

ISPA 2006 Profession Exchange (ProEx) Session - Notes to Exhibitor

1. Exhibition Schedule

Set Up: 1000-1300, June 10 2006

ProEx & Buffet Lunch: 1330-1600, June 10 2006

Dismantling: Before 1700, June 10 2006

Remarks: The Pitch session will be held at the Studio Theatre of Hong Kong Cultural Centre (adjacent to the ProEx venue) at 1215 –1330 on June 10

2. Venue Specifications

Venue	Level 4 Foyer, Hong Kong Cultural Centre 10 Salisbury Road, Tsim Sha Tsui Kowloon, Hong Kong
Floor Finish	Carpet Fixings to the surface of the floors are strictly prohibited.
Electricity	Single-phase 220V \pm 6% Frequency 50 cycles Plug/socket system is a 3-rectangular-pin type
Ventilation	Central air-conditioning system

3. Table Display Specification

3a. Items and services provided includes:

- One table with linen (4 ft x 2.5 ft / 1200mm x 750mm)
- One 350W 13amp square-pin socket (with electricity supply during 1000-1700 on June 10)
- English company name card on table
- Two chairs

3b. Display specification

- All display item of exhibitor should be placed on the table provided
- The height of the display item should not exceed 2 ft or 600mm
- Only one electrical appliance (maximum 350W) could be used at the power socket provided, no use of extension socket is allowed.
- Only laptop computer could be used

- Exhibitors using adhesive tape / stickers to temporarily adhere materials to the table will be held responsible for removing the tape / stickers without damage to the table.
- Exhibitors should move-out of the Exhibition Venue within move-out time limits specified. The organizer shall dispose of any exhibits or material left behind at the Exhibition Venue, which is not disposed of by the Exhibitor.

4. **Sending of printed materials (leaflet/ brochure, etc) before the event**

In view of the limited storage space, each overseas exhibitor is limited to send over **one (1) carton box** of printed matters (leaflet/brochure etc) to the congress secretariat **on or before May 30 2006** (please do not send irregular size or fragile display items)

4a. **Consignee Instructions**

The Master of Airway Bill must be consigned “ Freight Prepaid” to:

International Conference Consultants Ltd.

Unit 301, The Centre Mark

287-299 Queen's Road Central

Hong Kong

Tel : (852) 2559 9973

Fax : (852) 2547 9528

Please notify us **before** you send out the material:

International Conference Consultants Ltd

Email: ispa@icc.com.hk

Contact: Ms Sylvia Chan

Re: ISPA ProEx Material_(Name of Exhibitor)

4b. **Case Marking**

For easy identification of exhibits, all packages must be marked as follows:

ISPA 2006 ProEx Material

c/o International Conference Consultants Ltd.

Name of Exhibitor : _____

Please contact Ms Maybo Fok of International Conference Consultants Ltd. at mfok@icc.com.hk if you required Chinese Information. 如需中文資料,請電郵至 mfok@icc.com.hk 與國際會議顧問公司霍美寶小姐聯絡