

EXHIBITOR MANUAL



#ATMsAsia2019

ATMIA Asia 2019
Education • Advocacy • Connections

**ATM Innovation
& Security Congress**

19-21 November 2019 • Shangri La Hotel, Kuala Lumpur, Malaysia

Important:

*Please pass this document on to the person making the exhibit arrangements.
For any questions, please contact Reena Kaur at ATM Industry Association,
+44 01708 747174*

Introduction

The following pages will provide you with all the information you need to ensure a successful exhibition at the Asia ATM Innovation & Security Congress 2019. If you have any queries, please do not hesitate to contact us.

We would like to take this opportunity to wish you a very successful event.

General Information

Exhibitor Contact Information

ATM Industry Association

Reena Kaur, Conference Director, Exhibition & Sponsorships - Europe, ME and Asia

Tel: +44 (0) 1708 747174

Email reena.kaur@atmia.com

Attendee Registration Queries

ATM Industry Association

Mary Lawrence, Conference Director, Europe, ME and Asia

Tel: +44 (0) 23 9311 7194

Email Mary.lawrence@atmia.com

Conference Hotel

Shangri-la

11 Jalan Sultan Ismail

Kuala Lumpur

Wilayah Persekutuan

50250 Malaysia

Hotel Contact

Adelene Choo, Events Manager

Shangri-la Hotel Kuala Lumpur

11 Jalan Sultan Ismail, Kuala Lumpur, Wilayah Persekutuan, 50250 Malaysia

☎ +603 2074 3551 www.shangri-la.com/kualalumpur

Email adelene.choo@shangri-la.com

Exhibit Company – Stand Set Up

PIEE INTERNATION SDN BHD

Block D-1-9, Plaza Arkadia,

No.3, Jalan Intisari Perdana Desa Parkcity

52200 Kuala Lumpur

Malaysia

Tel: +603 9212 4885

Email ken.low@piee.co.id

Location

Kuala Lumpur International Airport is located 43 kilometres south of the city centre. It takes approximately 45 minutes from Kuala Lumpur International Airport to reach Shangri-La Hotel, Kuala Lumpur. There are several options to reach Shangri-La Hotel, Kuala Lumpur. Guests can choose between hotel limousine pick-up, express train and taxi.

Map

You can see the map [here](#)

Taxi

Budget taxis that require purchase of a coupon are also available. Coupons can be purchased at any budget taxi registered counter in the airport arrival hall.

Train

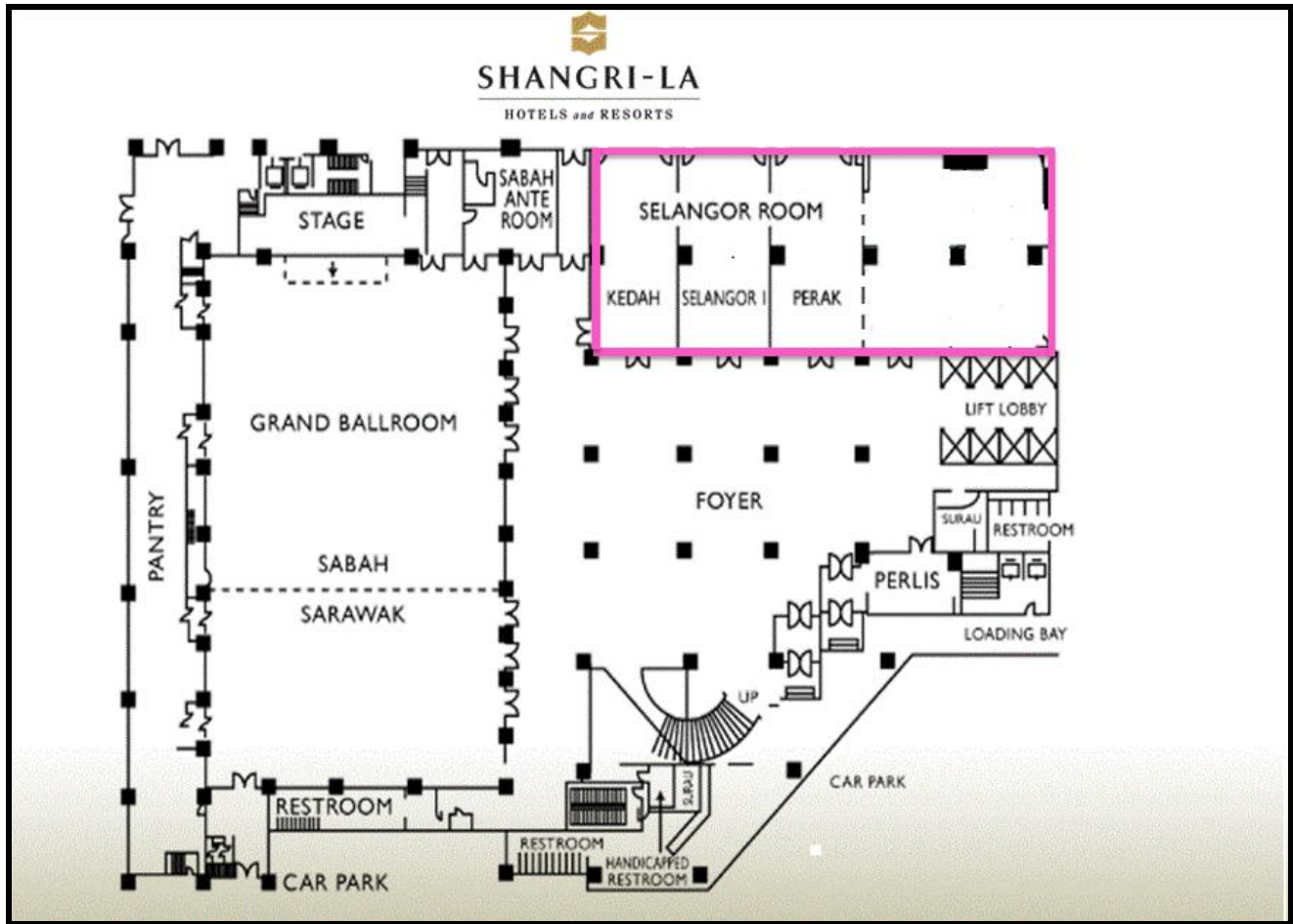
Guests may also ride on the KLIA Express train. The non-stop journey between KL Sentral and KLIA takes only 28 minutes.

The KLIA Express operates at 15-minute intervals during peak hours and 20 minutes during off-peak. This service is available between 5 am and 1 am daily. A one-way ticket on KLIA Express is approximately MYR 55.

From KL Sentral, it is a 20-minute taxi ride to the hotel. Taxi coupons are available at any registered counters at the arrival hall of KL Sentral, costing approximately MYR 17.

Exhibition Arena

The exhibition will take place in the Selangor & Melaka room and the conference in the Sabah room. Please see layout below



The exhibition plan can be viewed online at

<https://www.atmia.com/conferences/asia/exhibitorsponsor/> and you can also find the exhibitor kit <https://www.atmia.com/conferences/asia/exhibitorsponsor/exhibitor-kit/> which you must read and also complete the forms.

Access

Access for exhibitors will be from Monday 18th November from 1pm. Ken Low is the stand contractor for this conference and they will set up the exhibit hall on the morning of the 18th November. You can visit the exhibition hall only once this has been set up.

Exhibition Deliveries

Deliveries to the hotel will be accepted 4 working days prior to the commencement of the event. Early deliveries may be refused and returned to the courier; unless otherwise agreed. If you are bringing an ATM, please do not have this delivered until 18th November 2019. All deliveries are to be marked as follows:-

ASIA ATM Innovation & Security Congress - 2019

19th – 21st November, 2019

Attention: Adelene Choo

Shangri-la Hotel Kuala Lumpur

11 Jalan Sultan Ismail

Kuala Lumpur

Wilayah Persekutuan,
50250 Malaysia

- Client contact details: Your contact person onsite
- How packages are being sent: e.g. box 1 of 3

The above details should be noted on each box.

International shipping

Shipping Company: **R.E. Rogers (Malaysia) Sdn. Bhd.**

Your contact is Syed Amirul Hafidz

General Manager

Tel : +603-55108611 Fax : +603-55106296

E-Mail : amirul@rogers-asia.com / info@rogers-asia.com

Website : www.rogers-asia.com

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If you have arranged for your literature to be distributed at the event – please mark the package '**FOR INCLUSION IN CONFERENCE BAGS**'.

Booths

Booth spaces 1-26 have a shell scheme and all other booth spaces are free standing spaces (i.e. no shell scheme). For attaching graphics or posters etc. to the walls of the shell schemed booths the shell scheme builders only recommend the use of (the hook velcro, double sides tape and sticker material of graphic and posters, can be ordered from our shell scheme providers. Please contact him via email ken.low@piee.co.id or call + 62 21 2956 9471 / 72

If blue tack, staples or pins are found to be used on the panels or sticky tape on the panels or aluminum frame, then you may be charged for repair or replacement. The shell scheme builders offer a service of producing graphics for the backdrop of the shell. Please contact ken.low@piee.co.id for further information or a quote.

Power

Please contact ken.low@piee.co.id on how much power you will need for your ATM machines at your booth.

Furniture, Electrical and AV

The hotel can provide you with chairs. If you require any other furniture items, please contact ken.low@piee.co.id and he can set you up with access to their online catalogue and ordering system. Each booth will be provided with:

- 1 x information counter
- 2 x black leather arm chair
- 2 x power socket – 13amp
- 6 x spotlight
- 1 x waste basket

Exhibit Hours

Break times can change as the programme evolves. Please see the online agenda for the most up to date schedule:

<https://www.atmia.com/conferences/asia/agenda/#2019-11-19>

Exhibitor Badges

These will be available for collection from the registration desk on Tuesday 19th November from 7:45am. Please register your exhibitors [here](#)

Welcome and networking evening

The networking evening will be taking place on Tuesday 19th November in the expo arena from 5:30pm – 8.00pm. This is a chance to network with the delegates and other exhibitors.

Security

Security will be provided by the hotel and the exhibit hall will be locked during non-conference hours. While show management exercises reasonable care in safeguarding your property, neither ATMIA nor any of their officers, agents, or employees assume responsibility for such property. Do not leave unpacked display materials unattended. Securely fasten all lightweight high-theft-risk items to display boards or lock in showcases. Personal items of value should never be left unattended (esp. handbags, phones, and laptops). During move-out, exhibitors should remain with their goods and merchandise until it is picked up or receipted for in a designated storage area.

Liability Insurance

Exhibitors must make sure the company insurance includes extraterritorial coverage as well as theft, public liability, and property damage insurance covering travel to the show, during the show, and in transporting equipment to its next destination. **ATMIA requires a copy of each company's proof of insurance. Email it to Reena Kaur (reena.kaur@atmia.com) by October 31, 2019.** Exhibitors should be aware that ATMIA take no responsibility for loss, theft, or disappearance of property.

Program Advertising

Your company can now place an ad in the conference program of events. Everyone attending the conference receives a program of events so your company message is guaranteed to go home with all who attend. Full and half page ad sizes are available in full color.

Tear-Down Hours

You may dismantle your booths at 4pm on the 21st November. All booths and other equipment must be out of the exhibit hall by 19:00.

Exhibition Collection

Collections: Goods must be collected by Thursday 21st November after the event closes. All boxes must be clearly marked with the following information:

Box/Material Collection Labels:

Event Finish Date: Thursday 21st November 2019

Event Name: ASIA ATM Innovation & Security Congress

Location: Shangri-la, Kuala Lumpur

Stand Number

Number of boxes

Courier Company

Contact name and phone number

Box destination

Receiver contact name and phone number

Conference Passes & Registrations

Each 3m x 2m booth is entitled to two complimentary full conference passes, or three, if you have a double booth. The full conference pass allows access to the conference, including entrance into each general session, the exhibit hall, all coffee breaks, lunches, the drinks reception on day one, and provides that person access to the conference presentations after the event. All other full conference passes for people within your company may be purchased for the discounted rate of US\$800. Name badges should be worn at all times to guarantee access to the exhibit and conference areas. You can also purchase stand only passes at \$350 each but this only allows you access to the exhibition.

Please contact Reena.kaur@atmia.com for the link to the exhibitor staff confirmation number.

Hotel Reservations

Please contact the hotel Please book using this [link](#) for special group discount. Alternatively, guests can make their bookings directly on the hotel website using the Group Code:

ATM181119

- 1) Go to the Shangri-La [website](#).
- 2) Select the appropriate hotel and enter all the necessary stay requirements like check-in date, check-out date, number of rooms, adults and children.
- 3) Under the "Special Rate" area, select "Group Code" and enter the Group Code.
- 4) Click the Check Availability button to continue.
- 5) If all the search criteria are correct and rooms are still available for the group, the group rate will be returned in the availability search result. Simply follow the on-screen instructions to complete the online booking.

Cancellation Policy

Cancellation Policy for Exhibitors/Sponsors/Advertisers:

Timeline:

90> days prior to the event

45-90 days prior to the event

<44 days prior to the event

Amount Refunded:

\$1,000 administrative fee will be deducted

50% cost of booth

no refund

In the event that ATMIA or the represented organization elects to cancel an event, ATMIA will refund only payment made directly to ATMIA and will not be held responsible for other costs of expenditure incurred by the sponsor/exhibitor. ATMIA will not refund payment or assume additional costs and liability that result from "acts of God" or criminal activity. All refunds will be issued within six weeks of receipt of written cancellation.

Thank you for participating at the ATM & Innovation Asia Conference 2017.

