



WELCOME TO THE HIMSS QATAR EDUCATIONAL CONFERENCE AND HEALTH IT EXHIBITION 2017

07 - 09 DECEMBER 2017: SHERATON GRAND DOHA RESORT &
CONVENTION HOTEL, QATAR

EXHIBITOR MANUAL

Welcome to the HIMSS Qatar Educational Conference and Health IT Exhibition 2017 Exhibitor's Service Manual. Here, you can find all the information you need, such as exhibition hours, rules & regulations, shipping information, etc. to assist you in your planning for this event.

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

Thank you.

Exhibit Manager

Mr Soo Chee Sin

cssoo@himss.org



EXHIBITION SCHEDULE

EXHIBITOR MOVE-IN SCHEDULE

Thursday, 07 December 00:00 – 14:00 (Only for Raw Space Exhibitors)

Thursday, 07 December 09:00 – 14:00 (All Exhibitors including Shell Scheme Exhibitors)

*All Booths must be set up by 14:00 on 07 December 2017

EXHIBIT HALL HOURS

Thursday, 07 December 19:55 – 20:15

Friday, 08 December 11:00 – 17:45

Saturday, 09 December 08:00 – 17:20

EXHIBITOR MOVE-OUT SCHEDULE

Saturday, 09 December 17:50 – 23:59

The above information is still subject to be confirm, however it will be finalized and updated shortly. Please ensure that you check back regularly to keep track of any updates. Alternatively, please contact Mr. Soo Chee Sin at cssoo@himss.org if you have any doubts.



DEADLINE CHECKLIST

The follow table details deadline dates that are relevant to you and your participation at ASCP Pathology Update. Please review these dates carefully and put them into your diary.

DATE DUE	To Do	Done ✓
20 November 2017	Sponsorship released if 100% of sponsorship balance is not paid	
20 November 2017	Sponsor profile material due to be included in onsite guide	
20 November 2017	Advertisement Artwork due to be included in onsite guide (If applicable)	
20 November 2017	Speaking Session description due to be included in onsite guide (if applicable)	
20 November 2017	Register online for conference/exhibition pass (registration letter granted separately)	
20 November 2017	Booth drawing due to HIMSS at cssoo@himss.org for approval	
03 December 2017	Exhibitor order forms due to service provider	
07 December 2017 from 00:00 – 14:00	HIMSS Qatar 2017 Set-up begins	
07 – 09 December 2017	HIMSS Qatar 2017 Conference & Exhibition	



CONTACT LIST

HIMSS Conference and Exhibition Management Team

Exhibit Booth & Sponsorship Sales

Ms. Suhailah Ishak *Executive, Business Development*
+65-6664 1182 | sishak@himss.org

Exhibit Services/Logistics/Production

Mr. Soo Chee Sin *Exhibits Manager*
+65-6664 1192 | cssoo@himss.org

Media/Press

Ms. Melissa Leong *Manager, Marketing and Strategic Partnerships*
+65-6664-1181 | mleong@himss.org

Speaking Opportunities

Ms. Priscilla Heung *program Executive*
+65-6664-1183 | pheung@himss.org

Registration

Ms. Agnes How *Administrative & Meeting Services*
+65-6664-1189 | ahow@himss.org

Exhibits Service Provider

The Official Exhibition Services Contractor is SEQLIA. For each individual service listed below you will find a corresponding form within their event specific manual.

- Furniture,
- Electrical & Price List
- Audio Visual

The deadline for all orders to be placed with SEQLIA EX is on Sunday, 03 December 2017.

Eng/ Mohammed Kheir
Contact no: +974 33174362
Email: info@seqliaex.com

Ahmed Nayer
Contact no: +974 30969300
Email: a.nayer@seqliaex.com



Freight Forwarder

BCC Logistic

Charly Faddoul

Contact no: +974 44443436/7/8

Mobile no: +974 50150394

Email: charly.faddoul@bcclogistics.com

REGISTRATION

Online badge registration is now open and will remain open throughout the duration of Exhibition. Exhibitors will be able to make changes, additions, edits to their exhibitor badges. However you will require your initial reference number and email address used for the registration in order to do this. Pre-registered badges can be picked up onsite beginning on Thursday, 07 December 2017. **Badges will not be mailed in advance.**

EXHIBITOR BADGE REGISTRATION HOURS:

Thursday, 07 December	17:00 – 20:00
Friday, 08 December	11:00 – 17:00
Saturday, 09 December	08:00 – 16:00

TYPES OF BADGES

- Exhibitor Badges, complimentary as part of your sponsorship package

EXHIBITOR BADGES

- Allow access into Exhibit Hall during move-in/move-out
- Allow access into Exhibit Hall an hour prior to show opening and an hour post show closing
- Allow access into all education sessions
- Exhibitor badges are issued to company personnel and are designated *ONLY* for those individuals that are representing your company on the exhibit floor
- Complimentary registrations as per your sponsorship level.
- Badges will only be printed with the company name listed on the exhibit application and labelled as **EXHIBITOR**
- Please note that badge swapping is strictly prohibited



ADDITIONAL BADGES

- Per badges costs QAR 500 / USD 133
- Requested badges for clients can be labeled as **DELEGATE** but strictly only applicable for employee of hospitals, clinics, medical centers, government agencies and academic institutions
- Not valid for vendors, solution provider and consultant
- Name list must be submitted to ahow@himss.org and payment made prior to receiving registration notice

Lost Badges

- Lost badges may be duplicated for USD\$35 per replacement badge.
- Only one duplicate badge will be made per registrant.

For questions regarding Exhibitor and Full Conference Badge Registration, please contact:

Ms. Agnes How
Administrative & Meeting Services
Tel: +65 6664 1189
Fax: +65 6832 7728
Email: ahow@himss.org



EXHIBITING RULES AND REGULATIONS

1. INLINE BOOTHS

An Inline Booth is one or more standard (3m x 3m) units in a straight line. 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. 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 18.0 sq. m (6.0 m x 3.0m) having aisles on three sides with one or more display levels. The maximum height of the back wall facing the neighboring stand can be **2.5m**. Exhibit materials, components and identification signs (other than the back wall) will be permitted to a maximum height of **2.5m**.

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

Non-Shell Scheme booth with custom design must be approved by HIMSS. 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 Soo Chee Sin at cssoo@himss.org by **20 November 2017**

4. Carpeting and Secondary Flooring

There are existing ballroom carpeting throughout the exhibition halls. Please note that all exhibitors and contractors should must lay hardboard over the affected area of carpet before laying your own carpeting or secondary flooring. Carpet damaged as a result of stand materials or the building and removal of stands will be charged accordingly to respective vendor. Please be aware that carpet brought in to furnish exhibition stands becomes waste after the exhibition and must be removed and disposed of by the stand contractor.

5. HANGING SIGNS

Hanging of signs is not permitted.



RULES & REGULATIONS

It is important to comply with the rules and regulations as an exhibitor at the HIMSS Qatar 2017. Therefore, please be sure to read through all the rules and regulations found in the documents below.

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 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 HIMSS management and may be ceased or changed at any time during the course of the exhibition.

Building Regulations

No nailing or screwing shall be driven or holes drilled into the floors, walls, doors, pillars or other parts of the structure in 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 name plates, 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 kiosk must not exceed 75 at the edge of the stand. Speakers must face into the exhibit space 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 must cease.

Compressed Gas and Inflatables

Use of compressed gas or any inflatables is not permitted in the venue.

Move-out/Dismantling

No move-out or dismantling is permitted before 04:15pm on Saturday, 09 December 2017 in Dubai

(*Timing Subject to changes)

Unpaid Balances

Final payment is due no later than Monday, 20 November 2017. On Tuesday, 21 November 2017, unpaid spaces will be released. Any company with an unpaid balance will not receive their registration codes until the balance is paid in full. Full payment of the booth must be received in order for badges to be distributed onsite, including all staff and client badges. If your badges are denied due to your failure to pay the balance on your kiosk, 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 or in any location within the venue at any stage.

Property

All persons, including the Delegates, Exhibitors, Sub-Contractors and their personnel, who bring property, equipment and/or goods into or into either of the Venues do so at their sole risk and expense. HIMSS, the Academic Medical Centre do not accept them into its charge or responsibility.

HIMSS & Sheraton Grand Doha Resort & Convention Hotel are not responsible or liable for:

- a. any theft, loss, deterioration or other damage in respect of any goods, property or equipment brought into the Venue; and/or
- b. the safekeeping of any property in the Venue whether or not the property is deposited with venue

FAQs

Q. What are the show dates for the HIMSS Qatar 2017?

A. 07 – 09 December 2017

Q. When does exhibitor badge registration open online?

A.: It is now open for registration

Q. How many delegate attendees are expected to visit the conference?

A.: We would expect to see around 500 - 800 delegates.

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: How do I become a corporate member?

A. For information on becoming a corporate member, please contact:

Ms. Suhailah Ishak, Business Development, Executive.

Direct line: +65- 6664 1182

Email: sishak@himss.org

Q. If I do need a visa, who do I contact to receive my Letter of Invitation?

A. To receive an official Letter of Invitation, please register and pay for the conference and then email [Agnes How](mailto:Agnes.How@himss.org). HIMSS Middle East 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. What is the weather in Qatar?

A. In December, the average temperature is 31 degrees C (87 degrees F) in the day and 20 degrees C (68 degrees F) in the night.

Q. Where can I book my hotel at discount rate?

A. As a delegate, you receive discounts when you book at the Sheraton Grand Doha Resort & Convention Centre. Click [here](#) to enjoy special rates off your hotel stay during the event!

Q. What kind of currency do I use?

A. Qatari Riyal (US\$1 converts to approximately QAR 3.7)

Q. What is the attire for the conference?

A. Business