



NTU ALUMNI REGIONAL CONFERENCE 2025

Kuala Lumpur, Malaysia

Date: Saturday, 12 July 2025

Venue: The St. Regis Kuala Lumpur

NTU ALUMNI REGIONAL CONFERENCE 2025 KUALA LUMPUR, MALAYSIA

ALUMNI BUSINESS FAIR BOOTH BOOKING TERMS & CONDITIONS

ABOUT THE CONFERENCE

The Alumni Regional Conference is organised by NTU Office of Alumni Engagement, and it serves as a platform for prominent NTU alumni who are leaders in various domains such as public service, business and industry across the ASEAN region, to engage in meaningful discussions and exchanges on topics of mutual interest. The regional conference was previously held in Indonesia and Vietnam where it attracted more than 200 alumni and guests at each event. The 2025 edition will be held in Malaysia and 300 delegates holding managerial and executive positions are expected to attend.

ADMISSION

Admission to the Alumni Business Fair is free, while the entry to the Conference is subject to a fee. The Organiser reserves the right to refuse entry of any individuals who did not sign up prior to the event.

APPLICATION FOR PARTICIPATION

- A. The application for booths is only available for businesses who have at least one founder who is a graduate of the Nanyang Technological University, Singapore, or the National Institute of Education, or their predecessor institutions (Nanyang

University, Nanyang Technological Institute, Teachers' Training College and the Institute of Education).

- B. Submission of the online booking form shall be deemed as confirmation of participation and acceptance of all the terms and conditions, as well as the Rules and Regulations set forth by the Organiser.
- C. Submission of the online booking form does not constitute to a confirmation of participation. The outcome will be communicated via writing.

RENTAL OF BOOTHS AND FLOOR SPACE AREA

Standard Booth - the following facilities will be supplied on a loan basis to all Exhibitors taking up a booth

- 2metres by 2metres booth space (estimated)
- 2 folding chairs
- 1 table with skirting
- 1 unit of 13amp power point

RENTAL COST

RM5,000 for one standard booth space. The rental of booth will include two (2) conference passes. Payment for the rental cost must be made via bank transfer to the following account:

Account Name:	Nanyang Technological University
Name of Bank:	OCBC Bank
Account Number:	7339537010027001
Swift Code:	OCBCSGSG
Head office address:	65 Chulia Street, OCBC Centre Singapore 049513

Please follow up with an email to Kate Ang (kate.ang@ntu.edu.sg) with proof of payment and indicate your name, customer number (OAE CC D801027001 & GL 75100190), invoice number or your pay in slip.

CANCELLATION AND/OR CHANGES

A. While every effort would be taken to hold the exhibition as scheduled, the Organiser reserves the right to cancel, postpone or make changes should circumstances warrant it. In the event of a postponement or change, the agreement to participate shall remain in force.

B. Cancellations

- If the exhibitor cancels the booth one month before the event, a penalty fee of 25% of the total booth or space rental will be charged.
- For cancellations made one week before the event or on the event day, 70% of the full booth rental fee will be charged.

BOOTH ALLOCATION

All rented booth(s) will be allocated by balloting conducted by the Organiser. All exhibitors will be notified of the booth allocation outcome via email, regardless of the result.

MOVE-OUT TIMING

Removal of exhibits may commence only after 1700hrs on 12 July 2025. The organisers shall not be liable for any loss or damage to the exhibits or booth material left behind in the venue. All such material will be deemed as abandoned and will be disposed of at the expenses of the exhibitor concerned.

GENERAL INFORMATION

A. Name badge collection

Name badge collection will be available at the venue on the day itself.

B. Demonstration of exhibits

When demonstrating at their stands, exhibitors should cause no annoyance or disturbance to other exhibitors. Any complaints raised that the organiser finds justifiable, the organiser may reserve the right to impose limitation on the operation of the exhibits.

C. Noise Level

Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. Acceptable noise level will be at the Organisers discretion. Any complaints raised that the organiser finds justifiable, the organiser may reserve the right to impose limitation on the operation of the exhibits.

PROMOTION DURING THE EXHIBITION

Exhibitors are prohibited from placing stickers, signs or posters anywhere in the halls other than within their own booth. Likewise, Exhibitors' or their representative(s) may not distribute brochures, invitations, etc. along the aisle or near the entrances but only at their respective booth(s). Exhibitors who do not abide to this rule will be penalised.

FOOD AND BEVERAGE

Exhibitors are advised that outside food and beverages are not allowed in the exhibition halls and Conference.

SMOKING POLICY

Smoking is prohibited within the hotel premises.

INSURANCE/INDEMNITY

It is mandatory for all exhibitors to indemnify the Organiser and the Facility Landlord against all claims, demands, costs and expenses to which they may be subjected to as a result of loss, damage or injury to any person(s) while passing or visiting their displays during the exhibition. The Organiser will not be responsible for the safety of articles of any kind brought into the exhibition site by exhibitor(s), their staff or any person(s) whomsoever.

INTERPRETATION

The Organiser reserves the right to make changes, amendments and/or additions to the terms and conditions, rules and regulations, and the layout facilities governing the exhibition as and when considered necessary for the proper conduct of the exhibition. Interpretation of clauses contained herein shall rest entirely with the Organiser, whose decision shall be final and binding.

DISPUTES & ARBITRATION

Any unresolved disputes between the Organiser and the Exhibitor(s) shall be referred to a mutually-acceptable independent arbitrator operating under the Singapore law.

ORGANISERS - ENQUIRIES

Nanyang Technological University, Office of Alumni Engagement

E-mail: alumniaffairs@ntu.edu.sg