



7th Association of South-East Asian Pain Societies Congress
In conjunction with MSSP 3rd National Seminar on Pain
16 - 19 February 2017 • Yangon, Myanmar
Professional Accountability with Interactive Networking



Dear Exhibitor,

This Exhibitors' Technical Manual is designed to assist you in preparing for a successful congress and contains important information. Please read the information in this manual. It will take you very little time now and could save you a great deal of time later.

The Exhibition will be held in conjunction with the **7th Association of South-East Asian Pain Societies Congress** taking place in Yangon, Myanmar, February 16-19, 2017 at Sule Shangri-la. The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please do not hesitate to contact me for further information or assistance.

Kind regards,

Ms. Sarawanwalai (Sara) Komolsil
Meeting Planner



Tel: +662 7487881 Ext. 115
Mobile: +66 81 985 1640

Table of Contents

SECTION 1: Contact Information	3
<ul style="list-style-type: none">• Kenes Contacts• Contractors Contacts	
SECTION 2: Timetables	4
SECTION 3: Deadlines Table	5
SECTION 4: Exhibition Stands	6
<ul style="list-style-type: none">• Shell Scheme Package• Designer/Independent Contractor Stands	
SECTION 5: Exhibition Technical Information	7
<ul style="list-style-type: none">• Exhibitor Floor Plan	
SECTION 6: Exhibitor Badges	10
SECTION 7: Lead Retrieval Bar-Code Readers	12
SECTION 8: Rules, Regulations & General Information	14
SECTION 9: Stand Equipment & Services	16
SECTION 11: Venue Services - Catering	23

SECTION 1: Contact Information

a. Kenes contact information

Meeting Planner & Exhibition Manager

Ms. Sarawanwalai (Sara) Komolsil

Tel: +662 7487881 Ext. 115

Mobile: +66 81 985 1640

skomolsil@kenes.com

Industry Liaison and Sales Associate

Ms. Wannapa Pureemahawong

Tel : +662 748 7881 Ext. 116

wpureemahawong@kenes.com

Registration Specialist & Accommodation

Ms. Sari Berkowitz

Tel: +41 22 9080488 Ext. 571

sberkowitz@kenes.com

b. Official Contractors contact information

STAND CONSTRUCTION & SERVICES

ES Signature Co. Ltd.

Ms. Htay Htay Lwin

Tel: +95 996 992 1598

htayhtay@es-corp.co

Mr. Nicholas

+95 997 275 4177

nicholas@es-corp.co

CONGRESS VENUE - Audio Visual, Telecommunications, rigging, stand cleaning, security and catering

Sule Shangri-la

Mr. Nyi Nyi Zaw

Tel: +959 242 828 Ext: 6312

nyinyi.zaw@shangri-la.com

OFFICIAL SHIPPING AGENT, CUSTOMS CLEARANCE AND FREIGHT HANDLING

For both local and international shipment required, please contact the organizer.

HOSTESSES AND TEMPORARY STAFF

Kaung Ko Group Co.,Ltd.

Ms. Moe Moe Myat Ko

Tel: +95 9 4573 33001 to 005

Mobile: + 95 9 518 9239

moemoe@kaungkogroupmyanmar.com

VENUE ADDRESS

Sule Shangri-La

#223 Sule Pagoda Road, G.P.O. Box 888, Yangon, Myanmar

<http://www.shangri-la.com/>

SECTION 2: Timetables

Exhibition Timetable*		
Set up hours	Thursday, February 16	06h00 – 12h00 Official Contractor Move-in
	Thursday, February 16	12h00 – 17h00 Decoration only
Exhibition hours	Thursday, February 16	17h30 – 19h30 Welcome Reception
	Friday, February 17	09h00 – 16h30
	Saturday, February 18	09h00 – 16h30
	Sunday, February 19	09h00 – 10h30
Breakdown	Sunday, February 19	11h00 – 18h00

Registration Timetable*	
Thursday, February 16	07h30 – 18h00
Friday, February 17	07h30 – 17h00
Saturday, February 18	08h00 – 19h00
Sunday, February 19	08h00 – 12h00

* Subject to change according to final congress schedule

Please note:

- **Empty crates and packaging material** must be removed/stored no later than **17:00 on Wednesday, February 16.**
- No storage space will be provided on-site. All exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their premises. Exhibitors are not to store such items within the exhibition halls.
- The organizer reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

An updated time table can be found at the ASEAPS 2017 congress website: www.aseaps2017.com or by [clicking here](#).

SECTION 3: Deadlines Table

Submission of Exhibition Forms	Deadlines
Designed Stand Approval	Tuesday, January 31 2017
Staff Hotel Reservation Official Congress Hotel: Sule Shangri-La	Thursday, February 2 2017: Please contact http://www.shangri-la.com/yangon/suleshangrila/reservations/
Text for Fascia (shell scheme booths only)	Thursday, February 2 2017
Badge Order	Wednesday, February 1 2017
Lead Retrieval Wireless Barcode Reader	Wednesday, January 25 2017
Furniture Rental, Graphics Printing, Electrics	Wednesday, February 1 2017
3rd Party Contractor Form	Wednesday, February 1 2017
Stand catering, stand cleaning, stand security	Fourteen (14) days prior to the event move-in date – February 2 . STANDARD RATES and ONSITE RATES will apply after the deadline. ONSITE RATES are applicable for each on-site order.

SECTION 4: Exhibition Stands

To ensure the smooth and efficient installation and dismantling of your booth, an official Stand Builder has been appointed (see **SECTION 1: Contact Information**). Booth furniture and accessories are available for rent (please refer to the enclosed catalogue and order forms at the end of this manual).

Shell Scheme Package includes the following:

- Construction of 2.44 m H rear and dividing pifex system partition in white panel
- Provision of overhead fascia panel with c/w cut-out standard company name and stand number
- Provision of 2 nos. of 36W fluorescent tube and 1 no of 13amp single phase power point
- Provision of 1 no. of information counter (1.0mL x 0.53mD x 0.76mH)
- Provision of 2 nos. of white folding chair and 1no of waste paper basket
- Exhibitors' badges (see **SECTION 6: Exhibitor Badges**)

*** Please note:** Only one fascia name is allowed on each Shell Scheme exhibiting stand. The fascia name of the shell scheme stand will be in block letters, white standard 100mm-high (4 inches) English alphabet (maximum 32 letters including spacing)

Please complete Form 1 that can be found in Section 9 of this manual

Important Note: Space only and standard shell scheme rental does not include electricity usage or stand cleaning. All of these services and other are available to order at the end of this manual.

Designer/Independent contractor Stands

PLEASE NOTE: Two copies of TECHNICAL DRAWINGS (plan & perspective view) of your stand design MUST BE SUBMITTED to for approval to the organizer. Please send to **Sarawanwalai (Sara) Komolsil** at: skomolsil@kenes.com, no later than **Wednesday, February 1 2017**.

SECTION 5: Exhibition Technical Information

Hall Specs

Hall name: BAGO Room, Level 1 of Sule Shangri-La Hotel

Maximum build-up height: The maximum build height in BAGO Room is three (3) metres **no** hanging objects (suspended structures) and double deck are allow.

Floor Finish: Carpet. It is compulsory to arrange for PVC sheet and plywood underlay to be laid against hall existing carpet. Max floor load: 5kN/m². Please note that if your Booth floor platform is higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Electrical Connections

The electrical installations for the exhibition will be carried out by the Stand builder Contractor; ES Signature.

Internet

Free WIFI will be available in the venue. However there is limited bandwidth supporting the network. We advise that if you do require constant and dependable internet, to order a dedicated wired network for your stand from the venue.

Refreshments

Coffee/Tea & refreshments will be served in the exhibition hall during official coffee breaks.

Storage

As the venue and the organizer have no storage facilities, no deliveries will be accepted PRIOR to the congress.

Stand Catering

Catering is exclusive to Sule Shangri-La Hotel, and needs to be ordered at least 2 weeks in advance. For exhibitors wanting to bring their own coffee machines, a handling fee will be chargeable. However, please note that a Halal certificate is required for all consumable items (coffee beans, milk, etc.) and subjected to management's approval. If you would like to order a machine or other catering from the venue, please contact Mr. Nyi Nyi Zaw; nyinyi.zaw@shangri-la.com

Stand Cleaning

The Organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter. Exhibitors interested in daily stand cleaning services should contact Mr. Nyi Nyi Zaw; nyinyi.zaw@shangri-la.com

How to Get There

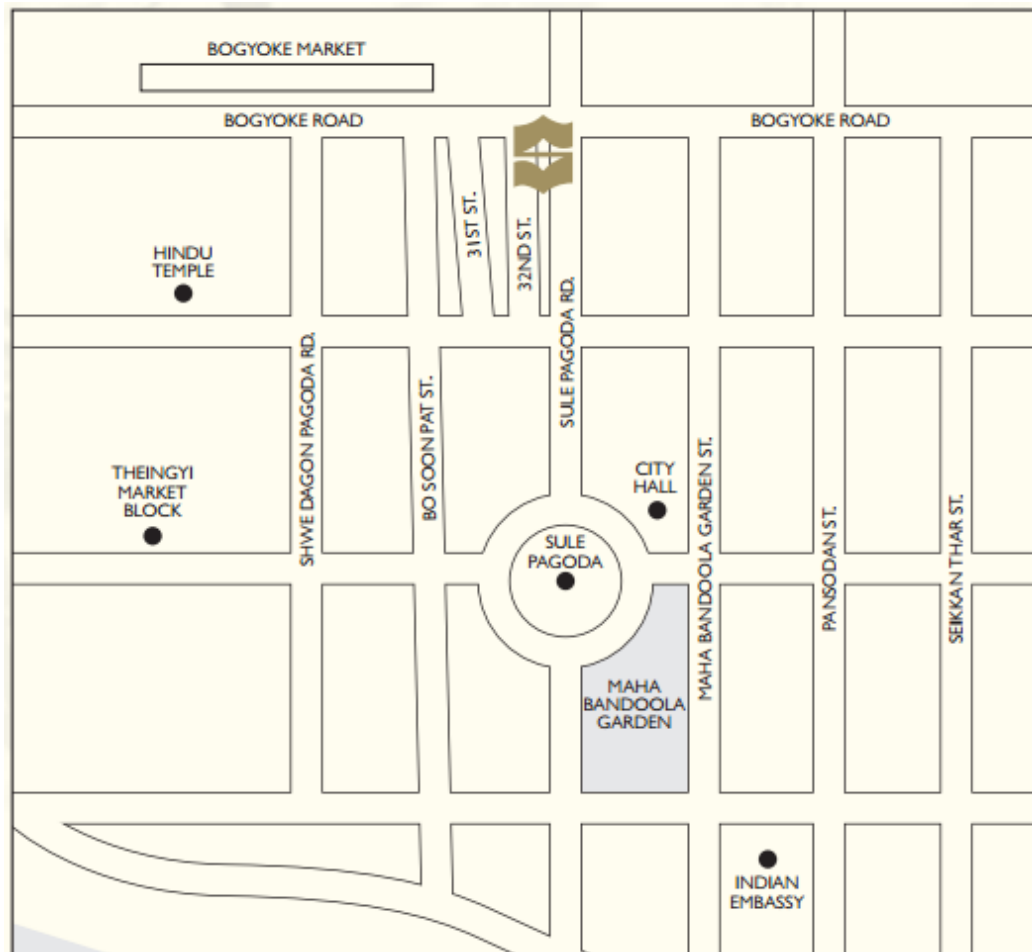
There are several ways to get Sule Shangri-La Hotel.

Maps to the Kuala Lumpur Convention Centre:

[Sule Shangri-La Hotel on google map](#)

Location

Sule Shangri-La, Yangon is located right in the central business district of Yangon, the economic capital and gateway of Myanmar. Nestled amidst the city's most popular cultural and shopping precincts, and surrounded by lush tropical greenery and beautiful lakes, the hotel is the perfect base for both business and leisure travellers alike. Sule Shangri-La, Yangon is an easy 45-minute drive from Yangon International Airport.



Exhibition Floorplan (as of January 16, 2017)

Bago Room G Floor



SECTION 6: Exhibitor Badges

- All Exhibitors are required to be registered and will receive a badge displaying the exhibiting company's name.
- Two (2) exhibitor badges will be given for the first 4 sqm booked and one (1) additional badge for each 4 sqm after.
- Any additional staff members will be charged an exhibitor registration fee of **\$150 (USD)**. Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.
- For additional badges, please use the Exhibitor registration form on the next page. Please return the form to the attention of: **Sari Berkowitz** at: **sberkowitz@kenes.com**, no later than **Wednesday, February 1, 2017**.
- Exhibitors' badges give free access to the exhibition area, coffee breaks.
- All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the exhibition.
- Company name badges are for the use of company personnel for booth staff purposes only and should not be used by companies to bring visitors into the Exhibition.
- Exhibitor's badges will **not** be mailed in advance and may be collected at the **Registration Desk** on arrival.

Service Passes: Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service passes are free of charge and may be collected from the Registration Desk on site.

Exhibition Badge Order Form

Please return to **Sari Berkowitz** at: **sberkowitz@kenes.com**, no later than **Wednesday, February 1, 2017**.

Company: _____

Email: _____

Contact name: _____

Tel: _____ Fax: _____

All stand personnel are required to register. **Two (2)** exhibitor badges will be given for the first 4 sqm booked and **one (1)** additional badge for each 4 sqm thereafter. Any additional staff members will be charged an exhibitor registration fee of **\$150 (USD)***.

* Companies can purchase a maximum number of exhibitor registrations as follows:

Booths of up to 6 sqm- 3 exhibitor registrations

Booths of up to 12 sqm- 4 exhibitor registrations

Registered stand personnel will receive:

- Badge with Company name
- Access to the Exhibition Hall
- Tea / Coffee / during official breaks

A maximum of 25 letters can be printed on the badge. Please indicate in the box below how you would like your **company name** to appear:

<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

Please indicate the total number of badges required. An invoice will be sent for all additional badges.

Description	Cost	Quantity	Total Cost
Free Badges	N/A		N/A
Additional Badges	\$150 (USD)		
Total			

SECTION 7: Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

The Smart Scanner

- On-line comments per scanned badge
- On-line expanded participant info
- Hand held
- Cost per unit - **\$400 (USD) + 4% CC surcharge**



The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **\$300 (USD) +4% CC surcharge**



Please Note:

- Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.
- In order to reserve your Lead Retrieval Wireless Barcode Reader, please return the Order Form on the following page.

Order Form -Lead Retrieval Wireless Barcode Reader

Please complete the following Order Form. Please note that if the system is not returned **one hour after the exhibition closing hour**, an additional **\$1500 (USD)** charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, Please complete the following form in your own handwriting and sign.
Please mail this form before **Wednesday, January 25, 2017** to the attention of Sarawanwalai Komolsil at: skomolsil@kenes.com

Number of **Smart Scanners** Requested: _____ (\$400 + 4% CC surcharge per unit)

Number of **Mini Scanners** Requested: _____ (\$300 + 4% CC surcharge per unit)

Company Name: _____

Email Address: _____

Telephone Number: _____

Card Type: Visa / MasterCard / AMEX: _____

Credit Card Number: _____

Expiration Date: _____

Security Digits (on the back of the credit card): _____

Name of Card Holder: _____

Date: _____

SIGNATURE of Card Holder: _____

SECTION 8: Rules & Regulations

Binding for all Exhibitors and their subcontractors

Security

- The Organizers will provide security guard service in the exhibition hall during off-show hours in all general area of the exhibition hall.
- Neither Sule Shangri-La nor Kenes Asia MP; the Organizers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the Organizers at the expense of the exhibitor concerned.

Smoking

- The ASEAPS 2017 Congress is a non-smoking Meeting.

Disposal of Material

- It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Damage to the Premises

- Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Fire Regulations

- Stand material and fittings must be of non-flammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Storage of flammable goods

- Empty packaging, rubbish, trash, wood, paper, straw, cardboard and other flammable material must not be stored in the halls.

Goods not allowed

The following goods are not admitted into Sule Shangri-La Hotel:

- Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.

Emergency exits

- Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be kept in full view at all times. Fire safety signs, emergency alarm buttons, emergency exits or exit signs should not be covered by any products/company signs, decorations or stand roofs.

Poster Hanging, Banners etc.

- Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of Sule Shangri-La Hotel is not allowed without prior written authorization.

Insurance (Compulsory)

- The neither Organizers nor Sule Shangri-La, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The Organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the Organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.
- Exhibitors are personally liable for all expenses incurred by the organizer or by third parties in regard to technical services provide.
- You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition. All staff working directly or indirectly for the external installation company will have to be properly insured, Kuala Lumpur Convention Centre declining any responsibility in case of accident or breach of employment regulations.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
- The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Special Effects

- Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall. Participation by exhibitors is dependent upon compliance with all rules & regulations stated herein.

SECTION 9: Stand equipment & services

STAND EQUIPMENT & SERVICES

ES SIGNATURE CO., LTD.

Htay Htay Lwin

Tel: +959 969 921 598

htayhtay@es-corp.co

View the attached order forms to enable easy ordering.

- Rules & Regulations in Exhibiting
- Form 1: Fascia Name-Shell Scheme Package
- Form 2: Furniture Rental
- Form 3 & 4: Electrical Supplies & Fittings Rental
- Form 5: Service Location Plan
- Form 6: Special Design of Space only or Upgrading of Shell Scheme Stands
- Furniture, Electrical & Lighting Catalogue

Dear All Exhibitors ,

CONDITION OF WORKING DURING SET UP AND DISMANTLE

			
NO CHILDREN ALLOWED	NO SMOKING	NO SLIPPERS	NO STANDING ON CHAIRS
			
NO SHORTS AND SINGLET	NO FOOD AND DRINKS		

RULES AND REGULATIONS

→ **STRICTLY** no **NAILING / STAPLER GUN / DRILLING , GLUE & PAINTING** or any other materials / tools that will damage the aluminium structures , laminated wall partition , furniture or other rental items .



- Exhibitors contravening the rules will be charges at RM150 per unit per item.
- Kindly clear your outstanding payments of furniture and electrical order, at our site office / Counter prior the build-up date of the exhibition or we reserve the right to recollect your orders.
- Power point is **NOT ALLOWED** for **LIGHTING PURPOSE**. Usage of such points for lighting purpose will be charged accordingly.
- All lighting connections work must be done by the **OFFICIAL CONTRACTOR** without any exception , exhibitors including those who provide their own lighting fixtures will be charged for lighting connection fee accordingly.
- All items ordered are on rental basis and exhibitors will have to responsible / liable for any damages or loss.
- Any compliants regarding furniture or electrical rental / installations must be lodged at the bay before the exhibition commences. Otherwise all items are deemed to have been received in good order.
- All portable items kept inside the counters are under your own responsibility and must be clear immeadiately once the exhibition over. We will not liable for any loss/damages of item kept.
- Please attach the key of the counters into the locker itself, if any. Exhibitors **WHO FAILED TO RETURNED THE KEY** will be charged **USD50**.
- Please approach our site office / counter for future assistance. Late orders are pending on stock availability with immediate payment. **OUR TERM OF PAYMENT IS CASH WITH ORDERS ONLY**.

We trust with your kind cooperation, we are able to run this exhibition efficiently & successfully.
We, **ES SIGNATURE CO., LTD**, a comprehensive professional service look forward to provide continuing value services to our client. Meantime, we wish you very success in your exhibition.

Thank you .

Form 1: Fascia Name-Shell Scheme Package

Submit the completed form to :

ES Signature Co., Ltd

Tel : +959 969 921 598

Email : Htayhtay@es-corp.co

Billing Information

Company Name : _____ Person in Charge: _____

Tel : _____ Fax : _____ Mobile: _____ Email : _____

Signature & Company Stamp :

Booth Type:

☐
☐

Shell Scheme - no fascia board

Customized booth by appointed contractor

☐
☐

Shell Scheme - with fascia board

Customized booth by ES Signature

Fascia Name : _____

Remark

Fascia Name is all in Capital Letter

Chinese Fascia name is charged USD 5 per wording

Additional charge for 2nd changing of company name

Contractor information (Fill in if not same as Billing Information)

Company Name : _____ Person in Charge: _____

Tel : _____ Fax : _____ Mobile: _____ Email : _____

INDEMNITY

We hereby agree to indemnify the Organizer, Official Contractor and Hall Management against claims arising from failure to comply all rules and regulations, any damages caused to the space, walls, ceilings, furniture, fittings, furnishing and others caused by use (Exhibiting Company / Organization), our agents or appointed contractors in the exhibition venue during build up, on show and dismantling period.

Company Stamp and Signature of Official Representative

Submit the completed form to :
 ES Signature Co., Ltd
 Tel : +959 969 921 598

Email : Htayhtay@es-corp.co

Billing Information

Company Name : _____ Person in Charge: _____
 Tel : _____ Fax : _____ Mobile: _____ Email : _____

Signature & Company Stamp :

No	Additional Order	Price per unit	Quantity
F01	Reception Desk @ 1000mmL x 500mmD x 750mmH	30	
F02	Round Table @ 900mmD x 750mmH	50	
F03	Easy Armed Chair	45	
F04	Bar Stool	35	
F05	Lockable Cupboard @ 1000mmL x 500mmD x 750mmH	50	
F06	Low Glass Showcase @ 1000mmL x 500mmD x 1000mmH	100	
F07	High Glass Showcase @ 1000mmL x 500mmD x 2000mmH	180	
F08	Netting (With 15 hooks)	35	
F09	Display Cube A @ 500mmL x500mmD x500mmH)	40	
F10	Display Cube B @ 500mmL x 500mmD x750mmH)	50	
F11	Display Cube C @ 500mmL x 500mmD x 1000mmH)	60	
F12	Display Shelf(slope/flat)	35	
F13	Folding Chair	5	
F14	Cloth Hanger(per meter/run)	25	
F15	Stainless Steel Brochure Rack / Zig Zag Brochure Rack	45	
F17	Folding Door 1m(W)*1m(H)*2.5m(H)	80	

No.	Electrical Items	Unit Cost (USD)	Quantity
E01	Spotlight (100W)	45	
E02	40W Fluorescent Light	30	
E03	LED Armed Spotlight	50	
E04	300W Flood Light	80	
E05	75W Metal Halide	60	
E06	150W Metal Halide	70	
E07	LED HQI	70	
E08	Power point 5amp/230V Single phase	40	
E09	Power point 15amp/230V single phase	50	

- Form 5: Service Location Plan

Submit the completed form to :

ES Signature Co., Ltd

Exhitbitor Company Name : _____ Person in Charge: _____

Tel : _____ Fax : _____ Mobile: _____ Email : _____

Name in Fascial Board : _____

Signature & Company Stamp : _____

—|— 40W Fluorescent Light

△ LED Spotlight (White)

△ LED Spotlight (Yellow)

△ LED Armed Spotlight (White)

△ LED Armed Spotlight (Yellow)

○ Halogen Down Light (White)

○ Halogen Down Light (Yellow)

□ Metal Halite (White)

□ Metal Halite (Yellow)

□ Armed Metal Halite (White)

□ Armed Metal Halite (Yellow)

⊕ 13A / 230V Power Point

⊗ 15A / 230V Power Point

⊕ 13A / 230V Power Point(24H)

⊕ 15A / 415V Isolator

⊕ 30A / 230V Isolator

⊕ 30A / 415V Isolator

⊕ 60A / 415V Isolator

⊕ 100A / 415V Isolator

⊕ Air Compressor

⊕ Lighting Connection

BACKWALL

SIDEWALL

SIDEWALL

AISLE



SYSTEM BOOTH UPGRADE



U33A



U33B



U33C



U33D



U33E



U36A



U36B



U36C



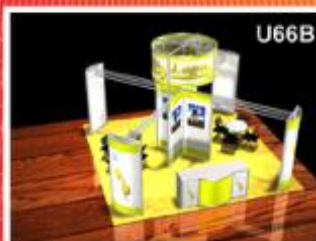
U36D



U36E



U66A



U66B



U66C



U66D

◀◀ www.esexhibition.com ▶▶

ES EXHIBITION & TENT SERVICES(MYANMAR)CO.,LTD

57, Room 1-B, Condo-1, Kyaik Wine Pagoda Road,
Mayangone Township, Yangon, Myanmar.
Tel: (+95)9 3156 7183

E-mail: info@esexhibition.com Website: www.esexhibition.com



Furniture & Electrical

F01. Reception Table (L1000mm x W500mm x H750mm) 	F08. Folding Chair 	(L1200mm x W430mm x H2000mm)  F12. Wall Unit (Book Rack)	 F16. Planter Box (L1000mm x W300mm x H2450mm)	(100w Armed Spotlight)  E02	(100w Spotlight)  E03	
(L1000mm x W500mm x H750mm)  F03. Lockable Cupboard	F09. Chrome Chair 	Double Side (L1000mm x W630mm x H1220mm)  F13. Island Unit (Book Rack)		(L1000mm x W300mm)  F17. Shelving	(50w Halogen Armed)  E04	(50w Halogen)  E05
Type A. (L500mm x W500mm x H500mm) Type B. (L500mm x W500mm x H750mm) Type C. (L500mm x W500mm x H1000mm)  F04. Display Box	F10. Easy Armed Chair 	(L1000mm x W500mm x H2100mm)  F14. High Showcase		(1000mm x 1000mm)  F18. Netting	(50w Halogen Downlight)  E06	(150w)  E07. Metal Halide
F05. Round Table (D800mm x H750mm) 	F11. Bar Stool 	(L1000mm x W500mm x H1000mm)  F15. Low Showcase		(H800mm)  F19. Q Stand	(300w)  F08. Flood Light	(40w Fluorescent Light)  E01
F06. Bistro Round Table (D600mm x H1000mm) 		(L1000mm x W500mm x H1000mm)  F20. Brochure Rack				
F07. Chrome Round Table (D800mm x H750mm) 						

www.esexhibition.com

ES EXHIBITION & TENT SERVICES(MYANMAR)CO.,LTD

57 , Room 1-B , Condo-1 , Kyaik Wine Pagoda Road ,
 Mayangone Township , Yangon , Myanmar .
 Tel : (+95)9 3156 7183

E-mail : info@esexhibition.com Website : www.esexhibition.com

SECTION 10: Venue services: Catering

Venue services must be ordered at least Fourteen (14) days prior to the event move-in date – February 2 2017.
STANDARD RATES and ONSITE RATES will apply after the deadline. ONSITE RATES are applicable for each on-site order.

Stand Catering

Catering is exclusive to Sule Shangri-La, and needs to be ordered in advance. For exhibitors wanting to bring their own coffee machines, a handling fee will be chargeable. However, please note that a Halal certificate is required for all consumable items (coffee beans, milk, etc.) and subjected to management's approval. If you would like to order a machine or other catering from the venue, please contact the Exhibition Services at

Stand Cleaning

The Organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter. Exhibitors interested in daily stand cleaning services should contact

For all enquiries please contact:

Exhibition Services

Sule Shangri-La Hotel

Mr. Nyi Nyi Zaw

T:(95 1) 242 828 Ext: 6312

E: nyinyi.zaw@shangri-la.com

Please refer to the below order form for venue services.



Sule Shangri-La

YANGON

ASEAPS Congress 2017
7th Association of South-East Asian Pain Societies Conference

Booth Catering Form

Please send the complete form with the payment information to:

Mr. Nyi Nyi Zaw
 Events Sales Manager
 Sule Shangri-la, Yangon
 223 Sule Pagoda Road, G.P.O BOX 888, Yangon, Myanmar
 Tel: +95 1 242828
 E-mail: nyinyi.zaw@shangri-la.com

Venue/Hall: _____ Event Date : _____
 Booth Name: _____ Booth No : _____
 Onsite Contact: _____ Mobile: _____
 Person _____

Billing Address

Company : _____
 Co Registration No : _____
 Attention : MR / MS _____ Designation : _____
 Address : _____
 City: _____ Postal Code: _____
 State : _____ Country : _____
 Tel : _____ Fax : _____
 Email : _____ Mobile : _____

Date	Delivery Time	Menu Code	USD	Qty	Total (USD)
Total					

Booth Catering Form

Code	Asian	Quantity	Incentive Rate	Standard Rate
A1	Vegetables Spring Rolls with Chili Dip (V)	20 pcs	\$10.0	\$11.0
A2	Peas and Potato Curry Puff (V)	20 pcs	\$13.0	\$14.3
A3	Seafood wonton (S)	20 pcs	\$18.0	\$19.8
A4	Chicken Spring Roll with Sweet Chili (V)	20 pcs	\$10.0	\$11.0
A5	Vegetable Curry Puff (V)	20 pcs	\$10.0	\$11.0
A6	Coconut and Coriander Fishcakes with Curry Mayonnaise	20 pcs	\$10.0	\$11.0
A7	Five Spice Prawn Skewer	20 pcs	\$25.0	\$27.5
A8	Mini Lamb Satay, Peanut Sauce	20 pcs	\$25.0	\$27.5
A9	Mini Chicken Satay, Peanut Sauce	20 pcs	\$12.0	\$13.2
A10	Cocktail Samosa with Mint Sauce	20 pcs	\$10.0	\$11.0
Code	Western	Quantity	Incentive Rate	Standard Rate
W1	Tomato Bruschetta (V)	20 pcs	\$10.0	\$11.0
W2	Smoked Chicken Sandwiches	20 pcs	\$10.0	\$11.0
W3	Bagels filled with Smoked Salmon and Crème Cheese	20 pcs	\$18.0	\$19.8
W4	Egg, Mustard and Mayonnaise Sandwiches	20 pcs	\$10.0	\$11.0
W5	Turkey and Cheddar Club	20 pcs	\$12.0	\$13.2
W6	Brie Cheese Baguette (V)	20 pcs	\$30.0	\$33.0
W7	Onion and Bacon Tart	20 pcs	\$15.0	\$16.5
W8	Mini Tomato and leek Tart	20 pcs	\$10.0	\$11.0
W9	Crumbed Risotto Ball with Gorgonzola (V)	20 pcs	\$30.0	\$33.0
W10	Maple glazed Chicken Roulade with orange chutney	20 pcs	\$25.0	\$27.5
W11	Chicken Brochettes with Lemon and Caper Aioli	20 pcs	\$25.0	\$27.5
W12	Lamb Souvlaki with Tzaziki Dipping Sauce	20 pcs	\$40.0	\$44.0
W13	Baked Asparagus and Mushroom Puff (V)	20 pcs	\$10.0	\$11.0
Code	Pastry	Quantity	Incentive Rate	Standard Rate
P1	Plain Croissant	20 pcs	\$12.0	\$13.2
P2	Banana Cake	20 pcs	\$12.0	\$13.2
P3	Plain Muffin	20 pcs	\$20.0	\$22.0
P4	Chocolate Muffin	20 pcs	\$20.0	\$22.0
P5	Blueberry Muffin	20 pcs	\$20.0	\$22.0
P6	Danish Pastries	20 pcs	\$20.0	\$22.0
P7	Pain Au Chocolate	20 pcs	\$20.0	\$22.0
P8	Mini Tiramisu Cup and Crushed Amareti	20 pcs	\$20.0	\$22.0
P9	Vanilla – Mango Jelly Roll with Exotic Fruit Salsa	20 pcs	\$20.0	\$22.0
P10	Butter Cookies (500g)	20 pcs	\$15.0	\$16.5
P11	Chocolate Cookies (500g)	20 pcs	\$15.0	\$16.5
P12	Chocolate Chip cookies (500g)	20 pcs	\$15.0	\$16.5
P13	Almond Cookies	20 pcs	\$15.0	\$16.5

Code	Noodles & Rice	Quantity	Incentive Rate	Standard Rate
NR1	Stir Fried Udon Noodle with Seafood and Black Pepper	10 portions	\$70.0	\$77.0
NR2	Fu Jing Fried Noodle with Prawn and Chicken	10 portions	\$70.0	\$77.0
NR3	Wok Fried Yellow Noodles with Chicken	10 portions	\$60.0	\$66.0
NR4	“Yang Chong” Fried Rice with BBQ Pork and Prawn	10 portions	\$70.0	\$77.0
NR5	Fried Rice with Salted Fish and Chicken Cube	10 portions	\$60.0	\$66.0
NR6	Fragrant Lotus Leave Rice with Dried Scallop, Chicken, Duck and Crab Meat	10 portions	\$70.0	\$77.0
NR7	Thai Style Fried Noodle with Seafood and Beans sprout (S)	10 portions	\$70.0	\$77.0
NR8	Vegetable Biryani	10 portions	\$60.0	\$66.0
NR9	Singaporean Fried Noodle (V)	10 portions	\$70.0	\$77.0

***All prices are in US Dollar.**

Rules & Regulation

- Sule Shangri-La Yangon has exclusive food and beverage distribution rights within the venue.
- Any outside food items brought into its premises for sale and consumption is strictly prohibited.

Note

- Disposable crockery and cutlery will be provided. Lost or missing crockery and cutlery will be borne by exhibitors.

Terms & Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** will apply after the deadline.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Sule Shangri-la Yangon 30 days after the show's closing date. All local or Oversea bank transfer charges are born by Client.
- Prices are inclusive of 10% service charge and 5% Government tax.

Type of payment

Cash ☐

Credit Card ☐

- If the payment is by credit card , please e mail a **clear photo copy of the front and back of credit card** to nyinyi.zaw@shangri-la.com

CREDIT CARD PAYMENT AUTHORISATION

I _____ Passport No _____,
hereby authorize, Sule Shangri-la Yangon to process authorized charges to the following credit card:-

Hotel accepts **VISA, MASTER and JCB**

VISA ☐

JCB ☐

MASTER ☐

Card No. _____

CVV No. _____

Name of Card Holder _____

Expiry Date _____

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form

Name: _____

Signature: _____

Date: _____

Company Stamp: _____

**Food & Beverage Brought from Outside the Hotel Premises
DISCLAIMER FORM**

EVENTS :

TIME/DATE :

ORGANIZER/CLIENT :

OUTLET INCHARGE :

I.....have requested to take in/consume left over food and beverages from the above mentioned event.

I hereby confirm that I am taking food and beverages into the Hotel premises with the full knowledge and understanding that the Hotel is not and will not be responsible for the quality of any of the food and beverages consumed hereafter nor for the previous hygienic storage and safekeeping of the said food & beverages, once brought into from the Hotel premises.

I acknowledge that the food & beverages requested to be taken in the Hotel premises has been verified by myself as being hygienic and all other factors or circumstances relating to its hygienic consumption have been noted and understood. I agree to observe and perform the conditions set out below in bringing the Hotel food & beverages into the premises.

1. I agree that the Hotel may at its absolute discretion withhold a certain portion of the food & beverages which may be deemed as unpackable for safe transportation or consumption.
2. I agree that if I do not collect any leftover portions of the food & beverages immediately after the event, that the Hotel may, at its absolute discretion, take any action it may deem appropriate to dispose of the portions.
3. I hereby waive all claims I may have or which may accrue to me against the Hotel, its employees, suppliers, management, proprietor or agents in the event of any liability, discomfort, injury or death suffered by any persons in connection with or arising from consuming the said food & beverages.
4. I shall indemnify the Hotel and its employees, suppliers, management, proprietor or agents against all claims, losses, damages, proceedings, costs and expenses which may be incurred or suffered by the Hotel in connection with or arising from any liability, discomfort, injury or death referred to in consideration no.3 and keep the Hotel indemnified from this point on.

Date this :.....

Name :.....Signature :.....