



12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

2nd - 5th December 2010
Shangri-La Hotel Singapore
Singapore

Exhibitor Manual & Stand Order Forms

IMPORTANT CONTACTS

ORGANISER

Society of Infectious Diseases Singapore

c/o Medicomms Asia (S) Pte Ltd
27 Foch Road, #02-08
Hoa Nam Building
Singapore 209264
Tel: (65) 6293-8220
Fax: (65) 6293-8230
Contact Person: Dr. Chong Chia Yin

CONGRESS SECRETARIAT

Medicomms Asia (S) Pte Ltd

27 Foch Road #02-08
Hoa Nam Building Singapore 209264
Tel: (65) 6293-8220
Fax: (65) 6293-8230
E-mail: secretariat@wpccid2010.org
Contact Person: Ms Nina Sharma

OFFICIAL EXHIBITION CONTRACTOR

E Three Five

37 Jalan Pemimpin Block A #06-02
Union Industrial Building Singapore 577177
Tel: (65) 6225-2281
Fax: (65) 6225-0181
E-mail: yen@ethree5.com.sg
Contact Person: Ms Ho Lui Yen

OFFICIAL FREIGHT FORWARDER

Agility Fairs & Events Logistics Pte Ltd

7 Toh Tuck Link Singapore 596227
Tel: (65) 6463-9868
Fax: (65) 6467-9467
E-mail: NYusoff@agilitylogistics.com
Contact Person: Ms Naz Yusoff

OFFICIAL HOTEL/ CONFERENCE VENUE

Shangri-La Hotel, Singapore
Orange Grove
Singapore 258350
Tel: (65) 6213-4309
Fax: (65) 6738-7538
E-mail: daniel.chan@shangri-la.com
Contact Person: Daniel Chan

GENERAL INFORMATION

1. Exhibition Venue

Shangri-La Hotel, Singapore
Island Ballroom (Katong/ Tanglin)
Level 3, Lobby Level
Orange Grove Road
Singapore 258350
Tel: (65) 6737-3644
Fax: (65) 6738-7538

2. Identification

All workers employed during the construction of the stand must wear identification badges provided by the Organiser at all times when they are in the Exhibition Hall. Personnel without proper badges will be refused entry into the Exhibition Hall.

3. Liabilities & Insurance

The Organiser cannot be held liable for any damages to or loss of goods and injuries to any person or property, nor improper functioning of technical equipment and installation of the exhibition building. Therefore, exhibitors are advised to insure their exhibits against such loss or theft and damage, including risk of fire.

4. General Security

The Organiser will provide general hall security during the Exhibition and while the Exhibition Hall is closed. The Organiser is not liable for anything the security does or fails to do. This includes, but is not limited to, damage, theft, or loss sustained by your exhibit or your representatives. Exhibitors will not be allowed in the exhibit area after Show Hours.

Exhibits shall be placed at the Exhibitor's own risks. The Organiser, its respective shareholders, officers and agents shall not be held responsible for any theft, damage, loss or destruction of the exhibits.

Under no circumstances will the Organiser, any government, statutory or regulatory body or agency or their respective directors, officers or agents make good or accept responsibility or be liable howsoever in respect of any damage, theft, loss or destruction of the exhibits or any property, goods or articles or things whatsoever placed, deposited, brought into or left upon the Exhibition premises by the Exhibitor.

5. Fire Precaution

All persons within and surrounding the Exhibition Hall must comply with the Singapore fire safety regulations and building codes which apply to places of public assembly and construction of exhibit booths. Fire lanes in and around the facility must remain clear and unobstructed. Exhibitors' displays will be kept within the booth space and not extend into the aisles.

STAND-FITTING AND DECORATION REGULATIONS

1. Room Specification (the Island Ballroom)

Ceiling Height	:	5.8m
Flooring	:	Carpeted Finish
Compressed Air	:	nil
Water Supply	:	nil

2. Power Supply and Lighting

General lighting will be provided to a minimum level of 160 lux and a maximum level of 220 lux. Please note that electrical power will be switched off 15 min after the Exhibition closes each day.

3. Stand Fitting Construction

Standard Shell Scheme

- No drilling, nailing, painting or wallpapers are allowed on the system panels. Exhibitors who wish to have the panels drilled or painted must obtain approval from the Official Contractor.
- Height of Standard Shell Scheme booth is 2.5m for The Tower Ballroom.
- No free standing fixture may exceed a height of 2.20m or extend beyond the boundaries of the booth space allocated.
- No additional structure or displays are allowed to be attached to the booth structure without the agreement of the Official Contractor.
- All package entitlements (include furniture, electrical, booth structures and graphic text for company name) are not ex-changeable and no financial credit will be given by the Organiser for entitlement items not utilised.

4. Raw Space/Special Design Booth

- Exhibitors taking Raw Space will be responsible for appointing their own contractors for stand design and construction.
- 3 sets of full A3 size drawings (drawn to scale) comprising of proposed construction materials, stand layout plans, elevation with dimensions shown clearly in meters and artist's impression must be submitted to the organizer by **15 October 2010** for approval.
- All exhibits, materials and fittings used or displayed in the stand must comply with all applicable fire prevention and building regulations.
- All structure height for special design stand must not exceed 5m.
- The Organiser reserves the rights to request exhibitors to change exhibits design if necessary.
- The exhibition venue is carpeted, in any case where Raw Space Exhibitors need to lay their own floor cover, all floor finishes must be affixed with a 5mm underlay before the construction of exhibition booth. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Exhibitors and contractors will be held responsible for any damage to the hotel's carpeting.
- No drilling, nailing or fixtures of any kind are allowed on the partitions, floor, ceiling or any area of the hall structure. Exhibitors and contractors will be liable for any damages to their stands, fixtures & fittings & the exhibition venue

- Island raw space booth should not obstruct adjacent exhibits. The Organiser reserves the rights to request exhibitors to change exhibits design if necessary.
- All materials shall be place on the floor and shall not be left leaning against the walls, partitions, windows or pillars of exhibition venue. The marble floors and carpeted areas shall be well protected and no material should be strewn on the marble floor without adequate cover sheets.

5. Overhead Structures

No part of any structure may extend beyond the boundaries and air-space of the booth allocated. The Organiser reserves the rights to authorize the dismantling or re-construction of any stand that does not meet this regulation.

6. Hanging of Banners/Wall decorations

Due to the height restriction of the exhibition hall, the hanging of banners from the ceiling is strictly prohibited.

No backdrops, wall decorations, props, signs and notices are to be affixed to pillars or walls.

7. Electrical Installation

E Three Five has been authorized to act as the agent for the Organiser. No other contractors will be permitted to undertake any electrical work in the exhibition venue.

If the actual power consumption of any Exhibitor exceed the applied limited, and affects the operations of other exhibitors or the power supply system of the venue, the Organiser will stop the power supply to their stands immediately and the Exhibitor will be liable for the damages caused. Exhibitors requiring special arrangement (different voltages, frequencies, etc) must arrange for their own transformers and converters or hire the Official Contractor.

Please note that extension cord or multiple plugs are not allowed to be used at the exhibition stand.

No flashing and neon lights are allowed. In case of light-boxed display by the exhibitors, each fluorescent tube or lamp will be treated as general lighting and charged accordingly.

8. Air-compressor/Pressurised Containers

Exhibitors are not allowed to use their own air-compressor or pressurized containers within the exhibitor hall.

9. Performance Bond

Before a contractor is permitted to start work, he is required to place a refundable Performance Bond of S\$50.00 per sqm with the Organiser and sign an undertaking to guarantee to conduct proper schedule of production and observance of the exhibition hall regulations. The Performance Bond is to be placed in cheque or cashier's order in favour of WPCCID 2010. The contractor

will only be allowed to bring in exhibits and commence work when this Performance Bond is placed.

In the event that an exhibitor is building his own booth, he is also required to place a refundable Performance Bond.

10. Contractor's Passes

3 Contractors' Passes will be issued for every 9sqm of construction, up to maximum of 30. Holders of Contractors Passes are only allowed entry into the Exhibition Hall on build-up and tear-down days.

11. Cleaning and Garbage Disposal

The Organiser will arrange for the general cleaning of the exhibition hall and Standard Shell Scheme booth prior to the opening of the exhibition and daily thereafter. All disposals of waste materials during the move-in period is the responsibility of the individual stand contractors concerned. Disposal of the contractor's waste materials by the Organiser will result in the contractor's Performance Bond being forfeited.

12. Site Operation Conditions

Your stand must be fully staffed and operational throughout the operational hours of the Exhibition. No delivery and removal of exhibits are allowed during the opening hours of the exhibition.

13. Film/ Audio-Visual Demonstration

When in operation, audio-visual equipment must not cause annoyance to visitors or other Exhibitors through excessive sound or by location. The Organiser reserves the right to require any audio-visual presentation is required and may be applied through Board of Censorship via our Official Forwarder.

14. Dismantling

At the close of the exhibition, it is the joint responsibility of the exhibitor and contractor to dismantle and remove the stand in accordance with the dismantling schedule specified by the Organiser. The exhibitors and/or their contractors must clear all debris by 18 30hrs, 5 Dec 2010. Failure to do so will result in the contractors/exhibitors being liable for the service fees incurred.

15. Reservation of Organiser's Right

The organizer reserves the right to make any final changes in the layout and the dimensions of the booth as dictated by the exhibitors' requirements and no refund in the booth charges will be entertained.

EXHIBITION SCHEDULE

1. Build-up Period

Activities	Date	Time
Moving-in for Official Contractor	2 Dec 2010	00 01 hrs
Moving-in for Non-Official Contractor	2 Dec 2010	02 00 hrs
Exhibitor Registration	2 Dec 2010	10 00 hrs
Completion of All Stand Construction	2 Dec 2010	10 00 hrs
Shell Scheme Ready for Dressing-Up	2 Dec 2010	10 00 hrs
Delivery of Display/ Exhibits	2 Dec 2010	10 00 hrs
Electrical Testing/ Power Availability	2 Dec 2010	14 00 hrs
Completion of All Decoration/ Display	2 Dec 2010	16 45 hrs

Note: The organiser and the event manager will not be liable for any loss which may occur to the exhibitors who do not take appropriate security measures to safeguard their exhibitors during and after the event. The organiser reserves the right to change the timing for the build-up.

2. Exhibition Period

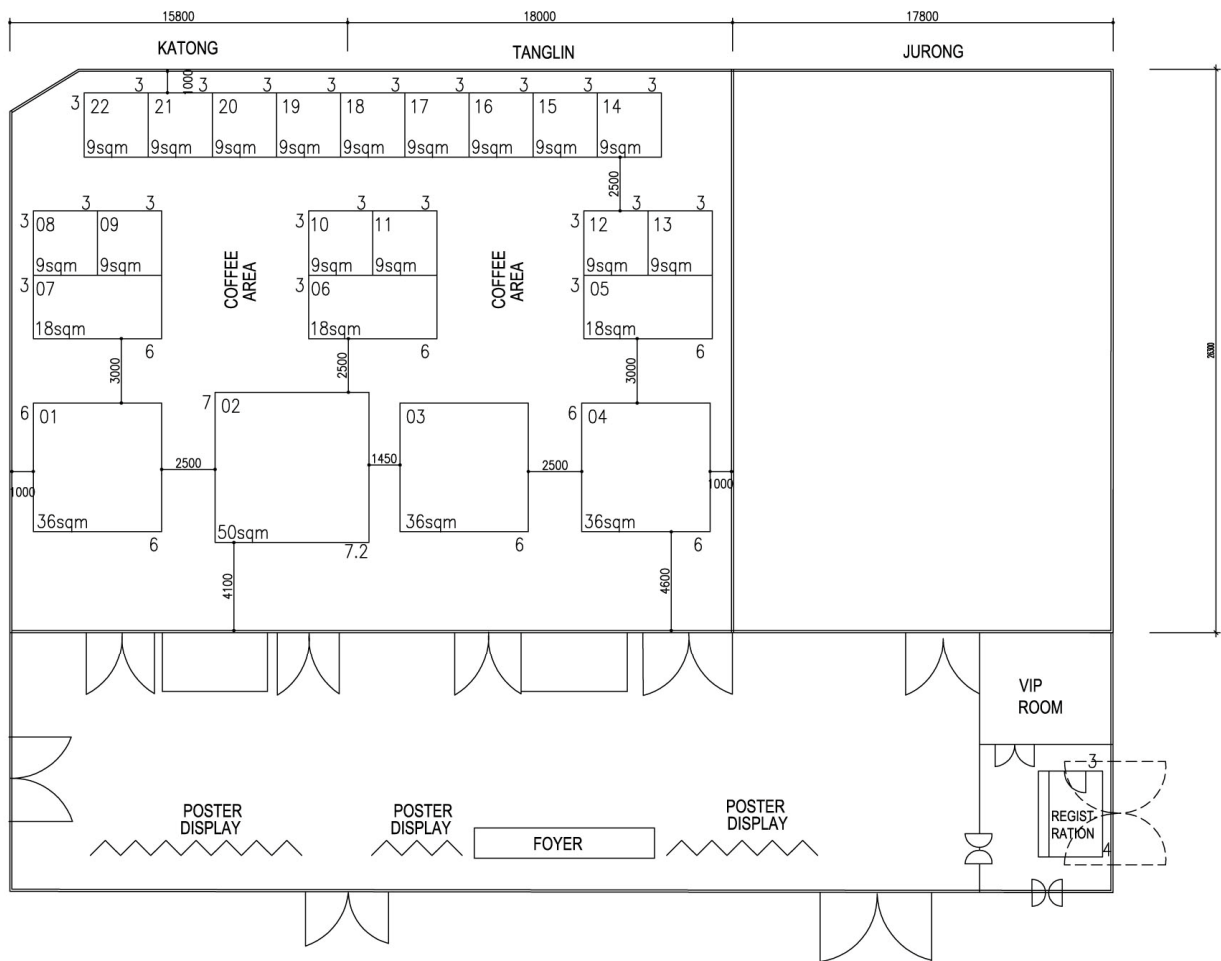
Activities	Date	Time
Exhibition Opening Hours	2 Dec 2010	19 30 – 22 00 hrs
	3-4 Dec 2010	08 15 – 18 15 hrs
	5 Dec 2010	08 15 – 14 15 hrs

Note: Exhibitors are allowed access to the halls half an hour before the official opening and half hour after the closing hour to service their stand.

3. Tear Down Schedule

Activities	Date	Time
Removal of Personal Property	5 Dec 2010	14 15 – 15 00 hrs
Power supply cut-off	5 Dec 2010	15 00 hrs
Dismantling of stand fittings for exhibitors <i>(Note: Removal of debris & material out of the exhibition ballroom is not allowed until 16 45 hrs)</i>	5 Dec 2010	15 00 hrs
Removal of debris & material out of exhibition ballroom venue	5 Dec 2010	16 45 hrs
All stands to be dismantled and all debris removed by	5 Dec 2010	18 30 hrs

TENTATIVE FLOORPLAN



FORM 1

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **E THREE FIVE**

37, Jalan Pemimpin, Block A, #06-02,
Union Industrial Building, Singapore 577177
Tel: (65) 6225-2281 Fax: (65) 6225-0181
Attn: Ms Ho Lui Yen (yen@ethree5.com.sg)

Deadline : 2nd **NOVEMBER 2010**

FASCIA NAME- SHELL SCHEME PACKAGE

THIS FORM MUST BE RETURNED BY ALL "SHELL SHEME" EXHIBITORS

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

Please indicate on the table below the name of the exhibiting company and stand number to be reflected on the fascia board*. This will be provided in upper case, white standard 100mm-high (4 inches) English alphabet (maximum 24 letters).
PLEASE USE BLOCK LETTERS.

COMPANY NAME (Maximum 24 letters)

The following items are provided with a 3mx3m Shell Scheme Booth:

- Walls: Construction of backwall and sidewall partition with 3mm thick and white polykem (fire retardant class 2) panel encased with system profile
- Fascia: Construction of fascia board with vinyl sticker cut-out of company name and booth number
- Electrical: Provision of 2nos. 1.2mL 40W fluorescent tube behind fascia board and 1no.13Amp/230V single phase powerpoint (not for lighting-not 24hrs)
- Furniture: Provision of 1no. reception counter, 2 nos. folding chair and 1 no. wastepaper basket
- Carpet: Supply and lay 9 sqm needle punch carpet

*The above entitlements cannot be interchanged with other items. If exhibitors do Not require any of the items, no refunds will be given.

FORM 2

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **E THREE FIVE**

37, Jalan Pemimpin, Block A, #06-02,
Union Industrial Building, Singapore 577177
Tel: (65) 6225-2281 Fax: (65) 6225-0181
Attn: Ms Ho Lui Yen (yen@ethree5.com.sg)

Deadline : **2nd NOVEMBER 2010**

ADDITIONAL FURNITURE RENTAL

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

	Item	Unit Cost(\$\$)	Quantity	Amount(\$\$)
01	Round Discussion Table w/Prong Leg	55.00		
02	Square Discussion Table w/Prong Leg	55.00		
03	Square Coffee Table	40.00		
04	Bistro Table	80.00		
05	Leather Arm Chair	65.00		
06	White Folding Chair	20.00		
07	Stackable Chair	35.00		
08	L Shaped Sofa	120.00		
09	Barstool	80.00		
10	Information Counter	65.00		
11	Lockable Cupboard	80.00		
12	2-tier Info Counter	100.00		
13	Sloped Shelf (per metre)	35.00		
14	Flat Shelf(per metre)	35.00		
15	Low Display Block(0.5mHt)	65.00		
16	High Display Block(0.76mHt)	90.00		
17	High Display Block(1mHt)	120.00		
18	3-Tier Display cube	280.00		
19	Waste Paper Basket	5.00		
20	Bar Refrigerator(c/w24hrs powerpoint)	220.00		
21	Tall Refrigerator(c/w24hrs powerpoint)	350.00		
22	Brochure Rack	80.00		
23	Potted Plants(3ft)(w/o flowers)	15.00		
24	Potted Palm(4-5ft)	20.00		

Note: Orders after deadline are subjected to stock availability. 30% surcharge is applicable after the indicated deadline 50% surcharge is applicable for orders made on-site	Grand Total	S\$
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FORM 3

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **E THREE FIVE**
 37, Jalan Pemimpin, Block A, #06-02,
 Union Industrial Building, Singapore 577177
 Tel: (65) 6225-2281 Fax: (65) 6225-0181
 Attn: Ms Ho Lui Yen (yen@ethree5.com.sg)
Deadline : 2nd NOVEMBER 2010

ADDITIONAL ELECTRICAL RENTAL

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

	Item	Unit Cost(S\$)	Quantity	Amount(S\$)
01	400W Fluorescent Tube (1.2m)	50.00		
02	100W Spotlight	60.00		
03	Long Arm Spotlight	70.00		
04	13Amp/ 220V 1-Phase socket (not for lighting)	75.00		
05	13Amp/ 220V 1-Phase socket (not for lighting) 24 hr	90.00		
06	15Amp/ 220V 1-Phase socket (not for lighting)	110.00		
07	Light Fitting Connection (max 100W per fitting)	55.00		
08	Light Fitting Connection (max 300W per fitting)	100.00		
Note: Orders after deadline are subjected to stock availability. 30% surcharge is applicable after the indicated deadline 50% surcharge is applicable for orders made on-site			Grand Total	S\$

FORM 4

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **E THREE FIVE**

37, Jalan Pemimpin, Block A, #06-02,
Union Industrial Building, Singapore 577177

Tel: (65) 6225-2281 Fax: (65) 6225-0181

Attn: Ms Ho Lui Yen (yen@ethree5.com.sg)

Deadline : 2nd NOVEMBER 2010

ADDITIONAL VISUAL EQUIPMENT RENTAL

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

	Item	Unit Cost(\$\$)	Quantity	Amount(\$\$)
01	17" LCD Monitor	260.00		
02	19" LCD Monitor	500.00		
03	32" Plasma Display Monitor	600.00		
04	42" Plasma Display Monitor	800.00		
05	50" Plasma Display Monitor	1400.00		
06	Free Standing Plasma Stand	150.00		
07	LCD (VGA) Projector 2000 Ansi Lumens	800.00		
08	6'x6' Tripod Screen	150.00		
09	8'x8' Tripod Screen	200.00		
Note: Orders after deadline are subjected to stock availability. 30% surcharge is applicable after the indicated deadline 50% surcharge is applicable for orders made on-site			Grand Total	\$\$

FORM 5

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **E THREE FIVE**

37, Jalan Pemimpin, Block A, #06-02,

Union Industrial Building, Singapore 577177

Tel: (65) 6225-2281 Fax: (65) 6225-0181

Attn: Ms Ho Lui Yen (yen@ethree5.com.sg)

Deadline : **2nd NOVEMBER 2010**

SERVICE LOCATION PLAN

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

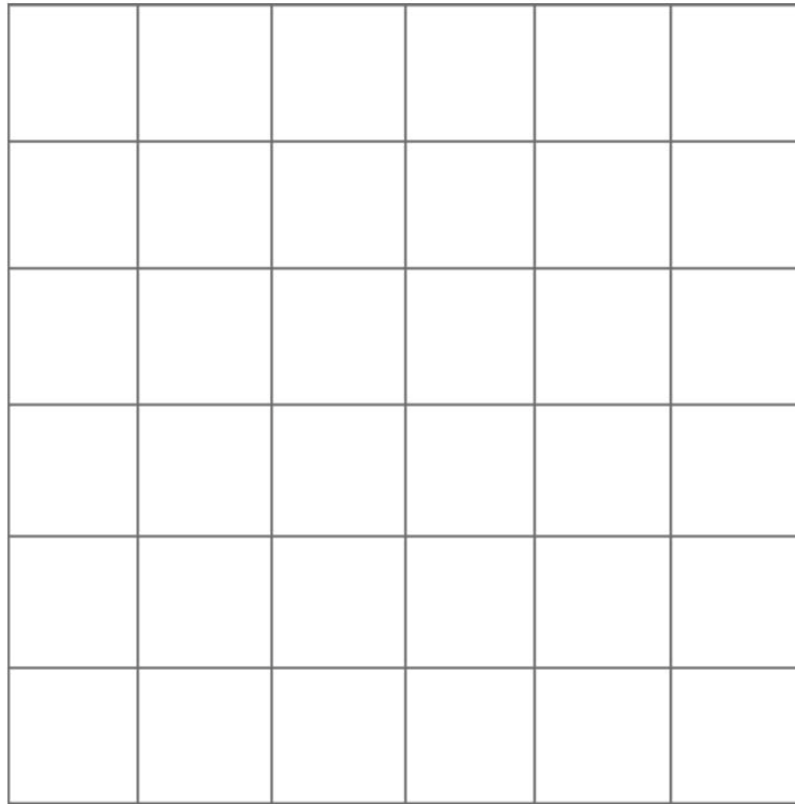
Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

- Sketch the location of your utilities, such as power outlets and light on this form.
- Please note that position of the lights for standard Shell Scheme Package are fixed and cannot be relocated.
- Please ensure that the position lights are located on the walls or fascia (unless your stand has an interior structure to which they can be attached).
- It is imperative that this service location plan be completed and submitted by the indicated deadline. Failure to submit may result in the delay in the utility provision.
- If the location plan of any services is not submitted, it may be placed at the discretion of the official contractor, and any relocation will be at the Exhibitor's expenses.

PLEASE INDICATE LOCATIONS OF YOUR UTILITIES ON THE PLAN IN THE NEXT PAGE



opening / frontage

LEGEND:

-  **100W Spotlight**
-  **100W Long Arm Spotlight**
-  **40W Fluorescent Tube**
-  ^{13A} **13 Amp/ 230V Single Phase**
-  ^{15A} **15 Amp/ 230V Single Phase**
-  **100W Lighting Connection**

FORM 6

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **MEDICOMMS ASIA (S) PTE LTD**
27 Foch Road #02-08
Hoa Nam Building Singapore 209264
Tel: (65) 6293-8220 Fax: (65) 6293-8230
Attn: Ms Nina Sharma
(secretariat@wpccid2010.org)
Deadline : 15th OCTOBER 2010

SPECIAL DESIGN STANDS/ UPGRADING OF SHELL SCHEME STANDS

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

If you are building your own stand or using a contractor for stand construction and / or interior decorator, please fill in the following details:

Name of Appointed Contractor: _____

Address: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

Mobile: _____ Email: _____

Notes:

- 1) Two (2) copies of Technical Drawings (plan & perspective) of your stand MUST be submitted to the Organiser for approval by 15 October 2010. Please refer to the stand-fitting and decoration regulations for more information.
- 2) All electrical connects must be done by the Official Stand Contractor
- 3) Stand height should not exceed 5m.
- 4) All contractors, other than the Official Contractor must place a refundable Performance Bond of S\$50/- per sqm. Cheque should be made out payable to "WPCCID 2010".

FORM 7

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **MEDICOMMS ASIA (S) PTE LTD**
27 Foch Road #02-08
Hoa Nam Building Singapore 209264
Tel: (65) 6293-8220 Fax: (65) 6293-8230
Attn: Ms Nina Sharma
(secretariat@wpccid2010.org)

Deadline : 2nd NOVEMBER 2010

BADGES APPLICATION FOR NON-OFFICIAL CONTRACTOR WORKERS (Compulsory for Space only Stands)

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

This form must be endorsed by the Exhibitor and handed over to their appointed contractor to furnish the required information below. Contractor's badges will only be issued upon receipt of the duly endorsed and signed Form 8 (Hall Indemnity)

Personnel working in the exhibition must carry ORIGINAL work pass with them at all times and produce upon request. Under the Employment of Foreign Workers Act, any person caught employing foreigners without a valid work permit is an offence.

Each 9sqm of contracted space is entitled to 3 Badges up to a maximum of 30 badges. Additional and / or lost badges can be requested / replaced at a fee of S\$5/- each. These badges will only be valid during build-up and teardown.

Please write in block letters & submit multiple copies, if required

S/N	FULL NAME OF WORKERS	PASSPORT/ NRIC NO.	NATIONALITY	WORK PERMIT NO.
1				
2				
3				
4				
5				
6				
7				
8				

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **MEDICOMMS ASIA (S) PTE LTD**
 27 Foch Road #02-08
 Hoa Nam Building Singapore 209264
 Tel: (65) 6293-8220 Fax: (65) 6293-8230
 Attn: Ms Nina Sharma
 (secretariat@wpccid2010.org)

Deadline : 2nd NOVEMBER 2010

HALL INDEMNITY

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

I, _____ of _____,
 (Person-In-Charge) (Exhibiting Company)

accept full responsibility for and agree to indemnify the Show Organizer (Medicomms Asia(S) Pte Ltd) for any damage (including any consequential loss) to the **Shangri-La Hotel** exhibition space rented to your company for the exhibition purposes during the build-up and show days of **12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010 (2-5 Dec 2010)**. I hereby agree to ensure and shall not cause any damage to the floorings or any other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or omission (whether negligently or otherwise) of my organization, servants, agents or any person attending the Exhibition.

I understand that, should any of my employees or assigned representatives from my company fail to comply with any of these procedures, Medicomms Asia(S) Pte Ltd reserves the right to prevent us from working on the premises and to seek damage for any resultant loss or liability.

The Organizer shall take all reasonable security precautions in the interest of the Exhibitors and Visitors. However, the Organizer shall not for any reason whatsoever, be held responsible for any loss or theft of exhibits at the Exhibition Venues during the build-up, exhibition and dismantling periods. The Organizer shall also not be held responsible for any loss or damage to exhibits or any articles belonging to the Exhibitors.

It is imperative that the exhibitor insure, indemnify and hold the Organizer and the venue owners harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss of injury arising to any persons whatsoever caused while the said persons are upon examining or passing the exhibitor's stands, during the tenancy of the exhibition.

FORM 9

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **MEDICOMMS ASIA (S) PTE LTD**
27 Foch Road #02-08
Hoa Nam Building Singapore 209264
Tel: (65) 6293-8220 Fax: (65) 6293-8230
Attn: Ms Nina Sharma
(secretariat@wpccid2010.org)

Deadline : **2nd NOVEMBER 2010**

EXHIBITOR BADGES

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

Only registered delegates will be allowed entry into the Trade Exhibition. Companies participating in the Trade Exhibition only (i.e. not under a sponsorship package) will receive two (2) complimentary delegate registrations per 9 sqm space taken.

Badges can be collected from the registration counter on-site upon arrival during the build-up period. Admission is strictly by show of badges only and badges must be worn at all times at the exhibition venue.

Title sponsors' entitlement of delegate registrations are covered under their respective packages.

Please write in block letters & submit multiple copies, if required

S/N	Company	Name of Personnel	Country
1			
2			
3			
4			
5			
6			
7			
8			
9			

FORM 10

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **MEDICOMMS ASIA (S) PTE LTD**
27 Foch Road #02-08
Hoa Nam Building Singapore 209264
Tel: (65) 6293-8220 Fax: (65) 6293-8230
Attn: Ms Nina Sharma
(secretariat@wpccid2010.org)

Deadline : **2nd NOVEMBER 2010**

ADDITIONAL EXHIBITOR BADGES

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

Exhibitors may purchase up to 2 additional delegate registrations per 9sqm space taken, for booth personnel only, at a concessionary rate of S\$480.00 each.

S/N	Company	Name of Personnel	Country
1			
2			
3			
4			
5			
6			
7			

FORM 11

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **MEDICOMMS ASIA (S) PTE LTD**
27 Foch Road #02-08
Hoa Nam Building Singapore 209264
Tel: (65) 6293-8220 Fax: (65) 6293-8230
Attn: Ms Nina Sharma
(secretariat@wpccid2010.org)
Deadline : 15th OCTOBER 2010

EXHIBITOR PROFILE

STAND NO: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

This is for inclusion in the Show Directory to be distributed at the event.

Important Note

- **All information must be submitted in SOFTCOPY via email to secretariat@wpccid2010.org**
- Each exhibitor is entitled to a free listing with a 100 word description of the company's main business activity.
- Text should be in prose. No advertising copy.
- The Organiser reserves the right to edit text given without further consultation with the exhibitors.

Text: (copy must be in ENGLISH and not more than 100 words)

FORM 12

12th WESTERN PACIFIC CONGRESS ON CHEMOTHERAPY AND INFECTIOUS DISEASES 2010

Return Form to : **MEDICOMMS ASIA (S) PTE LTD**
 27 Foch Road #02-08
 Hoa Nam Building Singapore 209264
 Tel: (65) 6293-8220 Fax: (65) 6293-8230
 Attn: Ms Nina Sharma
 (secretariat@wpccid2010.org)
Deadline : 25th October 2010

HOTEL RESERVATIONS

Prof. Dr Mr. Mrs. Miss (please check)

Surname: _____ Given Name: _____

Company Name: _____

Address: _____

Postal Code: _____ Country: _____

Tel: _____ Fax: _____

E-mail: _____ Signature: _____

I wish to reserve hotel accommodation as follows:-

Hotel	Room Rate *	Room Type	# of Nights	Deposit/ Prepayment
Shangri-La Hotel (Congress Venue)				
Tower Wing, Deluxe	S\$255.00 ++	()Single ()Twin ()Double		\$300.15
Garden Wing, Deluxe	S\$325.00 ++	()Single ()Twin ()Double		\$382.55
Horizon Club, Deluxe	S\$375.00 ++	()Single ()Twin ()Double		\$441.40
Valley Wing, Deluxe	S\$475.00 ++	()Single ()Twin ()Double		\$559.10
Orchard Hotel				
Deluxe	S\$245.00 ++	()Single ()Twin ()Double		\$288.40
Executive Club, Single	S\$300.00 ++	()Single		\$353.10
Executive Club, Twin or Double	S\$320.00 ++	()Twin ()Double		\$376.55
RELC International Hotel				
Superior, Twin	S\$170.00 ++	N.A.		
Superior, Triple	S\$215.00 ++	N.A.		
Executive, Twin	S\$185.00 ++	N.A.		
Executive, Queen	S\$210.00 ++	N.A.		

*Room rates are quoted without breakfast and subjected to 10% service charge and the prevailing Goods & Services Tax, unless otherwise stated. For Shangri-La and Orchard Hotel, a one-night non-refundable deposit equivalent to the nett room rate or credit card guarantee is required to confirm reservation. For RELC International Hotel, payment in full is required to confirm reservation.

PLEASE SUBMIT THIS FORM WITH THE NEXT PAGE

Check-in Date: _____ Flight No.: _____

Check-out Date: _____ Flight No.: _____

No. of Nights: _____

PAYMENT

I have remitted S\$ _____, **free of any bank charges**, through _____ (name of bank) to DBS Bank Ltd (Swift Code: DBSSSGSG), Shenton Way Branch, for credit of **Communication Consultants**, Account Number 001-064144-1. Attached is a copy of my bank's confirmation of remittance.

I enclose a _____ (name of bank) draft for S\$ _____ **drawn on a bank in Singapore** and payable to **Communication Consultants**.

I authorise you to debit S\$ _____ from my
 Amex Visa MasterCard Diners Club card,

the details of which are as follows:

Card Number: _____

Name of card: _____

Expiry date (mm/yy): _____

3 /4 digit CVV/CVV2/CID Code: _____

Signature: _____ Date: _____