



## **NOTE ON THE TECHNO-SHOW**

As of 17 February 2016

### **Purpose**

To showcase innovative, clever, interesting, and/or state-of-the art agricultural and food processing technologies

### **Duration**

23-24 June 2016

- Ingress/set up: afternoon of 22 June 2016 (set up may continue during morning of 23 June)
- Egress/dismantling: afternoon of 24 June 2016

### **Target Participants**

The organizer will invite and accept applications of potential exhibitors from the following:

- Private firms: multinational or domestic
- Public R&D institutions
- Inventors

### **Location**

Cafeteria Hallway, First Floor, Asian Development Bank Building

### **Physical Arrangements**

- Limited to 10-12 booths; one booth per exhibitor
- Each booth will be furnished with 1 table, 2 chairs, lights, and 2 power outlets – if more space is needed, please advise the organizer
- Items to bring, where possible: products (or replica) for display, laptop with big monitor, banner, brochures, name cards<sup>1</sup>

### **Cost**

- ADB will cover the cost of booth construction and dismantling.

### **Ingress/Egress Form**

This will be provided to the accepted exhibitors.

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<sup>1</sup> Experience suggests that tokens or giveaways tend to draw the crowd.

## Basic Procedures for Exhibitors

### General and Arrival Procedures

1. Names of exhibitors, drivers, and vehicle details (plate number, type, color) indicated in the Ingress/Egress Form will be registered. **Only pre-registered people and vehicles will be allowed to enter ADB premises.**
2. All exhibitors, including registered vehicles, are directed to enter through the ADB Guadix Gate, located at Guadix Drive, Ortigas Center. Please proceed to the Loading Dock upon securing event badges from ADB Guadix Gate. Please bring **at least one valid ID** (government issued) for verification. Wear your event badge and keep it visible at all times.
3. From the Loading Dock, secure necessary **gate pass from the Security and Engineering** personnel and attach a copy of the Ingress/Egress form you have previously submitted to ADB.
4. Upon clearance from the Loading Dock, please proceed to the ADB Cafeteria Hallway Area for the set-up. You may use the service lift and/or the service stairs.
5. Please use trolley in transporting heavy equipment and items. Hand-carrying items is discouraged as this may cause fall and damage to the flooring of the building.
6. Please ensure no damage to properties inside the ADB premises. Damages must be settled by your company.
7. The time designated by the organizer for ingress and egress must be strictly followed.
8. Exhibitors should make sure that display and exhibit materials are within the boundaries of the booth and not obstructing the flow of traffic in the exhibition area during ingress, exhibition, and egress.
9. Exhibitors are not allowed to leave any exhibit materials unattended along hallways, fire exits, and public areas other than the designated venue for exhibit. The organizer of the exhibit may confiscate items that are unattended in any of the public areas.
10. Please ensure to wear proper dress code while inside ADB premises (no sandals, slippers, sando or tank top, and shorts).
11. Exhibit booth must be attended by at least one representative of your company for the duration of the event, especially during peak hours, i.e. lunch time, before breakfast, and morning and afternoon breaks.
12. In case of any emergency, exhibitors are required to conform to ADB's safety requirements by following the instructions of Incident Response Team (security in blue uniform).

### Electrical/ Power Load

1. ADB's power rating follows the European Standard (220 Volts/60 Hz). Only equipment that matches this rating can be operated.
2. The maximum load per booth is 100 watts. Exhibitors will be provided with one outlet, two sockets per booth.
3. Only allowed electrical items indicated in the Ingress/Egress Form can be plugged into the power outlets. Please refer to the remarks in the form.

4. Bringing of extension cord is not allowed unless it has prior approval of ADB. Please take note of the maximum power load capacity of your booth space.

### **Chemicals and Waste Management**

1. Exhibitors are not allowed to bring any chemicals in any form to ADB premises without prior approval of ADB.
2. Exhibitors should bring their own waste collection bins. In case of any hazardous waste is expected, exhibitors should also provide a separate collection bin with proper label and clear distinction (e.g. color, size, etc.). Clearing and disposal of chemical wastes is the responsibility of the exhibitor.

**Note:** ADB reserves the right to stop the ingress and/or exhibit activity(ies) of the exhibitor for non-compliance to the exhibit guidelines, approved items for exhibit, and to ADB established ISO best practices and procedures.

Merchandise or 'For Sale' items are prohibited.

ADB, its management, staff and stakeholders cannot be held liable for any loss and damages to your exhibit materials. Your company is solely responsible for any damages and incidents that may arise due to your exhibit.

## **Dos and Don'ts for Exhibitors**

1. Accomplish the Ingress/Egress Form provided by ADB and submit it with complete details of all the equipment, materials, and other items (including screwdrivers, pliers, etc.) to be brought inside ADB premises.
2. Indicate the details of the delivery vehicle (plate number, type, color) and name of the driver and helper(s) for loading and unloading of your equipment and other materials in the Ingress/Egress Form.
3. Where necessary, bring push carts with rubberized wheels.
4. Convenience outlet is tandem; please bring your own adaptors.
5. For electrical equipment, advise the organizer of the rated voltage and wattage. ADB does not have transformers available.
6. Displays to be put on top of marble floors should have protection, i.e. carpets or rugs.
7. Comply with the appropriate dress code: no sandals, slippers, sando or tank top, and shorts during ingress, exhibition, and egress.
8. Do not park your vehicle inside ADB premises; access is limited to loading and unloading only.
9. Do not hang any exhibit items using nails; please use masking tape.