



MALAYSIAN PHARMACISTS SOCIETY

NATIONAL PHARMACISTS CONVENTION

"Pharmacy of the Future: Embracing Innovative Practices"

26 - 28 JULY 2024

 Marriott Putrajaya



EXHIBITOR BOOTH GUIDELINES 2024





General Housekeeping Rules and Regulations

1. Admission

- a. All representatives must be registered, and lanyard name badges are required throughout the duration of the Convention area (including pre-event).
- b. Children under the age of 16 are not permitted in the Exhibition Hall.
- c. All representatives must be properly and modestly attired.

2. Promotion

- a. All your activities, displays, and equipment must be within the allocated space within your booth.
- b. Approval must be obtained from the NPC Organising Committee to affix anything on the walls, columns, carpet, concrete, or pavement (refer to Hanging Signs)
- c. "Barkers," "pitchmen," and the usage of megaphones or speakers are strictly prohibited.
- d. Smoke, haze, or mist machines (water or oil base) are strictly prohibited.

3. Cleanliness

- a. Exhibitors must keep their displays clean and neat.
- b. Exhibitors must arrange for the removal of excess trash and waste material.
- c. Exhibitors must keep their exhibit free of any conditions that might be harmful to others.
- d. Exhibitors must make arrangements with the hotel crew for additional cleaning.

4. Food and Beverage

- a. Preparation of food or beverage is prohibited.
- b. No alcoholic beverages or foods containing alcohol are permitted.
- c. Distribution of food or beverage must be in concealed packaging to avoid any contamination.
- d. Any foods that need to be stored (hot, warm, or cold) in any appliances must comply with the standard booth voltages. Contact the booth vendor if you are uncertain.
- e. Outside food and beverage are not allowed to be sold at the hotel premises unless upon mutual consent from hotel's authorised person and organiser.





5. Hanging Signs

- a. Must be within the perimeter of the exhibitor's booth.
- b. Maximum height should not exceed 3 meters.
- c. No nails, staples, screws, and tapes (masking, double-side, duck, etc.) are permitted on any surfaces of the hotel premises.
- d. DO NOT hang decorative items onto the sprinkler heads, chandeliers, lamps, light fittings, aircon grills, walls and ceiling at the exhibition foyer / ballroom / meeting rooms, ask permission from the hotel's authorised person on where you can hang decorative items or other materials

6. Safety, Fire, Environment, and Health

- a. Exhibitors must comply with all safety, fire, environmental, and health regulations of the hotel.
- b. All walkways, aisles, and doors must be free from obstruction.
- c. All goods are stored at the exhibition or function site at the owner's risk.
- d. Dangerous and/or hazardous materials e.g. poisonous gases, fuel kerosene, toxic materials, inflammables, and equipment such as gas stoves, kerosene stoves, and electric stoves are not permitted.
- e. Fire hazardous operations/work are not allowed.
- f. Keep booth clean and take precautionary measures to prevent lubricant fluid/oil leaks or stains.
- f. All equipment and materials used are to be brought in strictly through the loading bay. For items which do not fit in the elevator of the L 1, they will be allowed to be brought in through Level 3 from the side entrance between the Office Block and Hotel.
- g. The exhibitors shall be solely responsible for any loss, stolen or damaged valuables brought into the Hotel or property belonging to themselves.

7. Electricity

- a. Electricity will be supplied by Official Booth Contractor to carry out all electrical work (wiring, connection, lighting etc.) in all booths at the exhibition.
- b. For safety reasons, no other electrical contractors will be permitted to carry out electrical work on-site.





c. Electrical power supply

- Single-phase: 230V / 50Hz $\mu \pm 5\%$
- Three-phase: 415V / 50Hz $\mu \pm 5\%$

d. Power Points

- Meant for non-lighting purposes only.
- Is restricted to be used by only one piece of equipment.
- Multi-point connection or double adaptors is **STRICTLY PROHIBITED** to prevent the risk of power overload.
- Usage of such points for any lighting purposes will incur a charge for lighting connection.

e. Lighting Connections

- Charged accordingly to the number of tubes or bulbs lighted on the stand.
- Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 wats per bulb/tube).
- All lighting connection work must be done by the Official Booth Contractor.
- Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly.

f. Electrical installations

- Must be done by the official booth contractor including the exhibitor's own fixtures.
- Must be done adhere strictly to the required safety regulations without exception.

g. Cables must be routed away from pedestrian traffic and taped down to minimise a trip hazard.

h. All re-energisation costs due to trips/overload in power supply will be borne by the exhibitors that caused it.

i. Hotel personnel reserve the right to request exhibitors to change any wiring installation, change connection, or disconnect electrical equipment found to be unsafe, untested, or untagged for safety reasons.

8. Selling

a. Exhibitors may display, provide samples, discuss, explain, and demonstrate products or services.

b. All forms of sales transactions are not permitted in the Convention area.





9. Meals

- a. Exhibitors will be provided with two (2) lunch vouchers.
- b. Exhibitors may access tea-breaks.

10. Smoking and Vaping

- a. The hotel is a "No Smoking" restricted premise.
- b. Use designated smoking areas only.

11. Market Research

- a. All surveys and data collection must be conducted within the parameter of the exhibitor's booth.
- b. No coercion or force can be used in the data collection, and exhibitors must comply with the Malaysian PDPA (2010).

Note:

If the above is not followed by the event exhibitors, a MYR 500.00 to MYR 5,000.00 penalty depending on the offence, will be imposed to the exhibitors.





Tentative Booth Schedule*

Date	Time	Event
25 Jul (Thu)	8:00am – 8:00pm	Booth construction
25 Jul (Thu)	12:00pm – 8:00pm	Exhibitor move in for setup
26 Jul (Fri)	8:00am – 1:00pm	Exhibitors continue with booth setup
26 Jul (Fri)	2:00pm - 8:00pm	Commencement of booth activities • Two (2) dinner meal vouchers per booth
27 Jul (Sat)	8:00 am – 6:00 pm	• Full-scale activities • Two (2) lunch meal vouchers per booth • Two (2) dinner meal vouchers per booth
28 Jul (Sun)	8:00 am – 2:00 pm	Full-scale activities • Two (2) lunch meal vouchers per booth
28 Jul (Sun)	2:00 pm	Handover

- Pre-event storage space*

*Hotel will provide finalised information three (3) days before the event. The details will be on the registration website: <https://www.npc.virtualive.tech/>

Booth Vendor

1. General Information

Company : Impact Media Communications

Company Registration : 201203084806 (002117224-X)

Address : 35-2, Jalan Abadi 2/1, Abadi Heights, 47210 Puchong Selangor

Contact Person : Ms Suhaila Zabor

Contact Number : 017 346 0934

Email Address : impactmediaenquiry@gmail.com





2. Terms of Charges

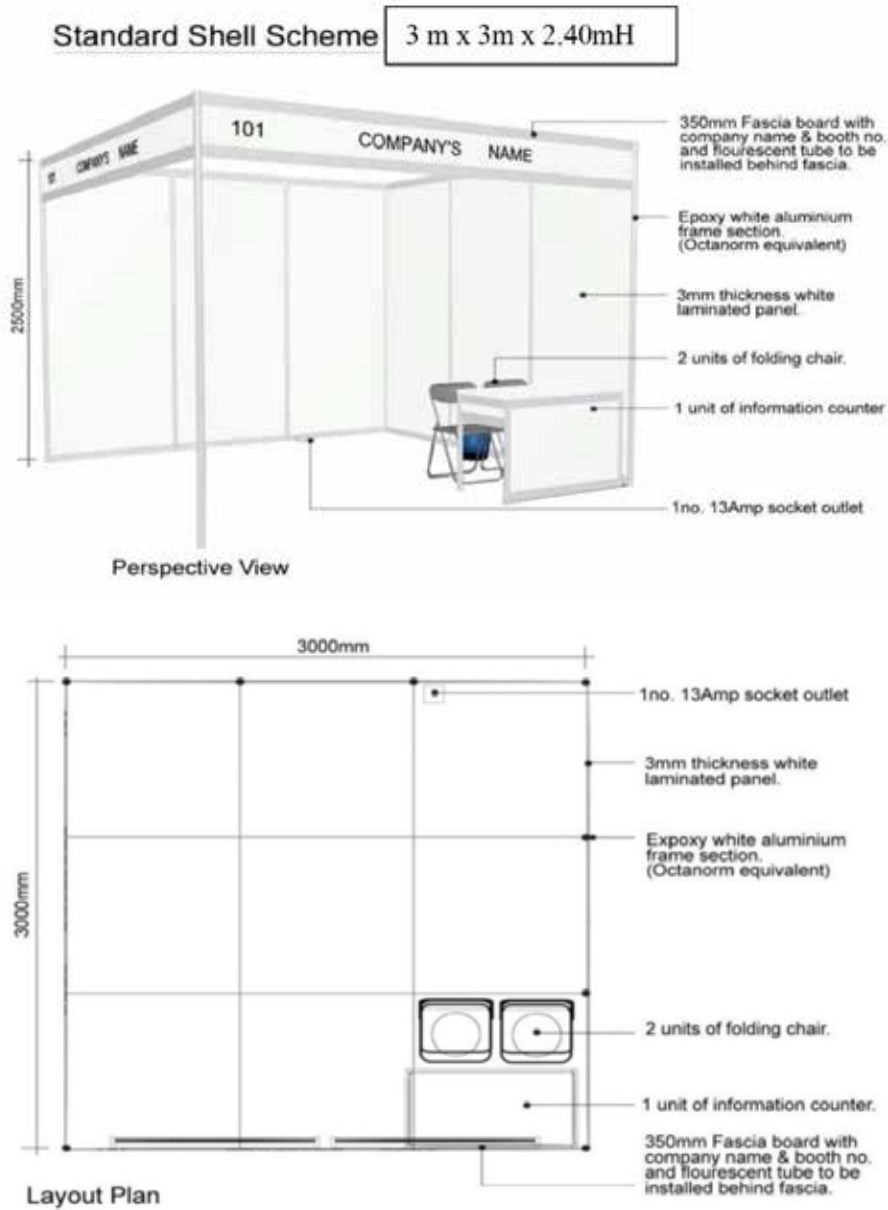
- All prices quoted include approval fee, installation, power consumption and standby maintenance.
- A surcharge of 50% will be imposed on all the optional items ordered after the deadline.
- A surcharge of 100% will be imposed for all on-site orders. Priority will be given to advance orders.
- A surcharge of 100% on electrical equipment will be added if you require 24-hour operating services.
- 50% cancellation fees will be imposed for cancellation of confirmed order.
- There will be no refund for cancellation during the conference.

3. Payments

- Payment must be made in Ringgit Malaysia only
- Bank Name : CIMB BANK
- Bank Account Name : Impact Media Communications
- Bank Account No : 8602913588



A. EXHIBITION SPACE ENTITLEMENT



- The standard height for Shell Scheme booth is 2.4 meters/8 feet.
- The walls have white laminate finish. No nailing, drilling or painting is allowed.





- Screwing, drilling or nailing on any of the aluminium frames and existing panels of the Shell Scheme booth is not allowed, in default hereof the Exhibitor or Contractor shall be liable for the total loss.
- No part of any structure of exhibits may extend beyond the boundaries of the site allocated. Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration material in order to facilitate traffic.
- No painting or sawing the Exhibition Hall fittings. The Exhibitors or Contractors are responsible for any damage caused to the Exhibition Hall fittings by their staff or contractor.
- Please complete the **Shell Scheme Booth (Form 1A)** and submit the form before **5th July 2024**.

A1) Terms and Conditions

- All items ordered are on rental basis.
- All prices quoted include approval fee, installation, power consumption and standby maintenance.
- Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.
- All lighting connections are charged accordingly to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube).
- All lighting connection work must be done by the Official Booth Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly.
- A socket must be used for only one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.





- All electrical installation must adhere strictly to the required safety regulations without exception.
- Payment must be made in Ringgit Malaysia only.
- A surcharge of 50% will be imposed on all the optional items ordered after the deadline. A surcharge of 100% will be imposed for all on-site orders. Priority will be given to advance orders.
- 50% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during conference.
- A surcharge of 100% on electrical equipment will be added if you require 24-hour operating services.
- All the furniture or electrical orders are subject to stock availability after the deadline.

A2) Additional Orders

Additional furniture and electrical fittings can be rented by completing the **Electrical Order Form (Form 2A) and Furniture Order Form (Form 2B)** which are to be submitted to the official booth contractor before the deadlines. Exhibitors only need to place orders for items that are not in their standard shell scheme package.

B. RULES & REGULATIONS

B1) Demonstration of Heavy/ Large Exhibits

Exhibitor demonstrating equipment in their booth must comply with the following guidelines:

1. Provide Organiser with the full specifications of the equipment.





2. Precaution steps must be taken to protect the public with legible "DO NOT TOUCH" signs prominently displayed on any working exhibit to warn visitors to keep a safe distance.
3. Do not cause annoyances to visitors or other exhibitors e.g., loud noise from the demonstration. The Organiser reserves the right to decide on the time of the demonstration and/or to discontinue any demonstrations at any time.
4. Do not bring in or use dangerous and/or hazardous materials e.g., poisonous gases, fuel, kerosene, toxic materials, inflammables, and equipment such as gas stoves, kerosene stoves and electric stoves without obtaining prior written consent from the Organiser. Even if consent were to be given, adequate precautionary measures must be taken throughout the demonstration.
5. Do not carry out any fire hazardous operations/work.
6. Keep the booth clean and take precautionary measures to prevent lubricant fluid/oil leaks or stains. The Organiser reserves the right to charge exhibitors for any cost to remove such stains.

B2) Regulations for Exhibition Space

Special Booth Design

1. Exhibitors who required to have special/custom booth kindly contact booth contractor before **5th July 2024** (3 weeks before event day)
2. Height Restrictions & Limitations:
 - Pre-approve booth height: 4 metres
 - Any structural construction above 4 metres needs prior approval from the committee.
3. False ceilings are not permitted to be used unless the material used allows water to flow freely (e.g., egg box or wire mesh). Approval from the Organiser and the Fire Safety Bureau must be obtained in writing if any part of a booth is to be covered for a video presentation.
4. To keep the place clean and tidy. All floors, walls and pillars must be covered with protective sheets when painting (if any).
5. All lighting must be at least 2.5 metres above floor level or protected in an approved way to prevent accidental burning.
6. Structural changes will NOT be permitted to the stand once approval has been issued.





B3) Electrical Rules & Regulations

1. Electricity will be supplied by Official Booth Contractor to carry out all electrical work (wiring, connection, lighting etc.) on all booths at the exhibition. For safety reasons, no other electrical contractors will be permitted to carry out electrical work on-site.
2. Electrical power supply is Single-phase: 230V / 50Hz $\mu \pm 5\%$. Three-phase: 415V / 50Hz $\mu \pm 5\%$.
3. Lighting Connection:
 - All lighting connection work must be done by Official Booth Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection.
 - Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
 - Light boxes are charged according to the number of tubes in each light box, using the lighting hook- up or connection rate, whichever is applicable. Exhibitors are encouraged to use tubes of higher voltage (maximum 100 watts) wherever possible.
 - For LED connection fee is charged based on per meter run at different rate; please refer to the Electrical Order Form.
 - Exhibitors where lighting fixtures that cause the trips/overload in power supply will be responsible for all re-energisation cost.
 - Each individual power point or isolator is to be restricted for the use for only (1) piece of equipment and it cannot be used for lighting purpose.
 - The use of double adaptors is prohibited; contractors are required to order additional power socket from official booth contractor if necessary.
 - Plans and location of electrical points must be submitted before **18th July 2024** which is 7 days before the venue opens for the Official Booth Contractor. Official Booth Contractor reserves the right to request Exhibitors to change any wiring installation, connection etc. contained in lighting fixtures for safety reasons.
 - Cables must be routed away from pedestrian traffic and taped down to minimize a trip hazard.
 - Electrical contractors may check electrical equipment on site for compliance at any time.
4. Exhibitors will be required to disconnect electrical equipment found to be unsafe or untested or untagged as electrical equipment such as light fittings, computers, projectors, office equipment and any electrical appliances etc. All personnel working at the stand must be informed of the requirements for electrical equipment usage.





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Form 1A





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Form 2A



































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Form 2B



FURNITURE CATALOGUE

				
Information desk - 760mm H	Information desk - 1000mm H	Lockable cabinet - 1000mm H	Low showcase - 1000mm H	High showcase - 2000mm H
				
2 tier display counter	Display board - 1m x 2.44m	Racking	Shelving	Oblong table 5ft x 2ft
				
Zig Zag brochure rack	Glass table 760mm H	Tall round table 1000mm H	Low round table 760mm H	Folding chair
				
Chrome chair	Arm chair	Wooden laminate chair	Eames chair	Table flower
				
PU cube stool	Oscar bar stool	Hydraulic bar stool	Hydraulic premium bar stool	Premium bar stool
				
Fabric single sofa (white)	Fabric single sofa (black)	Coffee table rectangle	Coffee table square	Dusbin



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Floor Plan





ATTACHMENT 1: VENUE & BOOTH LAYOUT

