



25th World Congress of Dermatology

SINGAPORE 2023

3rd to 8th July 2023

PATIENT & DERMATOLOGY COMMUNITY VILLAGE MANUAL

DERMATOLOGY BEYOND BORDERS
SCIENCE • CARE • COMMUNITIES



ILDS



Dear Exhibitor,

These guidelines are designed to ensure that you enjoy safe, comfortable, and successful participation to the Congress.

The guidelines are constantly updated to take into account changes in laws, codes of practice and regional regulations.

Take your time and read this document carefully and submit the required details before the indicated deadlines.

In case you are using the service of an external exhibition house or communication agency, please make sure to share this manual with them as well.

Non-compliance with the obligations enclosed in this Technical Manual can involve the application of fines.

The Organising Secretariat reserves the right to make changes at any time, even without notice, to these Guidelines, with the aim of reducing risks for health, safety and environment, or improving prevention and protection measures.

Looking forward to working with you towards a successful Congress.

The Organizing Secretariat

MAIN CONTACTS

PROFESSIONAL CONGRESS ORGANISER

Hereunder referred as Organising Secretariat

TGI Singapore Pte Ltd

101 Cecil Street – #14-12 Tong Eng Building

Singapore 069533

T: +65 6816 0772

wcd2023singapore@thetriumph.com

CONGRESS CENTRE

Suntec Singapore Convention & Exhibition Centre

1 Raffles Boulevard Singapore 039593

T: +65 6337 2888

www.suntecsingapore.com

OFFICIAL GENERAL CONTRACTOR PICO ART INTERNATIONAL PTE LTD

Pico Creative centre 20 Kallang Avenue

Singapore 339411

Jacelyn.leong@pico.com

OFFICIAL FREIGHT FORWARDER DHL

Trade Fairs & Events (UK) Limited

Unit 17 & 21 2nd Exhibition Avenue

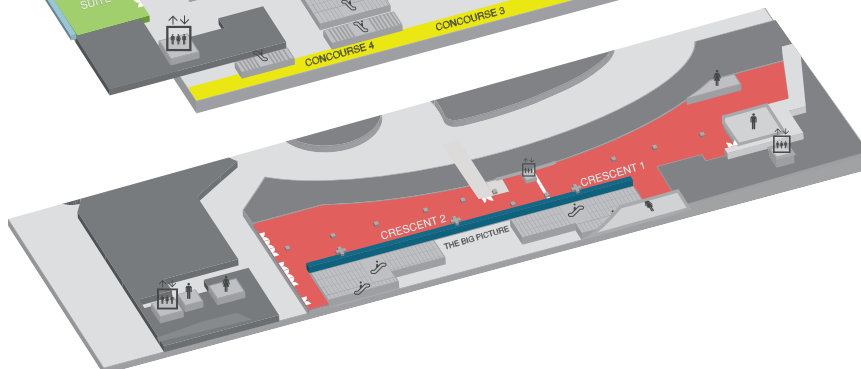
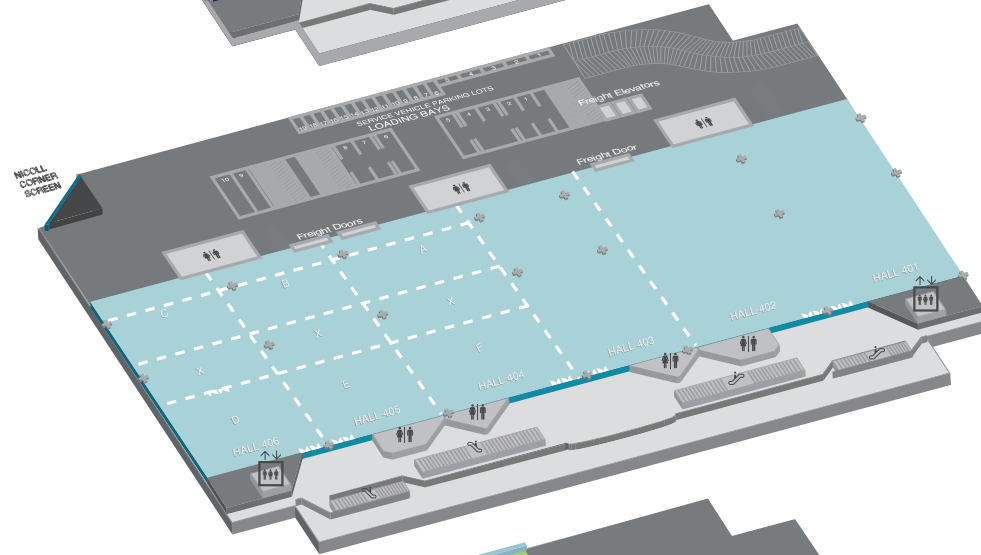
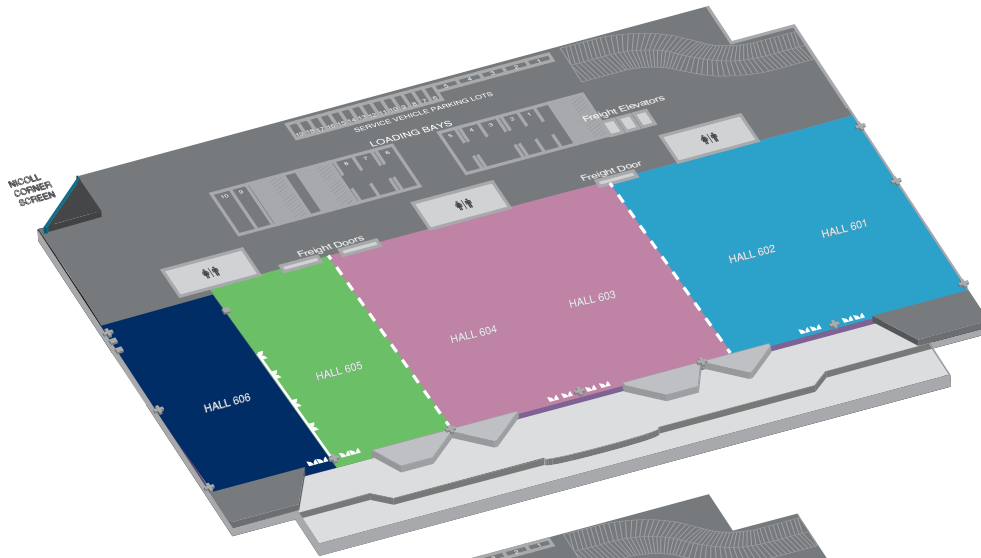
NEC Birmingham B40 1 PJ – United Kingdom

T : +44 121 782 4626

horst@dhl-exh.com Contact : Horst Froehling

Congress Venue

SUNTEC FLOOR PLAN



LEVEL 6

- Hall 601-602
 - Poster Area,
 - Common Area
 - Patient & Dermatology Community Village
- Hall 603-604
 - Plenary Room
- Hall 605
 - Hospitality Suites
- Hall 606
 - Breakout room

LEVEL 4

- Exhibition Area

LEVEL 3

- Scientific Session Rooms
- Registration area

LEVEL 1

- Entrance

PATIENT AND DERMATOLOGY COMMUNITY VILLAGE

All Societies that are interested in booking an exhibition booth for the whole duration of the congress, must directly contact our sponsor department:

wcd2023singapore@thetriumph.com

Deadlines

PATIENT AND DERMATOLOGY COMMUNITY VILLAGE	
Shell Scheme customisation order form submission	15 May 2023
Furniture & Technical services order forms submission	15 May 2023
Catering Services for booth (via Congress Venue)	30 May 2023
Lead retrieval system	31 March 2023

Timetable

DERMATOLOGY

Set up hours Monday 3rd July 2023 For all stands **7am - 4pm**

On Monday 3rd July all materials must be removed from the exhibition hall before 12am.

From 12am to 4pm only refinement is allowed.

All stands must be completed by Monday 3rd July 2023 at 4pm.

6th Floor Exhibition Opening Hours

Tuesday, 4th July 2023 **9am - 5:30pm**

Wednesday, 5th July 2023 **9am - 5:30pm**

Thursday, 6th July 2023 **9am - 5:30pm**

Friday, 7th July 2023 **9am - 12pm**

Exhibitors are allowed to access the exhibition hall from 8am in the morning.

Dismantling / Breakdown Friday, 7th July 2023 **12pm - 3pm**

Exhibitor Badges

- Exhibitor badges will be distributed on site at the Exhibitor desk in the registration area on Level 3, starting from Sunday 2nd July, 2023 at 12pm.
- Exhibitor badges allow you the access only at your booth at level 6
- Exhibitor badges do not allow access to scientific sessions.
- Exhibitors can access to their own Society session.
- Exhibitors who rent a Patient and Dermatology Community Village exhibition booth are entitled to a specific number of 3 free exhibitor badges.

Rules and Regulations

- The Organising Secretariat reserves the right to alter the layout of the exhibition floorplan, if necessary.
- The Organising Secretariat reserves the right in unforeseen circumstances to amend or alter the exact location of the booth.
- The Exhibitor undertakes to agree with any alteration or re-allocation of the booth by the Organising Secretariat.
- The Organising Secretariat is the sole competent authority as to problems arising from the interpretation of the enclosed regulations and their enforcement. Any expenses resulting from the non-observance of the regulations will be charged to the Exhibitor.
- The exhibition areas are to be used only during the specified opening hours.
- Avoid lights, spotlights, audio visual and other device which emit light, sound and/or smell that may annoy visitors or neighbouring stands.
- Please make sure that any object/element does not interfere with the aesthetics of neighbouring stands.
- Items that are left behind during set up and/or dismantling, will be removed at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred in such removals of abandoned exhibits.

CONSTRUCTION REGULATIONS

- Premises of the exhibit hall must not be altered. This prohibition includes hammering, use of nails, boring holes on walls or floors, painting, annexations of plugs and drills or threading of any kind, as well as hanging objects from structural elements and/or damaging the walls, columns and ceilings.
- All materials used in exhibition booth must entirely consist of fire-retardant materials and should be non-combustible and shall have a minimum flame spread rating of Class 2.
- No nails or screws shall be driven or holes drilled on the floors, walls, doors, pillars or other parts of the structure of the Exhibition hall.
- Adhesive-baked (stick on) decals or similar promotional items are not permitted in the Congress Centre. Any costs incurred for the removal of these items and repair of any damage caused will be charged to the Exhibitors.

F&B SAMPLING

F&B sampling and giveaways that conform to the below criteria are permitted without any additional charges. Permission must be required through the relevant form *F&B Sampling & Giveaways Permit* to be returned to **www.wcd2023singapore.com**.

- bite-size pieces up to 100g
- food must be non-perishable
- food to be pre-packed and must be distributed within the packaging
- samples must clearly state any allergens o samples must be clearly marked as a giveaway from a specified sponsor and not sold o used-by date must be displayed on the packet
- alcoholic beverage are not allowed
- non-alcoholic beverage are allowed, sampling of drinks 15ml or less

Garbage Disposal

DURING MOVE-IN AND MOVE-OUT PERIOD

The exhibitor shall be solely responsible and liable for the removal of garbage and waste materials from the exhibition and service area inclusive of loading bays and access ramps. The exhibitor shall remove all exhibits, stand fittings and other materials brought into the Congress centre for exhibition or other events, including materials scrapped and debris left behind at the end of the exhibition or event, from the Congress centre. In the event that the exhibitor fails to keep the exhibition and service area clean, the Congress centre will engage the services of a cleaning and waste disposal contractor and the charges incurred will be billed to the exhibitor.

THROUGHOUT EXHIBITION PERIOD

Wash basins and water closets in the toilets in the centre shall not be used for disposing of any form of waste, food or rubbish.

The cost of clearing blockages in the drainage system and of any other work taken by the centre arising from non compliance with this regulation will be charged to the exhibitor. The cleaning of the booth is a responsibility of the exhibitor.

Booth Set-up

For Booth customization please refer to our general contractor PICO.

Here below the relevant order forms:

- Shell scheme: [fascia name](#)
- Shell scheme: [graphics printing](#)
- Additional furniture: [furniture rental](#)
- Audiovisual [equipment](#)

Additional services

- Stand cleaning service
- Temporary staff

Relevant order forms will be published on www.wcd2023singapore.org **within the 16th of January 2023.**

Catering

To organise a catering service at the booth please contact the official catering of the venue, referring to the [relevant form](#).

Delivery, Storage And Handling

DHL Trade Fairs & Events (UK) Limited

Unit 17 & 21 – 2nd Exhibition Avenue

NEC Birmingham B40 1 PJ

United Kingdom

Phone: 0044 121 782 4626

Email: horst@dhl-exh.com

Contact: Horst Froehling

DHL Trade Fairs & Events UK Limited is the sole handling agent for the coming WCD 2023 Congress in Singapore.

To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services.

Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact DHL Trade Fairs & Events in order to coordinate the time schedule for unloading of freight into the venue.

DHL Trade Fairs & Events is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

To view the full WCD 2023 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please select the relevant links on the following page:

- [Official Logistic Order Form](#)
- [Shipping Guidelines](#)
- [Logistic Tariffs](#)

CUSTOMS REQUIREMENTS

Approval must be obtained from the Singapore & authority for controlled items. To obtain a full list of restrictions and importing conditions, please contact your freight forwarder. You may also contact our official freight forwarder, to DHL Trade Fairs & Events (UK) Ltd.

CONSIGNMENT INSTRUCTION

All exhibition goods dispatched either by sea freight or airfreight must be consigned to the official freight forwarder, regardless of the freight forwarder you may be using. They must be consigned "freight prepaid".

DO NOT consign your cargo to the organiser or to the exhibition centre.

Accommodation

All queries pertaining to accommodation, including group reservations should be addressed to: wcd2023grouphousing@thetriumph.com

Tips for a Sustainable Experience

A sustainable congress experience 



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