



EXHIBITION GUIDELINES

1.0 BOOTH SPECIFICATIONS

1. A standard booth measuring 3m x 3m will be provided. Additional booths are available based on prior booking.
2. Exhibitors are responsible for branding, decoration, and de-branding of their booths at their own cost.
3. Each booth will be equipped with two chairs, one table, and a power socket. Exhibitors must bring their own power extension cords.
4. Display and storage must remain within the allocated booth space.
5. Exhibitors are accountable for the cleanliness, safety, insurance, and security of their materials and equipment.
6. Vehicles are not permitted on public walkways. Clearly marked vendor loading zones will be provided.
7. All exhibitors must complete and submit the official registration form.
8. Booths must be occupied throughout the three-day duration of the conference.

2.0 FOOD EXHIBITORS

1. Must possess valid licenses and permits, including food handling certificates.
2. Are required to have fire extinguishers (CO2 recommended) and clearly marked garbage/litter bins.

3.0 GENERAL CONDUCT

1. Exhibitors may not share or sublet booth space without written approval from the event organizers.
2. Sound levels must be kept low enough not to disturb neighboring exhibitors.
3. Booths must be staffed at all times during official conference hours (at least one representative present).

4. Exhibitor ID badges must be worn at all times within the venue.
5. Security will be provided by the event organizers, but exhibitors remain responsible for their own property.

4.0 DOs

1. Bring thematic props, branding materials, and decorative elements to enhance your space.
Keep your booth tidy and organized; store away items that could be perceived as clutter.
2. Remove all trash, displays, and equipment from your booth at the close of each day.

5.0 DON'Ts

1. Do not set up or dismantle booths outside of designated times.
2. Do not leave unattended items (e.g., boxes, bags, suitcases); such items will be removed and disposed of.
3. Unruly behavior (including intoxication, verbal abuse, threats, smoking, or other prohibited activities) will not be tolerated.
4. All equipment must be in safe and working condition. Items deemed hazardous may be disassembled or removed by organizers.

6.0 CANCELLATION POLICY

Exhibitors or sponsors wishing to cancel or withdraw from participation must do so in writing via email no later than 7 days.