

IMCAS

International Master Course on Aging Science



THAICOSDERM

Thai Society of Cosmetic Dermatology and Surgery

ITCAM

SEPT 29 - OCT 1, 2022

BANGKOK

ESCAPE TO BANGKOK FOR A 3-DAY UPDATE IN PLASTIC SURGERY, DERMATOLOGY & AESTHETIC SCIENCE

RULES & REGULATIONS GUIDELINES

ASIA 15TH EDITION

At The Athenee Hotel, Bangkok or through www.imcas.live

EXCELLENCE AND DISTINCTION IN MEDICAL CONGRESSES

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Please fill in and sign

Page 3 : « 1- SIGNATURE & CONTRACTUAL COMMITMENT »

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Event Organizer: IMCAS c/o Comexposium Healthcare
Venue contractor: The Athenee Hotel, a Luxury Collection Hotel

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** – V6_rules_and_regulations
- I or a legally chosen representative will proceed to the immediate payment of the invoice if any of the 8 points below are not respected:

		Act	Cost in USD (excl tax):	Chapter
booth set up and dismantling (only applicable to raw space booth)	1	The setting up and dismantling schedule is exceeded (charged per hour of exceeding, binding any other Exhibitor(s) whom would still be on site)	2 700 per hour	3.2.b
	2	Our booth walls are not covered on both sides (inside and outside of the booth)	> 1 000	3.5.q.ii
	3	Areas are not properly protected with carpet/protection sheet	> 600	3.5.q.iii.6
	4	The booth space is not completely cleaned of any decor, hardware, carpet, etc (charged per cubic meter of cleaning)	500 per m ³	3.6.c
	5	There is any deterioration	> 2 000	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	5.1.c
	8	There is loss of the badge scanner(s)	400 per device	5.1.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 Exhibitor does not fulfil one of the above requirements 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 29 July 2022):

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)

EXPIRY DATE

CARDHOLDER'S SIGNATURE

(as it appears on Credit Card)

AUTHORIZED PERSON CONTACT DETAILS

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 CONGRESSES

2 - COMPLIANCE & LAW

1. Obligation to provide booth layout and equipment for raw space

- a. Submit the booth layout through the company account before 29 July, 2022
- b. These booth layout must include the following:
 - Booth width and length
 - Booth maximum height including floorboard and sign (if any)
 - Partition walls
 - Booth covering (indicate there is no roof/ceiling, should there be partial covering please indicate exact measures and material use)
 - Floor covering thickness and material use (e.g. carpet, floorboard)
 - Access ramp (if any)
 - Added wall/s to cover pillar/s (if any)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.
- d. Roofs and false ceilings are not allowed
- e. The pillar placed within the limits of your booth can be covered but should not include a construction going over the boundaries of your allocated space. No degradation to be left on the pillar
- f. Any booth with standpipe hose system must remain easily accessible, only curtains on this side are allowed, no fixed wall
- g. The coverings for pillars and standpipes located on your booth can be branded as you wish. Any next to your booth can not be branded.
- h. The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for the «Exit» sign or the fire services team
- i. Corner booths have to stay open on two sides.
- j. Peninsula booths (3 open sides) have to stay open on 3 sides.
- k. Island booth have to stay open on all sides.
- l. Walls on any open sides of a booth shall not be longer than one quarter (1/4) per open side (not to be confused with the sum of all open sides) and shall not affect neighbouring booths

2. Obligation to comply with the regulations in force in the eye of regulators

- a. Labor law
- b. Customs (for materials or products from abroad)
- c. Hygiene (for food or animal species)
- d. Products licences: it is the exhibitors responsibility to obtain the corresponding marketing and commercialization licences of the products that are displayed, promoted or utilized during the event. The product or device has to be legally authorized by the local authorities within the country where the event is held. Products without a license are not permitted to be promoted
- e. Medical licences: any medical act organized by the Exhibitor during the event shall be executed by physicians qualified and licensed to do so following the law and regulations of the country where the event takes place. Please note that many country's demand to process a 'Temporary Licence' for the physician to legally perform a medical act/application. Please refer to FAQ chapter 4.4. How can I perform a live demonstration? for further details.

3 - BOOTH SET UP & DISMANTLING

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

LEVELS 2 & 3

- a. General booth set up: Wednesday, 28 September, 2022 from 9AM to 7PM

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: Saturday, 1 October, 2022 from 6:30PM to 11:30PM

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. Any excess time will be billed as follow:

2 700 USD (exclusive of tax) per hour that has exceeded, jointly with any other Exhibitor(s) still present on the level of exhibition

FOR EXAMPLE:

- If only one Exhibitor is still present, 2 700 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. Gain access to the venue for set up, decorate and dismantling

In order to gain access to the conference venue,

FOR RAW SPACES: all booth constructor is required to follow below steps to obtain a loading letter, security and constructor pass:

A. Loading letter delivered by our official booth constructor, PICO before September 15:

Fill in and submit the «Loading Letter and Refundable Deposit form» to PICO, see page 12, along with the refundable deposit - 800 USD / 29,000 THB

B. Security passes delivered by venue, The Athenee Hotel on the set up date, Wednesday, September 28:

- i. Prior to booth set up and dismantling, all booth contractors must register themselves by presenting the loading letter and exchanging original ID card with security pass at security office located at B1 floor before enter into the hotel.
- ii. Equipment list must be submitted and all equipment must be inspected.
- iii. Security pass must be worn at all times, it cannot be kept in pockets or concealed in any way
- iv. One ID card can be exchanged for one security pass and it is non-transferable
- v. Any loss of the security pass will result in charge of THB 200 net per pass

C. Constructor passes delivered by our official booth constructor, PICO (once security passes is collected) :

- i. Representative present him/herself at PICO Service Desk on Level 3 to inform their set up and dismantling start time and collect constructor pass
- b. Constructor pass provide access to the exhibition area only during the assembly and disassembly of booths
- c. At the end of booth set up and dismantling time, representative should return the constructor pass and report their finish time at PICO Service Desk.

FOR ALL INCLUSIVE BOOTH (WITH CONSTRUCTION PREMIUM): Exhibitor may decorate their booth space on Wednesday, September 28 from 4PM to 7PM by collect their exhibitor badge at the welcome desk on level 0 of the Athenee Tower, 63 Wireless Rd, Khwaeng Lumpini, Khet Pathum Wan, Bangkok 10330, Thailand.

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:
APT SHOWFREIGHT (THAILAND) LIMITED
Contact: Mr. Hasnam KONGKAEW
Phone: +66 2 165 6158 ext 301
Email: hasnai@aptshowfreight.com
Website: <http://www.aptshowfreightlogistics.com>

For exhibitor who intends to send their small value of exhibition materials such as giveaways or brochures via courier services (DHL, FEDEX, UPS etc.): as Thailand is not a «Free Port» country, all shipment import via courier is subject to import duty/tax. In most of the cases, courier company will hold shipment at customs till arrival of delegates which maybe late for in-time delivery for the exhibition. We suggest shipment to be consigned to a professional freight company to avoid any delay.

b. OPTION 2 > Direct delivery to the conferece venue

- i. Shipping address:
IMCAS Asia 2022 x ITCAM - (Booth number)
The Athenee Hotel, Bangkok
61 Wireless Road (Witthayu), Lumpini, Pathumwan
Bangkok 10330 Thailand
- 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 at the Hotel's service entrance (back service entrance) at above exact delivery time or after, never through the main entrance and public areas.
- v. 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.
- vi. 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 who 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. Attendance is compulsory at the booth: the exhibitor or his duly accredited representative should be there during the visit of the services responsible for safety as compliance to the security measures imposed by the government or taken by IMCAS is mandatory throughout the event
- b. Installation of the booth is to be done by a qualified installer (proof of registration may be demanded). The indoor booth equipment is under the responsibility of the exhibitor and the installer is responsible for all risks of its own booth space and any damage it may cause due to the space
- c. No equipment from the Hotel is to be used by the contractor unless authorized by the Hotel.
- d. Contractor's employees are to be properly dressed. Minimum attire requirement will be a T-shirt, trousers and shoes.
- e. Eating/drinking area will be allocated: within service area, for the use of Contractors' employees. They are not permitted to carry out these functions in any public areas of the Hotel.
- f. IMCAS will not be responsible for slight differences that could be observed between the dimensions shown and dimensions in actual location, nor changes occurred in the environment of the booths (modification of neighboring booths, alleys reconfiguring...)
- g. The exhibitor is responsible for any water installation on the booth and any damage it might cause (e.g. water damage)
- h. Booth construction must remain within the limit of the allocated space. Any modification to the existing on site structures (stringers, panels, curtains ...), to occupy, somehow, the spaces reserved for visitor traffic and to occupy another company's booth is prohibited. Any attachment to the frame, against the walls of the halls and against the partitions of the booths is prohibited
- i. No overlaps of goods that would be deemed as dangerous or unsightly by the IMCAS team
- j. 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
- k. Of the total area of exposure, the maximum height partitions or separating elements, and all decorations including the top advertising signs, is fixed at
 - i. 2,40 meters for all booths
- IMCAS, PICO and the venue can stop the set up at any time if that request is not fulfilled.
- l. No slinging
- m. Any promotional support has to be placed within the allowed space and in such a way that it doesn't cross the booths limits and walls
- n. Every plant and flowers must be placed in waterproof flowerpots
- o. Walls or elements blocking sight on contiguous booth are forbidden
- p. Electrical linking: links or shunts of power supply from one booth to another are strictly forbidden
- q. 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 2022 x ITCAM

Carpet :  Dark green (Pantone 349C)

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 2 000 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 – BOOTH OCCUPATION

1. Respect of the booth renting contract

a. No subleasing

i. The Exhibitor cannot sublease the space it has reserved to another society that is not a division of the same company or a legally authorized agent. They will be required to deliver to IMCAS an authorization or presentation of valid evidence (authorized agent contract or society status).

ii. The violation of this agreement will result in the immediate expulsion of one or both parties.

b. The setting of promotional signage or the indirect promotion of signage, brands, and products from different social reasons than the exhibitor's is prohibited.

c. Every sign or item judged non-conform has to be removed at the very first summon and without reparation, IMCAS being allowed to act for the violator, without further ado.

2. Rules to obey

a. The fire-extinguishers set by the technical services of the congress venue on or nearby the booth can not under any circumstance be moved and have to stay accessible at any time

b. Any luminous or sonorous advertisement device and any animation, show or demonstration which could provoke crowding in the pathway has to be submitted to the prior agreement of IMCAS, which is allowed to cancel the authorization possibly granted if the device or the manifestation disturbs the circulation or the manifestation.

c. Pathways must not be under any case blocked or encroached

d. . Any loose packing and wrapping material, dust-cover used during closing time, items not used for the booth presentation and staff belongings must be put out of attendees' sight. During opening hours of the exhibition hall, exhibit items should not remain covered. In such a case, IMCAS will remove any covering on exposed items without being held responsible for damages or loss which could result from such action.

e. Exhibitors cannot empty their booth or pack up before the end of the exhibition hours on the last day. The total or partial closing of a booth during public opening hours is, by any methods used and especially during a demonstration, strictly forbidden

f. No smoking with the congress venue, including but not limit to exhibition halls and/or public opened spaces, as well as on booths

g. No food and beverage supplier or caterer, other than the venue is allowed to supply or cater food and beverage at the congress venue

5 – BADGE SCANNER RENTAL

1. Badge scanner on-site

- a. Badge scanner(s) can be collected from and returned to the IMCAS registration desk on Level 2 between 8AM and 7PM 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

6 – FREQUENTLY ASKED QUESTIONS

Supplementary information relevant to the congress and its activities can be found online through the IMCAS Sponsor Frequently Asked Questions (FAQs).