



Revised notes - 25 January 2023

5 January 2023

Dear Sponsors,

SPONSOR EXHIBITION NOTES & ORDER FORM FOR DISPLAY TV

Thank you for sponsoring APRICOT 2023. Please see below, some important notes that will assist you in your participation at the Exhibition area.

A. Location of your booth

The Sofitel Grand Plaza Ballroom Foyer has been designated as the venue for APRICOT's Exhibition. All sponsors who are entitled to a booth will be allocated a space of 1.5m (width) x 1.5 (depth) here. Please find the proposed exhibition layout in the last page of this document.

Your booth has been allocated as shown on the layout plan. The positioning of the exhibition booths may change according to the final number of sponsors and if necessary adjustments must be made closer to the event. At your booth, we will provide the following:

- A counter as per visual in **item F**
- One (1) Electrical Power point
- Two (2) chairs

B. Build Up & Tear Down

Sponsors may set up their booths from 2:00 pm on Sunday, 26th Feb 2023 and access to power will be made available.

Pack up can commence after lunch on Thursday, 2 March 2023. Any items left behind in the booth will be deemed as items to be disposed of.

C. Your Branding

Your company logo, design and name will be printed on the counters. The dimensions are specified in **item F**. Please provide to us with the design files (high quality PDF) and by 31 January 2023.

You may place a pull up banner & your exhibits within your allocated area. However, care & consideration must be exercised to not impede on your neighbor's area or sight line.

D. Refreshment & Breaks

APRICOT's breaks and refreshments will be served at the Foyer area from Monday, 27th to Thursday, 2 March 2023. The break times are 11:00 – 11:30 am and 4:00 – 4:30 pm daily.

E. Shipment

If you wish to ship any brochures/premium gifts to Sofitel Philippines, all shipment must be properly labelled and attention to:

Contact Person:

Pamela P. Pobre

Senior Events Manager

T. +63 (2) 8573 5555 M. +63 (917) 309 2134

E-mail: Pamela_POBRE@sofitel.com

Sofitel Philippine Plaza Manila

CCP Complex, Roxas Blvd.,

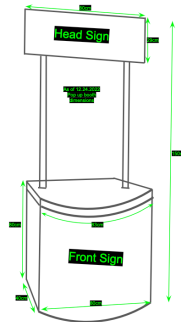
Pasay City 1300 Philippines

Please do not send anything until 1 week prior to the event to ensure it does not get lost. If there are any large items being delivered, please let us know what the items are to ensure we have the space to store these onsite prior to your exhibition.

Important

- APRICOT cannot accept responsibility for **loss** or **damage** to your shipment.
- Your shipment would be subject to the local laws, and we suggest you consult and engage the services of an experienced freight forwarder.

F. Visual of Counter (sample designs)



Dimensions:

Head Sign: 29 cm X 80 cm

Side (both left & right) Panel: 80 cm X 40 cm

Front Panel: 83 cm X 80 cm

Format of Artwork: Ai / PNG / Tiff / PSD & High resolution PDF

Please email the artwork to secretariat@apricot.net by 31 January

G. Display TV Order & Pricing

If you need to order a Display TV, please email the order to secretariat@apricot.net by 31 January

- 43" TV Rental per day is 3000 Php + Taxes & service charges (22.825%)
- 55" TV Rental per day is 4000 Php + Taxes & service charges (22.825%)