



TECHNICAL MANUAL

ORDER FORMS

18 March 2020 – 20 March 2020

Marina Bay Sands Expo & Convention Centre,

Level 1 – Hall A, B, C

Basement 2 – Hall D, E, F

Another Quality Event By:



ORDER FORMS CHECKLIST

Dear Exhibitors, for all required services, the actual forms must be submitted to the addresses indicated. Exhibitors who signed up after the stipulated deadlines are requested to submit this checklist and the required forms **IMMEDIATELY** for prompt service on-site. Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.

 NOMINATED STAND CONTRACTOR – FOR RAW SPACE / SHELL SCHEME & NATIONAL PAVILION ENHANCEMENT Email: phelicia.ng@reedexpo.com.sg	Form E1 Fri 24 Jan	 RIGGING / HANGING SERVICES Email: secc@marinabaysands.com	Form E9 Wed 26 Feb
 FASCIA NAME – SHELL SCHEME / DESIGN PLUS Email: xurui@kingsmen-int.com	Form E2 Fri 7 Feb	 HIGH REACH EQUIPMENT RENTAL SERVICES Email: secc@marinabaysands.com	Form E10 Wed 26 Feb
 ELECTRICAL SERVICES Email: xurui@kingsmen-int.com	Form E3 Fri 7 Feb	 PLUMBING / COMPRESSED AIR / WATER & DRAINAGE SERVICES Email: secc@marinabaysands.com	Form E11 Wed 26 Feb
 FURNITURE RENTAL Email: xurui@kingsmen-int.com	Form E4 Fri 7 Feb	 TELECOMMUNICATION SERVICES Email: secc@marinabaysands.com	Form E12 Wed 26 Feb
 BOOTH SERVICE LOCATION PLAN Email: xurui@kingsmen-int.com	Form E5 Fri 7 Feb	 INTERNET SERVICES Email: secc@marinabaysands.com	Form E13 Wed 26 Feb
 AUDIO / VISUAL EQUIPMENT RENTAL Email: siti.amirah@ascendcom.com.sg	Form E6 Fri 7 Feb	 CLEANING SERVICES Email: secc@marinabaysands.com	Form E14 Wed 26 Feb
 FREIGHT & SHIPPING INSTRUCTIONS Email: Alum@agility.com / SKum@agility.com	Form E7 Fri 7 Feb	 BOOTH CATERING SERVICES Email: boothcatering@marinabaysands.com	Form E15 Wed 26 Feb
 TEMPORARY PERSONNEL Email: mlpc@mlpc.com.sg	Form E8 Fri 21 Feb	 CREDIT CARD AUTHORISATION Email: secc@marinabaysands.com	Form E16 Wed 26 Feb
		 SERVICE LOCATION PLAN Email: secc@marinabaysands.com	Form E17 Wed 26 Feb

NOMINATED STAND CONTRACTOR - FOR RAW SPACE / SHELL SCHEME & NATIONAL PAVILION ENHANCEMENT

**FORM
E1**

Deadline: Friday, 24 January 2020

Please Return Form to:

REED EXHIBITIONS

1 Changi Business Park Crescent, #06-01, Plaza 8 @ CBP Tower A, Singapore 486025

Tel : (65) 6780 4593

Attn : Ms Phelicia Ng

Email : phelicia.ng@reedexpo.com.sg

This form must be completed and returned by Exhibitors if service is required. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

Please submit your nominated contractor for approval by the Organiser before they are permitted to work in the Exhibition Hall. In order for us to contact them, please provide their details below:

- ☐ For Raw Space
- ☐ For Shell Scheme Enhancement
- ☐ For National Pavilion Enhancement

My Nominated Contractor is : _____

Address : _____

Contact person : _____ Tel : _____ Mobile : _____

E-mail : _____

Kindly ensure your nominated stand contractor is insured and able to provide the documentation as and when requested for.

Upon approval, your nominated contractor will be issued information on build-up and tear down timings, services, rules & regulations pertaining to the exhibition of which, you should advise your contractor to familiarize with and observe.

Your nominated contractor will also be required to sign documents confirming their acceptance to comply with the Exhibition rules and regulations. Only when the Organiser has received these documents duly signed and necessary payment made, will the contractor be allowed to commence work in the Exhibition Hall.

All contractors will be required to pay a refundable performance bond of S\$50.00 per square metre (minimum levy of S\$500.00 and maximum of S\$5,000.00) to the Organiser and sign an undertaking to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall regulations. The Organiser reserves the right to increase this maximum limit on any Exhibitor and their contractor who had previously performed or behaved unsatisfactorily, without having to assign any reason.

IMPORTANT NOTE:

Exhibitors and their contractors building the stands must abide by all the rules and regulations in this Exhibitor Manual as well as those stated in the Exhibition Participation Agreement.

An original copy of the stand layout plans, elevation and artist's impressions must be submitted for approval via mail or hand delivered copies no later than **Friday, 24 January 2020**. Late submission may mean that approval may not be granted in time for construction to commence on site.

FASCIA NAME – FOR SHELL SCHEME / DESIGN PLUS

FORM
E2

Deadline: Friday, 7 February 2020

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

22 Changi Business Park Central 2, Singapore 486032

Tel : (65) 6880 0284

Attn : Ms Xu Rui

Email : xurui@kingsmen-int.com

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____
Address : _____
Tel : _____ E-mail : _____
Authorised by : _____ Signature : _____ Date : _____

1. FASCIA NAME (PLEASE USE BLOCK LETTERS)

Please complete below the Company Name which you require on the fascia. This will be provided in upper case with English alphabets (maximum 24 letters). Please note that there will be additional charges for any change submitted after the deadline or on-site.

Note: Fascia names that are more than 24 letters will be represented in 2 lines, and the font size will be minimized accordingly.

2. FASCIA LOGO

A corporate logo may be attached to the fascia at Exhibitor's expense.

If you wish to have your logo on the fascia board, please send a sample of the logo with this form, for quotation Kingsmen Exhibits Pte Ltd, and tick the box below:

☐ Please send us a quotation based on our attached logo.

IMPORTANT!

The company name to appear will be as per contract if this form is received later than the given deadline. Any changes made after the deadline of **7 February 2020** will be subjected to an administrative charge.

3. CHOICE OF CARPET & TOWER COLOUR (Applicable for Exhibitors who sign up for Design Plus Package Only)

Carpet Colour



☐ Light Grey 210



☐ Cobalt Blue 054



☐ Big Red 032

Partitions Colour



4. DRAWINGS / DIAGRAMS

The perspective and plan views of the various types of stands are as indicated of the reverse Form E2.

PLEASE NOTE:

- (1) All items are on rental basis throughout the event duration, exhibitors will be held responsible for any loss or damages.
- (2) A 100% cancellation fees upon order confirmation will be levied for notification received 3 weeks before the show date.
- (3) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (4) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- (5) Amounts paid are non-refundable should there be a participation withdrawal and/or event be cancelled due to unforeseen circumstances.

REVERSE OF FORM E2

1. SHELL SCHEME



LAYOUT



FRONT VIEW

Entitlements/Sqm	9	12	15	18	21	24	36
Aluminum system of 2.44m height with 965mm wide white panels	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fascia board 35cm deep with name of exhibitor and stand no. on all aisles faces, 10cmH, max 24 letters	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Needle-punch carpet	9	12	15	18	21	24	36
Counter unit (size :1000mmL X 500mmW X 750mmHt)	1	1	2	2	2	3	4
Folding chairs	2	2	2	4	4	6	8
Waste paper basket	1	1	1	1	1	1	3
Fluorescent tubes - 40W 4ft / 1.2m	2	2	3	4	4	5	8
13 amp/230V 1 Ph 50Hz, fused to 5 amp power point (Not for lighting) (Max 1 KW)	1	1	1	2	2	2	4

REVERSE OF FORM E2

2. DESIGN PLUS

18 sqm
Design Plus Package (3m x 6m)

Corner Booth



1 Side Open Booth



ENTITLEMENT – 18SQM

Corporate Logo On Tower Structure	Yes
Counter Unit (1000mmL x 500mmW x 1000mmH)	1
Lockable Cabinet (1000mmL x 500mmW x 750mmH)	2
Round Table	1
Folding Chairs	4
Bar Stool	1
Wall Mounted Shelving	2
Waste Paper Basket	1
Plants	4
13 amp / 230V 1 Ph 50Hz	1
Fluorescent Tubes - 40W 4ft / 1.2m	4
100W Spotlight (for tower)	1
Brochure Rack	1

Front View



Layout



Entitlements/Sqm	15	18	24	36	54
Corporate Logo On Tower Structure	Yes	Yes	Yes	Yes	Yes
Counter Unit (1000mmL x 500mmW x 1000mmH)	1	1	1	1	2
Lockable Cabinet (1000mmL x 500mmW x 750mmH)	2	2	2	2	2
Round Table	1	1	2	2	3
Coffee Table	0	0	0	1	2
Folding Chairs	4	4	8	8	12
Bar Stool	1	1	1	1	2
Sofa Seat	0	0	0	2	4
Wall Mounted Shelving	2	2	2	2	3
Waste Paper Basket	1	1	2	3	4
Plants	4	4	4	8	8
13 amp / 230V 1 Ph 50Hz	1	1	1	2	2
Fluorescent Tubes - 40W 4ft / 1.2m	4	4	5	8	10
100W Spotlight (for tower)	1	1	1	1	1
Brochure Rack	1	1	1	2	2

ELECTRICAL SERVICES

**FORM
E3**

Deadline: Friday, 7 February 2020

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

22 Changi Business Park Central 2, Singapore 486032

Tel : (65) 6880 0284

Attn : Ms Xu Rui

Email : xurui@kingsmen-int.com

This form must be completed and returned by Exhibitors if service is required. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

Only the official contractor is permitted to undertake electrical work from the source of supply in the exhibition hall. Kindly order your additional requirements only. The rental rates reflected covers the entire duration of the event.

DESCRIPTION OF SERVICE / ITEMS		ADVANCE RATE* Submit on / before 7 Feb 2020	STANDARD RATE* Submit from 8 Feb – 14 Mar 2020	ONSITE RATE* Submit on / after 15 Mar 2020	QTY	COST
SECTION A – Supply & Installation Of Lightings (Includes lighting connections and electricity consumption)						
40W Fluorescent Light, 1.2mL (Batten Fitting)		\$55.00	\$71.50	\$82.50		
100W Standard Spotlight		\$55.00	\$71.50	\$82.50		
100W Long-Arm Spotlight		\$65.00	\$84.50	\$97.50		
50W Halogen Downlight (for showcase)		\$65.00	\$84.50	\$97.50		
50W Long Arm Halogen Spotlight		\$75.00	\$97.50	\$112.50		
150W Floodlight		\$150.00	\$195.00	\$225.00		
300W Floodlight		\$170.00	\$221.00	\$255.00		

Please Keep a Copy for Your Records

DESCRIPTION OF SERVICE / ITEMS	ADVANCE RATE* Submit on / before 7 Feb 2020	STANDARD RATE* Submit from 8 Feb – 14 Mar 2020	ONSITE RATE* Submit on / after 15 Mar 2020	QTY	COST
SECTION B – Supply & Connections of cabling works to light fittings only (Includes electricity consumption, light fittings to be supplied & installed by client)					
Per LED strip connection, per meter run	\$25.00	\$32.50	\$37.50		
Per LED light fitting up to 50W (for light fitting)	\$50.00	\$65.00	\$75.00		
Per light fitting up to 100W	\$45.00	\$58.50	\$67.50		
Per light fitting up to 300W	\$100.00	\$130.00	\$150.00		
Per light fitting up to 500W	\$155.00	\$201.50	\$232.50		
6A/230V SP outlet per lightbox (up to 250w max) - for lightbox & fitting supplied/installed by client)	\$250.00	\$325.00	\$375.00		
6A/230V SP outlet per lightbox (up to 500w max) - Lightbox & Fitting supplied/installed by client)	\$350.00	\$455.00	\$525.00		
SECTION C – Power Supply Only (Includes electricity consumption)					
13Amp/230V SP 50Hz AC socket (fused to 5amp only, not to be used for general lightings)		\$55.00	\$71.50	\$82.50	
13amp/230V SP 50Hz AC socket - 24HRS (fused up to max 1KW, not to be used for general lightings)		\$130.00	\$169.00	\$195.00	
15amp/230V SP 50Hz AC socket (fused up to max 2KW, not to be used for general lightings)		\$85.00	\$110.50	\$127.50	
15amp/230V SP 50Hz AC socket - 24HRS (fused up to max 2KW, not to be used for general lightings)		\$160.00	\$208.00	\$240.00	
SECTION D – For Heavy Demand Exhibits or Machinery					
15amp/415V TPN 50hz AC (Max 8KW)	\$S330.00	\$S429.00	\$S495.00		
30amp/415V TPN 50hz AC (Max 16KW)	\$S450.00	\$S585.00	\$S675.00		
60amp/415V TPN 50hz AC (Max 32KW)	\$S810.00	\$S1053.00	\$S1215.00		
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors			Total cost before GST		S\$
			7% GST*		S\$
			Total cost including GST		S\$

MODE OF PAYMENT (Please select preferred method of Payment)

**ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*

- ☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to **Kingsmen Exhibits Pte Ltd**
Mailing Address: **The Kingsmen Experience, 22 Changi Business Park Central 2, Singapore 486032**
- ☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Kingsmen Exhibits Pte Ltd**
Bank Name: **United Overseas Bank Limited , Novena Branch**
Bank Address: **238A Thomson Road, #01-38 Novena Square, Singapore 307685**
Account No: **106-303-314-1** Swift Code: **UOVBSGSG**
Bank Code: **7375** Branch Code: **006**
- ☐ **Credit Card**
Credit Card Type: AMEX (only)
- Card No. : _____ Expiry Date: _____ (MM-YY)
- Cardholder's Name: _____
- Signature: _____

TERMS & CONDITION:

- (1) Check that your equipment can operate on the above electrical specifications. Non-standard items will not be locally available. You should bring with you adaptors or regulations if necessary.
- (2) Socket points are not for lighting use. If lighting fittings are brought in by the exhibitors for lighting purposes, the lighting connection charges will apply.
- (3) All electrical connection to equipment must be tested and approved by the Organizer's appointed licensed engineer prior to the turning on of the power supply. The Organizer reserved the right to terminate the power supply to any installation which are found dangerous or may cause any disruption to the power supply.

INDEMNITY CLAUSE:

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

PLEASE NOTE:

- (1) All items are on rental basis throughout the event duration, exhibitors will be held responsible for any loss or damages.
- (2) Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer.
- (3) A 100% cancellation fees upon order confirmation will be levied for notification received 3 weeks before the show date.
- (4) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (5) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- (6) Amount paid are non-refundable for cancellation received after **7 February 2020**.

FURNITURE RENTAL

**FORM
E4**

Deadline: Friday, 7 February 2020

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

22 Changi Business Park Central 2, Singapore 486032

Tel : (65) 6880 0284

Attn : Ms Xu Rui

Email : xurui@kingsmen-int.com

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

Kindly order your **additional** requirements only. The rental rates reflected covers the entire duration of the event.

FURNITURE CODE	DESCRIPTION OF SERVICE / ITEMS	ADVANCE RATE* Submit on / before 7 Feb 2020	STANDARD RATE* Submit from 8 Feb – 14 Mar 2020	ONSITE RATE* Submit on / after 15 Mar 2020	TOTAL (SGD)

* Subject to 7% Goods & Services Tax (GST)

* GST is not applicable for foreign-based exhibitors

Total cost before GST S\$

7% GST* S\$

Total cost including GST S\$

MODE OF PAYMENT (Please select preferred method of Payment)

**ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd
Mailing Address: **The Kingsmen Experience, 22 Changi Business Park Central 2, Singapore 486032**

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Kingsmen Exhibits Pte Ltd**
Bank Name: **United Overseas Bank Limited , Novena Branch**
Bank Address: **238A Thomson Road, #01-38 Novena Square, Singapore 307685**
Account No: **106-303-314-1** Swift Code: **UOVBSGSG**
Bank Code: **7375** Branch Code: **006**

☐ **Credit Card**
Credit Card Type: AMEX (only)

Card No. : _____ Expiry Date: _____ (MM-YY)

Cardholder's Name: _____

Signature: _____

Please Keep a Copy for Your Records

INDEMNITY CLAUSE:

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law

PLEASE NOTE:

- (1) All items are on rental basis throughout the event duration, exhibitors will be held responsible for any loss or damages.
- (2) Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer.
- (3) A 100% cancellation fees upon order confirmation will be levied for notification received 3 weeks before the show date.
- (4) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (5) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- (6) Amount paid are non-refundable for cancellation received after **7 February 2020.**

FURNITURE PRICE LIST

CHAIRS

Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate	Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate
C1C	Arm Chair (Black)	50.00	65.00	75.00	C10V1	Bar Stool (Black)	65.00	84.50	97.50
C1D	Arm Chair (Silver)	50.00	65.00	75.00	C10X	Bar Stool (White)	65.00	84.50	97.50
C1H	Arm Chair	65.00	84.50	97.50	C10Y	Bar Stool (Red)	65.00	84.50	97.50
C1I	Arm Chair (Black Seat)	65.00	84.50	97.50	C16C	Banquet Chair	40.00	52.00	60.00
C1J	Arm Chair (Brown Seat)	65.00	84.50	97.50	C16C1	Banquet Chair	65.00	84.50	97.50
C1W	Arm Chair	75.00	97.50	112.50	C16H	Banquet Chair	50.00	65.00	75.00
C1W2	Swan Chair	95.00	123.50	142.50	C16P	Banquet Chair	50.00	65.00	75.00
C1X	Arm Chair	65.00	84.50	97.50	C16R	Banquet Chair	50.00	65.00	75.00
C1Y	Arm Chair (White)	85.00	110.50	127.50	C16T	Bistro Chair (Black)	50.00	65.00	75.00
C1Y1	Arm Chair (Blue)	85.00	110.50	127.50	C16T1	Bistro Chair (Brown)	50.00	65.00	75.00
C1Y2	Arm Chair (Yellow Fabric)	85.00	110.50	127.50	C16X	Bistro Chair	55.00	71.50	82.50
C1Z	Arm Chair (Wooden)	75.00	97.50	112.50	C16W	Bistro Chair	55.00	71.50	82.50
C1Z1	Bistro Chair (Wooden)	85.00	110.50	127.50	C16V	Bistro Chair	50.00	65.00	75.00
C6	Banquet Chair	30.00	39.00	45.00	C16V2	Bistro Chair (White)	65.00	84.50	97.50
C7H	Banquet Chair (Silver)	55.00	71.50	82.50	C16U	Bistro Chair	50.00	65.00	75.00
C7P	Banquet Chair	50.00	65.00	75.00	C16N	Bistro Chair	55.00	71.50	82.50
C7U	Bistro Chair	60.00	78.00	90.00	C16N1	Bistro Chair	55.00	71.50	82.50
C7U1	Bistro Clear Chair	75.00	97.50	112.50	C16N2	Bistro Chair	55.00	71.50	82.50
C7Z	Bistro Chair	60.00	78.00	90.00	C16S	Bistro Chair	55.00	71.50	82.50
C7Z1	Bistro Chair (White)	60.00	78.00	90.00	C16Z	Bistro Chair	50.00	65.00	75.00
C7Z2	Bistro Chair (Blue)	60.00	78.00	90.00	C22	Folding Chair (Black)	15.00	19.50	22.50
C7Z3	Bistro Chair (Yellow)	60.00	78.00	90.00	C23	Folding Chair (White)	15.00	19.50	22.50
C7Z4	Bistro Chair	70.00	91.00	105.00	C29B	Conference Chair	55.00	71.50	82.50
C8D	Low Stool (White)	35.00	45.50	52.50	C29E	Conference Chair	55.00	71.50	82.50
C8F	Low Stool (White)	35.00	45.50	52.50	C29F	Conference Chair	55.00	71.50	82.50
C8G	Low Stool (Green)	35.00	45.50	52.50	C29G	Conference Chair	55.00	71.50	82.50
C8I	Low Stool (Blue)	35.00	45.50	52.50	C29J	Conference Chair	55.00	71.50	82.50
C8J	Low Stool	55.00	71.50	82.50	C29K	Conference Chair	55.00	71.50	82.50
C8K	Long Stool (White)	90.00	117.00	135.00	C29L	Conference Chair	75.00	97.50	112.50
C8K1	Long Stool (Black)	90.00	117.00	135.00	C29L1	Conference Chair	85.00	110.50	127.50
C8K2	Long Stool (Red)	90.00	117.00	135.00	C30D1	Typist Chair	60.00	78.00	90.00
C8U	Low Stool (Black)	35.00	45.50	52.50	C30D2	Typist Chair	65.00	84.50	97.50
C9B	Bar Stool (Chrome)	45.00	58.50	67.50	C30E	Typist Chair	40.00	52.00	60.00
C9C	Bar Stool	45.00	58.50	67.50	C39	Fabric Sofa (Grey)	50.00	65.00	75.00
C9E	Bar Stool	60.00	78.00	90.00	C39AQ	Leather Sofa (Black)	85.00	110.50	127.50
C9H	Bar Stool	55.00	71.50	82.50	C39AQ2	Leather Sofa (Black)	160.00	208.00	240.00
C9J	Bar Stool	50.00	65.00	75.00	C39F	Fabric Sofa (Red)	70.00	91.00	105.00
C9M	Bar Stool	50.00	65.00	75.00	C39N	Fabric Sofa (Navy Blue)	70.00	91.00	105.00
C9N	Bar Stool	50.00	65.00	75.00	C39P	Fabric Sofa (Black)	70.00	91.00	105.00
C9Q1	Bar Stool (Wooden)	55.00	71.50	82.50	C39R1	Leather Sofa	85.00	110.50	127.50
C9R	Bar Stool (White)	60.00	78.00	90.00	C39R2	Leather Sofa	160.00	208.00	240.00
C9R1	Bar Stool (Black)	60.00	78.00	90.00	C39R3	Leather Sofa	240.00	312.00	360.00
C9S	Bar Stool (White)	60.00	78.00	90.00	C39S	Fabric Sofa (White)	70.00	91.00	105.00
C9S1	Bar Stool (Yellow)	60.00	78.00	90.00	C39T	Fabric Sofa (Red)	70.00	91.00	105.00
C10A	Bar Stool (Black)	45.00	58.50	67.50	C39U	Fabric Sofa (Black)	70.00	91.00	105.00
C10H	Bar Stool (Black)	65.00	84.50	97.50	C39V	Fabric Sofa (Grey)	70.00	91.00	105.00
C10I	Bar Stool (Red)	65.00	84.50	97.50	C39W1	Leather Sofa	75.00	97.50	112.50
C10J	Bar Stool (Pink)	65.00	84.50	97.50	C39W2	Leather Sofa	150.00	195.00	225.00
C10K	Bar Stool (Grey)	65.00	84.50	97.50	C39Y	Fabric Sofa (White)	100.00	130.00	150.00
C10L	Bar Stool (Turquoise)	65.00	84.50	97.50	C39Z	Fabric Sofa (Black)	100.00	130.00	150.00
C10S	Bar Stool (White)	65.00	84.50	97.50	C39AD3	Fabric Sofa	150.00	195.00	225.00
C10T	Bar Stool (Dark Brown)	65.00	84.50	97.50	C39AE2	Leather Sofa	170.00	221.00	255.00
C10W	Bar Stool (Green)	65.00	84.50	97.50	C39AF	Leather Sofa	80.00	104.00	120.00
C10U	Bar Stool (White)	45.00	58.50	67.50	C39AP3	Leather Sofa	200.00	260.00	300.00
C10V	Bar Stool (White)	65.00	84.50	97.50					

TABLES

Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate	Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate
T1	Coffee Table (Glass Top)	45.00	58.50	67.50	T21/15	Round Table	50.00	65.00	75.00
T2	Coffee Table	45.00	58.50	67.50	T21A/14	Round Table	50.00	65.00	75.00
T2A	Coffee Table	45.00	58.50	67.50	T21B/13A	Round Table	50.00	65.00	75.00
T2E	Coffee Table (2-Tiered)	55.00	71.50	82.50	T21C/15	Round Table	55.00	71.50	82.50
T2F	Coffee Table (2-Tiered)	55.00	71.50	82.50	T26/15	Square Table (White)	50.00	65.00	75.00
T3	Coffee Table (Black)	40.00	52.00	60.00	T26B/13A	Square Table (Brown)	55.00	71.50	82.50
T3A	Coffee Table (Wooden)	40.00	52.00	60.00	T28D/13A	Conference Table (Black)	85.00	110.50	127.50
T3A2	Coffee Table (White)	40.00	52.00	60.00	T28E/15	Conference Table (Brown)	85.00	110.50	127.50
T3B	Coffee Table (White)	40.00	52.00	60.00	T28G/15	Conference Table	100.00	130.00	150.00
T3B2	Coffee Table (Wooden)	40.00	52.00	60.00	T29K	Conference Table (Brown)	90.00	117.00	135.00
T3C	Coffee Table (Wooden)	40.00	52.00	60.00	T29K1	Conference Table (Brown)	110.00	143.00	165.00
T3E	Coffee Table (Wooden)	50.00	65.00	75.00	T19A	Round Table (Glass)	55.00	71.50	82.50
T3E1	Coffee Table (Wooden)	55.00	71.50	82.50	T19B/21	Round Table	50.00	65.00	75.00
T3E2	Coffee Table (Wooden)	60.00	78.00	90.00	T19C	Round Table (Glass)	65.00	84.50	97.50
T7	Information Table	50.00	65.00	75.00	T19D	Round Table (Glass)	65.00	84.50	97.50
T7A	Information Table	75.00	97.50	112.50	T21/15	Round Table	50.00	65.00	75.00
T10C	Cocktail Table (Lt Brown)	65.00	84.50	97.50	T21A/14	Round Table	50.00	65.00	75.00
T10D	Cocktail Table (Black)	65.00	84.50	97.50	T21B/13A	Round Table	50.00	65.00	75.00
T10F	Cocktail Table (White)	65.00	84.50	97.50	T21C/15	Round Table	55.00	71.50	82.50
T10H	Cocktail Table	75.00	97.50	112.50	T26/15	Square Table (White)	50.00	65.00	75.00
T10J	Cocktail Table (Glass)	75.00	97.50	112.50	T26B/13A	Square Table (Brown)	55.00	71.50	82.50
T10K	Cocktail Table (White)	75.00	97.50	112.50	T28D/13A	Conference Table (Black)	85.00	110.50	127.50
T12/15	Conference Table (White)	90.00	117.00	135.00	T28E/15	Conference Table (Brown)	85.00	110.50	127.50
T19A	Round Table (Glass)	55.00	71.50	82.50	T28G/15	Conference Table	100.00	130.00	150.00
T19B/21	Round Table	50.00	65.00	75.00	T29K	Conference Table (Brown)	90.00	117.00	135.00
T19C	Round Table (Glass)	65.00	84.50	97.50	T29K1	Conference Table (Brown)	110.00	143.00	165.00
T19D	Round Table (Glass)	65.00	84.50	97.50					

CABINETS, SHOWCASES

Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate	Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate
A21	Display Cube (500mmH)	30.00	39.00	45.00	A51	3-Tier Counter	110.00	143.00	165.00
A22	Display Cube (750mmH)	40.00	52.00	60.00	S3	Counter Showcase	250.00	325.00	375.00
A23	Display Cube (1000mmH)	50.00	65.00	75.00	S5	Counter Showcase	250.00	325.00	375.00
A37	Lockable Cabinet	70.00	91.00	105.00	S6	Square Showcase	350.00	455.00	525.00
A37A	Curved Info Counter	75.00	97.50	112.50	S7	Showcase	500.00	650.00	750.00
A37AA	Lockable Cabinet (1000mmH)	80.00	104.00	120.00	S8	Showcase	500.00	650.00	750.00
A38	Sink With Cabinet	90.00	117.00	135.00	S10C	Showcase	400.00	520.00	600.00
A50	2-Tier Counter	80.00	104.00	120.00					

MISCELLANEOUS

Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate	Furniture Code	Description	Advanced Rate	Standard Rate	Onsite Rate
A4	Wastepaper Basket	5.00	6.50	7.50	A43	Refrigerator	300.00	390.00	450.00
A5B	Barricade	35.00	45.50	52.50	A47A	System Shelf	110.00	143.00	165.00
A5C	Barricade	40.00	52.00	60.00	A47B	System Shelf	90.00	117.00	135.00
A15B	Brochure Stand (Black)	70.00	91.00	105.00	A47C	System Shelf	100.00	130.00	150.00
A15C	Brochure Stand (Chrome)	70.00	91.00	105.00	A47D	System Shelf	80.00	104.00	120.00
A15D	Brochure Stand	80.00	104.00	120.00	A49A	Signage Stand	100.00	130.00	150.00
A15E	Brochure Stand	80.00	104.00	120.00	A49B	Signage Stand	100.00	130.00	150.00
A15G	Brochure Stand (White)	60.00	78.00	90.00	A49C	Signage Stand (Clip pole black)	100.00	130.00	150.00
A15H	Brochure Stand (Black)	60.00	78.00	90.00	A55	Plastic Bags Stand	45.00	58.50	67.50
A17/8	Barricade (1 metre per set)	35.00	45.50	52.50	L05	Table Lamp	65.00	84.50	97.50
A9B	Barricade	35.00	45.50	52.50	L06	Standing Lamp	95.00	123.50	142.50
A20F	Coat Stand	80.00	104.00	120.00	L11	Standing Lamp	85.00	110.50	127.50
A33	Easel	50.00	65.00	75.00	L19	Standing Lamp	90.00	117.00	135.00
A33A	Easel	60.00	78.00	90.00	L20	Standing Lamp	95.00	123.50	142.50
A42	Refrigerator	200.00	260.00	300.00					

Chairs

Arm Chair



C1C | 400L x 430W x 460H



C1D | 400L x 430W x 470H



C1H | 540L x 460W x 450H



C1I | 540L x 460W x 450H



C1W | 580L x 580W x 460H

C1J
Brown



C1W2 | 720W X 660D X 450H



C1X | 560L x 510W x 510H



C1Y | 600W x 625D x 440H



C1Y1 | 600W x 625D x 440H



C1Y2 | 600W x 625D x 440H



C1Z | 630W x 670D x 970H



C1Z1 | 630W x 670D x 970H



C6 | 480L x 430W x 450H



C7H | 450L x 450W x 450H

Bistro Chair



C7P | 400L x 420W x 450H



C7U | 350L x 400W x 490H



C7U1 | 550W X 560D X 440H



C7Z | 400L x 470W x 450H

Chairs

Bistro Chair



C7Z1 | 570L x 465W x 440H



C7Z4 | 580W x 550D x 440H



C16C | 460L x 450W x 430H



C16C1 | 430L x 520W x 440H



C16H | 420L x 460W x 465H



C16P | 490L x 450W x 450H



C16R | 400L x 440W x 440H



C16T | 400L x 440W x 440H



C16T1 | 400L x 440W x 440H



C16X | 460L x 460W x 450H



C16W | 460L x 460W x 450H



C16V | 550L x 440W x 460H



C16V2 | 445W x 420D x 480H



C16U | 620L x 600W x 460H



C16N | 680L x 680W x 450H



C16N1 | 680L x 680W x 450H



C16S | 660L x 660W x 450H



C16N2 | 660L x 580W x 480 / 560H



C16Z | 550D x 520W x 890H



C22 Black

C23 | 460L x 400W x 450H

Folding Chair

Chairs / Sofas

Conference Chair



C29B | 630L x 530W
x 400 / 520H



C29E | 620L x 680W
x 420 / 520H



C29F | 640L x 580W
x 440 / 560H



C29G | 620L x 630W
x 420 / 500H



C29J | 640L x 530W
x 390 / 500H



C29K | 600L x 500W
x 420 / 520H



C29L | 480L x 520W
x 495 / 558H



C29L1 | 480L x 635W
x 495 / 558H

Typist Chair



C30D1 | 486L x 430W
x 590 / 1400H



C30D2 | 486L x 430W
x 590 / 1400H



C30E | 510L x 480W
x 640 / 900H

Fabric Sofa



C39T | 570L x 760W x 400H



C39U | 570L x 760W x 400H



C39 | 570L x 800W x 340H



C39F | 780L x 730W x 430H



C39S | 780L x 730W x 430H

Chairs / Sofas

Fabric Sofa



C39N | 710L x 680W x 490H



C39P | 710L x 680W x 490H



C39V | 720L x 760W x 420H



C39AD3 | 1760L x 870W x 420H

Leather Sofa



C39W1 | 980L x 750W x 480H



C39W2 | 1750L x 750W x 480H



C39AP3 | 1800L x 880W x 660H



C39Y | 750L x 750W x 450H

C39Z
Black



C39AE2 | 1760L x 960W x 470H



C39AF | 960L x 680W x 450H



C39AQ | 780W x 740D x 430H



C39AQ2 | 1370W x 790D x 420H



C39R1 | 800L x 730W x 430H



C39R2 | 1300L x 730W x 430H



C39R3 | 1820L x 730W x 430H

Stools

Low Stool



C8U Black
(400H)

C8D | DIA 380 X 460H



C8G Green C8I Blue

C8F | 390L x 390W x 420H
C8G | 500L x 500W x 590H
C8I | 455L x 455W x 455H



C8J | DIA 640 X 380H



C8K1 Black

C8K2 Red

C8K | 1200L x 440W x 400H

Bar Stool



C9B | 400L x 440W x 740H



C9C | 320L x 330W x 730H



C9E | 370L x 790H



C9H | 460L x 440W x 840H



C9J | 440L x 430W x 780H



C9M | 350L x 400W
x 520 / 770H



C9N | DIA 380 x 780H



C9Q1 | 400W x 450D x 740H



C9R | 440W x 400D x 770H



C9R1 | 440W x 400D x 770H



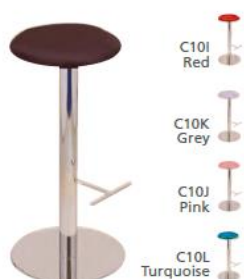
C9S | 465W x 510D x 1110H



C9S1 | 465W x 510D x 1110H

Stools / Tables

Bar Stool



C10H | DIA 350 x 830H



C10S | 440L x 400W x 520 / 770H



C10T
Dark Brown



C10W
Green



C10U | DIA 360 x 820H



C10A
Black



C10V | 360L x 360W
x 520 / 760H

C10V1
Black



C10X | 460L x 420W
x 580 / 790H



C10Y | 460L x 420W
x 580 / 790H



T10H | DIA 600 x
670 / 910H



T10F | DIA 550 x 1110H



T10C
Light Brown



T10D
Black

Cocktail Table



T10J (Glass)
DIA 600 x 1070H



T10K | DIA 700 x 1100H



T1 | 450L x 450W x 410H



T2 | DIA 520 x 440H

Coffee Table



T2A | 500L x 500W x 350H



T3 | 550L x 550W x 450H



T3A | 500L x 500W x 420H



T3A2 | 550L x 550W x 450H

Tables

Coffee Table



T3C | 500L x 500W x 420H



T3E | DIA 400 X 450H
T3E1 | DIA 500 X 520H
T3E2 | DIA 600 X 580H



T3B | 1000L x 500W x 420H



T3B2 | 900L x 550W x 450H



T2E | DIA 750 x 400H
2-Tiered



T2F | DIA 750 x 450H
2-Tiered



T19A | DIA 750 x 750H



T19C | DIA 750 x 750H

Round Table



T19D | DIA 900 x 750H



T19B/21 | DIA 760 x 750H



T21B/13A | DIA 760 x 700H



T21A/14 | DIA 760 x 700H



T21/15 | DIA 760 x 700H

Square Table



T26/15 | 760L x 760W x 700H



T26B/13A | 760L x 760W x 700H



T21C/15 | DIA 1200 x 700H

Conference Table

Tables / Miscellaneous

Conference Table



T12/15 | 1200L x 800W x 700H
T28E/15



T28D/13A | 1200L x 800W x 700H



T28G/15 | 1900L x 900W x 700H



T29K | 1200L x 800W x 730H
T29K1 | 2000L x 800W x 730H

Information Table



T7, T7A | 1000L x 500W
x 750 / 1000H



A37A | 1000L x 500W x 1000H

Lockable Cabinet



A37 | 1000L x 500W x 750H



A37AA (with shelf)
1000L x 500W x 1000H

Tiered Counter



A50
1000L x 300W x 1000 / 750H
(without lockable cabinet)



A51
1000L x 300W
x 1000H / 750H / 500H

Sink with Cabinet



A38 | 1000L x 400W x 1000H

Counter Showcase



S3 | 1000L x 500W x 900H



S5 | 1000L x 500W x 900H

Display Cube



A21 | 500L x 500W x 500H
A22 | 500L x 500W x 750H
A23 | 500L x 500W x 1000H

Miscellaneous

System Shelf



A47A | 1000L x 500W
x 2000H



A47B | 1000L x 500W
x 1500H



A47C | 500L x 500W
x 2000H



A47D | 500L x 500W
x 1500H

Showcase



S6 | 500L x 500W x 2100H
(with 2 halogen downlights)



S7 | 1000L x 500W x 2100H
(with 4 halogen downlights)



S8 | 1000L x 500W x 2100H
(with 4 halogen downlights)



S10C | 430L x 370W x 1620H
(with 1 halogen downlights)

Lamp



L05 Table Lamp



L06 Standing Lamp



L11 Standing Lamp



L19 Standing Lamp



L20 Standing Lamp

Barricade



A9B | 900H



A17/8 | 920H



A5B | 900H



A5C | 900H

Miscellaneous

Brochure Stand



A15B | 260L x 1270H



A15C | 260L x 1270H



A15D | 235L x 1500H



A15E | 300L x 1610H



A15G | 270L x 280W
x 1380H



A15H
Black



A15J | 240L x 1500H

Refrigerator



A42 | 420L x 400W x 820H



A43 | 550L x 550W x 1440H



Signage Stand



A49A | 570L x 1620H



A49B | 270L x 1280H



A49C | 220L x 1200H



A49D
Max: 2.4mH (inclusive of pole base)
Mid: 1.7mH (inclusive of pole base)
Min: 0.9mH (inclusive of pole base)



Miscellaneous



A20F | 550L x 1700H



A33 | 900L x 450W x 1500H



A33A | 1000L x 450W x 1050H



A55 | 440L x 990H



A4 | DIA 230 x 280H



BOOTH SERVICE LOCATION PLAN

**FORM
E5**

Deadline: Friday, 7 February 2020

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

22 Changi Business Park Central 2, Singapore 486032

Tel : (65) 6880 0284

Attn : Ms Xu Rui

Email : xurui@kingsmen-int.com

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

- (1) Indicate clearly the location of your utilities such as power outlets, spotlights, furniture on this form.
- (2) It is imperative that you complete this form as it will be used to install your requirements in the correct locations before you arrive on-site.
- (3) Please ensure that the positions of the lights are on the wall or fascia (unless your booth has an interior structure to which the lights can be attached to).
- (4) If the location plan of any service is not submitted with the order form before the stated deadline, it will be placed at the discretion of the Official Contractor.

Indicate Adjacent Booth No. in this direction.	Left				Back of Booth					Right	Indicate Adjacent Booth No. in this direction.
	Left				Front of Booth					Right	

Legend (Use only the items applicable):



SPOTLIGHT



FLUORESCENT LIGHT

SO

SOCKET POINT

F

FLOODLIGHT

E

ELECTRICAL SUPPLY (ISOLATOR)

AUDIO / VISUAL EQUIPMENT RENTAL

**FORM
E6**

Deadline: Friday, 7 February 2020

Please Return Form to:

ASCEND COM PTE LTD

12 Lorong Bakar Batu, #07-10/11, Singapore 348745

Tel : (65) 6846 0903

Attn : Ms Siti Amirah

Email : siti.amirah@ascendcom.com.sg

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

If you have a requirement that is not listed below, please contact them directly for a separate quotation. **The rental rates reflected covers the entire duration of the event.**

S/No	DESCRIPTIONS	ADVANCE RATE* Submit on / before 7 Feb 2020	STANDARD RATE* Submit from 8 Feb – 14 Mar 2020	ONSITE RATE* Submit on / after 15 Mar 2020	QTY	COST
DESKTOP COMPUTERS						
1	Pentium i5 2GHz Processor c/w - 4GB RAM, 512GB HDD - DVD-ROM Drive - 10/100 Ethernet Adapter - 22" LCD Monitor - Preloaded OS Win 7	\$245.00	\$290.00	\$375.00		
NOTEBOOKS						
1	Notebook i5 2Ghz Processor - 4GB RAM, 512GB HDD - DVD-Rom Drive/CDRW Combo Drive - Built-in wireless card - Preloaded Win 7	\$270.00	\$320.00	\$415.00		
PRINTERS						
1	HP Laserjet (B/W A4 with Network) - 40ppm - c/w 50% Existing Toner - Exclude A4 Paper	\$300.00	\$360.00	\$470.00		
2	HP Laserjet (Colour A4 with Network) - 22ppm - c/w 50% Existing Toner - Exclude A4 Paper	\$410.00	\$480.00	\$625.00		
3	HP Laser Multi-function Printer (Colour A4 with Network) - c/w 50% Existing Toner - Exclude A4 Paper	\$410.00	\$480.00	\$625.00		
MONITORS						
1	22" LCD Data Monitor (w/o speaker) (16:9)	\$130.00	\$150.00	\$195.00		
2	26" LCD Monitor (with speaker) (16:9) – HD Ready	\$205.00	\$240.00	\$315.00		
3	32" LED TV c/w Floor Stand (Full HD with USB Playback)	\$275.00	\$320.00	\$415.00		
4	42" LED TV c/w Floor Stand (Full HD with USB Playback)	\$385.00	\$450.00	\$585.00		

Please Keep a Copy for Your Records

5	46" LED TV c/w Floor Stand (Full HD w USB Playback)	\$445.00	\$520.00	\$675.00		
6	55" LED TV c/w Floor Stand (Full HD w USB Playback)	\$725.00	\$850.00	\$1,105.00		
7	84" LED UHD (4K) TV c/w Floor Stand	\$2,765.00	\$3,250.00	\$4,225.00		
SEAMLESS DISPLAY						
1	Seamless Video Wall 2 X 2 - 46" LCD Monitors - No Speakers - c/w Wall-Mounting Bracket or Stacker Bracket	\$2,380.00	\$2,800.00	\$3,640.00		
2	Seamless Video Wall 3 X 3 - 46" LCD Monitors - No Speakers - c/w Wall-Mounting Bracket or Stacker Bracket	\$5,670.00	\$6,300.00	\$8,190.00		
3	Portable Audio System for Seamless Video Wall - 2 x 60W Small Speakers - 1 x Amplifier	\$255.00	\$300.00	\$390.00		
TOUCH SCREEN DISPLAY						
1	32" Single Touch screen (Screen only) - PC Not Provided	\$700.00	\$820.00	\$1,065.00		
2	43" Single Touch screen (Screen only) - PC Not Provided	\$1,105.00	\$1,300.00	\$1,690.00		
AV EQUIPMENT						
1	DVD Player	\$40.00	\$50.00	\$65.00		
2	Blue-Ray DVD Player	\$105.00	\$120.00	\$155.00		
3	LCD Projector - 3000 ANSI Lumens	\$385.00	\$450.00	\$585.00		
4	LCD Projector - 5000 ANSI Lumens	\$1000.00	\$1180.00	\$1535.00		
5	6ft X 6ft Tripod Front Projection Screen (4:3)	\$105.00	\$120.00	\$155.00		
6	8ft X 8ft Tripod Front Projection Screen (4:3)	\$155.00	\$180.00	\$235.00		
AUDIO PA SYSTEM						
1	Portable PA System c/w - 2 Speakers w/ stand - 1 Amplifier	\$495.00	\$580.00	\$755.00		
2	Sound System c/w - 2 Speakers w/ stand - 1 Amplifier	\$935.00	\$1,100.00	\$1,430.00		
3	Shure SLX Wireless Handheld Microphone	\$170.00	\$200.00	\$260.00		
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors			Total cost before GST		S\$	
			7% GST*		S\$	
			Total cost including GST		S\$	

MODE OF PAYMENT (Please select preferred method of Payment)

**ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*

☐ **For Local Exhibitors: Crossed cheque or bank draft made payable to Ascend Com Pte Ltd**
Mailing Address: **12 Lorong Bakar Batu 07-10, Singapore 348745**

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Ascend Com Pte Ltd**
Bank Name: **UOB Group**
Bank Address: **Coleman Branch, 1 Coleman Street #01-14, The Adelphi, Singapore 179803**
Account No: **503-311-632-3** Swift Code: **UOVBSGSG**
Bank Code: **7375** Branch Code: **046**

☐ **Credit Card** (*subject to 4% credit card charges)
Credit Card Type: AMEX / MASTERCARD / VISA

Card No. : _____ Expiry Date: _____ (MM-YY)

Cardholder's Name: _____

Signature: _____

PLEASE NOTE:

- (1) All items are on rental basis throughout the event duration, exhibitors will be held responsible for any loss or damages.
- (2) A 100% cancellation fees upon order confirmation will be levied for notification received 3 weeks before the show date.
- (3) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (4) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- (5) Amounts paid are non-refundable should there be a participation withdrawal and/or event be cancelled due to unforeseen circumstances.

FREIGHT & SHIPPING INSTRUCTIONS

**FORM
E7**

Deadline: Friday, 7 February 2020

Please Return Form to:

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

5 Changi North Way, 3rd Floor, Singapore 498771

Tel : (65) 6571 5606 / 6571 5644

Attn : Ms Alice Lum / Ms Serena Kum

Email : Alum@agility.com / SKum@agility.com

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ **Stand No** : _____

Address : _____

Tel : _____ **E-mail** : _____

Authorised by : _____ **Signature** : _____ **Date** : _____

For smooth handling of the exhibits to the exhibition stand safe and sound, exhibitors are requested to note and follow all shipping instructions from the Official Freight Forwarder. Kindly refer to the shipping manual for more information.

Please complete the details of exhibits:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We advise and instruct **Agility Fairs & Events**, the Official Freight Forwarder and the sole site handler, that we shall be using the services of the below mentioned to deliver our freight to the exhibition site.

Company : _____

Contact person : _____ **Tel** : _____

Email : _____

DEADLINE FOR SHIPMENT

Arrival of films and video tapes/disc by COURIER service	: 6 – 9 March 2020
Name of Courier, Ocean BL No and copies of House BL, Commercial Invoice & Packing List for SEAFREIGHT consignments	: 26 February 2020
Arrival of exhibits by SEAFREIGHT	: 4 – 6 March 2020
Copies of Commercial Invoice & Packing List for AIRFREIGHT consignments	: 28 February 2020
Arrival of exhibits by AIRFREIGHT	: 6 – 9 March 2020
Copies of Product Catalogues & H.S Code Descriptions for consignments that includes Medical/Laser Equipment	: At least 1 month prior to show

DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum S\$100 per exhibitor/per consignment will be imposed**

Please Keep a Copy for Your Records

TEMPORARY PERSONNEL

**FORM
E8**

Deadline: Friday, 21 February 2020

Please Return Form to:

ML CONSULTING PTE LTD

10 Anson Road #24-14 International Plaza, Singapore 079903

Tel : (65) 6220 1288

Attn : Ms Angela Leong

Email : mlpc@mlpc.com.sg

Company Name : _____ Stand No : _____
 Address : _____
 Tel : _____ E-mail : _____
 Authorised by : _____ Signature : _____ Date : _____

Temporary personnel are available on hire to the exhibitors. If required, please complete and return this form by the deadline shown above.
 For other requirements, please specify here. The agency will contact you on your additional request.

Role	Daily Rate (0900hrs – 1800hrs)	From (DD/MM/YY)	To (DD/MM/YY)	No of Staff
Stand Attendant / Receptionist (English Speaking)	\$132.00			
Stand Attendant / Receptionist (English / Mandarin Speaking)	\$144.00			
Personnel speaking English & a foreign language i.e. Japanese, German, French or Italian	Upon Request			
* Subject to 7% Goods & Services Tax (GST)				Total cost before GST S\$
				7% GST* S\$
				Total cost including GST S\$
MODE OF PAYMENT (Please select preferred method of Payment) *ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT				
☐ For Local Exhibitors: Crossed cheque or bank draft made payable to ML Consulting Pte Ltd Mailing Address: 10 Anson Road International Plaza, #24-14, Singapore 079903				
☐ For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: ML Consulting Pte Ltd Bank Name: United Overseas Bank Limited Bank Address: 10 Anson Road International Plaza #01-01, Singapore 079903 Account No: 201-321-198-3 Swift Code: UOVBSGSG Bank Code: 7375 Branch Code: 057				

IMPORTANT NOTE:

- The above costs are package prices for working during from 0900 to 1800 hours and include a lunch break of 1 hour. Overtime charges will apply at the rate of 1.5 times if staff is required to work outside the above-specified hours, and if the staff is required to report for work before 0800 hours or when the work ends after 2200 hours a transport allowance will be charged at S\$30.00 per trip.
- ML Consulting Pte Ltd will not be responsible for any loss of cash or other valuables entrusted to our temporary staff by Exhibitors. Exhibitors will be responsible for the safety of temporary staff whilst at their stands and the Show Manager/Organiser and Manpower Agent will not be responsible for any losses or damages caused by such personnel.
- A cancellation fee of one (1) full day hire per personnel will be levied for cancellation received after **21 February 2020**.
- Orders are valid only when accompanied by full remittance. Payment should be made to "ML Consulting Pte Ltd" by local bank cheques or telegraphic transfer only. If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, the Exhibitor will be reasonable for reimbursing the relevant beneficiary.

Please Keep a Copy for Your Records

RIGGING / HANGING SERVICES

**FORM
E9**

Deadline: Wednesday, 26 February 2020

Please Return Form to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE

10 Bayfront Avenue, Singapore 018956

Tel : (65) 6688 3888

Fax : (65) 6688 3889

Email : secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ E-mail : _____

Fax : _____ Job Title : _____

(DR/HON/PROF/MDM/MISS/MRS/MS/MR)

Authorised by : _____ Signature : _____ Date : _____

BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.

IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. **TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

The rates in this order form apply to exhibition booth rigging work only.

☐ Please check this box if you require professional solution for your production requirements in your event. Our professional production team will approach you for further Assistance.

The rates below apply to work carried out during Normal Working hours (Monday – Friday 7am – 7pm). Works outside Normal Working hours are subjected to surcharge upon request.

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE Submit by 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 20 Mar 2020	COST
a. 300mm x 300mm x 3.05mL(10 ft) Square Aluminium Truss (include labour for assembly, lifting, derig during normal working hours)		\$240	\$332	
b. 300mm x 300mm x 2.44 mL(8 ft) Square Aluminium Truss (include labour for assembly, lifting, derig during normal working hours)		\$200	\$277	
c. 300mm x 300mm x 1.52 mL(5 ft) Square Aluminium Truss (include labour for assembly, lifting, derig during normal working hours)		\$120	\$166	
d. 300mm x 300mm Truss connection block (include labour for assembly, lifting, derig during normal working hours)		\$80	\$111	
e. Chain Master 1 ton Motor Hoist (c/w motor controller) (inclusive of use of rigging eyelet, labour for assembly, lifting, de-rig during normal working hours)		\$650	\$900	
f. Rigging Point (inclusive of use of rigging eyelet, 1 ton manual chain hoist, labour for assembly, lifting, derig during normal working hours)		\$450	\$623	
g. Hook Up ONLY (inclusive of use of rigging eyelet, and labour for lifting, derig during normal working hours only, manual chain hoist and accessories to be provided by customer)		\$200	\$277	
			TOTAL	
			GST 7%	
			GRAND TOTAL (SINGAPORE DOLLARS)	

Please Keep a Copy for Your Records

RIGGING WORK SCHEDULE

Please indicate in the box below for the rigger booking schedule and contact person requested by the customer to carry out the work above. 'Normal Working Hours' stated in the order form above refers to **Monday – Friday 7am – 7pm**. Marina Bay Sands reserves the right to charge customer for additional labour if work cannot commence as per schedule due to no show of the customer or delay in customer's own setup schedule. Rescheduling will be allocated based on the next available slot if there is a no show of 30minutes or more from the stipulated schedule. On-site or overtime charges will prevail. No refund is allowed.

Rigger Booking Schedule			
Customer Company Name	Contact Person On Site	Rigger Location/ Booth	Preferred handover date & time (Subject to final schedule of Marina Bay Sands)
Email Contact	Local Contact No. (if any)		
Special Request (if any)			
Customer is reminded to submit booth visual and rigging point layout plan with this rigging order form. Professional Engineer (PE) load calculation should be submitted three working days prior to commencement of work. No rigging work will commence without PE endorsement and compliance to Health & Safety rules and regulations. Any payment paid will not be refunded due to non-compliance of customers' obligations. ☐ Please check this box if you have sent your booth visuals to us.			
All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice. All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover the service outside the license period.			
All Services will be delivered within normal operating hour of Monday-Friday 7am-7pm. Delivery outside normal operating hour is subject to surcharges at applicable labour rates - Straight Time - \$50 per hour, Monday-Friday 7am-7pm with minimum of 4 hours straight time. After 8 hours of work, 1.5x rate applies on subsequent man-hours - Any work from Monday-Friday 7pm-11pm, and Saturday, Sunday, Public Holiday 7am-11pm at Premium rate of \$75 per hour will apply - Midnight rate of \$150 per hour will apply for work Monday - Sunday including Public Holidays required from 11pm – 7am next day			

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. **MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

☐ Cheque Payment:

All cheques should be crossed and made payable to
Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd
Accounts Receivable
Finance Non-Gaming Department
10 Bayfront Avenue
Singapore 018956

Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ Telegraphic Transfer:

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ Credit Card Payment:

Please complete and submit the Credit Card Authorization Form.

☐ Cash (only applicable for onsite orders)

Prices, Policies, and Procedures Subject to Change without prior notice.
GST Registration No. M90364464C

HIGH REACH EQUIPMENT RENTAL SERVICES

**FORM
E10**

Deadline: Wednesday, 26 February 2020

Please Return Form to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE

10 Bayfront Avenue, Singapore 018956

Tel : (65) 6688 3888

Fax : (65) 6688 3889

Email : secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ **Stand No** : _____

Address : _____

Tel : _____ **E-mail** : _____

Fax : _____ **Job Title** : _____

(DR/HON/PROF/MDM/MISS/MRS/MS/MR)

Authorised by : _____ **Signature** : _____ **Date** : _____

IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE HIGH-REACH EQUIPMENT SERVICE PROVIDER. TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

DESCRIPTION	MIN ORDER 4 HRS DURING	QTY	DURATION ORDERED	PER HR (\$GD)	COST	DEPOSIT
High-Reach Equipment Rental						
Electric Scissors-Lifts (GS2646) w/o Operator Working Height: 7.9m				\$50/hr		
Electric Scissors-Lifts (GS3246) w/o Operator Working Height: 9.0m				\$50/hr		
Electric Articulated Boom lift (Z45/25) w/o Operator Working Height 13.0m				\$70/hr		
All equipment operators must possess valid operating license, issued by a recognized local institute / governing body / authority. The Centre's staffs reserve the rights to conduct random checks on operators.				TOTAL		
				LATE ORDER CHARGE 15%		
				ON-SITE ORDER CHARGE 30%		
				GST 7%		
				GRAND TOTAL (SINGAPORE DOLLARS)		

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All prices are subject to change without prior notice.

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ **MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

☐ **Cheque Payment:**

All cheques should be crossed and made payable to

Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd

Accounts Receivable

Finance Non-Gaming Department

10 Bayfront Avenue

Singapore 018956

Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ **Telegraphic Transfer:**

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

☐ **Cash** (only applicable for onsite orders)

Prices, Policies, and Procedures Subject to Change without prior notice.
GST Registration No. M90364464C

Please Keep a Copy for Your Records

PLUMBING / COMPRESSED AIR / WATER & DRAINAGE SERVICES

**FORM
E11**

Deadline: Wednesday, 26 February 2020

Please Return Form to:
MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 Bayfront Avenue, Singapore 018956
Tel : (65) 6688 3888
Fax : (65) 6688 3889
Email : secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____
Address : _____
Tel : _____ E-mail : _____
Fax : _____ Job Title : _____
(DR/HON/PROF/MDM/MISS/MRS/MS/MR)
Authorised by : _____ Signature : _____ Date : _____

IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

ITEM	QTY	ADVANCED RATE Submit by 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 20 Mar 2020	COST
COMPRESSED AIR SUPPLY TERMINATED AT GATE VALVE FITTED WITH 9mm QUICK CONNECT COUPLING Max flow rate 60 lit/min @ 5-7 bar (2.1 cfm @ 80-100 psi) [approx. 1HP]		\$315.00	\$435.00	
Max flow rate 120 lit/min @ 5-7 bar (4.2 cfm @ 80-100 psi) [approx. 2HP]		\$442.00	\$612.00	
Max flow rate 180 lit/min @ 5-7 bar (6.3 cfm @ 80-100 psi) [approx. 3HP]		\$621.00	\$859.00	
Regulator		\$200.00	\$276.00	

AIR SERVICE: Pressure and flow rate may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

ITEM	QTY	ADVANCED RATE Submit by 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 20 Mar 2020	COST
Water Supply (on consumption) – For Storage Tank or Water Container ONLY		\$20/cubic meter (or part thereof cubic meter)		
WATER SUPPLY POINT TERMINATED AT 12mm DIAMETER GATE VALVE WITH 3m RUN OF NYLON HOSE Flow Rate: 10-12 litres per minute at 1-1.2 bar, waste water to be collected by user's own waste water container or equipment (water discharge point excluded).		\$128	\$176	
ADDITIONAL NYLON HOSE (MIN ORDER PER 10M RUN)		\$100/10M	\$100/10M	
WASTE WATER COLLECTION TANK WITH PUMP SET AND DISCHARGE HOSE CONNECTED TO NEAREST DRAINAGE POINT Size: 1200mm (L) x 900mm (H) x 760mm (D). Discharge flow rate at 20 litres per minute, power supply included.		\$476	\$659	
STAINLESS WASH SINK UNIT COMPLETED WITH WATER SUPPLY AND WASTE DISCHARGE PUMP SET Discharge flow rate at 20 litres per minute, power supply included.		\$675	\$934	
DRAINS: Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the SECC.			TOTAL	\$
			GST 7%	\$
			GRAND TOTAL (SINGAPORE DOLLARS)	\$
Prices indicated above does not include connection from the source to the exhibit. Connection is subjected to prevailing labour rates* upon request.		*LABOUR RATES (applicable to exhibition halls only) - Straight Time - \$50 per hour, Monday - Friday 7am-7pm with minimum of 4 hours straight time. - Premium – \$75 per hour after 8 hours of work OR from Monday - Friday 7pm-11pm, and Saturday, Sunday, Public Holiday 7am-11pm - Midnight Rate - \$150 per hour will apply for any work required from 11pm-7am next day		

NOTE: 1) A Service Location Plan must be submitted to process required orders. Date & time of the equipment and/or service requested should also be included.
2) The above services are available only in exhibition halls with a drop down from ceiling level.

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. **MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

☐ **Cheque Payment:**

All cheques should be crossed and made payable to
Marina Bay Sands Pte Ltd
 All payments must be sent directly to:
Marina Bay Sands Pte Ltd
Accounts Receivable
Finance Non-Gaming Department
10 Bayfront Avenue
Singapore 018956

Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ **Telegraphic Transfer:**

Please make payment to:
Bank Name: DBS Bank Ltd
A/C No.: 003-909346-2
A/C Name: Marina Bay Sands Pte Ltd
Swift Code: DBSSSGSG
 Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.
NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

☐ **Cash** (only applicable for onsite orders)

Prices, Policies, and Procedures Subject to Change without prior notice.
 GST Registration No. M90364464C

Please Keep a Copy for Your Records

TELECOMMUNICATION SERVICES

**FORM
E12**

Deadline: Wednesday, 26 February 2020

Please Return Form to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE

10 Bayfront Avenue, Singapore 018956

Tel : (65) 6688 3888

Fax : (65) 6688 3889

Email : secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ **Stand No** : _____

Address : _____

Tel : _____ **E-mail** : _____

Fax : _____ **Job Title** : _____

(DR/HON/PROF/MDM/MISS/MRS/MS/MR)

Authorised by : _____ **Signature** : _____ **Date** : _____

IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE TELECOMMUNICATIONS SERVICES PROVIDER AT SECC. **TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

FORM INFORMATION: (Please read carefully)

- **BEFORE TELEPHONE LINES ARE INSTALLED, A CREDIT CARD MUST BE ON FILE. PLEASE FILL OUT THE "CREDIT CARD AUTHORISATION FORM".** THE CREDIT CARD WILL BE USED TO INVOICE TELEPHONE CALLS THAT EXCEED THE DEPOSIT OR TO CREDIT ANY UNUSED PORTION OF YOUR DEPOSIT.
- **PRE-PLANNING CAN SAVE YOU MONEY.** Telephone lines are dropped with the main power drop into booth. PLEASE INDICATE ALL TELEPHONE LINE LOCATIONS BY FILLING OUT THE SERVICE LOCATION PLAN. Failure to notify Sands Event Services of telephone location will result in a charge on a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at MICE Customer Service Desk.
- Instruments will not be delivered to your booth. Instruments should be picked up at MICE Customer Service Desk.

ITEM	QTY	ADVANCED RATE Submit by 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 20 Mar 2020	SUBTOTAL (QTY X PRICE)
DIGITAL IP PHONE (LOCAL CALLS ONLY/ELECTRICAL SOCKET INCLUDED)		\$234	\$306	
NORTEL IP PHONE (INTERNATIONAL ACCESS/ ELECTRICAL SOCKET INCLUDED)		\$252 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
ANALOGUE VOICE/ FAX LINE (LOCAL TRANSMISSION ONLY, HANDSET/ FAX MACHINE NOT INCLUDED)		\$234	\$306	
ANALOGUE VOICE/ FAX LINE (INTERNATIONAL TRANSMISSION, HANDSET/ FAX MACHINE NOT INCLUDED)		\$252 Excludes \$200 deposit	\$329 Excludes \$200 deposit	

Please Keep a Copy for Your Records

ITEM	QTY	ADVANCED RATE Submit by 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 20 Mar 2020	SUBTOTAL (QTY X PRICE)
ANALOGUE LINE FOR CREDIT CARD OR NETS SERVICE (CREDIT CARD/ NETS MACHINE NOT INCLUDED. The machine needs to prefix a digit 9 in front for outgoing)		\$234	\$306	
ISDN2 DIGITAL LINE WITH NETWORK TERMINAL (NT)		\$270	\$353	
DIGITAL IP BASED TELECONFERENCING SYSTEM with phone line – (IDD charges apply based on consumption inclusive of SGD200 deposit)		\$468	\$612	
			TOTAL	
			GST 7%	
			GRAND TOTAL (SINGAPORE DOLLARS)	

NOTE: A Service Location Plan must be submitted to process required orders.
Preferred handover date & time of the equipment and/or service requested should also be included.

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. **MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

☐ Cheque Payment:

All cheques should be crossed and made payable to
Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd
Accounts Receivable
Finance Non-Gaming Department
10 Bayfront Avenue
Singapore 018956

Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ Telegraphic Transfer:

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ Credit Card Payment:

Please complete and submit the Credit Card Authorization Form.

☐ Cash (only applicable for onsite orders)

Prices, Policies, and Procedures Subject to Change without prior notice.
GST Registration No. M90364464C

INTERNET SERVICES

**FORM
E13**

Deadline: Wednesday, 26 February 2020

Please Return Form to:
MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 Bayfront Avenue, Singapore 018956
Tel : (65) 6688 3888
Fax : (65) 6688 3889
Email : secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____
Address : _____
Tel : _____ E-mail : _____
Fax : _____ Job Title : _____
(DR/HON/PROF/MDM/MISS/MRS/MS/MR)
Authorised by : _____ Signature : _____ Date : _____

IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE INTERNET SERVICE PROVIDER AT SECC. NO OTHER PROVIDER WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. **TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE Submit by 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 20 Mar 2020	COST
Internet Service				
a. Broadband Internet connection with DHCP, 6M/6M dedicated Internet bandwidth		\$1,380	\$1,660	
b. Broadband Internet connection with DHCP, 10M/10M dedicated Internet bandwidth		\$2,250	\$2,700	
c. Broadband Internet connection with DHCP, 20M/20M dedicated Internet bandwidth		\$4,200	\$5,040	
d. Broadband Internet connection with DHCP, 30M/30M dedicated Internet bandwidth		\$5,860	\$7,040	
e. Broadband Internet connection with DHCP, 50M/50M dedicated Internet bandwidth		\$9,000	\$10,500	
f. Fixed IP address for Internet (all IP address provided must be used under subscription of service item 'a', 'b', 'c', 'd' or 'e')		\$108	\$141	

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE Submit by 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 20 Mar 2020	COST
Data Network Service				
a. CAT 6 Wiring between two network ports (within different function room or exhibition hall) for in-house services		\$225	\$294	
b. CAT 6 Wiring between two network ports (within different function room or exhibition hall) for third-party services		\$450	\$589	
c. CAT 6 cable run within 30m length		\$100	\$132	
d. 8-port data switch		\$162	\$212	
e. 24-port data switch		\$369	\$483	
Hub rental deposits returned upon receiving working hub. Unused portion of deposit(s) returned w/final billing.			TOTAL	
Hub rental(s) must be returned to the Sands Expo & Convention Centre – MICE Service Centre			GST 7%	
TOTAL PAYMENTS MUST ACCOMPANY ORDER. Credit Card users may fax order to +65 6688-3889.			GRAND TOTAL (SINGAPORE DOLLARS)	

*** Advance Rate applies to orders received WITH PAYMENT 12 days prior to the first day of event. ***

**NOTE: A Service Location Plan must be submitted to process orders.
Date & time of the equipment and/or service requested should also be included.**

Notes:

- 1) The choice of Internet Service Provider (ISP) is at the sole discretion of Sands Event Services.
- 2) Sands Event Services is the sole provider of all Internet services. The resale of Internet service is strictly prohibited.
- 3) Sands Event Services reserves the right to append labour to any order if applicable. This includes, though not limited to, troubleshooting and additional assistance.
- 4) Sands Event Services reserves the right to remove any equipment deemed to be harmful to the network.
- 5) Sands Event Services does not guarantee the full functionality of specific applications including, though not limited to, VPN; Video Streaming; Net Meeting; Remote Terminal Services; Citrix; and PC anywhere.
- 6) Please attach all required floor plans/ diagram. By signing this order, you agree to the terms and conditions of the Sands event services internet department.
- 7) All on site orders are subject to availability and Marina Bay Sands does not guarantee that all services will be delivered according to customer's own schedule.

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. **MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

☐ **Cheque Payment:**

All cheques should be crossed and made payable to

Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd

Accounts Receivable

Finance Non-Gaming Department

10 Bayfront Avenue

Singapore 018956

Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ **Telegraphic Transfer:**

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

☐ **Cash** (only applicable for onsite orders)

Prices, Policies, and Procedures Subject to Change without prior notice.
GST Registration No. M90364464C

Please Keep a Copy for Your Records

CLEANING SERVICES

FORM
E14

Deadline: Wednesday, 26 February 2020

Please Return Form to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE

10 Bayfront Avenue, Singapore 018956

Tel : (65) 6688 3888

Fax : (65) 6688 3889

Email : secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

This form must be completed and returned by all Exhibitors. (Please type / write in BLOCK letters).

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ E-mail : _____

Fax : _____ Job Title : _____

(DR/HON/PROF/MDM/MISS/MRS/MS/MR)

Authorised by : _____ Signature : _____ Date : _____

IMPORTANT: SANDS EVENT SERVICES ARE THE EXCLUSIVE BOOTH CLEANING PROVIDER AT SECC. NO OTHER PROVIDER OR CLEANING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR, EXCEPT FOR INITIAL WIPE DOWN. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. **TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

DESCRIPTION	QTY / M ²	SGD/ M ² / DAY	COST
Hall / Booth Cleaning Service			
General Cleaning of Special Design Booth		\$2.50 / m ² / Day (Minimum 20 m ²)	
Ballroom / Meeting Room Cleaning Service			
Ballroom / Meeting Room Cleaning Service (Applicable for exhibitions in Ballroom and Meeting Rooms)		\$0.25 / m ² / Day (Minimum 1,000 m ²)	

Description	Per Skip (SGD)	COST
Rubbish Disposal Service		
Disposal by skip (of approximate 18 cbm) of general exhibition wastes like empty boxes and rubbish generated by organizers, contractors, exhibitors, etc. inclusive of NEA disposal fee. The skip is capped at 3 tons/skip. Excess tonnage will be billed to user @ NEA fee S\$77/ton.	\$520	
Disposal by skip (of approximate 18 cbm) of abandoned exhibition materials like empty crates, booth materials, decoration off-cuts, discarded exhibits/displays, etc. (optional service on request only), inclusive of NEA disposal fee. The skip is capped at 3 tons/skip. Excess tonnage will be billed to user @ NEA fee S\$77/ton.	\$650	
Disposal by skip (of approximate 18 cbm) storage charges (complimentary for first three (3) working days).	\$20 / day	
	TOTAL	
	ONSITE 30%	
	GST 7%	
	GRAND TOTAL (SINGAPORE DOLLARS)	

ALL SERVICES PROVIDED BY SANDS EVENT SERVICES

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. **MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

☐ Cheque Payment:

All cheques should be crossed and made payable to

Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd

Accounts Receivable

Finance Non-Gaming Department

10 Bayfront Avenue

Singapore 018956

Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ Telegraphic Transfer:

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ Credit Card Payment:

Please complete and submit the Credit Card Authorization Form.

☐ Cash (only applicable for onsite orders)

*Prices, Policies, and Procedures Subject to Change without prior notice.
GST Registration No. M90364464C*

BOOTH CATERING SERVICES

**FORM
E15**

Deadline: Wednesday, 26 February 2020

Please Return Form to:

MARINA BAY SANDS – ATTN: BANQUET OPERATIONS

10 Bayfront Avenue, Singapore 018956

Tel : (65) 6688 8570

Fax : (65) 6688 8842

Email : boothcatering@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: APM 2020		EVENT DATES: 18 – 20 March 2020		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:		
TELEPHONE:	FAX:		E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT THE SECC. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. ANY EXCEPTION MUST BE APPROVED IN WRITING AND A CORKAGE FEE WILL APPLY. ALL PRICES ARE SUBJECT TO 10% SERVICE CHARGE AND PREVAILING TAXES. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

ITEM DESCRIPTION	QTY REQ'D	ADVANCED RATE Submit on / before 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 15 Mar 2020	ONSITE RATE Submit on / after 15 – 20 Mar 2020	COST
SANDWICHES					
Cucumber, Lettuce and Tomato Finger Sandwiches (24 pcs)		\$48.00	\$55.00	\$62.00	
Turkey Ham and Cheese Finger Sandwiches (24 pcs)		\$48.00	\$55.00	\$62.00	
Chicken Sandwiches (24 pcs)		\$48.00	\$55.00	\$62.00	
Tuna Sandwiches (24 pcs)		\$48.00	\$55.00	\$62.00	
Egg Salad Sandwiches (24 pcs)		\$48.00	\$55.00	\$62.00	
PASTRIES					
Assorted Cookies (30pcs)		\$51.00	\$59.00	\$66.00	
Chocolate Brownies (30pcs)		\$51.00	\$59.00	\$66.00	
Danish Pastries (30 pcs)		\$51.00	\$59.00	\$66.00	
Assorted Muffins (30 pcs)		\$51.00	\$59.00	\$66.00	
Mini French Pastries (30 pcs)		\$51.00	\$59.00	\$66.00	
Assorted Kueh Lapis – local layered cake (30 pcs)		\$51.00	\$59.00	\$66.00	
Assorted Macaroons (30 pcs)		\$51.00	\$59.00	\$66.00	
DEEP FRIED ITEMS					
Chicken Spring Roll (30 pcs)		\$56.00	\$64.00	\$73.00	
Vegetarian Spring Roll (30 pcs)		\$56.00	\$64.00	\$73.00	
Vegetarian Samosa (30 pcs)		\$56.00	\$64.00	\$73.00	
Fried Curry Puff (vegetarian) (30pcs)		\$56.00	\$64.00	\$73.00	
Fried Curry Puff (chicken) (30pcs)		\$56.00	\$64.00	\$73.00	
Potato Wrapped with Prawn (30 pcs)		\$56.00	\$64.00	\$73.00	
Prawn Stuffing You Tiao (Prawn Stuffed Fritters) (30 pcs)		\$56.00	\$64.00	\$73.00	
Chicken Money Bag (30 pcs)		\$56.00	\$64.00	\$73.00	

Please Keep a Copy for Your Records

ITEM DESCRIPTION	QTY REQ'D	ADVANCED RATE Submit on / before 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 15 Mar 2020	ONSITE RATE Submit on / after 15 – 20 Mar 2020	COST
BAKED ITEMS					
Mini Chicken Curry Pie (24 pcs)		\$48.00	\$55.00	\$62.00	
Mini Egg Tart (24 pcs)		\$48.00	\$55.00	\$62.00	
Chicken Sausage Roll (24 pcs)		\$48.00	\$55.00	\$62.00	
Chicken Pie (24 pcs)		\$48.00	\$55.00	\$62.00	
Mushroom Pie (24 pcs)		\$48.00	\$55.00	\$62.00	
Tuna Puff (24 pcs)		\$48.00	\$55.00	\$62.00	
Baked Chicken Red Bean Puff (V) (24 pcs)		\$48.00	\$55.00	\$62.00	
Vegetarian Curry Pie (24 pcs)		\$48.00	\$55.00	\$62.00	
Mini Salmon & Potato Puff (24 pcs)		\$48.00	\$55.00	\$62.00	
GIN (per bottle)					
Gordon's		\$240.00	\$250.00	\$260.00	
Bombay Sapphire		\$280.00	\$290.00	\$300.00	
VODKA (per bottle)					
Skyy		\$240.00	\$250.00	\$260.00	
Grey Goose		\$280.00	\$290.00	\$300.00	
RUM (per bottle)					
Mount Gay Gold Rum		\$240.00	\$250.00	\$260.00	
Bacardi Carta Blanca		\$280.00	\$290.00	\$300.00	
WHISKY (per bottle)					
Johnnie Walker Red Label		\$240.00	\$250.00	\$260.00	
Jack Daniel		\$280.00	\$290.00	\$300.00	
Johnnie Walker Black Label		\$280.00	\$290.00	\$300.00	
BOURBON (per bottle)					
Jim Bean White		\$240.00	\$250.00	\$260.00	
Makers Mark		\$280.00	\$290.00	\$300.00	
CHAMPAGNE (per bottle)					
Piper Heidsieck Brut NV, France		\$115.00	\$125.00	\$135.00	
Piper Heidsieck Rosé Sauvage, France		\$140.00	\$150.00	\$160.00	
SPARKLING (per bottle)					
Martini Brut NV, Italy		\$75.00	\$85.00	\$95.00	
SOFT DRINKS (per case of 24 cans)					
Coke		\$50.00	\$60.00	\$70.00	
Coke Light		\$50.00	\$60.00	\$70.00	
Sprite		\$50.00	\$60.00	\$70.00	
Ginger Ale		\$50.00	\$60.00	\$70.00	
Bitter Lemon		\$50.00	\$60.00	\$70.00	
Tonic Water		\$50.00	\$60.00	\$70.00	
Soda Water		\$50.00	\$60.00	\$70.00	
Red Bull		\$140.00	\$150.00	\$160.00	
HOUSE WINE (per bottle)					
House Wine (Red)		\$65.00	\$70.00	\$75.00	
House Wine (White)		\$65.00	\$70.00	\$75.00	

ITEM DESCRIPTION	QTY REQ'D	ADVANCED RATE Submit on / before 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 15 Mar 2020	ONSITE RATE Submit on / after 15 – 20 Mar 2020	COST
WATER (per case of 24 bottles)					
House Bottled Water (500ml)		\$48.00	\$50.00	\$52.00	
Fiji (500ml)		\$86.00	\$88.00	\$90.00	
Perrier (330ml)		\$86.00	\$88.00	\$90.00	
CHILLED OR CANNED JUICE					
Orange Juice (2 Litres)		\$40.00	\$42.00	\$44.00	
Orange Juice (per case of 24 bottles)		\$72.00	\$74.00	\$76.00	
Fruit Punch (2 Litres)		\$40.00	\$42.00	\$44.00	
Pineapple Juice (2 Litres)		\$40.00	\$42.00	\$44.00	
Apple Juice (2 Litres)		\$40.00	\$42.00	\$44.00	
Tomato Juice (per case of 24 cans)		\$72.00	\$74.00	\$76.00	
BEER					
Tiger (30 Liters Keg) serves approx. 90 glasses <i>*Exclusive of installation fees of \$50</i>		\$750.00	\$770.00	\$790.00	
Installation fees For Tiger (30 Liters Keg)		\$50.00	\$50.00	\$50.00	
Tiger (per case of 24 cans)		\$180.00	\$190.00	\$200.00	
Heineken (per case of 24 cans)		\$200.00	\$210.00	\$220.00	
SNACK & FINGER FOOD					
Potato Chips (400gm)		\$12.00	\$14.00	\$16.00	
Packaged Mixed Nuts (40gm)		\$1.20	\$1.50	\$1.80	
Packaged Mixed Nuts (1kg)		\$16.00	\$18.00	\$20.00	
Assorted Fun Size Chocolate Bars (10pcs)		\$12.00	\$16.00	\$20.00	
SERVICE PERSONNEL (MINIMUM 4 HOURS BLOCK)					
Food Server (min block 4 hours)		\$200.00	\$210.00	\$220.00	
Bartender (min block 4 hours)		\$200.00	\$210.00	\$220.00	
Mixologist (min block 4 hours)		\$600.00	\$630.00	\$660.00	
Flair Bartender (min block 1 hour)		\$600.00	\$630.00	\$660.00	
Chef (min block 4 hours)		\$200.00	\$210.00	\$220.00	
Subsequent hour (per hour charge)		\$50.00	\$60.00	\$70.00	
Over 8 hours (per hour charge)		\$75.00	\$85.00	\$95.00	
COFFEE MACHINE					
Coffee Machine Package includes (per event rental): • Coffee machine • 50 Coffee Capsules • 50 sachets sugar • 50 pcs disposable cups (8oz) • 50 pcs stirrer • 50 pcs creamer <i>*machine excludes power point & water</i>		\$225.00	\$245.00	\$265.00	
COFFEE / TEA					
Coffee Pump (serves approx. 10 cups)		\$50.00	\$55.00	\$60.00	
Tea Pump (serves approx. 10 cups)		\$50.00	\$55.00	\$60.00	
GLASSES					
Highball (36 pcs)		\$38.00	\$39.00	\$40.00	
Flute (36 pcs)		\$38.00	\$39.00	\$40.00	
Wine (25 pcs)		\$38.00	\$39.00	\$40.00	
Multi-Purpose Glass (25 pcs)		\$38.00	\$39.00	\$40.00	
Rock Glasses (25 pcs)		\$38.00	\$39.00	\$40.00	
<i>Rental of glasses must be accompanied with Beverage orders through our catering department.</i>					

ITEM DESCRIPTION	QTY REQ'D	ADVANCED RATE Submit on / before 26 Feb 2020	STANDARD RATE Submit from 27 Feb – 15 Mar 2020	ONSITE RATE Submit on / after 15 – 20 Mar 2020	COST
CROCKERY & CUTLERY					
Side Plate (per dozen)		\$15.00	\$16.00	\$17.00	
Entrée Plate (per dozen)		\$15.00	\$16.00	\$17.00	
Knife (per dozen)		\$15.00	\$16.00	\$17.00	
Fork (per dozen)		\$15.00	\$16.00	\$17.00	
Dessert Spoon (per dozen)		\$15.00	\$16.00	\$17.00	
China Coffee Service (cup, saucer, teaspoon) per dozen		\$15.00	\$16.00	\$17.00	
Disposable cups 8 oz (25pcs)		\$6.00	\$7.00	\$8.00	
Disposable stirrers (50pcs)		\$3.00	\$4.00	\$5.00	
Disposable Fork / Spoon / Knife (12pcs) *Select One		\$6.00	\$7.00	\$8.00	
Disposable Plates (12pcs)		\$8.00	\$9.00	\$10.00	
Disposable Solo Clear Cups (100pcs)		\$20.00	\$21.00	\$22.00	
Disposable Wine Glass (10pcs)		\$8.00	\$9.00	\$10.00	
Disposable Flutes (6pcs)		\$8.00	\$9.00	\$10.00	
<i>Rental of crockery & cutlery must be accompanied with F&B orders through our catering department.</i>					
OTHERS					
Coffee Capsules (a box of 50 capsules)		\$175.00	\$185.00	\$195.00	
Lipton Tea Bags (100 sachets)		\$30.00	\$32.00	\$34.00	
White Sugar (50 sachets)		\$6.00	\$7.00	\$8.00	
Brown Sugar (50 sachets)		\$6.00	\$7.00	\$8.00	
Equal (50 sachets)		\$12.00	\$13.00	\$14.00	
Kaffee Creamer (50 portions)		\$12.00	\$13.00	\$14.00	
Fresh Milk (UHT) 1 Litre		\$5.00	\$6.00	\$7.00	
Ice Cube (3.0kg per pack)		\$10.00	\$11.00	\$12.00	
Linen Napkins (10pcs)		\$10.00	\$11.00	\$12.00	
Disposable Napkins (200pcs)		\$8.00	\$9.00	\$10.00	
Table cloth		\$15.00	\$16.00	\$17.00	
Oblong Table		\$30.00	\$33.00	\$36.00	
Water Dispenser Package Includes: (per event rental): 100 pcs disposable cups (8oz) 5 Gallon Water *machine excludes power point		\$125.00	\$125.00	\$130.00	
Distilled Drinking Water (5 Gallon)		\$20.00	\$20.00	\$20.00	
DATE & TIME DELIVERY / REMARKS :			TOTAL:		
			SERVICE CHARGE 10% :		
			GST 7% :		
			GRAND TOTAL : (SINGAPORE DOLLAR)		

CREDIT CARD AUTHORISATION

**FORM
E16**

Deadline: Wednesday, 26 February 2020

Please Return Form to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE

10 Bayfront Avenue, Singapore 018956

Tel: (65) 6688 3888

Fax: (65) 6688 3889

Email: secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: APM 2020		EVENT DATES: 18 – 20 March 2020		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:		STATE:	
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
IMPORTANT: TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) MARINA BAY SANDS PTE LTD ("MBS") MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UTC 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

METHOD OF PAYMENT & AUTHORISATION (will be used for all Sands Event Services you order or incur):

☐ Credit Card (please complete information below)

☐ Personal Credit Card: ☐ American Express

☐ MasterCard

☐ VISA

☐ Company Credit Card: ☐ American Express

☐ MasterCard

☐ VISA

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: _____ Cardholder's Name: _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORISED TO SIGN ON YOUR BEHALF.

OTHER AUTHORISED SIGNER(S):

Print Name _____

Signature _____

Print Name _____

Signature _____

I, Cardholder of the credit card (whose details are set out above) / the authorized signatory of the cardholder of the credit card (whose details are set out above), hereby authorise MBS to charge the above-referenced credit card for the services as set out in this Credit Card Authorisation and/or the order forms which are acknowledged by me and/or the authorized signatory of the cardholder of the credit card (the "Amounts"):

Accordingly, I hereby irrevocably and unconditionally authorize MBS to charge to the credit card all the Amounts due and payable and I shall be liable for the payment of all the Amounts so charged to the credit card.

I understand and acknowledge that the primary liability for payment of the Amounts due and payable by [name of contracting party] to MBS resides with [name of contracting party] and any and all liability in respect of the Amounts shall continue and shall only be discharged upon, and only to the extent that MBS has received, payment in full of such Amounts, whether by me or otherwise.

Further, I agree and acknowledge that MBS may, in its sole discretion, have recourse to any other lawful means of obtaining payment and/or securing performance of this undertaking at any time and in any manner whatsoever as MBS may require. I understand that this authorization is irrevocable save with the consent of MBS.

We recommend that this form be sent to us via Fax or secured/encrypted email. While we have implemented procedures to safeguard and secure your information, we are unable to verify the security of electronic transmissions of such information to us and shall not be liable or responsible for any unauthorised access or loss of information submitted to us.

SERVICES TO BE COVERED BY THIS CARD: ☐ ALL

☐ AUDIO/VISUAL

☐ HIGH REACH EQUIPMENT

☐ PIPED SERVICES (AIR, WATER, DRAIN)

☐ BOOTH CLEANING SERVICES

☐ INTERNET

☐ TELECOMMUNICATIONS – ICT

☐ BUSINESS CENTRE SERVICES

☐ LABOR

☐ TELEVISION PROGRAM SERVICES

☐ CATERING

☐ LOGISTIC SERVICES

☐ TRUSS/LIGHTING RENTAL

☐ ELECTRICAL

☐ MAIL CENTRE SERVICES

☐ OTHER _____

☐ HANGING APPLICATIONS/RIGGING

☐ MATERIAL HANDLING EQUIPMENT

OTHER INFORMATION

All invoices need to be settled prior to show close unless special billing privileges have been established with MBS. Credits will not be issued on services installed as ordered even though not used. All orders are subject to a CANCELLATION FEE. Please review all work orders and invoices prior to leaving show site. For credit consideration, all service concerns must be made known during the show. Please read all forms thoroughly for all instructions and conditions prior to placing orders.

THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTRE AND/OR THE MARINA BAY SANDS HOTEL.

Please Keep a Copy for Your Records

SERVICE LOCATION PLAN

**FORM
E17**

Deadline: Wednesday, 26 February 2020

Please Return Form to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE

10 Bayfront Avenue, Singapore 018956

Tel : (65) 6688 3888

Fax : (65) 6688 3889

Email : secc@marinabaysands.com

EVENT NAME: APM 2020		EVENT DATES: 18 – 20 March 2020
EXHIBITING CO. NAME:		BOOTH #:
CONTACT PERSON ON SITE:	LOCAL CONTACT NO. (IF ANY)	EMAIL CONTACT:
PREFERRED SERVICE ACTIVATION / HAND-OVER SCHEDULE: (Time / Date)	Note: All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover and/or activates the service outside the license period.	

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan. The service ordered will be dropped from the exhibition hall ceiling vertically above the booth area or obtained from the nearest service closest of the booth on floor level. The termination point will be as close as possible to the required location (s). The service will be terminated at floor level with the appropriate termination. Any horizontal running of the service is subject to a separate charge with quotation on actual work involved.

ELECTRICAL SERVICES:

- Indicate main power location.
- Indicate additional outlet locations with rating
- Indicate lighting connection point (Indicate wattage or amperage required at each location.)

TELECOMMUNICATION SERVICES:

- Indicate main telephone line termination location.
- Indicate extension phone line termination locations.

COMPRESSED AIR/WATER OUTLETS:

- Indicate these locations (for island booths)
By writing "Air/Water" at appropriate location.
(with capacity of the supply rating)

INTERNET SERVICES:

- Indicate location of internet port termination location.

RIGGING/HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications.
Please see page 4 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).
- Detach the Service Location Plan and send with your order form(s).
- Please complete this information for ease of booth identification.

Please indicate and mark up the location of the service in the diagram below.

Scale: 1 square = _____ square meter OR Other: _____

↑
INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____

↓
INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____

←
INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION

→
INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION

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