

IMCAS

International Master Course on Aging Science

IMCAS ASIA

JULY 10 - 11, 2021

TAIPEI & ONLINE

At HNBK International Convention Center, Taipei
or through www.imcas.live

FIRST EVER MULTI LOCATION STREAMING WITH SHANGHAI
AT TONGJI HOSPITAL OF TONGJI UNIVERSITY

Rules & Regulations

HYBRID EDITION

CONNECT TO A UNIQUE INTERACTIVE LIVE EXPERIENCE FROM ANYWHERE IN THE WORLD

SUPPORTED BY

CyASIA

CYBER CONFERENCE OF AESTHETIC DERMATOLOGY
AND SKIN SURGERY IN APAC



TONGJI HOSPITAL
OF TONGJI UNIVERSITY



ORIENTAL AESTHETIC
AND PLASTIC ART CONFERENCE

TABLE OF CONTENT

- 1 - SIGNATURE & CONTRACTUAL COMMITMENT
- 2 - COMPLIANCE & LAW
- 3 - BOOTH SET UP AND DISMANTLING
- 4 - BADGE SCANNER RENTAL
- 5 - FREQUENTLY ASKED QUESTIONS

Please fill in and sign

Page 3 : « 1- SIGNATURE & CONTRACTUAL COMMITMENT »

Page 4 : « Credit card authorization form » and a copy of both sides of credit card

Event Organizer: IMCAS

Venue contractor: **HNBK International Covention Center, Taipei, Taiwan**

1 - SIGNATURE & CONTRACTUAL COMMITMENT

I, the undersigned

Last name: _____ First name: _____

as a legal representative for (company name): _____

Position within the company: _____

Certify that:

- The company I'm representing, its employees or subcontractors, will:
 - comply to all dispositions mentioned in this **RULES and REGULATIONS** - [V1_rules_and_regulations_based_on_v36](#)
- I or a legally chosen representative will proceed to the immediate payment of the invoice if any of the 8 points below happen:

		Act	Cost (excl tax): USD	Chapter
booth set up and dismantling	1	The setting up and dismantling schedule is exceeded (charged every 1-4 hours of exceeding, binding any other Exhibitor(s) whom would still be on site)	1 600 per 1-4hour	3.2.c
	2	Our booth walls are not covered on both sides (inside and outside of the booth)	1 000	3.5.c.ii
	3	Areas are not properly protected with carpet/protection sheet	600	3.5.c.iii.6
	4	The booth space is not completely cleaned of any decor, hardware, carpet, etc (charged per cubic meter of cleaning)	800 per m ³	3.6.c
	5	There is any deterioration	700	3.6.d
	6	The proper use of venue waste bins (for materials such as cardboard, general rubbish, etc.) during the congress	500	3.7
badge scanner	7	There is late return of the badge scanner(s)	100 per day	4.1.c
	8	There is loss of the badge scanner(s)	400 per device	4.1.d

- I therefore accept :
 - To sign this page (signature & contractual commitment) and
 - To sign the attached Credit Card Authorization Form for the amount of **3 000** USD as a guarantee deposit. IMCAS engages itself in using this guarantee **only** if the above item act by the exhibitor and fails to honour the invoice that could be established in strict respect with the binding contract.
 - To enclose a copy of both sides of the credit card
 - To upload all three documents through my company account on [imcas.com](#)

It is imperative that I carry a copy of this document during the whole event.

Date (**prior to 9th June, 2021**):

Signature preceded by the mention «Read and approved»:

Date:

Signature:

CREDIT CARD AUTHORIZATION FORM

I/We, _____ hereby authorize IMCAS to charge my/our credit card for the amount of 3 000 USD as per information completed in capital letters below in case of failure to comply with the signed contract as per the RULES and REGULATIONS document, chapter 1:

TYPE OF CREDIT CARD

- ☐ VISA CARD
☐ MASTERCARD
☐ EUROCARD
☐ AMERICAN EXPRESS

CREDIT CARD ISSUING BANK

CREDIT CARD NUMBER

CARDHOLDER'S NAME

(as it appears on Credit Card)

AUTHORIZED PERSON

CONTACT DETAILS

EXPIRY DATE

CARDHOLDER'S SIGNATURE

(as it appears on Credit Card)

COMPANY NAME &

OFFICIAL STAMP

SECURITY CODE

For cards other than AMEX: last 3 digits on the back of your credit card (CCV code)

For AMEX card: 4 digits above the main account number on the face of your credit card (CID code)

CONTACT ADDRESS, PHONE, FAX AND E-MAIL

NAME OF CONTACT PERSON:

DATE:

Note

Please attach a copy of both front and back sides of your credit card

This is a guarantee deposit, to be cashed only if the Exhibitor does not comply with the signed contract as per the RULES and REGULATIONS document, chapter 1 "Signature & Contractual Commitment"

EXCELLENCE AND DISTINCTION IN MEDICAL LEARNING

2 - COMPLIANCE & LAW

1. Obligation to provide booth layout and equipment

- a. Submit the booth layout through the company account before **31st May, 2021**
- b. The layouts must include the maximum height of the structure, the maximum height of any sign, the ribs on the ground and it must signal the presence of a disposable floor (specify height and locate the access ramp on the map). IMCAS is given the right to refuse booth installation of exhibitors who have not returned the layout within the time allotted. These plans may be submitted for opinion to the Safety Officer.
- c. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during set up. Should the booth building not coincide with your layout, IMCAS reserves the right to amend or stop the construction.

3 - BOOTH SET UP & DISMANTLING

1. General date and time of installation, decoration and dismantling:

- a. General booth set up: **Friday, Jul 9 from 2PM to 9PM**

NOTA: the exact booth set up time depends on the booth's type (raw space or with construction), size and location. The exact schedule will be announced on the exhibitor's company account 2 months prior to the conference.

- b. General booth dismantling: **Sunday, Jul 11 from 8:30PM to 11PM**

2. Exact compliance with setting up and dismantling hours

- a. Exhibitors or their contractors, must have completed their installation by the date and time limits set. If exceeded, no permission to access the venue will be given for packing, machinery, vehicle transport, external contractors under any motive and without any regard for the harm it could cause the Exhibitor. Contractors remaining onsite after the allocated schedule will be subject to a penalty fee (as specified in chapter 3.2.c).
- b. At the end of booth set up and dismantling, exhibitors must present themselves at the official booth constructor desk, PICO.
 - upon finishing the construction during set up of their booth, the person responsible for the booth must receive approval from the PICO team before departure, therefore stating that the booth construction complies with the rules and regulations
 - upon finishing the dismantling of their booth, the person responsible for the booth must receive approval from the PICO team before departure, therefore stating that the booth dismantling complies with the rules and regulations.
- c. Any excess time will be billed as follow:
1 600 USD (exclusive of tax) per 1-4 hours that has exceeded, jointly with any other Exhibitor(s) still present at the exhibition

FOR EXAMPLE:

- If only one Exhibitor is still present, 1 600 USD (exclusive of tax) will be charged
- If two Exhibitors are still present, this amount will be divided by two
- If three Exhibitors are still present, this amount will be divided by three, etc

This amount strictly respects the extension fee imposed by the conference venue to IMCAS. IMCAS consequently applies the same amount to its exhibitors without applying any additional commission fee.

3. Loading letter and constructor passes delivered by PICO

In order to gain access to the conference venue, all booth constructor is required to follow below steps to obtain a loading letter and constructor passes:

- a. To obtain loading letter by June 15:
 Fill in and submit the «Loading Letter and Refundable Deposit form» (see appendix A), along with:
 1) Booth design approved by IMCAS

2) Refundable deposit: 700 USD / 20,000 NTD

- a. To obtain constructor passes on booth set up date, Friday, July 9:
 - Bring the loading letter and collect constructor passes at **PICO Official Booth Constructor Desk located at the congress entrance on level 2.**
 - constructor pass properly worn by all contractors during set up and dismantling
 - provide access to the exhibition area only during the assembly and disassembly of booths

4. Delivery and consignment: 2 options

- a. OPTION 1 > Using a freight company
 - i. you can either use a freight company of your choice or
 - ii. you can use the service of the appointed IMCAS Official Freight Forwarder:
Eurotran Expo Service Co., Ltd
Contact: Ms. Jasmine Yang
Phone.: +886 2 2785 6000 #106
Fax: +886 2 2785 6701
Email: jasmine.yang@eurotran.com
Website: <https://www.eurotran.com>
- b. OPTION 2 > Direct delivery to the conference venue
 - i. Shipping address:
IMCAS ASIA 2021 - (Booth number)
HNBK International Convention Center
2nd Floor, No. 123, Songren Road, Xinyi District
Taipei City 110050, Taiwan (R.O.C.)
 - ii. On each box/package to be delivered at the conference venue, the name of your company, the booth number and the event name should be clearly written.
 - iii. Deliveries should be done during exhibition set up day (see chapter 3.1). Any goods delivered before the above mentioned day will not be accepted.
 - iv. The vehicles delivering your booth materials should present themselves along with the «Car Pass form» (see appendix B) at the underground parking lot at above exact delivery time or after.
 - v. Vehicle size restriction **Internal dimensions (available upon request)**
 - vi. Lifts: **Internal dimensions, door opening dimensions and capacity (available upon request)**
 - vii. The movement within the freight station is the own responsibility of the users. Only vehicles loaded with goods are admitted for the installation and removal utility. Access is limited to the strict duration of unloading. For the duration of the event, no cars or vehicles are allowed to enter, park or drive in the delivery area, outside the hours set aside, without special authorization from IMCAS in advance and in accordance with the Building Congress. IMCAS reserves the right to remove or stop any business vehicle, personnel or offending driver and to permanently bar the access to the event during its term at the risk of vehicle owners.
 - viii. IMCAS commits itself to respect the allocated schedule to the best of its availabilities. However, it should not be held responsible for any overtime, delays or conflicts that may occur within the loading bay before, during and after the congress.
- c. Receiving your goods
 - i. The consignee whom will accept your goods must be a person from your company. IMCAS will not be responsible for reception of your goods and materials on your behalf.
 - ii. Each Exhibitor, or his acknowledged representative, will provide the transportation, receipt, shipment of its package and recognition for their content. All packages must be unpacked on arrival. If the exhibitors or their agents are not present to receive their package, IMCAS will not receive it and reserve the right to store it, unwrap it or return it to the sender and submit to the Exhibitor costs, risks and perils for that.

5. Set-up

- a. All fire exits and venue entrances must be kept cleared and free of obstruction at all time in accordance with the conference venue fire regulations
- b. Of the total area of exposure, the maximum weight, height partitions or separating elements, and all decorations including the top advertising signs, is fixed at
 - i. 400kg weight per sqm for booths
 - ii. 2.5 meters height for booths
 - iii. 3.5 meters height for top advertising signs

The Organizer can stop the set up at any time if that request is not fulfilled.

- c. Specific case of a "raw space" booth (decorated by an external designer)
 - i. Raw space booths are provided without any equipment or walls, with only the floor marking. The Exhibitor has to require from their set designer that they provide the floor covering and dividing walls. All materials used over carpeted or hard floors areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.
 - ii. Wall covering: every wall built must be properly covered on both sides (**inside and outside**); outside wall should not be left raw, it is required to cover with white tissue at minimum. Exhibitors who fail to abide by this practice shall be fine with a minimum fine of 1 000 USD excl. of tax.
 - iii. **Floor covering: should the venue has existing carpet, the floor covering is mandatory**
 - 1. The Exhibitor has to require from his set designer that he provides the floor covering (minimum 2 mm thickness) to be placed under any heavy object (weighing more than 10 kgs) that will be displayed and under each counter.
 - 2. Should the floor covering/floorboard/podium exceed 20 millimetres (20 mm) thickness, there must be a slanted ramp or inclined borders (infinity edge) connecting the exhibition floor and the booth floor on all open edges. This ramp cannot overcome the space limits allowed for the Exhibitor.

Example:



- 3. Spacer must be place at the foot of any system poles in order to prevent damage to the existing carpet.
- 4. Carpet/protection sheet also must be laid at areas where Exhibitor will be carrying out the preparation works. All these protection works must be done before the commencement of any set up.
- 5. If material is to be displayed in quantity, carpeting will be then necessary on the whole booth surface. Therefore, in this case, it is asked that the constructor builds a plywood underlay.
- 6. Exhibitor must supply its own carpet/protection sheet. Exhibitor who fail to abide by this practice shall be fine with a minimum of 600 USD exclusive of tax.

7. Colour reference at IMCAS Asia 2021

- Carpet :
-  Peacock Blue (Pantone 322 C)
 -  Green (Pantone 425 C)
 -  Tangerine (Pantone 7579 C)
 -  Beige (Pantone 7521 C)

6. Dismantling

- a. The Exhibitor, or its duly accredited representative is compelled to be present on his booth from the beginning of the dismantling and up until the complete evacuation of the booth.
- b. Removal of exhibits and breakdown of booths before the closure of the exhibition is prohibited.
- c. The evacuation of the booths, goods, items and specific decorations as well as the waste and scraping from the booth decoration and construction materials has to be done by the Exhibitor within the time and deadlines set by IMCAS. Beyond those deadlines, IMCAS is allowed to move the items to a storage space of its choice, to the cost, risks and perils of the Exhibitor and without being kept responsible for the damages, partial or total loss. Also, IMCAS can charge the Exhibitor with the cleaning services noted by the venue and IMCAS, supported by visual evidences at the cost of **500 USD** (exclusive of tax) per cubic meter .
- d. The Exhibitor must leave the space, decors, hardware left to their disposal in the state that it has been given to them. Any leftover materials, or deterioration caused by their instalment or goods, either to the building or to the occupied floor will be evaluated by the technical services of the venue and by the IMCAS team and charged to the responsible Exhibitor/s (minimum fine is at **700 USD** exclusive of tax).
- e. All material on booth must be superintended by a company representative until it is retrieved by its freight forwarder. IMCAS is not responsible for any material left on the booth unattended.

7. Cleaning

General cleaning will be provided in common areas by the Organizer during the show days. It includes vacuuming in aisles and emptying waste bins. However, exhibitors are responsible for daily cleaning on their booth(s). Should the Exhibitor use the venue's waste bins for its own waste (such as cardboard, general rubbish, etc.), IMCAS reserves the right to charge the responsible, supported by visual evidences (minimum fine is at **500 USD** excl. tax).

4 – BADGE SCANNER RENTAL

1. Badge scanner on-site

- a. Badge scanner(s) can be collected from and returned to the IMCAS welcome desk on Level **0** between 11AM and 9PM respectively on the day of your reservation upon signing the Lead Retrieval Form.
- b. Issued badge scanner(s) become the responsibility of the company representatives to whom the scanner(s) is provided.
- c. Any late return of the badge scanner(s) will be fined at **100 USD** (exclusive of tax) per day.
- d. In the event of the loss of the scanner(s), a fee of **400 USD** (exclusive of tax) will be charged per scanner.

5 – FREQUENTLY ASKED QUESTIONS

Supplementary information relevant to the congress and its activities can be found online through the IMCAS Sponsor Frequently Asked Questions (FAQs) here: <https://www.imcas.com/en/exhibit/imcas-asia-2021/sponsor/faq>
The chapters are outlined below (as of **22nd April, 2021**)

CHAPTER	FAQ
1. Booking	1.1. How do I book a booth?
	1.2. What information should I provide to book a booth?
	1.3. What is the sponsorship level required?
	1.4. Can I book multiple booths?
	1.5. Where can I see who has booked a booth and their location?
	1.6. Could I sponsor products without exhibiting (booking a booth) and which products?
	1.7. What about the 'PPS' and how can I get some?
	1.8. Can I amend, cancel or add to my order?
	1.9. How can I book my booth for the next congress?
	1.10. Can I sublease my booth?
	1.11. I'm interested in exhibiting next year, can I visit during the congress?
	1.12. VAT exemption
2. Terms and Conditions of Sale	2.1. Purchase priority
	2.2. Order confirmation
	2.3. Payment terms
	2.4. Cancellation policy
	2.5. Program modification
	2.6. Limitation of liability
	2.7. Corporate Internal Compliance Service Policy (CICSP)
	2.8. What happens to my order if the conference switches to the virtual format?
3. Booth logistics	3.1. What is the schedule of the congress, including the times for booth set up and dismantling?
	3.2. Can I get further information on booth construction and equipment?
	3.3. How can I order electricity / cleaning / additional furniture / etc.?
	3.4. I am an external booth constructor. Where do I find the necessary logistics information?
	3.5. What about constructor passes?
	3.6. Are there specific design requirements for my booth?
	3.7. Which rules must be observed during set up?
4. Sponsored lectures / sessions	4.1. How can I perform a live demonstration?
	4.2. How can I introduce a lecture in the program?
	4.3. What about publishing my activity on IMCAS Academy?
	4.4. How can I select the time slot of my symposium / live demonstration?
	4.5. What about patient(s) to be treated during live demonstration?
	4.6. What are the treatment room assigned time-slots for symposia?
	4.7. When can I set up for my symposium?
	4.8. Where can our speaker(s) upload their presentation(s)?
	4.9. What about the copyright / broadcasting of sponsored sessions?
	4.10. What about sponsoring a webinar on IMCAS Academy?

5. Sponsored products	5.1. How can I book meeting rooms and training labs?
	5.2. When and where can I deliver inserts / notepads / pens / lanyards (sponsored items)...?
	5.3. How do I see which products are included within my sponsorship and their submission deadlines?
	5.4. Where exactly will my signage advertising be placed?
	5.5. What about organizing a side event outside of the congress?
	5.6. What is badge scanner data?
	5.7. What about having our own company platform on IMCAS Academy?
6. Educational grants	6.1. What is an "Educational Grant"?
	6.2. Who chooses the speakers of an educational grant session?
	6.3. What about granting a webinar on IMCAS/AOP Academy?
7. Booth activities	7.1. Can we perform a survey during the congress?
	7.2. Can we do a live speech on our booth?
	7.3. Can attendees purchase products/devices on our booth?
	7.4. Does my product need to be registered to exhibit?
	7.5. Can I distribute marketing materials at the event?
8. Registrations / badges	8.1. How many included badges do I get?
	8.2. Can I change the name of an ordered badge?
	8.3. What if I want to invite multiple or a group of delegates? Do I get a special rate?
	8.4. What is an 'industry speaker' badge?
	8.5. How can I access the scientific sessions?
	8.6. How can I register a personal photographer?
	8.7. How and when can I collect my badges?
	8.8. How do I book my accommodation for the congress?
	8.9. How to use the group registration platform?
9. Privacy and safety	9.1. Can I obtain the list of attendees?
	9.2. How can I know the number of participants as well as the population distribution?
	9.3. What about the General Data Protection Regulation (GDPR)?
	9.4. How does IMCAS follow the GDPR?
	9.5. What about external providers during the congress?
	9.6. What about our safety?
	9.7. What about liability and insurance?
	9.8. What are the health & sanitary measures we employ during physical events?
10. Exhibition regulations	10.1. What are the exhibition floor rules?
	10.2. Why do I need to sign the Rules & Regulations document?
	10.3. Which regulations do I need to abide by?
	10.4. What about photos and videos?
	10.5. How can I share feedback?
11. Congress Formats	11.1. Is the conference going virtual?
	11.2. Physical participation vs virtual: what is the difference?
	11.3. Can IMCAS foresee the change in format?