

## TERMS AND CONDITIONS

(As of February 21, 2022)

### A. SPONSOR AND EXHIBITOR INFORMATION GUIDE

1. The IPAC'22 Sponsor, Exhibitor, and Poster team (Committee) will provide the followings for a sponsor and/or an exhibitor:

1.1 For each sponsor:

- a) eight full delegate registration passes for each Platinum sponsor with two reception passes for two chairs, six full delegate registration passes for each Gold sponsor, and four full delegate registration passes for each Silver sponsor;
- b) two booths (up to two corner booths) for Platinum sponsor; two booths (up to one corner booth and one in-line booth) for Gold sponsor; and one booth (either in-line or corner booth) for Silver sponsor - for in-line and/or corner booth, each booth with dimension of 3 meters (length) x 3 meters (depth) x 2.5 meters (height) while for island booth, each booth with dimension of 3 meters (length) x 6 meters (depth) x 2.5 meters (height);
- c) for other advantages to be provided to a sponsor, please refer to the Sponsoring & Industrial Exhibition Manual.

1.2 For each exhibitor:

- a) two full delegate registration passes;
- b) for in-line and/or corner booth, each booth with dimension of 3 meters (length) x 3 meters (depth) x 2.5 meters (height); for island booth, each booth with dimension of 3 meters (length) x 6 meters (depth) x 2.5 meters (height);
- c) for other advantages to be provided to an exhibitor, please refer to the Sponsoring & Industrial Exhibition Manual.

2. The following equipment/furniture will be provided for each exhibitor by the Committee:

- a) one 220V power outlet,
- b) two spotlights (for 3 x 3 m booth),
- c) one table and two chairs,
- d) fascia signage,
- e) one floor carpet, and
- f) booth walls

3. No discount will be made for items/services not utilized. Exhibitor may contract separately for other booth furnishings and additional services with the official services contractor. Each sponsor/exhibitor will receive this Sponsoring & Industrial Exhibition Manual, which should be carefully read. Information stating the additional equipment and services such as (a) tables, (b) chairs and other furniture, (c) computer rental, (d) special electrical services as well as prices and payment method will be announced later by the Organizing Company.

4. Exhibitor must note that the IPAC'22 Local Organizing Committee (IPAC'22 LOC) cannot accept delivery or store shipments of displays and related materials. Services such as customs process, transportation, and storage are the responsibility of each exhibitor. Recommended agents and additional prices for these services shall be informed later by Organizing Company. Please be informed that the additional services shall be at reasonable prices under consideration of the IPAC'22 LOC.

**5. OFFICIAL SPONSOR/EXHIBITOR CARD** Official sponsor/exhibitor card is for use while working at the exhibit booth, and/or for protection against unauthorized persons on the floor. Use by other person (s) can create serious security problems, and will result in forfeiture of the card. Carrying an official sponsor/exhibitor card in

sponsor and/or exhibitor hand defeats its purpose. Also, inserting a card other than the official sponsor/exhibitor card in the given lanyard or defacing the card only causes confusion. Therefore, **we request that sponsor and/or exhibitor wear the lanyard with official sponsor/exhibitor card at all time during the conference events.**

**6. INTERNET ACCESS/TELEPHONE** The IPAC'22 LOC assumes no responsibility for the availability of high-speed Internet access/telephone service for exhibitor. Free Wi-Fi will be available in all exhibition areas.

**7. RESERVATION AND PAYMENT** Early-bird sponsorship and/or booth reservation is from October 1 to December 31, 2021. Reservation from October 1 to November 12, 2021 in this early-bird period shall be done by sending a completed reservation form to an email: [exhibition@slri.or.th](mailto:exhibition@slri.or.th) indicating intention of reservation. The Committee shall contact sponsor and/or exhibitor back via an email to inform sponsor and/or exhibitor of registration details. Reservation from November 13 to December 31, 2021 in this early-bird period shall be done online via website: <https://www.ipac22.org/exhibitors-and-sponsors-only>.

Payment of the early-bird reservation must be done no later than December 31, 2021.

Regular sponsorship and/or booth reservation from January 1, to May 2, 2022 shall be done online via website: <https://www.ipac22.org/exhibitors-and-sponsors-only> and payment must be done no later than seven days after the reservation date. Please be informed that the reservation deadline may be changed if necessary.

The withholding tax and administrative fees shall be responsible by the sponsor and/or exhibitor and are already included in the registration cost.

Exhibitor shall be responsible for additional costs on other services (phone, maintenance, transport and storage of exhibition items, customs clearance, shipping, etc.) which are excluded from the registration cost. Information regarding additional costs and payment method shall be later sent by the Organizing Company (name of the Organizing Company and contact detail shall be announced later). Please be informed that the additional services shall be at reasonable prices under consideration of the IPAC'22 LOC.

**B. RULES GOVERNING EXHIBITOR** The principle by which the Committee operates can be summed up as follows: all exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products in the most effective manner to the audience.

**1. BOOTH HEIGHT & LINE OF SIGHT** No exhibit booth shall exceed 2.5 meters in height without prior written permission from the Committee. Each exhibitor agrees to abide by general line of sight rules, in that any items, outside of the shell scheme, must not block the sight lines of a neighboring booth, i.e., all tall signs and screens, etc. must be placed in the rear area of the booth.

The Committee shall provide standard booth for exhibitor and the Organizing Company shall install exhibit booth for exhibitor. In a case exhibitor would like to set up booth on their own (i.e. for island booth), exhibitor need to inform and earn written approval of the Committee prior to the set-up date.

**2. SUBLEASE** Exhibitor shall not sublease any part of the space rented to another organization. Booth space may be occupied by the registered company only, except in the case of combined companies, which should be approved by the Committee in advance.

**3. COMPLIMENTARY ITEMS** Complimentary items not of the exhibitor's own manufacture but necessary for the demonstration of exhibitor's products are permitted to be used when they are already authorized by the Committee.

**4 . NOISE** Any attention-arousing devices, such as noisemakers, flashing lights, movies, music broadcasting, television, drawings, etc., are subject to a Committee's approval. Sideshow tactics are inappropriate and are barred.

**5 . DISTRIBUTION IN THE AISLES** Representatives of exhibitor are to remain in their assigned booth space when working i.e. performing demonstrations and passing out literature. In no case will use of the aisles or thoroughfares for this purpose be permitted. The use of professional models is permitted provided that they are properly attired.

**6. NO SMOKING** Smoking in the exhibition hall and indoor conference area are not permitted.

**7. SAMPLES** Exhibitor may distribute samples directly related to their products. However, exhibitor must obtain a written approval from the Committee if they plan to distribute food, beverages, and other unusual items for exhibition. In no case is the exhibitor allowed to sell their samples and/or any item/services in the conference area of IPAC'22.

**8. ADVERTISING PIECES** The distribution of promotional advertising pieces and other items of this type in hotel corridors, under room doors and in mailboxes of hotel guests is prohibited from IPAC'22.

**9. ALCOHOLIC BEVERAGES** No alcoholic beverages in exhibit booths will be permitted unless authorized by the Committee. Any infraction of this rule shall cause the Committee to close the violator's exhibit for the remainder of the Industrial Exhibition.

**10. ANIMALS** No live animals will be permitted in the exhibition hall.

**11. CONFLICTS** In the event of conflicts regarding space requests or conditions beyond our control, the Committee reserves the right to rearrange the floor plan. In addition, the Committee may, with prior notice to Exhibitor, relocate the exhibit under conflict with a mutual agreement.

**1 2 . SECURITY** Every precaution should be taken by exhibitor to protect their exhibit materials. **Any Exhibits, equipment or products used or displayed are done at the exhibitor's own risk. IPAC'22 LOC, Organizing Company, and IMPACT Forum disclaim any responsibility or liability for damage to or loss of any exhibitor's equipment or products. IMPACT Forum provides security guards of the conference venue for general floor supervision, checking visitor badges and maintaining order only.** The security policy for exhibition items and booth staff is compiled by Organizing Company's commercial regulation, approved by the local government.

**1 3 . EXCLUSIVITY** The reservation and rental of a stand or advertising space compel the exhibitor not to organize or privilege, any meetings or gatherings on the conference topics that had not been declared or authorized by the IPAC'22 LOC.

**1 4 . ENFORCEMENT** The IPAC'22 LOC shall have full authority in interpreting and enforcing all the rules set forth herein. The IPAC'22 LOC reserves the right to close or refuse to accept the application for any exhibit which does not conform with the general character of the exhibition or where an exhibitor fails to comply with the rules set forth herein. The IPAC'22 LOC may also close an exhibit any time it is deemed necessary for the safety or comfort of its guests.

**15. RULES AND SAFETY INSTRUCTIONS** A technical file including exhibition layout and safety regulations shall be sent by the IPAC'22 LOC after the company completing booth reservation and registration payment. Furniture renting rules and information on all necessary services (phone, maintenance, transport and storage of exhibition items, customs clearance, shipping, etc.) as well as additional costs and the payment of furniture rental shall be later informed by the Organizing Company.

**C. SET-UP AND MOUNTING/DECORATION OF STANDS**

Installation and set-up of exhibit booth only by Organizing Company shall begin on June 11, 2022 at 7.00 and be completed by noon of June 12, 2022.

Exhibit booth set-up and move-in by exhibitor may begin on June 12, 2022 at 9.00 and must be completed by 17.00 of the same date.

Do not ship exhibit materials directly to the exhibition site to arrive prior to June 12, 2022 as the venue does not have the facilities for receiving and safely storing advanced exhibit materials.

All exhibition materials must be packed and removed no later than 18.00 of June 16, 2022 as the Organizing Company shall remove the booth from 18.01 of June 16, 2022 to midnight of June 17, 2022 morning.

All empties and toolboxes have to be removed from the aisles by 16.00 of June 17, 2022 as cleaning of stands and aisles will start. Any exhibitor's materials left after this time will be removed and stored at the exhibitor's expense with no liability on the part of IPAC'22 or the service contractor for removal, storage fees or damage to the materials.

**D. INTERNATIONAL SHIPMENTS** All international shipments must be sent early. Shipping, customs process, transportation, and storage of exhibition items are the responsibility of each exhibitor, with their own

process and cost. For the convenience of the exhibitor, the Organizing Company shall inform names and contact details of recommended agents later. All customs declarations, bills of lading and pertinent documentation must be written in English.

**E. HAND-CARRIED ITEMS** Exhibitor or their appointed forwarder can move in the exhibits if the exhibits are small enough to be hand carried by one person, to be moved in by an office trolley or exhibits that have their own wheels.

**F. STORAGE** Each exhibitor must arrange for their cartons and cases to be transported back to their own premises. Exhibitor is not allowed to store such items within the exhibition hall. The Committee reserves the right to remove or dispose of any carton, cases and/or packing materials, which are left unattended in the exhibition hall. Any incurred cost will be borne by the exhibitor. Please refer to D. INTERNATIONAL SHIPMENTS.

**G. LIABILITY AND INDEMNITY**

1. This document shall not constitute or be considered a partnership, joint venture, or agency relationship between sponsor and/or exhibitor, Impact Forum, and IPAC'22 LOC. Sponsor and/or exhibitor hereby agrees to indemnify, hold harmless and defend Impact Forum, IPAC'22 LOC, and their respective officers, directors, and employees from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest and attorney's fees) which the Indemnitees may incur, suffer, be part to, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these terms, conditions, and rules, or violation of any ordinance or statute by sponsor and/or exhibitor or any of its employees, servants, or agents.

2. Sponsor and/or exhibitor assumes full responsibility and liability for the actions of its agents, employees, and independent contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend the Indemnitees as expenses arise, from responsibility or liability resulting directly or indirectly, or jointly, from other causes which arise because of the acts or omission of its agents, employees, relatives, or independent contractors whether acting within or without the scope of their authority.

**H. INSURANCE** The service provided by IPAC'22 LOC does not cover product and property insurance of exhibitor. Exhibitor shall be responsible for loss and damage of their product and property. In this regard, exhibitor is recommended to obtain their own insurance to be in effect during the dates of the conference, including set-up and move-out days.

**1. CANCELLATION AND REFUNDING** Request for cancellation of the booth reservation and/or sponsorship must be in an official signed written document and sent to the Committee via an email: [exhibition@slri.or.th](mailto:exhibition@slri.or.th).

In case of booth cancellation at least 60 days prior to the conference date, registration cost shall be refunded only if the booth can be re-sold; otherwise, the Committee shall retain 60% of the total amount of the invoice as compensation.

In case of sponsorship cancellation at least 60 days prior to the conference date, registration cost shall be refunded to the sponsor. For sponsorship cancellation within 60 days prior to the conference date, the Committee shall retain 60% of the amount of the invoice as compensation.

**2. FORCE MAJEURE** In case of force majeure, the dates of the conference and the exhibition could be changed

or cancelled. In this case, the registration cost shall be refunded to the sponsor and/or exhibitor.

#### **I. APPLICABLE LAW AND JURISDICTION**

1. In the event of any claim or dispute the parties shall first attempt to resolve the matter over a period before resorting to arbitration or litigation at courts of the Kingdom of Thailand, which shall only be commenced after the giving of at least five (5) days written notice of intent to file for arbitration or to bring suit.

2. Should either party resort to litigation or Alternative Dispute Resolution, the parties agree that the venue shall be in Bangkok, THAILAND. Exhibitor hereby agrees that the laws of the Kingdom of Thailand and enforceability of this Agreement and hereby consents to jurisdiction of courts of the Kingdom of Thailand.

3. The sponsor and/or exhibitor is willing to accept with no reserve the terms of the present rules and regulations of the IPAC'22 LOC and laws of the Kingdom of Thailand. They shall accept all new measures generated by circumstance that affects the organization of the Conference in which the IPAC'22 LOC reserves the right to indicate.

**J. OCCUPATION OF EXHIBITION SPACES** Exhibition layout and space allocation are drawn up by the IPAC'22 LOC and Organizing Company while considering the reservation date. After the allocation, no change can be made without a written approval by the IPAC'22 LOC.

The IPAC'22 LOC reserves the right to modify the location, the size, and the layout of the requested spaces by the exhibitor as many times as it seems to be necessary.

The allocated spaces shall be occupied by the exhibitor from June 13 to June 16, 2022; otherwise, they shall be considered vacant and could be allocated without any compensation or refund that the failing exhibitor might request.

**K. FIRE CODE COMPLIANCE** If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should contact the Committee for the information concerning facilities or regulations. City fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be requested to the Committee in advance and must be approved by the local government organization of fire prevention prior to the conference date.