16th Conference of the Asian Crystallographic Association

17 – 20 December | UTown, National University of Singapore

www.asca2019.org

SPONSORSHIP PROSPECTUS

Organised by:

Managed by:
ABOUT AsCA 2019

The Asian Crystallographic Association is the regional affiliate representing crystallographic societies and organizations in Asia and Oceania.

The Asia–Pacific region has enjoyed a long tradition of crystallography, and today, AsCA continues to promote communication and cooperation between researchers in this field. Among the four Regional Associates of the International Union of Crystallography (IUCr), we are one of the youngest and the fastest growing. AsCA is proud of great progress in the crystallographic activities of the region in the past two decades. The meetings of the Association continue to grow in size and stature over time, with the quality of science at the recent meetings attracting participation from Europe and the United States. AsCA has now been in existence for over 25 years and looks forward to further growth in keeping with economic developments in the region.

Venue

Stephen Riady Centre at the University TOWN, National University Singapore, 2 College Ave West, Singapore 138607

Exhibition Schedule

Tuesday, 17 December 2019
AM: Exhibitors Move-in (AM)
Day 1: Conference open (PM)
Welcome Reception (Evening)

Wednesday, 18 December 2019
Day 2

Thursday, 19 December 2019
Day 3
Conference Dinner

Friday, 20 December 2019
Day 4: Conference close (Evening)
Exhibitors Tear-down (PM)

*Exact programme timings TBC
GENERAL INFORMATION

EXPECTED NUMBER OF PARTICIPANTS

450 Participants

CONFERENCE MANAGEMENT

MP Singapore Pte Ltd
20 Kallang Avenue
Pico Creative Centre, Level 2
Singapore 339411

Tel: (65) 6389 6616
Fax: (65) 6292 7577

EXHIBITION & SPONSORSHIP

Jenny ONG (Ms)
Tel: (65) 6389 6644  H/P: (65) 9618 6579
Email: sales@asca2019.org

YE Thidar Khaing (Ms)
Tel: (65) 6389 6628  H/P: (65) 9152 2958
Email: info@asca2019.org

LIABILITY AND PERSONAL INSURANCE

The Conference Secretariat and Organizers cannot accept liability for personal accidents or loss of or damage to private property of participants, either during or indirectly arising from the Conference.

We recommend all participants to take out personal travel and health insurance for the trip.

LANGUAGE

The official language of the Conference is English. All abstract submissions and presentations must be in English.
INVITATION TO SPONSORS

We are pleased to invite applications to support AsCA 2019 conference through sponsorship.

AsCA 2019 delivers an outstanding opportunity for our sponsors to:
• Maximise exposure and increase your brand awareness
• Promote your company, products and services to hundreds of PARTICIPANTS all under one roof at one time
• Enhance your image in the growing AsCA community
• Network and build new relationships
• Interact with PARTICIPANTS face to face
SPONSORSHIP OPPORTUNITIES

<table>
<thead>
<tr>
<th>Package Type</th>
<th>Amount (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>SGD 15,000</td>
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<tr>
<th>Package Entitlement</th>
<th>Platinum</th>
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<th>Bronze</th>
</tr>
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<tbody>
<tr>
<td>Company Logo Acknowledgment on the conference website and on all printed &amp; promotional materials</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Company Logo Acknowledgment in the Conference Programme Book</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Company Logo Acknowledgment in banners / signage onsite</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>A full page color advertisement (back cover) in the Programme Book</td>
<td>✔️</td>
<td>✔️</td>
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<td>✔️</td>
</tr>
<tr>
<td>A color advertisement in the Programme Book</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Black and White advertisement in Programme Book</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Corporate brochure insertion (not exceeding A4 size) in Conference Bag</td>
<td>04</td>
<td>03</td>
<td>02</td>
<td>01</td>
</tr>
<tr>
<td>Complimentary Conference Passes</td>
<td>04</td>
<td>03</td>
<td>02</td>
<td>01</td>
</tr>
<tr>
<td>Complimentary Banquet Dinner Tickets</td>
<td>04</td>
<td>03</td>
<td>02</td>
<td>01</td>
</tr>
<tr>
<td>Display Space at the Exhibition Hall – each measuring 2 m (L) by 2 m (W)³</td>
<td>04</td>
<td>03</td>
<td>02</td>
<td>01</td>
</tr>
<tr>
<td>Availability of a seminar room for conducting workshops on 19th Dec.</td>
<td>2 hours</td>
<td>1.5 hours</td>
<td>1 hour</td>
<td></td>
</tr>
</tbody>
</table>

* Advertisement spot (back cover / inside back cover) on programme book would be on first come, first served basis.
³ The premium/preferred space will allotted in this order: Platinum, Gold, Silver and Bronze and on first come, first served basis.

Floorplans are available upon request.

Special Requests
Tailored packages can be arranged to suit your objectives. Please feel free to contact sales@asca2019.org to discuss your needs.
# PROMOTIONAL SPONSORSHIP OPPORTUNITIES

01. **Lunch Sponsorship for One (1) day**  
Company Logo Acknowledgement at buffet area  
SGD 6,000

02. **Tea Break (Morning & Afternoon) Sponsorship for One (1) day**  
Company Logo Acknowledgement at buffet area  
SGD 6,000

03. **Banquet Dinner Sponsorship**  
Company Logo Acknowledgement at dinner venue  
SGD 20,000

04. **Industry-Run Pre-Conference Workshops**  
Workshop supported by “Company” on the introductory slide and on the signage at the entrance of the workshop room.  
Events will be advertised in Programme book with acknowledgment of sponsoring company. A seminar room (49 m²) with audio/visual system will be provided for 2 hours on 19th.  
SGD 5,000

05. **Conference Bags (Exclusivity)**  
- Sponsor will be recognized on the bag with the company name and logo (5 cm x 4 cm).  
- Sponsor will be acknowledged in the Programme Book, Sponsor Board and on the Conference website with a hyperlink to the Sponsor’s homepage  
SGD 7,000

06. **Conference Lanyard (Exclusivity)**  
Sponsor will produce and provide the lanyards, which will be branded with the event logo.  
- Sponsor will be recognized on the lanyard with the logo.  
- Sponsor will be acknowledged in the Programme Book, Sponsor Board and on the Conference website with a hyperlink to the Sponsor’s homepage  
The lanyards will have to be approved by the Conference Organizers. Sponsor can also provide funding instead of producing the lanyards, in addition to support fee. It is the sponsoring company’s responsibility to pay the relevant import tax and duties, shipping and any other extraneous charges.  
SGD 5,000

07. **Programme Book (Exclusivity)**  
The Programme Book will be distributed in each participant’s Conference bag.  
- Sponsor will be entitled to 2 full-page color advertisements inside the Programme Book.  
- Sponsor will be acknowledged in the Programme Book, Sponsor Board and on the Conference website with a hyperlink to the Sponsor’s homepage  
SGD 5,000
ADVERTISING OPPORTUNITIES

01. **Programme Book**
    Please note that it is the Exhibitors’/Sponsors’ responsibility to comply with the local authority’s regulations. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organizer to any suits, demands by the Exhibitor/Sponsors or any other third party.

   (a) Full page colored advertisement (Inside Front) SGD 1,500
   (b) Full page colored advertisement (Run of Page) SGD 1,000

02. **Bag Insert (1 PC. A4 Size)**
    To allow advertisers opportunities to publicise their products to participants, companies may insert their A4-sized leaflets into the Conference bags. The advertisers are to provide the leaflets. The Conference Organisers reserves the right to approve the contents and format of the A4 leaflet. It should be in English and the quantity will be advised by the Organiser.
    
    SGD 1,500
APPLICATION TO SPONSOR

COMPANY / ORGANISATION

CONTACT NAME

ADDRESS

CITY

COUNTRY

PHONE

EMAIL

I/WE WOULD LIKE TO TAKE UP THE FOLLOWING:

ALL PRICES EXCLUDE GST.

<table>
<thead>
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<tr>
<td>Bag Insert (1 PC. A4 Size)</td>
<td>SGD 1,500</td>
</tr>
<tr>
<td>Others</td>
<td>POA</td>
</tr>
</tbody>
</table>


I/WE AGREE TO PAY FULL AMOUNT OF THE SPONSORSHIP PACKAGE ACCORDING TO THE TERMS STATED IN THIS DULY SIGNED SPONSORSHIP APPLICATION FORM. THE ORGANISER RESERVES THE RIGHT TO ALLOCATE AND/OR ALTER THE TERMS OF THE SPONSORSHIP PACKAGE IF IT DEEMS NECESSARY FOR THE INTEREST OF THE EVENT AS A WHOLE.

DIRECT TRANSFER PAYMENTS SHALL BE MADE TO THE ORGANISER. APPLICANT SHALL BEAR THE APPLICABLE BANK CHARGES. GOODS & SERVICES TAX IS APPLICABLE FOR LOCAL SINGAPORE PARTICIPANTS/SINGAPORE COMPANIES.

BANK WIRE TRANSFER (PLEASE REMIT SINGAPORE DOLLARS ONLY)

<table>
<thead>
<tr>
<th>BANK WIRE TRANSFER</th>
<th>PAYMENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEFICIARY ACCOUNT NO</td>
<td>033-014360-5</td>
</tr>
<tr>
<td>BENEFICIARY NAME</td>
<td>MP SINGAPORE PTE LTD</td>
</tr>
<tr>
<td>BENEFICIARY SWIFT BIC CODE</td>
<td>DBSSSGSG</td>
</tr>
<tr>
<td>CHIPS UID NUMBER</td>
<td>034675</td>
</tr>
<tr>
<td>BENEFICIARY BANK NAME</td>
<td>DBS BANK LIMITED, SINGAPORE</td>
</tr>
<tr>
<td>BENEFICIARY BANK ADDRESS</td>
<td>RAFFLES CITY BRANCH, 252 NORTH BRIDGE ROAD, LEVEL 2, UNIT NO.26A/B RAFFLES CITY SHOPPING CENTRE, SINGAPORE 179103</td>
</tr>
</tbody>
</table>

COMPANY CHEQUE (FOR SINGAPORE COMPANIES ONLY) OR BANKER’S DRAFT MADE PAYABLE TO:

<table>
<thead>
<tr>
<th>COMPANY CHEQUE</th>
<th>MAILING ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP SINGAPORE PTE LTD</td>
<td>20 KALLANG AVE 2ND FLOOR PICO CREATIVE CENTRE SINGAPORE 339411</td>
</tr>
</tbody>
</table>

SIGNATURE & DATE

PAYMENT DETAILS

COST OF PACKAGE | SGD (FOR SINGAPORE REGISTERED COMPANIES) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7% GST</td>
<td>SGD</td>
</tr>
</tbody>
</table>

TOTAL | SGD |
## TERMS AND CONDITIONS

1. **Organisers**
   - ASCA 2019 is co-organised by the National University of Singapore and the Asian Crystallographic Association ("Organiser").

2. **Cancellation**
   - This contract is hereby entered into between the Organiser and the Sponsor (being the applicant identified on the front page of this sponsorship application form).

3. **Payment**
   - (I) The payment for the sponsorship package shall be settled in one (1) installment as follows:
     - a) 100% of the cost of sponsorship package within one (1) month from the date of invoice issued by Organiser.
     - b) 50% of the cost of sponsorship package on or before 31 July 2019
     - c) After 31 July 2019

4. **Reduction of Cost of Sponsorship Package**
   - All requests for reduction of cost of sponsorship package must be made in writing. (I) If such a request is received by the Organiser on or before 31 July 2019, the Organiser may in its absolute discretion, subject to the condition that the Sponsor pays a compensation fee in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Receipt of Notice of Cancellation</th>
<th>Compensation Percentage of Total Sponsorship Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) On or before 31 July 2019</td>
<td>100%</td>
</tr>
<tr>
<td>b) After 31 July 2019</td>
<td>50%</td>
</tr>
</tbody>
</table>

5. **Reduction of Cost of Sponsorship Package**
   - All requests for reduction of cost of sponsorship package must be made in writing. (II) If such a request is received by the Organiser after 31 July 2019, the Organiser shall have the right to deduct any such tax from the Price.

6. **Cancellation**
   - (I) The Sponsor reserves the right at all times to, without the Sponsor having the right to compensation or refund, change the dates of the event or cancel the event due to any cause whatsoever including but not limited to any cause pursuant to clause 12 below.
   - (II) If no application can be cancelled or altered unilaterally by the Sponsor, the Organiser may agree to the request to cancel the application subject to the condition that the Sponsor pays a compensation for cancellation. The amount of compensation will depend on the time of cancellation and will be calculated at a percentage of the total sponsorship package payable in accordance with the following schedule:

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<tr>
<th>Receipt of Notice of Cancellation</th>
<th>Compensation Percentage of Total Sponsorship Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) On or before 31 July 2019</td>
<td>100%</td>
</tr>
<tr>
<td>b) After 31 July 2019</td>
<td>50%</td>
</tr>
</tbody>
</table>

7. **Reduction of Cost of Sponsorship Package**
   - All requests for reduction of cost of sponsorship package must be made in writing. (II) If a request for reduction is received after 31 July 2019, the Organiser shall have the right to cancel the event and the Applicant shall be entitled to withhold or deduct any such tax from the Price.

8. **Insurance Policy**
   - The Organiser shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, materials or articles of any kind, public liability and comprehensive protection against any losses or damage caused by any circumstances whatever whether by reason of fire, water, theft, accident or any other cause. The Sponsor shall ensure against indemnify and hold the Organiser harmless in respect of all costs, claims, demands and expenses to which the Organiser may in any way be subjected as a result of any loss or injury arising to any person (including members of the public or the Organiser’s staff, agents, or contractors) or property howsoever caused as a result of any act or default of the Sponsor, its servant, agents or contractors or invitees, if the Organiser so demands. The Sponsor shall provide proof of insurance cover.