

IAAPA Expo Asia 2024 Exhibitor Bulletin #1 – 8 February 2024

Dear IAAPA Expo Asia 2024 Exhibitor,

Congratulations on contracting for exhibit space at IAAPA Expo Asia 2024! If you have any questions during the planning process, feel free to reach out to our team so we can ensure you have the best exhibiting experience at IAAPA Expo Asia. Also, if anyone on your team should be receiving Exhibitor Bulletins, please tell us so we can add them to the email list.

Thank you!

IAAPA Operations Team
Exhibitors@IAAPA.org

Exhibitor Services Guide Now Available

The online [Exhibitor Services Guide](#) (ESG) contains all the order forms and information exhibitors need to have a successful IAAPA Expo Asia 2024. The ESG is broken down into sections. Here are some of the highlights:

General Information – Includes [deadlines](#), [contacts](#), [schedules](#), [important show information](#), links to the [floor plan](#) and [safety guidelines](#), and more.

Compulsory Forms – ALL exhibitors need to complete some items in advance of the Expo including [Booth Layout Form](#) and the [Booth Profile](#). If you are using a [non-official contractor](#), that is also required. Once Exhibitor Registration opens, you'll be able to find the link to register your on-site team here as well.

Shell Scheme and Raw Space Forms / Booth Display Guidelines – As you design your booth and components to include, be sure to review the [display guidelines](#). Information for [Shell Scheme](#) exhibitors and those who contracted [Raw Space](#) (space only) also have forms that need to be completed.

Official Vendor Forms – IAAPA has arranged with reputable companies to provide products and services that you'll need to have a successful exhibit. Working with official contractors will save you money and are backed by IAAPA. All the [official contractor PX System Co., Ltd.](#) and [Queen Sirikit National Convention Centre \(QSNCC\) forms](#) are here including [electrical](#), [furnishings](#), [carpet](#), [air/water/drain](#), and much more are located here.

Marketing Opportunities – Make sure to take advantage of the wide variety of tools IAAPA has to help your company and product standout, including the [Exhibitor Success and ROI Center](#), [sponsorships](#) and [advertising](#), and more.

Rules and Regulations – To ensure IAAPA Expo Asia is one of the premier trade shows in the Asia market, there are requirements that all exhibitors should be familiar with including [show](#) and [IP](#) policies, and potential [violations](#).

Reduced Exhibitor Move-in Date

Please be aware that the move-in schedule is reduced by one day compared to 2023 in Singapore.

Move-In (25 – 27 May 2024)

Official Contractor/ Freight Forwarder	Saturday – Sunday 25 – 26 May 2024	08:00 – 20:00
Raw Space Exhibitors Larger than 36 sqm Move-in	Saturday 25 May 2024	12:00 – 20:00
All Raw Space Exhibitors Move-in	Sunday 26 May 2024	08:00 – 20:00
Shell Scheme Exhibitor Move-in	Monday 27 May 2024	08:00 – 17:00

Do Note All Exhibitor MUST complete booth setup by Monday, 27 May by 17:00. Please be sure your team and contractor is aware of this reduced schedule. If you have any questions or concerns, please contact exhibitors@IAAPA.org.

Exhibitor Sustainability Pledge

In an effort to make IAAPA Expo more sustainable, IAAPA is inviting exhibitors to participate in the IAAPA Expo Exhibitor Sustainability Pledge during IAAPA Expo Asia 2024. For more information, please visit IAAPA [Exhibitor Sustainability Pledge](#).

Exhibitor Success & ROI Center

Please visit the [Exhibitor Success & ROI Center](#) available to all IAAPA exhibitors. This is your FREE, on-demand, 24/7 exhibiting knowledge resource. Follow the 5-step plan for downloadable tools, strategic planning exercises, recorded webinar information, topical “how-to” articles, and the Ask the Tradeshow Expert email Q&A. You’ll access the latest information and find direct answers to exhibiting challenges.

Extend Your Brand Beyond Your Booth through Advertising and Sponsorship

Expand your reach beyond the Exhibit Hall! The May / June issue of Funworld will have a focus on the Asia-Pacific region and will have bonus distribution at this year's IAAPA Expo Asia. Your print ad will be seen in print and online by a readership of over 47,000. In addition, you can connect with buyers in the APAC market by advertising on the official IAAPA WeChat Channel throughout the year. Contact Julie at jricewithere@iaapa.org for an insertion order today! Expand your brand recognition by becoming a sponsor at IAAPA Expo Asia today! There are rewarding opportunities available to sponsor the IAAPA Theatre, Aisle Signs, Attendee Badges, and more! Check out the [Sponsorship Prospectus](#) to see all sponsor benefits and contact Cheryl Sulock at CSulock@IAAPA.org for more information.

Be Aware of Fake Mailing Lists and Unauthorized Vendors

Many companies use the internet to gain access to IAAPA's exhibitor list then reach out to you via telephone or email pretending to be an official vendor or housing provider for IAAPA. Before agreeing to do business, check the show's [official contractor list](#) or contact exhibitors@IAAPA.org to be sure they are IAAPA-approved.

Companies offering you access to past IAAPA Expo Asia attendees are not from IAAPA. IAAPA does not sell or release attendee contact information from any event. For your own protection, you should refrain from conducting business with these rogue companies. For more information, click [here](#).

Quick Links

[Exhibitor Services Guide](#) (order forms, show info)

[Update Booth Profile for Attendees](#) (required)

[Submission of Required Documents](#): Safety, Booth Layout

[Exhibit Hall Floor Plan](#)

[Exhibitor Success & ROI Center](#)

[Hotel Reservations](#)

Exhibitor Registration – Coming Soon!

[Sponsorships](#) and [Advertising](#)

For a complete list of links to exhibitor information, check out the [Exhibitor](#) page to help guide you to exactly what you need!