

Exhibition

Opportunities

EXHIBITION

The commercial/technical Exhibition will be held at the Kuala Lumpur Convention Centre (KLCC) Kuala Lumpur, Malaysia.

USAGE: 2 DAYS (USD1,500)

The CDC Asia-Pacific 2020 Exhibition will feature a range of showcase opportunities for exhibitors. Attracting more than 500 delegates across a wide range of industries, it provides an ideal platform for you to promote your organization. You will benefit significantly from exposure to an interested, relevant and influential audience.

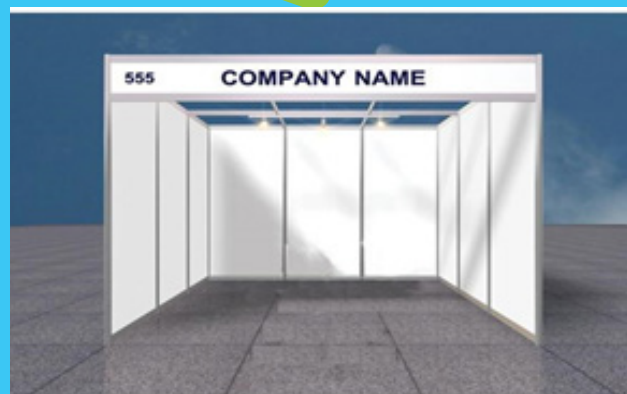
PRE-CONFERENCE

1) Organization name and contact details will be published in the event microsite

CONFERENCE DAY

- 1) Size 3m x 3m shell scheme
- 2) Two (2) complimentary exhibitor passes (additional passes at USD100 per pax)
- 3) One (1) complimentary delegate pass
- 4) A table, 2 chairs and a 13amp power point
- 5) Unlimited Discounted Delegate Passes, at 10% off published rates to members of your organization or any other prevailing promotional prices, whichever is lower
- 6) Organization name and contact details in the CDC Asia-Pacific 2020 official program book in the delegate's bag

Shell Scheme Stand Sketch
(For illustrative purposes only)



POST CONFERENCE

- 1) Organization name and website will be listed in the Post CDC Asia-Pacific 2020 Post-Conference Report as Exhibitor

The Exhibition Floor Plan is included in this prospectus with the registration form. As companies are expressing an interest in securing their preferred exhibition spaces, we are pleased to receive your preliminary bookings. All spaces will then be allocated based on the reservations received, on a first come, first served basis.

Allocation Of Exhibition Space

SPACE

Space Allocation will be made on a **"first come, first served"** basis. A completed Exhibition Booking Form and Contract should be faxed or emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

EXHIBITOR REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Three exhibitor badges will be given for every booth booked. Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.

EXHIBITORS' TECHNICAL MANUAL

An Exhibitor's Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months prior to the Conference. It will include the following:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

SITE INSPECTIONS

Space Allocation will be made on a "first come, first served" basis. A completed Exhibition Booking Form and Contract should be faxed or emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

SITE INSPECTIONS

Exhibitors and Sponsors are free to visit the Conference venue at their convenience.

EXHIBITOR PROFILE

Upon receipt of the booking form, exhibitors will be asked to upload a 100 word Exhibitor Company/Product profile to a provided link. This will be published in the official Corporate Directors Conference Asia-Pacific 2020 (CDC Asia-Pacific 2020) website.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions of exhibiting are included in this Prospectus. Please note that signing of the EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

Exhibition Booking Form

Please complete all details and send to:
secretariat@CDCAsia-Pacific2020.org

Name

(to appear in Conference publications):

Telephone

Email

Contact Person

Company Name

Address

Fax

Website

We, hereby are booking Exhibition Booth @ USD 1,500

Note: Please indicate if your stand needs special configuration.

- Provisional Booking – The booth will be released if not confirmed within 14 days.
- Payment has been made by cheque/transfer, please forward final confirmation and invoice.
- Please send me a first deposit invoice for 50% of the total amount due.

Sponsorship Terms & Conditions

Terms and Conditions of Sponsorship are included in this Prospectus and will be included in the Sponsorship agreement.

Terms of Payment

- 50% upon receipt of the sponsorship agreement and first invoice.
- 50% by or before 15th March 2020
- All payments must be received before the start date of the Conference.
- Should the Sponsor fail to complete payments prior to the commencement of the Conference the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.
- Bank charges are the responsibility of the payee.
- Applications for Sponsorship and/or Exhibition must be made in writing with the enclosed booking enquiry form.

Cancellation / Reduction Policy

Cancellation or reduction of sponsorship items must be made in writing to the CDC ASIA-PACIFIC 2020 and Liaison Secretariat.

The organizers shall retain:

- Cancellations received up and including 30th November 2019 – 90% will be refunded
- Cancellations received up to 15th Jan 2020 – 50% will be refunded
- After 15th March 2020 – No refund will be made (Based on the rate of exchange when payment was collected)

Payment Methods

Option 1

Payment by cheque. Please make cheque payable to:

Malaysian Alliance Of Corporate Directors

**This option is for Malaysian Companies ONLY*

Option 2

Payment by Bank Transfer:

Bank Name Public Bank Berhad
Account Name Malaysian Alliance Of Corporate Directors
Address Damansara Utama Branch
49-53 Jalan Ss 21/60, Damansara Utama
47400 Petaling Jaya, Malaysia
Swift Address PBBEMYKL
Account No 31-5300-5022
Account Type Current

TERMS

And Conditions

Application to Participate

Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Sponsor/Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.

Obligations and Rights of the Exhibitor/ Sponsor

Registration implies full acceptance by the Exhibitor/Sponsor of the exhibition/sponsorship regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Conference without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Sponsor. By submitting an application to participate, the Exhibitor/Sponsor makes a final and irrevocable commitment to occupy the space/items allocated and to maintain his/her installation until the date and time fixed for closure of the event. The Exhibitor/Sponsor may only present on his/her stand or space the materials, products or services described in the application to participate. No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligation and Rights of Organizer

The Organizer undertakes to allocate exhibition space/sponsorship items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment. The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Sponsors. The Organizer reserves the right to offer to a different firm any stand, space or sponsorship item that has not been occupied by the event of the opening of the Conference, with no obligation to provide compensation to the defaulting Exhibitor / Sponsor.

Liability Insurance

Equipment and all related display materials installed by Exhibitors / Sponsors are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Sponsors. The Exhibitor / Sponsor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

Code of Practice

It is the Exhibitor's / Sponsor's responsibility to comply with the local authority's regulations, Code of Practice on the Promotion of Products and services. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organizer to any suits, demands by the Sponsors/Exhibitor/any third party.

Exhibition Regulations

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager. The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Sponsor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees. All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment.

Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour.

It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses. Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment listed in the prospectus. Should the Exhibitor/Sponsor fail to make a payment on time, the Organizer is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/ sponsorship items or seek compensation for non-fulfillment of contract.

Participation by Exhibitors/Sponsors is dependent upon compliance with all rules, regulations and conditions stated herein. Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk. The Organizer ensures daily cleaning of the aisles. Exhibitors /Sponsors are responsible for the cleaning of their stands. The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed. Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor. Any special decoration or fittings must be submitted to the Organizer for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors. The Organizer will not approve stands which do not comply with the accepted standards, until the necessary changes have been made.

Force Majeure

The Organizer shall not be deemed in breach of this Agreement, or otherwise be liable to the Exhibitor/Sponsor, by reason of any delay in performance, or non-performance of any of its obligations hereunder where such delay or non-performance is caused by any Force Majeure. Where the Force Majeure in question prevails for a continuous period of more than 30 days, the parties shall enter into bona fide discussions with a view to alleviating its effects, or to agreeing upon alternative arrangements as may be fair and reasonable. Should the parties be unable to agree on a solution, either party shall be entitled to terminate this Agreement whereupon all monies due from either party as at the date of termination shall be paid over to the other party.

The parties shall remain liable for all breaches occurring prior to such termination.

In this Agreement, "Force Majeure" means any occurrence, event or condition beyond the reasonable control of the Organizer and which results in or causes the failure of the Organizer to perform any one or more of its obligations under this Agreement, and without prejudice to the generality of the foregoing, shall include acts of God, war or threat of war or violence, terrorist act, act of public enemy, insurrection, state of emergency, civil commotion, riots, strikes, lockouts, embargoes, shortages of labor, water or power reasonably necessary in connection with the Conference, flood, storms, tempest, unavoidable casualties, failure of or refusal by any applicable governmental authority to issue all requisite approvals, suspension termination or revocation of any approvals required, outbreak of infectious disease and any other similar event.