



## Exhibition Outline

The Convention Foyer at Level 1 of the Hong Kong Convention and Exhibition Centre (HKCEC) (<http://www.hkcec.com.hk/>) will enable companies or organizations to display the latest in technology and services in the areas of acoustics and relevant fields during the conference, where can hold more than 1200 guests for cocktail. It will also be the focal point for coffee and refreshments during daily breaks in the schedule of technical presentations.

The exhibition will be from 27 to 30 August 2017 (from Sunday to Wednesday), open officially right after the Opening Ceremony at about 5:30pm on 27 August 2017 (Sunday), at 9:00 to 18:00 from 28 to 29 August 2017 (Monday & Tuesday) and at 9:00 to 13:00 on 30 August 2017 (Wednesday).

More information of the Conference can be found in <http://www.internoise2017.org>

## Booths

The minimum exhibit unit (one booth) is  $6\text{m}^2 = 3\text{m} \times 2\text{m}$ .

There are 40 shell booths on Convention foyer and the number can easily be increased, if necessary. Rates of booth are listed as below:

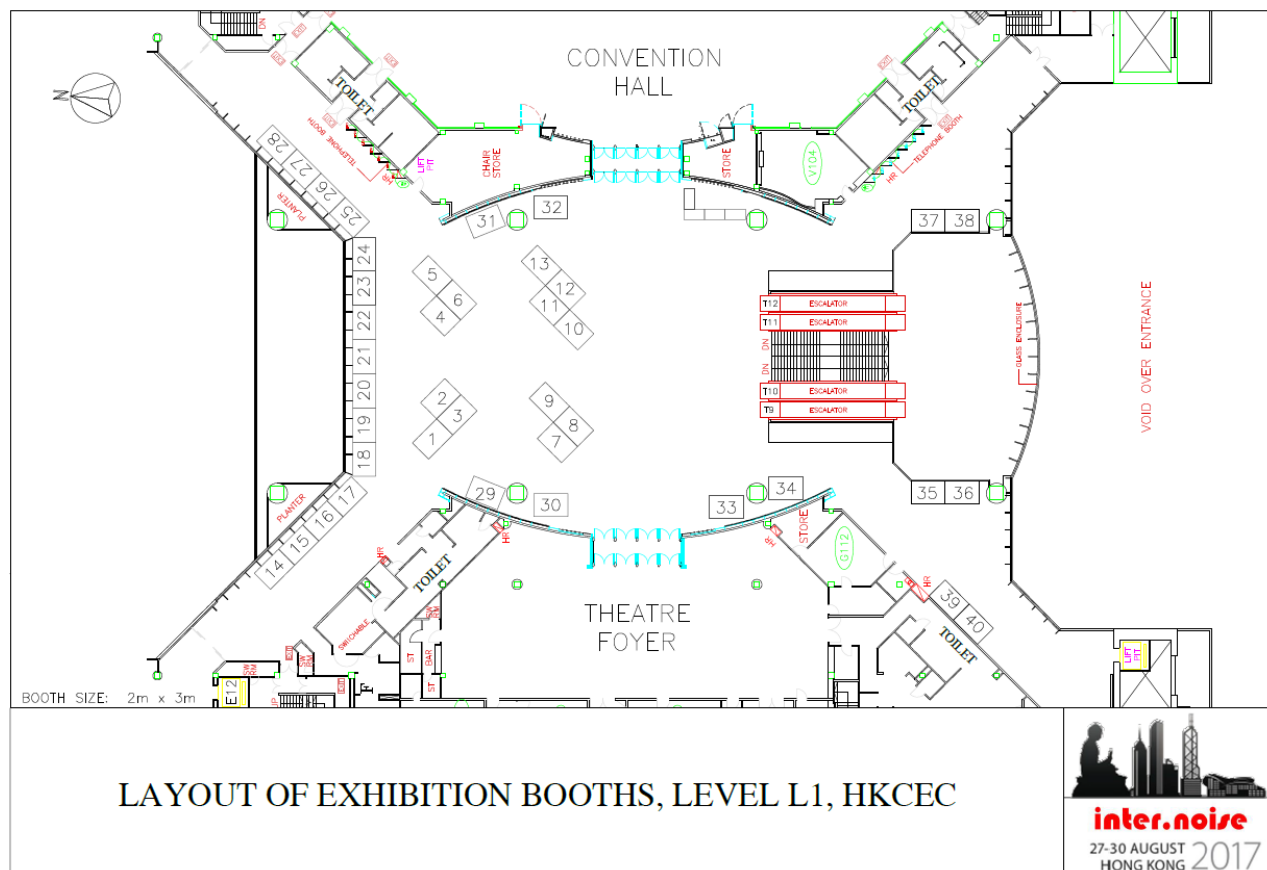
<b>Positions</b> ( <i>indicative layout plan is attached in next page</i> )	<b>Unit price (US\$)</b>
1-6	4,500
14-40	4,000

*Booth numbers 7-13 are reserved for major sponsors.*

Shell booth price includes:

- 3 sides of aluminum system wall; 3mm thick panel in white; and 1 small information table;
- System made fascia board (3mL × 0.3mH) in colour sticker background with sticker company name and booth no. (company name & logo to be put on the sticker should be sent to the Conference Secretariat latest by **8 May 2017**);
- 2 numbers of white folding chairs, 1 electric outlet, and 2 numbers of 100W spotlights;

Other items not included as above, such as extra lighting, shelves, extra table and chairs, etc., can be arranged but are subject to separate charges.



## Allocation

Booths will be allocated on first-come-first-served basis. The organizer keep the right to make any changes at their own discretion prior to the start of the mounting of the exhibition should exceptional circumstances require as such. The exhibitor shall not claim for compensation as a result of the changes.

## Coordination with Organizer

Exhibitors shall provide descriptions of their exhibits before the construction of the booths and ensure compliance with regulations and restrictions on booth design and activity. Exhibitors shall also agree to provide the organizer with the necessary information facilitating the overall promotion of the exhibition.

## Installation and Removal

The installation and removal of the exhibits and booths must be completed in accordance to the schedule stipulated by the organizer.

## Insurance, Security & Safety

Exhibitors are required to subscribe an all-risk insurance policy for all equipment and products to be used during the exhibition period as well as during set-up and dismantling. The organizer shall not be held responsible for any loss, theft or damage to any articles belonging to the exhibitor. In accordance with the local fire and safety regulations, materials used in the booth and display construction must be fire proof. The organizer shall reserve the right to limit any constructions or demonstrations presenting a potential safety hazard.

## **Use of Exhibition Space**

Exhibitors are bound to exhibit only the announced products and to employ competent staff during the open hours of the exhibition. The exhibitor's activities shall be confined within the limits of the exhibition booth. The exhibit will be consistent with the theme of the exhibition and the organizer reserves the right to restrict exhibits which may divert from the general character of the exhibition.

## **Terms of payment**

- All payments are in US dollars.
- 50 % within one week after application.
- 50 % to be paid latest by 8 May 2017

## **Method of payment**

### **Payment by bank transfer**

**Account name** : Hong Kong Institute of Acoustics Limited

**Account number** : 400-374401-838

**Beneficiary bank name** : HSBC Hong Kong

**Beneficiary bank address** : 1, Queen's Road Central, Hong Kong

**Beneficiary bank code** : 004 (for local payment)

**SWIFT address** : HSBCHKHCHKH (for telegraphic transfers)

- All bank charges including the intermediate bank's are the responsibility of the payee and should be paid at source in addition to the rental fee.
- Please write your name, contact telephone no. and organization in the receipt of the successful transfer, copy and email to [exhibition@internoise2017.org](mailto:exhibition@internoise2017.org) for confirmation.

## **Cancellation policy**

Cancellation must be made in writing to the Conference Secretariat.

- 50% of agreed and paid amount can be refunded, if the cancellation is made before 8 May 2017 and the refund will be made after the Conference.
- No refund will be made if cancellation is made on and after 8 May 2017.

## **For all queries regarding exhibition, please contact**

Dr. Chi-wing LAW

Email: [exhibition@internoise2017.org](mailto:exhibition@internoise2017.org)



## Application Form for Exhibition

**Respective articles described in the exhibition outline and the exhibition rule are acknowledged, I apply for the exhibition as follows:**

Company / Organization Name (English / Mandatory):

\_\_\_\_\_

Company / Organization Name (Chinese / Optional):

\_\_\_\_\_

Person in charge: (Mr/Mrs/Ms/Ir/Dr/Prof \*) \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax.: \_\_\_\_\_

Company website: \_\_\_\_\_

Contact person: (Mr/Mrs/Ms/Ir/Dr/Prof \*) \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact tel.: \_\_\_\_\_ Fax.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Booth (3m × 2m)

Number of booth(s): \_\_\_\_\_

Desired booth location number (please refer to the exhibition booth layout and outline):

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_

Number of badges required (including accompanying person(s)): \_\_\_\_\_

Total amount of shell booth(s): US\$ \_\_\_\_\_

Signature of person in charge: \_\_\_\_\_ Date: \_\_\_\_\_

Company chop \_\_\_\_\_ :

- First come first served.
- Two exhibitor badges are included per renting one exhibition booth. Fee for additional accompanying person is US\$350 each. Coffee and tea, free internet connection, welcoming cocktail & exhibitor's reception are included.
- Organizer will try to affix the above mentioned desired booth position as much as possible. However, the organizer will have the right to judge and adjust it in the consideration of all other issues finally in case of more than one companies who desire at the same location.
- Other items requested in the booth will be charged separately.
- Setup of booth by exhibitors can be started at 09:00 on 27 August 2017 and the booth will be dismantled by 14:00 on 30 August 2017.

\* Please delete as appropriate