Welcome to the HIMSS22 APAC Health Conference & Exhibition Exhibitor’s Service Manual. Within these pages you will find all the information you require for a smooth lead up to the event and to create a successful onsite presence.

There is information on exhibition hours, the rules & regulations governing your participation, freight and shipping information, along with many other elements to assist you with the planning for this event.

Please be aware that elements of this manual may change. Therefore please refer back to the online manual continually to ensure that you are fully up to date with the latest information concerning your participation at HIMSS22 APAC Health Conference & Exhibition.

It is every exhibitor’s responsibility to read through this manual thoroughly and contact HIMSS if you should have any doubts at all.

Thank you.

Senior Specialist
Mr Chee Sin Soo (Mike)
cheesin.soo@himss.org
+65 6664 1192
# DEADLINE CHECKLIST

<table>
<thead>
<tr>
<th>Date Due</th>
<th>To Do</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 August 2022</td>
<td>Industry Speaking Session title, abstract, and speaker information due to be submitted to <a href="mailto:khamini.radarkrishnan@himss.org">khamini.radarkrishnan@himss.org</a> to be included in onsite guide. (Applicable only to sponsors with speaking session)</td>
<td>✓</td>
</tr>
<tr>
<td>26 August 2022</td>
<td>Sponsor profile material due to <a href="mailto:cheesin.soo@himss.org">cheesin.soo@himss.org</a> to be included in onsite guide</td>
<td></td>
</tr>
<tr>
<td>26 August 2022</td>
<td>Advertisement Artwork due to be included in onsite guide (If applicable)</td>
<td></td>
</tr>
<tr>
<td>26 August 2022</td>
<td>Sponsor profile material due to be included in onsite guide (if applicable)</td>
<td></td>
</tr>
<tr>
<td>26 August 2022</td>
<td>Sponsorship released if 100% of sponsorship balance is not paid</td>
<td></td>
</tr>
<tr>
<td>26 August 2022</td>
<td>Booth drawing due to HIMSS at <a href="mailto:cheesin.soo@himss.org">cheesin.soo@himss.org</a> for approval</td>
<td></td>
</tr>
<tr>
<td>26 August 2022</td>
<td>Exhibitor order forms due to service providers</td>
<td></td>
</tr>
<tr>
<td>26 August 2022</td>
<td>Register your Exhibitor and Client Badges</td>
<td></td>
</tr>
<tr>
<td>26 September 2022</td>
<td>The HIMSS22 APAC Set up begins &amp; Pre-Event Workshop</td>
<td></td>
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<tr>
<td>27 &amp; 28 September 2022</td>
<td>The HIMSS22 APAC Health Conference &amp; Exhibition</td>
<td></td>
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<tr>
<td>29 September 2022</td>
<td>Hospital Tours</td>
<td></td>
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</tbody>
</table>
CONTACT LIST

CONFERENCE & EXHIBITION MANAGEMENT TEAM

Website link: https://www.himss.org/event-himss-apac

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**Exhibits Services / Logistics / Production**
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**OFFICIAL STAND CONTRACTOR**

Mr Gede Leo Satria Wijaya
Project Executive
Tel: +62 812 3961 2059
Email: Gleosatria@samudra.co.id

**CATERING AND CONFERENCE SERVICES**

Ms Dyah Kartikasari (Tika)
Senior Sales Manager
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E: Dyah.kartikasari@baliconventioncenter.com
Booth rules and Regulations

1. Inline Booths
An Inline Booth is one or more standard (3m x 3m) units in a straight line.
Height: The maximum height of exhibit walls, fixtures and components must not exceed **2.5m**.

2. Perimeter Booths
A Perimeter Booth is an inline booth with one or more (3m x 3m) booths that are along an exterior wall of the exhibit hall.
Height: The maximum height of any feature within the booth may not exceed a height of **2.5m**.

3. Peninsula Booths
A Peninsula booth is an exhibit at least 18 sq.m (6m x 3m) having aisles on three sides with one or more display levels.
Height: The maximum height of the back wall facing the neighboring stand can be **3.0m**. Exhibit materials, components and identification signs (other than the back wall) will be permitted to a maximum height of **3.0m**.

Depth: According to international custom, peninsula stands must be built as openly as possible on two sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the stand.

All Peninsula booth plans must be approved by HIMSS and Bali Nusa Dua Convention Centre by **26 August 2022**.

*Non-Shell Scheme booth with custom design must be approved by HIMSS & Bali Nusa Dua Convention Centre. Your stand contractor shall not be permitted to build your stand if your booth drawings were not submitted and approved. Please send an overhead and an elevated side view with measurements to Mike Soo Chee Sin at cheesin.soo@himss.org by **26 August 2022**.*
4. **Island Booths**

An Island booth is an exhibit at least 36sq m (6m x 6m) having aisles on all four sides with one or more display levels.

**Height:** Exhibit materials, components and identification signs will be permitted to a maximum height of **4.0m** provided written approval is received from HIMSS.

**Depth:** According to international custom, island stands must be built **as openly as possible** on four sides. **No full solid walls** are allowed at the external boundaries of the stand. Because an island booth is separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

All Island booth plans must be approved by HIMSS and Bali Nusa Dua Convention Centre by **26 August 2022**

*Non-Shell Scheme booth with custom design must be approved by HIMSS & Brisbane Convention & Exhibition Centre. Your stand contractor shall not be permitted to build your stand if your booth drawings were not submitted and approved. Please send an overhead and an elevated side view with measurements to Mike Soo Chee Sin at cheesin.soo@himss.org by **26 August 2022***

5. **Multi-level and Covered Booths**

Are not permitted by HIMSS at Bali Nusa Dua Convention Centre

6. **Hanging Signs**

Are not permitted by HIMSS at Bali Nusa Dua Convention Centre

7. **Contractor Regulations**

a. Contractors must dismantle all stands, decoration, branding, all technical equipment and flowers, and the booth space should be returned to the venue totally empty and clean no later than **23:00hrs, on 26 September 2022**.

b. The Exhibitor is responsible to communicate all terms and conditions stipulated in this agreement, and will be directly held responsible to the venue in case of breach of any terms.

c. HIMSS and the venue owner is not responsible for any damage or loss to the exhibitors, contractors or their employees.

d. All items used by contractors for decoration must be made of certified fire-retardant material, as per the regulations of the local civilian defence.

e. Contractors must maintain no damage to the floors, carpets, venues’ walls and ceilings, and must cover the floors with using plastic sheeting and/or carpet to protect these assets before entering the venues with any equipment or decoration.

f. Contractors must coordinate the usage of the electrical power with the Official Show Contractor. All equipment must be tagged and tested prior bringing to site, installed and secured correctly to the local work standard.

g. All Contractors must disguise all cables in the venues, especially along the guests’ corridors.

h. All Contractors must keep the venues assets clean at all times. All set-up and dismantling trash **ARE NOT ALLOW** to be disposed in the loading bay area or around the venue / hotel Premises.
i. No poster or banners to be put on the walls without a written approval from HIMSS and Bali Nusa Dua Convention Centre

j. It is strictly prohibited to store any empty boxes or unused equipment at random around the venue premises.

k. All Contractors must use only the restrooms designated by the venue and not allowed to use any other facilities.

l. All Contractors should wear covered shoes (no thongs or sandals) and to be professional at all times.

8. Carpeting and Secondary Flooring
Please take note that carpeting will be provide only for Shell Scheme package exhibitors and exhibitors who took up for Raw space package must lay your own carpeting or secondary flooring on your assign exhibit space. Please be aware that carpet brought in to furnish exhibition stands becomes waste after the exhibition and must be removed and disposed of by your stand contractor.

9. On-site Storage
No storage space will be provided on-site, direct arrangement should be made with the Official Freight Forwarder; 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.

For Shipping information, please contact our Official Freight Forwarder APT Show Freight

General Rules and Regulations
HIMSS is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during HIMSS22 APAC Health Conference & Exhibition. Therefore, all exhibitors are expected to adhere to all rules and regulations stated in this service manual and on the back of your exhibit space contract. Objectionable activity will be reviewed by The HIMSS management and may be ceased or changed at any time during the course of the exhibition.

Building Regulations
No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the exhibition halls or any part of the building.

Demonstrations & Marketing Activities
Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Demonstrations should not obstruct the aisles nor prevent access to nearby booths. Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors’ booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning. If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space. Distribution of pamphlets, brochures, etc. must take place within your booth space only. Orders may be taken during the normal activity on the exhibit floor but retail sales are not permitted.

Direct Selling
Exhibitors are required to remain in their own booth space during exhibit hours. Solicitation outside your booth in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your purchased booth space, but retail sales are not permitted.
Subletting
Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor’s display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

Sound/Noise
The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited. The decibel level of sound emitting from your booth must not exceed 75 at the edge of the stand. Speakers must face into the exhibit booth itself and not into the aisles or into neighboring exhibits. Live music is prohibited in the exhibit hall. HIMSS reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.

Compressed Gas and Inflatables
Use of compressed gas or any inflatables is not allowed by HIMSS at HIMSS22 APAC Health Conference & Exhibition

Move-out/Dismantling
No move-out or dismantling is permitted before 16:30 Wednesday, 28 September 2022.

Unpaid Booth Balances
Final booth payment is due no later than 26 August 2022. On 26 September 2022, unpaid booth spaces will not be released. Any company with an unpaid balance will have their freight refused by HIMSS until the balance is paid in full. If your badges are denied due to your failure to pay the balance on your booth, HIMSS cannot be held responsible.

Children
No persons under the age of 18 are allowed on show floor at any time.

Smoking
Smoking is not permitted by HIMSS in Bali Nusa Dua Convention Centre during set-up, show days or dismantling day.

Food & Beverage
Bali Nusa Dua Convention Centre is appointed as the sole catering provider at the HIMSS22 APAC Health Conference and Exhibition. Any unauthorized food and beverage are not allowed at the event unless prior approval is given by the venue.

Property
All persons, including the Delegates, Exhibitors, Sub-contractors and their personnel, who bring property, equipment and/or goods into the Venue do so at their sole risk and expense. HIMSS and Bali Nusa Dua Convention Centre do not accept them into its charge or responsibility.

HIMSS or Bali Nusa Dua Convention Centre does not responsible or liable for:

a. any theft, loss, deterioration or other damage in respect of any goods, property or equipment brought into or onto the Hall and/or the Venue; and/or

b. the safekeeping of any property in or on the Hall and/or the Venue whether or not the property is deposited with the Hall.
EXHIBITION SCHEDULE

Exhibitor Badge Registration Hours:
Monday, 26 September 2022 14:00 – 17:00
Tuesday, 27 September 2022 08:00 – 17:00
Wednesday, 28 September 2022 08:00 – 15:00

Exhibit Hall Hours:
Tuesday, 27 September 2022 10:00 – 17:30
Wednesday, 28 September 2022 09:00 – 16:30
*Hall hours are subjected to changes.

Exhibitor Move-In Schedule:
Monday, 26 September 2022 10:00 – 23:00 (Raw Space Exhibitors only)
Monday, 26 September 2022 16:00 – 23:00 (All Exhibitors)
*All booths must be ready by 23:00 on 26 September 2022
*Hall hours may be subjected to changes

Exhibitor Move-Out Schedule:
Wednesday, 28 September 2022 16:30 – 23:00
*Hall hours are subjected to changes

IMPORTANT: No packing of equipment is permitted until the exhibition closes at 16:30 and No dismantling of stand or equipment could be done before 16:30 Wednesday, 28 September 2022.

FAQs

Q. What are the show dates for HIMSS22 APAC Health Conference & Exhibition?
A. 27 – 28 September 2022

Q. What are scheduled exhibition hours for set up, opening and breakdown?
A.
Monday, 26 September 2022 10:00 – 23:00 (Raw Space Exhibitors only)
Monday, 26 September 2022 16:00 – 23:00 (All Exhibitors)
*All booths must be ready by 23:00 on 26 September 2022
*Hall hours may be subjected to changes

Opening hours
Tuesday, 27 September 2022 10:00 – 17:30
Wednesday, 28 September 2022 09:00 – 16:30

Breakdown
Wednesday, 28 September 2022 16:30 – 23:00
Q. When are the education sessions?
A. Tuesday, 27 September 2022 08:30 – 18:30
Wednesday, 28 September 2022 08:30 – 17:10

*Hall hours are subject to changes

Q. When does exhibitor badge registration open online?
A. The Registration is opened, Register by clicking the link below.

Q. What are the critical deadlines I need to be aware of?
A. 26 August 2022 - Conference guide materials due (Advertisements, company profile and speaker information)
26 August 2022 – Register your staff for the conference

Q. What kind of attendees will be at this conference?
A. Presenting and attending will be healthcare professionals, who have the buying power for their organizations- providers, payers, suppliers, policy-makers, and government officials. There will also be clinicians, directors, administrators, informatics professionals, and academicians.

Q. What is the expected attendance for HIMSS22 APAC Health Conference and Exhibition?
A. We anticipate a strong participation of 1200 delegates in 2022.

Q. How much will it cost for me to exhibit?
A. Exhibit booths are sold in increments of 3m x 3m or 9 square meters.

Fees for each 3m x 3m booth are as follows:
Space Only
USD 6,500 Regular rate

Shell Scheme Package
USD 8,500 Regular rate

Q. What comes with my booth?
A.
Each 3m x 3m Raw Space Only package comes with the following items:
- Four (4) complimentary badges
- Additional exhibitor passes at USD300 each
- Company logo on event website and exhibit hall
- Lucky Draw
- Lead Retrieval Device

Each 3m x 3m Shell scheme package comes with the following items:
- Four (4) complimentary badges
- Additional exhibitor passes at USD300 each
- Company logo on event website and exhibit hall
- Lucky Draw
- Lead Retrieval Device
• Carpeting
• Octanorm Systems Wall Panel
• Fascia Company name and booth number
• 1 no. Reception Counter
• 1 no. High Stools
• 1 no. Waste Basket
• 1 no. power point
• 2 nos. Fluorescent Light

Q. How do I submit payment?
A. Credit Card - Please fax your invoice to Attn: Finance at +1-312-915-9209 and include the following information: name on credit card, credit card number, expiration date, amount authorized to charge, and signature of card holder.

Wire Transfer/ACH Information:
Bank: JPMorgan Chase
Address: 10 S. Dearborn Chicago,IL 60663
Phone: 866 954 3718
Swift Code: CHUS33
ABA Number: (021000021 WIRE) or (071000013 ACH)
Account Number: 5300097195
Account Name: Healthcare Information and Management Systems Society

Q. How can I see where my booth is located on the exhibit floor?
A. View the exhibit floor plan online here.

Q. Where can I locate marketing opportunities?
A. To increase attendance and help your company gain more exposure at conference, the conference organizers offer several marketing opportunities for exhibitors. These include direct mail, print advertising, cross-marketing and a public relations campaign.

In addition to these, your company will be included in conference materials including the Onsite Guide and the conference web site for a complete list, contact your sales representative:

Ms Shereen Woon, Business Development Director
E: Shereen.woon@himss.org
M: +65 9147 7819
OR
Ms Erin Noorman, Asst Account Manager
E: Erin.noorman@himss.org
M: +65 9721 2927
OR
Ms Yi Yan Ong, Asst Manager
E: Ong.yiyan@himss.org
Q. What if my company wants to hold an event in conjunction with HIMSS22 APAC Health Conference & Exhibition?
A. If you wish to hold an event in conjunction with HIMSS22 APAC Health Conference & Exhibition, please contact:
Ms Shereen Woon, Business Development Director
E: Shereen.woon@himss.org
M: +65 9147 7819
OR
Ms Erin Noorman, Asst Account Manager
E: Erin.noorman@himss.org
M: +65 9721 2927
OR
Ms Yi Yan Ong, Asst Manager
E: Ong.yiyan@himss.org

Q: How do I become a corporate member?
A. For information on becoming a corporate member, please contact:
Ms Shereen Woon, Business Development Director
E: Shereen.woon@himss.org
M: +65 9147 7819
OR
Ms Erin Noorman, Asst Account Manager
E: Erin.noorman@himss.org
M: +65 9721 2927
OR
Ms Yi Yan Ong, Asst Manager
E: Ong.yiyan@himss.org

Q. How is the weather in Bali Jakarta?
A. In September the average temperature is around 31 degrees C during the day and 22 degrees at night.

Q. What is the closest airport to Bali Jakarta?
A. Ngurah Rai International Airport is a 20-30-minute drive to Bali Nusa Dua Convention Centre, from which there are many international flights daily.

Q. Do I need a visa to enter Bali Jakarta?
A. Please read through the information via the link below to see if you require a VISA to enter Bali Jakarta:
https://bali.com/bali/bali-visa-indonesia-entry-regulations

If you are in any doubt then, it is always best to consult your local consular office for the latest information concerning coming into Bali

HIMSS can only provide a Letter of Invitation and proof of conference registration. We are not able to apply for a visa on your behalf.
Q. Hotel Booking
A. HIMSS has negotiated special rates with few hotels below for HIMSS22 APAC delegates. Please book your room through the link below to receive the discounted rate before 26th August 2022. Accommodation rooms and the negotiated special rate would be subject to availability at the time of booking after 26th August 2022.

**Bali Nusa Dua Hotel:**

**Conrad Bali:**

**Nusa Dua Beach Hotel and Spa:**

**Renaissance Bali Nusa Dua Resort:**
https://www.marriott.com/event-reservations/reservation-link.mi?id=165579234012&key=GRP&app=resvlink

**Sofitel Bali Nusa Dua:**

**The Luguna, a Luxury Collection Resort & Spa, Bali:**
https://www.marriott.com/event-reservations/reservation-link.mi?id=1656394924758&key=GRP&app=resvlink

Q. What kind of currency do I use?
A. The currency accepted is Rupiah (IDR Rp). US$1 converts to approximately IDR Rp 14,358.00

Q. What is the attire for the conference?
A. Business