

IAAPA Expo Asia 2020 Halls A to C 9-11 June 2020

Basic Shell Scheme Booth Specification

Each 9m² Basic Shell Scheme Booth will be provided with:

- Fascia Board** Approx. 370mm height, Foam board fascia with company name in English and Chinese (if applicable), booth number and Country Flag

- Wall Panels** Three sidewalls (white laminated seamless panels in 2440mmH). For the case of corner booths, it will be two sidewalls and two fascia boards.

- Furniture** One Information Counter (1000L x 500D x 750Hmm)
Two White Chairs
One Waste Paper Basket
Free Standing Slat wall with Lockable Cabinet and 2 nos. of flat/slope shelf

- Electrical Items** Two 12W LED Long arm Spotlights (White)
One Square Pin Socket (220V) Max. 500W for one electrical appliance only

- Flooring** Needle punch carpet



Notes

Please find below booth facilities for different booth areas. Please note that all furniture and electrical items included in the Shell Scheme Package are not exchangeable.

Item \ Booth Area	9m ²	18m ²	27 m ²	36 m ²
Information Counter	1	2	3	4
White Chairs	2	4	6	8
Waste Paper Basket	1	2	2	2
Free Standing Slat wall with Lockable Cabinet and 2 nos. of flat/slope shelf	1	2	3	4
12W LED Long arm Spotlights (white)	2	4	6	8
Square Pin Socket (500W)	1	2	3	4

** Unless requested by the exhibitor, the Organizer shall assume that exhibitors occupying 2 or more adjoining booths will choose to delete the partition panels in between.

All extra requirements, e.g. special decorations, extra lighting, furniture, printing, AV equipment, etc., not provided above, should be ordered separately at extra costs as listed on Order Forms 2A, 2B, 3A, 3B, 4, 5, 6, 7A, 7B, 8 & 9.

IAAPA Expo Asia 2020		FORM 10
9-11 June 2020		
Return to: AMC (Exhibits) Limited		
Hall A	Hall B-C	
Ms Janet Chan , Mr Decko Lee	Ms Circle Yuen, Mr Carl Wong	
Email: Janet.Chan@arconmarketing.com	Email: Circle.Yuen@arconmarketing.com	
Email: Decko.Lee@arconmarketing.com	Email: Carl.wong@arconmarketing.com	
Tel: (852) 3752 9038 / (852) 3752 9003	Tel: (852) 3752 9028 / (852) 3752 9045	
Fax: (852) 3585-6008		
Address: Factory AB, 8th Floor, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong		
		Submission Deadline 4 May 2020

Location Plan

Legend:



1.03mL Slatwall	Information Counter	Lockable Cabinet	Square Pin Socket
Tall Glass Showcase	12W LED Spotlight	12W LED Longarm Spotlight	150W Flood Light

1. Please sketch on the grid plan above the desired layout of your Shell Scheme booth indicating all the standard and/or additional items.
2. Exhibitors will be subject to an additional charge for relocation of any item on-site.
3. Exhibitors are requested to mark on the plan above the position of their electrical requirements. We will install at our discretion if we do not receive any instructions before move-in. Requests for re-positioning of each item will be subject to a US\$ 20 extra charge for each relocation.
4. Official Contractor will build the stand according to the shell scheme proposed layout plan if no return form is received on or before 18 May 2020.

<p>Contact Person</p> <p>Name: _____</p> <p>Tel: _____ Fax: _____</p> <p>Email: _____</p> <p>Signature w/ company chop: _____</p>	<p>Exhibitor's Information</p> <p>Company: _____</p> <p>Booth No: _____</p> <p>Date: _____</p>
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IAAPA Expo Asia 2020
Venetian Macao, Halls A To C
9-11 June 2020

IMPORTANT INFORMATION FOR SHELL SCHEME EXHIBITORS

FASCIA BOARD WORDING

- Shell Scheme booths will be provided with a fascia board. However, it is necessary to complete Order **Form 1** to ensure that the wording of your company name is exactly as required. In the event that this form is not received, the fascia board will be supplied using the name given on your original Contract for Booth Space and any alterations requested on-site will incur a charge.
- Shell Scheme fascia board includes standard lettering only.
- No variation of the fascia board, lettering and the fittings of the 'Package' stand is allowed.

FIXING EXHIBITS / POSTER

This is to advise all exhibitors that lamination of graphics (wall papering) directly on the system panels, using screws, nails, double-sided adhesive tape that will cause damage to the panel walls is strictly prohibited. Exhibitors are responsible for removing the laminated graphics and restore the panel system at the close of the show. A restoration fee will be charged to exhibitors for damage to panel walls.

Using proper materials and procedure will allow graphic to be applied correctly. The following materials for laminating graphics are strongly recommended. Namely:

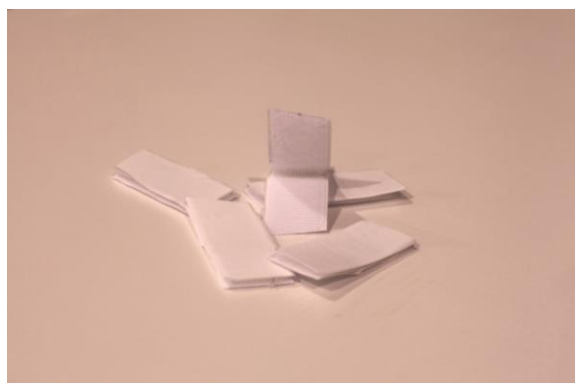
Velcro Tape / magic Tape

Good quality double-sided tape

S Hooks

Here is how to use Velcro Tape / Magic Tape to laminate graphics:

1. Prepare Velcro Tape / Magic Tape



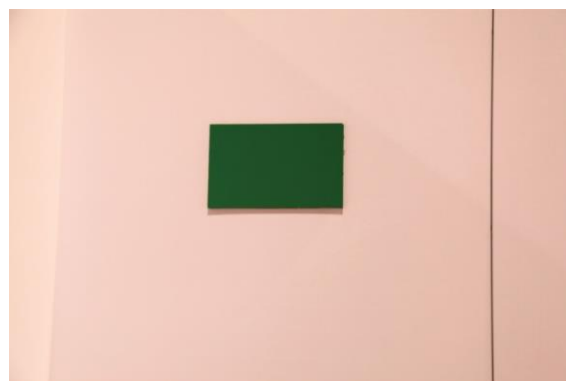
2. Use Velcro Tape on the back of foamboard



3. Put Masking Tape on the system panel



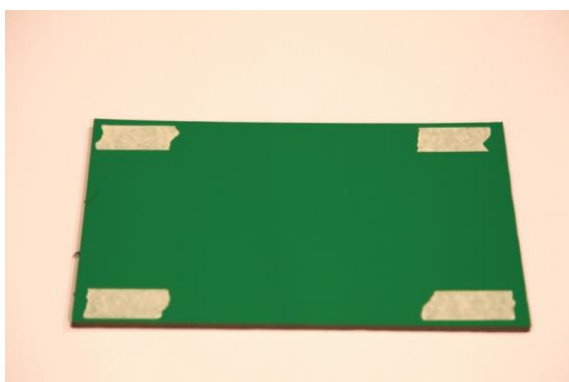
4. Laminate the foamboard onto the system panel



Exhibitors can also use good quality double-sided tape or S Hooks:

Good quality double-sided tape

Note: please use Masking Tape on the system panels



S Hooks

Hang up graphics from the top of the panel with S hooks



Here are some examples of lamination of graphics and applying double-sided adhesive tape (wall papering) directly on the system panels and the damage caused.

Double "Foam" Tape / lamination of low quality sticker directly onto panels



If the panels are damaged, a restoration fee of USD 260 / HKD 2,000 will be charged per panel.

*Velcro Tape / Magic Tape, good quality double-sided tape or S Hooks are available for sale at the onsite service counter.

MODULAR SYSTEMS

- Exhibitors may dress their booths with their own modular display system, but should check that the dimensions fit the area provided.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Official Stand Contractor not later than 17 May 2020.
- No additional booth fittings or displays may be attached to the shell booth structure.
- No free standing fittings may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor.
- No alterations, modifications or additions should be made to rental equipment without the prior written consent off the Official Contractor.
- The application of paint, adhesive or any other coating carried out inside the exhibition hall or directly to building columns/ pillars and floors is strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused on the system materials provided.

Exhibitors can order additional furnishings and decorations to enhance their booths such as colored display panels, lighting, shelves, literature racks, etc. by reviewing and completing the Official Contractor's optional extras forms in this Manual.