372D mm



FES0006W
White Wood Side Chair
820H x 540W x 465D mm



FES0006B
Black Wood Side Chair
820H x 540W x 465D mm



FES0106
Black Swan Chair
580H x 560W x 480D mm

Furniture Rental (Miscellaneous)



FES2504
White Plastic Wastepaper Basket
280H x 280D mm



FES3103
Zig-Zag Foldable Brochure Rack
1500H x 350W x 260D mm



PHOTO CATALOGUE

Tables



FES1405
Glass Square Coffee Table
453H x 550L x 550D mm



FES1104
Adjustable Bistro Table
950H x 4500 mm



FES1101
Black Round Bistro Table
1200H x 8000 mm



FES1002B
Black Round Table
730H x 8000 mm



FES1002W
White Round Table
760H x 8000 mm

Furniture Rental (System)



PX 01
Information Counter
1000L x 500W x 760H mm



PX 03
Lockable Cupboard
1000L x 500W x 760H mm



PX 05
High Showcase with Down Lights
950L x 520W x 2000H mm



PX 06
Low Showcase with T5 Fluorescent
950L x 520W x 1030H mm



PX 10L
Low Display Cube
500L x 500W x 500H mm



PX 10
Medium Display Cube
500L x 500W x 760H mm



PX 10H
High Display Cube
500L x 500W x 1030H mm



PX 20
System Shelf (Sloped/Flat)
1000L x 300W mm



FORM 3

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024 Suntec Convention Centre Hall 403 – 406, 22nd November – 24th November ELECTRICAL ORDER








CONTACT INFORMATION

Exhibiting Organisation:	_____	Booth No:	_____
Contact Person's Name:	_____	Designation:	_____
Mailing Address:	_____		
Country:	_____	Postal Code:	_____
Telephone:	_____	Facsimile:	_____
Mobile:	_____	Email:	_____

ELECTRICAL ORDER FORM DEADLINE: 15th OCTOBER 2024

The Standard Shell Scheme Booth includes 1no. of 13AMP SP power socket (Fuse up to 5AMP Max), 2 nos. 10W spotlight.

Please fill up this form should you require additional requirements.

S/No	Items	Unit Price	Qty	Amount (S\$)
SECTION A – LIGHTING ONLY				
1	40W Fluorescent Tube Lights 	S\$ 106.00		
2	10W LED Spotlight 	S\$ 100.00		
3	10W LED Long Arm Spotlight 	S\$ 106.00		
4	50W Halogen Spotlight (For Showcase/ Pelmets)	S\$ 83.00		
5	LED Floodlight	S\$ 295.00		
6	100W Lighting Connection (Per Fitting) 	S\$ 89.00		
7	300W Lighting Connection (Per Fitting) 	S\$ 118.00		
8	LED Lighting Connection (Per Metre Run)	S\$ 95.00		
SECTION B – POWER SUPPLY (Strictly For Exhibits / Machinery Use Only)				
9	13AMP 220V Single Phase Power Outlet (Fuse Up To 5A MAX) 	S\$ 100.00		
10	13AMP 220V Single Phase Power Outlet with 24hrs supply 	S\$ 212.00		
11	15AMP 220V Single Phase Power Outlet	S\$ 130.00		
12	30AMP 230V Single Phase Power Outlet	S\$ 212.00		
Sub-Total				
Grand Total (Inclusive of 9% GST)				

NOTE:

Socket points are meant for running of equipment / exhibits only. If used for lighting purposes, the lighting connection charges will apply on per bulb / per tube basis.

All electrical prices quoted are not inclusive of electrical consumption.

Lighting connections are charged according to the number of tubes and bulbs fitted on the stand.

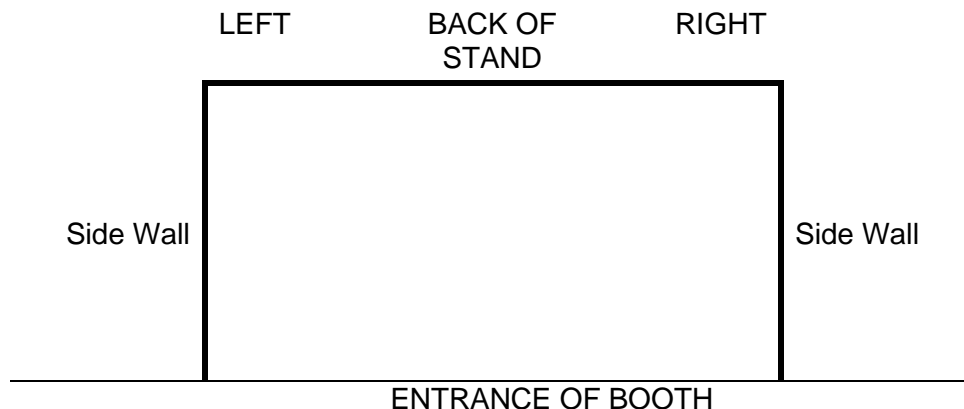
Light boxes are charged according to the number of tubes in each light box, using the lighting connection charges or 40W fluorescent tube rate, whichever is applicable.

Power extension cords are strictly not allowed to avoid unnecessary trip/ power failure.



FORM 3

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024 Suntec Convention Centre Hall 403 – 406, 22nd November – 24th November **ELECTRICAL ORDER**



- 1) Exhibitors to indicate the preferred installation locations of their orders. (Prefer to the icons on the order list)
- 2) It is imperative that you complete this information, as it will be used to install your requirements in the correct locations before you arrive on-site.
- 3) If the location plan for any service ordered is not submitted, it will be placed at the discretion of the Official Contractor and any relocation will be charged at **S\$ 45/relocation** at the exhibitors' expense. Relocation shall only proceed after full payment is made.

ELECTRICAL REGULATIONS

- 1) Electricity will be supplied through the Organiser only. The Official Electrical Contractor has been appointed to carry out all electrical work (wiring and connection, lighting fixtures etc) at the exhibition and the exhibitor thereof shall pay all charges.
- 2) For safety reasons, only Licensed Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore with the Organiser's approval will be permitted to carry out electrical work onsite.
- 3) No installation work shall be carried out without the written permission of the Organiser or the Official Electrical Stand Contractor.
- 4) Exhibitor / Special Design Stand Contractor who wish to carry out their own electrical installation using their own fittings must comply with the following:
 - Power supply will be terminating in a fuse switch or isolator. Wiring and maintenance is the responsibility of the Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore appointed by the Exhibitor / Special Design Stand Contractor.
 - No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may be projected beyond boundaries of the booth and must be adequately protected against excess current.
- 5) The Organiser reserves the right to disconnect electrical supply of any exhibitor whose installations either violate the Organiser's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.
- 6) Non-compliance of the electrical regulations resulting in power disruption, a penalty charge will be levied to the Exhibitor or the appointed Special Design Stand Contractor.

Orders are valid only when accompanied by **full remittance**. A confirmation of order will be sent to the email / fax no. stated below for the methods of payment.

Late orders received after **30th September 2024** is subjected to a **30% surcharge**. Late Order **after 1st November** and All on-site orders/ build-up will be at a **50% surcharge**.

Please return this form to	
Pico Art International Pte Ltd Pico Creative Centre, 20 Kallang Avenue, Singapore 339411 Tel: +65 6290 5950	Contact Person: Mr Jarran Tan Tel: (+65) 8448 6521 Email: jarran.tan@pico.com

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024
Suntec Convention Centre Hall 403 – 406, 22nd November – 24th November
AUDIO VISUAL EQUIPMENT ORDER

CONTACT INFORMATION	
Exhibiting Organisation:	Booth No:
Contact Person's Name:	Designation
Mailing Address:	
Country:	Postal Code:
Telephone:	Facsimile:
Mobile:	Email:

**AUDIO VISUAL EQUIPMENT ORDER FORM DEADLINE:
15th OCTOBER 2024**

Please fill up this form should you require additional requirements.

S/No	Items	Unit Price	Qty	Amount (S\$)
1	32" LED TV	S\$ 470.00		
2	42" LED TV	S\$ 590.00		
3	55" LED TV	S\$ 824.00		
4	MOUNT BRACKET FOR TV (REQUIRED IF TV SELECTED)	S\$ 60.00		
	WOODEN PANEL TO MOUNT ON PRIFEX SYSTEM	S\$ 177.00		
5	HDMI MEDIA PLAYER	S\$ 330.00		
6	DVD PLAYER	S\$ 177.00		
7	TV FLOOR STAND FOR 32" – 55" ONLY	S\$ 177.00		
Sub-Total				
Grand Total (Inclusive of 9% GST)				

Orders are valid only when accompanied by **full remittance**. A confirmation of order will be sent to the email / fax no. stated below for the methods of payment.

Late orders received after **15TH October 2024** is subjected to a **30% surcharge**. All on-site orders/ build-up will be at a **50% surcharge**.

Please return this form to	
Pico Art International Pte Ltd Pico Creative Centre, 20 Kallang Avenue, Singapore 339411 Tel: +65 6290 5950	Contact Person: Mr Jarran Tan Tel: (+65) 8448 6521 Email : jarran.tan@pico.com



FORM 5

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024 Suntec Convention Centre Hall 403 – 406, 22nd November – 24th November **GRAPHIC ORDER**

CONTACT INFORMATION	
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Exhibiting Organisation:	Booth No:
Contact Person's Name:	Designation:
Mailing Address:	
Telephone:	
Mobile:	Email:

GRAPHIC ORDER FORM DEADLINE: 15th OCTOBER 2024

Please fill up this form should you require additional requirements.

S/No	Items	Printing Specifications	Unit Price	Qty	Amount (S\$)
1	System Digital print (Vinyl sticker)	950mmL x 2330mmH	S\$330.00 per panel		
2	System Digital Print (Foam Board)	1030mmL x 2470mmH	S\$400.00 per meter run		
3	Digital Print on Info Desk (Sticker)	910mmL x 610mmH (Front) 455mmL x 610mmH (Sides)	S\$106.00 (Front) S\$53.00 (Per Side)		
4	Digital Print on Info Desk (Foam Board)	980mmL x 760mmH (Front) 520mmL x 760mmH (Sides)	S\$130.00 (Front) S\$65.00 (Per Side)		
5	Digital Print on Fascia (Sticker)	210mmH	S\$59.00		
6	Digital Print on Fascia (Foam Board)	210mmH	S\$83.00		
Sub-Total					
Grand Total (Inclusive of 9% GST)					

Orders are valid only when accompanied by **full remittance**. A confirmation of order will be sent to the email / fax no. stated below for the methods of payment.

Late orders received after **15th October 2024** is subjected to a **30% surcharge**. All on-site orders/ build-up will be at a **50% surcharge**.

Please return this form to	
Pico Art International Pte Ltd Pico Creative Centre, 20 Kallang Avenue, Singapore 339411 Tel: +65 6290 5950	Contact Person: Mr Jarran.Tan Tel: (+65) 8448 6521 Email : jarran.tan@pico.com



System Digital print (Vinyl sticker)



System Digital Print (Foam Board)



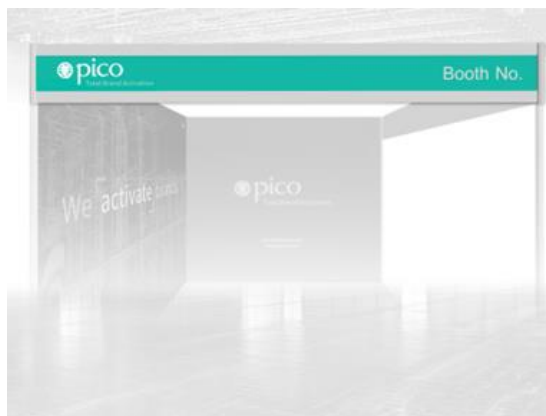
Digital Print on Info Desk (Sticker)



Digital Print on Info Desk (Foam Board)



Digital Print on Fascia (Sticker)



Digital Print on Fascia (Foam Board)



FORM 6

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024 Suntec Convention Centre Hall 403 – 406, 22nd – 24th November

SPECIAL DESIGN OF SPACE ONLY OR UPGRADING OF SHELL SCHEME STANDS

CONTACT INFORMATION

Exhibiting Organisation: _____	Booth No: _____
Contact Person's Name: _____	Designation: _____
Mailing Address: _____ _____	
Country: _____	Postal Code: _____
Telephone: _____	Facsimile: _____
Mobile: _____	Email: _____

If you are building your own stand or using a contractor for stand construction and/or interior decoration (including the Official Contractor), please fill in the following details:

NAME OF APPOINTED CONTRACTOR: _____

ADDRESS: _____

EMAIL: _____

TEL: _____ FAX: _____

CTC PERSON: _____ POSITION: _____

MOBILE: _____

PLEASE NOTE

Two (2) copies of **TECHNICAL DRAWINGS** (plan & perspective view) of your stand design **MUST BE SUBMITTED** to the Organiser for approval **IMMEDIATELY**, if you join the Exhibition after the above stipulated deadline. Please refer to rules & regulations in this manual for more information.

ALL electrical connections must be done by the Official Stand Contractor.

Stand height should not exceed **3.9m**. Please note that certain areas in the hall will not allow stand height above **3.9m** due to fire curtain. Written approval must be obtained from the Organiser on any special design stands.

ALL contractors, other than the Official Contractors, must place a refundable Performance Bond of **S\$50.00 per sqm** (minimum of S\$500.00 and up to a maximum of S\$5,000.00) and sign an Undertaking, guaranteeing adherence to all the rules and regulations laid down by the Organiser. Cheques should be made out in favour of **"PICO ART INTERNATIONAL PTE LTD."**

Approval must be obtained on hanging of banner / framework / helium balloon and a charge of usage or airspace will be imposed.

Please return this form by 30th of September to

Pico Art International Pte Ltd Pico Creative Centre, 20 Kallang Avenue, Singapore 339411 Tel: +65 6290 5950	Contact Person : Mr Jarran Tan Tel : (+65) 84486521 Email : jarran.tan@pico.com
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FORM 7

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024 Suntec Convention Centre Hall 403 – 406, 22nd – 24th November

Please Return Form to:

APT Showfreight (S) Pte Ltd

10 Bukit Batok Crescent #08-05, The Spire, Singapore 658079

Tel: (65) 6499 8988 / DID: (65) 6499 8979 Fax: (65) 6499 8989

Attn: Suhhailah (Ms.)

Email: suhhailah@aptshowfreight.com

FREIGHT FORWARDING SERVICE

Please also refer to Freight Forwarding Information page

All Exhibitors who are not using the Official Freight Forwarder have to provide full details of their appointed freight forwarder

Nominated Freight Forwarder: _____

Address: _____

Tel. No.: _____ Fax No.: _____

Contact Person: _____ Email: _____

DEADLINES FOR SHIPMENT

- | | |
|----------------------------------|------------------------------|
| • Sea freight document | 30 October 2024 |
| • Air freight document | 6 November 2024 |
| • Courier consignment | 6 November 2024 |
| • Controlled items documentation | 23 October 2024 |
| • Sea freight consignment | 6 – 8 November 2024 |
| • Air freight consignment | 13 – 15 November 2024 |
| • Courier consignment | 13 – 15 November 2024 |

INSURANCE

All exhibitors must arrange at their own cost an “all risk” insurance coverage for all goods, exhibits, equipment, etc. involved from Origin country up to their exhibition booth including the duration of the exhibition period and return to domicile.

ON SITE HANDLING

Only exhibits which can be hand-carried by one person may be delivered to / removed from the exhibition hall by the exhibitor. Exhibits requiring mechanical assistance must be handled by the Official Freight Forwarder. For on-site delivery and handling and taking over from the Official Freight Forwarder, an exhibitor’s representative must be present for such purpose. For the on-site handling charges, please refer to the shipping manual issued by the Official Freight Forwarder.

All necessary packing, unpacking, one time delivery, position and removal of exhibits within the Exhibition Hall must be carried out by the Official

CONSIGNMENT INSTRUCTIONS

Please ensure that your equipment is packed in a strong, waterproof packing case, which lends itself to be re-packed after the exhibition. Bolted returnable types of cases are suggested for main exhibits.

All packing cases, cartons, etc., to be sent to the exhibition must display the following information:

APT Showfreight (S) Pte Ltd

FOR : 17TH APVRS CONGRESS 2024

Name of Exhibiting Company and Booth Number

Dimensions and weight

Company name: _____ Booth no.: _____

Address: _____

Tel: _____ Email: _____

Authorised by: _____ Signature: _____ Date: _____



SHIPPING INSTRUCTIONS

A) Consignment Deadline

- | | |
|----------------------------|--------------------------------|
| 1. Sea freight Consignment | : 6 – 8 November 2024 |
| 2. Air freight Consignment | : 13 – 15 November 2024 |
| 3. Courier Consignment | : 13 – 15 November 2024 |

Shipments arriving after the above deadlines will be levied a “late arrival surcharge”.

Pre-alert including a copy of AWB and CCIPL/ATA Carnet must be forwarded to:

APT Showfreight (S) Pte Ltd

Attn: Suhhailah (Ms)
 Tel/Fax: (65) 6499 8979 / (65) 6499 8989
 Email: suhhailah@aptshowfreight.com

APT SHOWFREIGHT (S) PTE LTD WILL NOT BE LIABLE FOR NON/LATE CLEARANCE DUE TO FAILURE TO SEND PRE-ALERT PRIOR TO SHIPMENT ARRIVAL.

B) Document Deadline

The following documents must be sent to us by the deadlines stipulated below. All entries in the Commercial Invoice & Packing List must be in the English Language. A full description of all items must be given indicating individual quantity and value.

- Commercial Invoice & Bill of Lading for sea freight shipment
- Commercial Invoice & Airway Bill for air freight shipment
- Commercial Invoice & Airway Bill for courier service

- | | |
|----------------------------|--------------------------|
| 1. Sea freight Consignment | : 30 October 2024 |
| 2. Air freight Consignment | : 6 November 2024 |
| 3. Courier Consignment | : 6 November 2024 |

Documents for cosmetics, skin care products and any other controlled items are to be submitted to APT Showfreight (S) Pte Ltd by 23 October 2024 before shipment arrival in Singapore.

DUTIES & TAXES AND GOODS & SERVICES TAX FOR ALL COURIER CONSIGNMENTS MUST BE PAID BY SENDER IN COUNTRY OR ORIGIN.



IT IS CONSIDERED AN OFFENCE IN SINGAPORE TO USE APT SHOWFREIGHT (S) PTE LTD'S UNIQUE ENTITY NUMBER (UEN) WITHOUT APPROVAL. UNAUTHORISED USE OF APT SHOWFREIGHT (S) PTE LTD'S UEN COULD CONSTITUTE IDENTITY THEFT, FRAUD, MISREPRESENTATION, ETC, AND WILL BE REPORTED TO THE RELEVANT GOVERNMENT AUTHORITIES.

C) Consignment Instructions

All shipments must be sent on a “freight prepaid” basis. A 10% outlay commission will be charged on all “freight collect” consignments.

AIR FREIGHT

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: 17TH APVRS CONGRESS 2024 Attn: Suhhailah (Ms) Tel: (65) 6499 8979</p>	<p><u>NOTIFY PARTY</u> ASPAC Aircargo Services Pte Ltd Attention: Import Dept. Tel: +65 65425266</p>
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SEA FREIGHT

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: 17TH APVRS CONGRESS 2024 Attn: Suhhailah (Ms) Tel: (65) 6499 8979</p>	<p><u>NOTIFY PARTY</u> SAME AS ABOVE</p>
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All consolidated shipments must be issued with a House Bill of Lading or House Airway Bill. A consolidated cargo manifest must also be provided.

COURIER

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: 17TH APVRS CONGRESS 2024 Attn: Suhhailah (Ms) Tel: (65) 6499 8979</p>

All duties and taxes for courier consignments must be paid by sender **PRIOR** export. Pre-alert which includes a copy of the airway bill, commercial invoice, name of the exhibition and your contact details must be sent to us prior export. Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee.



FORM 8

The 17th Congress of the Asia-Pacific Vitreo-Retina Society 2024
Suntec Convention Centre Hall 403 – 406, 22nd – 24th November

FOOD & BEVERAGE

CONTACT INFORMATION

Exhibiting Organisation:	_____	Booth No:	_____
Contact Person's Name:	_____	Designation:	_____
Mailing Address:	_____		
Telephone:	_____	_____	_____
Mobile:	_____	Email:	_____

For any request of F&B services at your booth you can refer to
 The Exhibition Booth Catering Marketplace PDF price list which can be found here:
<https://www.evasuntec.com/52335-f-b-guide/357788-booth-catering>

Let us know if you are interested into and we will guide in the purchasing process.

Contact: apvrs-exhibition@thetriumph.com
 Deadline: 8 November 2024

Please return this form to

TGI Singapore	Contact Person : Ms Preeti Mangai Tel : +65 6816 0772 Email : apvrs-exhibition@thetriumph.com
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for further information please contact the Organising Secretariat
TGI Singapore apvrs-exhibition@thetriumph.com

www.APVRS 2024.org

