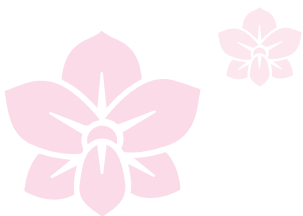




OLYMPIAD SINGAPORE
World Congress | 2025



International Society of Aesthetic Plastic Surgery

18 - 21 JUNE 2025 | SINGAPORE



EXHIBITOR MANUAL

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1. LETTER OF ACKNOWLEDGEMENT

Dear Exhibitor,

These guidelines are designed to ensure that all sponsors and exhibitors enjoy safe, comfortable, and successful participation in the ISAPS Olympiad World Congress 2025 in Singapore. The guidelines are regularly updated to reflect changes in laws, codes of practice and regional regulations.

Please take your time to read this document carefully and submit the required details before the indicated deadlines.

Non-compliance with the obligations outlined in this Technical Manual may result in the application of fines.

The Organising Secretariat reserves the right to make changes at any time, even without prior notice, to mitigate risks to health, safety and the environment, or to prevention and protection measures.

We look forward to a successful Congress.

Yours sincerely,

**The Congress Organising
Secretariat TGI Singapore**



2. GENERAL INFORMATION

The Event

ISAPS OLYMPIAD WORLD CONGRESS 2025, SINGAPORE

Website

<https://www.isaps2025.com>

Event Venue

Sands Expo and Convention Centre Level 4, Roselle-Simpur Ballroom

10 Bayfront Avenue

Singapore 018956

<https://www.marinabaysands.com/expo-events-and-convention-centre.html>

Sales and Booking

Contact: TGI Singapore Pte Ltd.

Email: isaps@thetriumph.com

IMPORTANT DATES

By 16 May 2025:

For Shell Scheme Booth:

- Name to be printed on the Fascia Board of the shell scheme booth
- A list of all devices/appliances (electrical/gas) that will be installed in the structure.
- If you have heavy machinery, specify the weight and dimensions of each item.
- All order forms included in this manual

For Raw Space Booth:

Please submit the following to Icatcher Productions (ISAPS2025@icatcher.com.sg):

- A scaled drawing (including elevations) with all measurements and specifications of the structure to be built.
- A list of all devices/appliances (electrical/gas) that will be installed in the structure.
- if you have heavy machinery, specify the weight and dimensions of each item.
- All order forms included in this manual

By 2 June 2025

Booth staff registration. Information will be sent by email to all sponsors and exhibitors.

By 4 June 2025

Submit requests for the venue (Marina Bay Sands Convention via the booking link: [Booth Order Forms](#))

- Catering
- Internet
- Telecommunications

By 6 June 2025

Workers from non-official stand contractor must have valid ARL (Workplace Accident Insurance) and EPS (Health Insurance) coverage. A list, including full names, ID numbers and insurance numbers must be submitted to ISAPS2025@icatcher.com.sg.

Move In & Set Up (subject to changes):

Tuesday, 17 June 2025 (14:00 – 22:00)

Wednesday, 18 June 2025 (08:30 – 16:00) All spaces must be cleared and all booths must be set-up by 16:00.

Expected Exhibit Hall Times (subject to changes):

Wednesday, 18 June 2025 (18:00 – 20:00)

Thursday, 19 June 2025 (08:30 – 18:30)

Friday, 20 June 2025 (08:00 – 18:15)

Saturday, 21 June 2025 (08:00 – 14:00)

Dismantling & Move Out (subject to changes):

Saturday, 21 June 2025 (14:00 – 22:00)



3. CONTACT INFORMATION



PROFESSIONAL CONGRESS ORGANISER **Hereinafter referred to Organising Secretariat**

TGI SINGAPORE PTE LTD

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

Legal Address:

11 Beach Road
#03-01 Crasco Building
Singapore 189675

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

isaps@thetriumph.com

OFFICIAL GENERAL CONTRACTOR FOR BOOTH CONSTRUCTION

ICATCHER PRODUCTIONS PTE. LTD.

46 Tagore Lane
Singapore 787492
Attn: Ms. Weilyn / Ms. Jiamei
Tel: (65) 8088 9510
ISAPS2025@icatcher.com.sg

OFFICIAL FREIGHT FORWARDER

More Events Logistics Ltd

Attn: David Leigh & Dan Flower
Email: Dave@moreeventslogistics.com / Dan@moreeventslogistics.com
Enquiries directly via email or use: [Quote Request](#) | [More Events Logistics](#)



4. CONGRESS VENUE

SANDS EXPO AND CONVENTION CENTRE

Sands Expo and Convention Centre Level 4, Roselle-Simpor Ballroom

10 Bayfront Avenue

Singapore 018956



HOW TO REACH THE CONGRESS CENTRE



BY TRAIN / MRT (MASS RAPID TRANSIT)

Marina Bay Sands is located at Bayfront MRT station (CE1/ DT1). The station connects to the Circle and Downtown Line of Singapore's Mass Rapid Transit (MRT) train system.

MRT services to/from Bayfront MRT station operate daily from approximately 6am to 12am midnight.

The various MRT exits connect to the following:

Exit A:

Bayfront Avenue Street level

Exit B:

Gardens by the Bay

Exit C & D:

The Shoppes at Marina Bay Sands (1-minute walk)

Sands Expo & Convention Centre (3-minute walk)

Marina Bay Sands Hotel (5-minute walk) Sands SkyPark (10-minute walk)

ArtScience Museum (10-minute walk) Sands Theatre (10-minute walk)

Exit E:

Sands Expo & Convention Centre



BY PUBLIC BUS

Bus Services:

Daily: 97 / 106 / 518 / 133 / 502

Daily except Sat, Sun & Public Holidays: 97E / 502A / 518A

Only late-night Fri, Sat & eve of Public Holidays: NR1 / NR6

Bus Stops:

03509 – Marina Bay Sands Hotel (outside Hotel Tower 2)

03501 – Marina Bay Sands Theatre (outside Sands Theatre, opposite Hotel Tower 3)

03511 – Marina Bay Sands MICE (outside Sands Expo & Convention Centre, opposite Hotel Tower 1)

03519 – Opp. Marina Bay Sands MICE (opposite Sands Expo & Convention Centre, adjacent to Hotel Tower 1)



BY CAR / TAXI

Marina Bay Sands is accessible via Sheares Avenue.

Pick-up/drop-off points:

Sheares Link outside Hotel Tower 1

Bayfront Avenue outside Hotel Tower 3

Outside Sands Expo & Convention Centre

Outside The Shoppes

Driving directions:

Via East Coast Parkway (ECP) expressway: Approximately 20-minute drive, leads directly into Sheares Avenue across the Benjamin Sheares Bridge

Via Ayer Rajah Expressway (AYE), Central Expressway (CTE), Kallang-Paya Lebar Expressway (KPE): Connect at the Marina Coastal Expressway (MCE) which links directly to Marina Boulevard and Central Boulevard, and from there to Bayfront Avenue and Sheares Avenue

Car park entrances:

Bayfront Avenue, near ArtScience Museum (North Entrance)

Bayfront Avenue, outside Hotel Tower 3 (North Entrance)

Bayfront Link, next to Sands Expo & Convention Centre (South Entrance)

Concession Coupon:

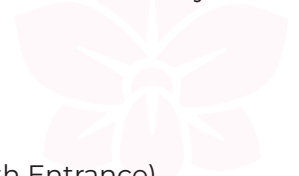
Attendees and exhibitors of ISAPS 2025 who prefer to self-park may enjoy a special rate of **\$12.84** (including GST charges) on weekday with the Concession Coupon.

To obtain the Concession Coupon, attendees and exhibitors must present the event badge to the MICE counter staffs at the point of collection. The Concession Coupon can be obtained from the following locations:

- **MICE Service Centre, L1**

Hours of Operation:

Monday – Friday: 8:00am – 6:00pm



LOADING AND UNLOADING BAYS

Please note that only goods or commercial vehicles can enter the venue. All private passenger vehicles, including Sports Utility Vehicles (SUV) and Multi-Purpose Vehicles (MPV) will not be allowed to enter the venue. The speed limit within the MBS premise is 15km/h. Vehicles caught exceeding the speed limit will be barred from entering. No long-term or over-night parking is allowed at the loading docks. Vehicles must leave immediately after unloading and loading operations.

Exhibitors are required to print out a Loading & Unloading Pass and place it on the dashboard of the delivery vehicle prior entry into the Loading & Unloading Bay. To avoid congestion at the Loading & Unloading Bay, MBS has imposed the following charges:

- First 45 minutes Free
- Next 15 minutes \$8.56
- Subsequent Charges \$10.70 per 30-minute block
- Maximum Charges \$27.82 per 24 hours

The maximum height of the Loading & Unloading Bay is 4.2m. Only the Official Freight Forwarder can operate mechanical lifting or handling equipment within the exhibition hall. All delivery personnel / contractors are required to be in proper attire, e.g. no slippers inside the hall.

VEHICLE ENTRY PERMIT – ACCESSING THE SITE

For all events at MBS Sands Expo & Convention Centre, Vehicle Permit System applies.

All delivery services must submit an online vehicle entry permit application via a link (MBS Sands Expo & Convention Centre VEP) **only within 7 days from the actual entry date.**

The following information must be filled up by the non-official stand-builders and/or contractors.

- Company name
- Person in charge and contact details.
- Event name
- Vehicle details
- Date time of arrival/departure



Upon receiving the vehicle entry application, MICE Logistics team will check and verify all the details and will approve the permit. MICE Logistics team will reject the application if they find any discrepancies in the request, informing the requestor the reason for rejecting.

ELEVATORS AND ESCALATORS

Escalators and passenger elevators shall be dedicated for the use of passengers and shall not be blocked or used to transport freight or equipment or furniture / materials of any nature. Transportation of dollies, luggage, boxes, or freight is strictly prohibited while the escalator is operational. Freight lifts must be used for transportation of freight and any support equipment.

BALLROOM SPECIFICATIONS

| Roselle Simpor Ballrooms 4700, Level 4 | |
|---|--|
| Dimensions | 32.8m x 54.2m, 1778 sqm |
| Kind of Flooring | Carpeted Flooring |
| Floor Area | 1778sqm |
| Floor Strength | 5KN/m ² |
| Maximum Ceiling Height | 5.2mHt (Chandelier at 4.2mHt) |
| Maximum Building Height | 4.7mHt (Max at 3.5mHt for booth under chandelier) |
| Freight Lift | 3.2m (W) x 6.0m(D) x 4m(Ht) |
| Service Lift | 2.1m(W) x 3.3m(D) x 3.3m (Ht) |



5. ACCOMODATION

ACCOMODATION

PARKROYAL COLLECTION MARINA BAY

Website: www.panpacific.com/en/hotels-and-resorts/pr-collection-marina-bay.html

Distance from Convention Centre (approx):

MRT: 20 mins

Taxi: 5 mins

Walk: 25 mins



SWISSOTEL THE STAMFORD

Website: www.swissotel.com/hotels/singapore-stamford

Distance from Convention Centre (approx):

MRT: 18 mins

Taxi: 7 mins

Walk: 30 mins



RAFFLES HOTEL SINGAPORE

Website: www.raffles.com/singapore

Distance from Convention Centre (approx):

MRT: 15 mins

Taxi: 8 mins

Walk: 30 mins



MERCURE ICON SINGAPORE CITY CENTRE

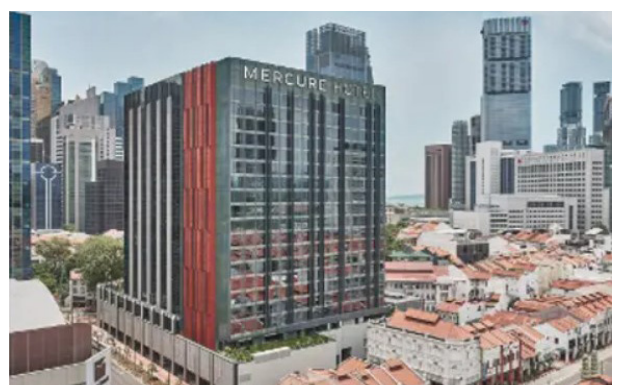
Website: www.mercure-icon-singapore-city-centre.com

Distance from Convention Centre (approx):

MRT: 12 mins

Taxi: 7 mins

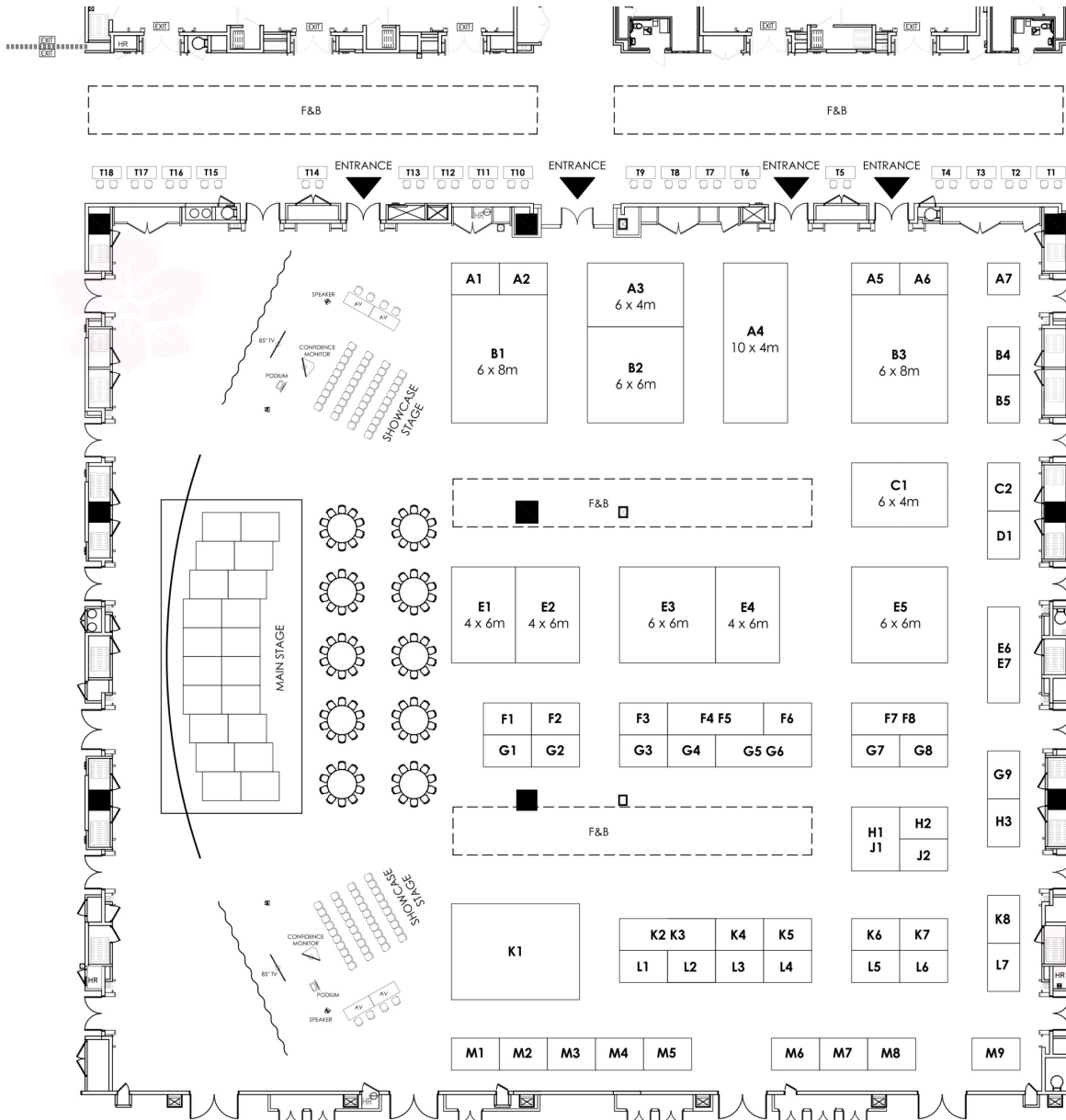
Walk: 20 mins



* Please refer to www.isaps.org/education/events/olympiad-singapore-2025/congress-information/accommodation for more information.

6. EXHIBITION FLOOR PLAN

LEVEL 4



* Floor plan subject to change

7. EXHIBITION TIMETABLE

| Details | Date | Time |
|---|------------------------------|--------------------------------|
| Setup | | |
| Official Stand Contractor Move-In | 17 June 2025 | 14:00 – 22:00 |
| Non-Official Stand Contractor Move-In | 17 June 2025 18 June 2025 | 17:00 – 22:00 08:30 – 16:00 |
| Exhibitor Move-In for Decorating the Stands | 18 June 2025 | 09:00 – 16:00 |
| Show Days | | |
| Exhibitor Access to Exhibition Halls (Only exhibitor with Exhibitor Badge) | 18 June 2025 | 18:00 – 20:00 |
| | 19 June 2025 | 08:30 – 18:30 |
| | 20 June 2025 | 08:00 – 18:15 |
| | 21 June 2025 | 08:00 – 14:00 |
| Dismantling | | |
| Move-Out of Exhibits | 21 June 2025 | 14:00 – 16:00 |
| Stands Dismantling | 21 June 2025 | 16:00 – 22:00 |

**NOTE: Schedule subject to changes*

Exhibitors are allowed to access the exhibition hall from 8:00 in the morning, in congress days.

Important note:

Delegates with a full congress registration badge are only allowed access to the exhibition during the official opening hours.

Your exhibiting area must be fitted, decorated and all materials removed from the exhibition area by **16:00, 18 June 2025**.

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 Organiser 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 dismantling. 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.

| Compulsory | | |
|--|--|---|
| Exhibitor Form | Deadline | Return To |
| Form 1 – Nominated Stand Contractor (Raw Space / Shell Scheme Stand Enhancement) | 16 May 2025 | Icatcher Productions Pte. Ltd. 46 Tagore Lane, Singapore 787492 Tel: (65) 8088 9510 Attn: Mr. Matt / Ms. Shiling / Mr. Roger Email: ISAPS2025@icatcher.com.sg cc: isaps@thetriumph.com |
| Form 2 – Fascia Name _ Shell Scheme (Not Applicable for RAW Space) | | |
| Optional | | |
| Exhibitor Form | Deadline | Return To |
| Form 3 – Additional Electrical Order | 16 May 2025 | Icatcher Productions Pte. Ltd. 46 Tagore Lane, Singapore 787492 Tel: (65) 8088 9510 Attn: Mr. Matt / Ms. Shiling / Mr. Roger Email: ISAPS2025@icatcher.com.sg cc: isaps@thetriumph.com |
| Form 4 – Additional Furniture Order | | |
| Form 5 – Additional AV Order | | |
| Form 6 – Additional Graphic Order | | |
| Form 7 – Cleaning Services | | TGI Singapore Pte Ltd 65 Chulia Street #39-03 OCBC Center Singapore 049513 Tel: (65) 6861 0772 Attn: Ms. Fenni Email: isaps@thetriumph.com |
| Form 8 - Freight Forwarding Services | More Events Logistics Ltd Attn: David Leigh & Dan Flower Email: Dave@moreeventslogistics.com / Dan@moreeventslogistics.com Enquiries directly via email or use: Quote Request More Events Logistics | |
| MBS Order Link | 4 June 2025 | ISAPS 2025 |

8. EXHIBITOR CHECKLIST

REMARK:

- Exhibitors are required to return all compulsory forms, and optional forms if applicable, to related parties ON OR BEFORE the 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 late surcharge (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 to the exhibitor at market value.

| Normal Price | 30% Late Charge | 50% Late Charge |
|------------------------------------|---|--|
| Submit Orders On or 16 May 2025 | Submit Orders within 17 May – 17 June 2025 | Submit Orders On or later than 18 June 2025 |



9. 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 STAFF REGISTRATION

In order to get all the information about your company correctly recorded in our systems for display on our website and app, and to register your staff, please go to: <https://www.xcdsystem.com/isaps/exhibitor/index.cfm?ID=jbJ8p2D>

Please use the email address we've sent this email to, to complete the information.

Your profile should show the number of free badges included in your booth. Any additional badges for your members of staff have the cost of USD 400. Badges purchased on site have a cost of USD 500 per badge.

Should you wish to register aesthetic plastic surgeons to attend the ISAPS Olympiad World Congress 2025, please use the following form: <https://www.xcdsystem.com/isaps/attendee/group/index.cfm?ID=kATwUy2>

EXHIBITOR BADGES COLLECTION

Each registered staff member of an exhibiting company will receive an email containing a QR code during the week prior to the congress.

Exhibitors can print their badges at the self-registration desks on level 4, starting June 18, 2025. More information will be included in the joining instructions you will receive one week before the congress. Exhibitors have access to their own company's scheduled sessions.

Exhibitors renting an exhibition booth are entitled to a specific number of badges, as indicated in their booking form.

WORKPLACE SAFETY AND HEALTH (WSH)

The WSH Regulatory Framework covers all workplaces of various risk levels and industries and places the responsibility for the workplace safety on all stakeholders.

The exhibitors should ensure that their appointed non-official stand-builder has adequate bizSafe certification Level 3 or above before awarding the contracts to them.

The exhibitor must take such measures as are necessary to ensure its appointed nonofficial stand-builder engaged:

1. has the competency to carry out the work engaged for.
2. has taken adequate safety and health measures necessary in relation to any machinery, equipment, plant, article or process used by the appointed outside contractor or its employees.
3. has the risk assessment relating to the construction of the booth.

However, if the exhibitor is involved in directing the work of its appointed nonofficial stand-builder or subcontractor hired, the duties of the exhibitor are the same as those of employed.

MANDATORY WSH BRIEFING

All Service Partners & Contractors involved in events operations and booth constructions must attend the mandatory WSH Industry Briefing, prior to the event load-in. This is to ensure the WSH responsibilities are clearly defined, delegated, and communicated to all levels by the respective Service Partners / Contractors.

Effective 1st January 2024, Sands Expo and Convention Centre Workplace Safety & Health (WSH) Industry Briefing will be launched into a fully automated new platform. It provides flexibility to contractors and stakeholders, allowing them to complete the briefing on their own time.

ALL contractors involved with MICE events are required to observe and acknowledge the recorded safety briefing video before they are permitted to begin work. This will also help to cultivate a WSH Safe Culture and reduce the potential of accidents and incidents. The acknowledgement receipt should be kept by the contractor. MICE WSH team will do a random check.

If the MICE WSH team is unable to verify that the contractor on site has attended the briefing, the contractor will be required to stop work and complete the online safety briefing. Contractors will not be able to carry out their work onsite until they have completed the online safety briefing.

For further clarifications or assistance, you may contact MICE LBS WSH TEAM, during the hours of Monday to Friday, 9.00am to 5.00pm (Singapore time) at LBS_WSH@marinabaysands.com.

We seek your cooperation and assistance to forward the link and QR Code to the online briefing portal to all to all your team members. We hope this will help in the transition as we continue to ensure and provide all our stakeholders with a safe working environment.

The briefing deck can be accessed via the link and QR Code below:

- Briefing Link: <https://mice-wsh.marinabaysands.com/industry-briefing>
- Briefing QR Code:



10. 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 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 within the spatial limits of their booth, as indicated in the final floor plan. No obstruction of aisles is allowed.
- Once the exhibit has been inaugurated, no further work will be permitted in the booth.
- Exhibits must be staffed at all times during the exhibition opening hour.
- The exhibition areas are to be used only during the specified opening hours.
- Heavy loads are not permitted to be placed on top of utility ducts, with the exception of raised platforms.
- Participating companies can request for information on the location of the utility ducts. Please contact Official Stand builder at ISAPS2025@icatcher.com.sg for any assistance on this matter.
- No exhibit structure may project beyond the limits of the stand location.
- Avoid using lights, spotlights, audio visual and other devices 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 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.
- For any carpet order, a carpet underlay is mandatory as a floor protection to the existing ballroom carpet.

HEIGHT OF CONSTRUCTION:

- Custom build stand: Maximum building height: below 3.50 meters
- Shell Scheme booths: fixed height: 2.44 meters

CONSTRUCTION REGULATIONS

- The 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.
- Airbrushing and metal welding are not allowed within the ballrooms. Please refrain from sawing wood and other construction activities that would cause dust or disturbance to nearby exhibitors.
- Nails or screws must not be driven or holes drilled on the floors, walls, doors, pillars or other parts of the structure of the Exhibition space.
- Only residue-resistant single-sided and double-sided preferably cloth-backed tape is allowed for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on flooring and walls.
- Adhesive-backed (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 sides 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 paint is permitted; i.e. Nippon paint
 - The floor/venue's carpet must be covered
 - No painting near walls and columns
 - No washing of paint material within the Venue
- 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 marked 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 approval by the venue.
- All designs and plans for double storey booths must be submitted to the Centre for approval. All submissions must include detailed professional engineers calculations of the proposed structure. All covered ceilings require mandatory mobile ball sprinklers to be installed for every 9 square meters of covered ceilings.
- Rigging of booth structures is strictly not allowed as all booth construction must ensure that the booths are structurally safe from ground up. No element can be hung or fixed on the walls or columns of the venue unless it is part of a sponsorship contracted directly with and authorized by ISAPS and the Organising Secretariat.
- No solid high and long wall built-up is allowed which may block the booths behind.
- Raw space exhibitors may not utilise the walls of the adjacent booths.
- All stands must be carpeted or laid with some form of flooring as a clear demarcation of contracted space.
- No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations, and furnishings.
- For safety reasons, the organiser requires exhibitors to use the services only from the official appointed stand-builder for electrical installation. Exhibitors are prohibited from installing their own lighting and from diversion of electrical power designated for power point to use for lighting purposes.

RULES AND REGULATIONS NON-OFFICIAL STANDBUILDER

Note:

Ensure the design phase takes into account the available setup time to avoid structures or elements that could extend or complicate the setup process.

Stand builders must not be negligent or cause serious damage to exhibits, they must not have been suspended from previous exhibitions or events at Marina Bay Sands.

1. All non-official stand-builder will need to submit Safe Work Process, bizSafe Certification Level 3, Risk Assessment and Public Liability Insurance (SGD 5 Mil) to the official appointed stand-builder before the event move in. No submission from non-official stand-builders will not be allowed to build the booth.

2. All non-official stand-builder must complete the venue (MBS) WSH briefing. If the MICE WSH team is unable to verify that the contractor on site has attended the briefing, the contractor will be required to stop work and complete the online safety briefing. Contractors will not be able to carry out their work onsite until they have completed the online safety briefing. The briefing deck can be accessed via the link and QR Code below:

- Briefing Link: <https://mice-wsh.marinabaysands.com/industry-briefing>
- Briefing QR Code:



3. Non-official contractors are required to send a copy of the full dimensional drawings showing the proposed design of the stand and plans for electricity connections to the official appointed stand-builder within the time period specified in the Exhibitor's Manual or 30 days before the exhibition date, whichever is earlier. Non-official stand-builders must inform the official appointed stand-builder in writing should there be any alteration or modification to the submitted booth design.
4. The official appointed stand-builder is not responsible for delays in approval or rejection of booth design due to late submission. Booth designs are subject to approval from the Fire Safety Bureau, the venue owner and the appointed official stand-builder. Written email approval must be obtained from the official appointed contractor before construction can proceed.
5. Changes to the approved drawings must be resubmitted to the official appointed stand-builder for review and approval. Unauthorised booth design will result in costly alteration onsite for the exhibitor. All exhibits and belongings of the exhibitor must be located within the booth. Booth number and name of the exhibitor must be clearly indicated on the booth structure.
6. All workers employed in the construction of the stand must wear identification badges provided by the organiser at all times when they are in the exhibition halls. Personnel without proper badges will be refused entry into the exhibition halls.
7. During the build-up period, exhibitors and their contractors will be responsible for day-to-day removal of debris (i.e. empty paint cans, lumber scraps, etc.). Failure to do so will result in the exhibitors being liable for the service fees involved in removing the debris.
8. 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 organizer. All debris and carpets must be cleared by the exhibitors and/or their contractors as per the tear-down schedule given by the organiser. Failure to do so will result in the contractors/exhibitors being liable for service fees incurred.
9. Exhibitors are held responsible for any damage to the venue caused by their non-official stand-builder. exhibitors must ensure that all appointed stand-builders comply with the rules and regulations as stipulated by the Organiser and the venue.

11. TYPES OF STANDS

SUBMISSION OF CONSTRUCTION PLANS

Note:

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

If, for any specific reason, the "Sponsor/Exhibitor" wishes to explore the possibility of involving an external supplier for the design or production of the booth, please contact us at isaps@thetriumph.com. Any external vendor must be verified and approved by the PCO.

RAW SPACE BOOTHS

The General Contractor can help you design a custom booth on your needs.

If you have your own design, please send the following documents via e-mail to ICATCHER; ISAPS2025@icatcher.com.sg copying the PCO isaps@thetriumph.com.

- PDF file of technical 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
- 3D plan showing equipment placement
- Installation diagrams (electricity, water etc.)
- Clearly indicate all measurements and heights.
- Submitted drawings require approval

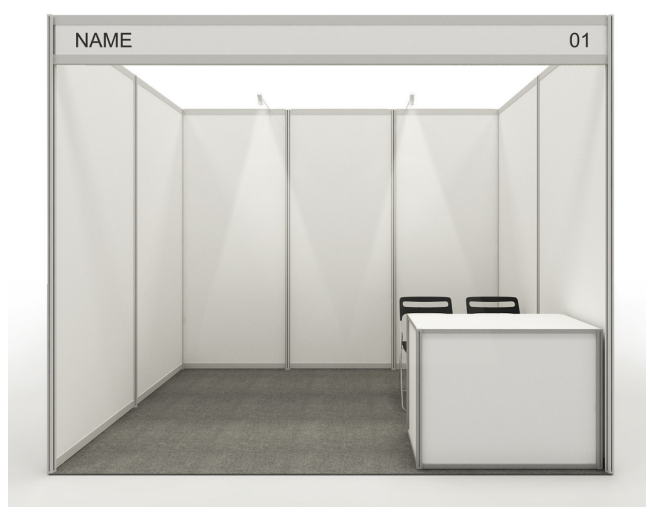
Deadline for submission: 16 May 2025

SHELL SCHEME BOOTHS

All modular booths come in the standard size of 3x2 sqm (i.e. 6 m2) unless raw space is requested

The standard booth (shell scheme only) includes the following:

- Complimentary exhibitor name badges for 1 person per each modular booth
- Shell scheme with fascia panel



LINEAR 6SQM BOOTH



CORNER 6SQM BOOTH

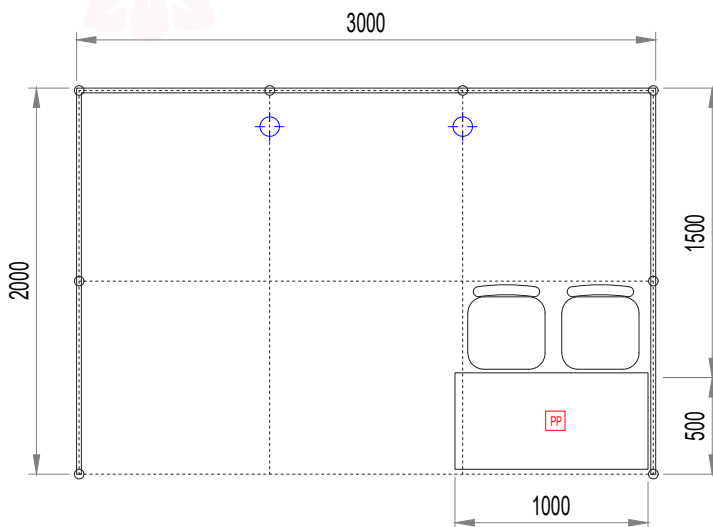
2.44 meters Modular booth rentals do not include materials handling, drayage, individual booth lighting, transporting, warehousing, brokerage services, special materials, carpets, or furnishings beyond those specified above, movement, transfer, removal, storage, setup, and dismantling of custom exhibits.

The standard booth (package which include furniture and electricity supply) includes the following:

- Complimentary exhibitor name badges for 1 person per each modular booth
- Shell scheme with fascia panel
- Two folding chairs
- One system counter
- One 13amp power supply
- Two arm-light

Default Layout of 6sqm Standard Booth Package

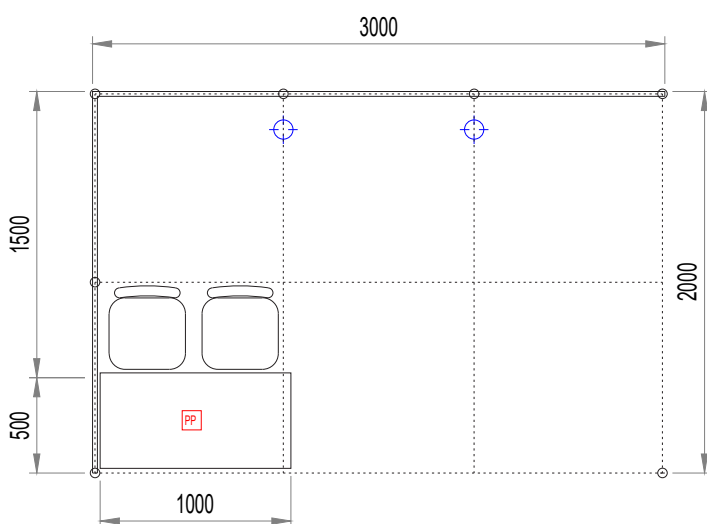
LINEAR 6SQM BOOTH PACKAGE



Standard Shell Scheme With Furniture And Electrical Supply Entitlement (3m X 2m)

| | |
|--------|---------------------|
| 1 no. | Information Counter |
| 2 nos. | Folding Chair |
| 2 nos. | 10W Arm-light |
| 1 no. | 13 amp Power Point |

CORNER 6SQM BOOTH PACKAGE



Standard Shell Scheme With Furniture And Electrical Supply Entitlement (3m X 2m)

| | |
|--------|---------------------|
| 1 no. | Information Counter |
| 2 nos. | Folding Chair |
| 2 nos. | 10W Arm-light |
| 1 no. | 13 amp Power Point |

Please refer to the forms at the annexes 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 16 May 2025 | Submit Orders within 17 May – 17 June 2025 | Submit Orders On or later than 18 June 2025 |

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 authorised 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 authorised by PCO 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 power supply.

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

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.

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.

Exhibitors are able to engage cleaning service by completing Form 7.

SECURITY

The Organising Secretariat provides general security personnel in the Exhibition after closing. 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 venue throughout MBS. With the venue's upgraded Wi-Fi infrastructure, up to 40,000 devices can connect to the complimentary standard Wi-Fi simultaneously.

For catering orders, wired internet access and other connectivity requests, please refer to the MBS order link: [ISAPS 2025](#).

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.

ISAPS, the Congress Venue and the 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 exhibitor booth. Exhibitors can't distribute anything outside their own booths.

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 ISAPS, 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 familiarise 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 authorised to receive the sample on his behalf.



14. ADVERTISEMENT SPACES/BRANDING

CONGRESS VENUE'S ADVERTISEMENT SPACES

All advertisement spaces must be purchased through the organising secretariat at the following email address: isaps@thetriumph.com

- Please note that all advertisement signs/supports are for rent.
- Advertisement final layout has to be sent to the Organising Secretariat ready for printing format within June 1, 2025. Graphics is subject to the approval of the Organising Secretariat.



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 Congress Organising 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 distribute this document to its staff working on-site and to any company it has contracted for stand setup, dismantling tasks, or any other work or supply within the Congress centre.

EQUIPMENT FOR WORKING AT HEIGHTS

This may include access platforms, scaffolding, mast climbing work platforms, or other equipment ensuring similar fall safety measures.

Ladders should only be used for minor interventions that do not require applying horizontal force or movements that might put the worker in a precarious or unstable position. Whenever possible, using scaffolding instead of a ladder is preferable.

Ladders

Ladders should not be used for work carried out at heights over 2 metres from the ground, except when other safer equipment cannot be used.

- Ensure they are securely fixed in a stable position.
- Rest them on a footing to maintain the rungs in a horizontal position.
- Fix or equip them with slip-resistant pads or equally effective solutions (avoid placing them on materials like cardboard or plastic sheets that might reduce grip).
- Extend them sufficiently beyond the surface occupied by the feet if no other gripping attachments are available.
- Workers must always have a secure handhold when using ladders.
- Do not nail wooden slats onto the uprights.
- Ladders should only be used by one person at a time.
- Avoid placing them near doors that open onto them or in passageways.
- Workers should not straddle the ladder or move around 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 stabilisers

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 are 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

MANDATORY WSH BRIEFING

ALL contractors involved in MICE events are required to observe and acknowledge the recorded safety briefing video before they are permitted to begin work. This will also help to cultivate a WSH Safe Culture and reduce the potential of accident and incidents. The acknowledgement receipt should be kept by the contractor. MICE WSH team will do a random check.

If the MICE WSH team is unable to verify that the contractor on site has attended the briefing, the contractor will be required to stop work and complete the online safety briefing. Contractors will not be able to carry out their work onsite until they have completed the online safety briefing. We seek your cooperation and assistance to forward the link and QR Code to the online briefing portal to all to all your team members. We hope this will help in the transition as we continue to ensure and provide all our stakeholders with a safe working environment.

The briefing deck can be accessed via the link and QR Code below:

- Briefing Link: <https://mice-wsh.marinabaysands.com/industry-briefing>
- Briefing QR Code:



16. LIABILITY & INSURANCE

Neither ISAPS, the Organising Secretariat, the 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 ISAPS, the Organising Secretariat and/or the 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 ISAPS, the Organising Secretariat, the 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 ISAPS, the Organising Secretariat, the Congress Centre takes any responsibility for any damages or accidents caused by exhibition stands.

The exhibitor and its 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. Please refer to next page for terms and conditions.

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 ISAPS, the 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.

Booth Security - From the moment the stand is handed over to the exhibitor, the exhibitor assumes responsibility for its image and for everything within the booth. The venue provides support in security with surveillance and supervisory personnel but DOES NOT ASSUME ANY RESPONSIBILITY for the damage or loss of equipment or items inside the booth neither do ISAPS and the Organising Secretariat. It is recommended to immediately inform the security department if you observe suspicious individuals during the opening and closing of the commercial exhibition sessions

TERMS AND CONDITIONS

1. In case of failure to comply with these terms ISAPS shall have the right to resell the space, or to remove the exhibitor from the assigned space. All monies paid by the exhibitor hereunder shall be forfeited. In the event the exhibitor fails to occupy the assigned space by the advertised opening time of the exhibit hall, ISAPS is authorized to reassign the space in such manner as they may deem in the best interests of the exhibition without refund to said exhibitor and without releasing the exhibitor from any liability hereunder.
2. No exhibitor shall erect any obstruction that in the sole opinion of ISAPS interferes with an adjoining exhibitor. No exhibit element shall extend beyond the boundaries or height restriction of the assigned exhibit space.
3. ISAPS does not permit any booth sharing without explicit prior permission in writing. No boothspace may be sublet. Exhibitor shall be the producer of all products and/or services displayed in their booth. No exhibitor shall display any advertisement for goods manufactured and/ or sold, or services provided by, any other company that did not pay for exhibit space.
4. No exhibit may be removed or dismantled, wholly or in part, before the official closing time on the last day of the exhibition. All exhibits must be removed by the time designated by ISAPS.
5. Exhibitors shall comply with Health and Fire Department regulations and with all relevant city, state and federal laws.
6. Exhibitors will not in any way damage any part of the exhibition area by any cause whatsoever. The exhibitor guarantees to reimburse ISAPS directly for the repair of any damage caused or assessed by the exhibit hall owner and/or ISAPS.
7. Exhibitor must make their final payment to ISAPS upon receipt of the invoice. Any reserved booth will be available for sale to another exhibitor if full payment is not received by the deadline. All deposits paid at that time will automatically be forfeited and no refund will be made. No exhibitor shall occupy booth space in the exhibit hall until all fees due to ISAPS by the exhibitor are paid in full. Prices are subject to change in tax treatments.
8. Exhibitor hereby accepts liability for all acts or omissions by any representative or agent of the exhibitor, or any visitors to the exhibitor's booth. Exhibitor indemnifies and holds harmless ISAPS (and by extension all ISAPS representatives) against any and all liability including actions, suits, proceedings, claims, demands, costs and expenses which may be made against ISAPS or incurred or become payable by them arising out of the supply or demonstration by the exhibitor of samples of any kind whatsoever whether such samples be sold or provided for free and including any legal costs, expenses, compensation and/or disbursements paid by ISAPS on the advice of Counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the exhibitor undertakes to arrange appropriate third-party liability insurance to the value of a minimum of \$5m and to provide evidence of such insurance to ISAPS.
9. Neither ISAPS, their employees or contractors, nor the Congress Center will be responsible for the safety of any exhibit or property of any exhibitor, or any other person, for the loss, or damage or destruction thereof, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the exhibitor by reason of any defect in the building caused by fire, storm, earthquake, flood, lightning, national emergency, war, labor disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, acts of terrorism, force majeure, or any other cause not within the control of ISAPS or for any loss or damage occasioned, if by reason of happenings of any such event, the opening of the exhibition is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the exhibition. The exhibitor agrees and undertakes to insure the full replacement value of the contents of their booth and all associated equipment, materials and samples. The exhibitor will produce proof of coverage upon request from ISAPS. The exhibitor is responsible for the safety of its exhibitor's products, displays and any materials within the boundaries of the booth or held elsewhere during the move-in or move-out period.
10. Exhibitor will leave the assigned booth space clean and orderly during the exhibition and after moving out.
11. ISAPS reserves the right to postpone the exhibition from the set dates, and to hold the exhibition on other dates as near to the original dates and location as practicable, utilizing the right only where circumstances necessitate such action and without any liability to ISAPS.
12. If due to any unforeseen circumstances it is necessary to close the exhibition on any day or days or to vary the hours when the exhibition is open, ISAPS reserves the right to do so, at their sole discretion without any liability.
13. ISAPS may at their sole discretion modify the Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the exhibition, provided that such amendments or additions do not diminish the rights reserved to the exhibitor under this Agreement.
14. ISAPS reserves the sole right to assign or to reassign the exact location of any booth as deemed necessary for the benefit of the entire exhibition. ISAPS agrees to the best of their ability to assign space to exhibitor that is not in close proximity to exhibitor's competitor(s) as indicated by exhibitor on the official registration form.
15. Conduct of Exhibitor and Representatives
 - Annoyance: Exhibitors may not engage in any activity in or around their assigned exhibit space that may cause annoyance to other exhibitors or visitors.
 - Limitation of Business: Exhibitors must conduct all business within their exhibit space and under no circumstances may this business be carried out in aisles or any other common space.
 - Microphones: Volume of microphones used in any booth space must not cause annoyance to other exhibitors or visitors. ISAPS reserves the right to prohibit microphones on site if, in ISAPS' opinion, any annoyance is being caused.
 - Aisles: Any encroachment on the aisles of the exhibit hall shall be considered a breach of contract and articles or goods found therein during the period of the exhibition may be removed by ISAPS or their agents and ISAPS shall not be responsible for any loss, damage or other action caused by such removal.
 - Publicity: Any publicity materials shall be displayed and/or given away only from the exhibitor's assigned booth. Any materials found elsewhere in the exhibit hall or in/around the general session room without the express permission of ISAPS shall be removed and ISAPS shall not be held responsible for the loss, damage, other action or cost of removed or destroyed materials.
16. ISAPS reserves the right to prohibit and/or reject any exhibitor or their representative for failure to comply with the Terms and Conditions as set forth herein. Exhibit fees are non-refundable in cases of rejection or removal of an exhibit for non-compliance. ISAPS reserves the right to reject applications for exhibit space if in the sole opinion of ISAPS it is considered that such application is not appropriate to the exhibition or in any case of previous non-compliance with ISAPS' Terms and Conditions.
17. The exhibitor agrees to pay all costs of collection, including attorney fees, regardless of whether an action is filed.
18. SPONSORSHIP OR BOOTH CANCELLATIONS & SPACE REDUCTIONS
Notice of cancellation or requests for space reductions must be made in writing to the Exhibit Coordinator and received by the deadlines noted below to initiate a refund. All refunds are subject to a 20% handling fee.
By January 11, 2025 - 100% refund
By April 11, 2025 - 50% refund
After April 11, 2025 – no refund
19. In the unlikely event of a requirement to postpone or change dates of the World Congress due to decisions of the Colombian authorities relating directly to COVID-19 regulations, ISAPS agrees to transfer any pre-paid stand fees to equivalent activities at the replacement equivalent ISAPS event. Refunds will be considered if such replacement opportunity is not made available.

17. OTHER INFORMATION

EXHIBITORS PHOTO AND VIDEO AT ISAPS OLYMPIAD WORLD CONGRESS POLICY

This policy covers what type of photo and video capturing is and isn't allowed during ISAPS Olympiad World Congress. When we refer to "content" that includes, without limitation, videos, clips, photographs, audio recordings, text, graphics, logos, icons, images and software made available to the attendee during the Events.

No photography or videography is permitted in public areas on site, including stands, except ISAPS own photographer. Registered personnel are at liberty to take their own photographs or videos of their stand and stand personnel, but not of delegates of the event unless explicit consent about how the images are going to be used.

Attendees are asked not to photograph, record, film, or use mobile phones to capture images of presentations during the meeting and on the e-poster areas. It's absolutely forbidden to take images of patients during a lecture, when they are on the stage or even when there are photos of patients on a slide in a presentation. This includes taking photos or recording an event that is being livestreamed. In any case, videos or photographs should show delegates with an orange lanyard since they are the ones that have explicitly requested not to be recorded/photos taken.

Absolutely no external photographers / videographers permitted on site at the meeting except where explicitly organised by or through ISAPS any exceptions by advance explicit arrangement for specific activities.

Video of sponsors own sessions may be undertaken by registered st personnel only, and only with previous consent from the speaker. When explicitly agreed by ISAPS, sponsors may record the sessions they have sponsored: recordings are only allowed of the stage (no delegates) from the sides or back of the room for the first five minutes of the session. No filming or photography may impede the ingress or egress of a room.

Under no circumstances are tripods, lights and elaborate set ups permitted at the ISAPS Olympiad World Congress venue. Flash photography is prohibited inside venues.

It is not permitted to take photos or shoot video where it is unsafe or disruptive such as in doorways, fire exits, expo floor aisles, hallways, sidewalks, etc. Not complying with a request to move or stop capturing content could result in your removal.

Video and/or audio recording of any online event content is prohibited.

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.

LEAD RETRIEVAL

If you wish to book a lead retrieval device for the ISAPS Olympiad World Congress 2025, Singapore, please use the following [Booking Form](#).

IMPORT OF MEDICAL DEVICES FOR EXHIBITION

Please find the guideline from our local Health Sciences Authority – Health Product Regulation Group on bringing medical devices to Singapore for Exhibition purpose. All exhibitors and sponsors to check whether the product is classified as a medical device in Singapore using the “Is it a Medical Device” tool at: <https://www.hsa.gov.sg/medical-devices/registration/is-it-a-medical-device>.

For risk classification of a medical device, exhibitors (or applicants) may use the “Risk Classification Tool” accessible at: <http://www.hsa.gov.sg/medical-devices/registration/risk-classification>

The outcome of these tools corresponds to the answers given during the online assessment by the user. Exhibitors are advised to verify the classification results derived from these tools with the product owner of the medical device. You may also reference the Singapore Medical Device Register (SMDR) and compare the risk classification of locally registered medical devices with similar intended use(s) and/or intended purpose.

However, if in doubt, you may seek our confirmation by writing in to HSA_MD_INFO@HSA.GOV.SG together with a copy of the following:

- I. Product information, including instructions for use (IFU), package insert and labelling artwork, and
- II. PDF copy outcome summary page obtained from the online Medical Device Risk Classification Tool.

If the product is an unregistered medical device that are to be imported solely for exhibition purposes for the duration of the exhibition, product registration will not be required. For the importation of unregistered medical devices for exhibition purposes, the importing party shall seek approval via GN-32 from HSA prior to importing the specific consignment. Any unregistered medical device which is permitted for display at the exhibition shall not be supplied for use locally, which includes distribution of free samples or the use of such medical devices on a human for demonstration purpose; and shall be exported out of Singapore or destroyed after the exhibition. The applicant shall submit an online application using Form 32.

For more information, please refer to GN-32 Guidance for Importation of Unregistered Medical Devices for Exhibition in Singapore accessible at: <http://www.hsa.gov.sg/medical-devices/guidance-documents>. Please note that exhibition purposes do not include use of device on a person or in any manner.

Under the regulatory framework, all medical device dealers are required to be licensed by HSA to perform manufacture, import and wholesale of medical devices. Medical devices are required to be registered with HSA, with the exception of Class A medical devices (e.g. wheelchairs, hospital beds). HSA also monitors the use and supply of these products through post-market surveillance, and is part of the mandatory reporting of adverse events and field safety corrective actions requirements for dealers. For an understanding of the product registration and licensing of dealers process and requirements, you can download the Quick Guide at: <http://www.hsa.gov.sg/medical-devices/regulatory-overview>

If the medical device to be brought in for exhibition is a class A medical device, exhibitors intending to supply their Class A medical device should ensure a licensed dealer is arranged to undertake the handling and supply of the Class A device under their licence. Exhibitors without the relevant Dealer’s Licenses shall ensure that unregistered medical devices imported under GN-32 license are exported out of Singapore; or destroyed within 3 months from the last day of the exhibition.

18. OFFICIAL FREIGHT FORWARDER & ONSITE HANDLING CONTRACTOR

DOOR TO STAND LOGISTICS

More Events Logistics can provide door to stand logistics, collecting from your premises and delivering to your stand, inclusive of any Customs clearance required. The same services are available in reverse after the show. Empty case storage, pre-and post-show storage is also available.

We strongly recommend that all exhibitors and contractors contact More Events Logistics at the planning stage of your logistics to and from Singapore.

CONTACT DETAILS

Please Fill Up Form 8 and Return Form to:

More Events Logistics Ltd

Attn: David Leigh & Dan Flower

Email: Dave@moreeventslogistics.com / Dan@moreeventslogistics.com

Enquiries directly via email or use: [Quote Request | More Events Logistics](#)



19. SPECIAL REQUIREMENTS

ADDITIONAL SERVICES

- Catering
- Internet Provision
- Surveillance service
- Temporary staff

If you have any further questions or require additional services, please contact us at isaps@thetriumph.com





FORMS



FORM 1 - Deadline: 16 May 2025

NOMINATED STAND CONTRACTOR (Raw Space / Shell Scheme Stand Enhancement)

Please Return Form to:

Icatcher Productions Pte. Ltd.

46 Tagore Lane, Singapore 787492

Tel: (65) 8088 9510

Attn: Mr. Matt / Ms. Shiling / Mr. Roger

Email: ISAPS2025@icatcher.com.sg

CC: ISAPS@thetriumph.com

| | | |
|-------------------|----------------|-----------------|
| Company Name: | | Stand No.: |
| Business Address: | | |
| Name: | Business Tel.: | Business Email: |

Exhibitors when appointing contractors to construct their stands or enhancement to their shell scheme stands must ensure that the appointed contractor is BizSAFE 3 & above company. All appointed contractors must comply with the Workplace Safety and Health Act (WSHA) in Singapore.

Contractors will also need to submit the Public Liability Insurance (SGD 5 Mil), the Risk Assessment (RA) and Safe Work Procedures (SWPs) for their work specific to this event prior to move in for the build-up and must be done by a competent person who has attended the BizSAFE 2 Certification Course conducted by Ministry of Manpower's list of approved training provider.

Nominated stand contractor needs to be approved by the Organiser before they are permitted to work in the event venue. Please submit the following details for Organiser's verification:

Nominated Stand Contractor's Details:

| | |
|----------------------|------------------|
| Company Name: | |
| Business Address: | |
| Contact Person Name: | Business Email: |
| Business Tel: | Business Mobile: |

NOTE:

Nominated contractor is required to lodge a **Refundable Deposit** to Main Official, calculated at **SGD 100.00** nett per sqm of contracted space. This deposit ensures compliance with the event's rules and regulations and covers any damages resulting from non-compliance. If the booth is completed on time, no damages occur, and all outstanding payments to the Organiser are settled, the Performance Bond will be refunded in full to the contractor after the exhibition. The **Performance Bond** must be submitted before booth construction begins. Failure to do so may result in delays or restricted access to the exhibition site. Please note that **GST will not be applied to this payment**, and **only cheque payments** are accepted.

All cheques should be made payable to 'Icatcher Productions Pte. Ltd.'.

All payments must be sent directly to:

Icatcher Productions Pte. Ltd.: 46 Tagore Lane, Singapore 787492.

Reference: Please include the show name and booth number at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

Contractor Company Stamp & Signature:

Please Keep a Copy for Your Records

FORM 3 - Deadline: 16 May 2025

ELECTRICAL

Please Return Form to:

Icatcher Productions Pte. Ltd.

46 Tagore Lane, Singapore 787492

Tel: (65) 8088 9510

Attn: Mr. Matt / Ms. Shiling / Mr. Roger

Email: ISAPS2025@icatcher.com.sg

CC: ISAPS@thetriumph.com

| | | |
|-------------------|----------------|-----------------|
| Company Name: | | Stand No.: |
| Business Address: | | |
| Name: | Business Tel.: | Business Email: |

Please fill up this form should you require additional requirements.

| S/No. | Items: | Unit Price (USD) | Quantity | Amount (USD) |
|---|--|------------------|---------------------------|--------------|
| Section A – Lighting & Installation Only | | | | |
| 1 | T8 LED Tube Lights | \$50.00 | | |
| 2 | 10W LED Spotlight | \$55.00 | | |
| 3 | 10W LED Arm-light | \$70.00 | | |
| 4 | 1W Showcase Light | \$110.00 | | |
| 5 | 7W Downlight (3 Inch) | \$65.00 | | |
| 6 | 50W Floodlight | \$135.00 | | |
| 7 | 70W Floodlight | \$185.00 | | |
| 8 | 100W Lighting Connections (Per Fitting) | \$60.00 | | |
| 9 | 300W Lighting Connections (Per Fitting) | \$75.00 | | |
| 10 | LED Lighting Connection (Per Metre Run) | \$60.00 | | |
| Section B – Power Supply (Strictly for exhibit and machinery only) | | | | |
| 11 | 13amp 220V Single Phase Power Outlet (Fuse up to 5A Max) | \$65.00 | | |
| 12 | 13amp 220V Single Phase Power Outlet with 24Hrs Supply | \$125.00 | | |
| 13 | 15amp 220V Single Phase Power Outlet | \$85.00 | | |
| 14 | 16A Single Phase Power Isolator | \$150.00 | | |
| 15 | 32A Sing Phase Power Isolator | \$200.00 | | |
| | | | Sub-Total: | |
| | | | 9% GST: | |
| | | | Grand Total (USD): | |

NOTE:

- 1) **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 metre / per tube basis.**
- 2) All electrical prices quoted are not inclusive of electrical consumption.
- 3) Lighting connections are charged according to the number of tubes and bulbs fitted on the stand.
- 4) 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.
- 5) Power extension cords are strictly not allowed to avoid unnecessary trip/ power failure.
- 6) All electrical items strictly order from Main Contractor ONLY.

| | |
|--|---|
| MODE OF PAYMENT (Please select preferred method of Payment) *ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT | |
| For Local Exhibitors: Crossed cheque or bank draft made payable to Icatcher Productions Pte. Ltd. Mailing Address: 46 Tagore Lane, Singapore 787492 | For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Icatcher Productions Pte. Ltd. Bank Name: United Overseas Bank Limited Bank Code: 7375 Swift Code: UOVBSGSG Account Number: 3713030552 Branch Code: 045 |








Please Keep a Copy for Your Records

ELECTRICAL LAYOUT PLAN

BACK OF BOOTH



FRONT OF BOOTH

| LEGENDS: | | | |
|--|--|---|---|
| Tube Light  | Spotlight  | Arm-light  | |
| 100W Light Connection  | 300W Light Connection  | 13amp Power Socket  | 13amp Power Socket for 24hrs  |

Exhibitors to indicate the preferred installation locations of their orders. (Prefer to the icons on the order list). 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. 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:

Electrical 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.

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.

No installation work shall be carried out without the written permission of the Organiser or the Official Electrical Stand Contractor.

Power / 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.

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.

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 **Friday, 16th May 2025** is subjected to a **30% surcharge**. All on-site orders/build-up will be at a **50% surcharge**.

LIGHTING & POWER

| | | | |
|--|--|---|---|
| <p>T8 LED Tube Light</p>  | <p>10W LED Spotlight</p>  | <p>10W LED Arm-light</p>  | <p>1W Showcase Light</p>  |
| <p>7W Downlight (3 Inch)</p>  | <p>50W Floodlight (Black Housing Only)</p>  | <p>70W Floodlight</p>  | <p>13amp Power Socket</p>  |
| <p>15amp Power Socket</p>  | | | |



FORM 4 - Deadline: 16 May 2025

FURNITURE

Please Return Form to:

Icatcher Productions Pte. Ltd.

46 Tagore Lane, Singapore 787492

Tel: (65) 8088 9510

Attn: Mr. Matt / Ms. Shiling / Mr. Roger

Email: ISAPS2025@icatcher.com.sg

CC: ISAPS@thetriumph.com

| | | |
|--------------------------|-----------------------|------------------------|
| Company Name: | | Stand No.: |
| Business Address: | | |
| Name: | Business Tel.: | Business Email: |

Please fill up this form should you require additional requirements.

| S/No. | Items: (Please CIRCLE on the selected colour) | Unit Price (USD) | Quantity | Amount (USD) |
|-------|---|--------------------------------|----------|--------------|
| 1 | White Folding Chair | \$12.00 | | |
| 2 | Replica Eames Eiffel Chair | \$45.00 | | |
| 3 | Black Cube Ottoman | \$45.00 | | |
| 4 | White Replica Lem Barstool | \$60.00 | | |
| 5 | White Coffee Table | \$40.00 | | |
| 6 | White Discussion Round Table (600mm Diameter) | \$55.00 | | |
| 7 | Fordable Brochure Rack | \$60.00 | | |
| 8 | Q-Poles | \$40.00 | | |
| 9 | Waste Bin Basket | \$6.50 | | |
| 10 | System Lockable Cabinet 1m(L) x 0.5m(D) x 0.75m(H) | \$65.00 | | |
| 11 | System Reception Desk 1m(L) x 0.5m(D) x 0.75m(H) | \$60.00 | | |
| 12 | System Display Plinth 500mmHx 500mmW x 500mmD 750mmH x 500mmW x 500mmD 1000mmH x 500mmW x 500mmD | \$70.00 \$85.00 \$115.00 | | |
| 13 | System Showcase – Low | \$175.00 | | |
| 14 | System Showcase - High Square | \$275.00 | | |
| 15 | System Showcase - High Rectangle | \$295.00 | | |
| 16 | OVO Chair (White / Black) | \$45 | | |
| 17 | Replica Saarinen Armchair (Cream / Grey) | \$190 | | |
| 18 | Bergen Square Table (Black / Sand) | \$285 | | |
| 19 | Tulip Round Table (White / Black) | \$100 | | |
| 20 | ACW High Stool (White / Black) | \$50 | | |
| 21 | Ronin High Stool | \$50 | | |
| 22 | Ronin Long High Table | \$285 | | |
| 23 | Viola High Table (White / Black) | \$110 | | |
| 24 | Petal Lounge Chair (Grey / Black) | \$400 | | |
| 25 | Balance Side Table (Light Grey / Black) | \$175 | | |
| 26 | Eclipse Sofa Set (Cream) Single Seat Sofa Triple Seat Sofa | \$340 \$1050 | | |
| 27 | Rio Round Side Table Set (Gold) Small Big | \$175 \$285 | | |

Please Keep a Copy for Your Records









| S/No. | Items: <u>(Please CIRCLE on the selected colour)</u> | Unit Price (USD) | Quantity | Amount (USD) |
|---------------------------|--|------------------|----------|--------------|
| 28 | Infiniti Sofa Set (White) | | | |
| | Single | \$340 | | |
| | Double | \$680 | | |
| | Three Seater | \$1050 | | |
| 29 | Replica Eames Coffee Table | \$230 | | |
| 30 | Pleats Pedestal Set (White / Brown / Black) | | | |
| | Low | \$115 | | |
| | Mid | \$140 | | |
| | High | \$170 | | |
| Sub-Total: | | | | |
| 9% GST: | | | | |
| Grand Total (USD): | | | | |

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 **Friday, 16th May 2025** is subjected to a **30% surcharge**. All on-site orders/build-up will be at a **50% surcharge**.




















| MODE OF PAYMENT (Please select preferred method of Payment) *ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT | |
|--|---|
| For Local Exhibitors: Crossed cheque or bank draft made payable to Icatcher Productions Pte. Ltd. Mailing Address: 46 Tagore Lane, Singapore 787492 | For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Icatcher Productions Pte. Ltd. Bank Name: United Overseas Bank Limited Bank Code: 7375 Swift Code: UOVBSGSG Account Number: 3713030552 Branch Code: 045 |

FURNITURE














| | | | |
|--|---|---|---|
| White Folding Chair  | Replica Eames Eiffel Chair  | Black Cube Ottoman  | White Replica Lem Barstool  |
| White Coffee Table  | White Discussion Round Table (600mm Diameter)  | Fordable Brochure Rack  | Q-Pole  |

Please Keep a Copy for Your Records

FURNITURE

| | | | |
|---|--|--|--|
| <p>Waste Bin Basket</p>  | <p>Lockable System Cabinet (750mm Height)</p>  | <p>System Reception Desk (750mm Height)</p>  | <p>System Display Plinth</p>  |
| <p>System Showcase – Low</p>  | <p>System Showcase – High Square</p>  | <p>System Showcase – High Rectangle</p>  | <p>Blank</p> |
| <p>OVO Chair (White) 460mm(W) x 520mm(D) x 830mm(H)</p>  | <p>OVO Chair (Black) 460mm(W) x 520mm(D) x 830mm(H)</p>  | <p>Replica Saarinen Armchair (Cream) 680mm(W) x 615mm(D) x 795mm(H)</p>  | <p>Replica Saarinen Armchair (Grey) 680mm(W) x 615mm(D) x 795mm(H)</p>  |
| <p>Bergen Square Table (Black) 700mm(W) x 700mm(D) x 750mm(H)</p>  | <p>Bergen Square Table (Sand) 700mm(W) x 700mm(D) x 750mm(H)</p>  | <p>Tulip Round Table (White) 700mm(D) x 750mm(H)</p>  | <p>Tulip Round Table (Black) 700mm(D) x 750mm(H)</p>  |
| <p>ACW High Stool (White) 450mm(W) x 460mm(D) x 890mm(H)</p>  | <p>ACW High Stool (Black) 450mm(W) x 460mm(D) x 890mm(H)</p>  | <p>Ronin High Stool 530mm(W) x 470mm(D) x 800mm(H)</p>  | <p>Ronin Long High Table 1200mm(L) x 600mm(D) x 970mm(H)</p>  |

FURNITURE

| | | | |
|--|---|---|---|
| <p>Viola High Table (White) 600mm(D) x 1050mm(H)</p>  | <p>Viola High Table (Black) 600mm(D) x 1050mm(H)</p>  | <p>Petal Lounge Sofa (Grey) 710mm(W) x 740mm(D) x 740mm(H)</p>  | <p>Petal Lounge Sofa (Black) 710mm(W) x 740mm(D) x 740mm(H)</p>  |
| <p>Balance Side Table (Light Grey) 450mm(D) x 520mm(H)</p>  | <p>Balance Side Table (Black) 450mm(D) x 520mm(H)</p>  | <p>Eclipse Sofa Set (Cream) Single Seat - 835mm(W) x 875mm(D) x 730mm(H) Triple Seat - 2080mm(L) x 1020mm(D) x 760mm(H)</p>  | |
| <p>Rio Round Side Table Set (Gold) Small - 400mm(D) x 470mm(H) Big - 600mm(D) x 300mm(H)</p>  | | <p>Infiniti Sofa Set (White) Single - 800mm(W) x 800mm(D) x 700mm(H) Double - 1500mm(W) x 800mm(D) x 700mm(H) Three Seater - 1800mm(W) x 800mm(D) x 700mm(H)</p>  | |
| <p>Replica Eames Coffee Table 800mm(D) x 320mm(H)</p>  | <p>Pleats Pedestal Set (White) Low - 400mm(D) x 700mm(H) Mid - 400mm(D) x 900mm(H) High - 400mm x 1100mm(H)</p>  | <p>Pleats Pedestal Set (Brown) Low - 400mm(D) x 700mm(H) Mid - 400mm(D) x 900mm(H) High - 400mm x 1100mm(H)</p>  | <p>Pleats Pedestal Set (Black) Low - 400mm(D) x 700mm(H) Mid - 400mm(D) x 900mm(H) High - 400mm x 1100mm(H)</p>  |

FORM 5 - Deadline: 16 May 2025

AUDIO & VISUAL EQUIPMENT

Please Return Form to:

Icatcher Productions Pte. Ltd.

46 Tagore Lane, Singapore 787492

Tel: (65) 8088 9510

Attn: Mr. Matt / Ms. Shiling / Mr. Roger

Email: ISAPS2025@icatcher.com.sg

CC: ISAPS@thetriumph.com

| | | |
|-------------------|----------------|-----------------|
| Company Name: | | Stand No.: |
| Business Address: | | |
| Name: | Business Tel.: | Business Email: |

Please fill up this form should you require additional requirements.

| S/No. | Items: | Unit Price (USD) | Quantity | Amount (USD) |
|-----------------------------------|--|------------------|----------|---------------------------|
| Section A – Visual Display | | | | |
| 1 | 32 Inch Standard TV (with HDMI) | \$335.00 | | |
| 2 | 43 Inch Standard TV (with HDMI) | \$420.00 | | |
| 3 | 55 Inch Standard TV (with HDMI) | \$565.00 | | |
| 4 | TV Stand (Apply for 32 - 55inch TV only) | \$120.00 | | |
| 5 | Wooden Panel to mount on Pifex System | \$120.00 | | |
| | | | | Sub-Total: |
| | | | | 9% GST: |
| | | | | Grand Total (USD): |

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 **Friday, 16th May 2025** is subjected to a **30% surcharge**. All on-site orders/build-up will be at a **50% surcharge**.

| MODE OF PAYMENT (Please select preferred method of Payment) *ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT | |
|--|---|
| For Local Exhibitors: Crossed cheque or bank draft made payable to Icatcher Productions Pte. Ltd. Mailing Address: 46 Tagore Lane, Singapore 787492 | For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Icatcher Productions Pte. Ltd. Bank Name: United Overseas Bank Limited Bank Code: 7375 Swift Code: UOVBSGSG Account Number: 3713030552 Branch Code: 045 |

Please Keep a Copy for Your Records

FORM 6 - Deadline: 16 May 2025

GRAPHIC ORDERS

Please Return Form to:

Icatcher Productions Pte. Ltd.

46 Tagore Lane, Singapore 787492

Tel: (65) 8088 9510

Attn: Mr. Matt / Ms. Shiling / Mr. Roger

Email: ISAPS2025@icatcher.com.sg

CC: ISAPS@thetriumph.com

| | | |
|--------------------------|-----------------------|------------------------|
| Company Name: | | Stand No.: |
| Business Address: | | |
| Name: | Business Tel.: | Business Email: |

Please fill up this form should you require additional requirements.

| S/No. | Items: | Per Unit Dimension | Unit Price (USD) | Quantity | Amount (USD) |
|---------------------------|--------------------------------------|-----------------------------|-------------------------|----------|--------------|
| 1 | System Digital Print (Sticker) | 950mm(L) x 2330mm(H) | \$195.00 (Per Panel) | | |
| 2 | System Digital Print (Foamboard) | 1030mm(L) x 2470mm(H) | \$265.00 (Per Panel) | | |
| 3.1 | Digital print on Counter (Sticker) | 910mmL x 620mmH (Front) | \$65.00 (Front) | | |
| 3.2 | Digital print on Counter (Sticker) | 455mmL x 620mmH (Side) | \$65.00 (Per Side) | | |
| 4.1 | Digital print on Counter (Foamboard) | 1030mmL x 760mmH (Front) | \$85.00 (Front) | | |
| 4.2 | Digital print on Counter (Foamboard) | 530mmL x 760mmH (Sides) | \$80.00 (Per Side) | | |
| Sub-Total: | | | | | |
| 9% GST: | | | | | |
| Grand Total (USD): | | | | | |

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 **Friday, 16th May 2025** is subjected to a **30% surcharge**. All on-site orders/ build-up will be at a **50% surcharge**.

| | |
|--|---|
| MODE OF PAYMENT (Please select preferred method of Payment) *ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT | |
| <p>For Local Exhibitors: Crossed cheque or bank draft made payable to Icatcher Productions Pte. Ltd. Mailing Address: 46 Tagore Lane, Singapore 787492</p> | <p>For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Icatcher Productions Pte. Ltd. Bank Name: United Overseas Bank Limited Bank Code: 7375 Swift Code: UOVBSGSG Account Number: 3713030552 Branch Code: 045</p> |

Please Keep a Copy for Your Records

Sticker Print



System Panel (Linear Booth) – 7 panels

System Panel (Corner Booth) – 5 panels

System Counter (Front + 2 sides)

Foamboard



System Panel (Linear Booth) – 7 panels

System Panel (Corner Booth) – 5 panels

System Counter (Front + 2 sides)

FORM 7 - Deadline: 16 May 2025

CLEANING SERVICES

Please Return Form to:

TGI Singapore Pte Ltd

65 Chulia Street, #39-03, OCBC Center, Singapore 049513

Tel: (65) 6861 0772

Attn: Ms. Fenni

Email: ISAPS@thetriumph.com

| | | |
|-------------------|----------------|-----------------|
| Company Name: | | Stand No.: |
| Business Address: | | |
| Name: | Business Tel.: | Business Email: |

Please fill up this form should you require additional requirements.

| (A) Item Ordered | (B) Booth Area (sqm) | (C) Unit Price (USD) | (D) Number of days | (E) Indicate the dates that require booth cleaning services (18-21 June) | Amount (USD) (B X C X D) |
|---------------------------|----------------------|----------------------|--------------------|--|--------------------------|
| Booth Cleaning | | \$10 | | | |
| Sub-Total: | | | | | |
| 9% GST: | | | | | |
| Grand Total (USD): | | | | | |

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 **Friday, 16th May 2025** is subjected to a **30% surcharge**. All on-site orders/ build-up will be at a **50% surcharge**.

| |
|---|
| MODE OF PAYMENT (Please select preferred method of Payment) *ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT |
| For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: TGI Singapore Pte Ltd Bank Name: OCBC Bank Bank Code: 7339 Swift Code: OCBCSGSGXXX Account Number: 687-898197-001 Branch Code: 687 |

Please Keep a Copy for Your Records

FREIGHT FORWARDING SERVICES

Please Return Form to:

More Events Logistics Ltd

Attn: David Leigh & Dan Flower

Email: Dave@moreeventslogistics.com / Dan@moreeventslogistics.com

Enquiries directly via email or use: [Quote Request](#) | [More Events Logistics](#)

Please also refer to Freight Forwarding Information page

| | | |
|-------------------|----------------|-----------------|
| Company Name: | | Stand No.: |
| Business Address: | | |
| Name: | Business Tel.: | Business Email: |

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.: | Business Tel.: |
| Contact Person: | Email: |





for further information please contact the
Congress Organising Secretariat

TGI Singapore
isaps@thetriumph.com

<https://www.isaps2025.com>

