

2024 DIA Singapore Annual Meeting

Cultivating Synergies in Clinical Research and the Regulatory Environment to Innovate Healthcare



【 Exhibit Guidelines 】

1. Name: 2024 DIA Singapore Annual Meeting
2. Time: Tuesday, 16 – Wednesday, 17 July 2024
3. Venue: VOCO Orchard Singapore, an IHG Hotel
-Grand Ballroom, Level 3

★ Event Schedule for exhibitors

1. June 16, Tuesday

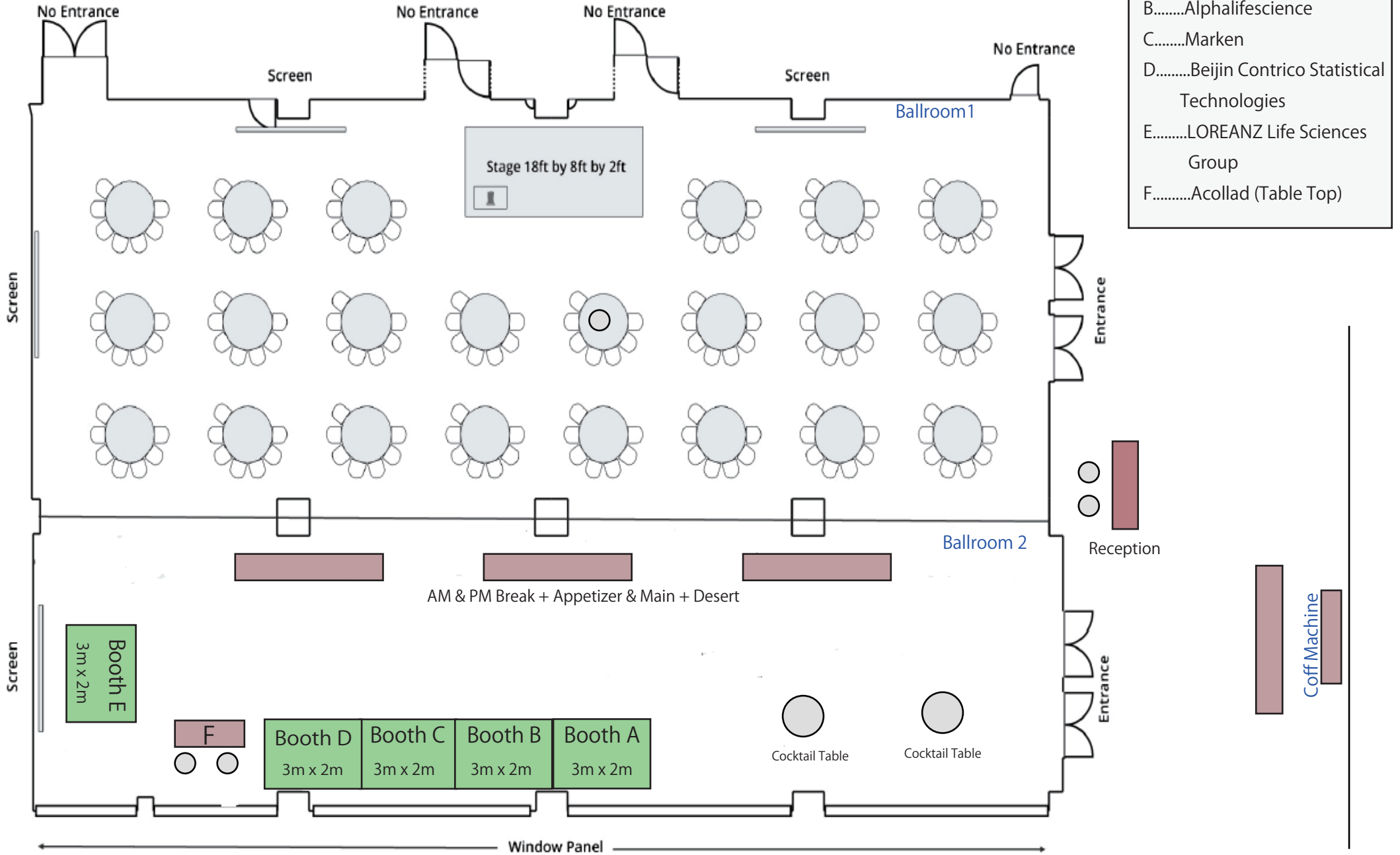
- 8:00 – 8:30 AM Registration
- 9:00 – 10:00 AM Preparation at booth
- 10:15 – 10:45 AM Tea / Coffee Break
- 11:45 - 12:45 PM Lunch & Network
- 12:45 – 1:15 PM Innovation Hub by Platinum Sponsor
- 3:20 – 3:45 PM Tea / Coffee Break

2. June 17, Wednesday

- 9:45 – 10:30 AM Tea / Coffee Break
- 12:00 – 1:00 PM Lunch & Network
- 3:30 – 4:00 PM Tea / Coffee Break
- 4:00 PM ~ Dismantle

Please be sure to take your own garbage generated at the exhibition booth with you.

GRAND BALLROOM, LEVEL 3



<Exhibit space to be provided by the show organizer>

Shell Scheme Booth A2

- * Booth dimension is at W3m x D2 x H2.47m (6.0m²)
- * [1] x Power outlet 230V•50Hz
Type G socket & plug supplied by the show organizer



- * Comes with Chairs x 2, Counter Table x 1, Customized Header Name
- * Optional Add on;
 - 1) Spotlight / Fluorescent Light
 - 2) Graphic Print
 - 3) Carpet
 - 4) Raised Platform
 - 5) Bistro Table & Chair set
 - 6) Lockable Cabinet
 - 7) Waste Bin
- * Wi-Fi is available



Tabletop Display Policies

- All display materials must be placed on surface of the table.
- Pop-up tabletop displays may be used.
- Pop-up booth (floor) displays may not be used.
- Up to two (2) floor banners (maximum of 33" w by 80" h) are permitted behind the table *provided space allows*.
- Excepting the above, no additional equipment may be placed in the area in front of or next to the tabletop.
- No signs, banners, flags, etc., may be displayed from ceiling or walls, but are acceptable if attached to the table.
- Advertisements and/or announcements for non-DIA sponsored meetings or workshops may not be distributed.
- Exhibitor hosted events and meetings must be approved by DIA and cannot be held during DIA session or event times.
- Flyers, brochures, or other marketing materials must be contained to the exhibitor's tabletop space, exhibitor hosted events or meetings, and/or the exhibitor brochure table located in the registration area.
- No security arrangements will be provided. All materials are the responsibility of the exhibitor.



Pop-up tabletop displays or other displays that sit on top of the table are permitted.



Up to two (2) floor banners (maximum of 33" w by 80" h) are permitted behind the table *provided space allows*.



Floor banners are **NOT** permitted next to the table due to limited space at this venue.



Pop-up booth displays or other floor backdrops are **NOT** permitted.

<Shipping Guide Line>

* If you wish to send your package by courier, please send it to the following address by 17:00 pm on Monday, July 15th .

Shipping Destination

VOCO Orchard Singapore

581 Orchard Road, Singapore 238883

Attention: Corina Lim (Catering Sales Department, Level 6)

Contact: +65 9182 1747

Event Name: DIA

Event Date: Tuesday to Wednesday, 16th – 17th of July 2024

To be delivered to hotel not earlier than 2 days prior to the actual event date, between 9:00am to 5:00pm hours.

- Deliveries to Note: To avoid Monday, Wednesday, Friday morning due to hotel deliveries (big trucks). Please schedule from afternoon 2:00 pm - 4:00 pm.

For small items (1-2 small boxes or bags)

- Please proceed to concierge to deliver the items

For bulky items, (big boxes, requires trolley to bring the items)

- Kindly proceed to security to change your pass and delivered it to Catering Sales Office, Level 6

Kindly provide us details on the delivery (eg. What are the items? When will it be delivered? And etc) so that we can prepare the necessary

Q1

When and where can exhibitors have lunch?

A: No outside food is allowed in the hotel. Either they consume the food catered during the function or they head outside of the hotel for their lunch.

Q2

Who should I contact to order equipment?

A: Please contact Joshua Choi, DIA Korea & Singapore
Joshua.Choi@diaglobal.org

Q3

Is there parking at the venue on the day of the exhibition?

A: Yes, parking is available. However, do note that we (VOCO Hotel) have limited parking lots available, and it's based on first come first served. Based on 20% of your guaranteed attendance, complimentary carpark coupons will be given by the hotel on the day of each function

Q4

Can I send my luggage by courier after dismantling?

Who should I contact for inquiries about this?

A: Exhibitors are to arrange for their own courier to have their items collected from the hotel. The hotel does not arrange for the courier.

Please contact your own preferred courier ie: DHL, Fedex, Lalamove etc..

Q6

Can I bring bottled water, tea or coffee to the exhibition booth for the visitors to the booth?

A: Water, coffee and tea is available. Should you wish to bring in other Food and Beverage item, we would require a submission of indemnity form.

If you plan to bring in food and beverages, you must obtain approval from the VOCO Hotel in advance by using the application form on the following page.

Orchard Singapore

INDEMNITY FORM - Food Brought into the Hotel by Guests or Customers

This form must be filled in by the responsible host upon receiving of food either from a customer or delivery company, signed by both parties and the end user (guest) in the occasion of food or drinks are brought in to the hotel and consumed at an event or restaurants (eg. Halal food, cakes etc.)

Hotel Name:	voco Orchard Singapore	For Outlet/Venue:	_____
Received by (Name Host):	_____	Signature Host:	_____
Date Received:	_____	Time Received:	_____

*Delivery & Customer Information			
Delivered by (Person Name):	_____	Delivered by (Company/Supplier):	_____
Delivered for (Customer Name):	_____	Delivered for (Company/Event Name)	_____
For Date (service):	_____	Requested Service Time:	_____
E-mail:	_____	Phone:	_____
Date:	_____	*Signature: (person responsible for the brought in food):	_____

I and my guests (if food brought in by guest or it's supplier organized by the guest) or I as supplier delivering food to the hotel in consideration of your making this facility available to me, I hereby undertake to you that I will on your behalf and on behalf of all my guests and those for whom I am responsible:

1. Ensure that all applicable licensing laws are complied with and, in particular, but without limitation.
2. **Observe and comply with all legal requirements relating to food and its preparation, hygiene and safety, together with any other requirements affecting catering premises and/or premises for the preparation of food (whether statutory or otherwise)**
3. Indemnify you (**voco Orchard Singapore**) from and against all claims, losses, liabilities, damages, costs, charges, fines, penalties and expenses suffered by or incurred by you, as a result of, or consequent upon **(a) death of or injury to persons, or loss of or damage to property** resulting from the function, and;
(b) my failure to comply or procure compliance with any of the above undertakings, and;



Orchard Singapore

4. Ensure that I have valid Public/Third Party insurance cover with reputable insurers in an amount of at least one million pounds (or local equivalent) to meet all and any legal liabilities that I may incur to you or to third parties by reason of providing catering services in connection with the function and I should on your request produce a copy of such Policy and evidence to show that it is in full force and effect.

Food Items brought in to voco Orchard Singapore premises as below stated:

Ref.	Food Item	Quantity	Ref	Food Item	Quantity
1			6		
2			7		
3			8		
4			9		
5			10		

*please sign all pages of this indemnity form.

*** Signature:**

