

IMCAS & THAICOSDERM Thai Society of Cosmetic Dermatology and Surgery ITCAM

ASIA BANGKOK

17th Edition • The Athenee Hotel

J U N E
21 - 23

2024

The leading topics in
**Dermatology,
Plastic Surgery
& Aging Science**

RULES & REGULATIONS GUIDELINES

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Please fill in and sign

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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 and/or subcontractors, will comply to all provisions mentioned in this **RULES and REGULATIONS** (v1_2024_asia_based_on_v39)
- I or a legally chosen representative will proceed to the immediate payment of the invoice if any of the 8 points below are committed:

		Act	Cost in USD (excl tax):	Chapter
booth set up and dismantling (only applicable to raw booth space)	1	The setting up and dismantling schedule is exceeded (charged per hour per booth)	1,000 per hour per booth	3.2a
	2	There is any damage to the booth space, floor, pillar/s, the venue's wall/s, etc.	subject to the venue's penalty fees	3.6c
	3	The booth space is not completely cleaned of any decor, hardware, carpet, etc. (charged per cubic meter of cleaning)	subject to the venue's penalty fees	3.7
	4	The improper use of venue waste bins (for materials such as cardboard, general rubbish, etc.) during the setup, congress, and dismantling - applicable to all booth types	subject to the venue's penalty fees	3.7
badge scanner	5	The is late return of the badge scanner(s)	100 per day	6.1.c
	6	The is loss of the badge scanner(s)	400 per device	6.1.d
others	7	Early tear-down of your booth before the official closing timeframe	Deduction of PPS	
	8	Failure to comply with any following rules mentioned in the document	Deduction of PPS	

I therefore accept :

- To sign this page (signature & contractual commitment)
- To be bound by the following rules & regulation
- To upload all related documents through my company account on imcas.com.

By policy, IMCAS will charge additional fees **only if the Exhibitor commits one of the above requirements and/or fails to honour the original invoice** that is issued in strict respect with the this binding contract.

For violation of any other following rules, Exhibitors, or their concerned suppliers, shall be subject to penalties **ranging from an eviction from the venue or bans on future IMCAS events to the deduction of their PPS.**

Date (prior to 23 May 2024):

Signature preceded by the mention «Read and approved»:

Date:
Signature:

2 - COMPLIANCE & LAW

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

- a. Submit the booth layout through the company account **before 21 May, 2024**
- b. The booth layout must include the following:
 - Booth width and length
 - Booth maximum height including floorboard and signage, if any
 - Partition walls, if any
 - Booth coverage (Indicate if there is or is not a ceiling. Should there be partial covering please indicate exact measures and materials to be used)
 - Thickness of floor covering and material use (e.g. carpet, floorboard)
 - Access ramp, if any
 - **Technical floor plan with ALL dimensions and 3D design**
- c. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during setup. Should the booth building not coincide with your layout, IMCAS reserves the right to amend or stop the construction.
- d. Due to fire regulations and building codes, booth ceiling and coverings must fit the following:
 - Ceilings must be a maximum of 30cm width to be accepted.
 - Fireproof fabrics (e.g. velum) with a fire resistance certificate may be considered. Please indicate the material used in the design and attach the certificate to the booth layout.
- e. Pillar covering is NOT permitted.
- f. 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.
- g. Walls on any open sides of a booth **should not exceed 50% per side** (not to be confused with the sum of all open sides) and shall not affect the visibility of neighboring booths.
- h. For booths numbered 1, 4, 5, 12, 13, and 14 located near the hotel lobby, it's strongly advised to maintain a neat and professional appearance on the backside of the back wall, ideally with the company logo, as it will be visible to all participants.
- i. Door of storage room built in the booth must open inwards and not towards the aisle.

2. Obligation to comply with the regulations enforced by the following legal institutions

- a. Labor law
- b. Customs (for materials or products from abroad)
- c. Hygiene (for food or animal species)
- d. Product licenses: it is the Exhibitors' responsibility to obtain the corresponding marketing and commercialization licenses of the products that are displayed, promoted, or utilized during the event. All products and devices must 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 licenses: 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 countries require a 'Temporary License' for the physicians to legally perform certain medical acts and procedures. 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: Thursday, 20 June, 2024 from 9AM to 7PM (to be confirmed)

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. ALL-INCLUSIVE BOOTHS (mobile booth & construction premium) decoration: Thursday 20 June, from 4pm to 7pm

- c. General booth dismantling: Sunday, 23 June, 2024 from 5PM to 11PM (to be confirmed)

2. Exact compliance with setting up and dismantling hours (only applicable to raw space booth)

a. Exhibitors or their contractors must have completed their installation by the date and time limits set. If exceeded, access to the venue will not be granted for any packing, machinery, vehicle transports, or external contractors under any circumstance, regardless of the impairment it may cause for the Exhibitor. Contractors remaining onsite after the allocated schedule will be subject to a penalty fee of **1,000 USD (exclusive of tax) per hour per booth**.

b. At the end of booth set up and dismantling, Exhibitors must sign the SET UP DEPARTURE FORM and DISMANTLING DEPARTURE FORM by presenting themselves to the IMCAS staff or our official booth constructor in order to make sure that there is no damage or waste (wood debris, garbage, etc.) left at their booth space.

By completing these forms, the Exhibitor states that the booth construction and dismantling complies with all IMCAS and venue rules and regulations and has thus been approved accordingly by all parties involved. Any damage or waste left at the booth will be charged penalty fees according to the gravity of the consequences.

- c. Any excess time taken in the booth construction and dismantling process will be billed as follows:
1 000 USD (exclusive of tax) per hour exceeded per booth

3. Gain access to the venue for set up, decoration, and dismantling

Please refer to latest information published on company account (logistics planning --> security and constructor pass).

In order to gain access to the conference venue:

FOR RAW SPACES: all booth constructors are 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 May 7:

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

B. Security passes delivered by venue, The Athenee Hotel on the set up date, Thursday, June 20:

- 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 are collected) :

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

FOR ALL-INCLUSIVE BOOTH (WITH CONSTRUCTION PREMIUM): Exhibitor may decorate their booth space on Thursday, June 20 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>

Please find shipping instructions on company account (exhibitor services --> freight forwarder).

For Exhibitors who intend 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 imports via the courier is subject to import duty/tax. In most of the cases, the 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 conference venue

i. Venue address:

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, contact info, and the event name should be clearly written.

iii. Deliveries to the venue should be done during booth setup day (see chapter 3.1). **Any goods delivered before the allocated booth setup day will not be accepted.**

iv. The vehicles delivering your booth materials should present themselves at the venue's service entrance (back service entrance) at above exact delivery time or after, never through the main entrance or public areas.

v. All loading and delivery within the freight station falls strictly under the responsibility of the freight company and its employers. Only vehicles for loading utility are admitted for the installation and removal of materials. Access is limited to the strict duration of unloading timeframes (during booth construction and dismantling) and complies with the regulations of the congress venue. For the duration of the event, no cars or vehicles are allowed to enter, park, or drive in the delivery area outside the delivery hours stated and without special authorization from IMCAS. IMCAS reserves the right to remove or stop any business vehicle, personnel, or offending driver and to permanently bar access to the event during its term despite the disadvantages it may incur to the 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 by courier

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 packages, 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 reserves the right to store, unwrap, or return it to the sender, subjecting the Exhibitor to all costs,

5. Set-up

- a. Attendance is compulsory at the booth during all installations. The Exhibitor or his duly accredited representative should be present during the visit of all services and is responsible for safety of all parties involved. All persons must comply with security measures imposed by the event venue, IMCAS, and the government throughout the duration of the event.
- b. Installation of the booth is to be done by a qualified constructor (constructor registration must be available and provided on request). All interior booth equipment falls under the responsibility of the Exhibitor. The installing company is responsible for all risks incurred from the provided booth materials and any damage that may be caused within the space.
- c. No equipment from the venue is to be used by the contractor unless authorized by the venue.
- d. Contractor employees are to be properly dressed. Minimum attire requirement will be a T-shirt, trousers, and safety 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 venue.
- f. IMCAS will not be responsible for slight differences that could be observed between the dimensions shown during the booking and dimensions in actual location, nor changes within the exhibition environment of the booths (modification of neighboring booths, alleys reconfiguring, etc.)
- g. The Exhibitor is responsible for any water installation within the booth and any damage it may cause (e.g. water damage).
- h. Booth construction must remain within the limit of the allocated space. Any modification to the existing onsite structures (stringers, panels, curtains, etc.), to occupy the spaces reserved for visitor traffic or another company's booth is prohibited. Any attachment to the booth frames and/or partitions is strictly prohibited.
- i. All goods and products presented are subject to review by the IMCAS team. Any goods that may be deemed as dangerous or unappealing must be removed upon request.
- 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. The maximum height partitions or separating elements, and all decorations including the top advertising signs and floorboard, is fixed at **2.40 meters maximum for all booths.**
IMCAS, PICO, and the venue can stop the set up at any time if that request is not fulfilled.
- l. No hangings are permitted in the booth spaces or exhibition hall.
- m. Any promotional support displayed must be placed within the allotted booth space and may not cross space limits and walls.
- n. No wall will be provided and authorized for mobile booth
- o. All plants and flowers must be placed in waterproof flowerpots.
- p. Walls or elements blocking visibility on contiguous booth lines will not be permitted.
- q. Electrical outlets : links or power cords connecting the power supply of one booth to another is strictly forbidden.
- r. Specific case of a "raw space" booth (decorated by an external designer):
 - i. Raw space booths are provided with only the floor markings (no further equipment or walls are provided). Therefore the Exhibitor and their set designer must provide the floor coverings and dividing walls. All materials used over carpeted or hard floor areas must be nonslip.
 - ii. Wall coverings: **every wall built must be properly covered on both sides (inner and outer)**; outer walls should not be left raw/uncovered. In addition to both sides, it is required to neatly cover any protruding part of the walls that may be visible to the public. Failure to comply with these requirements may result in deductions of the PPS.

iii. Floor covering is mandatory

1. All exhibition spaces must include wooden flooring or platforms (provided by the Exhibitor) to prevent any damage to the venue's marble or carpeted surfaces.
2. Should the floor covering, floorboard, or podium exceed 20 millimetres (20 mm) in thickness, there must be a slanted ramp or inclined borders (infinity edge) connecting the exhibition floor and the booth floor on all open edges. The ramp must be 0,90m large, entirely incorporated into the stand with its slope graded between 2% and 5%. This ramp cannot overcome the space limits allowed for the Exhibitor.

Example:



3. Spacers must be placed at the bottom of any system poles in order to prevent damage to the existing carpet.
4. Carpet/protection sheet also must be laid at areas where the Exhibitor will be carrying out the preparation work. All these protections must be done before the commencement of any setup.
5. Colour reference at IMCAS Asia 2024 x ITCAM



Dark green (Pantone 349C - to be confirmed)

6. Dismantling

a. The Exhibitor, or their duly accredited representative, is required to be present at their booth from the beginning of the dismantling process through its completion. Note that all Exhibitors are required to verify dismantled spaces and check out with a member of IMCAS staff before departing the venue to ensure there is no damage and waste left at the booth space. Failure to do so may result in charges for any damage or waste found later, which will be billed to the Exhibitor.

b. The initiation of booth breakdown or removal of any exhibition materials prior to the closure of the event or exhibition hall is prohibited.

c. Booth breakdown (including the removal of all goods, company items, specific decorations, waste, and building materials) must be completed by the exhibitor within the timeframe established by the IMCAS team. IMCAS maintains the rights to move or dispose of any materials left in violation of this. Any materials that are transferred to a storage facility will be fully at the cost and risk of the Exhibitor. IMCAS bears no responsibility for any damages, partial, or total losses that may occur in this process.

d. The Exhibitor must leave the space, decor, and hardware used in the state that it was initially provided. Any undisposed materials or venue deterioration resulting from their installments or distribution of goods before, during, or after the event will be evaluated by both the IMCAS team and the venue. Responsible parties will be charged depending on the charges of the venue and extent of the damages.

e. All booth materials must be superintended by a company representative until it is retrieved by their freight forwarder. IMCAS is not liable for any unattended booth or exhibitor materials.

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 the daily cleaning of their booth(s). **IMCAS also maintains the right to impose additional Exhibitors fees for necessary venue cleaning services depending on the charges of the venue.** All charges will be accompanied by visual evidence of the unattended materials.

4 – BOOTH OCCUPATION

1. Respect of the booth renting contract

- a. No subleasing
 - i. Exhibitors are strictly forbidden from subleasing any reserved spaces to a secondary party, including but not limited to company divisions, external partners or societies, or any secondary legal agents.
 - ii. Any violation of this agreement will result in the immediate expulsion of one or both parties.
- b. The distribution of both direct and indirect promotional signage, brands, and products outside of the operational scope of the participating exhibitor is also prohibited.
- c. Any items that do not conform within these standards will be removed immediately without remuneration. IMCAS maintains all rights to determine the validity of the product(s) in question and to take further penalty action in accordance with IMCAS regulations and the extent of the violation.

2. Rules to obey

- a. The fire-extinguishers (as provided by the technical services of the congress venue) that are on or nearby booth areas must be accessible at all times.
- b. Any light or sound advertisements, animations, showcases, or demonstrations that could provoke crowding within walkways must be submitted and previously approved by IMCAS. The IMCAS team maintains the right to cancel the authorization granted if the shows or promotional devices disturb the circulation of the event.
- c. Pathways must not be under any case blocked or encroached.
- d. . Any remaining packaging, display covers, staff belongings, or items not intended in the booth presentations must be placed out of the sight of attendees. 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 at any time before the end of the event. The total or partial closing of a booth during exhibition hours, by any methods used and especially during a demonstration is strictly forbidden.
- f. No smoking with the congress venue. In accordance with the decree of May, 29th, 1992, smoking is forbidden within exhibition halls and/or public opened spaces, as well as in booth spaces.
- g. No food and beverage supplier or caterer, other than the official appointed caterer by the venue (or approved contractor(s) by venue), is allowed to supply or cater food and beverages at the congress venue.

5 – PROGRAM

1. Program Modification

Please note that while speakers, exhibitions, and sessions were confirmed at the time of publishing, circumstances beyond the control of the organizer may necessitate substitutions, alterations, or cancellations.

As such, IMCAS reserves the right to alter or modify the advertised speakers, exhibitions, and sessions if necessary, without liability. Any substitutions or alterations will be updated on our portal and participating parties will be informed as soon as possible.

2. Speaker

Speakers who are speaking within sponsored sessions may be considered by the IMCAS Scientific Board to speak or chair within other scientific session(s). IMCAS considers that such scientific sessions do not enter in conflict with any other sponsorship agreement and that speakers should not be restricted to speak only within designated sponsored sessions.

6 – BADGE SCANNER RENTAL

1. Badge scanner onsite

- a. Badge scanners can be collected from and returned to the IMCAS exhibitor service desk on Level 3 (opening hour will be indicated in emailing sent a week prior to the congress) upon signing the Lead Retrieval Form.
- b. Issued badge scanners become the responsibility of the company representatives to whom the scanners are provided.
- c. Any late return of the badge scanners will be subject to fines 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.

7 – MEETING ROOMS, HOSPITALITY SPACE/SUITE

Meeting rooms, hospitality space, and hospitality suite will be open during congress days and no keys are required. Please refer to logistics planning section on your company account <https://www.imcas.com/en/account/company-account/imcasasia-2024/logistics> for the latest information. Specific instructions will be sent by email.

No construction is permitted inside meeting rooms, hospitality space, or hospitality suites. Only promotional materials, furniture, and equipment that can be easily set up and removed are allowed. Soliciting participants near the room/space/suite is strictly prohibited.

8 – FREQUENTLY ASKED QUESTIONS

Additional information relevant to the congress and its activities can be found online through the IMCAS Sponsors' FAQ: <https://www.imcas.com/en/exhibit/imcas-asia-2024/sponsor/faq>

IMCAS reserves the right to change the terms and conditions at any time without prior notice. In the event that changes are made, the revised terms and conditions shall be posted on sponsors' FAQ/company account and the updated version of rules & regulations document will be posted online. Please refer to the latest information on our website <https://www.imcas.com/en> to stay informed on any changes.

LOADING LETTER AND REFUNDABLE DEPOSIT FORM FOR IMCAS 2024

For exhibitors, who are using a non-official contractor to decorate their booth:

A loading letter and contractor passes are required to obtain by your booth contractor, in order to have access to the conference venue.

To obtain these documents, this form is to be filled and submitted directly to PX System by your booth contractor.

The loading letter and contractor passes will not be issued if this form and below required items have not been submitted.

Please submit this form together with below document:

- Complete payment of the performance bonds (refundable deposit): USD 800/ 29,000 THB

See below payment method:

Please complete the following information:

Exhibitor Details

Exhibiting Company name : Total Booth Area : _____sqm

Booth No :

Contractor's Details

- Contractor Company Name :
- Contact Person :
- Address :
- Email Address :
- Mobile Phone :

Performance Bonds (Refundable Deposit):

Payment method: either Cheque or Cash, please tick:

- ☐ Cheque number :
- ☐ Cash

Issue Bank Name :

This deposit will certainly be returned (should no damage is found) after show maximum 2 weeks. Please contact Our Local Team for refundable process.

Please send the form together with the Performance Bonds By Maximum 7th May 2024 to :

PX SYSTEM CO., LTD

79/90 Moo 12, Bangna-Trad Road, Bangkaew,

Bangplee, Samutprakarn 10540

Tel : +66 (0) 218001716

Person in charge : Minmunta Phusitshotiwat

Email address: minmunta@pxsystem.com