



CONGRESS ON
SUSTAINABLE AGRICULTURE
AND FOOD SECURITY
COSAFS2022
'People, Planet, and Profit'

EXHIBITOR GUIDELINES



21st-24th September 2022
The Waterfront Hotel Kuching Sarawak, MALAYSIA



SETUP AND EXHIBITOR ARRANGEMENTS

Setup Date & Time : 20th September 2022 (5.00pm -10.00 pm)

Dismantle Date & Time : 23rd September 2022 (10.30am - 11.30 am all items should be removed accordingly)

Venue: Kerangas & Foyer area

Exhibition Standard Shell Scheme; Booth Size : 2 m x 3 m Each Booth
Inclusive of:

- Rear Dividing Wall Partition of 2.5 m High White Panel
- 2 nos Fluorescent Light
- 1 unit Reception Table
- 2 unit Folding Chairs
- 1 unit Fascia Name
- 1 unit Waste Basket
- 1 unit 13amp Power Point
- Food will be provided for two persons (buffet style)

STANDARD OPERATING PROCEDURE (SOP)

- Exhibitors are required to observe **strict personal hygiene** practices including wearing masks, social distancing and sanitisation during the event.
- COVID-19 positive cases with **“High risk” status on MySejahtera** and those under **HSO (home surveillance order)** are **prohibited** from entering the hall or attending the conference.
- Social Distancing are always encouraged.
- Exhibitors are reminded to keep your items safely and both the hotel/organizer **will not be responsible for any loss of items.**
- Please be reminded to **bring along all your required items**, posters and stationary items including thumb tack pin that you may require at your respective booths. The organizer will not provide the stated stationary items.

REGISTRATION AND EXHIBITOR LANYARD

- The exhibitor registration and lanyard to be collected from the Registration Counter on **21st September 2022 from 7.00 am – 8.00 am**

- b. Number of individuals allowed in booth/time: 2 persons
(2 lanyard and 2 individual/day meal will be provided (2 individual/day, Buffet style)
- c. For security reasons, all exhibitors are required to ALWAYS wear their lanyard. If any exhibitor is seen without the lanyard during the event/at the stand, the Organizer reserves the right to refuse the exhibitor from entering the hall.
- d. Please be **reminded to** be at the **exhibition booth** by **8.00 am on 21st September 2022**.
Details on the tentative program can be referred on the COSAFS 2022 website.
(<http://cosafs2022.upm.edu.my/>)
- e. Please be reminded to **remove all item** from your booth by **10.30- 11.30am on 23rd September 2022**.