

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 jricewitherell@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!

IAAPA Expo Asia 2024

Exhibitor Bulletin #2 – 15 March 2024

Booth Layout Deadline Approaching

As you begin to plan for your exhibit on-site, make sure you are familiar with IAAPA's [booth layout and display guidelines](#). Exhibit fixtures, components, and attached identification signs in shell scheme and raw space-only booths that are 3 meters deep are limited to 2.5 meters high. Booths 6m deep and above may extend up to 6m. Double-sided signs, graphics, and logos above 2.5m must be setback 3m from the adjacent booths or be covered/finished on the side facing the adjacent booth. Review all the guidelines [here](#).

All exhibitors need to complete the online [Booth Layout Form](#) no later than **5 April**. Raw/space only booths, those with inflatables, requesting a variance, and/or greater in size than 36sqm, must also upload files as detailed [here](#). [Login now](#) and click Required Documents to complete.

Discounted Hotel Rates Available

IAAPA has partnered with hotels to offer competitive hotel rates on a range of accommodation types. Please click [here](#) to reserve your accommodation now!

Online Ordering of Exhibitor Services

Have you started reviewing the [Exhibitor Services Guide](#) containing all the information and order forms you need to successfully exhibit at IAAPA Expo Asia? Click the [Vendor Order Forms](#) dropdown for all the details. Don't delay—[deadlines](#) are approaching!

Insurance

IAAPA has contracted a basic general liability policy on behalf of each exhibitor of US\$2 million general aggregate and US\$1 million per occurrence coverage. This covers each exhibiting company, so they are not required to submit a customized certificate with show information to IAAPA for review.

However, any exhibitor displaying an amusement ride or device (per ASTM 747-06) which allows audience participation, using flammable materials, or serving food or beverage items that is the exhibitor's own product, will need to carry US\$3 million general aggregate and US\$2 million per occurrence and provide IAAPA with a copy of that certificate via the [Audience Participation Safety Form & Ride Registration](#) or via email at exhibitors@IAAPA.org by **5 April**. As well, all non-official contractors are required to carry and submit a COI as outlined [here](#). If you need assistance obtaining either of these additional policies, please contact Pitchayut Peeratiphat with Lockton Wattana Insurance Brokers (Thailand) Ltd at +66 (0) 2 635 5000 (Ext. 6502) or Pitchayut@lockton.com.

Food and Beverage

All food and beverage sampling must be approved in advance by IAAPA show management, please contact Exhibitors@IAAPA.org. If you wish to arrange any booth catering for your staff or customers, you may arrange it through QSNCC, which is exclusive to all booth catering. Please contact Ms. Suphawinee Chumsuk (Boom), QSNCC - F&B Management at +66 (0) 2229 3164 or suphawinee.chu@qsncc.com.

Exhibitor and Guest Registration Coming Soon!

Complimentary exhibitor staff badges are provided for exhibitors and their staff working in exhibitor booths during the exhibition days. Exhibiting companies are allotted five (5) staff badges for the first 9 net square meters of exhibit space and two (2) staff badges for each increment of 9 net square meters of exhibit space up to a maximum of 50 complimentary exhibitor badges. Additional staff badges are available at the member/non-member rate. See full details are [here](#).

The Exhibitor Guest Program ensures your customers and prospects can attend IAAPA Expo Asia, as your guest, for free. You will receive a unique code that you provide to your guests to register themselves and access to the trade show floor will be free. Upgrade options are available during the registration process.

Once Exhibitor Registration is open you will be able to register your booth staff using your Company Contract Password that was used to apply for booth space. Contact exhibitors@IAAPA.org if you cannot locate it. Exhibitor Registration and Exhibitor Guest Registration will open toward the end of March. Watch your email for an announcement once live.

Become an IAAPA Expo Asia 2024 Sponsor today!

Looking for an effective way to strengthen your brand recognition at IAAPA Expo Asia 2024? Sponsorships are available for the IAAPA Theatre, Aisle Signs, Onsite Maps, and more! [Check out the exciting opportunities](#) and contact Cheryl Sulock at CSulock@IAAPA.org for more information.

Revolutionize Your Exhibiting Experience and Amplify Business Growth

IAAPA Expo Asia's new Hosted Buyer Program brings together pre-qualified, high-quality buyers from non-endemic vertical markets (hospitality, retail, venture capitalists and angel investors, finance, commercial development, government, etc.), providing you with unparalleled opportunities to expand your reach and forge valuable connections. By connecting with buyers from these thriving sectors, you can unlock new avenues for collaboration, innovation, and success.

Refer a buyer today by having them fill out the prequalifying form [here](#). [Learn](#) more about the hosted buyer.

Upcoming Deadlines

- No Date [Booth Profile](#) (compulsory)
- 5 April [Booth Layout Form](#) (compulsory)
- 5 April [Order forms for official contractor \(PX System\)](#)
- 5 April [Audience Participation Safety Form](#) (compulsory)
- 6 May [Shipping Documents](#)
- 5 April [Utility Forms \(MBS\)](#)
- [Exhibitor Awards Application](#)

See the complete list of [Exhibitor Deadlines](#).

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](#)
- [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!

Did you miss the previous Exhibitor Bulletins? Find past issues [here](#). If you have any questions about this information contained within or need additional details relating to your booth at IAAPA Expo Asia 2024, please contact Exhibitors@IAAPA.org. Thank you!

If you have any questions as you prepare to exhibit, please [contact](#) an IAAPA representative or IAAPA appointed service provider.

IAAPA Expo Asia 2024

Exhibitor Bulletin #3 – 9 April 2024

Booth Layout Submission Past Due

For exhibitors who have not yet submitted their booth layout, the deadline has now passed! It is crucial that you complete the online [Booth Layout Form](#) immediately. Raw/space-only booths, those with inflatables, requesting a variance, and/or greater in size than 36sqm, must also upload files as detailed [here](#). Please [login now](#) and click on Required Documents to complete the submission.

Please note that failure to submit your booth layout immediately may result in a violation including a loss of exhibit seniority and/or monetary fine.

Exhibitor and Guest Registration Is Now Open

Complimentary exhibitor staff badges are provided for exhibitors and their staff working in exhibitor booths during the exhibition days. [Login now](#) to get started. If you need password assistance please contact exhibitors@IAAPA.org.

The Exhibitor Guest Program ensures your customers and prospects can attend IAAPA Expo Asia, as your guest, for free. Exhibitors should log in to the [Exhibitor Registration](#) portal to view their unique code, which they can then share with customers and the link to [Attendee Registration](#). If the code is not listed, it indicates that the exhibitor hasn't paid their booth fee. Codes will be made available within 5 business days after full payment is received. This unique code allows guests to register themselves and grants them access to the trade show floor for free. Upgrade options are available during the registration process. Note, your guests must register themselves to receive the guest registration so please do not attempt to register them yourself.

Connect+ is Now Open to Exhibiting Companies

Using IAAPA's mobile app, **Connect+**, exhibitors can enhance their exhibiting experience and connect with attendees. The primary exhibiting contact should [login now](#) to set up the profile by **27 April**. Note, each of your exhibit staff will need to be registered through [Exhibitor Registration](#) with a unique email in order to access the app. [Learn more now!](#)

Exhibitor Awards

The online application is now open! [Login](#) to your eBooth and click Required Documents to get started now! The deadline is **20 May**. Click [here](#) for more information.

Pre-Site Contractor Briefing

IAAPA is organizing a pre-site briefing for all exhibitors and contractors on **22 April, 2pm**, at **Room 201 in QSNCC**. During the meeting, we will cover safety work procedures, the move-in/move-out schedule, and rules and regulations etc. We strongly encourage contractors and exhibitors to participate if possible. Contact Ivan Zhang at izhang@IAAPA.org for further details.

Last Chance to Become a Sponsor at IAAPA Expo Asia

Limited time remains to expand your brand recognition by becoming a sponsor at IAAPA Expo Asia! There are rewarding opportunities still available to sponsor the Leadership Breakfast, the Opening Reception,

Attendee Badges and more! Check out the [Sponsorship Program](#) to see all sponsor benefits and contact Cheryl Sulock at CSulock@IAAPA.org to become a sponsor today!

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Refer a buyer today by having them fill out the prequalifying form [here](#). [Learn](#) more about the hosted buyer.

Share Your News with the Media

Exhibitors are encouraged to provide the IAAPA press team with information about new products or services you'll be displaying your booth for media promotion. Click [here](#) for more information and complete the form [here](#) by 20 May

Upcoming Deadlines

- Past Due [Booth Layout Form](#) (compulsory)
- Past Due [Order forms for official contractor \(PX System\)](#)
- Past Due [Audience Participation Safety Form](#) (compulsory)
- Past Due [Utility Forms \(MBS\)](#)
- 27 April [Booth Profile](#) (compulsory)
- 6 May [Shipping Documents](#)
- 20 May [Exhibitor Awards Application](#)
- 20 May [Media Promotion](#)

See the complete list of [Exhibitor Deadlines](#).

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