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TECHNICAL MANUAL

ORDER FORMS

6 – 8 September 2022
Marina Bay Sands Expo & Convention Centre,
Level 1, Halls A – C

Produced by:



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 BOOTH & NATIONAL PAVILION ENHANCEMENT Email: laison.chua@rxglobal.com	Form E1 Fri 22 Jul		RIGGING / HANGING SERVICES Email: secc@marinabaysands.com	Form E10 Fri 19 Aug
	FASCIA NAME – SHELL SCHEME Email: hidayah.nur@cityneongroup.com	Form E2 Fri 12 Aug		HIGH REACH EQUIPMENT RENTAL SERVICES Email: secc@marinabaysands.com	Form E11 Fri 19 Aug
	ELECTRICAL SERVICES Email: hidayah.nur@cityneongroup.com	Form E3 Fri 5 Aug		PLUMBING / COMPRESSED AIR / WATER / DRAIN SERVICES Email: secc@marinabaysands.com	Form E12 Fri 19 Aug
	FURNITURE RENTAL Email: hidayah.nur@cityneongroup.com	Form E4 Fri 12 Aug		TELECOMMUNICATION SERVICES Email: secc@marinabaysands.com	Form E13 Fri 19 Aug
	SERVICE LOCATION PLAN Email: hidayah.nur@cityneongroup.com	Form E5 Fri 12 Aug		INTERNET SERVICES Email: secc@marinabaysands.com	Form E14 Fri 19 Aug
	AUDIO / VISUAL EQUIPMENT RENTAL Email: jiixin.foo@ascendcom.com.sg CC: zhenlin.chee@ascendcom.com.sg	Form E6 Fri 5 Aug		CLEANING SERVICES Email: secc@marinabaysands.com	Form E15 Fri 19 Aug
	FREIGHT INSTRUCTIONS & TARIFFS Email: ANeo@agility.com Kim.Wah.Neo@dsv.com	Form E7 Fri 5 Aug		STAND CATERING SERVICES Email: boothcatering@marinabaysands.com	Form E16 Fri 19 Aug
	TEMPORARY PERSONNEL Email: mlpc@mlpc.com.sg	Form E8 Fri 19 Aug		CREDIT CARD AUTHORISATION Email: secc@marinabaysands.com	Form E17 Fri 19 Aug
	HOTEL ACCOMMODATION – OTHER GREEN HOTELS Email: Catherine@burnaby-solutions.com Johnchua@burnaby-solutions.com	Form E9 Fri 5 Aug		SERVICE LOCATION PLAN Email: secc@marinabaysands.com	Form E18 Fri 19 Aug

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

**FORM
E1**

Deadline: Friday, 22 July 2022

Please Return Form to:

RX SINGAPORE

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

Tel : (65) 6780 4586

Attn : Mr. Chua Lai Soon

Email : laisoon.chua@rxglobal.com

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

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

Business Address : _____

Business Tel : _____ **Business 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

Company Name : _____

Business Address : _____

Contact person : _____ **Business Tel:** _____ **Business Mobile:** _____

Business 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.

All contractors will be required to pay a non-refundable administration/management fee of S\$8.00 (excluding 7% gst) per square metre to the Organiser and sign an undertaking to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall 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.

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, 22 July 2022**. Late submission may mean that approval may not be granted in time for construction to commence on site.

(Not Applicable for Singapore Pavilion Exhibitors)

Deadline: Friday, 12 August 2022

Email : hidayah.nur@cityneongroup.com

Authorised by : Signature: Date:

- (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.

Please Keep a Copy for Your Records

REVERSE OF FORM E2

1. SHELL SCHEME BOOTH



Note: Entitlements for other booth sizes, kindly enquire with your Account Specialist directly.

Entitlements/Sqm	9 – 12.9	13 – 17.9	18 – 21.9	22 – 26.9	27 – 30.9	31 – 35.9	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
Show logo on fascia (to be placed after the Stand Number)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Needle-punch carpet	9 – 12.9	13 – 17.9	18 – 21.9	22 – 26.9	27 – 30.9	31 – 35.9	36
Counter unit (size :1000mmL X 500mmW X 750mmHt)	1	2	2	3	3	4	4
Folding Chairs	2	4	4	5	6	7	8
Waste Paper Basket	1	1	1	2	2	3	3
Fluorescent tubes - 40W 4ft / 1.2m	2	3	4	5	6	7	8
13 amp/230V 1 Ph 50Hz, fused to 5 amp power point (Not for lighting) (Max 1 KW)	1	1	2	2	3	3	4

ELECTRICAL SERVICES

**FORM
E3**

Deadline: Friday, 5 August 2022

Please Return Form to:

CITYNEON EVENTS PTE LTD

25 Tai Seng Ave #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6397

Attn : Ms Nur Hidayah

Email : hidayah.nur@cityneongroup.com

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

Company Name : _____ Stand No: _____

Business Address : _____

Business Tel : _____ Business 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 5 Aug 2022	STANDARD RATE* Submit from 6 Aug – 2 Sep 2022	ONSITE RATE* Submit on / after 3 Sep 2022	QTY	COST
SECTION A – Supply & Installation Of Lightings (Includes lighting connections and electricity consumption)						
40W Fluorescent Light 1.2mL / LED Fluorescent Light (Day Light)		\$55.00	\$71.50	\$82.50		
12W LED Spotlight (Warm Light)		\$60.00	\$78.00	\$90.00		
12W Long-Arm LED Spotlight (Warm Light)		\$70.00	\$91.00	\$105.00		
50W Halogen Spotlight (Warm Light)		\$65.00	\$84.50	\$97.50		
50W Halogen Downlight (for showcase)		\$65.00	\$84.50	\$97.50		
50W Long-Arm Halogen Spotlight (Warm Light)		\$70.00	\$91.00	\$105.00		
150W Floodlight (Warm Light)		\$155.00	\$201.50	\$232.50		

Please Keep a Copy for Your Records

DESCRIPTION OF SERVICE / ITEMS		ADVANCE RATE* Submit on / before 5 Aug 2022	STANDARD RATE* Submit from 6 Aug – 2 Sep 2022	ONSITE RATE* Submit on / after 3 Sep 2022	QTY	COST
300W Floodlight (Warm Light)		\$175.00	\$227.50	\$262.50		
LED 70W Metal Halide (Daylight)		\$150.00	\$195.00	\$225.00		
LED 70W Long- Arm Metal Halide (Daylight)		\$155.00	\$201.50	\$232.50		
LED 150W Metal Halide (Daylight)		\$ 200.00	\$260.00	\$300.00		
LED 150W Long-Arm Metal Halide (Daylight)		\$ 205.00	\$266.50	\$307.50		
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		\$55.00	\$71.50	\$82.50		
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)		\$170.00	\$221.00	\$255.00		
SECTION D – Power Supply Only (Includes electricity consumption)						
15amp/415V TPN 50hz AC (Max 8KW)		\$350.00	\$455.00	\$525.00		
30amp/415V TPN 50hz AC (Max 16KW)		\$450.00	\$585.00	\$675.00		
60amp/415V TPN 50hz AC (Max 32KW)		\$850.00	\$1,105.00	\$1,275.00		

<p>* Subject to 7% Goods & Services Tax (GST)</p> <p>* GST is not applicable for foreign-based exhibitors</p>	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 Cityneon Events Pte Ltd**
Mailing Address: **Cityneon Events Pte Ltd, 25 Tai Seng Ave #06-01, Cityneon Building, Singapore 534104**

☐ **For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Cityneon Events Pte Ltd**
Bank Name: **Citibank, N.A., Singapore Branch**
Bank Address: **8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960**
Account No: **0-853373-117** Swift Code: **CITISGSG**
Bank Code: **7214** Branch Code: **001**

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) 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.

FURNITURE RENTAL

**FORM
E4**

Deadline: Friday, 12 August 2022

Please Return Form to:

CITYNEON EVENTS PTE LTD

25 Tai Seng Ave #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6397

Attn : Ms Nur Hidayah

Email : hidayah.nur@cityneongroup.com

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








Company Name : _____ Stand No: _____

Business Address : _____










Business Tel : _____ Business E-mail: _____




Authorised by : _____ Signature: _____ Date: _____

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

S/NO	FURNITURE DESCRIPTION		ADVANCE RATE* Submit on / before 12 Aug 2022	STANDARD RATE* Submit from 13 Aug – 2 Sep 2022	ONSITE RATE* Submit on / after 3 Sep 2022	QTY	COST
1	VANDY Visitor Arm Chair (2107)		\$50.00	\$65.00	\$75.00		
2	NICK Folding Chair (2104)		\$15.00	\$19.50	\$22.50		
3	OTTO Cube Ottoman Black (2114.2)		\$40.00	\$52.00	\$60.00		
4	GRACIE Barstool (402)		\$50.00	\$65.00	\$75.00		
5	ANGIE Swivel Barstool (417)		\$65.00	\$84.50	\$97.50		
6	SPECTRA Bistro Table White (502.1) Black (502.2)		\$65.00	\$84.50	\$97.50		
7	COMMS Coffee Table (508)		\$70.00	\$91.00	\$105.00		

Please Keep a Copy for Your Records

S/NO	FURNITURE DESCRIPTION		ADVANCE RATE* Submit on / before 12 Aug 2022	STANDARD RATE* Submit from 13 Aug – 2 Sep 2022	ONSITE RATE* Submit on / after 3 Sep 2022	QTY	COST
8	KELLY Discussion Table (Dia 600mm) White (504.4) Black (504.3)		\$65.00	\$84.50	\$97.50		
9	KELLY Discussion Table (Dia 800mm) White (504.2) Black (504.1)		\$75.00	\$97.50	\$112.50		
10	CALVIN Discussion Table (W800mmxD800mm) White (512) Black (512)		\$65.00	\$84.50	\$97.50		
11	MAX Reception Desk (601)		\$50.00	\$65.00	\$75.00		
12	MAX Lockable Cabinet (602)		\$65.00	\$84.50	\$97.50		
13	MAX Display Plinth H500mmxW500mmxD500mm (605) H750mmxW500mmxD500mm (606) H1000mmxW500mmxD500mm (607)		\$30.00 \$40.00 \$50.00	\$39.00 \$52.00 \$65.00	\$45.00 \$60.00 \$75.00		
14	MAX Low Showcase (611.1) With 1 Fluorescent Tube With 2 Halogen Spotlight		\$200.00 \$255.00 \$330.00	\$260.00 \$331.50 \$429.00	\$300.00 \$382.50 \$495.00		
15	MAX High Square Showcase (612.1) With 1 50W Downlight		\$240.00 \$310.00	\$312.00 \$403.00	\$360.00 \$465.00		
16	MAX High Showcase (613.1) With 2 x 50W Downlight		\$260.00 \$400.00	\$338.00 \$520.00	\$390.00 \$600.00		

S/NO	FURNITURE DESCRIPTION		ADVANCE RATE* Submit on / before 12 Aug 2022	STANDARD RATE* Submit from 13 Aug – 2 Sep 2022	ONSITE RATE* Submit on / after 3 Sep 2022	QTY	COST
17	ZIGGY Foldable Brochure Rack Black (708.1)		\$75.00	\$97.50	\$112.50		
18	TIM Waste Basket (707)		\$5.00	\$6.50	\$7.50		
19	BARRIE Stanchion Post Silver (712.2) Per Set of two Piece		\$35.00	\$45.50	\$52.50		
* 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)							
<i>*ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT</i>							
<input type="checkbox"/> For Local Exhibitors: Crossed cheque or bank draft made payable to Cityneon Events Pte Ltd Mailing Address: Cityneon Events Pte Ltd, 25 Tai Seng Ave #06-01, Cityneon Building, Singapore 534104							
<input type="checkbox"/> For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Cityneon Events Pte Ltd Bank Name: Citibank, N.A., Singapore Branch Bank Address: 8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960 Account No: 0-853373-117 Swift Code: CITISGSG Bank Code: 7214 Branch Code: 001							

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) 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.

SERVICE LOCATION PLAN

**FORM
E5**

Deadline: Friday, 12 August 2022

Please Return Form to:

CITYNEON EVENTS PTE LTD

25 Tai Seng Ave #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6397

Attn : Ms Nur Hidayah

Email : hidayah.nur@cityneongroup.com

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

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

Business Address : _____

Business Tel : _____ **Business 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.

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

Indicate Adjacent Booth No. in this direction.

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, 5 August 2022

Please Return Form to:

ASCEND COM PTE LTD

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

Tel : (65) 6846 0903

Attn : Ms Foo Jia Xin | CC: Ms Chee Zhenlin

 Email : jiaxin.foo@ascendcom.com.sg | CC: zhenlin.chee@ascendcom.com.sg

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

Company Name : _____ Stand No: _____

Business Address : _____

Business Tel : _____ Business 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 5 Aug 2022	STANDARD RATE* Submit from 6 Aug – 2 Sep 2022	ONSITE RATE* Submit on / after 3 Sep 2022	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	32" LED TV c/w Floor Stand (Full HD with USB Playback)	\$275.00	\$320.00	\$415.00		
3	42" LED TV c/w Floor Stand (Full HD with USB Playback)	\$385.00	\$450.00	\$585.00		
4	46" LED TV c/w Floor Stand (Full HD w USB Playback)	\$445.00	\$520.00	\$675.00		

Please Keep a Copy for Your Records

S/No	DESCRIPTIONS	ADVANCE RATE* Submit on / before 5 Aug 2022	STANDARD RATE* Submit from 6 Aug – 2 Sep 2022	ONSITE RATE* Submit on / after 3 Sep 2022	QTY	COST
5	55" LED TV c/w Floor Stand (Full HD w USB Playback)	\$725.00	\$850.00	\$1,105.00		
6	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	\$1,000.00	\$1,180.00	\$1,535.00		
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 - 1 Wireless Microphone	\$495.00	\$580.00	\$755.00		
2	Sound System c/w - 2 Speakers w/ stand - 1 Amplifier - 1 Wireless Microphone	\$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 INSTRUCTIONS & TARIFFS

**FORM
E7**

Deadline: Friday, 5 August 2022

Please Return Form to:

AGILITY INTERNATIONAL LOGISTICS PTE LTD

5 Changi North Way, 3rd Floor, Singapore 498771

Tel : (65) 6571 5613

Attn : Mr Andy Neo

Email : ANeo@agility.com | Kim.Wah.Neo@dsv.com

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

Company Name : _____ **Stand No:** _____
Business Address : _____
Business Tel : _____ **Business 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)

Kindly contact Agility for more information if need be.

We advise and instruct **Agility International Logistics Pte Ltd**, 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 COURIER consignments	: 27 August 2022
Name of Courier, Ocean BL No and copies of House BL, Commercial Invoice & Packing List for SEAFREIGHT consignments	: 27 August 2022
Arrival of exhibits by SEAFREIGHT	: 23 August 2022
Copies of Commercial Invoice & Packing List for AIRFREIGHT consignments	: 27 August 2022
Arrival of exhibits by AIRFREIGHT	: 27 August 2022
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 will be imposed.**

TEMPORARY PERSONNEL

**FORM
E8**

Deadline: Friday, 19 August 2022

Please Return Form to:

ML CONSULTING PTE LTD

10 Anson Road #23-07 International Plaza, Singapore 079903

Tel : (65) 6220 1288

Attn : Ms Angela Leong

Email : mlpc@mlpc.com.sg

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

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

Business Address : _____

Business Tel : _____ **Business 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	Unit Cost Per Hour (0900hrs – 1800hrs)	From (DD/MM/YY)	To (DD/MM/YY)	No of Staff
Stand Attendant / Receptionist (English Speaking)	\$136.00			
Stand Attendant / Receptionist (English / Mandarin Speaking)	\$152.00			
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, #23-07, 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 **19 August 2022**.
- 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

HOTEL ACCOMMODATION – OTHER GREEN HOTELS

**FORM
E9**

Deadline: Friday, 5 August 2022

Please Return Form to:

BURNABY SOLUTIONS PTE LTD

1 Yishun Industrial Street 1, A'Posh Bizhub Unit 07-16D, Singapore 768160

Tel : (65) 6911 0855

Attn : Ms Catherine Oh/ John Chua

Email : Catherine@burnaby-solutions.com | Johnchua@burnaby-solutions.com

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

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

Business Address : _____

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

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

The below rates are quoted in **Singapore Dollars (SGD)** and is **exclusive of prevailing taxes and service charge**. The rate is based on **per room per night** basis with each room at a maximum of 2 adults' capacity. (++) denotes 10% service charge and 7% goods and service tax

Hotel	Cost Per Night		Breakfast Inclusive	BCA GREEN MARK Awards	Distance to Event Venue – Sands Expo and Convention Centre
	Single SGD (\$)	Double/ Twin SGD (\$)			
Group 1 : Hotels With 1 Way Schedule Morning Shuttle Transfer To Sands Expo & Convention Centre During Event Days					
Holiday Inn Express Clarke Quay (4*)	190++	195++	✓	Platinum	1 Way Schedule Morning Shuttle Transfer Included During Event Days
Parkroyal Collection Marina Bay (5*)	265++	265++	✗	Gold	1 Way Schedule Morning Shuttle Transfer Included During Event Days
	295++	325++	✓		
Marriott Singapore Plaza Hotel (5*)	305++	305++	✗	Gold	1 Way Schedule Morning Shuttle Transfer Included During Event Days
	325++	345++	✓		
Group 2 : Hotels Located Near MRT Station For Easy Access To Sands Expo & Convention Centre					
JW Marriott Hotel Singapore South Beach (5*) > Book on/ before 12 August 2022 > Book on/after 13 August 2022	350++	350++	✗	Platinum	20 minute walk to Sands Expo & Convention Centre MRT: Downtown Line Promenade Stn <> Bayfront Stn
	390++	420++	✓		
	450++	490++			
InterContinental Singapore (5*) > Book on/ before 12 August 2022 > Book on/after 13 August 2022	330++	330++	✗	GoldPLUS	Taxi: 5 - 10 minute drive to Sands Expo & Convention Centre MRT: Downtown Line Bencoolen Stn <> Bayfront Stn
	350++	350++	✓		
	370++	400++			
PARKROYAL on Beach Road (4*) > Book on/ before 12 August 2022 > Book on/after 13 August 2022	250++	270++	✓	Certified	Taxi: 5 - 10 minute drive to Sands Expo & Convention Centre MRT: Downtown Line Bugis Stn <> Bayfront Stn
	270++	290++			
Capri by Fraser, China Square (4*) > Book on/ before 12 August 2022 > Book on/after 13 August 2022	245++	245++	✗	Certified	Taxi: 5 - 10 minute drive to Sands Expo & Convention Centre MRT: Downtown Line Chinatown Stn <> Bayfront Stn
	260++	260++	✓		
	275++	295++			
Peninsula Excelsior Hotel (4*) > Book on/ before 12 August 2022 > Book on/after 13 August 2022	170++	170++	✗	GoldPLUS	20 minute walk to Sands Expo & Convention Centre MRT: East West Line, Downtown Line City Hall Stn <> Bugis Stn <> Bayfront Stn
	185++	185++	✓		
	190++	200++			
Hotel Boss (4*) > Book on/ before 12 August 2022 > Book on/after 13 August 2022	130++	130++	✗	Platinum	Taxi: 5 - 10 minute drive to Sands Expo & Convention Centre MRT: East West Line, Downtown Line Lavender Stn <> Bugis Stn <> Bayfront Stn
	140++	140++	✓		
	150++	160++			
V Hotel Bencoolen (4*) > Book on/ before 12 August 2022 > Book on/after 13 August 2022	130++	130++	✗	GoldPLUS	Taxi: 5 - 10 minute drive to Sands Expo & Convention Centre MRT: Circle Line Bras Basah Stn <> Bayfront Stn
	140++	140++	✓		
	150++	160++			
	160++	170++			

Booking Terms & Conditions

- Hotel reservations and arrangements are the sole responsibility of delegates.
- Room reservation is confirmed with a ONE NIGHT Non-Refundable Room Deposit make payable to Burnaby Solutions Pte Ltd followed by balance payment to be collected by **05 August 2022**.
- Burnaby Solutions (S) Pte Ltd acts on behalf of the organiser to handle all accommodation fee collection. All credit card charges will be made by the merchant's name: Burnaby Solutions (S) Pte Ltd.
- Rates are valid only from **05 May – 09 September 2022**.

Cancellation/ No Show Policy (Not applicable to early bird bookings)

- A cancellation charge equivalent to one-night room charge is levied in the event of cancellation for each confirmed reservation.
- Any cancellation made on/after **5 August 2022** or early departure, or no show is subject to FULL CANCELLATION CHARGE based on FULL LENGTH OF STAY as per original room reservation request.

PLEASE RETURN HOTEL BOOKING FORM TO:

BEX ASIA 2022 RESERVATION TEAM

Attention: Ms Catherine Oh/John Chua

Burnaby Solutions Pte Ltd

Email: Catherine@burnaby-solutions.com/Johnchua@burnaby-solutions.com

COMPLETE DETAILS IN FULL					
Name of Guest:		Sharer's Name (if any):			
Organisation:					
Address:					
Tel. No:		Fax No.:		Email:	
Mobile No:					
ACCOMMODATION :					
Hotel: _____ (1 st choice) _____ (2 nd choice) _____ (3 rd choice)					
Arrival Date: _____		Flight No: _____		Arrival Time: _____	
Departure Date: _____		Flight No: _____		Departure Time: _____	
Room Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Twin		
PAYMENT (note: payment by telegraphic transfer or credit card is subject to 3.5% admin fee)					
Please revert mode of payment for hotel room deposit. (Please tick v) [] I opt for option (1) agree to pay 1 night room deposit and balance due to be paid on March 16,2022 [] I opt for option (2) agree to pay full payment for my hotel stay.					
Please revert mode of payment for hotel room deposit (Please tick v) [] Credit Card [] Telegraphic Transfer					
TYPE OF CREDIT CARD		<input type="checkbox"/> MasterCard		<input type="checkbox"/> Visa	
Upon receipt of the booking form, our reservation team will follow up with an invoice and an online payment link for you to settle the outstanding.					
Cardholder's Name:		Signature:		Amount :S\$	

For payment by telegraphic transfer, please quote the following bank account:

Swift Code : DBSSSGSG
 Bank Name: DBS Bank Ltd
 12 Marina Boulevard DBS Asia Central Marina Bay Financial Centre Tower 3 S018982
 Attention: Burnaby Solutions Pte Ltd

RIGGING / HANGING SERVICES

**FORM
E10**

Deadline: Friday, 19 August 2022

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).

EVENT NAME: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		

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.

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 19 Aug 2022	STANDARD RATE Submit On & from 20 Aug 2022	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 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 lifting, derig during normal working hours)		\$450	\$623	
g. Hook Up ONLY (inclusive of use of rigging eyelet, and de-rig during normal working hours only, labour for lifting of manual chain hoist and accessories to be provided by customer)		\$200	\$277	
				TOTAL
				GST 7%
				GRAND TOTAL (SINGAPORE DOLLARS)

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**. The Centre will allocate a time slot if it is not specified below. The Centre 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)			
<p>Please be reminded to submit booth visual and rigging point layout plan together with this rigging order form, and engage a Professional Engineer (PE)/ Structural Engineer to certify that the structure is safe to build and is in compliance with the requirements of Building and Construction Authority of Singapore (BCA). 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.</p> <p><input type="checkbox"/> Please check this box if you have sent your booth visuals to us.</p>			
<p>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.</p>			
<p>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</p> <ul style="list-style-type: none"> 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
E11**

Deadline: Friday, 19 August 2022

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).

EVENT NAME: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)
(ZIP CODE)				
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)
(ZIP CODE)				
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	

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 (SGD)	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 provided by the Centre should only be utilized within licensed venues, exclusively for the specified event. 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)

PLUMBING / COMPRESSED AIR / WATER / DRAIN SERVICES

**FORM
E12**
Deadline: Friday, 19 August 2022

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).

EVENT NAME: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	

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 on/ before 19 Aug 2022	STANDARD RATE Submit on/ after 20 Aug 2022	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 on/ before 19 Aug 2022	STANDARD RATE Submit on/ after 20 Aug 2022	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
E13**

Deadline: Friday, 19 August 2022

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).

EVENT NAME: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		

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 19 Aug 2022	STANDARD RATE Submit on & from 20 Aug 2022	SUBTOTAL (QTY X PRICE)
IP PHONE (LOCAL CALLS ONLY) (Comes with IP Phone Set. Needs a prefix 9 to get an external line)		\$234	\$306	
IP PHONE (INTERNATIONAL CALLS) (Comes with IP Phone Set. Needs a prefix 9 to get an external line)		\$252 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
ANALOG PHONE LINE FOR FAX SERVICE (LOCAL TRANSMISSION ONLY) (Analog phone set / Fax machine not included)		\$234	\$306	
ANALOG PHONE LINE FOR FAX SERVICE (INTERNATIONAL TRANSMISSION) (Analog phone set / 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 19 Aug 2022	STANDARD RATE Submit on & from 20 Aug 2022	SUBTOTAL (QTY X PRICE)
ANALOG PHONE LINE (VOICE ONLY/LOCAL CALLS ONLY) (For analogue phone service, credit card / Nets service usage. Analog phone set / Credit card / Nets Machine not included. Credit card / Nets machine needs to preconfigured a prefix 9 for an external line; Phone set need to dial a prefix 9 to get an external line)		\$234	\$306	
IP TELECONFERENCING SYSTEM (INTERNATIONAL & LOCAL CALLS) (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
E14**

Deadline: Friday, 19 August 2022

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).

EVENT NAME: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)
		(ZIP CODE)		
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)
		(ZIP CODE)		
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	

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 19 Aug 2022	STANDARD RATE Submit on & from 20 Aug 2022	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. Broadband Internet connection with DHCP, 100M/100M dedicated Internet bandwidth		\$17,500	\$19,000	
g. Fixed IP address for Internet (all IP address provided must be used under subscription of service item 'a', 'b', 'c', 'd', 'e' or 'f')		\$108	\$141	

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE Submit by 19 Aug 2022	STANDARD RATE Submit on & from 20 Aug 2022	COST
Data Network Service				
a. CAT 6 Wiring between two network ports (within different function room or exhibition hall) for in-house services		\$225	\$288	
b. CAT 6 Wiring between two network ports (within different function room or exhibition hall) for third-party services		\$450	\$588	
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 required orders.
Date & time of the equipment and/or service requested should also be included.**

Notes:

- The choice of Internet Service Provider (ISP) is at the sole discretion of Sands Event Services.
- Sands Event Services is the sole provider of all Internet services. The resale of Internet service is strictly prohibited.
- Sands Event Services reserves the right to append labour to any order if applicable. This includes, though not limited to, troubleshooting and additional assistance.
- Sands Event Services reserves the right to remove any equipment deemed to be harmful to the network.
- 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.
- 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.
- 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*

CLEANING SERVICES

**FORM
E15**

Deadline: Friday, 19 August 2022

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).

EVENT NAME: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		

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
E16**
Deadline: Friday, 12 August 2022

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: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	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 12 Aug 2022	STANDARD RATE Submit from 13 Aug – 2 Sep 2022	ONSITE RATE Submit on / after 3 Sep 2022	COST
SANDWICHES					
Cucumber, Lettuce and Tomato Finger Sandwiches (24 pcs)		\$50.00	\$58.00	\$65.00	
Turkey Ham and Cheese Finger Sandwiches (24 pcs)		\$50.00	\$58.00	\$65.00	
Chicken Sandwiches (24 pcs)		\$50.00	\$58.00	\$65.00	
Tuna Sandwiches (24 pcs)		\$50.00	\$58.00	\$65.00	
Egg Salad Sandwiches (24 pcs)		\$50.00	\$58.00	\$65.00	
PASTRIES					
Assorted Cookies (30pcs)		\$54.00	\$62.00	\$69.00	
Chocolate Brownies (30pcs)		\$54.00	\$62.00	\$69.00	
Danish Pastries (30 pcs)		\$54.00	\$62.00	\$69.00	
Assorted Muffins (30 pcs)		\$54.00	\$62.00	\$69.00	
Mini French Pastries (30 pcs)		\$54.00	\$62.00	\$69.00	
Assorted Kueh Lapis – local layered cake (30 pcs)		\$54.00	\$62.00	\$69.00	
Assorted Macaroons (30 pcs)		\$54.00	\$62.00	\$69.00	
DEEP FRIED ITEMS					
Chicken Spring Roll (30 pcs)		\$59.00	\$67.00	\$77.00	
Vegetarian Spring Roll (30 pcs)		\$59.00	\$67.00	\$77.00	
Vegetarian Samosa (30 pcs)		\$59.00	\$67.00	\$77.00	
Fried Curry Puff (vegetarian) (30pcs)		\$59.00	\$67.00	\$77.00	
Fried Curry Puff (chicken) (30pcs)		\$59.00	\$67.00	\$77.00	
Potato Wrapped with Prawn (30 pcs)		\$59.00	\$67.00	\$77.00	
Prawn Stuffing You Tiao (Prawn Stuffed Fritters) (30 pcs)		\$59.00	\$67.00	\$77.00	
Chicken Money Bag (30 pcs)		\$59.00	\$67.00	\$77.00	

Please Keep a Copy for Your Records

ITEM DESCRIPTION	QTY REQ'D	ADVANCED RATE Submit on / before 12 Aug 2022	STANDARD RATE Submit from 13 Aug – 2 Sep 2022	ONSITE RATE Submit on / after 3 Sep 2022	COST
BAKED ITEMS					
Mini Chicken Curry Pie (24 pcs)		\$50.00	\$58.00	\$65.00	
Mini Egg Tart (24 pcs)		\$50.00	\$58.00	\$65.00	
Chicken Sausage Roll (24 pcs)		\$50.00	\$58.00	\$65.00	
Chicken Pie (24 pcs)		\$50.00	\$58.00	\$65.00	
Mushroom Pie (24 pcs)		\$50.00	\$58.00	\$65.00	
Tuna Puff (24 pcs)		\$50.00	\$58.00	\$65.00	
Baked Chicken Red Bean Puff (V) (24 pcs)		\$50.00	\$58.00	\$65.00	
Vegetarian Curry Pie (24 pcs)		\$50.00	\$58.00	\$65.00	
Mini Salmon & Potato Puff (24 pcs)		\$50.00	\$58.00	\$65.00	
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	
Maker's 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)					
Piccini Prosecco Vino Spumante Extra Dry NV Doc, 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 12 Aug 2022	STANDARD RATE Submit from 13 Aug – 2 Sep 2022	ONSITE RATE Submit on / after 3 Sep 2022	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)		\$90.00	\$92.00	\$94.00	
Voss Water (500ml)		\$86.00	\$88.00	\$90.00	
San Pellegrino (500ml)		\$90.00	\$92.00	\$94.00	
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>		\$760.00	\$780.00	\$800.00	
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): <ul style="list-style-type: none"> 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 Pot (1 gallon, serves approx. 18cups)		\$50.00	\$55.00	\$60.00	
Tea Pot (1 gallon, serves approx. 18cups)		\$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	

Please Keep a Copy for Your Records

ITEM DESCRIPTION	QTY REQ'D	ADVANCED RATE Submit on / before 12 Aug 2022	STANDARD RATE Submit from 13 Aug – 2 Sep 2022	ONSITE RATE Submit on / after 3 Sep 2022	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	
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): <ul style="list-style-type: none"> 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)		

Please Keep a Copy for Your Records

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

SERVICE LOCATION PLAN

**FORM
E18**

Deadline: Friday, 19 August 2022

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: BEX/IB/MCE/SCB ASIA 2022		EVENT DATES: 6 – 8 September 2022
EXHIBITING CO. NAME:		BOOTH #:
CONTACT PERSON ON SITE:	LOCAL CONTACT NO. (IF ANY)	EMAIL CONTACT:
PREFERRED SERVICE ACTIVATION / HAND-OVER SCHEDULE: (Time / Date)	<p>Note:</p> <p>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.</p>	

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 closet 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 _____

