

Technical Services Manual

This Technical Services Manual contains all the information and order forms you will need for setting up your booth at the exhibition. Please give special attention to the stipulated deadlines on each form. Timely submission of order forms will ensure supply to your order, and to avoid late order surcharge which will apply after the deadline. Please do not hesitate to contact the Organiser team should you have any question or require any assistance pertaining to your participation. You may email to : PIFAforms@montgomeryasia.com

Form No	Description	Page	Deadline
	General Information / Contact List	2	
T1	Organiser's Shell Stand – Fascia Name <i>Exhibitors in Singapore Pavilion will be sent T1A form separately – please do not return T1 form</i>	4	20 May 2023
T2	Stand Contractor (Raw Space / Enhancement) Stand Construction Rules & Regulations	6	20 May 2023
T3	Electrical & Lighting Form	9	20 May 2023
T4	Furniture Rental	11	20 May 2023
T5	Graphics Printing Services	13	20 May 2023
T6	Audio Visual Form	14	20 May 2023
T6A	IT & Internet Services Form	15	20 May 2023
T7	Location Plan for Utility	16	20 May 2023
T8	Contractor's Badges	17	20 May 2023
T9	Vehicle Permit for Loading/Unloading Dock	18	20 May 2023
Forms by MBS (venue)	Broadband/Internet Line Order Form (MBS Form 9)	19	??
	Rigging/Hanging Service Order Form (MBS Form 13A & 13B)	20	
	MBS Credit Card Authorisation Form	22	
Shipping Manual & Tariff will be sent OR can be download on show website separately			

Montgomery Events Asia Pte Ltd

3 Phillip Street #14-05 Royal Group Building Singapore 048693

<https://www.prointegrationfuture.asia/>

GENERAL INFORMATION

MOVE- IN /SETUP TIMINGS

Setup & Tear Down Dates	Time (SGT/GMT +8)	Remark
24 June, Saturday (Set Up)	09:00hrs – 11:00hrs 11:00hrs – 22:00hrs	Floor Mark out – Only official contractors allowed. No contractors / exhibitors allowed Raw Space Booths - Only applies to exhibitors who have not taken a shell scheme booth and have engaged a booth production agency/contractors
25 June, Sunday (Set Up)	09:00hrs – 20:00hrs 20:00hrs – 22:00hrs	All Booths <ul style="list-style-type: none"> Premium Booth & Standard Booth Singapore Pavilion Start up Hall close for Clean-up
26 & 27 June (Show Days)	08:30hrs – 18:30hrs 10:00hrs – 18:00hrs	Hall Opening Hours for Exhibitors Only Show Opening Hours to Visitors
28 June (Show Day) (Show Move-Out & Tear-Down)	08:30hrs – 24:00hrs 10:00hrs – 17:00hrs 17:00hrs – 18:00hrs 18:00hrs – 24:00hrs	Hall Opening Hours Show Opening Hours to Visitors Exhibitors packing & move-out Booth Tear-down

GETTING THERE



General Information

- Security:** The Organiser will not be responsible for the insurance of stands and goods. Exhibitors are advised to insure valuable items. The Organiser shall not in any way be held responsible for any loss or damage or theft of exhibits or any properties of exhibitors or representatives at the event venue during the setup, show days and dismantling period.

- **F&B:** No external food & beverages are allowed within the exhibition area. F&B is available for purchase at the café onsite.
- **Workplace Safety & Health and Fire Safety Induction:** all exhibitors and contractors are to observe the Workplace Safety & Health and Fire Safety when in the hall during build-up through to the tear-down. Nearer to the show dates, you will be provided with a link with the updated version by the venue, MBS.

Price List

- **Advertisement Banner Air Space - S\$300 per SQM** (subject to organiser clearance and approval)
- **Giant Helium Balloon Air Space - S \$2,500 per balloon (exclude rental cost)**

Confirmed order after **17th Feb** applicable to **30% late admin surcharge**.

CONTACT LIST

Point of Contact	Person In Charge	Email Address
The Organiser		
MONTGOMERY EVENTS ASIA PTE LTD 3 Phillip Street #14-05 Royal Group Building Singapore 048693	<i>Operations Manager</i> - Dolly Lee	dolly@montgomeryasia.com
	<i>Marketing media & Partnerships</i> - Ariel Tan - Joey Lim	ariel@montgomeryasia.com joey@montgomeryasia.com
Official Stand Build Contractor		
SUNYAU EXPO 6 Soon Lee Road, Jurong Singapore 628072 Tel: +65 6266 6728	Mindy Goh (+65 8866 6012)	Gsy1@sunyauexpo.com.sg
Official Freight/Logistics Provider		
DSV SOLUTIONS PTE LTD 16 Changi North Way Singapore 498772 Tel: +65 6477 8640	Andy Neo (+65 8881 8512) Robin Lim (+65 9851 0038)	Kim.wah.neo@dsv.com chern.lim@dsv.com
EXPOTRANS PTE LTD 21 Bukit Batok Crescent #09-79 WCEGA Tower Singapore 658065 Tel: +65	Alice Lum (+65 9090 9084)	Alice.lum@expotrans.net
Official Hotel & Travel		
BURNABY SOLUTIONS 1 Yishun Industrial Street #07-16D Aposh Bizhub Singapore 768160 Tel: +65 6911 0855	John Chua (+65 6911 0855)	enquiry@burnaby-solutions.com
Venue (MBS) : Rigging, Broadband, F&B Catering		
SANDS EXPO & CONVENTION CENTRE 10 Bayfront Avenue Singapore 018956 Tel: +65 6688 3888	MICE Service Centre	secc@marinabaysands.com

FORM T1

Shell Stand Fascia

Deadline:
20 May 2023

Exhibitor contracted with Organiser's Shell Stand will need to submit this form providing their fascia name. Exhibitors with Shell Stand in the Singapore Pavilion should use **Form T1A** which will be sent by the association.
For those Shell Stand with enhancement, exhibitor is required to submit Form T2 on behalf of their contractor.

Please tick [☒] where applicable:

- ☐ We have contracted Organiser's Shell Stand and submit our fascia name as below:
☐ Standard Shell Stand @ S\$75 per sqm (White Panel in Silver aluminium system)
☐ We would like to have the Upgrade Shell Stand @ S\$90 (Black Panel in Black aluminium system)
☐ This form is not applicable.

Company Name to appear on Stand Fascia board (please print in CAPITAL letters)

	1	2			11						12					7				
--	---	---	--	--	----	--	--	--	--	--	----	--	--	--	--	---	--	--	--	--

Fascia name longer than 24 characters will be represented in 2 lines and the font size will be minimized accordingly.

Standard Shell Stand @ S\$75 per sqm
White Panel in Silver Booth System



Upgrade Shell Stand @ \$90 per sqm
Black Panel & Booth System



Exhibitor: Booth No.:

Person In Charge of Exhibition:

Company Name: _____

Phone: / / Signature, Company Stamp & Date
Country Code/Area Code/Number

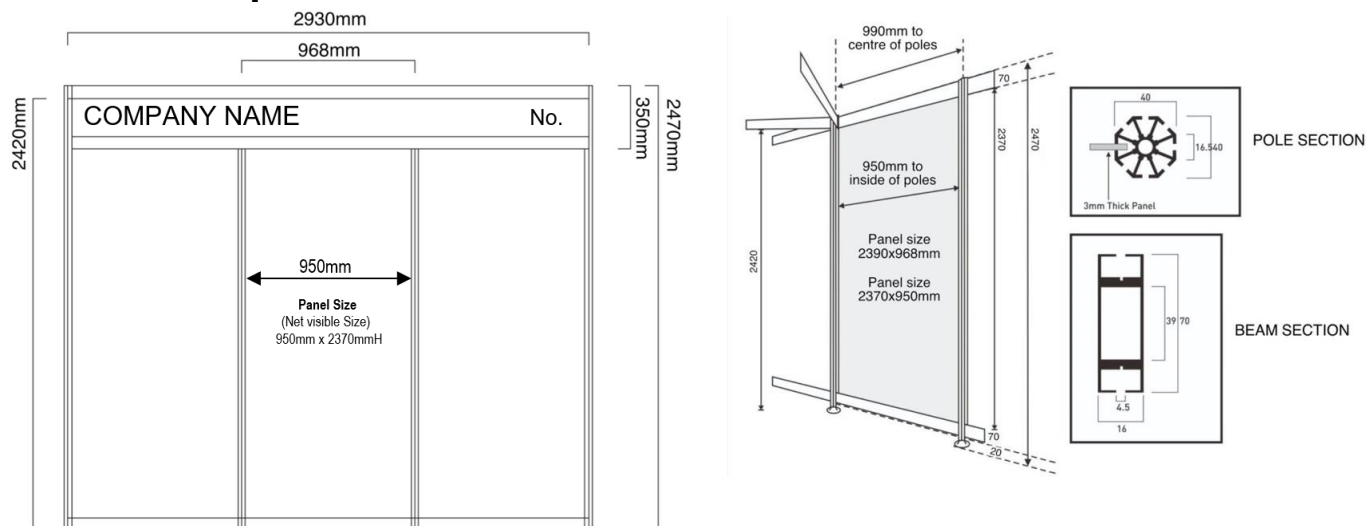
Mobile: _____ / _____

Email: _____

Sunyau Expo Pte Ltd
6 Soon Lee Road, Jurong, Singapore 628072
Tel: +65 6266 6728
Website: www.sunyauexpo.com.sg

Please return form to :
PIFA2023@sunyauexpo.com.sg

Shell Stand Specifications



PACKAGE ENTITLEMENT	9sqm	12sqm	15sqm	18sqm	27sqm	36sqm
Fluorescent Tube	2	2	3	4	6	8
13A Single Phase Socket (Max 800W)*	1	1	1	2	3	4
S01 Reception Desk	1	1	1	2	3	4
S02 Lockable Cabinet	1	1	3	2	3	4
C101B Folding Chair	2	2	1	4	6	8
Wastepaper Basket	1	1	1	2	3	4

*Please provide location of socket in the Location Plan on Form T7.

NOTE: Hall ceiling light will be at 50%. Exhibitors requiring brighter display for their booth will need to order additional lighting on Form T3.

Dos and don'ts for Exhibitors

Rules and Regulations

All items entitled in the shell stand package are not interchangeable. Exhibitors may opt for all or part of the items listed. Pictures shown are only artist's impressions. Exact number of sidewalls and furniture will depend on each individual own indicated preferences.

Damage to Stand Structures and Exhibition Premises

- No nailing or use of glue onto the System Panel is allowed. ONLY removable tape is allowed.
- For hanging of heavy material, please contact the appointed contractor for arrangement.
- Exhibitors will be liable for all costs involved to restore damages.



26~28 June 2023, Marina Bay Sands

Deadline:
20 May 2023

This form is applicable to exhibitor contracted for RAW SPACE only and will be engaging contractor to build their booth. Exhibitor with Organiser's shell stand and engaging vendors to install enhancement should also complete this form.

Please tick [☒] where applicable:

[☐] This form is not applicable, we have contracted for Organiser's Shell Stand.

[☐] We have appointed the following contractor to build our booth (Raw Space).

[☐] We have appointed the following vendor to enhance our Shell Stand.

Contractor:			For Booth No.:	
Address:				
City/State/Country:				
Person In Charge:				
Phone:	/	/	Mobile:	/
	Country Code/Area Code/Number			Country Code/Number
Email Address:				

Both exhibitors and contractors are to comply with building regulations, government rules & regulations, and regulations laid down by the venue and the Organiser.

- 1) A full set of detailed design drawings must be submitted to the Organiser for approval, including approval by the venue. Upon approval, the contractor will then be allowed to carry out construction in the exhibition. Any rigging and hanging/suspend ceiling structure must be carried out by the venue and detailed technical drawing with Professional Engineer endorsement must be submitted for approval. Please note that Airspace Charge of S\$300 per sqm will apply. Please refer following pages for Stand Construction Rules & Regulations.
- 2) A Refundable Performance Bond equivalent to S\$50 per sqm is required to be paid based on contracted space, subject to a minimum of S\$500 per stand. Only upon receiving the Performance Bond, the Contractor's Badges will then be issued. The Performance Bond will be returned provided the booth is completed on time, no damages to any part of the hall or booth structure (for shell stand), no painting/glue marks are found on floor and fully compliance to the rules and regulations. Performance Bond will be collected by the Official Contractor, Sunyau.
- 3) All staff and workers working on site must be Singapore citizen or possess a valid employment pass/work permit. In addition, all personnel must observe the Workplace Safety & Health Regulation. Contractor is required to submit Risk Assessment Form and Biz-safe Certification before build-up.

NOTE: Hall ceiling light will be at 50%. Exhibitors requiring brighter display for their booth will need to incorporate additional lighting.

Exhibitor:			Booth No.:	
Person In Charge of Exhibition:				
Company Name:				
Phone:	/	/	Signature, Company Stamp & Date	
	Country Code/Area Code/Number			
Mobile:	/			
Email:				

Stand Construction Rules & Regulations

1. **Admission**
Trade Show – Professionals, trade & business visitors only. Minor & members of the general public will not be admitted. The Organiser reserves the right to refuse admission or to remove any person without giving a reason. This also applies to buildup & dismantling periods. For safety reasons, minor below the age of 16 will not be allowed into the exhibition at any time, from buildup upto tear-down periods.
Buildup & Tear-down –During the build-up and tear-down period where construction is in progress, **proper safety wear must be observed** as per Workplace Safety & Health regulations.
Exhibitors are to ensure their booth is fully staffed and operational through the show opening hours.
 2. **Promotions during the Exhibition**
Exhibitors are asked not to place stickers signs or posters anywhere in the hall, other than within their own booth and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute brochures invitation, etc along the gangways or near the entrance/exits of exhibition, F&B outlets, activities area, or any other locations which in the opinion of the Organiser, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.
 3. **Product Demonstrations & Presentation**
Exhibitors should exercise discretion to other exhibitors when carrying out demonstrations and presentations. Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projection must not interfere with, or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 70dB from source.
The Organiser may also require such demonstration or presentation to be carried out in accordance to a timetable as laid down after consultations with the exhibitors involved.
Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of their booth.
 4. **Animals**
Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.
 5. **Working Exhibits**
Moving exhibit/machinery must be fitted with safety devices when it is in operations.
Working exhibit/machines must be placed at a relatively safe distance from the audience and the use of safety barrier is recommended.
All pressure vessels or equipment under pressure must conform to the safety standards & regulations.
No motors, engines, contrivances or power-driven exhibit may be used without adequate protection against risk of fire.
 6. **Hot Work Demonstrations**
No naked or open flame is allowed at all times
 7. **Dangerous Materials**
No radioactive substances are allowed unless prior approval in writing is obtained from the Organiser. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.
No temporary gas (LPG), explosives, petrol, dangerous gases or highly inflammable substances are allowed in the hall.
No exposed electrical fittings, fixtures and cables, and faulty appliances are to be used in the exhibition halls at all times.
 8. **Power Supply and Lighting**
Supply voltage : 3 phase 400 Volts, 50 cycles
Single phase 230 Volts, 50 cycles
The following rules must be complied with starting arrangement of motors. All motors must have independent automatic protection against excessive current using one of the following starters.:
 - Up to 5 HP : direct-on-line
 - 5 to 25HP : Star-delta
 - Above 25HP : auto transforms
All electrical installation work from source of supply at the exhibition must be carried out solely by the Official Contractor.

All electrical equipment and connection downstream from Organiser supply should be tested and appropriately grounded and approved by the Exhibitor's (or Exhibitor's appointed contractor) licensed electrical engineers prior to turning on the electrical supply.

Electrical power trip does happen in the exhibition due to faulty appliances of exhibitors sharing the same circuit within the vicinity. It is imperative that Exhibitors provides UPS for their sensitive exhibits/electrical items/software application to prevent damages.
 9. **Floor Loading Capacity of the Venue**
The permitted floor loadings stipulated by the venue owner must not be exceeded. On a case-by-case basis subject to the approval of the venue management, special arrangements including the provision of steel base plates may be required for an exhibit exceeding the limits. Any exhibit exceeding 2,000kg or any length over 2.4m, please approach the Organiser and/or the Official Freight Forwarder for specific requirements.
 10. **Security**
General security will be provided by the Organiser in the exhibition hall. Exhibitors and their staff will not be allowed in the exhibition outside the official hall opening hours without prior approval from the Organiser. Security guards will patrol the hall in general, but their duties will not include specific attention to individual booth. If your displays are valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively, you may not use your own staff or personnel from other security agencies, other than the Official Security Agency.
 11. **Air conditioning** – Air conditioning will operate in the hall during Exhibition Opening Days only. It will not be provided during non-show opening days.

Stand Construction RULES & REGULATIONS – Continued...

















12. **Building Regulations**
Exhibitors and contractors involved in booth construction must comply with the local building regulations. All materials used in the booth construction must be fire retardant in accordance with local regulations
13. **Official Stand Contractor and Freight Forwarder**
The Organiser has appointed Official Contractor and Freight Forwarder for various services so as to ensure a more efficient, safe and regulated buildup and dismantling. The services of the Official Contractor & Freight Forwarder are for the convenience of the Exhibitors, and the Organiser will accept no liability in respect of any contract between the Exhibitors and such vendors for their negligence or default.
- Only the Official Freight Forwarder may be appointed where:
- Temporary import of goods under exhibition permit is required
 - Mechanical handling within the exhibition hall is required to move your exhibit/shipment in and out of the hall.
- Unless otherwise stated, Exhibitor may appoint their own Stand Contractor subject to the approval from Organiser. Exhibitor by appointing a Stand Contractor is responsible for his contractor's observance of all rules and regulations, and statutory obligations, and will be liable for any damage arising directly or indirectly from any infringement.
- Approved Stand Contractor will be required to submit detailed stand design drawing (elevations, layout plan and perspective view) to the Organiser 10 weeks before the show for approval
- Approved Stand Contractor must lodge a refundable deposit based on the contracted booth space as per information given on Form T2.
- This serves as a performance bond as well as damage deposit. This deposit will be refunded after any deduction for damages or performance failure.
- This is without prejudice to any additional claim the Organiser or venue management may have on the contractor if the damages exceed the deposit amount.
14. **Floor covering** - In accordance with the Organiser's buildup schedule:
- All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space.
 - Carpets and/or floor coverings must be affixed with double-sided tapes and must be removed during the dismantling period without any strain or damage to the existing flooring.
- Any delay of booth structures installation by the stand contractor will result in delay in electrical and utilities installation. Any consequential cost incurred will be charged to the Exhibitor.
15. **Design Restriction: Structural Height Restriction** – minimum permitted booth height is 2.44mH (8 ft). Any design for a structure exceeding 2.44mH must be submitted for approval at least 10 weeks prior to the exhibition buildup period and will be considered on a case-by-case basis
- Maximum booth height kept at 4mH**
- Note: Height above 4m requires approval on a case by case basis and PE endorsement on technical drawing is required to be submitted for approval.**
- Booth Boundary** – no structure, decoration, exhibit or display may extend beyond the contracted booth boundary.
- Bare Space** booths are required to provide partition walls between its own booth and the adjacent booths. This wall must have a minimum height of 2.44mH (height of modular exhibition system) inclusive of raised platform. It is the responsibility of the exhibitor constructing partition wall above 2.44m in height to paint all exposed rear surfaces of booth structures in **white** and without any branding or message on the reverse side.
- Open Frontages** – all stands in the exhibition, irrespective of height, must have at least half of any open frontage facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.
- Structural Engineer Endorsement**
Complex structures, structures above 4mH, double storey design, and/or rigging/hanging structures must be submitted with Structural/Professional Engineer endorsement to certify it is structural safe.
- Rigging/Hanging Banner/Structures**
All rigging/hanging banner/structures are required to have a 1m clear distance from the adjacent booth and within the booth contracted boundary.
- The build-up schedule provided by the Organiser shall be observed considering the additional time require for these structures. These will be subject to **airspace fee charge of S\$300 per sqm** by the Organiser, on top of the **venue rigging fee (MBS Rigging Form 13A/B refers)**. Detailed technical drawing, with PE endorsement, is required to be submitted for approval by the Organiser and the venue.
- Double Storey Booths** - applicable for booth contracted ground area of 60 square metres and above, and to be considered on a case-by-case basis.
- The design, construction and tear-down of double storey booths are to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Organiser and the venue management.
- Detailed technical drawing with Structural Engineer endorsement must be submitted to the Organiser for approval at least 3 months prior to the exhibition.
- The floor area of the Second Storey will be charged at 50% of the ground floor rate.
16. **Stand Cleaning** - During the show days, the Organiser will be responsible for the general cleaning of the exhibition flooring (**excluding Raw Space booth which is the responsibility of their appointed contractor**) daily. Exhibitors are responsible for their cleaning of exhibits and furnishing.
- During the buildup and dismantling periods, Exhibitors and/or their appointed contractors are responsible for the removal of stand material and construction debris on a daily basis. All aisles must be left clear and unobstructed as part of the fire safety requirement.
17. **Onsite Storage** - No storage is allowed in the exhibition hall. Direct arrangements should be made with your appointed freight forwarder for storage of crates and empties. Alternatively, exhibitors must arrange for their empties to be transported back to their own premises. The Organiser reserves the right to remove/dispose any carton, crates, empties and/or packing materials left in the hall, or behind the booth.

In the event of any dispute, the Organiser reserves the right to arbitrate. As the Organiser of the exhibition, their decision will be final.

All Exhibitors and their appointed contractors & vendors must abide by the code of practices set by the Organiser, Venue Operator and the relevant Regulatory Authorities.

Please submit your order well before the stipulated deadline. Any order received after the deadline will be subject to stock availability and a 30% late order surcharge after 20 May 2023. A 50% late order surcharge will apply for orders received onsite. Full costs shall apply for cancellations received after 27 May 2023.

NOTE: Hall ceiling light will be at 50%. Exhibitors requiring brighter display for their booth will need to incorporate additional lighting.

SYMBOLS	DESCRIPTION OF SERVICE	QTY	Unit Cost	Cost in SGD
	SECTION A : Lightings			
	12W LED Spotlight (Warm Light)		65.00	
	12W Long Arm Spotlight (Warm Light)		75.00	
	40W Fluorescent Tube (White Light)		65.00	
	50W LED Metal halide		145.00	
	50W LED Arm Metal halide		155.00	
	Others:		TBA	
	SECTION B: Power Outlets (not to be used for Lighting purposes)			
	13Amp/230V Single Phase Power Socket Max 800W		65.00	
	13Amp/230V Single Phase Power Socket 24hrs Max 800W		100.00	
	15Amp/230V Single Phase Power Socket Square Pin Plug Max 2kw		95.00	
	15Amp/230V Single Phase Power Socket Round Pin Plug Max 2kw		95.00	
	15Amp/230V Single Phase Power Socket 24hrs Square Pin Plug Max 2kw		135.00	
	15Amp/230V Single Phase Power Socket 24hrs Round Pin Plug Max 2kw		135.00	
	32Amp/230V Single Phase Isolate Max 5kw		285.00	
	Others:		TBA	
	SECTION C : Lighting Connections (Per fitting)			
	100W Lighting Connection		50.00	
	300W Lighting Connection		105.00	
	Lightbox Connection upto 300W (for fluorescent lighting only)		195.00	
	LED Strip Lighting Connection (per 2m-run)		50.00	
	Others:		TBA	

Please provide location plan of your order on Form T7

Subtotal before GST

Add Surcharge (will applicable)

Total Amount with 8% GST (local exhibitor)

Exhibitor: _____ Booth No.: _____
 Person In Charge of Exhibition: _____
 Company Name: _____
 Phone: _____ / _____ / _____ Signature, Company Stamp & Date
 Country Code/Area Code/Number
 Mobile: _____ / _____
 Email: _____



12W Spotlight



12W Long Arm Spotlight



40W Fluorescent Tube



50W LED Arm Metal Halide



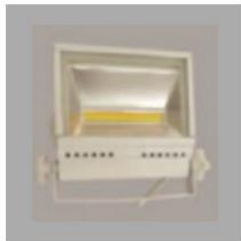
13amp Power Socket



15amp Power Socket



50W Halogen Downlight



50W LED Metal Halide

Please submit your order well before the stipulated deadline. Any order received after the deadline will be subject to stock availability and a 30% late order surcharge after 20 May 2023. A 50% late order surcharge will apply for orders received onsite. Full costs shall apply for cancellations received after 27 May 2023.

CODE	DESCRIPTION OF SERVICE	QTY	Unit Cost	Cost in SGD
S01	Reception Desk 1mLx0.5Wx0.75mH		50.00	
S02	Lockable Cabinet 1mLx0.5Wx0.75mH		60.00	
S04	High Lockable Cabinet 1mLx0.5Wx1mH		90.00	
T101	Round Table with metallic base 0.75mHx0.6mDia <input type="checkbox"/> White <input type="checkbox"/> Black		50.00	
T201	Bistro Table 1mHx0.6m Dia. <input type="checkbox"/> White <input type="checkbox"/> Black		65.00	
T301	Round Glass Coffee Table 0.52mHx0.5mDia		40.00	
T107a	Table with blue skirting 4ftx2ftx 0.77mH		35.00	
C101B	Folding Chair <input type="checkbox"/> White <input type="checkbox"/> Black		18.00	
C105	Leather Arm Chair		65.00	
C201	Round Barstool		35.00	
C208	Hydraulic Bar stool <input type="checkbox"/> White <input type="checkbox"/> Black		45.00	
S07	Low Showcase with LED light and lockable cabinet 1mLx0.5mWx1mH		250.00	
S08	High Square Showcase with 1 no. downlight 0.5mLx0.5mWx2mH		280.00	
S09	High Showcase with 2 nos. downlights & lockable cabinet 1mLx0.5mWx2mH		350.00	
S10	2 Tier Display Counter 1mLx0.31mWx0.75m/1mH		130.00	
S11	3 Tier Display Counter 1mLx0.31mWx0.5/0.75/1mH		180.00	
S12	Display Block 0.5mLx0.5mW Height : <input type="checkbox"/> 0.5mH <input type="checkbox"/> 0.75mH <input type="checkbox"/> 1mH		70.00	
D03	Metal Brochure Rack		50.00	
D07	Acrylic Brochure Rack 0.28mLx0.39mWx1.35mH		60.00	
M07	Waste Paper Basket		5.00	
M100	*Wall Shelving 1.0Lx0.3mW <input type="checkbox"/> Flat <input type="checkbox"/> Slope		35.00	
P01	Potted Plant with white pot 2ft – 3ft height		45.00	
P02	Potted Plant with white pot 3ft – 4ft height		50.00	
P03	Potted Palm without white pot 3ft – 4ft height		25.00	

*Please provide location plan of your order on Form T7

Subtotal before GST

Add Surcharge (will applicable)

Total Amount with 8% GST (local exhibitor)

Exhibitor: _____ Booth No.: _____

Person In Charge of Exhibition: _____

Company Name: _____

Phone: _____ / _____ / _____ Signature, Company Stamp & Date

Country Code/Area Code/Number

Mobile: _____ / _____

Email: _____



C101B
Folding Chair



C105
Leather Arm Chair



C201
Round Barstool
(Fabric/Leather)



C208
Hydraulic Barstool
■ □



T101
Round Table with Metallic
Round Base
600DIA x 750H
■ □



T201
Bistro Table
600DIA x 1000H
■ □



T301
Round Glass Coffee Table
(3 legged)
500DIA x 520H



T107A
Table Skirting
4ft x 2ft x 770H
T107B
Table Skirting
3ft x 3ft x 770H



S01
Reception Desk
1000L x 500W x 750H



S02
Lockable Cabinet
1000L x 500W x 750H



S04
High Lockable Cabinet
1000L x 500W x 1000H



S07
Low Showcase with LED Light
1000L x 500W x 1000H



S08
Square Showcase
500L x 500W x 2000H



S09
High Showcase
1000L x 500W x 2000H



S10
2-Tier Display Counter
(A)1000L x 310W x 750H
(B)1000L x 310W x 1000H



S11
3-Tier Display Counter
(A)1000L x 310W x 500H
(B)1000L x 310W x 750H
(C)1000L x 310W x 1000H



S12
Display Block
(A)500L x 500W x 500H
(B)500L x 500W x 750H
(C)500L x 500W x 1000H



D03
Metal Brochure Rack
430L x 430W x 1090H



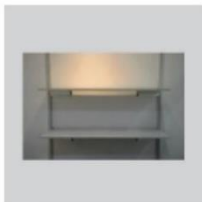
D07
Standing Acrylic Zig Zag Brochure Rack
280L x 390W x 1350H
■ ■



M07
Waste Paper Basket



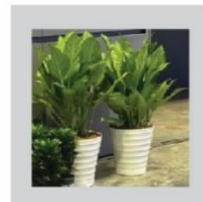
M02
Medium Fridge
470L x 470W x 800H



M100
System Shelf (Flat)
1000L x 300W



M100
System Shelf (Slope)
1000L x 300W



PO1
Potted Plant with White Pot
2ft - 3ft Height



PO2
Potted Plant with White Pot
3ft - 4ft Height



PO2
Potted Plant without White Pot
3ft - 4ft Height

Improve the look, design and visibility of your booth at PIFA2023 by printing viny stickers for your back/side walls.
Please submit your order well before the stipulated deadline. Any order received after the deadline will be subject to stock availability and a 30% late order surcharge after 20 May 2023. A 50% late order surcharge will apply for orders received onsite. Full costs shall apply for cancellations received after 27 May 2023.

NO	DESCRIPTION OF SERVICE	QTY	Unit Cost	Cost in SGD
1	Digital print vinyl sticker mount onto panel for backwall 1m-run full panel Surface Area: 0.95mWx2.37mH		150.00	
2	Digital print vinyl sticker on compressed foam for backwall 1m-run full panel Surface Area: 0.99mW x 2.44mH		200.00	
3	Others:		TBA	
Please provide location plan for your order on Form T7			Subtotal before GST	
			Total Amount with 8% GST (local exhibitor)	

Important Notes:

- All artworks to be provided by the client, at a minimum of 120dpi, in PDF, EPS or AI format,
- Please add in a bleed of 20mm for all artworks.
- Deadline for artwork submission : 20 May 2023

Exhibitor: _____	Booth No.: _____
Person In Charge of Exhibition: _____	
Company Name: _____	
Phone: _____ / _____ / _____	Signature, Company Stamp & Date
Country Code/Area Code/Number	
Mobile: _____ / _____	
Email: _____	

26~28 June 2023, Marina Bay Sands

FORM T6
Audio Visual Form

Deadline:
20 May 2023

Please submit your order well before the stipulated deadline. Any order received after the deadline will be subject to stock availability and a 30% late order surcharge after 20 May 2023. A 50% late order surcharge will apply for orders received onsite. Full costs shall apply for cancellations received after 27 May 2023.

DESCRIPTION OF SERVICE	QTY	Unit Cost	Cost in SGD
32" LED TV LG		210	
42" LED TV LG		300	
55" LED TV LG		635	
65" LED TV Samsung		935	
70" 4k UHD LG TV		1,050	
79" 4k UHD LG TV		1,600	
84" 4k UHD LG TV		2,335	
TV Floor Stand c/w Black Cloth Covers		150	
TOUCH SCREEN			
Touch Screen Monitor 32" built in PC		720	
Touch Screen Monitor 42" built in PC		1,235	
Touch Screen Monitor 55"		2,000	
Touch Screen Monitor 65"		2,200	
VIDEO WALL			
Video Wall 47" HD Per Panel, 2x2 configuration, no speaker <i>Manpower cost to be quoted separately</i>		2,800	
Video Wall 55" HD Per Panel, 2x2 configuration, no speaker <i>Manpower cost to be quoted separately</i>		3,250	
LED WALL			
P3 LED Wall (cost per sqm) <i>Manpower cost of \$1500 for upto 10sqm to be charged separately</i>		450 / sqm	
Video control – USB media player, thumbdrive not included		150	
Projector – 3000 lumen		495	
6ft x 6 ft tripod screen (4:3) format		155	
AUDIO EVZX 3 12" Speaker with speaker stand, Yamaha 512 Mixer 8 channel, Wireless Handheld, PC Audio Box <i>Standby Manpower to be quoted separately</i>		1,200	
Others, please specify:			
Subtotal before GST			
Total Amount with 8% GST (local exhibitor)			

Exhibitor: _____ Booth No.: _____
 Person In Charge of Exhibition: _____
 Company Name: _____
 Address for invoice: _____
 Phone: _____ / _____ / _____ Signature, Company Stamp & Date
 Country Code/Area Code/Number
 Mobile: _____ / _____
 Email: _____

ACTIVE VISUAL PTE LTD
 1 Kaki Bukit Road 1 #04-12 Enterprise One
 Singapore 415934 Tel: +65 6834 0233
 www.av.com.sg

Please return form to :
willy@av.com.sg

Please submit your order well before the stipulated deadline. Any order received after the deadline will be subject to stock availability and a 30% late order surcharge after 20 May 2023. A 50% late order surcharge will apply for orders received onsite. Full costs shall apply for cancellations received after 27 May 2023.

DESCRIPTION OF SERVICE	QTY	Unit Cost	Cost in SGD
32" Single Touch Monitor (Integrated) Full HD, use of Window 7 or Win 8 PC		720.00	
43" Multi Touch Monitor (Integrated) Full HD, use of Window 7 or Win 8 PC		1235.00	
55" Multi Touch Monitor (Overlay type) Full HD, use of Window XP & Window 7		2000.00	
55" Seamless LED 2 by 2 wall – No speakers, wall mounting or stacker bracket Manpower cost of \$750 to be charged separately		3250.00	
Notebook i5 2GHz Processor 8GB RAM, 200GB HDD Built-in wireless card, Preloaded with OS Window 10, MS Office 2016		255.00	
Setup Internet/Wifi services (please order Broadband line on Page 28 MBS Form)			
- Ethernet switch (8 port)		45.00	
- Ethernet switch (16 port)		95.00	
- Ruckus Wireless AP (Upto 30 connections), Internet line needs to be ordered by client		465.00	
- Cat 5e UTP Point (upto 10m)		55/point	
- Cat 5e UTP Point (upto 20m)		65/point	
Provision of Manpower for laying of network cablings under wooden platform (upto 10 points)		450.00	
Others:			
Subtotal before GST			
Total Amount with 8% GST (local exhibitor)			

Exhibitor: _____	Booth No.: _____
Person In Charge of Exhibition: _____	
Company Name: _____	
Full Address for invoice: _____	
Phone: _____ / _____ / _____	Signature, Company Stamp & Date _____
Country Code/Area Code/Number _____	
Mobile: _____ / _____	
Email: _____	

- This form must be submitted together with the electrical & lighting (Form T3), Furniture (Form T4) or Graphics printing (Form T5) order form. For Electrical & Lighting order, please refer to Form T3 for standard symbols to be used.
- Location of your requirements will be installed at the discretion of the Official Contractor if the layout plan is not submitted or submitted after the deadline. Any relocation after installation will be at the expense of the Exhibitor.

Backwall

Side wall
(Open / Close)

Side wall
(Open / Close)

Open Front

Exhibitor: _____ Booth No.: _____
 Person In Charge of Exhibition: _____
 Company Name: _____
 Phone: _____ / _____ / _____ Signature, Company Stamp & Date
 Country Code/Area Code/Number
 Mobile: _____ / _____
 Email: _____

All contractor's personnel must wear Contractor Badge at all times when they are in the exhibition hall during build-up upto move-out/tear-down period. The supervisor must ensure that all working personnel onsite are in possession of valid employment pass/work permit. Please note that the issuance of the Contractor badges from the Organiser does not imply in any way that permission is granted for any person to work onsite without necessary work permits or passes.

In accordance with the Workplace & Health Safety Act, all personnel entering the exhibition hall during the buildup and tear-down period (construction in progress) must wear covered shoe, reflective safety vest and where applicable safety helmet & safety harness.

Below to be completed by the appointed contractor:

Contractors Company Name: _____					
Name of Person-in-charge: _____					
Email Address: _____				Mobile: _____	
	Full Name (as in legal document)	NRIC (last 3 no.+ Alpha) or FULL Fin No.	DOB (YY/MM/DD)	Nationality	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

For more names to be submitted, please send separate document in excel format.

Exhibitor: _____	Booth No.: _____
Person In Charge of Exhibition: _____	
Company Name: _____	
Phone: _____ / _____ / _____ Country Code/Area Code/Number	Signature, Company Stamp & Date
Mobile: _____ / _____	
Email: _____	

This form is for exhibitor and/or contractor who are coming to the loading/unloading dock behind the exhibition hall during the build-up and tear-down period (opening hours according to schedule given) to build/dismantle or setup the booth.

If you have hand-carried goods, please use the freight lifts via the Private Vehicle Car Park.

If you are delivering heavy/large/bulky items, you are required to appoint the Official Freight Forwarder where mechanical handling is concerned. Only the Official Freight Forwarder is allowed to provide mechanical handling service within the exhibition hall. For your logistics arrangement, please take note that the show buildup on 24 & 25 June falls on a weekend.

MBS Rules & Regulations:

- All Passenger Vehicles (including MPV, SUV) will not be allowed to enter the Loading/Unloading Dock
- Entry Permit is entitled to a single Goods Vehicle entry only and on a pre-arranged schedule given.
- The Goods Vehicle must be removed from the Centre's Loading Docks immediately upon loading/unloading operations. No parking in the Centre's loading Docks/Halls is allowed.
- MICE Logistics will not be responsible for any missing or damaged goods, or whatsoever, whilst handling of the goods in the property by the delivery agents.
- All debris and waste materials must be removed by the respective delivery agents. Strictly no dumping is allowed.
- Cash card gantry system is in operational, when accessing the Centre's Loading Docks.
- In accordance with the Workplace & Health Safety Act, all personnel entering the exhibition hall during the buildup and tear-down period (construction in progress) must wear covered shoe, reflective safety vest and where applicable safety helmet & safety harness.

PARKING RATES for LOADING/UNLOADING DOCK (Subject to change, please check for update)

- First 45 min : no charge (Grace Period)
 - Next 15 min : S\$8.56 Nett
 - Subsequent 30 mins : S\$10.70 nett
- Vehicle Entry Permit must be prominently displayed at the vehicle windshield prior to entry, along with Driver's contact number given on it.
- MBS Logistics reserves the right to change Loading Docks subject to operation needs without prior notice.
- HEIGHT LIMIT at the Centre Loading Entrance is **4.20m**

REQUEST FOR VEHICLE PERMIT (Loading/Unloading Dock behind the exhibition hall only during build-up & Tear-down period)

Company Name: _____	PIC: _____
Email Address: _____	Mobile: _____
No of Vehicle Permit : _____	Date: _____
_____	Date: _____

Exhibitor: _____	Booth No.: _____
Person In Charge of Exhibition: _____	
Company Name: _____	
Phone: _____ / _____ / _____	Signature, Company Stamp & Date _____
Country Code/Area Code/Number _____	
Mobile: _____ / _____	
Email: _____	

LAST DAY TO RECEIVE ADVANCED RATE IS 06 MAY 2022
INTERNET SERVICES ORDER FORM - 2022

E-mail or fax forms to:

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

10 BAYFRONT AVENUE • SINGAPORE 018956

 P: +65 6688 3888 • F: +65 6688 3889 • E: secc@marinabaysands.com

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

EVENT NAME:		EVENT DATES:		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	ADVANCE RATE	STANDARD RATE	SUBTOTAL
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	
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	
Computer – Peripherals & Accessories				
Notebook computer with 15.6" display with Windows 7 and Office 2013		\$110/ day		
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 (Form 3) 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: DBSS55SG

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)

LAST DAY TO RECEIVE ADVANCE RATE IS 06 MAY 2022

MBS FORM 13A



EXPO HALL RIGGING / HANGING SERVICE ORDER FORM - 2022

E-mail or fax forms to:

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

10 BAYFRONT AVENUE • SINGAPORE 018956

P: +65 6688 3888 • F: +65 6688 3889 • E: secc@marinabaysands.com

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

EVENT NAME:		EVENT DATES:		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. For Audio-visual / Stage rigging and production, let us work with you and assist you with all of your production requirements. From the smallest to the largest, we can provide it all!

- Motorized Hoists / Trussing
- Robotics and Conventional Lighting
- Dimmers and Controls
- No Shipping Costs for In-house Products
- Fully Trained and Professional Staff
- Lighting Design Services

☐ 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	STANDARD RATE	SUBTOTAL
a. 300mm x 300mm x 3.05mL (10 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$240	\$332	
b. 300mm x 300mm x 2.44 mL (8 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$200	\$277	
c. 300mm x 300mm x 1.52 mL (5 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$120	\$166	
d. 300mm x 300mm Truss connection block (include labour for assembly, lifting, de-rig 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, de-rig 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	

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 delay in customer's own set-up schedule. Rescheduling will be allocated based on the next available slot if there is no delay in customer's own set-up schedule.

Customer Company Name	Contact Person On Site	Rig Location / Booth No.	Preferred handover date & time (Subject to final schedule of Marina Bay Sands)
Email Contact	Local Contact No. (if any)		

Special Request (if any)

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. ☐

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

☐ 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: DBSS5GSG

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)

LAST DAY TO RECEIVE ADVANCE RATE IS 06 MAY 2022**RIGGING: HANGING SIGN SERVICES ORDER FORM - 2022**

E-mail or fax forms to:

MARINA BAY SANDS PTE LTD – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956

P: +65 6688 3888 • F: +65 6688 3889 • E: secc@marinabaysands.com

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

EVENT NAME:		EVENT DATES:		BOOTH # / MTG. ROOM #
		HALL LOCATION:		
EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)
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)
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.

INFORMATION AND INSTRUCTIONS – HANGING ITEMS

- Rigging and hanging is an exclusive service of Sands Expo & Convention Centre. Display companies or exhibitor's representative may supervise these activities.
- For safety reasons, all signs will be hung by Marina Bay Sands in-house rigging team.
- 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.
- Items must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, and assembly instructions.
- All items must be in working order, structurally sound, and in accordance with applicable codes.
- There will be a 30% service charge for orders for hanging applications that are placed on site.
- **IMPORTANT:** You should contact your general service contractor for shipping instructions for all hanging items.

BASIC BANNER/SIGN PACKAGES

ITEM	QTY	ADVANCED RATE	STANDARD RATE	TOTAL QTY X PRICE)
inware Banner Hanging Service (applicable to banners produced by Marina Bay Sands only) ad time of 10 working days required. Wire and supporting tube included. Total weight less than 20kg and smaller than 4Mx4M in size with two hanging points only. Production of banner excluded.		\$200	N.A.	
gle-sided digital vinyl prints for signware banner (per sqm). A lead time of 10 working days required, artwork to be provided by client.		\$90 /m ²	N.A.	
uble-sided digital vinyl prints for signware banner (per sqm) A lead time of 10 working days required, artwork to be provided by client.		\$150 /m ²	N.A.	
hners hanging charge for self-bringing banner (Total weight less than 20kg and smaller than 4MX4M in size) with two hanging points only		\$425	\$715	
ditional hanging point for banner more than 4mL		\$200/pt	\$277/pt	

Kindly indicate your preferred banner hanging time: _____

The above rates apply to work carried out during Normal Working hours (Monday-Friday 7am – 7pm).

Works outside Normal Working hours are subjected to surcharge upon request.

Labour to dismantle will be based on half of the installation time and will be automatically applied to your invoice.

Supervision – A 20% supervision fee will be charged when Sands Event Services personnel are not working under

the direct supervision of the exhibitor or exhibitor representative.

• Brought in banners must be delivered to MBS before the preferred banner hanging time

• MBS reserves the right to apply a surcharge if the self-brought banner is delivered after the stated banner hanging scheduled time.

• Please provide drawing with detailed information, including engineering approval, booth dimensions, orientation, pick points, and assembly instructions.

• In order for us to hang your sign to the proper height, please provide the measurements from the floor to the top of the sign.

• MBS Event Services reserves the right to refuse to hang any application if they deem it unsafe, for specific questions concerning hanging applications, please call +65 6688 3888.

All Services will be delivered within normal operating hour 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 applies
- Midnight rate of \$150 per hour will apply for work required from 11pm – 7am next day

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

E-mail or fax forms to:

10 BAYFRONT AVENUE • SINGAPORE 018956

P: +65 6688-3888 • F: +65 6688-3889 • E: secc@marinabaysands.com

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

EVENT NAME:		EVENT DATES:			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: TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) MARINA BAY SANDS PTE LTD ("MBS") MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 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:

[illegible]

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 Marina Bay Sands Pte Ltd ("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

- | | | |
|---|---|---|
| <input type="checkbox"/> AUDIO/VISUAL | <input type="checkbox"/> HIGH REACH EQUIPMENT | <input type="checkbox"/> PIPED SERVICES (AIR, WATER, DRAIN) |
| <input type="checkbox"/> BOOTH CLEANING SERVICES | <input type="checkbox"/> INTERNET | <input type="checkbox"/> TELECOMMUNICATIONS – ICT |
| <input type="checkbox"/> BUSINESS CENTRE SERVICES | <input type="checkbox"/> LABOR | <input type="checkbox"/> TELEVISION PROGRAM SERVICES |
| <input type="checkbox"/> CATERING | <input type="checkbox"/> LOGISTIC SERVICES | <input type="checkbox"/> TRUSS/LIGHTING RENTAL |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> MAIL CENTRE SERVICES | <input type="checkbox"/> OTHER |

- ☐
- HANGING APPLICATIONS/RIGGING
- ☐
- MATERIAL HANDLING EQUIPMENT

OTHER INFORMATION

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.