

Project Management Symposium

2013



Organized by
PMI Singapore Chapter

Exhibiting at the Project Management Symposium 2013

Regional Exposure on the Two Day Event with 1000+ Delegates expected from Singapore, Indonesia, Malaysia, Philippines and Thailand.

Projects are the core of any new development in any industry. They are the basis of change in our society, with major projects currently in progress in transforming our transportation, the way we communicate, how we entertain ourselves and most importantly on how we progress. The Symposium is the platform to bring the key persons together that make these projects happen and have the greatest influence on how these projects happen.

Network with key corporate decision makers and project influencing key stakeholders

Form a 1 on 1 relationship with the PMI leaders, Project managers in various industries and organizational leaders who attend the Symposium with a view on expanding their knowledge about Project Management and Services associated with it.

Who should exhibit

Why exhibit

- Be part of the solution to create better project management
- Benefit from the event's intensive marketing promotions and publicity campaigns
- Network with project managers, industry professionals, business leaders and academics
- Put your products and services in front of key decision-makers and buyers.

Who should exhibit

- Further education institutions
- Project management and services consultants
- Project support services and products
- Software tools vendors
- Planning and engineering support vendors
- Quality and Safety assurance vendors

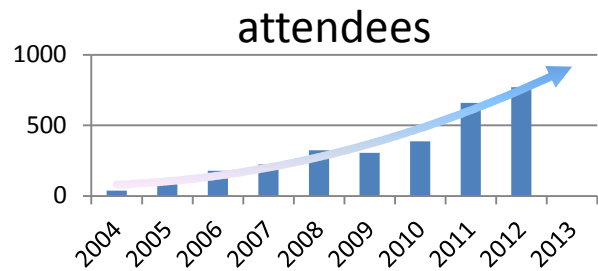
More business opportunities and more value

What better place to build new partnerships and raise the profile of your organization than at a milestone conference, gathering more than 1000 professionals from over 400 global companies.

Overall a highly cost effective means of marketing your organization to targeted audiences

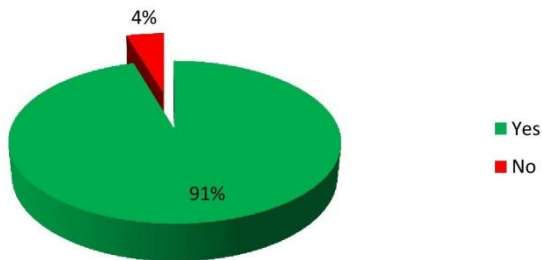
The Symposium history

*Annual attendance growth
has been more than by 15%*

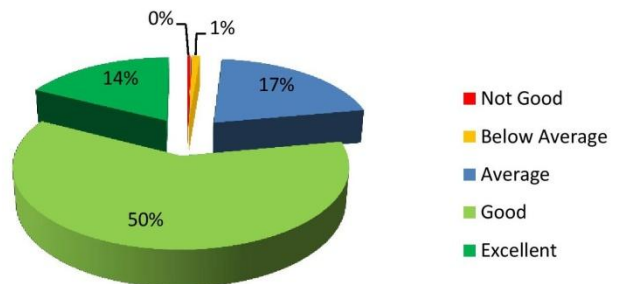


Feedback from the attendees show that the Symposium is of great value

Would you invite other people to attend this Symposium next year?

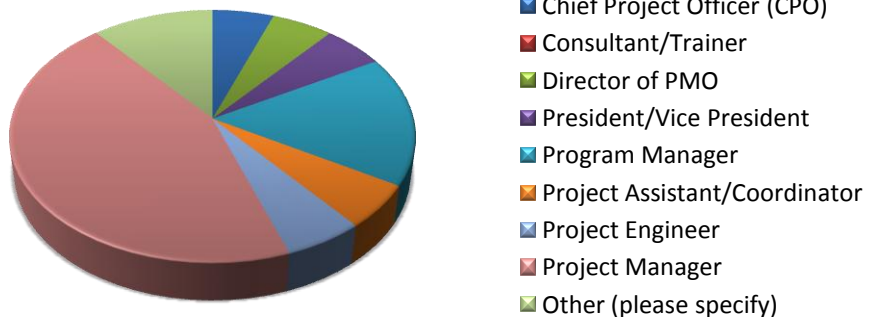


Overall Experience



Our attendees are from project backgrounds, but their employers are from across all industries

Attendees role within their company

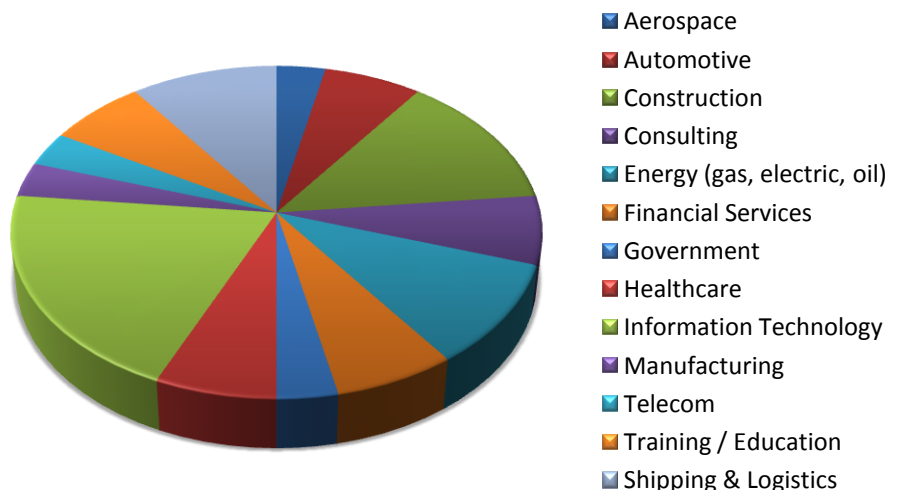


Project Management Symposium

Is the ideal platform to reach out to a range of delegates of all industries.

If your products are for Project Managers and their projects then the Project Management Symposium is the event to be represented at!

Attendees industry distribution



SPMI SYMPOSIUM EXHIBITION INFORMATION SHEET

Exhibitions are a trading platform for buyers and suppliers. They provide exhibitors the opportunity to showcase and demonstrate their latest products and service to their potential customers

Stand options

Exhibition Spaces are divided into 3x2m (6m²) spaces. Exhibitors may book a single such space, or multiples of such a space. Multiples can be either in a 3x4m format, 6x2m format or a 3m x 5m corner (with 2m depth at all times) each such space allows you 12m² area. Generically spaces are placed against the exterior walls of the hall, with only request of the 3x4m being placed centrally.

Space Only

This option provides floor space only (carpet or other flooring is not included). This is the best option for you, if you are planning to have a custom design stand built. All custom stand builds will need to provide documentation for our approval.

Space & Shell Scheme

This is the most popular option for exhibitors. In this option we provide both exhibition space and a standard shell scheme (also commonly known as a booth), this includes walls, fascia (signage with your company name), a 13Amp power point, lighting and a table with 2 chairs.

All exhibit spaces will be given on a first come first served basis, with the only exception of platinum sponsors who will get priority on any area (please see sponsor ship package for more details on sponsoring the event).

Pricing

| Size | Booth style | |
|------------------|-------------|----------------------|
| | Space only | Space & Shell Scheme |
| 6m ² | 2000 | 2500 |
| 12m ² | 3200 | 4200 |

Early registration will receive a 10% discount on above pricing. Early bird closes on the 31st of July and full payment needs to be made before this date to qualify.



Entitlements

| Item | Exhibitor Benefits | Notes | |
|------|---|-------|---|
| 1 | Logo in Handbook | Yes | Under exhibitor listing |
| 2 | Exhibitor participation on our website and facebook page | Yes | From full payment onwards |
| 3 | Assured Speaking Slot. Topic and Schedule to be approved. | No | Application through standard speaker application process |
| 4 | Sponsorship opportunity upgrade | Yes | Please see Sponsorship package |
| 5 | Complimentary Parking Coupons for 2 Days | Yes | 1 per day |
| 6 | Placement of souvenirs in Goodies Bag for each delegate | Yes | 1 item |
| 7 | Access to attendee list for Post Conference Follow-up (only of attendees who have approved) | No | |
| 8 | Exhibition Booth Helpers granted access to lunch and tea-breaks. Non Symposium Delegate | No | Only fully paid delegates are permitted |
| 9 | Brochure Distribution and Promotion beyond Booth Space, during tea breaks | Yes | Within 1 meter of booth space not overlapping neighbours space. |

Terms and Conditions for sponsorship application

1. **Definition and Acknowledgement of Terms and Conditions:** The “Applicant”, defined herein as the entity submitting this exhibition application form to PMI Singapore Chapter. By submitting a signed copy of this exhibition application form, the exhibitor acknowledges and agrees to abide by the terms and conditions specified in this document.
2. **Submission Period:** Please submit this completed form along with your updated high quality image (300ppi, 150px x 150px) of your company’s logo or image with name to **sponsors2013@symposium.sg**. The high quality image allows for PMI Singapore Chapter, to reproduce onto its online and printed marketing material. This exhibition promotion for the event will cease, once all the exhibiting spaces have been filled, for PMI Singapore Chapter, to finalize and prepare all logistics for the event.
3. **Early Bird and Normal Rate of Exhibition:** The table above lists the “Early Bird” and “Normal Rate” for each type of exhibiting space. Early Bird Price will be from April 1st, 2013 up to July 31st, 2013 only, after which the Early Bird Price will be replaced with the Normal Rate. All prices are in Singapore Dollars Nett. PMI Singapore Chapter is not a registered GST Entity and will not charge GST.
4. **Exhibitor Application Process:** The following is a step by step general process for the application of exhibitor space at the PMI Singapore Project Management Symposium. Submission of duly completed forms does not entitle for the exhibitor rights automatically. The application will be reviewed and you shall be informed based on the following application process below:
 - a. The Applicant fills in the required exhibitor application form and forward to **sponsors2013@symposium.sg** for processing.
 - b. A PMI Singapore Chapter Representative will contact the applicant for to confirm the details and discuss the options.
 - c. Once finalized the Applicant will need to pay the required Fees by Cheque, payable to **“Project Management Institute Singapore Chapter”**.
 - d. Payment is payable within 30 days after confirmation of exhibition application of the applicant by a PMI Singapore Chapter Representative.
 - e. Payment of early bird rate must be received before July 31st 2013, (Early bird closing date)
 - f. The Applicant will need to submit to PMI Singapore Chapter the following at least 1 month before the start of the Symposium Event (i.e. before September 9th, 2013) :
 - i. All company details for the Symposium Booklet. Layouts, fonts and size will be modified by PMI Singapore Chapter to make the Symposium Booklet uniform and within the allowed marketing dimension specifications.
 - ii. A High Quality, 10 Megapixel and above, image of the exhibitors’ Logo, with or without words. Kindly take note that all banners, booklet ad space and booths are of uniform or defined in size, which means if the exhibitor would want the complete name of the company printed on the promotional materials, the image will be resized accordingly to fit.

note that late submission of your images and marketing material will result in not being included. PMI Singapore Chapter will not take the responsibility for your late submittal and the resulting non-inclusion in the booklet or any other produced marketing material.
 - g. The Applicant will need to submit to PMI Singapore Chapter the following at least 1 week before the start of the Symposium Event (i.e. before October 2nd, 2013) :
 - iii. List of all staff that will be manning the exhibition booth during the 2 day symposium
note only 2 staff per 6m² will be permitted at any one time during the opening hours of the conference.
5. **Booth Size Information and Selection**
 - a. Booths are bare shell design, and include only a table and 2 chairs. Any further design or adjustments are the responsibility of the applicant. We place no restriction upon the design of the booth within the assigned area (as long as it is non-offensive in any means) or the contractor engaged.
 - b. No marketing material, banners or otherwise may be hung or suspended in any way from the venue hall walls or fittings. All exhibitors display material must be within the bounds of the assigned booth area and self supporting.
 - c. Only Platinum and Gold Sponsors can select the location of their booths on a first come first served basis. Gold Sponsors should give way to the Platinum Sponsor, when the selected booth location of the Platinum Sponsor is already selected by the Gold Sponsors. PMI Singapore Chapter Sponsor Representative, will liaise with each Exhibitor on the layout and selection of the booths separately.
 - d. Booths will be located within an exhibition hall, which is the same area where all coffee breaks, snacks and meals are served.
 - e. Exhibitors may distribute flyers to attendees to a maximum distance of 1m from their booths and this must not interfere with adjacent booths. No permanent fixtures are to be placed outside the booth area.

6. **Restrictions and Security:** To enhance the overall experience of the delegates and protect legitimate Symposium Sponsors, PMI Singapore Chapter will be assigning authorized staff under direction of the Event Management Team and will be supported by the Security Staff of Marina Bay Sands Convention centre on an as needed basis.
- No distribution of marketing materials will be done outside the booth area, except for the Platinum Sponsor.
 - No un-authorized exhibitor will be permitted to erect banners, notices or distribute marketing materials and brochures during the event. Un-authorized person will be asked politely to leave the Symposium Area within the allotted time, before contacting the venue security team.
 - Color Coded ID Badges will be issued to the delegates, booth operators, speakers, event handlers and board members for easy identification on the level of access authorized.
 - No offensive banners, logo or wordings will be allowed during the symposium event by PMI Singapore Chapter.
7. **Cancellation Policy and Fee:** The following cancellation fee applies for all exhibitors packages.
- 50% exhibition Fee Refund Nett: If the cancellation is made on or before August 9th, 2013.
 - 30% exhibition Fee Refund Nett: If the cancellation is made on or before September 9th, 2013.
 - There will be no refund if cancellation is made after September 9th, 2013, since the Symposium Booklets, Booths and Banners are now under full production for the Symposium Event.
8. **Arrival on the Venue:** The approved exhibitors (Booth Operators and Symposium Delegates) should be at the venue at least 30 minutes before the start of the event each day, in order to register, prepare the Booth and your individual marketing materials.
9. **Disclaimer:** PMI Singapore Chapter, its authorized Event Management Team and Marina Bay Sands Convention Centre will be rendered harmless and free from any liability whatsoever, for actions and items beyond its control. This includes but not limited to loss, damage or theft of any sponsor materials and equipment during the event. PMI Singapore Chapter, reserves the right to modify and/or substitute sponsor entitlements due to unforeseen circumstances

Looking to stand out from the crowd?

Boost your brand by becoming a sponsor

We have creative sponsorship package tailored to promote your brand throughout the conference. If you have interest in exploring this further and seeing on how your brand can get maximum exposure, please do not hesitate to contact us. For more information, [download the sponsorship pack](#) or contact the sponsorship team at sponsors2013@symposium.sg.

Gain extra visibility by advertising with us

Strategically position your brand, reach a highly targeted audience and attract relevant traffic to your website by choosing from our convenient online and print advertising options:

- [Symposium webpage](#)
- [PMI Singapore Chapter Homepage](#)
- [Chapter e-newsletter](#)
- Venue entrance pillar
- Symposium bag sponsor
- Symposium delegate badge sponsor
- Symposium Handbook back page or other page inserts.

For detailed information as well as for advertising options beyond the conference, [go to the 2013 sponsoring page](#) or contact sponsors2013@symposium.sg.

Please contact us with your interest to sponsor us and to receive the application form
sponsors2013@symposium.sg

9-10 October 2013, Sand Exhibition and Convention Centre, Singapore | symposium.sg

EXHIBITION APPLICATION FORM

PLEASE FILL IN THE FORM AND RETURN THIS SIGNED AGREEMENT
BY EMAIL TO sponsors2013@symposium.sg

Need help?

Please do not hesitate to contact
our support team at
sponsors2013@symposium.sg
or by phone:
PMI Singapore chapter secretariat
+65 6327 5688

1. Exhibitor

COMPANY NAME: _____

ADDRESS: _____

COUNTRY: _____ POSTCODE: _____

KEY CONTACT: _____

POSITION: _____

TELEPHONE: _____ MOBILE: _____

EMAIL: _____

WEBSITE: _____

COMPANY INDUSTRY: _____

2. Booth

| SIZE | Booth style | | | |
|------------------|--------------------------|---------|--------------------------|---------|
| | Space only | PRICE | Space & Shell Scheme | PRICE |
| 6m ² | <input type="checkbox"/> | \$2,000 | <input type="checkbox"/> | \$2,500 |
| 12m ² | <input type="checkbox"/> | \$3,200 | <input type="checkbox"/> | \$4,200 |

Early registration will receive a
10% discount on pricing.
Early bird closes on the 31st of
July and full payment needs to be
made before this date to qualify.

PREFERRED LAYOUT OF 12m² BOOTH: 4mx3m BLOCK, 6mx2m LONG OR 3mx5m (2m DEPTH) CORNER (PLEASE CIRCLE)

3. Brand details

DISPLAY NAME: _____

LOGO ATTACHED: yes / no

4. Additional conference passes

For delegate symposium passes, if your organization is to sponsor attendees, we are happy to discuss a discount package with you if your company brings in more than 20 attendees.

5. Acceptance and Authorized

| | | |
|-----------------------------|---------------------------|---|
| By (PRINT name) | Date | The undersigned confirms that he/she is duly authorized on behalf of the company and acknowledges that he/she has read and accepts the terms and conditions of sale. |
| On behalf of (company name) | Signature & company stamp | |