

HIMSS THAILAND eHEALTH SUMMIT 2018

**THE WESTIN GRANDE SUKHUMVIT
HOTEL GRAND BALLROOM LEVEL 7,
BANGKOK
24 – 25 MAY 2018**

Exhibitor Service Manual

Welcome to the HIMSS Thailand eHealth Summit 2018 Exhibitor's Service Manual. Here, you can find all the information you need, such as exhibition hours, rules & regulations, etc. to assist you in your planning for this event.

It is every exhibitor's responsibility to read this manual thoroughly and contact HIMSS if you should have any doubts.

Thank you.

Exhibit Manager
Mr Soo Chee Sin
cssoo@himss.org
+65 6664 1192



DEADLINE CHECKLIST

Date Due	To Do	Done ✓
24 April 2018	Sponsorship released if 100% of sponsorship balance is not paid	
24 April 2018	Advertisement Artwork due to be included in onsite guide (If applicable)	
24 April 2018	Sponsor profile material due to be included in onsite guide (if applicable)	
24 April 2018	Speaking Session description due to be included in onsite guide (if applicable)	
24 April 2018	Register your staff for the conference	
24 – 25 May 2018	The HIMSS Thailand eHealth Summit 2018	



CONTACT LIST

CONFERENCE MANAGEMENT TEAM



HIMSS Thailand eHealth Summit 2018

<https://www.himssthailand.org/ehome/307989/663759/>

Exhibit Booth & Sponsorship Sales

Ms. Suhailah Ishak *Executive, Business Development*
+65-6664 1182 | sishak@himss.org

Exhibit Services/Logistics/Production

Mr. Soo Chee Sin *Exhibits Manager*
+65-9684- 8577 | cssoo@himss.org

Media/Press

Ms. Melissa Leong *Manager, Marketing and Strategic Partnerships*
+65-6664-1182 | mleong@himss.org

Booth rules and Regulations

1. No booth is allow to be build for this event

You are only allow to install Pop up display and the structure must not exceed **2mL x 2.5mH**, a 1.8mL table and 2 chairs will be provided by the hotel.

2. Contractor Regulations

i. Contractors/Exhibitors must dismantle all pop up structure and the venues should be returned to the Hotel totally empty and clean no later than **20:00, on 25 May 2018**.

ii. The Exhibitor is responsible to communicate all terms and conditions stipulated in this agreement, and will be directly held responsible to the hotel in case of breach of any terms.

iii. HIMSS and the Hotel is not responsible for any damage or loss to the exhibitors, contractors or their employees.

iv. Contractors/Exhibitors must obtain HIMSS and the Hotel's written approval for any technical work, such as lighting, audio, decoration etc., or moving and/or changing the Hotel's furniture or decoration, either inside or outside the venues.

v. All items used by contractors/Exhibitor for decoration must be made of certified fire-retardant material, as per the regulations of the local civilian defence.

vi. Contractors/Exhibitors must maintain no damage to the floors, carpets, venues' walls and ceilings, and must cover the floors with using plastic sheeting and/or carpet to protect these assets before entering the venues with any equipment or decoration.

vii.. Contractors/Exhibitors must disguise all cables in the venues, especially along the guests' corridors.

ix. Exhibitors & Contractors must keep the venues and the Hotel assets clean at all times. All set-up and dismantling trash **ARE NOT ALLOW** to be disposed in the loading bay area or around the hotel premises.

xi. No poster or banners to be put on the walls without a written approval from HIMSS and the Hotel Management.

xii. All empty boxes or unused equipment must be remove before the show start. It is strictly prohibited to store any empty boxes or unused equipment at random around the Hotel premises.

xiii. Contractors may walk through the venues where the event will be and use only the facilities designated for them. It is strictly prohibited to be at any other places at the Hotel including using the hotel employees' restaurant or changing rooms, smoke in places that are not designated for that purpose and to bring any food and beverage from outside the Hotel.

General Rules and Regulations

HIMSS is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during The HIMSS Thailand eHealth Summit. Therefore, all exhibitors are expected to adhere to all rules and regulations stated in this service manual and on the back of your exhibit space contract. Objectionable activity will be reviewed by The HIMSS management and may be ceased or changed at any time during the course of the exhibition.

Building Regulations

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the exhibition halls or any part of the building.

Demonstrations & Marketing Activities

Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Demonstrations should not obstruct the aisles nor prevent access to nearby booths. Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' area, or produces sound levels that exceed 75 decibels. Distribution of pamphlets, brochures, etc. must take place within your space area only. Orders may be taken during the normal activity on the exhibit floor but retail sales are not permitted.

Direct Selling

Exhibitors are required to remain in their own space area during exhibit hours. Solicitation outside your space in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your space area, but retail sales are not permitted.

Subletting

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

Sound/Noise

The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited. Live music is prohibited in the exhibit hall. HIMSS reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.

Compressed Gas and Inflatables

Use of compressed gas or any inflatables is not allowed by HIMSS at the HIMSS Thailand eHealth Summit 2018.

Move-out/Dismantling

No move-out or dismantling is permitted before **16:30, on 25 May 2018**.

**Hall hours may be subjected to changes.*

Unpaid Booth Balances

Final space payment is due no later than 24 April 2018. On 25 April 2018, unpaid display spaces will be released. Any company with an unpaid balance will have their freight refused by HIMSS until the balance is paid in full. If your badges are denied due to your failure to pay the balance on your booth, HIMSS cannot be held responsible.

Children

No persons under the age of 18 are allowed on show floor at any time.



Smoking

Smoking is not permitted by HIMSS in The Westin Grande Sukhumvit Hotel or Meeting Rooms during set-up, show days or tear down.

Property

All persons, including the Delegates, Exhibitors, Sub-contractors and their personnel, who bring property, equipment and/or goods into the Hotel/or the Venue do so at their sole risk and expense. HIMSS and The Westin Grande Sukhumvit Hotel do not accept them into its charge or responsibility.

HIMSS or The Westin Grande Sukhumvit Hotel is not responsible or liable for:

- a. any theft, loss, deterioration or other damage in respect of any goods, property or equipment brought into or onto the Hotel and/or the Venue; and/or
- b. the safekeeping of any property in or on the Hotel and/or the Venue whether or not the property is deposited with the Hotel.

EXHIBITION SCHEDULE

Exhibitor Badge Registration Hours:

Thursday, 24 May 2018 08:00 – 16:00

Friday, 25 May 2018 08:00 – 15:00

Exhibit Hall Hours:

Thursday, 24 May 2018 09:00 – 16:30

Friday, 25 May 2018 09:00 – 16:30

**Hall hours may be subjected to changes.*

Exhibitor Move-In Schedule:

Thursday, 24 May 2018 07:00 – 09:00

Exhibitor Move-Out Schedule:

Friday, 25 May 2018 16:30 – 20:00

IMPORTANT: No packing of equipment or dismantling of exhibits is permitted until the exhibition closes at 16:30 Friday, 25 May, 2018.

FAQs

Q. What are the show dates for HIMSS Thailand eHealth Summit 2018?

A. 24 – 25 May 2018

Q. What are scheduled exhibition hours for set up, opening and breakdown?

A.

Set up

Thursday, 24 May 2018 07:00 – 09:00

Exhibit Hall Hours:

Thursday, 24 May 2018 09:00 – 16:30

Friday, 25 May 2018 09:00 – 16:30

Exhibitor Move-Out Schedule:

Friday, 25 May 2018 16:30 – 20:00

**Hall hours may be subjected to changes*

Q. When are the education sessions?

A.

Thursday, 24 May 2018 09:00 – 16:30

Friday, 25 May 2018 09:00 – 16:30

Q. When does exhibitor badge registration open online?

A.: The Badges Registration is open. You will receive a separate email for Registration once the confirmation letter is send to you. You will be able to retrieve your badge at the registration desk located at the Level 7, Westin Sukhumvit Hotel.

Q. What kind of attendees will be at this conference?

A.

Presenting and attending will be healthcare professionals, who have the buying power for their organizations- providers, payers, suppliers, policy-makers, and government officials. There will also be clinicians, directors, administrators, informatics professionals, and academicians.

FAQs

Q. What is the expected attendance for HIMSS Thailand eHealth Summit 2018?

A. We anticipate a strong participation of 300 delegates in 2018.

Q. How do I submit payment?

A. Credit Card - Please fax your invoice to Attn: Finance at +1-312-915-9209 and include the following information: name on credit card, credit card number, expiration date, amount authorized to charge, and signature of card holder.

Cheque - ***To ensure that all cheque are received and accounted for, they should be mailed to the following address:***

HIMSS
6923 Eagle Way
Chicago, IL 60678-1692

Please allow sufficient time for checks to be received and processed.

Q. Where can I locate marketing opportunities?

A. To increase attendance and help your company gain more exposure at conference, the conference organizers offer several marketing opportunities for exhibitors. These include direct mail, print advertising, cross-marketing and a public relations campaign. In addition to these, your company will be included in conference materials including the Onsite Guide and the conference web site for a complete list, contact your sales representative:

Ms. Suhailah Ishak, +65-6664 1182 | sishak@himss.org

Q. What if my company wants to hold an event in conjunction with HIMSS Thailand eHealth Summit 2018?

A. If you wish to hold an event in conjunction with HIMSS Thailand eHealth Summit 2018, please contact:

Ms. Suhailah Ishak, +65-6664 1182 | sishak@himss.org

Q: How do I become a corporate member?

A. For information on becoming a corporate member, please contact:

Ms. Suhailah Ishak, +65-6664 1182 | sishak@himss.org

Q : How can I book Hotel room accommodation ?

A. <https://www.starwoodmeeting.com/events/start.action?id=1803089723&key=16B7B37>

Q. What kind of currency do I use?

A. The currency accepted in Thailand is Thai Baht
US\$1 converts to approximately 32 baht

Q. What is the attire for the conference?

A. Business wear.