



BIG IDEAS START SMALL



**SIGGRAPH
ASIA 2014**
SHENZHEN

The 7th ACM SIGGRAPH Conference and
Exhibition on Computer Graphics and
Interactive Techniques in Asia

CONFERENCE 3 DEC - 6 DEC

EXHIBITION 4 DEC - 6 DEC

**SHENZHEN CONVENTION
& EXHIBITION CENTER**

SA2014.SIGGRAPH.ORG

**EXHIBITOR
MANUAL**

SPONSORED BY



WELCOME NOTE

Dear Exhibitor,

Welcome to **SIGGRAPH Asia 2014!**

This is your personal copy of the Exhibitor Manual, which has been carefully compiled to assist and facilitate you in your preparation for the event. The manual will provide you with information required for the preparation of your exhibition stand.

General guidelines, marketing aides and useful addresses are also included in the manual. We recommend a careful study of its content to ensure that **SIGGRAPH Asia 2014** will be a smooth and successful experience for your company.

The "Index of Forms" lists every individual form included in the Manual. It is the Exhibitor's responsibility to submit all necessary order forms to aid in their booth preparations.

Kindly return the order forms to the respective contacts by the stipulated deadlines so that we can ensure the services you require are arranged before the exhibition. Do remember to make a copy for your own reference.

While all measures have been taken to ensure that all information is being communicated, we understand that each exhibitor is unique. As such, you will most probably have some questions for us with regards to your participation. Should you require any assistance, please feel free to contact us.

You may also visit our website <http://sa2014.siggraph.org/> to gain access to the latest information about our event.

We look forward to welcoming you in **Shenzhen** at **SIGGRAPH Asia 2014!**

Best Regards,

**SIGGRAPH Asia 2014
Exhibition Management Team**

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All Information in this Manual is correct at the time of printing as the Organizer has done its utmost to ensure accuracy. The Organizer apologizes for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.

LIST OF CONTACTS

ORGANIZER

SIGGRAPH Asia 2014
C/o Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65 6500 6711
Email: p.ramajillu@koelnmesse.com.sg

Contact: **Mr. Prakash Ramajillu**

VENUE

Shenzhen Convention and Exhibition Centre
Fuhua 3rd Road, Futian,
Shenzhen, Guangdong, China
Tel: +86 0755 8284 8800
Website: <http://www.szcec.com/eng/>

OFFICIAL STAND CONTRACTOR

Milton Exhibits (Hong Kong) Limited
3/F Midas Plaza, 1 Tai Yau Street,
Kowloon, Hong Kong
Tel: +852 3605 9623
Fax: +852 3605 9423
Email: benng@milton-hk.com

Contact: **Mr. Ben Ng**

OFFICIAL AUDIO VISUAL PROVIDER

Rentech Service Limited
Unit B, 6/F, Meyer Industrial Building
2 Chong Yip Street, Kowloon, Hong Kong
Tel: +852 3590 9740
Fax: +852 3590 9519
Email: cynthiachan@rentech.com.hk

Contact: **Ms. Cynthia Chan**

OFFICIAL TRAVEL AGENT

Burnaby Solutions Pte Ltd
7030 Ang Mo Kio Avenue 5, #08-24
Northstar@AMK, Singapore 569880
Tel: +65 6848 1345
Email: limcheeyi@burnaby-solutions.com

Contact: **Ms. LIM Chee Yi**

OFFICIAL FREIGHT FORWARDER

Agility Fairs & Events Logistics Ltd
Room 2105, 21/F, CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung, NT, Hong Kong
Tel: +852 2211 8203
Fax: +852 2866 2421
Email: bchiu@agilitylogistics.com

Contact: **Mr. Bart Chiu**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. – Guangzhou Branch
6/F, No. 726 Dong Feng Road East, Guangzhou
510080, P.R. China
Tel: +86 20 2829 8362
Fax: +86 20 2829 8356
Email: jozhou@agility.com

Contact: **Ms. Joey Zhou**

EXHIBITION SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Official Stand Contractor Move-In	2 – 3 December 2014	08:00 – 23:00 hrs
Floor Marking by Official Stand Contractor	2 December 2014	08:00 – 14:00 hrs
Exhibitor Nominated External Contractor Move-In	2 December 2014 3 December 2014	14:00 – 22:00 hrs 08:00 – 22:00 hrs
Exhibitor Registration and Badge Collection	2 December 2014 3 December 2014	15:00 – 18:00 hrs 09:00 – 18:00 hrs
Exhibitors Move-In and Stand Decoration	3 December 2014	09:00 – 20:00 hrs
EXHIBITION PERIOD	DATE	TIME
Opening Hours of Exhibition	4 – 5 December 2014	10:00 – 18:00 hrs
	6 December 2014	10:00 – 17:00 hrs
DISMANTLING PERIOD	DATE	TIME
Exhibitors Move-Out	6 December 2014	17:00 – 22:00 hrs
Exhibitor Nominated External Contractor Stand Dismantling*	6 December 2014	18:00 – 22:00 hrs

Notes:

- Exhibitors can be admitted to the exhibition hall 30 minutes prior and after the official opening hours.
- **All exhibitors and external contractor MUST complete their stand construction and decoration by 20:00 hrs on 3 December 2014. Please note that NO construction or decoration works are permitted when hall cleaning commences at 20:00 hr onwards.** Exhibitors who require exceptions from this rule must obtain written permission from the Organizer.
- Overtime charge : -
 - o If over time is required by the exhibitor for booth construction, exhibitors must contact the Organizer for permission in advance and submit their application before 12:00 hrs on the same day if over time is required. The application of overtime is subjected to the approval of the Organizer and the Venue; with different rates apply for different booth sizes based on per hour basis.

***Exhibitors and all stand contractors must complete dismantling by 22:00 hrs on 6 December 2014. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement will be charged to the exhibitors.**

A) GENERAL INFORMATION

A1 NAME OF EVENT

SIGGRAPH Asia 2014
The 7th ACM SIGGRAPH Conference and Exhibition on Computer Graphics and Interactive Techniques in Asia

A2 VENUE

Shenzhen Convention & Exhibition Center
Fuhua 3rd Road, Futian,
Shenzhen, Guangdong, China

A3 DATES & TIMES

Conference:

Tuesday to Friday
3 – 6 December 2014
09:00 – 18:00 hrs

Exhibition:

Wednesday to Friday
4 – 6 December 2014
10:00 – 18:00 (Wednesday and Thursday)
10:00 – 17:00 (Friday)

A4 ORGANIZER, CO-ORGANIZER AND SUPPORTING BODIES

Organizer

ACM SIGGRAPH

Conference and Exhibition Management

Koelnmesse Pte Ltd

A5 VISITOR ADMISSION

- Admission is granted to registered professionals, invited guests, trade, business visitors and students in related fields free of charge. A business card or student ID to prove that you are in the computer graphics and interactive techniques related fields must be produced at the time of registration.
- Visitors who have been invited by one of the SIGGRAPH Asia exhibitors or the organizer can register online at no charge with their invitation code.
- Visitors must register at the registration counters located on the **2F (2nd Floor) of Shenzhen Exhibition & Convention Centre**.
- Visitors below 16 years of age will not be admitted. Proof of age may be requested upon badge collection.
- The Organizer reserves the rights to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless approval is obtained from the Organizer.

A) GENERAL INFORMATION

A6 SECURITY

The Organizer will provide general security for the Exhibition Hall after show hours only. Exhibitors are obligated to ensure the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, Exhibitors may hire a security guard..

A7 CAFETERIA / RESTAURANTS AND STAND CATERING SERVICES

A variety of fastfood restaurants and café are located at Shenzhen Convention & Exhibition Center.

A8 WIRELESS / INTERNET INFORMATION

SIGGRAPH Asia 2014 will provide free wireless in designated areas to its attendees.

If exhibitors need dedicated internet services within their exhibition booths, please refer to **Form 9**.

A9 HOTELS

We have appointed 8 official hotels whereby special discounted hotel rates have been secured for the Exhibitors and visitors of SIGGRAPH Asia 2014. Please refer to **Form 14B** for your hotel booking form or refer to our website <http://burnaby-solutions.intranetapps1.asia/hotels.aspx?Redirect=No&EventID=1079> for further details.

A10 TRANSPORTATION

Shenzhen is a major city in the south of Southern China's Guangdong Province, situated immediately north of Hong Kong.

1. From Hong Kong

- i. MTR Train to Shenzhen Convention & Exhibition Center
Take train of East Rail Line from Hung Hom to Lok Ma Chau station. For information on Hong Kong's train service, visit www.mtr.com.hk.

At Lok Ma Chau station, first complete the Hong Kong immigration, then cross an indoor pedestrian bridge to China immigration checkpoint. After completing the China immigration, go to adjacent FuTian Checkpoint station of LongHua Line of Shenzhen metro. Take 2 stations and get off at Convention & Exhibition Center station, proceed for a short walk from metro station to Shenzhen Convention & Exhibition Center. For information on Shenzhen's metro service, visit www.szmc.net.

- ii. Cross-border coach
Regular airport cross-border coach service to Shenzhen is available at the Hong Kong International Airport (HKIA) and the journey will take approximately 90 minutes. Cross-border coach ticketing counters can be found in HKIA Terminal 1 and 2. For more information, visit <http://www.hongkongairport.com/eng/transport/transport-connection-with-mainland-china/mainland-coach-services.html>.

A) GENERAL INFORMATION

A10 TRANSPORTATION (CONT')

iii. Cross-border ferry transfer

Take ferry at SkyPier of Hong Kong International Airport (HKIA) to Shenzhen Shekou Passenger Port and the journey will take approximately 30 minutes. For more information, visit <http://www.hongkongairport.com/eng/transport/transport-connection-with-mainland-china/ferry-transfer/service-at-a-glance.html>. SkyPier ferry service is for passengers arriving at HKIA only. It is not applicable to passengers originating in Hong Kong.

Once arrived at Shenzhen Shekou Port building, take bus number K113, going towards Exhibition Center. Alternatively, a ride on a taxi to Shenzhen Convention & Exhibition Center will take approximately 30 minutes and cost about RMB 50.

2. Within Shenzhen

i. From Shenzhen International Airport to Convention & Exhibition Center

- Take metro at Airport East station and alight at Convention & Exhibition Center station. The journey will take approximately 60 minutes.
- Alternatively, you may take Airport Express Bus Line 9, towards Huanggang Port and alight at Convention & Exhibitor Center. The journey will take about 60 minutes.

ii. From Shenzhen Railway Station to Convention & Exhibition Center

- Walk from Shenzhen Railway station to Lo Wu metro station. Take 7 stops to Convention & Exhibition Center station. The journey will take about 20 minutes.

3. From Guangzhou

i. Express Railway to Convention & Exhibition Center

Take the express train from Guangzhou South Railway Station to Shenzhen North station of the Guangzhou-Shenzhen-Hong Kong Express Rail Link. For express train schedule and online booking, visit www.12306.cn (official website is available in Chinese only).

Once arrived in Shenzhen North Station, proceed to take Shenzhen metro towards Convention & Exhibition Center.

ii. InterCity train to Convention & Exhibition Center

Take the Guangzhou-Shenzhen InterCity – China Railway HighSpeed CRH – train from Guangzhou East Railway Station to Shenzhen Railway Station.

Alternatively, please contact our Official Travel Agent for private transfers.

Please be reminded that overseas visitors may require having a valid visa and/or travel documents to China. Please check with your nearest Chinese embassy before departure. You may also find a VISA Invitation Letter Application Form in Form 15. Our Official Travel Agent will be able to assist at a fee.

A11 Business Centre

The business centre is located at 2F (second floor) at the Customer Service Centre of Shenzhen Convention & Exhibition Center.

B) TECHNICAL INFORMATION

B1 BOOTH CONSTRUCTION REGULATIONS

1.1 Official Stand Contractor

Milton Exhibits (Hong Kong) Limited, has been appointed as the Official Stand Contractor for this event. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be addressed to the Organizer by completing and submission of **Form 6 – Raw Space Exhibitor**.

Milton Exhibits (Hong Kong) Limited
 3/F Midas Plaza, 1 Tai Yau Street
 Kowloon, Hong Kong
 Tel: +852 3605 9634/ +852 3605 9524
 Fax: +852 3605 9434/ +852 3605 9424
 Email: mhatwo@milton-hk.com

Contact: Ms Eve Lam / Mr Ben Ng

1.2 Shell Scheme Booth Package and Entitlement

1.2.1 Standard Shell Scheme Booth



Furniture & Fittings	Code	9sqm	18sqm	27sqm
Needle Punch Carpet		As per stand space		
System Wall, White Color		As per stand space on all closed sides		
Fascia Board with English Company Name and Booth Number		On all open sides (aisle facing)		
Lockable Cabinet (0.75mH)	MA02	1	2	3
Round Discussion Table	TA51w	1	2	3
Black Leather Chair	CH22b	3	5	6
Waste Paper Basket	MA07	1	1	1
Power Socket, 500w power supply (not for lighting use)	ML004	1	2	3
Spotlight 100w (1 per 3sqm)	ML002	3	6	9

1.2.2 Premium Shell Scheme Booth



Furniture & Fittings	Code	18sqm	27sqm	36sqm
Needle Punch Carpet		As per stand space		
System Wall, White Color		As per stand space on all closed sides		
Fascia board with English Company Name, Booth Number and Company's Logo on tower		On all open sides (aisle facing)		
Lockable cabinet with Company's Logo (1mH)	MA02	1	1	2
Bar stool	BS31b	1	1	2
Showcase	MA06	1	1	1
Slope Shelf	MS03	2	2	4
Round Discussion Table	TA51w	1	2	2
Black Leather Chair	CH22b	4	6	8
Wastepaper Basket	MA07	1	1	2
Power socket, 500w power supply (not for lighting use)	ML004	2	3	4
Spotlight 100w (1 per 3sqm)	ML002	6	9	12

B) TECHNICAL INFORMATION

*Note:

- Please contact the Organizer for entitlements of booth size which are not specified above
- Booth visuals, furniture and fittings listed above are subject to change at the discretion of the Organizer without prior notice
- Items are non-refundable and non-exchangeable

1.2.3 Additional Orders

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms within this exhibitor manual and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the Manual.

1.2.4 Damage Cost

No drill, screw, paint, nail or fixture of any kind is allowed to be affixed onto the booth partitions, venue flooring or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by both the Official Stand Contractor and Venue Owner and charged accordingly to the Exhibitor. The Organizer, together with the Venue Owners and Official Stand Contractor will inspect the hall before and after the event to ascertain any damage charges required.

1.2.5 Alteration of Shell Scheme Booths

Exhibitors are disallowed from replacing existing fascia with self-made fascia for all Shell Scheme Booths, or altering any existing structures within the booth. Please refer to Figure 1.0 for an example.

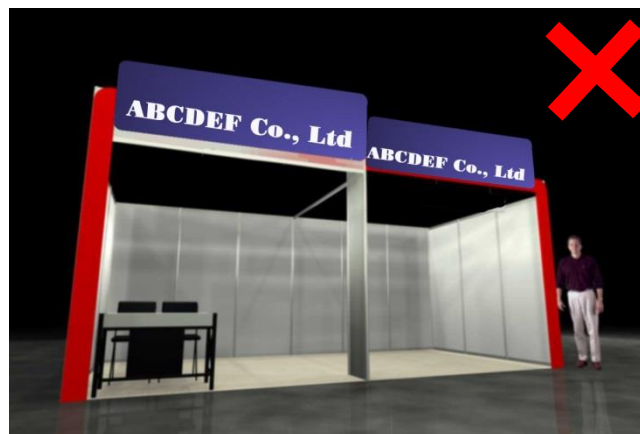


Figure 1.0

1.3 Raw Space Exhibitors / Island Booth Construction

Exhibitors who reserve raw spaces / island booth are recommended to use the service of our Official Stand Contractor for their special booth design and construction to facilitate convenient installation.

However, should Exhibitors wish to appoint their own external contractors, they **MUST** seek consent from the Organizer by submitting the following documents / clearance deposit:

- **Form 6 – Raw Space Exhibitor** with all details duly filled up
- Booth designs; including overview layouts, elevation plans, schematic diagrams and at least 3 different 3D perspectives are to be submitted together with **Form 6 – Raw Space Exhibitor**
- A refundable and interest-free Damage & Rubbish Clearance deposit (refer to **Form 6 – Raw Space Exhibitor** for details)
- RSE (Registered Structural Engineer) report and PE calculations for booth HT exceed 3.1mHT. Please refer to **item 1.3.3 - Permitted Construction Height** for more details

B) TECHNICAL INFORMATION

Please note that failure to submit the above required documents and clearance deposit for Organizer approval will result in the following consequences:

- The external contractors will be denied entry into the hall for any installation works
- Exhibitors will have to bear all costly alterations on-site in the event any designs or installations by their contractors violate fire and safety, stand height and boundary or any space contract rules and regulations

1.3.1 Raw Space Booth Construction Regulation

Exhibitors who reserve raw spaces with neighboring booths behind or besides their booths must take note of the stipulated regulation as below:

- All booths must have their own backwalls. They are NOT permitted to use the neighbor's panels as its own structure
- If any panel or structure is higher than 2.44mHT, a clearance of 1mL distance away from the dividing walls of their neighboring stands is required. Please see Figure 1.1 as below for an example:

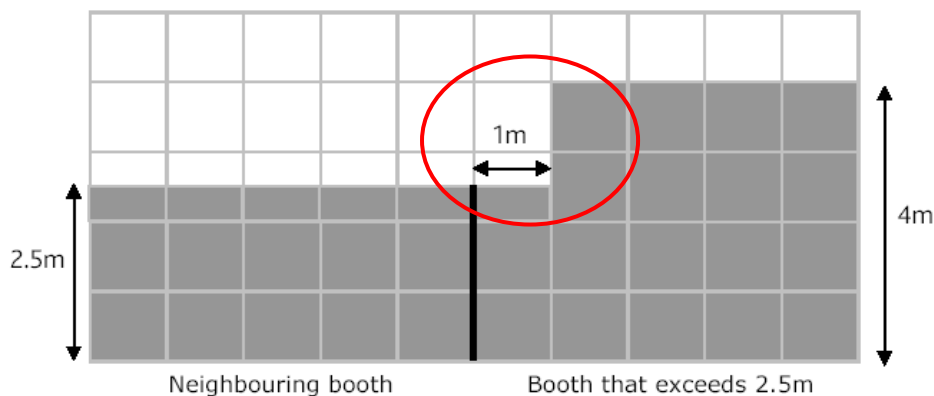


Figure 1.1

- The back of these panels or structures MUST be properly finished in white paint or white smooth texture. Please refer to Figure 1.2 below as an example of unacceptable furnishings and a violation of the 1mW clearance regulation (the structure is more than 2.44mHT in this case)

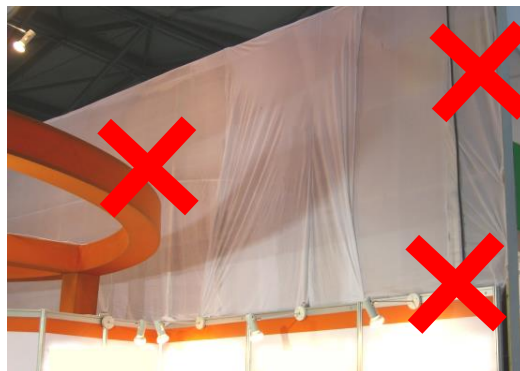


Figure 1.2

B) TECHNICAL INFORMATION

1.3.2 Island Booths Construction Regulation

Exhibitors who reserve island booths must take note of the stipulated regulation as below:

- All sides of the booth **MUST NOT** be entirely enclosed with full back walls. All back walls should only take up 1/3 length of the entire booth at a maximum
- All exposed back walls **MUST** be properly finished in either white paint or white smooth texture

Note that the Organizer reserves the right to reject any contractor and design deemed inappropriate.

1.3.3 Permitted Construction Height

Exhibitors and external contractors must take note of the permitted construction height requirement as below:

- Maximum height limit allow within Hall 5 is **4m**
- Special booth design from 4mH will require a PE (Professional Engineer) approval. The submission of the PE approval must be accompanied by copies of their booth designs with detailed dimensions, and **Form 6 – Raw Space Exhibitor (please refer to item 1.3)**.

1.3.4 Fire & Safety Compliance

- Materials for the construction of the exhibition booths and its decoration **MUST** be non-combustible, inherently non-flammable or durably flameproof. The surface of material **MUST** not be painted onsite. The exhibitors or their appointed external contractors must make available relevant documentation relating to fire tests, flame tests, fume tests and other similar tests upon request by inspection of the Organizer and Venue Owner
- No false ceiling will be allowed regardless of the materials used, eg fabric, unless the material used will allow water to flow through freely, or coated with special chemicals that impede fire spreading. In such instance, The exhibitors or their appointed external contractors must make available relevant documentation relating to fire tests, flame tests, fume tests and other similar tests upon request by inspection of the Organizer and Venue Owner
- Any booth of more than 60sqm **MUST** be equipped with at least 1 fire extinguisher within the booth by the respective stand contractor
- All fixtures, equipment from the exhibitors must be placed within the compounds of their licensed booth spaces, and nothing is allowed on the aisles. The Organizer reserves the right to remove anything that obstructs the aisle

1.4 Double-storey stands

Exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

- Exhibiting company of the lower storey of a particular booth must be the same as that of the upper storey
- Rental rates for the contracted floor area at the upper tier shall be fifty percent (50%) of that of the lower tier. That is, if the rental rate for the lower tier floor area is US\$ 330 per square meter, the rental rate for the upper tier floor area is US\$ 165 per square meter
- Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 25 square meters and that the minimum length of any dimension of that area is 5 meters

B) TECHNICAL INFORMATION

- Contracted floor area of the upper storey shall not exceed 50% of the contracted floor area of the lower storey of the particular booth
- Width of stairs for double storey booth must be at least 1.2m in accordance to fire safety regulations
- Fire extinguisher shall be placed every 10m of the walkway in the double storey booth and a safety personnel must station at the booth at all times
- All booth designs and stand construction must be approved in advance by the Organizer and the Venue Owner in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities' review and approval **(please refer to item 1.3 on details for submission)**
- Special structures are restricted to a clearance distance of 1mW away from the dividing walls of the neighboring stands **(please refer to item 1.3.1 for more details)**
- The design, construction and tear-down of double storey stands have to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the Venue Owner **(please refer to item 1.3.4 for more details)**

B2 HALL SPECIFICATIONS

2.1 Floor Loading Capacity

Floor loading inside exhibition Hall 5 must not exceed 3.5tonnes/sqm.

If exhibitors would like to bring any equipment exceeding the limit above, they will need to inform the Organizers **1 month before move in date**. The Organizers will then advise on the documentations required for submission for approval to bring in the equipment – subject to approval.

2.2 Power Supply and Electrical Cabling

All electrical installation, supplies, wiring and dismantling work at the exhibition **MUST** be ordered and carried out by the appointed Official Stand Contractor.

All electrical equipment and installations should be tested and approved by the appointed Official Stand Contractor prior to turning on the electricity supply.

The standard electrical current supply available for use is 220V/50Hz (single phase) and 380V/50Hz (three phase). Exhibitors requiring different voltage/frequency or special connections to equipment must arrange directly with the appointed Stand Contractor.

Exhibitors who reserved for raw space / island booth and using external contractors are required to adhere the following:

- submit their electrical order form (refer to **Form 7 – Electricity & Lighting**) accompanied by a proposed layout plan to the Official Stand Contractor for their approval. Inspection on-site will then be carried out before the power supply is turned on
- exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the Official Stand Contractor at least 4 weeks before the commencement of the exhibition. Applicants are requested to submit the following information and documents when applying for approval:
 1. specifications and its rating in watts / units of the light fitting
 2. total units to be installed

B) TECHNICAL INFORMATION

3. layout line drawing of planned electrical installation
4. company name of the contractor
5. names and identification card / passport numbers of all attending electrical personnel
6. electrical order form in the Exhibitors Manual (refer to **Form 7 – Electricity & Lighting**)

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are **not permitted** as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.

During the move-out period, temporary electricity supply can be arranged by prior arrangements (at least 24 hours in advance) with the Organizer.

2.3 General Lighting

The Organizer will provide general lighting in the exhibition hall during show time. An adequate level of lighting will be provided during move in and move out period.

2.4 Air-Conditioning

Air-conditioning within the Venue will be operational during official exhibition opening hours only. For any further requirements on extension of air-conditioning during operational hours, please contact the Organizer directly to make your request.

B3 FREIGHT AND EXHIBITS

3.1 Official Freight Forwarder

The Organizer has appointed **Agility Fairs & Events Logistics Ltd** as the Official Freight Forwarder, site handling and customs clearance agent for SIGGRAPH Asia 2014.

Please refer to **Form 12 – Freight Forwarding Services** for detailed guidelines on freight forwarding services.

Please address all correspondence concerning exhibition freight forwarding matters directly to:

Agility Fairs & Events Logistics Ltd

Room 2105, 21/F, CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung, NT, Hong Kong
Tel: +852 2211 8203
Fax: +852 2866 2421
Email: bchiu@agilitylogistics.com

Contact: **Mr Bart Chiu**

3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, Exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls before, during and after the show. Any cost incurred will be borne by the respective Exhibitor.

C) RULES & REGULATIONS

C1 CHINESE FAIRS AUTHORITY RULING

The following Chinese Fairs Authority Ruling is important and would like to bring to your attention.

- Exhibitor should adhere to the following requirements when preparing promotional materials:
 - I. Do not list Taiwan, Hong Kong and Macau as nations
 - II. Materials should not contain any contents that are morally unacceptable to visitors
 - III. Materials should not contain any contents that will distort and/or is offensive to the host nation and other countries
 - IV. If map of China is used, please draw in accordance with the standard published version
 - V. Note that R.O.C and Hong Kong should not be listed under COUNTRY
 - VI. Map of China should include Taiwan province

The above are strictly enforced and all exhibitors must adhere to the rules. Exhibitors will have to bear the liability and consequences should they refuse to adhere.

C2 FILM, AUDIO / VISUAL AND PRODUCT DEMONSTRATION

Audio visual equipment may be provided by the Exhibitor or hired from the official AV and computer supplier using **Form 8 – Audio Visual Equipment**. When in operation, audio visual equipment must not disturb visitors or other Exhibitors with excessive sound / noise. All audio visual equipment should be kept to a maximum level of 70dB, unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. The Organizer reserves the rights to discontinue any audio visual presentation which in their opinion is detrimental to the event.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizer.

C3 GENERAL CLEANING

The Organizer will only provide general cleaning, ie, aisles of exhibition hall, prior to the opening of the exhibition and daily thereafter. It is the responsibility of each Exhibitor to maintain the cleanliness of their booth at all times (including emptying of waste paper baskets).

C4 REMOVAL OF WASTE

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. External contractors appointed by Exhibitors building raw space or island booths are responsible for removing their own debris from the site at the end of each day.

At the end of the exhibition, the contractor must remove from the site all the materials from their client's booth. Should they not do so; the deposit paid will be used to pay for removal by the official cleaning contractor.

During show period, Exhibitors are requested to place their general rubbish in the aisle just in front of their booths, so that the official cleaners will remove them at the end of each show day. The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded bulky crates or cartons.

C) RULES & REGULATIONS

C5 INDUSTRIAL GAS DEMONSTRATION AND FIRE PRECAUTION

Exhibitors, who because of the nature of their exhibits require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizer. Even when consent is given, adequate precautionary measures must be taken by Exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the Exhibitor to protect the public against any danger of fire outbreak. The venue may require on-site inspection to ensure maximum fire safety.

Smoking is strictly not permitted in the venue premises at all times.

C6 LIABILITIES

General third party liability insurance will be covered and handled by the Organizer. However, it is the responsibility of each Exhibitor to arrange adequate coverage for its own exhibits during the exhibition.

All Exhibitors must arrange at their own cost "all-risk" insurance coverage from their origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take out public liability and comprehensive protection.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizer maintains security surveillance at all times, Exhibitors are reminded that goods / exhibits will still, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please refer to Form 15 of this exhibitor manual. Please note that you are not allowed to hire staff or personnel from another security agency.

C7 GENERAL SECURITY

The Organizer will provide general security at exhibition hall's entrances and exits throughout the entire period from move-in till move-out.

All personnel and attendees must wear their badge at all times, and be prepared to present their badge upon request by the security for identification, especially prior to accessing inside the exhibition hall.

All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair.

For security and safety reasons, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If Exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizer for approval

C) RULES & REGULATIONS

in advance. However, Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 17:00 hrs on the final day of the show, i.e. 6 December 2014.

*** Notes:**

i. Move-in and move-out period: all exhibitors and contractors are allowed to enter inside exhibition hall as per the stipulated timing indicated on the Exhibition Schedule

ii. Show period from 4 – 6 December 2014: all exhibitors are only allowed to enter inside Hall 3G 30minutes before official show opening hour, and 30 minutes after show officially closes for the day. Thereafter, no one will be allowed entry inside the exhibition hall

iii. If suspects of crime are found, please contact the Organizer or the security guard in the exhibition hall immediately

iv. All enquiries regarding lost and found items should be made to the Organizer or the security guards on duty

C8 BOOTH OPERATION

No business activity shall be conducted by the Exhibitor and/or his co-participants outside their booth boundaries, such as distribution of promotional material outside their booths.

Activities which will cause inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles (conduct of lucky draws or lotteries), picture taking, and use of excessive animation and sound equipment. Individual stage shows are also not permitted (including live band performances or dancing on the aisles).

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage solutions. Please also refer to item **1.3.4 - Fire & Safety Compliance** for more information.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works. These charges will either be deducted from clearance deposit or send directly to the exhibitors for payment.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic.

Exhibitors and Contractors must clear items not for display purposes (e.g. containers, packing items) on **06 December 2014 by 20:00 hrs**. Otherwise the Exhibitors will have to pay the Organizer for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C) RULES & REGULATIONS

C9 USE OF DANGEROUS MATERIALS

Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

Pressure Tanks

- The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standards and regulations

Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

C10 FAILURE TO EXHIBIT

Any organization which has signed and submitted a valid contract for space reservation deems a confirmed Exhibitor. If he fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, he shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

C11 GROUPS AND NATIONAL PAVILIONS

Organizers of group and national pavilions are responsible for ensuring that all Exhibitors and or / Co-exhibitors on their stand are fully aware of, agree to, and abide with all the Technical Information and Rules & Regulations stated herein.

C12 FOOD, BEVERAGE AND OTHER CONCESSION SERVICES

According to regulations of SZCEC, all supply and use of catering equipment, including sale, distribution and sampling of food, beverage and other concession items are prohibited without prior permission from Venue Owner.

Except with authorized by Venue Owner, the exclusive rights to food & beverage and concession operations belong to SZCEC.

Note that deliveries of any food & beverage from outside suppliers are NOT permitted.

C13 INTELLECTUAL PROPERTY RIGHTS

The Organizers reserve the right to request Exhibitors to remove exhibits which are alleged of violating Intellectual Property Rights. Any possible legal consequence as a result will have to be borne by Exhibitors concerned.

C14 UNFORESEEN OCCURRENCES

In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.

1 Advertising & Sponsorship



To be returned by: **29 October 2014**

Please complete and return to:

Mr Prakash Ramajillu

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

p.ramajillu@koelnmesse.com.sg

Tel: +65 6500 6711

Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

The right combination of advertising, sponsorship, and pre-and post-show marketing opportunities will help you maximize your presence and stand out from the competition. Turn heads at SIGGRAPH Asia 2014 with these promotional opportunities. Create a dynamic impression in Asia now!

DIGITAL ADVERTISING

SIGGRAPH ASIA 2014 WEBSITE



The SIGGRAPH Asia website is the main source of information for attendees and is the ideal place to highlight your products and services. Your banner is prominently placed on the homepage and main landing pages and runs from the time they are received, until the event ends.

Leader Board Banner Ad

SGD 3,800

- Exclusive to 3 Advertisers
- 728px wide x 90px tall
- GIF or JPEG files accepted, no animation
- Rotates between ads

ONLINE REGISTRATION WEBSITE



Include your company's message in a banner that is prominently displayed on the registration website where attendees purchase their conference passes online. Your banner ad will appear on the homepage and on every page of the registration process from the day online registration starts till end November when it closes.

Leader Board Banner Ad

SGD 3,800

- Exclusive to 1 Advertiser
- 728px wide x 90px tall
- GIF or JPEG files accepted, no animation

YOUR BANNER ADVERTISEMENT

1 Advertising & Sponsorship



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Please complete and return to:

Mr Prakash Ramajillu
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
p.ramajillu@koelnmesse.com.sg

Tel: +65 6500 6711
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ADVERTISING & SPONSORSHIP

HTML EMAILER



Reach out to registered attendees by opting for our HTML mailer, where you can design and create your own customized look and feel to promote your company directly to those who are attending.

Pre-registered List

SGD 1,000

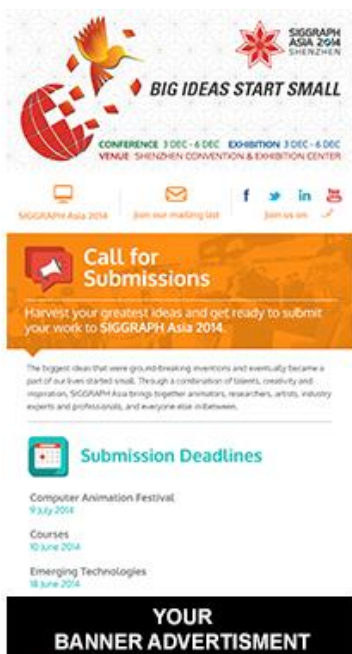
- *Scheduled 2 to 4 weeks before show*

All Registered List

SGD 1,200

- *Scheduled 2 to 4 weeks after show*

E-NEWSLETTER BANNER



A static banner with your company logo or a short write-up that reaches 50,000+ prospects from the computer graphics and interactive techniques industry subscribed to SIGGRAPH Asia's mailing list. This opportunity is limited by the number of e-newsletters issued in a year from March to November, and it's going fast!

Static Banner Ad

SGD 1,500

- *Exclusive to 1 advertiser per newsletter issue*
- *600px wide x 90px tall, only JPEG files accepted*

Write-up

SGD 1,000

- *Exclusive to 1 advertiser per newsletter issue*
- *30 - 40 words write-up, web links accepted.*

1 Advertising & Sponsorship



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ADVERTISING & SPONSORSHIP

PRINT ADVERTISING

PRINT AD IN EXHIBITION GUIDE



The Exhibition Guide offers you maximum reach to all attendees with a full page, full color ad that places your company right ahead of the competition. It is widely distributed with all event information, including the exhibitor and sponsor list, booth numbers and exhibition floor plan.

Back Cover	SGD 3,500
Inside Back Cover	SGD 3,000
Inside Front Cover	SGD 3,000
Inside Page	SGD 2,500

Advertiser to provide artwork file based on specifications provided by SIGGRAPH Asia.

PRINT AD IN PROGRAM MATRIX



Advertise in the Program Matrix, a handy, foldable program guide that all conference attendees refer to for conference programs including the daily schedules and session topics presented at SIGGRAPH Asia 2014.

Back Cover	*Upon Request
Inside Page	*Upon Request

Sponsor to provide artwork file based on specifications provided by SIGGRAPH Asia.

1 Advertising & Sponsorship



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ADVERTISING & SPONSORSHIP

ONSITE ADVERTISING

LANYARD



Have your company's name or logo printed exclusively on the lanyard worn by all SIGGRAPH Asia 2014 attendees.



Sponsorship Fee

SGD 5,000

Exclusive to 1 Sponsor

Sponsor to provide production of 7,000 lanyards with clips including shipping cost or; Sponsor to bear production cost and lanyards produced by SIGGRAPH Asia.

ATTENDEE BADGE



FRONT



BACK

No other advertising medium allows your marketing message to reach the SIGGRAPH Asia 2014 attendees as personally as the attendee badges do. Carried throughout the event by all attendees, it offers you prime back advertising spot and serves as a reminder of your presence at the event.

Sponsorship Fee

SGD 4,000

Exclusive to 1 Sponsor

Sponsor to provide artwork file with logo and text based on specifications provided by SIGGRAPH Asia.

1 Advertising & Sponsorship



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Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

FORM FILLING COUNTERS



The first point of contact for every attendee right even before they register for the event. Have your company logo and key messages prominently placed at our counters.

Sponsorship Fee

SGD 1,500

Exclusive to 2 Sponsors; limited

per counter

to 2 counters per Sponsor.

Sponsor to provide final artwork file in specifications provided by SIGGRAPH Asia.

REGISTRATION FLYER



Attract attendees with your company flyers by having them prominently placed at the registration counters. Your flyers will be seen when attendees are waiting for their badges to be printed.

Sponsorship Fee

SGD 1,500

Exclusive to 3 Sponsors

Sponsor to provide production of 3,000 inserts and shipping cost.

1 Advertising & Sponsorship



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Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

MERCHANDISE BAG



Have our attendees advertise for you as they walk around the exhibition hall and conference areas carrying bags printed with your company's branding visuals and key messages.

Sponsorship Fee

SGD 2,000

Exclusive to 1 Sponsor

Sponsor to bear sample cost and mass production cost, and provide artwork file based on specifications provided by SIGGRAPH Asia.

BAG INSERTS



Draw the crowd to your booth by promoting your key messages in bags distributed to conference attendees when they register onsite. Insert souvenirs, pens, notepads, lucky draw slips, bottled water or anything creative.

Sponsorship Fee

SGD 1,000

Exclusive to 3 Sponsors

Sponsors to provide production of 1,500 inserts and shipping cost.

1 Advertising & Sponsorship



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Koelnmesse Pte Ltd
 152 Beach Road, #25-05 Gateway East
 Singapore 189721
p.ramajillu@koelnmesse.com.sg

Tel: +65 6500 6711
Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

STANDING BANNER



Strategically placed in high-traffic areas, this is a perfect opportunity to showcase your company's advertisement or session schedule for all attendees to see.

Exhibition Hall Entrance **SGD 1,500**

Exclusive to 4 Sponsors

- Exhibitors only

Conference Area **SGD 1,200**

Exclusive to 5 Sponsors

Sponsor to provide final artwork file in specifications provided by SIGGRAPH Asia. Includes production, installation and dismantling.

DIRECTORY BOARD ADVERTISEMENT



Advertise your company's key messages or session schedule right next to our directory board. These directory boards are placed strategically at the convention center to help attendees find the right room or area.

Directory Board **SGD 1,800**

Sponsor to provide final artwork file in specifications provided by SIGGRAPH Asia.

1 Advertising & Sponsorship



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ADVERTISING & SPONSORSHIP

TABLE TOP PLACEMENT



Having a table top placement at the entrance of a selected conference room of your choice provides attendees with a copy of your company brochure when they enter the room; serves as excellent reading material while waiting for programs to start.

Table Top

SGD 1,000

*Exclusive to 1 Sponsor per
Conference Program*

Sponsor to provide final artwork file in specifications provided

by SIGGRAPH Asia.

ATTENDEE LOUNGE



The attendee lounge provides attendees with a place to rest during the event days. Situated within the exhibition hall, the lounge is a convenient place to check emails, network with fellow attendees and hold discussions with important clients. Have your company's branding and brochures displayed all around the lounge.

SPONSORSHIP FEE

From

Exclusive to 1 Sponsor

SGD 10,000

1 Advertising & Sponsorship



To be returned by: **29 October 2014**

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p.ramajillu@koelnmesse.com.sg

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Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

PROMOTIONAL OPPORTUNITIES

EXHIBITOR TALK



Organize talks at the stage located within the exhibition hall to deliver in-depth information about your products and services. Your talks will be promoted in our exhibition hall, program matrix, website and social media channels.

Promotional Fee

SGD 2,200

Talks are 2 slots of 1 hour session inclusive of setup and tear down. Session can be selected. Standard AV equipment (without laptop) provided.

RECRUITMENT TALK



Recruit talents through talks and share about your company, past and upcoming projects, recruitment plans, and job openings with our attendees. Your talks will be promoted in our exhibition hall, program matrix, website and social media channels.

Promotional Fee

SGD 2,000

Talks are 1 hour sessions inclusive of setup and tear down. Standard AV equipment (without laptop) provided.

1 Advertising & Sponsorship



To be returned by: **29 October 2014**

Please complete and return to:

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Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

p.ramajillu@koelnmesse.com.sg

Tel: +65 6500 6711

Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

EXHIBITOR SESSION



Host your user group meetings and presentation sessions during SIGGRAPH Asia 2014 with a theatre-style presentation area that is located right in the exhibition hall. Display your company's branding in the room and conduct your sessions throughout the exhibition days. Single day bookings are also available.

Booking Fee

**Contact us for
individual quote**

DEMONSTRATION AREA



Showcase and conduct hands-on demonstration of your latest products to our attendees within the exhibition hall at our demonstration area - Exciting and innovative products and processes find a space of their own here.

Demonstration Counter

SGD 2,000

1 Advertising & Sponsorship



To be returned by: **29 October 2014**

Please complete and return to:

Mr Prakash Ramajillu

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

p.ramajillu@koelnmesse.com.sg

Tel: +65 6500 6711

Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

CONFERENCE SUPPORT & SPONSORSHIP

NETWORKING RECEPTION SPONSOR



Be the official sponsor of the SIGGRAPH Asia 2014 Networking Reception, where over 1,500 attendees will be in attendance. Have your company's branding appear everywhere from admission wrist tags, hanging LCD screens, welcome balloons to exhibit space and via our online promotion efforts for the reception.

Sponsorship Fee

From

SGD 25,000

NETWORKING RECEPTION CO-SPONSOR



Engage attendees at our networking reception with a table top showcasing your latest products and services. Give out free beers, engage them in a spin & win session, hold lucky draws, give out freebies.

Sponsorship Fee

From

SGD 7,500

1 Advertising & Sponsorship



To be returned by: **29 October 2014**

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ADVERTISING & SPONSORSHIP

EXHIBITOR & CONTRIBUTOR RECEPTION



Host a party or evening reception for all exhibitors and contributors from all over the world where most of them will be your company's key audience too.

Sponsorship Fee

From

SGD 20,000

STUDENT VOLUNTEER SUPPORT



Every year, more than 150 dedicated computer graphics enthusiasts contribute to SIGGRAPH Asia through the Student Volunteers program. We are looking for giveaways, meal and/or accommodation sponsors, and donations to fund this program. You get to reach out exclusively to our Student Volunteers from all over the world.

We seek the following sponsorship:

- Student Volunteer's T-shirts
- Freebies, souvenirs, giveaways
- Meal vouchers
- Accommodation
- SV Committee Dinner



1 Advertising & Sponsorship



To be returned by: **29 October 2014**

Please complete and return to:

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152 Beach Road, #25-05 Gateway East

Singapore 189721

p.ramajillu@koelnmesse.com.sg

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ADVERTISING & SPONSORSHIP

EQUIPMENT SUPPORT



The successful hosting of the SIGGRAPH Asia conference is dependent on the kind assistance of the industry's companies to loan equipment to the conference during the event days.

Equipment we are seeking:

- Laptops
- Projectors
- Monitor screens
- 3D Glasses
- 3D Projector

All equipment sponsors will be accorded sponsorship recognition. Equipment loaned during the conference will be covered under our insurance blanket.

1 Advertising & Sponsorship



To be returned by: **29 October 2014**

Please complete and return to:

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Singapore 189721

p.ramajillu@koelnmesse.com.sg

Tel: +65 6500 6711

Fax: +65 6294 8403

ADVERTISING & SPONSORSHIP

1.1 DIGITAL ADVERTISING		
<input type="checkbox"/>	Website – Top Leader Board Ad	SGD 3,800
<input type="checkbox"/>	Registration Website – Bottom Leader Board Ad	SGD 3,800
<input type="checkbox"/>	HTML Mailer to Attendee – Pre-registered List	SGD 1,000
<input type="checkbox"/>	HTML Mailer to Attendee – All Registered List	SGD 1,200
<input type="checkbox"/>	E-News Banner / Write-up	SGD 1,500
1.2 PRINT ADVERTISING		
<input type="checkbox"/>	Print Ad in Exhibition Guide – Back Cover	SGD 3,500
<input type="checkbox"/>	Print Ad in Exhibition Guide – Inside Back Cover	SGD 3,000
<input type="checkbox"/>	Print Ad in Exhibition Guide – Inside Front Cover	SGD 3,000
<input type="checkbox"/>	Print Ad in Exhibition Guide – Inside Page	SGD 2,500
<input type="checkbox"/>	Print Ad in Program Matrix	*Price upon request
1.3 SPONSORSHIP OPPORTUNITIES		
<input type="checkbox"/>	Lanyards	SGD 5,000
<input type="checkbox"/>	Attendee Badge	SGD 4,000
<input type="checkbox"/>	Merchandise Bag	SGD 2,000
<input type="checkbox"/>	Merchandise Bag Insert	SGD 1,000
<input type="checkbox"/>	Standing Banner – Exhibition Hall Entrance	SGD 1,500
<input type="checkbox"/>	Standing Banner – Conference Area	SGD 1,200
1.4 PROMOTIONAL OPPORTUNITIES		
<input type="checkbox"/>	Exhibitor Session	*Price upon request
<input type="checkbox"/>	Exhibitor Talk	SGD 2,200
<input type="checkbox"/>	Recruitment Talk	SGD 2,000

Acceptance:

Upon acceptance, if any, of this application by Koelnmesse Pte Ltd, Advertiser/Sponsor and Koelnmesse Pte Ltd agree to be bound by the Terms, Conditions and Rules set forth, including the General and Special Conditions of Participation, in the Exhibitor Manual, and in any correspondence outline revised specification, all of which are incorporated herein and made a part of this Contract.

Advertiser/Sponsor agrees to meet all requirements and deadlines outlined in the Confirmation Letter as well as full payment with Contract or upon receipt of Invoice. This Contract is binding and any attempt to cancel all or part of this Contract shall result in the forfeit of 100% of sponsorship fee.

The undersigned parties confirm that they have authority to enter into this Contract and hereby agree to the terms set forth herein.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

2 Attendees Data



To be returned by: **10 November 2014**

Please complete and return to:

Ms Carmen Wong / Ms Kaye Leung
Rentech Service Limited


Unit B, 6/F, Meyer Industrial Building, 2 Chong Yip Street
Kwun Tong, Kowloon, HKSAR
siggraph2014@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

2.1 LEAD RETRIEVAL ORDER FORM

We offer you an efficient method of collecting data from the visitors to your booth using a handheld scanner that instantly records sales lead information. This elegant service enables you to professionally record visitors' data at your stand, manage your lead contacts after the fair, and plan your follow up activities at leisure. The handheld scanner is light-weight and simple to operate, requiring no computer literacy.

	Description	Unit Price RMB	Qty	Total HKD
	Early Bird Discount Offer (Order on or before 10 November 2014)	RMB1,800 (Approx. USD290)		
	Scanner Rental Onsite	RMB2,300 (Approx. USD370)		
Grand Total				

Notes:

- By submitting this order form, the exhibitor acknowledges that the full data generated will be made available on 19 December 2014.
- Should the scanner be damaged, lost or not returned, a RMB 5,000 (USD 806) will be charged. (Prices exclude refundable security deposit)
- Prices quoted are for the whole duration of the exhibition, 4 – 6 December 2014.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

3 Exhibitor Badges



To be returned by: **29 October 2014**

Please complete and return to:

Mr Kevin Sng

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

k.sng@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

3.1 GENERAL INFORMATION

Exhibitor Badges can be collected at the Exhibitor Check-in Counter on Level 2, above Hall 5. Please bring a Name Card and a copy of your Booth/Room Confirmation Letter issued by the Organizer.

For security and safety reasons, the Organizer will not send out exhibitor badges in advance.

Exhibitor Registration and Badge Collection	2 December 2014	15:00 – 18:00 hrs
	3 December 2014	09:00 – 18:00 hrs

3.2 EXHIBITOR BADGES

SIGGRAPH Asia 2014 grants **6 exhibitor badges per 9sqm booth space**. In addition to the Exhibition, in-booth personnel can also attend Exhibitor Talks & Sessions and Recruitment Talks for all three days.

*Additional Exhibitor Badges can be obtained at cost of **SGD 15.00** each.

No.	Staff Name	Country	Company
1			
2			
3			
4			
5			
6			
7			
8			
9			

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Fascia Name



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

***This form is applicable and compulsory for all Standard & Premium Shell Scheme Exhibitors.**

4.1 FASCIA NAME

For Standard & Premium scheme stands, the fascia lettering in English (**max. 24 letters including spaces**) is free-of-charge. Please fill in your exact company name in block letters.

Failure to submit this form by the above stipulated deadline, the official stand contractor will use the company's name submitted in your space application form as your fascia. Should there be a request for change of name on-site, additional charge will be imposed.

English (no more than 24 characters, including space and punctuation)

Font type : Myriad Pro Bold
Text colour : White

4.2 FASCIA LOGO

1) **Standard shell scheme booths** – if a corporate logo is to be added on the fascia board, please note that an **additional cost of HKD 350.00 per logo applies**. Size: Approx. 190mmHt. Material: Inkjet Print mount on Compressed Foam [2930mmL x 230mmHt]. Please adhere as per following requirement and submit, together with this Form 4, **no later than 7 November 2014** to mhatwo@milton-hk.com.
*If no request is received from the exhibitor, show logo will be shown on the fascia board.

2) Late orders received after the **7 November 2014** or **on-site** may not be catered to, and if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.

* Send the logo in high resolution TIFF, JPG (at least 50cmH in 100dpi), AI or EPS together with your company's name

* Tick the below box

Yes, I would like to include a logo on my fascia.

* Submit this form together with full payment to above contact

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Fascia Name



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524

Fax: +852 3605 9492

4.2 FASCIA LOGO (Cont.)

Important Note:

- A. Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer or credit card.
- B. Late orders i.e. received after the deadline or on-site may not be catered to, and if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- C. Amount paid are non-refundable should the event is being cancelled or withdrawn.

3) **Premium shell scheme booths** – Company's logo on tower and info Counter is part of the premium shell scheme package entitlement hence no additional charge is imposed. Please complete 4.2 and submit your logo in the correct format by the stipulated deadline. The actual size printed for logo on tower will be at maximum 80cm by 64cmH.

5 Service Location Plan



To be returned by: **29 October 2014**

Please complete and return to:
Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

***This form is applicable and compulsory for all Exhibitors.**

5.1 MAIN CONNECTION POINTS

Indicate clearly the location of your utilities such as power outlets, spotlights and furniture. It is imperative that you complete this form as it will be used to install your requirements in the correct location. Points of connections will be placed at Official Contractor's discretion for forms submitted after deadline.

	Left				Back of Booth				Right
Indicate Adjacent Booth No. in this direction.									
	Left				Front of Booth (Aisle)				Right

Legend (Use only the items applicable):

- | | | | | | |
|--|-------------------|--|---|--|---------------|
| | LONGARM SPOTLIGHT | | SPOTLIGHT | | SOCKET POINT |
| | LOCKABLE CABINET | | 1mH INFORMATION COUNTER WITH LOCKABLE CABINET | | TALL SHOWCASE |
| | FLAT SHELF | | SLOPE SHELF | | |

Remarks: _____

Conditions:

- Any complaints regarding rental furniture must be lodged the day before the exhibition commence. Otherwise all items are deemed to have been received in good order.
- Any on-site adjustment will be charged additionally.

Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

6 Raw Space Exhibitors



To be returned by: **21 October 2014**

Please complete and return to:

Ms Jasmine HOO

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

j.hoo@koelnmesse.com.sg

Tel: +65 6500 6733

Fax: +65 6500 2771

The submission of this form is compulsory for all Raw Space Exhibitors by the above stipulated deadline.

6.1 GENERAL INSTRUCTIONS

Exhibitors who reserve raw space / island booth are recommended to use the service of our Official Stand Contractor for their special booth design and construction to facilitate convenient installation.

Should Raw Space Exhibitors wish to appoint their own external contractors, they **MUST** seek consent from the Organizer by submitting required documents / clearance deposit as below:

- Form 6 with all details duly filled up
- Booth designs; including overview layouts, elevation plans, schematic diagrams and at least 3 different 3D perspectives are to be submitted together with Form 6.
- A refundable and interest-free Damage & Rubbish Clearance deposit (refer to 6.3 for details)
- PE (Professional Engineer) endorsement for booth HT exceeds 4.0mHT. Please refer to **B) Technical Information, 1.3.3 - Permitted Construction Height** for more details

Please note that failure to obtain consent from the Organizer and incomplete submission of all the above required documents and clearance deposit, the external contractors will NOT be allowed to work onsite. The Organizer also reserves the right to reject any contractor and design deemed inappropriate.

All Raw Space Exhibitors **MUST** also ensure that their outside contractors abide by the regulations and read all our Technical Information in this manual.

6.2 INDEPENDENT CONTRACTOR CONTACT

Exhibitors have to indicate the address and contact person of their stand fitting contractor

Stand Contractor

Address

Tel

Fax

Email

6 Raw Space Exhibitors



To be returned by: **21 October 2014**

Please complete and return to:

Ms Jasmine HOO

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

j.hoo@koelnmesse.com.sg

Tel: +65 6500 6733

Fax: +65 6500 2771

6.3 CLEARANCE DEPOSIT

Raw Space Exhibitors or their contractors are required to place with the Official Stand Contractor a refundable and interest-free Damage & Rubbish Clearance deposit in an amount calculated at a rate of **HKD500 per sqm (up to a maximum of HKD35,000)**. Damage & Rubbish Clearance Deposit will be returned in full to the contractor within one month after the fair only if the raw space site is - in the Organizer's view - clean and clear of any rubbish or litter and no damage whatsoever has been caused (including any damage to the raw space site or any part of the venue building).

Please make your payment via cheque or wire transfer to:-

1. Local Hong Kong Cheque

Milton Exhibits (Hong Kong) Limited

3/F, Midas Plaza, 1 Tai Yau Street,

Kowloon, Hong Kong

Attention: Ms Eve Lam/ Mr Ben Ng

2. Telegraphic Transfer

Milton Exhibits (Hong Kong) Limited

004-191-700947-838

The Hong Kong & Shanghai Banking Corporation Ltd.

Tai Yau Street Branch, G/F, 26-28 Tai Yau Street,

San Po Kong, Kowloon

SWIFT CODE: HSBC HK HHHKH

*Please send us the remittance notice with booth number by fax (+852 3605 9492) or email (mhatwo@milton-hk.com) for our easy checking.

6.4 TECHNICAL CONNECTIONS

The contractor has to order all necessary electricity (Form 7) with the official contractor Milton Exhibits (Hong Kong) Limited.

Each power socket, water or compressed air supply is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is permitted.

6.5 CONTRACTOR BADGES / TEMPORARY PASSES

All on site personnel of the stand contractor are required to apply for an entry pass for Move-In / Out period. Exhibitors and their stand contractors must ensure that for security reasons, all workmen onsite must wear their passes for identification purposes.

7 Electricity & Lighting



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

7.1 Electrical Services

Electrical Services are provided by Milton Exhibits (HK) Ltd. Prices are in **Hong Kong Dollars** and based on per event basis from 4 December – 6 December 2014. Late orders i.e. received after **29 October 2014** may not be catered to, and if available, will be subjected to a **30% surcharge**. Order received after **7 November 2014 or on-site** may not be provided and, if available, will be subjected to a **50% surcharge**. Priority will be given to advance orders.

Code	ITEM	ADVANCE RATE Submit on/before 29 Oct 2014	STANDARD RATE Submit after 29 Oct 2014	LATE OR ON-SITE RATE Submit after 7 November 2014	QTY	COST (HKD)
SECTION A – INDIVIDUAL FITTINGS						
ML006	40W Fluorescent Tube (1220mm) (White Light)	260.00	338.00	390.00		
ML001	100W Spotlight (Yellow Light)	260.00	338.00	390.00		
ML002	100W Long-arm Spotlight (Yellow Light)	280.00	364.00	420.00		
ML013	300W Floodlight	600.00	780.00	900.00		
	Mini Fluorescent Tube for Table Showcase	280.00	364.00	420.00		
	Mini Spotlight for Showcase	380.00	494.00	570.00		
	150W HQI	850.00	1,105.00	1,275.00		
ML004	13Amp / 220V Single Phase Socket (3 square pin, max. 500W for machine only, not for lighting)	350.00	455.00	525.00		
	24 Hours 13Amp / 220V Single Phase Socket (3 square pin, max. 500W for machine only, not for lighting)	800.00	1,040.00	1,200.00		
SECTION B – FOR CONNECTION TO LIGHTING ONLY						
	100W Lighting Connection (Including Wiring) Max. 100W	220.00	286.00	330.00		
	Each Additional 100 Watt Power Consumption. (For neon lights, price should be subject to prior confirmation)	180.00	234.00	270.00		

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

7 Electricity & Lighting



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

NO.	ITEM	ADVANCE RATE Submit on/before 29 Oct 2014	STANDARD RATE Submit after 29 Oct 2014	LATE OR ON-SITE RATE Submit after 7 November 2014	QTY	COST (HKD)
SECTION C – FOR RAW SPACE EXHIBITOR ONLY						
1	15Amp/ 380V Three Phase Power Supply Main	14,700.00	19,110.00	22,050.00		
2	30Amp/ 220V Single Phase Power Supply Main	10,080.00	13,104.00	15,120.00		
3	30Amp/ 380V Three Phase Power Supply Main	28,350.00	36,855.00	42,525.00		
4	60Amp/ 380V Three Phase Power Supply Main	55,650.00	72,345.00	83,475.00		
Total:						

Remarks

- Please indicate the location of the rental items on the Location Plan on Form 5. Otherwise, they would be installed at Milton's discretion. Any relocation on-site will be charged additionally.
- Price quoted is for the whole duration of the exhibition, 4-6 December 2014.
- For payment method, Please refer to the Payment Method attached.
- Confirmation of order is subject to full payment in advance.
- Any rental is out of the above listed, please order from the Official Contractor directly.
- Exhibitors shall use the equipment in a careful and proper manner and in accordance with Rule and Regulations issued by the Organizer. Hirer is not allowed to make any alterations, modifications, attachments and/or additions to the equipment rented.
- All electrical works are to be carried out by the official contractor except raw space exhibitors.
- Cancellation of orders will only be accepted in writing on or before 7 November 2014, and subject to a 30% cancellation charge. If cancellation involves electricity supplies by venue, such charge will be advised separately after confirmation with venue. Cancellation of orders will NOT be accepted after 7 November 2014.
- Any complaints regarding rental furniture must be lodged the day before the exhibition commence. Otherwise all items are deemed to have been received in good order.
- Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
- Each power socket and power connection is for ONE electrical appliance only, the use of power strip/ multi-plug is prohibited.
- No nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling or any hall structure. Exhibitors are liable for any damage caused.
- All power sockets are for machinery use only, not for lighting. If exhibitors or non-official contractors bring their lighting fixture, they must order lighting connection and submit the lighting distribution details to official contractor.

7.2 Payment Method

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

7 Electricity & Lighting



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524

Fax: +852 3605 9492

1. Pay via Cheque

- Cheque should be crossed
- Only Hong Kong local cheque is accepted
- Payable to "Milton Exhibits (Hong Kong) Limited"
- Please state the invoice number and the booth number at the back of the cheque

2. Pay via Telegraphic Transfer

- Bank name: The Hong Kong & Shanghai Banking Corporation Ltd.
- Bank address: Tai Yau Street Branch, G/F, 26-28 Tai Yau Street. San Po Kong, Kowloon
- Account name: Milton Exhibits (Hong Kong) Limited
- Account number: 004-191-700947-838
- Swift code: HSBC HK HHHKH
- Please send us the remittance notice by fax or email for our easy checking

3. Payment via Credit Card

- Please fill in and return the credit card form (Section 7.3) attached below.
- Only Visa and Master are accepted
- American Express and China UnionPay are not accepted
- Only Hong Kong Dollar is accepted

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

7 Electricity & Lighting



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

7.3 Payment Method – Credit Card Form

Please Tick the Appropriate Box

- VISA
 MASTERCARD

Card Number :

Card Issuing Bank :

Card Expiry Date :

Cardholder's Name :

Amount :

HKD

Invoice Number :

Booth Number :

Cardholder's Signature :

Date :

Contact Email :

For Official Use Only	
Auth Code No.	Date

Order form only valid with complete company details

Company Name:

Stand No:

Fax:








Tel:

Email:

Contact:

Date & Signature:

FORM 7B - ELECTRICAL CATALOGUE

		
<p style="text-align: center;">ML006 40W Fluorescent Tube (1220mm) <i>White Light</i></p>	<p style="text-align: center;">ML001 100W Spotlight <i>Yellow Light</i></p>	<p style="text-align: center;">ML002 100W Long-arm Spotlight <i>Yellow Light</i></p>
		
<p style="text-align: center;">ML013 300W Floodlight <i>Yellow Light</i></p>	<p style="text-align: center;">Mini Fluorescent Tube for Table Showcase <i>White Light</i></p>	<p style="text-align: center;">Mini Spotlight for Showcase <i>Yellow Light</i></p>
		
<p style="text-align: center;">ML 013 150W HQI <i>White Light</i></p>	<p style="text-align: center;">ML004 13Amp / 220V Single Phase Socket <i>3 square pin, max. 500W for machine only, not for lighting</i></p>	<p style="text-align: center;">24 Hours 13Amp / 220V Single Phase Socket <i>3 square pin, max. 500W for machine only, not for lighting</i></p>

8 Audio Visual Equipment



To be returned by: **10 November 2014**

Please complete and return to:

Ms. Carmen Wong / Ms Kaye Leung
Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
 2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2014@rentech.com.hk

Tel: +852 3590 9740
Fax: +852 3590 9519

8.1 Audio Visual Equipment

Audio visual equipment are provided by Rentech Service Limited. Prices are in Renminbi (RMB) and rental based on per event basis from 4 – 6 December 2014.

Code	Item	ADVANCE RATE Submit on/before 10 Nov 14	STANDARD RATE Submit after 10 Nov 14	ON-SITE RATE	Quantity	Cost (HKD)
Computers						
1	Dell, Desktop PC with 19" LCD monitor with Windows XP Pro service Pack 3, Microsoft office 2007, Quick time player	\$1500	\$1950	\$2250		
2	Lenovo T400 with Windows XP (service pack 3) and Microsoft Office 2007	\$1500	\$1950	\$2250		
3	Lenovo T410/T420 with Windows 7 and Microsoft Office 2007	\$1800	\$2350	\$2700		
4	MacBook 15" Laptop	\$2500	\$3250	\$3750		
Printer/Fax Machine						
1	HP Laser Jet printer (B&W) with 1 x Toner	\$2000	\$2600	\$3000		
2	Fax machine (fax line excluded)	\$1000	\$1300	\$1500		
3	Inkjet Color Printer with 1 x B&W cartridge, 1 x colour cartridges	\$1200	\$1550	\$1800		
4	B&W Toner For HP Laser Printer (additional)	\$900	\$1200	\$1350		
5	B&W & Color Cartridge For InkJet Printer (additional)	\$450	\$600	\$700		
Players						
1	DVD Player	\$500	\$650	\$750		
2	CD Player	\$500	\$650	\$750		
3	Blu Ray Player	\$700	\$900	\$1050		

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

8 Audio Visual Equipment



To be returned by: **10 November 2014**

Please complete and return to:

Ms. Carmen Wong / Ms Kaye Leung
Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
 2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2014@rentech.com.hk

Tel: +852 3590 9740
Fax: +852 3590 9519

Code	Item	ADVANCE RATE Submit on/before 10 Nov 14	STANDARD RATE Submit after 10 Nov 14	ON-SITE RATE	Quantity	Cost (HKD)
Display Monitor						
1	19" LCD monitor (computer signal)	\$500	\$650	\$750		
2	24" LCD monitor (computer signal)	\$1200	\$1550	\$1800		
3	40" LCD monitor – Full HD (video and computer signal)	\$3300	\$4250	\$4950		
4	50" Plasma display (video & computer signal)	\$5000	\$6500	\$7500		
5	60" or above Plasma display (video & computer signal)	\$5800	\$10400	\$12000		
6	2 x 2 Seamless LCD Wall (Total Size: 1160 x 2052mm) with Control Panel	By Request	By Request	By Request		
7	3 x 3 Seamless LCD Wall (Total Size: 1740 x 3078mm) with Control Panel	By Request	By Request	By Request		
Projector						
1	3,000 Lumens LCD Projector	\$3000	\$3900	\$4500		
2	6,000 Lumens LCD Projector	\$8000	\$10400	\$12000		
3	11,000 or above Lumens LCD Projector	\$15400	\$18480	\$20500		
4	17,000 or above Lumens LCD Projector	\$25300	\$30500	\$33000		
Projection Screen						
1	6' x 8' Front/Rear Fastfold	\$1950	\$2550	\$2950		
2	7.5' x 10' Front/Rear Fastfold	\$2550	\$3300	\$3850		
3	9' x 12' Front/Rear Fastfold	\$2850	\$3700	\$4250		

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

8 Audio Visual Equipment



SIGGRAPH ASIA 2014

To be returned by: **10 November 2014**

Please complete and return to:

Ms. Carmen Wong / Ms Kaye Leung
Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2014@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

Code	Item	ADVANCE RATE Submit on/before 29 Oct 14	STANDARD RATE Submit after 29 Oct 14	ON-SITE RATE	Quantity	Cost (HKD)
IT Network Equipment & Support Service(s)						
1	8 Ports 10/100 Network Switch	\$500	\$650	\$750		
2	16 Ports 10/100 Network Switch	\$800	\$1050	\$1200		
3	24 Ports 10/100/1000 Network Switch	\$2000	\$2600	\$3000		
4	Broadband Router	\$500	\$650	\$750		
5	Wireless Access Point	\$500	\$650	\$750		
6	Network Cabling Per Node (Included CAT5e Cable)	\$250	\$325	\$375		
Audio Equipment						
1	Mini. P.A. system with 2 wireless handheld mic & 2 small speakers	\$5500	\$7150	\$8250		
2	Wireless handheld mic (W/o P.A. system)	\$1300	\$1550	\$1850		
Other Equipment						
1	2.0M height Truss Stand (for LCD / Plasma hanging)	\$500	\$650	\$750		

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

8 Audio Visual Equipment



To be returned by: **10 November 2014**

Please complete and return to:

Ms. Carmen Wong / Ms Kaye Leung
Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2014@rentech.com.hk

Tel: +852 3590 9740
Fax: +852 3590 9519

8.1 Audio Visual Equipment (Cont.)

Should an item that you required does not appear in our rental list, please do not hesitate to call Rentech Service Limited at +852 3590 9740 or email to siggraph2014@rentech.com.hk.

Note:

- a) Any cancellation of order two (02) weeks prior to the event date is subjected to a cancellation fee of 50% of total invoice value. Cancellation of order one (01) week prior to event date will be charged at full invoice amount.
- b) All items ordered are on a rental basis and Exhibitors will be held responsible for any loss or damage, stolen & lost will therefore be resulted in penalty of maximum of 8 times of rental cost.
- c) Force Majeure – we shall not be liable for the cancellation or part opening of the Exhibition, or any failure to perform or delay in performance of our obligators in relation to the Exhibition caused by an act of God, an outbreak of hostilities, riot, civil disturbance, acts of terrorism, acts of any government or authority, fire, explosion, flood, fog or bad weather, strike, lock out or industrial act of any kind or cause or circumstances beyond its reasonable control.
- d) Orders will be fulfilled only when full payment is made. All local and oversea bank charges related to the bank transfer have to be borne by the transferor.
- e) Terms of Payment: 100% payment upon confirmation by cash or local cheque or via wired transfer payment.
- f) Foreign cheques are **NOT** accepted.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

9 Furniture & Equipment



To be returned by: **29 October 2014**

Please complete and return to:
Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

9.1 Additional Furniture & Equipment

Furniture and equipment services are provided by Milton Exhibits (HK) Ltd. Prices are in **Hong Kong Dollars** and based on per event basis from 4 December – 6 December 2014. Late orders i.e. received after **29 October 2014** may not be catered to, and if available, will be subjected to a **30% surcharge**. Order received after **7 November 2014 or on-site** may not be provided and, if available, will be subjected to a **50% surcharge**. Priority will be given to advance orders.

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
CW14		White Folding Chair 460L x 480W x 460SHmm	80.00		
CW39		Black Leather Chair 430L x 450W x 450SHmm	180.00		
UN3		Black Bar Stool 400Dia x 840Hmm	220.00		
UN45		Black Bowei Stool 440Dia x 570-770SHmm	320.00		
*TW5		White Round Table	290.00		


9 Furniture & Equipment



To be returned by: **29 October 2014**

Please complete and return to:
Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
TW53		Square Table 750L x 750W x 780Hmm	260.00		
MA06		Tall Showcase with Lockable Cupboard with 2 nos. of Glass Shelf & 2 nos. of 50W Halogen Downlight 1030L x 535W x 2470Hmm	2,500.00		
MS01		A4 Catalogue Holder (Acrylic) 970L x 50D x 280Hmm	250.00		
*		Single Wall Panel 1000W x 2500Hmm	280.00		
MS03		Pegboard with 30 Hooks (2000Hmm)	400.00		
		Pegboard with 30 Hooks (1600Hmm)	300.00		

9 Furniture & Equipment



To be returned by: **29 October 2014**

Please complete and return to:
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Milton Exhibits (HK) Ltd.
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
MA05		Table Showcase with Lockable Cupboard 1030L x 535W x 1000Hmm	800.00		
MT05		System Tall Display Cube 500L x 500W x 750Hmm	350.00		
MT06		System Low Display Cube 500L x 500W x 500Hmm	250.00		
MS02		Flat Shelf 1000L x 300Wmm	150.00/m		
MS03		Slope Shelf 1000L x 300Wmm	150.00/m		
*AN6		Waste Paper Basket	30.00		
		System Tall Display Cube (500L x 500W x 1000Hmm)	450.00		

9 Furniture & Equipment



To be returned by: **29 October 2014**

Please complete and return to:
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 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
MM02		Swing Door with Lock 950W x 1910Hmm	600.00		
MM01		Folding Door with Lock 950W x 2000Hmm	420.00		
		1 米高詢問枱 Information Counter (1030L x 535W x 1000Hmm)	400.00		
MA01		Information Counter 1030L x 535W x 750Hmm	280.00		
*MA02		Lockable Cupboard 1000L x 500W x 750Hmm	420.00		
				Total	

9 Furniture & Equipment



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin

Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524

Fax: +852 3605 9492

Remarks

1. Please indicate the location of the rental items on the Location Plan on Form 5. Otherwise, they would be installed at Milton's discretion. Any relocation on-site will be charged additionally.
2. Price quoted is for the whole duration of the exhibition, 4-6 December 2014
3. For payment method, Please refer to the Payment Method attached.
4. Confirmation of order is subject to full payment in advance.
5. Any rental is out of the above listed, please order from the Official Contractor directly.
6. Exhibitors shall use the equipment in a careful and proper manner and in accordance with Rule and Regulations issued by the Organizer. Hirer is not allowed to make any alternations, modifications, attachments and/or additions to the equipment rented.
7. Cancellation of orders will only be accepted in writing on or before 7 November 2014, and subject to a 30% cancellation charge. If cancellation involves electricity supplies by venue, such charge will be advised separately after confirmation with venue. Cancellation of orders will NOT be accepted after 7 November 2014.
8. Any complaints regarding rental furniture must be lodged the day before the exhibition commence. Otherwise all items are deemed to have been received in good order.
9. No nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling or any hall structure. Exhibitors are liable for any damage caused.
10. No additional booth fittings or facilities are allowed to be attached to the booth structure.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

9 Furniture & Equipment



To be returned by: **29 October 2014**

Please complete and return to:

Mr. Oliver Yau / Mr. Philip Sin

Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524

Fax: +852 3605 9492

9.2 Payment Method

1. Pay via Cheque

- Cheque should be crossed
- Only Hong Kong local cheque is accepted
- Payable to "Milton Exhibits (Hong Kong) Limited"
- Please state the invoice number and the booth number at the back of the cheque

2. Pay via Telegraphic Transfer

- Bank name: The Hong Kong & Shanghai Banking Corporation Ltd.
- Bank address: Tai Yau Street Branch, G/F, 26-28 Tai Yau Street. San Po Kong, Kowloon
- Account name: Milton Exhibits (Hong Kong) Limited
- Account number: 004-191-700947-838
- Swift code: HSBC HK HHHKH
- Please send us the remittance notice by fax or email for our easy checking

3. Payment via Credit Card

- Please fill in and return the credit card form (Section 7.3) attached below.
- Only Visa and Master are accepted
- American Express and China UnionPay are not accepted
- Only Hong Kong Dollar is accepted

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

9 Furniture & Equipment



To be returned by: **29 October 2014**

Please complete and return to:
Mr. Oliver Yau / Mr. Philip Sin
Milton Exhibits (HK) Ltd.
3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9684/ +852 3605 9524
Fax: +852 3605 9492

9.3 Payment Method – Credit Card Form

Please Tick the Appropriate Box

- VISA
 MASTERCARD

Card Number :

Card Issuing Bank :

Card Expiry Date :

Cardholder's Name :

Amount :

HKD

Invoice Number :

Booth Number :

Cardholder's Signature :

Date :

Contact Email :

For Official Use Only	
Auth Code No.	Date

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

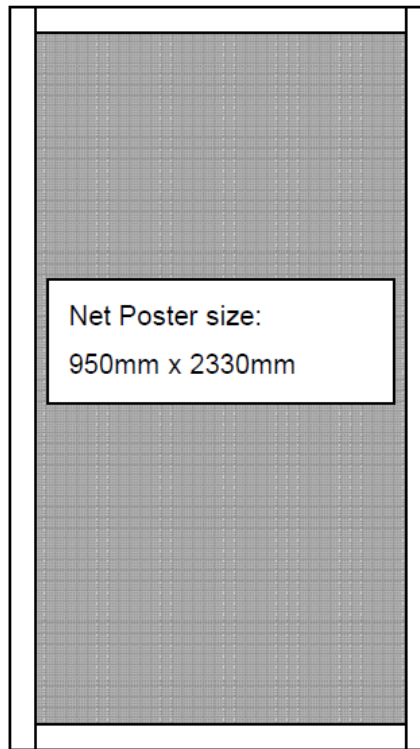
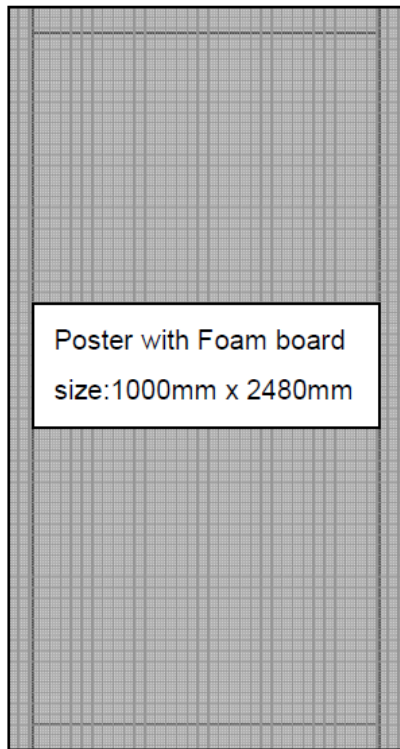
Contact:

Date & Signature:

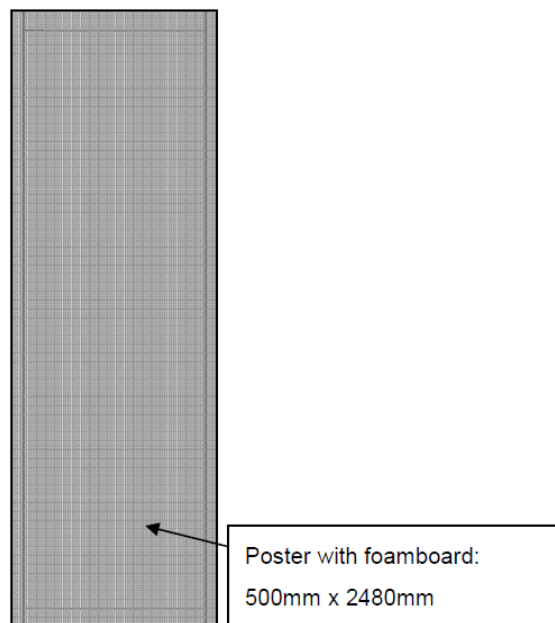
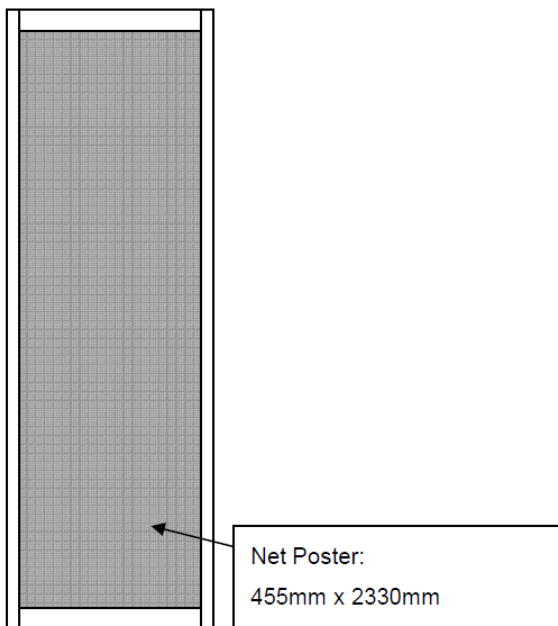
FORM 9B – Furniture Specifications

Dimension for Shell Scheme System Panel

- 1mL



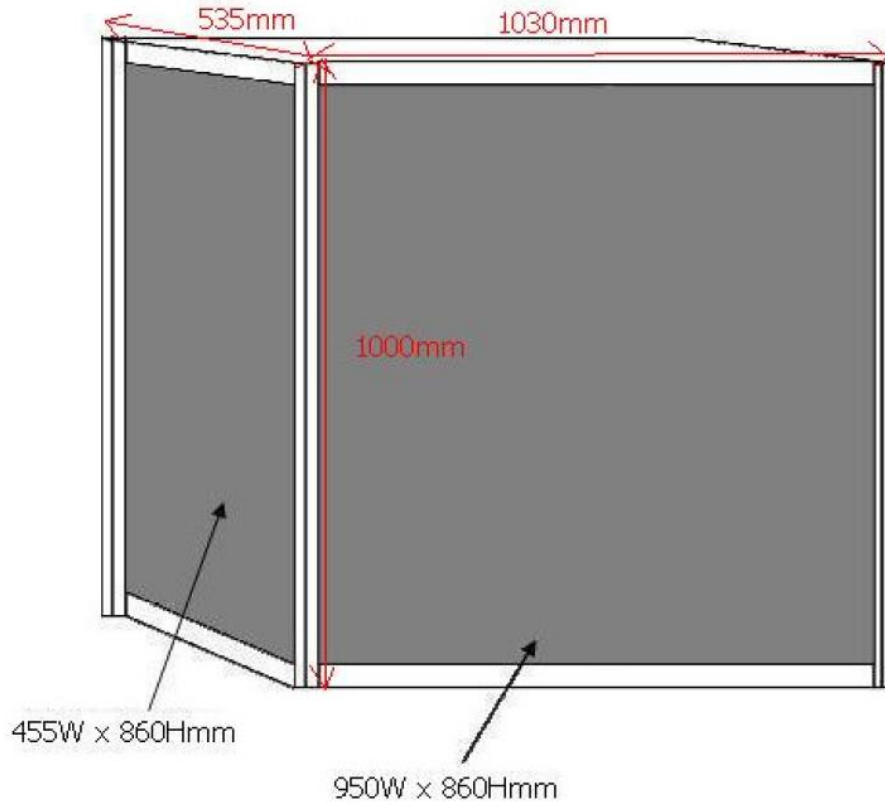
- 0.5mL



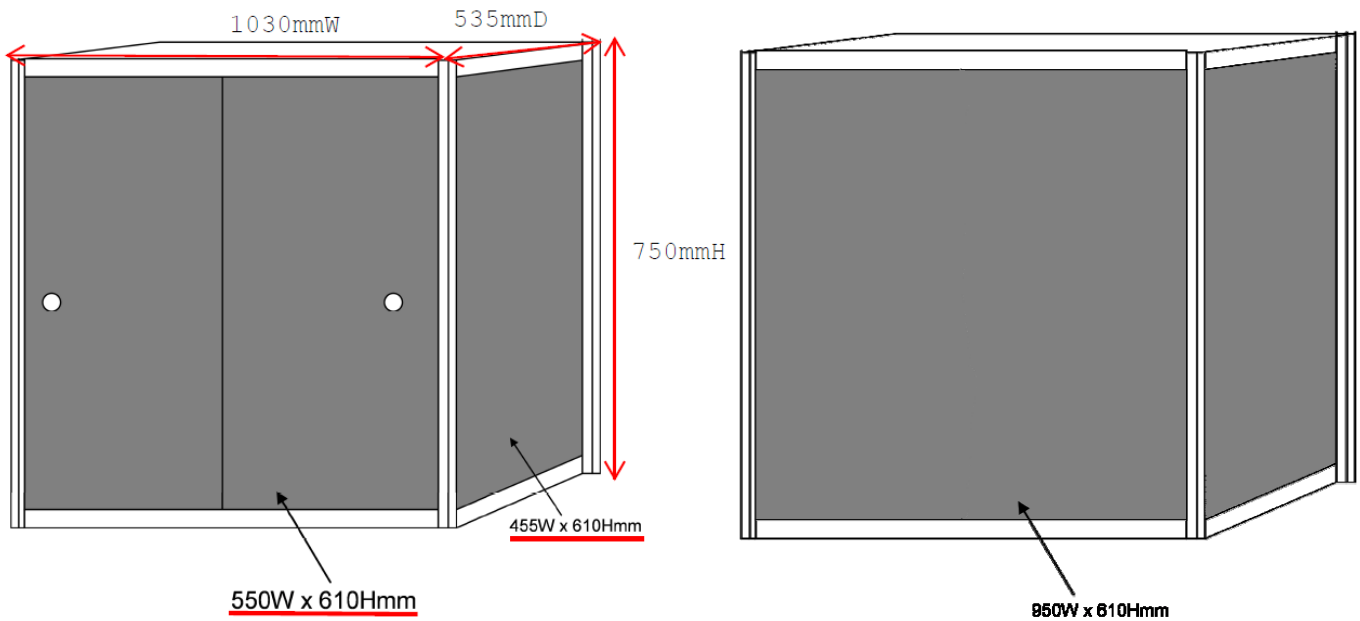
FORM 9B – Furniture Specifications

Dimension for Info Counter / Lockable Cabinet

- 1mH



- 0.75mH



10 Heavy & Large Exhibits



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

10.1 CONTACT

The submission of this form is compulsory for exhibitors who are NOT appointing Agility as their official freight forwarder, but are engaging an external freight forwarder to undertake their freight services for categories listed as list:

- Heavy Exhibits* : Any single exhibit between 500kg – 3,000 kg
- Large Exhibits* : Any single exhibit exceeding 2.50m (L) x 2.20m (W) x 2.20m (Ht)
- Tall Exhibits* : Any single exhibit exceeding 2.2m (height) on display
(Relative location must be submitted for approval)

*Floor loading inside exhibition Hall 3G must not exceed 1,700 kg/sqm or 350 lbs/sq ft. If exhibitors would like to bring any equipment exceeding the limit above, they will need to inform the Organizers **1 month before move in date**. The Organizers will then advise on the documentations required for submission for approval to bring in the equipment

These external freight forwarders are only allowed to deliver their clients' goods / equipment / exhibits (as above categories) to the loading bay BUT NOT inside the hall and / or to their respective booths.

All delivery services within the hall, especially those that require the use of any lifting equipment / machinery are supposed to be handled only by the official freight forwarder appointed above.

Exhibitors are required to fill up this form, together with the attached layout plan 12.3 (indicate the placement of your item) as well as all shipping documents, and submit them to chchan@agilitylogistics.com.

Please note that the Organizer and the official freight forwarder will **NOT** be held liable for any delay of goods / equipment / exhibits to the exhibitors' respective booths should they fail to adhere to the above stipulated deadline.

Exhibitors or their agents are solely responsible for the early installation of their heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late.

Please tick where applicable.

- We will not be appointing Agility Fairs & Events Logistics Limited.
Our appointed Freight Forwarder is:

Company	:			
Address	:			
Tel		Fax	:	
Email	:			

10 Heavy & Large Exhibits



Please address all correspondence concerning exhibition freight forwarding matters to:

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

10.2 HEAVY & LARGE EXHIBITS

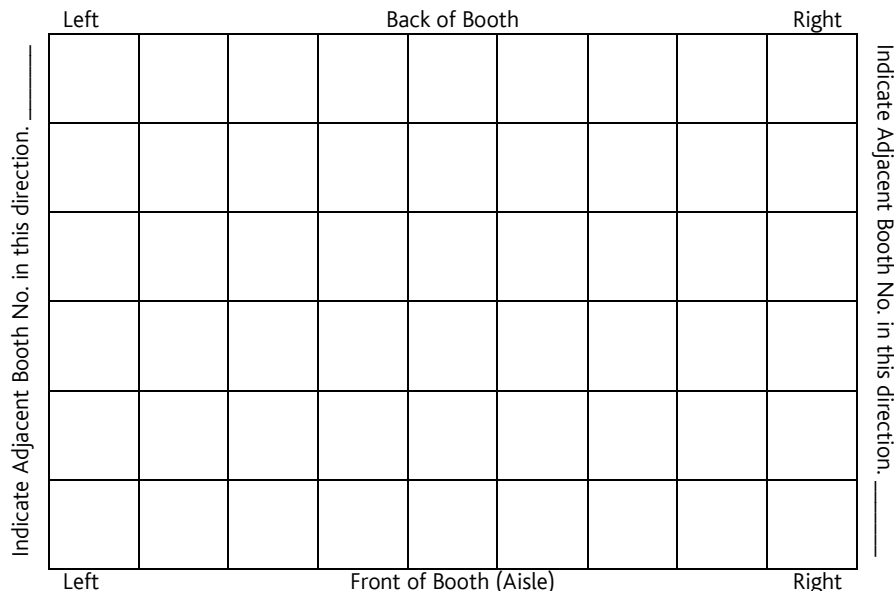
We have the following heavy and/or large exhibit (s):

Item Description	Dimensions (cm) (L x W x H)	Weight (kg)	Date of Arrival in Hong Kong seaport / Hong Kong airport (HKG)

*Please make copies if necessary

10.3 LAYOUT PLAN

Please indicate placement of your item in the below plan



Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch
Ms. Joey Zhou
6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China
jozhou@agility.com

Tel: +8620-2829 8362
Fax: +8620-2829 8356

11.1 DEADLINE / TIME SCHEDULE

Submission of these forms is compulsory for all Exhibitors who are appointing Agility as their official freight forwarders and is to be completed by the respective deadlines.

Exhibitors who are engaging external freight forwarders to undertake their freight services are required to fill in Form 12 – Heavy and Large Exhibits.

1. AIRFREIGHT

i. DOCUMENT DEADLINES

The following documents must reach us not later than **01 November 2014**.

- 1 copy of Airway Bill
- 1 copy of Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- original of ATA Carnet + Power of Attorney with company chop and signature (if applicable)

ii. CARGO DEADLINES

The cargo must arrive at Hong Kong International Airport no later than **08 November 2014**

2. SEAFREIGHT

i. DOCUMENT DEADLINES

We need the following documents not later than

- * 28 October 2014 - LCL Shipment**
- * 04 November 2014 - FCL Shipment**

- 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copy of Commercial Invoice and Packing List
- 1 copy of Insurance Policy (if insured)
- original of ATA Carnet + Power of Attorney with company chop and signature (if applicable)

ii. CARGO DEADLINES

The cargo must arrive Hong Kong seaport no later than

- * 06 November 2014 - LCL Shipment**
- * 08 November 2014 - FCL Shipment**

Note: Current and actual cost levied by Airport or Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

11.2 SHIPPING INSTRUCTIONS

CONSIGNMENT INSTRUCTIONS

The Master of Airway Bill / Bill of Lading must be consigned "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS LIMITED

Unit 2105-2107, 21/F, CITIC Telecom Tower,

93 Kwai Fuk Road,

Kwai Chung, NT, Hong Kong

Tel : (852) 2211 8200

Fax : (852) 2866 2421

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS LIMITED

Tel : (852) 2211 8200

Fax : (852) 2866 2421

For: **SIGGRAPH Asia 2014**

All documents such as Airway Bill / Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

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

11.3 PACKING

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

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch
Ms. Joey Zhou
6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China
jozhou@agility.com

Tel: +8620-2829 8362
Fax: +8620-2829 8356

11.4 CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

SIGGRAPH Asia 2014

c/o Agility Fairs & Events Logistics Limited

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

11.5 MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Agility Fairs & Events will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

11.6 MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into Hong Kong. Exhibitors are required to advise Agility Fairs & Events if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Agility Fairs & Events will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

11.7 RE-EXPORTATION

Re-export formality will require about 1 week prior to shipment re-export out of Hong Kong. In the event, the exhibitor needs the goods to be re-exported urgently, please contact our representative at the fairground for your request.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

11.8 CONTROLLED ITEMS IN HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Commercial Invoice & Packing List should be faxed or e-mailed to Agility Fairs & Events Logistics Limited for checking prior to the shipment departure from the country of origin.

If required, Agility Fairs & Events Logistics Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that Agility Fairs & Events Logistics Limited can guarantee such license will be granted.

According to the Trade and Industry Department/ Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to Agility Fairs & Events the following documents / information for application of licenses in Hong Kong at least **21 (twenty-one) days** prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

11.9 STORAGE CONDITION

The Owners/Agents forwarding goods for storage (hereinafter referred to as 'the depositor') hereby declare that they are the Owners/Agents of the goods, and in forwarding such goods for storage accept the following terms and conditions.

Goods received for storage are not insured by Agility Fairs & Events Logistics Limited (hereinafter referred to as 'The Company') and are stored entirely at the risk of the Depositor. The Company can however impose an insurance coverage on behalf of the Depositor upon request by writing, provided that the premium in respect of such insurance is paid or agreed to be paid by the Depositor.

The Company will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration of marks, book holes, tearing of covers, bursting of bands of hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and /or the latent defect of the storage containers.

The Company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.

11.10 HEAVY-LIFT SURCHARGES

Our tariff is applicable for individual exhibit not exceeding **3,000 kg** per package. Individual exhibit in excess of **3,000 kg** per package or dimension exceeding **L3m x W2m x H2m** per package will be subjected to an individual quotation when the dimensions and weights are provided.

11.11 FUMIGATION RULES IN HONG KONG

For shipment that will be re-exported from Hong Kong to USA, Canada or Australia, all wooden packaging materials are required to be fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

11.12 HIRE OF LABOUR ETC

Our rates including unpacking and repacking on-site during normal work hours, if exhibitor requires additional labors or equipment, please contact us for quotation.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

11.13 DANGEROUS GOODS

Exhibitors need to send us a special form for dangerous goods (the form will be provided upon request), and the completed forms should reach us at least 7 working days before shipment is dispatched. Additional handling surcharges will be levied and relevant charges will be quoted upon request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting Agility Fairs & Events.

11.14 ADDITIONAL SERVICES

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

11.15 INSURANCE

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

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

REQUEST FOR INSURANCE

Upon written instructions, Agility Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

11.16 PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to delivery to premises.

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

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

Details of our bank account:

The Hong Kong & Shanghai Banking Corporation

Hay Wah Building Office

Hong Kong

Account No. 110-109097-001 (HKD)

110-3-803050 (USD)

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

11.17 TERMS AND CONDITIONS

Agility Fairs & Events does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Hong Kong Customs to be sold or displayed in fair site.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our General Trading Conditions. A copy is available upon request.

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

11.18 COMMERCIAL INVOICE & PACKING LIST

Please fill up this form **and submit by the respective deadlines to Agility**. You may photocopy additional copies if the attached is insufficient.

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

- a. All entries must be in English Language.
- b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as " 1:3 scale (cutaway) missile model "or" souvenirs - Lapel pins" or "wooden display plinth floor standing", etc.
- c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value ".
- d. The following declaration must be indicated: "The invoiced goods are of.....(country)....origin and are intended for display purposes only at the exhibition site in Hong Kong."

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch
Ms. Joey Zhou
 6/F, Dong Feng Road East,
 Guangzhou 510080, P.R. China
jozhou@agility.com

Tel: +8620-2829 8362
Fax: +8620-2829 8356

11.19 COMMERCIAL INVOICE & PACKING LIST (CONT'D)

(Please Circle)

1.	To arrange for transportation from the below address/ country to the delivered exhibition booth or vice versa: Address: _____ Country : _____ Contact : _____ Tel : _____ Fax : _____ E-mail: _____	INWARD	YES	NO
		OUTWARD	YES	NO
2.	To arrange transportation from arriving at the fairground to the delivered exhibition booth or vice versa	INWARD	YES	NO
		OUTWARD	YES	NO

Item No.	Description Of Exhibits	Bare <u>or</u> Packed	Dimensions L x W x H (cm)	Gross Weight (kg)

Order form only valid with complete company details

Company Name: _____

Person in charge: _____

Fax: _____

Tel: _____

Date & Signature: _____

11 Freight Services



To be returned by: **24 October 2014**

Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Ms. Joey Zhou

6/F, Dong Feng Road East,
Guangzhou 510080, P.R. China

jozhou@agility.com

Tel: +8620-2829 8362

Fax: +8620-2829 8356

11.19 COMMERCIAL INVOICE & PACKING LIST (CONT'D)

Documents & Consignments Deadline in Hong Kong

i. Sea freight

- Receipt of documents for sea freight consignments: **28 Oct 2014 – LCL / 04 Nov 2014 – FCL**
- Arrival of sea freight consignments: **06 Nov 2014 – LCL / 08 Nov 2014 – FCL**

ii. Airfreight

- Receipt of documents for airfreight consignments: **01 Nov 2014**
- Arrival of airfreight consignments: **08 Nov 2014**

iii. Local Exhibits

- Receipt of documents for local exhibits: **01 Nov 2014**
- Collection of local exhibits in Hong Kong: **08 Nov 2014**

Notes:

- If your individual exhibits exceeds 3,000kg or 3x2x2m, we may have to conduct a cargo survey to facilitate our logistics planning.
- It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, during the period the exhibits are handled by Trans-Link, and also ensure that Transport Insurance is arranged for exhibits sold locally.

(If your exhibits' details exceed one page, please make a copy for continuation)

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

12 Exhibition Staff



To be returned by: **29 October 2014**

Please complete and return to:

Mr Axel Moyse

GL events Hong Kong Limited

Unit G-L, 5/F, Wing Shan Industrial Building,
428 Cha Kwo Ling Road, Yau Tong, Hong Kong
Yau Tong, Hong Kong

Tel: 852 2754 9487

Axel.moyse@gl-events.com.hk

12.1 EXHIBITION TEMPORARY STAFF

- Orders received after 29 October 2014 will be subjected to availability and a surcharge of 20%

We will require the following staff for our booth:

Staff	Date (please tick ✓)			Number Required	Costs (HKD)
	4 Dec	5 Dec	6 Dec		
Booth Assistant (English/Cantonese/Mandarin) *HKD\$180/Hour					
Promotional Hostess (English/Cantonese/Mandarin) (HKD\$200/Hour)					
General Interpreter					
Interpreting Hostess Any languages (HKD\$230/Hour)					
Professional Interpreter Bilingual: Cantonese / Chinese/ English - French / German / Italian / Spanish / Japanese				<i>*Quote on request</i>	
Grand Total (HKD)					

A compulsory travel allowance of HKD500.00 per day is required. Please add the travel allowance when tabulating the total.

Booth Assistant: Welcome attendees; provide them with brief explanation of the products in English and/or Cantonese / Chinese.

Promotional Hostess: Promote the brand and products to visitors with appropriate speech.

Interpreting Hostess: The same role as the booth assistant with higher competency in linguistic ability. Capable of translating casual conversation between attendees and exhibitors.

Professional Interpreter: Able to do negotiation and detailed translation.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

12 Exhibition Staff



To be returned by: **29 October 2014**

Please complete and return to:

Mr Axel Moyse

GL events Hong Kong Limited

Unit G-L, 5/F, Wing Shan Industrial Building,
428 Cha Kwo Ling Road, Yau Tong, Hong Kong
Yau Tong, Hong Kong

Tel: 852 2754 9487

Axel.moyse@gl-events.com.hk

The above prices are exclusive of meals and working hours are from 9:30am-6:00pm on Day 1 and Day 2 and 9:30am to 5:00pm on the last day of event. All staff are to report 15 minutes before start of day. (Proposed overtime, subjecting to actual on-site need.)

Notes:

1. The above price is exclusive of meals, transportation expenses and tax, if any.
2. Confirmation of booking is upon receipt of payment.
3. Exhibitor will be liable for all bank charges for payment via bank transfer.
4. Exhibitor will arrange to provide an hour for lunch break.
5. For cancellations within 7 business days before the actual booking date, a 100% fee will be charged.

Please provide additional remarks, if any: _____

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

Description

SIGGRAPH Asia 2014 has negotiated discount rates for hotels within close proximity to the Shenzhen Convention and Exhibition Centre. While you may find better deals through online hotel booking websites, all room rates offered by our appointed hotels remain constant till SIGGRAPH Asia 2014.

**Ritz Carlton Shenzhen**

Of premier five-star hotels in Shenzhen, this 280-room Ritz-Carlton is strategically situated in the heart of the Futian district, just opposite the Shenzhen Convention & Exhibition Center and accessible to Shenzhen's new metro system, which connects with the Hong Kong border.

**Shangri-La Fu Tien**

Located in the heart of downtown Shenzhen, the hotel shares close proximity to the city's subway station, bus terminus, main railway, and only 5 minutes-walk to the border crossing to Hong Kong. The hotel features well-equipped guestrooms and suites.

**Four Seasons Shenzhen**

For travelers who want to take in the sights and sounds of Shenzhen, Four Seasons Hotel Shenzhen is the perfect choice. Only 0.5 Km from the city center, the hotel's strategic location ensures that guests can quickly and easily reach many local points of interest. For those of you who want to venture out, COCO Park Shopping Mall, Xinwen Rd Eat Street, Shenzhen Golf Club are just some of the attractions available to visitors.

**Marco Polo Shenzhen**

Located on Fuhua 1st Road in Shenzhen's city center, the 5-star hotel is ideal for travelers who want to be surrounded by the hustle and bustle of city life. The Futian Central Business District and Lowu Train Station are in close proximity to the Marco Polo Shenzhen Hotel. After a busy day of sightseeing or meetings, relax by the pool or spend a long session at onsite Mandara Spa. The hotel is an ideal base for travelers who want to be in Shenzhen's city centre.



Wong Tee V Hotel

Renovated in 2011, the V Hotel guarantees guests a pleasant stay whether in Shenzhen for business or pleasure. The excitement of the city center is only 1 km away. A well-kempt environment and its proximity to Shenzhen Convention & Exhibition Center, COCO Park Shopping Mall, Oriental Palm Spring International Spa Club give to this hotel a special charm.



Golden Central Hotel

This modern business hotel is located in the southwest corner of the intersection of Fuhua Road and Jintian Road. It's a short distance to the east exit of the Convention & Exhibition Centre Metro Station where Metro line 1 and 4 meet.



Shenzhen Xiang Zhang Business Hotel

Designed for both business and leisure travel, Xiangzhang Business Hotel is ideally situated in Futian-Convention Centre & Huaqiangbei Commercial; one of the city's most popular locales. Set 3.0 km from the excitement of the city, this 3-star hotel commands an excellent location and provides access to the city's biggest attractions.



Shenzhen Luohu Lotus Hotel

When you are looking for comfortable and convenient accommodations in Shenzhen, make Shenzhen Luohu Lotus Hotel your home away from home. Centre & Huaqiangbei Commercial; one of the city's most popular locales. Set 3.0 km from the excitement of the city, this 3-star hotel commands an excellent location and provides access to the city's biggest attractions.



SIGGRAPH ASIA 2014 SHENZHEN

The 7th ACM SIGGRAPH Conference and Exhibition on Computer Graphics and Interactive Techniques in Asia

CONFERENCE 3 DEC - 6 DEC
 EXHIBITION 4 DEC - 6 DEC
 SHENZHEN CONVENTION &
 EXHIBITION CENTER
 SA2014.SIGGRAPH.ORG

Hotel Booking Form

Name of Hotels	Hotel Rating	Cost Per Room Per Night		Hotel Distance to Shenzhen Convention & Exhibition Centre (SCEC)
		Single Room	Double/Twin Room	
		US\$	US\$	
Ritz Carlton Shenzhen	5*	259	278	3 minute walk
Shangri-la Fu Tien	5*	249	278	8 minute walk
Four Seasons Shenzhen <ul style="list-style-type: none"> Book on or before Nov 2 Book on or after Nov 3 	5*	229 249	249 266	3 minute walk
Marco Polo Shenzhen	5*	183	207	15 minute walk
		Room rate includes 1 way shuttle transfer hotel to SCEC during exhibition & conference day		
Wong Tee V Hotel	4*	182	192	3 minute walk
Golden Central Hotel <ul style="list-style-type: none"> Standard King Business Suite 	3*	105 128	Not Applicable 132	5 minute walk
Shenzhen Xiang Zhang Business Hotel <ul style="list-style-type: none"> Superior Room Deluxe Room 	3*	76 98	82 101	5 minute walk
Shenzhen Luohu Lotus Hotel	3*	75	75	10 minute by Subway

BOOKING TERMS & CONDITIONS

- Room rates quoted is **nett inclusive of 15% tax and service charge.**
- Room rates include daily breakfast for 1 or 2 persons and in room wifi internet access for single user.
- Room reservation is confirmed with a ONE room night non-refundable deposit make payable to Burnaby Solutions Pte Ltd followed by balance payment on and before November 3, 2014.
- Rates are valid only from December 1 – December 7, 2014.
- All transactions will be made through merchant name, **Burnaby Solutions Pte Ltd in (US\$).**

CANCELLATION /NO SHOW POLICY

- A cancellation charge equivalent to one night room charge is levied in the event of cancellation for each confirmed reservation.
- Any cancellation made on/after November 3, 2014 and early departure or no show is subject to FULL CANCELLATION CHARGE based on FULL LENGTH OF STAY as per original room reservation request.



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Hotel Booking Form

COMPLETE DETAILS IN FULL		
Name of Guest:	Sharer's Name (if any):	
Organisation:		
Address:		
Tel. No:	Fax No.:	Email:
ACCOMMODATION :		
Hotel:	(1 st choice) _____ (2 nd choice) _____ (3 rd choice) _____	
Arrival Date:	Flight No:	Arrival Time:
Departure Date:	Flight No:	Departure Time:
Room Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Double <input type="checkbox"/> Twin
PAYMENT & CREDIT CARD DETAILS		
<i>(Note: payment by telegraphic transfer or credit card is subject to 3% bank administrative charge)</i>		
<input type="checkbox"/> AMEX	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card No.:	Expiry Date (dd-mm-yy)	CVV Code :
Cardholder's Name:	Signature:	Amount :

For payment by telegraphic transfer, please quote the following bank account:
Bank Account No: 0003-013116-01-0
Swift Code : DBSSSGSG
 12 Marina Boulevard DBS Asia Central Marina Bay Financial Centre Tower 3 S018982
 Attn: Burnaby Solutions Pte Ltd

For further Information or enquiry, please contact us at the following address:
Burnaby Solutions Pte Ltd
 7030 Ang Mo Kio Avenue 5 #08-24 Northstar @ AMK Singapore 569880
 Tel: 65-6848 1345 Fax: 65- 6684 8417
 Email: limcheeyi@burnaby-solutions.com



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VISA APPLICATION TO CHINA

All foreigners must obtain an entry visa before proceeding to China. Exhibitors & Visitors are strongly recommended to process the application **one month before departure** from the country of origin.

This form must be returned before
November 03, 2014
Email: bj@burnaby.com.cn
Fax: (86) 10 8460 2480

EXHIBITORS & VISITORS WITH INVITATION

All the applicants for visas are required to have an **Invitation Letter from the Chinese authority**. Our company will coordinate and forward the information of the application to the Chinese authorities for issuing the Invitation Letter which will be ready within 7 working days and presented to your company by fax or mail. Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities.

The cost to issue of Invitation Letter for **visa application** is **CNY160.00 per person**.

ATTENTION:

- 1) Passports must be valid for at least **SIX MONTHS** beyond the intended date of entry into China
- 2) Please make enough copies for each applicant and return the typewritten form to us before the deadline.

Visa Invitation Letter Application Form

Surname		First Name (Full name as passport)	
Gender		Nationality	
Date of Birth		Place of Birth	
Passport No		Passport Expire Date	
Entry China Date(dd/mm/yy)		Exit China Date(dd/mm/yy)	
Company Name			
Address in full			
Tel	(+)	Fax	(+)
Contact email			
Nearest China Embassy or consulate to apply visa			
Have you been to China? If yes, please write down the date(dd/mm/yy)			
Letter to be sent by (Please tick)	<input type="checkbox"/> fax	<input type="checkbox"/> email	

We understand that our visa invitation will only be processed when we return this form with full payment of the application fee before deadline

PAYMENT BY CREDIT CARD

I hereby authorize to debit my card (details as follows) for all the above service arranged:

Visa Card Amex Card Master Card

Name of Credit Cardholder: _____ Expiry Date (mm/yy): _____

Credit Card Number: _____ CVV Code _____

Credit Cardholder's Signature: _____