

FORM KEPESERTAAN ACARA

No: __/PGM/ID/ISWAM/PGX/2025

Data Perusahaan

Nama Perusahaan : _____
 Perwakilan Perusahaan : _____
 Nama : _____
 Posisi : _____
 Alamat Perusahaan : _____
 Kota : _____ Provinsi : _____
 Kode Pos : _____
 Nomor Telepon : _____
 Nomor Fax : _____
 Nomor HP : _____
 Email : _____
 Website : _____

Alamat Pengiriman Invoice

Nama Perusahaan : _____
 PIC : _____
 Posisi : _____
 Alamat Perusahaan : _____
 Kota : _____ Provinsi : _____
 Kode Pos : _____
 Nomor Telepon : _____
 Nomor Fax : _____
 Nomor Handphone : _____
 Identifikasi NPWP : _____
 Nomor NPWP : _____
 Alamat NPWP : _____
 Kota : _____ Provinsi : _____
 Kode Pos : _____

Kami yang bertandatangan di bawah ini menyatakan keikutsertaan kami dalam event ISWAM yang akan diselenggarakan pada 5 – 7 Desember 2025 di ICE BSD - Tangerang dengan ketentuan :

Nomor Booth : _____
 Harga Booth : _____
 Harga Speaking time : _____
 Nett Price : _____
 PPN 11% : _____
 TOTAL : _____

Termin Pembayaran		Jatuh Tempo
Down Payment		
Pembayaran		

Syarat dan ketentuan :

1. Pada saat memulai event SWAM di tahun berikutnya, pihak SWAM akan menyampaikan undangan launching
2. File yang disampaikan kepada sponsor, yaitu:

Catatan :

- Proposal
- Form Kepesertaan Acara (FKA)
- Booth Layout
- Surat undangan Launching

3. Bagi Sponsor yang menghadiri launching, Form Kepesertaan Acara (FKA) harus di submit dan di upload pada web <https://sponsorship.swam.id/> pada hari yang sama saat launching berlangsung

Catatan :

- Bagi yang tidak menyerahkan FKA maksimal 3 hari setelah *launching* maka booth dapat dianulir apabila tidak ada konfirmasi dari sponsor
- Selama hari ke 3 – 14 setelah *launching*, exhibitor diperbolehkan menambah, mengurangi, atau membatalkan tanpa dikenakan penalty 25%

4. Bagi sponsor yang melakukan pelunasan langsung mendapat diskon 5% dengan syarat pelunasan dilakukan 14 hari setelah launching

5. Bagi yang tidak mengikuti launching :

Catatan :

- Sponsor yang tidak mengikuti *launching*, hari ke-4 baru berhak memilih booth
- Setelah memilih Booth, FKA wajib disubmit dan di upload pada <https://sponsorship.swam.id/>

6. Penanda tangan FKA adalah pimpinan Perusahaan atau divisi event yang bertanggungjawab di event dan dianggap sebagai **PERWAKILAN SAH** dari Perusahaan dan keputusannya dianggap mewakili Perusahaan dan bersifat **SAH**.

7. Setelah FKA disubmit, akan diterbitkan proforma invoice yang dapat dikoreksi bila ada perubahan

8. Setelah 3 hari penerbitan Proforma Invoice, akan diterbitkan invoice tetap

9. Mohon untuk memperhatikan pada saat pembayaran karena setiap event menggunakan Rekening Bank yang berbeda

10. Mohon agar mengirimkan bukti transfer untuk verifikasi pembayaran. (Veve : +62 838-4970-5489)

11. Pelunasan invoice sponsorship dilakukan maksimal 30 hari sebelum acara, apabila sponsor belum melakukan pelunasan invoice paling lambat H-30 hari acara maka dianggap mengundurkan diri dan panitia berhak untuk tidak memberikan fasilitas pameran kepada sponsor dan perusahaan dikenakan penalty 25%

12. Pembatalan booth yang dilakukan lebih dari 14 hari setelah pemilihan booth, maka akan dikenakan penalty sebesar 25% dari harga yang telah disepakati

Catatan :

- Biaya pembatalan atau penalty tetap diberlakukan meskipun sponsor yang bersangkutan belum mengisi FKA
 - Apabila Perusahaan tidak membayar penalty maka tidak diperkenankan mengikuti event **All SWAM** di tahun berjalan dan event All SWAM tahun depan untuk pembatalan event **ISWAM**
13. Apabila terjadi pembatalan, maka sponsor berkewajiban untuk menyerahkan surat pembatalan
14. Apabila sponsor belum menyerahkan surat pembatalan maksimal 7 hari setelah pemberitahuan pembatalan, maka booth akan dianulir dan panitia berhak mengalihkan ke sponsor lain

Exhibition Facilities : Name Tak : _____ Person

Filled in by the Organizer) Doctor Registration : _____ Person

- Additional of name tags booth attendant contact Besta / Dina : +62 859 1066 33297

Exhibitors,

Sincerely,

E-Materai

Name : _____
Position : _____
Notes : _____

Dr. Elly Tjiasmanto
Fund Riser

Peraturan Pameran

1. Peserta pameran diwajibkan untuk menghadiri *technical meeting* baik *offline* maupun *online*
2. Peserta pameran diwajibkan untuk mengambil *free name tag* dan *additional name tag* pada saat *technical meeting*
3. Peserta pameran wajib mengenakan *name tag* selama pameran berlangsung
4. Peserta pameran dilarang meminjamkan *name tag* kepada siapapun tanpa sepengetahuan panitia
5. Peserta pameran diwajibkan memakai seragam atau atribut Perusahaan yang bersangkutan
6. Peserta pameran dilarang melakukan prosedur medis invasive atau menyuntikan di tempat pameran
7. Peserta pameran dilarang memamerkan barang-barang yang tidak memiliki izin edar yang dikeluarkan oleh Badan POM, Kementerian Kesehatan, dan Dinas Kesehatan
8. Peserta pameran dilarang menjual belikan produk apabila tidak memiliki lisensi distribusi yang diterbitkan oleh principal produk tersebut selama kegiatan seminar berlangsung
9. Peserta pameran dilarang mengadakan acara apapun pada waktu dan hari yang sama selama acara berlangsung

Catatan :

- Pada hari pertama dan ke-3, Peserta pameran boleh mengundang dokter, speaker, maupun principal ke acara *gathering* setelah event SWAM selesai
 - Pada hari ke 2 semua kolega (dokter, speaker, maupun principal) wajib hadir di acara yang diselenggarakan oleh panitia SWAM
10. Peserta pameran dilarang mengundang Masyarakat umum untuk menghadiri event SWAM
 11. Penyelenggara pameran diharapkan menerapkan etika dalam berbisnis yang baik

Catatan :

- Tidak diperkenankan menarik peserta pameran secara paksa ke area stan mereka
 - Tidak diperkenankan membagi alat promosi (brosur atau souvenir) di luar area stan
 - Tidak diperkenankan menghalangi akses jalan, pintu masuk dan stan peserta pameran lain dengan standing banner
12. Dilarang menggunakan banner yang terbuat dari plastik
 13. Apabila peserta pameran melanggar ketentuan yang ada, maka akan dikenakan sanksi paling berat yaitu tidak diperkenankan mengikuti event SWAM selama satu tahun

EVENT FORM PARTICIPANT

No: __/PGM/ENG/ISWAM/PGX/20__

Company Data

Company Name : _____
Company Representative : _____
Name : _____
Position : _____
Company Address : _____
City : _____ Province : _____
Postal Code : _____
Telephone Number : _____
Fax Number : _____
Handphone Number : _____
Email : _____
Website : _____

Invoice Delivery Address

Company Name : _____
PIC : _____
Position : _____
Office Address : _____
City : _____ Province : _____
Postal Code : _____
Telephone Number : _____
Fax Number : _____
Handphone Number : _____
Tax Payer Identification : _____
Tax Payer Number : _____
Tax Payer Address : _____
City : _____ Province : _____
Postal Code : _____

We, the undersigned, declare our participation in the Internasional which will be held on 5 – 7 Desember 2025 di ICE BSD - Tangerang with the following conditions;

Booth Number : _____

Booth Price : _____

Payment Term		Due Date
Down Payment		

Speaking time Price : _____

Payment

Nett Price : _____

VAT 11% : _____

Grand Total : _____

Term and Conditions :

1. At the commencement of the SWAM event in the following year, SWAM will issue an invitation for the event's official launch.
2. The documents to be provided to the sponsor partnership include the following:

Catatan :

- Proposal
 - Event Participation Form
 - Booth Layout
 - Launching Invitation Letter
3. Sponsors attending the launch event are required to submit and upload the Event Participation Form (FKA) on the website <https://sponsorship.swam.id/> on the same day the launch event takes place.

Notes:

- If There is no confirmation and exhibitor fails to submit the EPF to the committee maximum 3 days after the launching event, the selected booth will be re
 - Within the 3 – 14 days after the launching event, exhibitor may purchase new booth space, reduce the number of booth, or cancel without being subjected a 25% penalty/cancelation fee
4. Sponsors that settle the full payment will receive a 5% discount, provided that the payment is made within fourteen (14) days after the launch event.
 5. If the sponsor do not attend the launching event :

Notes :

- If a sponsor does not attend the launch event, they will be eligible to select a booth starting on the 4th day after the launch.
 - After selecting a booth, the Event Participation Form (FKA) must be submitted and uploaded to <https://sponsorship.swam.id/>.
6. The signatory of the Event Participation Form (FKA) must be a company executive or the head of the event division responsible for the event, and is considered the official **REPRESENTATIVE** of the company. Their decisions will be regarded as binding and official on behalf of the company.
 7. Following the submission of the Event Participation Form (FKA), a proforma invoice will be issued, which may be revised should any modifications arise.
 8. A final invoice will be issued 3 days after the Proforma Invoice is issued
 9. Please be aware, different bank accounts are used for payments for each event
 10. Kindly send the bank transfer receipt for payment verification. (Contact: Veve at +62 838-4970-5489)

11. Full payment must be made and completed no later than 30 days before the event. If payment is not made by D-30, it will be considered as a withdrawal, and the organizer has the right to withhold exhibition facilities from the sponsor. The company will incur a 25% penalty

12. Cancellations made more than 14 days after the booth selection will incur a 25% penalty of the agreed booth price

Notes :

- The cancellation fee or penalty will still apply even if the sponsor has not filled out the FKA form
- If the company fails to pay the penalty, it will not be permitted to participate in any SWAM events for the current year, as well as in any SWAM events for the following year, due to the cancellation of the ISWAM event. Apabila terjadi pembatalan, maka sponsor berkewajiban untuk menyerahkan surat pembatalan

13. If cancellation occurs, the sponsor must submit a cancellation letter

14. If the sponsor fails to submit the cancellation letter within 7 days after the cancellation not, the booth will be annulled, and the organizer reserves the right to allocate it to another sponsor

Exhibition Facilities : Name Tak : _____ Person

Filled in by the Organizer) Doctor Registration : _____ Person

- Additional of name tags booth attendant contact Besta / Dina : +62 859 1066 33297

Exhibitors,

Sincerely,

E-Materai

Name : _____

Position : _____

Notes : _____

Dr. Elly Tjiasmanto

Fund Riser

Exhibitor Rules and Regulations

1. Exhibitors are required to attend the technical meeting, either offline or online
2. Exhibitors must collect their free name tag and additional name tags during the technical meeting
3. Exhibitors are required to wear their name tags throughout the exhibition
4. Exhibitors are prohibited from lending their name tags to anyone without the organizer's knowledge and approval
5. Exhibitors are required to wear the company uniform or relevant company attributes
6. Exhibitors are prohibited from performing any invasive medical procedures or administering injections at the exhibition area
7. Exhibitors are prohibited from displaying products that do not have distribution licenses issued by the National Agency of Drug and Food Control (BPOM), Ministry of Health, or the local Health Department
8. Exhibitors are prohibited from selling products unless they hold a distribution license issued by the principal of the product during the seminar
9. Exhibitors are not allowed to hold any company/promotional events or activities on the same day and time as the event

Notes :

- On the first and third days, exhibitors may invite doctors, speakers, or principals to attend a gathering event after the SWAM event ends
 - On the second day, all colleagues, doctors, speakers, or principals) must attend the event organized by the SWAM committee
10. Exhibitors are prohibited from inviting the general public to attend the SWAM event
 11. Exhibitors are expected to adhere to ethical business practices
 12. If an exhibition participant violates the established regulations, the severest penalty will be the prohibition from participating in SWAM events for one year.