

## Trade Exhibitor Guidelines

### 15th Biennial National Orthodontic Congress

March 10–11, 2026 • New World Makati Hotel, Makati City

We are delighted to welcome you as valued trade exhibitors at the 15th Biennial National Orthodontic Congress of the Association of Philippine Orthodontists. To ensure a smooth, professional, and successful exhibition experience, please review the following guidelines:

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#### 1. Exhibit Space & Booth Setup

- Each exhibitor will be assigned a designated booth area according to sponsorship/exhibitor category.
  - Standard booth package includes:
    - One IBM table and two chairs  
(IBM table size: 1.5 feet wide by 6 feet long (1.5' W x 6' L) or approximately 45 cm x 180 cm, with a height of around 2.5 feet (2.5' H) or 75 cm.
  - Additional requests as needed: Electrical outlet (220V), may be arranged directly with the official congress secretariat at the exhibitor's expense.
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#### 2. Schedule & Access

- Ingress / Setup: March 9, 2026 (1:00 PM – 8:00 PM? )
- Exhibit Hours:
  - March 10, 2026 (8:00 AM – 6:00 PM)
  - March 11, 2026 (8:00 AM – 5:00 PM)
- Egress / Dismantling: March 11, 2026 (after 5:00 PM until 10:00 PM)

Exhibitors must ensure their booths are staffed at all times during exhibit hours.

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### 3. Identification & Badges

- Two (2) exhibitor badges will be provided per booth.
- Additional badges may be requested for a fee.
- Badges must be worn at all times inside the congress and exhibit areas.

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### 4. Exhibit Conduct

- All exhibits must remain within the assigned booth area.
- Distribution of promotional materials is allowed only within your booth.
- Sound, lighting, or demonstrations should not disturb other exhibitors or scientific sessions.
- Exhibitors must maintain cleanliness and orderliness of their booth at all times.

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### 5. Safety & Security

- The venue provides general security, but exhibitors are responsible for their materials and equipment.
- Valuable items should not be left unattended overnight.
- All electrical installations must comply with safety standards.

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### 6. Meals & Refreshments

- Exhibitor badges entitle holders to access designated coffee breaks and lunch areas during the congress.
- Crew meals may be pre-ordered for staff not registered as delegates.

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## 7. Compliance & Liability

- Exhibitors must comply with all venue and organizer regulations.
- The organizers shall not be held liable for loss, damage, or injury sustained by exhibitors, staff, or property during the event.
- Insurance coverage for individual exhibits is the responsibility of each exhibitor.

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## 8. Contact & Assistance

For questions or special requests, please coordinate with the Congress Secretariat:

 [apocongress2026@gmail.com]

 [Insert Secretariat Contact Number]

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✨ We thank you for your support and participation in making the 15th Biennial National Orthodontic Congress a success. Together, let's advance orthodontic excellence!