



BIR
2019

**WORLD RECYCLING
CONVENTION & EXHIBITION**
SINGAPORE / (19) 20-22 MAY
Shangri-La Hotel



WELCOME

Dear Exhibitors,

We would like to thank you for your participation in the 2019 BIR World Recycling Convention & Exhibition, taking place from 19 May to 22 May 2019 at the Shangri-La Hotel in Singapore.

We have prepared this manual as a reference guide to allow you to prepare for your participation.

The manual includes various requirements for the exhibition.

Please take time to carefully review the information and order forms that follow.

Please visit our official website: www.bir.org for the latest information regarding the convention.

Should you need assistance, please feel free to contact us at bir@bir.org.

We look forward to meeting you in Singapore.

Best regards,

2019 BIR World Recycling Convention & Exhibition Organisation Team



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ORDER FORMS		
1-a	6m ² stand reservation form (3 x 2 m)	Annex
1-b	9m ² stand reservation form (3 x 3 m)	Annex

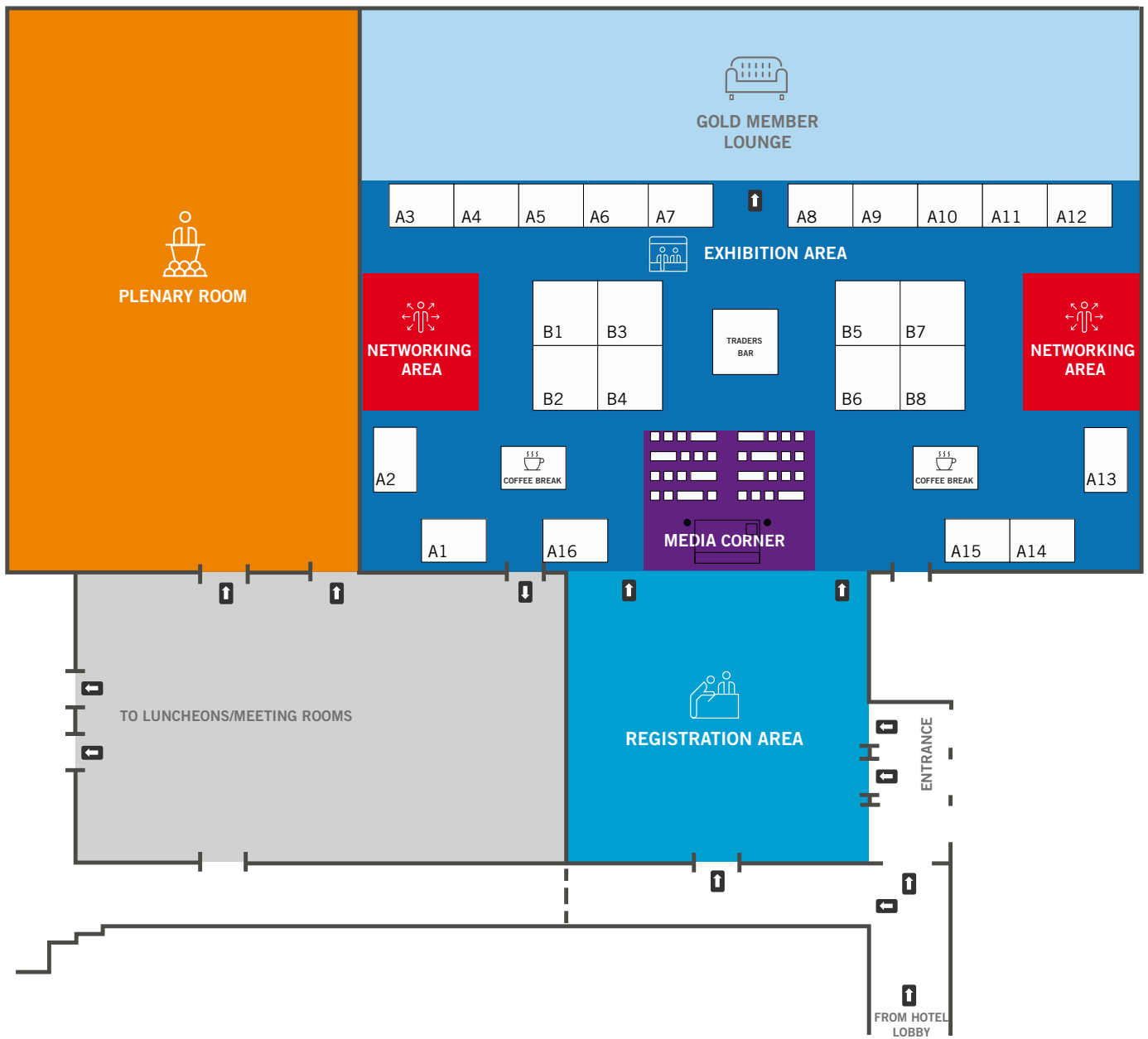


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EXHIBITION FLOOR PLAN





6m² STAND LAYOUT – 3x2m



(Deadline of files submission: 19 April 2019)

FINAL ARTWORK DOCUMENTS must have these requirements:

- Final artwork in .pdf / .AI (CS6 Version) format.
- Fonts: embedded in the pdf document / send as separate file or make sure the fonts is converted to outlines to prevent any issues with fonts.
- Images: If there are any image within the document, it must be saved as CMYK and no less than 300dpi, preferably in .psd, .tif, .eps or .jpg
- Logotypes preferably saved in vector format with high resolution not less than 300dpi (.eps/.ai)
- Colours: Correct brand colors in CMYK.
- Bleed and crop marks: correct measures with 2cm and crop marks bleed is required.
- Specify the scale (if required)

Download Guide Line and Template Here:

https://drive.google.com/open?id=1_tznWR9622mh1mQ4EByaVUrrbm7KAtGS

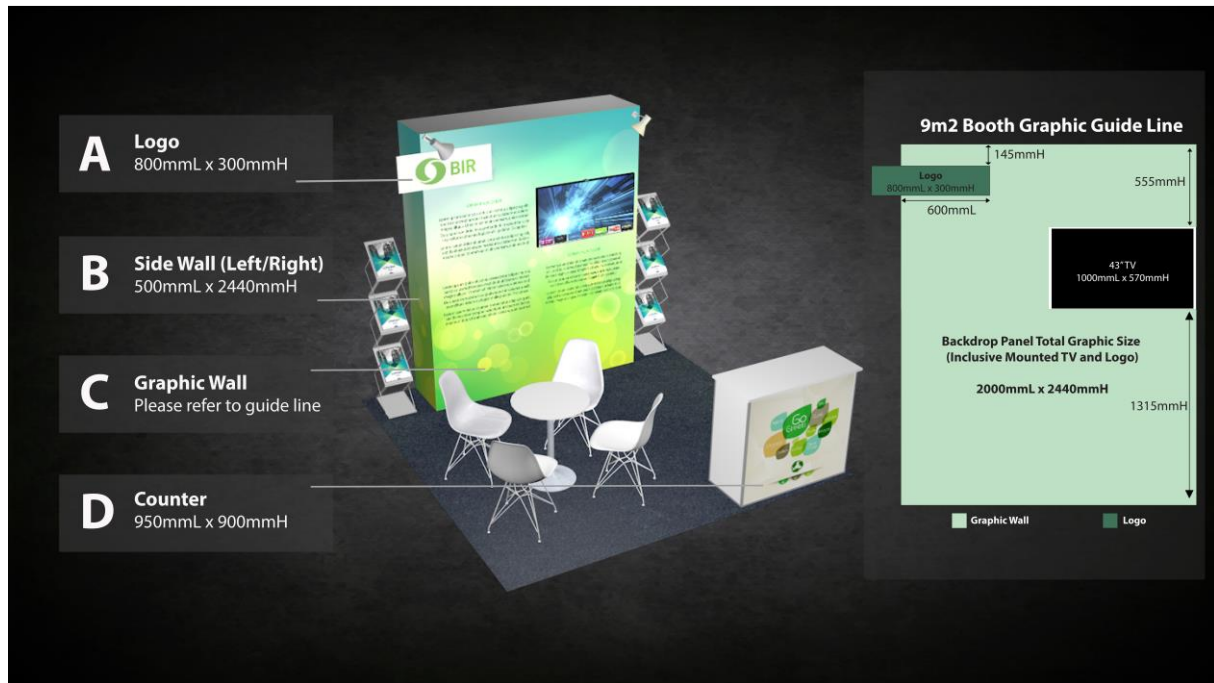


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9m² STAND LAYOUT – 3x3m



(Deadline of files submission: 19 April 2019)

FINAL ARTWORK DOCUMENTS must have these requirements:

- Final artwork in .pdf / .AI (CS6 Version) format.
- Fonts: embedded in the pdf document / send as separate file or make sure the fonts is converted to outlines to prevent any issues with fonts.
- Images: If there are any image within the document, it must be saved as CMYK and no less than 300dpi, preferably in .psd, .tif, .eps or .jpg
- Logotypes preferably saved in vector format with high resolution not less than 300dpi (.eps/.ai)
- Colours: Correct brand colors in CMYK.
- Bleed and crop marks: correct measures with 2cm and crop marks bleed is required.
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GENERAL INFORMATION

Don't miss your chance to be at the forefront of the conversations and connections shaping the industry.

BIR conventions offer an **international exhibition of key recycling machinery / equipment manufacturers and service providers**, which is essential for everyone that wants to stay abreast of technology developments in the sector.

BIR's modern and interactive exhibition package offers a turn-key solution ideal for minimising the exhibitors' efforts and cost, while maximising their return on investment showcasing their latest products and technologies.

Convention dates: Sunday 19 May – Wednesday 22 May 2019

Exhibition dates: Monday 20 May – Tuesday 21 May 2019

The exhibition will be held **on Monday 20 May 2019 and Tuesday 21 May 2019** at the:

Shangri-La Hotel

22 Orange Grove Road, Singapore 2583501

1.1 The exhibition

The BIR Brussels Office will handle all your reservation requests regarding the exhibition. Please contact:

Mr Antoine Breysens

BIR Bureau of International Recycling (aisbl)

Avenue Franklin Roosevelt 24, B- 1050 Brussels, Belgium

Tel: + 32 2 627 57 70 / Direct: + 32 2 6275771 / Fax: + 32 2 627 57 73

E-mail: abreysens@bir.org

1.2 Venue and dates

The Exhibition will take place in the Shangri-La Hotel, on 20 May 2019 and 21 May 2019.

The Exhibition will be located in the Island Ballroom. The permanent coffee stations and the Networking Traders Bar (offering a variety of drinks and snacks to purchase) will also be set up in the exhibition area.



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1.3 Opening hours

Monday, 20 May 09.00 – 18.00
Tuesday, 21 May 09.00 – 18.00, followed by the “Meet the Exhibitors Party”

1.4 Number and size of stands

There will be a total of

- 16 stands of 6m² (3 x 2m)
- 8 stands of 9m² (3 x 3m)

Subject to space availability, only one stand per company is permitted.

Should your company prefer to have its stand next to another exhibitor’s stand, then please specify this on the reservation form.

1.5 Rates and methods of payment

Categories	Member rate (excl. GST)	Non-member rate (excl. GST)
Stand (3 x 2m)	4,000€	6,000€
Stand (3 x 3m)	6,000€	8,000€

This includes:

- Backwall with plasma screen insert and
- Reception counter
- Round table
- 2 chairs (4 for a 9m² stand)
- Magazine rack
- Waste basket
- 1 long arm spotlight (2 for a 9m² stand)
- 13amp power socket
- 43” screen
- 3 branded elements as per the stand layout

In addition to the stand rental, the exhibition fees also cover the exhibitors’ contribution to the “networking area coffee bar service”, to the “the networking area cash bar” and to the “Meet the Exhibitors” Party.



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Online and printed brand visibility through:

- newsletters
- online exhibitor list
- onsite documents
- mobile app

Payment should be made in Euro to BIR by:

BANK TRANSFER:

IBAN : FR76 3002 7160 9500 0201 2470 110
Swift Code : CMCIFRPP
Bank name: CIC Le Havre Entreprises,
22 Rue Dupleix, Le Vendome, 76600 Le Havre, France
Reference: See invoice

1.6 Assignment of stands

The priority deadline given to BIR member manufacturers & service providers for sending their stand reservation form is **1 March 2019**.

It should be noted that allocations of stands will be strictly made on a **first-come-first-served basis** upon receipt of the application form and subsequent payment. **Allocation cannot be confirmed before receipt of payment.**

1.7 Exhibitor representatives

- The exhibitor's official representatives must register by filling in the online registration form via a **dedicated link and password** which will be sent to you by email. The exhibitor registration includes the participation in the plenary meetings with simultaneous interpretation, one invitation to the "Welcome Evening", one divisional luncheon per day and access to the networking area.
- "Stand only" badges will be granted upon request for stand assistants. These additional badges do not allow for access to the plenary meetings, workshops and to the "Welcome Evening". Tickets for the social events can however be purchased.



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Exhibitors' registration fees:

	Fee (excl. GST)
Exhibitor from a BIR Gold Member company	1,200 €
Exhibitor from a BIR Ordinary company	1,400 €
Non-Member Exhibitor	1,900 €
Stand Only Pass BIR Member Exhibitor	1,000 €
Stand Only Pass Non-Member Exhibitor	1,350 €

See hotel booking, cancellation and billing conditions included in the convention programme brochure.

1.8 Stand cancellation

All cancellations must be notified in writing before **1 April 2019** to:

Antoine Breysens

BIR Bureau of International Recycling (aisbl)

Avenue Franklin Roosevelt 24, B- 1050 Brussels, Belgium

Tel: + 32 2 627 57 70 / Direct: + 32 2 6275771 / Fax: + 32 2 627 57 73

E-mail: abreysens@bir.org / bir@bir.org

Cancellations made prior to the deadline will entitle the company to a refund from which administrative handling fees amounting to **750 EUR** will be deducted.

After **1 April 2019**, no refund will be granted unless the stand has been allocated to another exhibitor, in which case a refund with a penalty fee of **750 EUR** will be granted.

In the case of strikes, flood, fire, or "force majeure" or any other circumstances beyond the control of BIR resulting in the partial or complete cancellation of the exhibition once the booths have been set up, BIR cannot be held liable and no refund will be made.



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1.9 Conference organiser, exhibition contractor and suppliers

A. BIR Brussels Office:

The BIR Brussels Office will handle all your reservation requests regarding the exhibition.

Bureau of International Recycling

Avenue Franklin Roosevelt, 24

1050 Brussels

Belgium

Contact: Antoine Breysens or Cristina Munteanu

Tel: + 32 2 627 57 70 / Direct: + 32 2 6275771 / Fax: + 32 2 627 57 73

E-mail: abreysens@bir.org - website : www.bir.org

B. Official Exhibition Contractor:

The Exhibition contractor will handle all the requests regarding the graphics of your stand and extra furniture orders. For additional order, please kind fill in the form and revert to below contact:

Destination Asia (Singapore)

Vertex Tower A, Suite #02-27,

33 Ubi Avenue 3, Singapore 408868

Contact: Mr Xavier Chua

Tel: +65 6430 3836

E-mail: XavierChua@destination-asia.com

C. Registration Secretariat:

Colloquium Group

6 Avenue E. Van Nieuwenhuysse

1160 Brussels

Belgium

Contact: Katia Bultot | Registration Manager

Tel. +32 (0)2 777 01 43

bir@clq-group.com



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1.10 Inappropriate exhibits

BIR reserves the right to control and prohibit any exhibits it deems to be inappropriate.

1.11 Other conditions

Subleasing or transfer of the stand is prohibited. Commercial exhibits, signs or displays in any space outside the stand are prohibited, unless a special agreement has been made with the BIR Brussels Office.

The use of sound devices, megaphones, loud-speakers or undignified methods of attracting attention is strictly forbidden. The use of motion pictures, videos or controlled sound equipment, however, will be permitted.

NOTE

BIR reserves the right to change or cancel the convention and exhibition dates and site upon written notice to the exhibitors.

BIR reserves the absolute right to cancel the exhibition and/or convention either entirely or partially. In such a case, BIR will refund the stand fees that were paid but shall bear no further liability.

2. EXHIBITION SCHEDULE – Check-in, opening, check-out

2.1 Exhibition check-in/Setting-up period

Exhibitor check-in / setting-up period		
Official contractor move-in and set-up	Sunday, 19 May 2019	08.00
Exhibitors check-in & move-in for decoration	Sunday, 19 May 2019	16.00

All materials and goods will be the responsibility of the Exhibitor, transport agent, or other agent appointed by the Exhibitor, neither the venue nor the Organiser.



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2.2 Exhibition opening hours

Exhibition opening hours	
Monday, 20 May 2019	09.00 – 18.00
Tuesday, 21 May 2019	09.00 – 18.00, followed by the “Meet the Exhibitors Party”

The stand assigned to the Exhibitor must be staffed during the opening hours of the Exhibition. During the decoration and dismantling period, the Exhibitor will make sure that there will be an authorised person present at the site.

2.3 Dismantling/Removal

Dismantling / Removal		
Removal of personal property and exhibits	Tuesday, 21 May 2018	20.00

Decoration, delivery and unpacking of goods and dismantling can only take place as per the above schedule.

The Exhibition will close at 20.00 on Tuesday, 21 May 2019. Packing and removal of goods can only start after the “Meet the Exhibitors Party” and when all persons have left the area, i.e. as from 20.00.

If, at the end of the dismantling period, outstanding items or possessions still remain in the Exhibition area or on the premises, this will be at the Exhibitor’s own risk.



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3. RULES AND REGULATIONS

3.1 Electrical supplies and electrical installation

Exhibitors will receive a 220V (500watt) outlet in the stand package. 1 power supply as offered is with 1 power socket connection for **single machine** only. It is not allowed to extend this with other multi power sockets as an overload of electricity could result out of this. Such damage would be in the liability of the contractual partner and not by the venue.

The full handling of power supply is organised by Destination Asia (Singapore). If another power supply is needed kindly have a look in the attached exhibition addendum.

For additional power requirements, please contact:

Destination Asia (Singapore)

Vertex Tower A, Suite #02-27,
33 Ubi Avenue 3, Singapore 408868

Contact: Mr Xavier Chua

Tel: +65 6430 3836

E-mail: XavierChua@destination-asia.com

Exhibitors are not allowed to use their own electrical fittings (power outlets, fluorescent lights, spotlights, etc.) for functional or aesthetic reasons. For those who wish to install, they must inform the BIR Brussels office for approval. No financial credit will be given for standard electrical items not utilised. Exhibitor owned electrical fittings must conform to national electrical codes.

No electrical installation may be suspended from the roof of the exhibition premises or fixed to any part of the building structure. No fitting may project beyond the boundaries of the booth allocated.

The organisers reserve the right to disconnect the electrical supply to any installation which, in their opinion or in the opinion of the official electrical contractor, is dangerous or likely to cause disturbance to visitors or other exhibitors.



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3.2 Stand fitting regulations

No nailing, drilling, painting, or wallpapering on the stand panels will be allowed. No exhibits or part of any structure may extend the boundaries of the stand allocated.

3.3 Exhibits installation / dismantling regulations

In order to provide adequate security and protection against damage to exhibition areas, and in the interest of efficient and co-ordinated installation and dismantling of exhibits and goods, NO exhibitor's truck, trolley, forklift or handling equipment will be allowed inside the exhibition area.

No installation or removal of exhibits to and from the stand is allowed during the opening hours of the exhibition. Replenishment of stock should be made outside exhibition hours. At the end of the exhibition, exhibitors are responsible for the removal of all their unwanted materials or debris from the Exhibition area and to ensure that their contractors comply accordingly.

3.4 Stand cleaning

The organisers will arrange for the general cleaning of the exhibition premises and stands prior to the opening of the exhibition and daily thereafter, but it is the responsibility of the exhibitors to keep their stand tidy at all time.

3.5 Temporary import of goods law

All exhibitors must make and take full responsibility for their own import/export arrangements and taxes.

All expenses connected with these arrangements are payable exclusively by the Exhibitor. The organisers do not accept any responsibility over related taxes; neither will they be held liable for goods deposited in the customs and not withdrawn on due time, or the resulting expenses.

3.6 Liabilities and insurance

Every reasonable precaution will be taken to ensure the security and safety of the exhibition hall and the contents thereof. The organisers **WILL NOT** accept liability for loss, theft, robbery of, or damage to any exhibits at any time, and exhibitors are advised to insure their exhibits against any eventualities.

The organisers reserve the right to terminate any activities that may cause disturbance or harm to the visitors.



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3.7 Dilapidation

Exhibitors are responsible for the costs of making good, restoring or renewing in all cases of damage or dilapidation to the exhibition premises or any part thereof, whether caused by themselves, their agents or contractors or by any person employed or engaged on their behalf by any such agent or contractor.

3.8 Force majeure

The exhibition may be postponed, shortened or extended due to any cause whatsoever beyond the control of the organisers. The organisers shall not be responsible for any loss sustained by the exhibitor directly or indirectly attributable to the elements of nature of force majeure including orders or directives imposed by any governmental authority. In the event of such circumstances, the money paid by the exhibitors or any part thereof is refundable at the sole discretion of the organisers.