



Thank you for participating as a Sponsor for the HEUG Asia Alliance 2019 Conference, 29-30 April at **Suntec Singapore Convention & Exhibition Centre**. We are expecting 100+ participants for this exciting regional event, and we look forward to seeing you!

Exhibitor/Sponsor Show Location

[Suntec Singapore Convention & Exhibition Centre](#)

1 Raffles Blvd.
Singapore 039593

Conference Website - <https://www.heug.org/asia>

Conference program/agenda - <https://www.heug.org/p/cm/ld/fid=3073>

Bump-in/Set-up/Move-in

Bump-in/set-up/move-in for Sponsor exhibits will be from 7:00 – 10:00, 29 April. Platinum Sponsors will be assigned **two** tables – 6 ft (L) x 2.5 ft (W) each; Gold and Silver Sponsors will be assigned a **one** table – 6 ft (L) x 2.5 ft (W); International Delegate Passes, unless otherwise arranged, are not assigned a booth or exhibit space.

If electricity is needed for your sponsor tables, please contact Erica Allen **ASAP** at eallen@heug.org. There will be an additional fee.

All Sponsors must be set-up by 10:00am on Monday, 29 April in time for the start of the conference.

Exhibitor Show and Conference Schedule

The Exhibitor/Sponsor show area will be open for all functions as per the times below. Please note breaks will take place in the show area for additional networking time.

Monday, 29 April

Exhibitor/Sponsor set-up: 7:30 – 10:00

Arrival Coffee: 8:30 – 9:00

Session hours: 9:00 – 17:00

Morning Tea Break: 10:15 – 10:55

Lunch: 12:35-14:00

Afternoon Tea Break: 15:45-16:10

Tuesday, 30 April

Arrival Coffee: 8:30 – 9:00

Session hours: 9:00 – 17:00

Morning Tea Break: 10:00 - 10:30

Lunch: 12:10-13:30

Afternoon Tea Break: 15:10 – 15:40

Exhibitor/Sponsor tear-down: 15:40-17:00

Closing remarks: 16:50-17:00

*The schedule is subject to change and updates. Exhibitors/Sponsors are not required to be at your booth at all times, though it is advised to have a representative present during conference hours, especially during breaks.

Bump-out/Tear-down/Move-out

Bump-out/Tear-down/Move-out for Sponsor exhibits will commence from 15:40-17:00, 30 April. **Please ensure all goods are removed from the area by 17:00 on 30 April.**

Please note that exhibitors should take all items offsite with them during bump out, the venue is unable to store items.

Delivery Instructions

Inbound shipping: A shipping label for the delivery of all goods to Suntec Singapore Convention & Exhibition Centre is located on the [Exhibitor Information page](#). Please complete the details on the form and affix a label to each package being delivered. Delivery within 3 days prior to event date would be highly recommended since limited storage space. On event day, each exhibitor has to collect these items from the store room.

Outbound shipping: Service charge on top of shipping charge would be incurred for all outbound shipment by Hotel Business Centre. Due to limited storage spaces, we would suggest exhibitors handle their own outbound shipping on their own and arrange all outgoing delivery to be picked up on 30 April.

Internet Connection

Wireless internet connection is provided complimentary to all Asia Alliance Conference attendees.

Parking

Please visit this [page for parking information](#) and other ways to get to Suntec Singapore Convention & Exhibition Centre.

External Supply of Food and Beverage

No food and beverage may be brought onto the Suntec Singapore Convention & Exhibition Centre premises. If you have a special request or requirement, please contact Erica Allen, Asia Alliance 2019 Meeting Planner at eallen@heug.org.

Security

Suntec Singapore Convention & Exhibition Centre will maintain security throughout the building. Whilst every reasonable precaution is taken, the Organisers and the Suntec Singapore Convention & Exhibition Centre accept no responsibility for any loss or damage occurring to persons or property at the exhibition.

Hosted Events (Outside Asia Alliance Conference Schedule)

Any Sponsor that is planning to host an in-conjunction-with event must arrange this separately with the Suntec Singapore Convention & Exhibition Centre or respective venue. These events may only be held outside of any official Asia Alliance events.

As a courtesy, we would appreciate if you could please advise us of any other event plans, so that we have this information prior to the event.

Vendor Speaking Sessions

A LCD projector, wireless internet and sound in the larger rooms, will be available. **Presenters must bring their own laptop and any adaptors if applicable.** Please contact Erica Allen for any further information - email: eallen@heug.org

Conference/Exhibition Contacts

Meeting Planner and On-site Contact

Higher Education User Group/HEUG

Erica Allen

Email : ecallen@heug.org

Vendor Related Questions

Higher Education User Group/HEUG

Tom Chambers

Email : tchambers@heug.org