



IMRP20

BANGKOK

20th INTERNATIONAL MEETING ON RADIATION PROCESSING

thailand

EXHIBITOR GUIDE

AND

SERVICE MANUAL

www.imrp-ia.com

November 7-11, 2022

AVANI Riverside Hotel Bangkok

Exhibit Hall: Galaxy

EXHIBIT TIME TABLE

<i>Monday, November 7, 2022</i>	17:00 – 19:00 Welcome Reception & Exhibit Opening
<i>Tuesday, November 8, 2022</i>	09:00 – 17:00
<i>Wednesday, November 9, 2022</i>	09:00 – 17:00 Posters & Exhibition Networking Event
<i>Thursday, November 10, 2022</i>	09:30 – 16:00

SECTION 1 – IMPORTANT DATES

OCTOBER	
Saturday, Oct 8	Hotel Accommodation at the AVANI+ Riverside Bangkok Hotel ***Recommendation: Reserve early! Block will sell out.***
Tuesday, Oct 11	First Day for Advance Shipment Arrivals
Wednesday, Oct 12	Completion of Exhibitor Profile for Publication on Web App Exhibitor Stand Plan/Sketches (if customized set-up) Submission of Proof of Liability Insurance Registration of Sponsors and Exhibitors
Monday, Oct 24	Price Increase Deadline for All Orders with Show Pow
Tuesday, Oct 25	Last Day for Advance Shipment Arrivals

NOVEMBER	
Monday, Nov 7	Shipped items may be delivered directly to the hotel <i>(no items accepted at hotel before Nov 1)</i>

Hereafter, the International Meeting on Radiation Processing will be referred to as **IMRP20**;

The Avani+ Riverside Bangkok Hotel (venue for IMRP20) is referred to as the **AVANI**.

*****IMPORTANT*****

Links (underlined text) are created throughout the Exhibitor Guide & Service Manual for your convenience:

- To get in touch with the various contractors,
- To access detailed information on specific items.

Order forms for all suppliers can be downloaded here:

<https://imrp-ia.com/sponsors-and-exhibitors/exhibitor-manual/>

Should you not find the information you are looking for, please feel free to contact Isabel Stengler by email at <mailto:isabel@iseventsolutions.com>.

SECTION 2 – IMRP CONTACT INFORMATION AND SUPPLIER LIST

CONFERENCE ORGANIZER & SECRETARIAT (SPONSOR & EXHIBITOR SERVICING)

IS EVENT SOLUTIONS
Montreal, Canada

Mrs. Isabel Stengler
Tel: (450) 550-3488, ext. 1
Email: isabel@iseventsolutions.com

DECORATOR (Furniture, Accessories, Electrical , Audiovisual, etc.)

* A 5amps/220v socket per 9m² module is included with the purchase of a furnished booth. *

SHOW POW
Bangkok, Thailand

Mr. Punnawit Tuchinda
Tel: +66 94 798 2426
E-mail: shownpow@gmail.com

FORWARDER (Shipping, Customs clearing, Material handling, Advance shipping, etc.)

APT Showfreight (Thailand) Ltd
Bangkok, Thailand

Mr. Hasnai Kongkaew
Tel: +66 85 155 1989
E-mail: hasnai@aptshowfreight.com

The Conference Organizer strongly recommends the coordination of your shipping with APT Showfreight, who is the official forwarder and material handling (drayage). Advance warehouse is strongly recommended as well as sending your material up to 21 days before the event as most transport companies will not offer a weekend delivery. It will not be possible to send material directly to the Hotel before the move-in date of Nov 7.

CATERING / HOTEL RESERVATIONS / WIRED INTERNET / FLORAL ARRANGEMENTS

*Wi-Fi will be available in the meeting area.

AVANI
257 Charoennakorn Road
Thonburi, Bangkok, Thailand

Mrs. Parichat Yamsa-ard (Bee)
Tel: +66 2 476 0022 ext. 1407
E-mail: parichat_ya@anantara.com

Online hotel room reservations at the AVANI:
<https://imrp-iiia.com/accommodation/>

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AUDIO-VISUAL

Show Pow is the official supplier for all audio-visual equipment and services inside the exhibit hall. The Show Pow **TV Screen order form** is available on page 9 of the Show Pow Exhibitor Kit available at this link: <https://imrp-iaa.com/sponsors-and-exhibitors/exhibitor-manual/>

BOOTH CLEANING SERVICES

AVANI supplies general cleaning services in the exhibit hall including the cleaning of aisles and vacuuming of exhibitor booths as well as emptying the garbage bins. Exhibitors are otherwise responsible to keep their booths tidy.

BOOTH FURNISHINGS AND PLANS

Deadline: October 12, 2022

Please note that the exhibit hall has wall-to-wall carpets. A hard wall booth is included in the exhibition fee. All exhibitors must use the offered booth structure and may customize the booth space by ordering additional furniture, printing on panels etc.

Your booth package will be installed prior to your arrival on site.



Each regular 3m deep X 3m wide (10ft x 10ft) booth package includes:
3m wide x 3m long white hard wall sidewalls (panels of 1m)
2.5m high white hard wall back wall
1 header fascia sign (*maximum 18 characters*)
1 counter (unlockable)
2 plastic chairs
3 spotlights with arm
1 waste basket
1 electrical socket 5amp/220v

N.B. These furnishings are approved by IMRP20 and may not be returned or exchanged for a credit, reimbursement, or for alternative furnishings.

All additional requirements are the responsibility of the exhibitor. Order forms for additional requirements may be found at this link: <https://imrp-iaa.com/sponsors-and-exhibitors/exhibitor-manual/>

Last minute and on-site modifications to orders will be subject to additional fees.

CATERING

Exhibitors may order food and beverages to their booths at any time. Some restrictions may apply. You must contact Parichat Yamsa-ard (parichat_ya@anantara.com) at AVANI directly.

Daily breaks and dessert/coffee during lunches are served in the Exhibit Hall in the Galaxy room.

CUSTOMS BROKER & TRANSPORTATION

APT Showfreight has been appointed official Customs Broker & Freight Forwarder for IMRP20. Please check with APT Showfreight for shipping instruction and required documentation if you plan to send your shipment to IMRP20.

DECORATOR, FURNITURE

Show Pow is the official decorator. Their services include the supplying of extra furniture, accessories, signs, labor, flowers & plants. Order forms are available at this link: <https://imrp-iaa.com/sponsors-and-exhibitors/exhibitor-manual/>

ELECTRICAL SERVICES

Temporary electrical and lighting services will be provided by Show Pow. One 5amp/220V outlet is included per 9 m2 (100 sq.ft.) booth. 300 watts will be needed for the spotlights installed on the rail.

Additional orders may be placed directly with Show Pow. **Order form for Electrical Services** is available on page 11 of the Show Pow Exhibitor Kit located at this link: <https://imrp-iaa.com/sponsors-and-exhibitors/exhibitor-manual/>

For any specific questions, please contact Mr. Pun nawit Tuchinda at shownpow@gmail.com.

EXHIBITOR LISTING

Deadline: October 12, 2022

All IMRP20 exhibiting organizations are entitled to a listing in the on-line Exhibit Directory.

In an effort to make this international meeting more environmentally friendly, the IMRP20 will provide all congress information in a Web App. A printed pocket guide will be provided.

In order to be included in the IMRP20 Web App, please provide a 50-word description of your product(s) or service(s) in English by October 12, 2022 by use of the provided MS Word template. Should you exceed the 50-word limit, the first 50 words will be used; the descriptions will not be edited, and will appear as written. The purpose of this listing is for exhibitors to provide delegates with more information on their organization and what to expect at the booth.

EXHIBITOR REGISTRATION

Deadline: October 12, 2016

The benefits of IMRP exhibiting companies include:

- Two (2) exhibitor staff badges for each booth module that was purchased. This badge does **not** include access to the technical sessions.
- The exhibitor staff badge includes food and beverages in the exhibit area for the duration of the exhibits. The exhibitor badge allows access to the exhibit hall, welcome reception, luncheons and breaks.
- A company listing and a 50-word description in the Exhibit Directory on the IMRP20 Web App

The cartons, followed by the crates will begin to be returned at 13:30. All equipment must be packed, labeled for shipping, and be ready for pick-up by carriers. Once shipment is ready, carriers in queue will be called to the loading dock.

APT Showfreight provides Outbound Transportation Services. Please contact APT at hasnai@aptshowfreight.com. A representative will also be onsite during move-out to assist exhibitors who didn't organize their shipment prior to the conference.

Should an exhibitor fail to remove his exhibit, the Conference Organizer reserves the right to remove such exhibit at the exhibitor's expense.

EXIT VOUCHER

All exhibitors must fill in and complete an Exit Voucher and turn it into the Congress Organizer if they are removing their own materials from their booth OR if they are hiring a 3rd party to come in and remove their booth.

FLOOR PLAN

The floor plan showing the actual booth locations can be found in section 5 of this document. The Congress Organizer, for the overall benefit of the exhibition, may modify general layout and booth allocations.

FLORAL ARRANGEMENTS

Exhibitors may order flowers / plants for their booths directly with the hotel. Orders must be placed at least 10 days prior to the event. Please contact Parichat Yamsa-ard (parichat_ya@anantara.com) at AVANI directly.

HOTEL ACCOMMODATION

Hotel cut-off date: October 8, 2022

Sponsors and exhibitors are encouraged to reserve their hotel rooms at AVANI as soon as possible.

Full details are available on the IMRP20 website:

<https://imrp-iaa.com/accommodation/>

Sponsors and exhibitors who wish to reserve more than 5 rooms, please contact Mrs. Parichat Yamsa-ard directly at parichat_ya@anantara.com.

INSURANCE

Deadline: October 12, 2016

The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from exhibit material. All exhibitor property is in the care, custody and control of the exhibitor at all times. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its staff first enters the exhibitor grounds, and to continue until all his exhibits and property have been removed.

The International Irradiation Association (iaa), IMRP Organizing Committees, Congress Organizer & Secretariat, AVANI or its agents assume no responsibility for bodily loss of, or damage to products, booths, and equipment of decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings.

Exhibitors must insure themselves against property loss/damage and liability for injury. Therefore, the exhibitor will provide IMRP by October 12, 2022, with satisfactory **proof of liability insurance in the limit of \$2,000,000 each and every occurrence.**

INTERNET

Wireless Internet access will be available at a no charge. Wired Internet is available at a rate of THB 5,000 net per LAN Cable. Please contact Parichat Yamsa-ard (parichat_ya@anantara.com) at AVANI directly, at least 10 days prior to the event.

LIABILITY

Neither the International Irradiation Association, the Conference Organizer, AVANI, any suppliers, their employees or representatives, nor any member of the IMRP Organizing Committee is responsible for any injury that may occur to the Exhibitor or to the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities; associations, employees and members thereof from any and all claims arising from any cause whatsoever.

PUBLIC ACCESS

The main entrance to the AVANI is at 257 Charoennakorn Road, Thonburi, Bangkok.

SECURITY & STAFFING

General security will be provided from beginning of move-in to the end of move-out. Although the Conference Organizer provides general security, the iia, the Conference Organizer and the AVANI will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

We ask for your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibit hall, from move-in through move-out.
- Exhibit move-in or move-out of the hall is not permitted during the exhibition opening hours.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the IMRP Exhibitor Registration Counter, for these people to gain admittance to the exhibit hall.
- Please keep your giveaways and other promotional material out of sight after exhibit hours. Alcohol giveaways are prohibited.
- Never leave laptop computers or any valuable items in your booth unattended.
- Please do not schedule any meetings in your booth outside of exhibit hours, or contact the Organizers ahead of time for approval.
- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

SHIPPING OF MATERIAL AND ADVANCE WAREHOUSE STORAGE

The Conference Organizer strongly recommends the use of **APT Showfreight** for material handling (drayage) and for customs clearance. Please contact Mr. Hasnai Kongkaew directly at hasnai@aptshowfreight.com.

ADVANCE WAREHOUSE OPTION

Exhibitors wishing to ship their freight for arrival before October 25 must use the Advance Warehouse Storage option of APT. Please refer to the order forms in the APT Services Manual available at this link: <https://imrp-iaa.com/sponsors-and-exhibitors/exhibitor-manual/>

ADDRESS OF APT SHOWFREIGHT FOR ADVANCE WAREHOUSING:

APT SHOWFREIGHT (THAILAND) LIMITED
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

!!! SHIPPING DIRECTLY TO HOTEL !!!

Shipments must NOT arrive before November 1.

If you are only shipping a couple of boxes, you can ship them directly to the hotel. However, it is the exhibitor's responsibility to carefully complete any customs documentation with as much detail and clarity as possible.

The **Shipping Label** must include the following information:

Event: IMRP20 (iaa) – Nov 7-11

Venue: AVANI+ Riverside

Hotel Contact: Mrs. Parichat Yamsa-ard (Bee)

For delivery to Galaxy room

Please email Mrs. Parichat Yamsa-ard (parichat_ya@anantara.com) to inform her that you have sent a shipment. She can then help locate it.

Hotel may apply charges for delivery of the boxes to the booth.

OUTBOUND SHIPPING

Please ensure to pre-arrange outbound shipping prior to the close of the exhibit.

SIGNAGE

Show Pow has an in-house signage department. **Graphics and sign order forms** may be found on page 8 of the Show Pow Exhibitor Kit which is available at this link: <https://imrp-iaa.com/sponsors-and-exhibitors/exhibitor-manual/> On-site orders will not be available.

SIGN INSTALLATION

No materials of any kind may be affixed to the ceiling or to any walls whether painted, wooden, brick, vinyl, or cement by any method whatsoever unless approved by IMRP20. Touch-up of exhibits, etc., must be done in such manner as not to deface or damage the property. Proper precautions must be taken; otherwise repairs and cleaning will be carried out at the expense of the exhibitor.

SOCIAL EVENTS

Official Opening of the Exhibit/
Welcome Reception:

Monday, November 7, 2022 – 17:00-19:00

Posters & Exhibition Networking
Event

Wednesday, November 9, 2022 – 13:30-17:00

STORAGE

Advanced shipping with APT Showfreight includes storage of your empty crates and containers. All exhibitors not using the advanced shipping services must store their own items.

VENUE

257 Charoennakorn Road, Thonburi, Bangkok, Thailand

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PART OF CONTRACT

The policies stated herein and in the Exhibitors/Sponsors Prospectus constitute a *bona fide* part of the contract for exhibit space. The International Meetings on Radiation Processing reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. All matters and questions not covered in these policies are subject to the final judgment and decision of the Association.

ADMISSION TO THE IMRP EXHIBIT

The Conference Organizer reserves the right to refuse admission to the exhibit to any visitor, exhibitor or employee of an exhibitor who, in their opinion, is undesirable or likely to disrupt the smooth functioning of the event.

ALLOCATION OF SPACE

The Conference Organizer reserves the right to allocate space to the exhibitor according to the total exhibit design and overall space constraints.

BOOTH DESIGN AND CONSTRUCTION

IMRP is providing standard furnished booths spaces. Exhibitors may enhance the standard furnished booth packages (see Show Pow Catalogue) but cannot extend the standard booth space or build a custom-booth in the Galaxy Exhibit Hall.

CARE OF RENTED SPACE

Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use, or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the Conference Organizer. Exhibitors may not put signs on the walls of the AVANI without written permission from the Conference Organizer.

CONDITIONS OF PARTICIPATION

The exhibitor agrees to comply with and accept terms and conditions on the contract for space location and the "Exhibitor Guide & Service Manual" issued by the Conference Organizer and such other rules and regulations or operating procedures as the Conference Organizer may reasonably require for orderly construction, conduct and dismantling of the exhibition from move-in through move-out.

DANGEROUS MATERIALS

No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls without prior permission from the Conference Organizer. No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the hall. No radioactive materials are to be used.

ENTERTAINMENT OR SOCIAL FUNCTIONS

No entertainment or social functions may be scheduled to conflict with the official IMRP program or exhibit hours.

FIREPROOFING

Bangkok Fire Department regulations require that all objects or materials used for decoration are non-flammable. All decorations and displays must be non-flammable or flame proofed by approved methods. All fabric, cellulose and cardboard display materials must be flame proofed and are subject to inspection by the Fire Department. No flammable fluids or similar substances may be used or displayed in booths. No hazardous display of any nature will be permitted in the venue.

FLOORS – WEIGHT BEARING CAPACITY

Exhibitors may not place objects weighing more than 450 kg per square meter on the floor of the Exhibit Hall. Any damage caused by excess weight or by the setting up, installation, use, exhibition or removal of any object exceeding these weights will be repaired at the exhibitor's expense.

INSPECTION OF LEASED PREMISES

The Conference Organizer will inspect the leased areas with a representative of AVANI and Show Pow. Both parties will note existing damage to walls and floors, as any additional damage to the premises will be charged to the exhibitor for repairs.

KEEPING EXITS CLEAR

Display material may not block:

- Emergency Exits
- Fire-hose Cabinets
- Fire Alarms
- Fire Alarm Rooms
- Electrical Rooms
- Signs
- Cleaning Stations

LABOUR

The Hotel does not supply any manpower in unloading of trucks and movement of exhibits or displays to and from the exhibit area. However, the Hotel will supply limited equipment (dollies, carts, etc.) to bring convention equipment and supplies to the conference level. Charges could apply for delivery and storage.

Requests for labour supplied by the Hotel are strictly subject to availability, and will be subject to an hourly labour charge based on rates in effect during the date of the exhibition.

PHOTOGRAPHY / VIDEOGRAPHY IN THE EXHIBITION HALL

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that exhibitors have the right to request that photographs may not be taken without permission.

PROHIBITION OF STICKERS

Stickers of any kind are prohibited at AVANI because of the removal and cleaning problems they create. Anyone who ignores this regulation will be billed for the cost of cleaning and repairs.

RESTRICTIONS

Management reserves the right to restrict exhibits which, because of the nature of the activity taking place at the booth, noise level or for any other reason, become objectionable, and also to close, without indemnity, the exhibit of any Exhibitor who refuses, after notification, to comply with the stated rules and regulations.

A company representative should be present in the booth at all times. It is forbidden to leave the booth unattended. The rights and privileges of any Exhibitor shall not be infringed upon by any other Exhibitor.

The aisles must be kept clear of exhibits. All interviews, demonstrations, distribution of literature, etc., must be made inside the Exhibitor's booth during scheduled show times.

Unethical conduct or infraction of rules by the Exhibitor or his representatives will subject the Exhibitor and/or his representatives to immediate dismissal from the Exhibit Hall. In such an event, it is agreed that no refund shall be made by the International Meeting on Radiation Processing or by AVANI and, further, that no demand for redress will be made by the Exhibitor or his representatives.

The following restrictions are applicable to exhibitors and helpers used during move-in and move-out of the exhibition.

Animals: with the exception of Seeing Eye dogs, no animals, birds or pets of any description are permitted without prior written approval of the Conference Organizer.

Escalators: are not to be used for transporting freight or equipment from level to level.

General: absolutely no drinking of alcoholic beverages, possession or usage of prohibited substances; no horseplay or other activities that can create accidents.

SOLICITING AND PROMOTIONAL ACTIVITIES

Not only commercial soliciting, but also distribution of samples, souvenirs and promotional items are prohibited except inside an exhibitor's own booth. These activities are forbidden in the aisles, restaurants or entrance hall as well as in AVANI.

SOUND TRANSMISSION

The prescribed standard is as follows: sound level may not exceed 70 decibels, 4 feet (1.22 meters) away from the source. Any machine, musical group, information broadcaster or any other source may not exceed this limit. The Conference Organizer will be the sole judge in this matter.

SUBLETTING

It is strictly forbidden for an exhibitor to sublet the whole or any part of his booth space without prior written permission of the Conference Organizer.

SECTION 5 – FLOOR PLANS

