



17 – 19 May 2023
Marina Bay Sands
Sands Expo and Convention Centre

EXHIBITOR MANUAL

**Important Note: This document forms part of your contract to exhibit. It must be read carefully and all forms must be duly completed and returned.*



Welcome Message

On behalf of the entire INTA membership and staff team, we want to thank you for participating in INTA's 2023 Annual Meeting Live+. We look forward to welcoming thousands of registrants from across the globe and industries at the largest gathering of its kind.

Please take time to read through this entire manual and pay special attention to the deadline dates and rules and regulations. In-line exhibitors should review the items that come with your booth space, this upgraded package will save you money. Should you have any questions or need help in the planning process, feel free to reach out to contacts at the specific service contractors or INTA staff.

In addition to the Hospitality area and Meeting Point in the Innovation Marketplace, many new activities have been added to drive traffic:

- Relaxation Zones – allowing registrants and exhibitors a place to unwind
- Innovation Showcase stage featuring high profile speakers in the expanded Business Track of education

Be sure to visit the INTA Annual Meeting Live+ website at <https://www.inta.org/events/2023-annual-meeting-live/> for updates to all these programs.

Thanks again for your participation, we look forward to seeing you in Singapore!

Created and produced by:

International Trademark Association
675 Third Avenue 3rd Floor
New York, NY 10017 USA

Paula Lee
Strategist, Event Operations, Knowledge & Development

Lyonel C. Yu
Coordinator, Sponsorships

International Trademark Association

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Exhibitor Manual

– User’s Guide

Dear Exhibitor,

This Exhibitor Manual will assist you in your preparation for the exhibition, and consists of the following sections:

CONTACT LIST

This list contains full details of all show contractors and suppliers who will be able to assist your company for the exhibition.

SITE OPERATION SCHEDULE

This schedule lists the different times at which essential activities are taking place. Refer to this schedule in planning your company’s build-up schedule.

VENUE SPECIFICATIONS

Specification includes location map, floor plan, current/power supply, etc.

BOOTH DESIGN INFORMATION

This section provides detailed information on the Standard Shell Scheme Stand and Raw Space.

FREIGHT FORWARDING INFORMATION

Exhibitors and sponsors are advised to read through this section carefully and take note of the shipping requirement. Other information includes details on unpacking, installation and packing of exhibits, storage services, video tapes censorship exemption, etc.

RULES & REGULATIONS

Kindly read through these rules and regulations. The show organizer will enforce these rules for the duration of the show (Build-up, Show days & Tear-down).

ORDER FORMS

Place your additional requirements using these forms. These forms are for your company to order all-necessary stand requirements, including telephone line(s), internet services, furniture, lighting & electrical requirements, etc. *The show organiser has been given a series of deadlines by the venue management and contractors. It is therefore important that all the forms are returned by the given dates. **This is also to ensure that your company will not incur any late installation / order charges. Late order charges will be 30% – 50% of the original cost.***

Do not hesitate to contact us if we can assist you in any way. We look forward to working closely with you towards your successful participation in this exhibition!

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	Form 6	Furniture Service
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		Internet Service
		Catering Form

Organiser Contact List

Show Organiser		International Trademark Association	675 Third Avenue 3rd Floor New York, NY 10017 USA
➤ Sales (INTA)		Contact: Paula Lee Email: plee@inta.org	
➤ Sponsorship (INTA)		Contact: Lyonel Yu Email: lyu@inta.org	

Services Contact List

<p>Event Venue</p> <ul style="list-style-type: none"> ➤ Telecommunication/Internet ➤ Compressed air & water ➤ F&B Booth Catering 	<p>Marina Bay Sands Pte Ltd 10 Bayfront Avenue Singapore 018956 Technical Orders - Email: secc@marinabaysands.com F&B - Email: boothcatering@marinabaysands.com Website: www.marinabaysands.com</p>	<p>Technical Order: (65) 6688 3888</p> <p>F&B Catering: (65) 6688 8570</p>
<p>Official Stand Builder</p> <ul style="list-style-type: none"> ➤ Furniture rental ➤ Lighting & Electrical ➤ Carpeting 	<p>Pico Art International Pte Ltd Pico Creative Centre 20 Kallang Avenue Singapore 339411</p> <p>Contact: Anson Wong (Ms.) / Freyja Tai (Ms.) Email: anson.wong@pico.com / freyja.tai@pico.com</p>	<p>DID:(65) 6290 5938</p>
<p>Official Freight Forwarder</p> <ul style="list-style-type: none"> ➤ Freight Forwarding/Storage ➤ Shipping deadlines & consignment details ➤ Equipment licensing details 	<p>APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent #08-05 The Spire Singapore 658079 Contact: Joe Tan (Mr) Email: joe.tan@aptshowfreight.com</p>	<p>TEL: (65) 6499 8988 DID: (65) 6499 8975 FAX: (65) 6499 8989</p>
<p>AV & IT Equipment Rental</p> <ul style="list-style-type: none"> ➤ AV equipment 	<p>Pico Art International Pte Ltd Pico Creative Centre 20 Kallang Avenue Singapore 339411</p> <p>Contact: Anson Wong (Ms.) / Freyja Tai (Ms.) Email: anson.wong@pico.com / freyja.tai@pico.com</p>	<p>DID:(65) 6290 5938</p>

Site Operation Schedule

This schedule has been drawn up to avoid congestion and work hazards during the build-up period. Please adhere to the given timings to ensure smooth operations. The show organizer reserves the right to refuse entry to any Exhibitor or contractor whose work is of disruption to the schedule below.

A more detailed Site Operation Schedule will be shared with all Exhibitors nearer to date.

Move-in Schedule

Move-in (Official Stand Builder)	14 May 2023, Sunday	1000hrs to 2200hrs
Move-in (Raw Space Stand Builder)	14 May 2023, Sunday	1400hrs to 1700hrs
Move-in (Inline Booths)	15 May 2023, Monday	1300hrs to 1700hrs
Move-in (all exhibitors)	16 May 2023, Tuesday	800hrs to 1700hrs

*All contractors are required to work within these build-up periods. If contractors wish to work beyond these hours, they will need to contact the Show Organiser at the Show Management Office.

Exhibition Open Period

17 May 2023, Wednesday	1000hrs to 2000hrs
18 & 19 May 2023, Thursday & Friday	1000hrs to 1600hrs

*All exhibitors can get access to the hall from 0900hrs on each day morning.

Move-out Schedule

Exhibitor Move-out	19 May 2023, Friday	1600hrs to 2000hrs
Booth Dismantle (Raw Space)	20 May 2023, Saturday	800hrs to 1700hrs

It is a contractual requirement that your stand is not dismantled in any way or products removed and remains manned until the show closes on 19 May 2023, Friday. All contractors will only be granted access into the hall once it is cleared of all visitors.

Exhibitors are advised not to leave their stand unattended at any time during tear down.

It is the exhibitor's responsibility to remove all stand materials, packaging and waste from the hall. Please note charges will be levied for the removal of discarded items.

Venue Specifications (Marina Bay Sands)

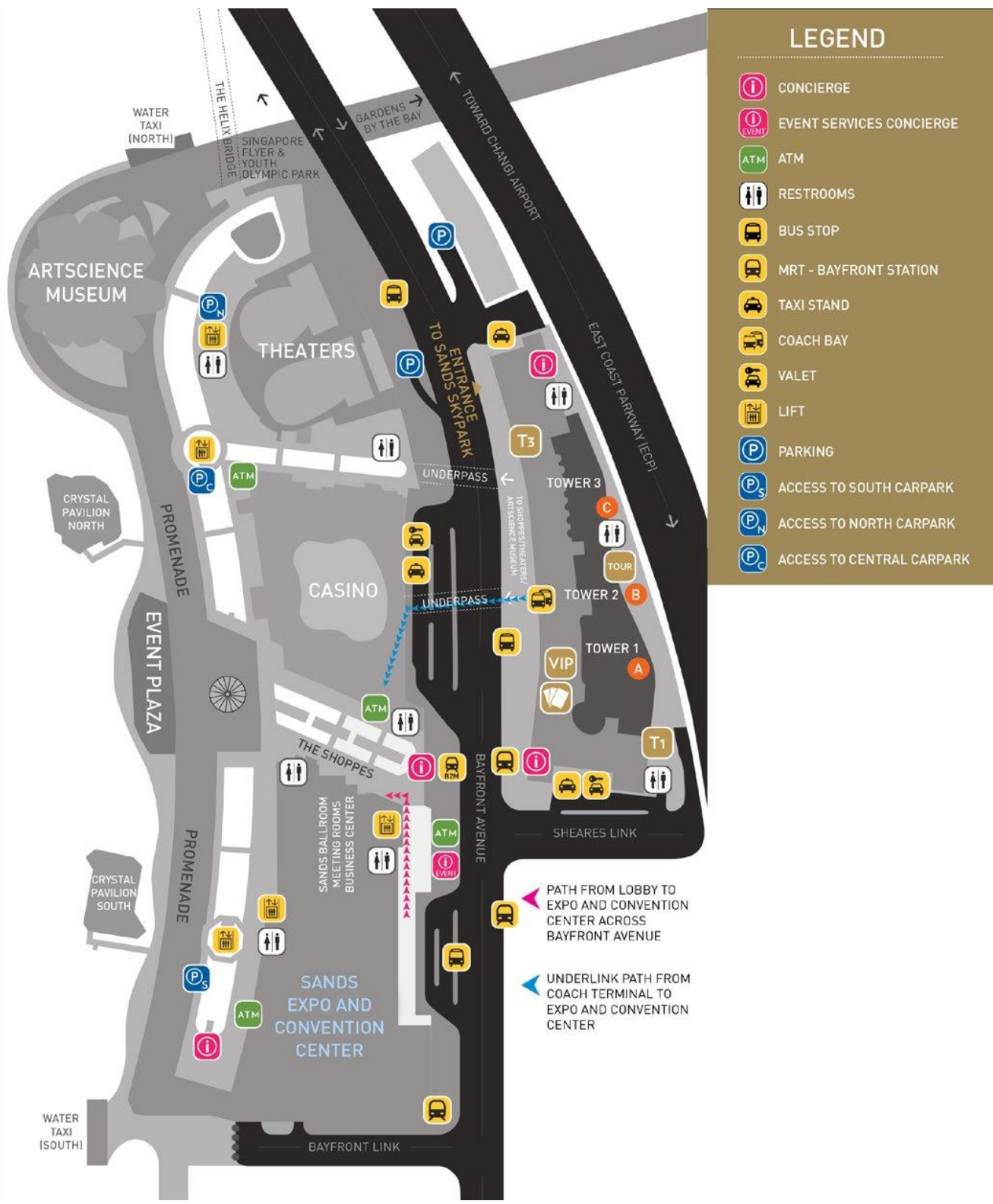


Marina Bay Sands, the Official Show Venue for **INTERNATIONAL TRADEMARK ASSOCIATION 2023 ANNUAL MEETING**, is the leading destination for business, leisure and entertainment in Asia. Located along the Marina Bay waterfront in Singapore, its three cascading hotel towers are crowned by the extraordinary Sands Sky Park on the 57th floor. The resort also includes a lotus-inspired Art Science Museum and floating crystal pavilions. The Shoppes, Celebrity Chef Restaurants, Theatres, and the hottest nightclubs in Singapore can all be found on its premises.

Address:

Marina Bay Sands
Sands Expo & Convention Centre
Level 1 Hall A & B
10 Bayfront Avenue
Singapore 018956

Venue Specifications (Marina Bay Sands)



LEGEND

- CONCIERGE
- EVENT SERVICES CONCIERGE
- ATM
- RESTROOMS
- BUS STOP
- MRT - BAYFRONT STATION
- TAXI STAND
- COACH BAY
- VALET
- LIFT
- PARKING
- ACCESS TO SOUTH CARPARK
- ACCESS TO NORTH CARPARK
- ACCESS TO CENTRAL CARPARK

PATH FROM LOBBY TO EXPO AND CONVENTION CENTER ACROSS BAYFRONT AVENUE

UNDERLINK PATH FROM COACH TERMINAL TO EXPO AND CONVENTION CENTER

Venue Specifications (Marina Bay Sands)

Getting To Marina Bay Sands

By Taxi

Visitors may alight at level 1 lobby of the Sands Expo and Convention Centre along Bayfront Avenue.

Visitors may hail taxis at the waiting stands outside the Casino along Bayfront Avenue, or hotel Tower 1 lobby on Sheares Link.

A taxi ride from Singapore Changi Airport to Marina Bay Sands costs between S\$18 and S\$38 and takes approximately 30 minutes.

By Mass Rapid Transit (MRT)

Marina Bay Sands is linked directly to the Bayfront MRT Station (exits B, C, D and E) on the Circle and Downtown Lines.

From the airport, visitors may take the train from the basement of Terminals 2 and 3. The journey involves two transfers (change at Tanah Merah and Bugis stations) and takes approximately 70 minutes

By Car

Basement parking is accessible via Bayfront Link/Avenue and Hotel Tower 3.

Valet parking is available at the Hotel Tower 1 and Casino Entrances.

By Bus

A bus-stop is located outside the Sands Expo and Convention Centre, served by the following bus services:

- 97 / 106 / 518 / 133 / 502 (every day)
- 97E / 502A / 518A (every day except Sat, Sun & public holidays)
- NR1 / NR6 (late night Fri, Sat & eve of public holidays)

Standard Shell Scheme Booth Design Information

ENTITLEMENTS:

Items	9sqm	18sqm	27sqm	36sqm
Needle Punch Carpet (Grey)	9sqm	18sqm	27sqm	36sqm
Information Counter	1	2	3	4
Folding Chair	2	4	6	4
LED Light Tube (White)	2	4	6	8
13AMP Electrical Power Point	1	2	3	4
Wastepaper Basket	1	2	3	4



WALLS

- 2.44 m (8ft) high, white laminated 3mm thick plywood panel, joined by aluminum extrusions.

FASCIA NAME BOARD

- 30cm (1ft) wide, with inscription of exhibitor's name only and stand number in Helvetica typeface with white vinyl sticker cut-out on blue background.

LIGHTING & ELECTRICS (Per 9 sqm booth)

- 2x LED Light Tube 1.2m (4ft), mounted behind the fascia name board.
- 1x 13amp/230V single phase electrical power outlet (Max 800W).

FURNITURE (Per 9 sqm booth)

- 1x Counter
- 2x Folding Chairs
- 1x Wastepaper Basket

CARPET

- Grey needle punch carpet.

Pictures shown are only artist's impressions. Exact numbers of side walls and furniture will depend on booth's size, individual location and/or exhibitor's own indicated preference.

Entitlements are strictly non-exchangeable or refundable.

Booth Space Design Information

BUILDING MATERIALS

Materials for the construction of exhibition booths must have a minimum flame spread rating of Class 2.

PROFESSIONAL ENGINEER ENDORSEMENT

Where required, a Professional Engineer (PE) must certify all drawings of the proposed booth design to ensure the proposed booth design is structurally safe. Such certification is required for the following type of proposals to be applied onto the booth design:

- 1) Overhead hanging booth structure,
- 2) Metal truss rigging (Banners, lightings, or booth structure),

STAND BOUNDARIES AND DESIGN RESTRICTION

- All stands must be carpeted or laid with some form of flooring as a clear demarcation of contracted space.
- All carpet and floor covering must be affixed with double-sided tapes. These tapes are to be removed during the dismantling period. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden.
- Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary.
- Any display of programmable moving lights (cyber lights) is restricted within the perimeter of the exhibitor's stand.

STRUCTURAL HEIGHT RESTRICTION

- **ALL** special design stands, any stand with structure more than 2.44m height or stands with covered ceiling must be submitted for approval to the show Organiser by **14 April 2023**. Drawings submitted must contain information such as floor plan, dimensions, stand elevation, plan layout, electrical fittings, materials to be used, fire-proof certificate (if applicable) and equipment to be displayed.
- All covered stands must be fitted with portable sprinkler balls (One ball per 12sqm).

RAW SPACE/SPECIAL DESIGN STANDS

All space only exhibitors are required to submit full dimensional stand design drawings/Risk Assessment & Method Statement. Plans must be in English and be submitted by 14 April 2023. Any changes in design after stand approval has been given will have to be resubmitted for approval again. Submissions should be clearly marked "RE: International Trademark Association 2023 Annual Meeting" and emailed to pgraller@heiexpo.com

Linear Booth

Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

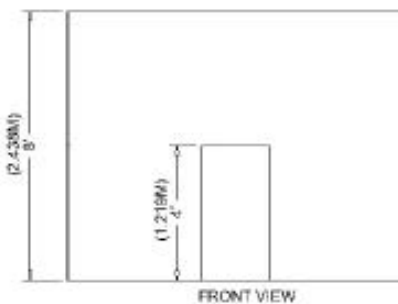
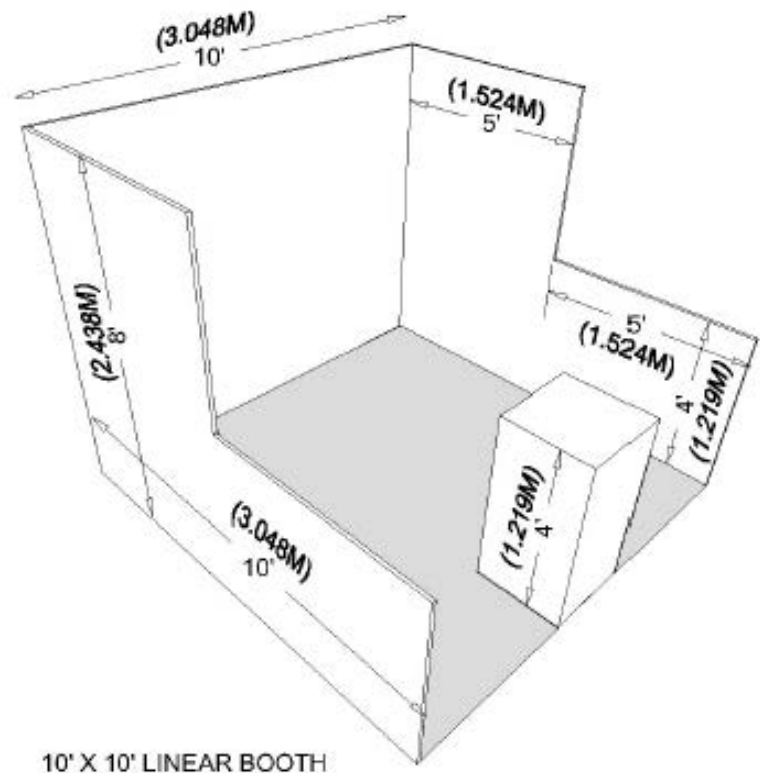
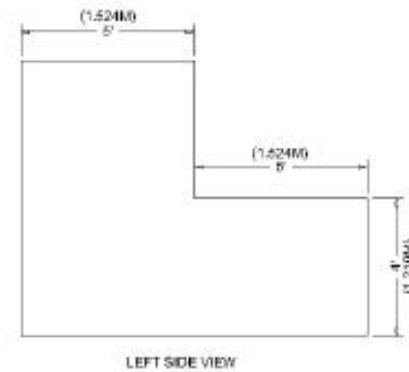
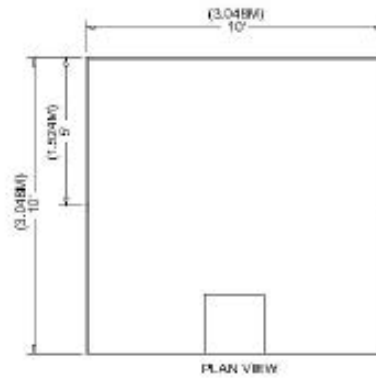
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



10' X 10' LINEAR BOOTH

Island Booth

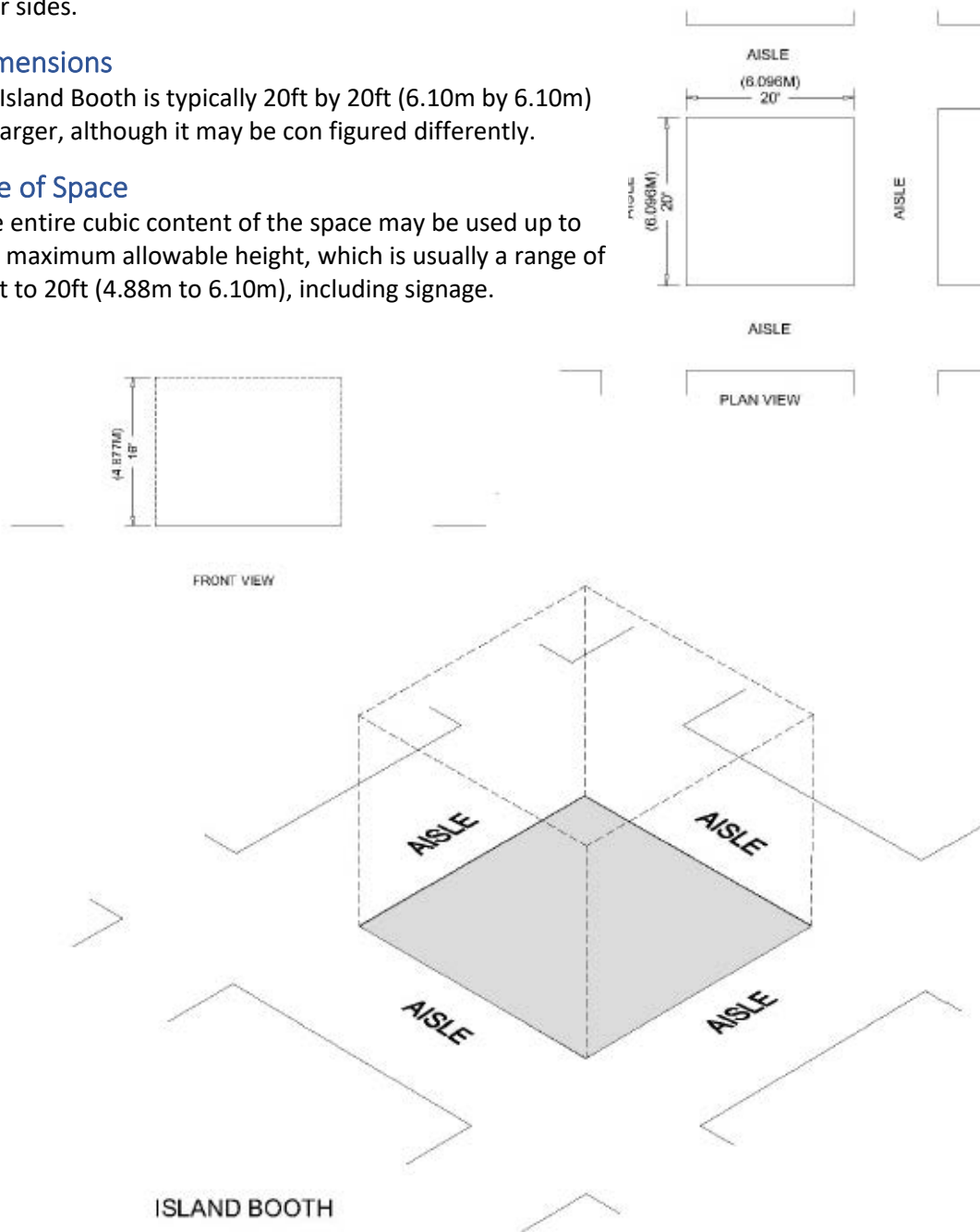
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



Access to Sands Expo & Convention Centre – Vehicle Pass



- 1) **Point A:** Delivery vehicles to enter via Bayfront Link (Stand Builder or Freight Forwarder)
- 2) **Point B:** Courier deliveries and hand-carried items to enter via level 1 - Courier deliveries to be issued with vehicle pass to access to Hall for deliveries as no waiting is allowed at the driveway

Types of Vehicle Pass

1. External Contractor Vehicle Pass

This is meant for booths who have engaged an external contractor for their booth build. Kindly contact the organiser to request for this vehicle pass.

2. Delivery Vehicle Pass

This is meant for delivery vehicles dropping off items at the convention. Kindly contact the official freight forwarder to request for this vehicle pass.

All vehicles entering the exhibition hall's Loading Dock required a Vehicle Pass, clearly displayed on the front windscreen. To request for a vehicle pass;

- 1) Your appointed stand contractor will need use **Form 2**,
- 2) Your appointed freight forwarder will need use submit the following details to the Show Organiser:

- Exhibitor Name
- Company Name (Freight Forwarder)
- Vehicle Number, type and size
- Name and contact number of driver
- Description of goods

Any direct submission of vehicle pass to MBS will not be entertained.

Vehicle passes are categorised by Type of entry and Time zone; MBS's dock control team and security will only allow vehicles with correct time zone entering the venue (Refer zoning section for more details).

Maximum loading and unloading time are limited 45 minutes. (Charges are applicable for duration beyond 45 minutes)

Kindly note that all vehicles must leave immediately after loading/unloading. Passenger vehicles such as private car, MPV and Passenger Van are prohibited.

Access to Sands Expo & Convention Centre – Contractor Pass & Temporary Access Pass

All appointed 3rd party stand builder/contractor/vendor/freight forwarder require an Onsite Contractor Sticker Pass to access and work within the exhibition halls. Each staff must put on his/her sticker pass without demand to security for verifications.

Types of Pass

1. Contractor Pass

This is meant for booths who have engaged an external contractor for their booth build. Kindly fill up Form 2 and submit accordingly.

2. Temporary Access Pass

For ad hoc one-time deliveries (such as small parcels), your courier agent can sign out a Temporary Pass at;

- Hall A front entrance (Level 1)
- Hall A Loading Dock entrance (Level 1)

Freight Forwarding Information

SHIPPING INSTRUCTIONS

A) Consignment Deadline

- | | |
|----------------------------|-------------------------|
| 1. Sea freight Consignment | : 30 April – 2 May 2023 |
| 2. Air freight Consignment | : 6 – 8 May 2023 |
| 3. Courier Consignment | : 6 – 8 May 2023 |

Shipments arriving after the above deadlines will be levied a “late arrival surcharge”.

Pre-alert including a copy of AWB and CCIPL/ATA Carnet must be forwarded to:

APT Showfreight (S) Pte Ltd

Attn: Joe Tan (Mr)
Tel/Fax: (65) 6499 8975 / (65) 6499 8989
Email: joe.tan@aptshowfreight.com

B) Document Deadline

The following documents must be sent to us by the deadlines stipulated below. All entries in the Commercial Invoice & Packing List must be in the English Language. A full description of all items must be given indicating individual quantity and value.

- Commercial Invoice & Bill of Lading for sea freight shipment
- Commercial Invoice & Airway Bill for air freight shipment
- Commercial Invoice & Airway Bill for courier service

- | | |
|--|-----------------|
| 1. Sea freight Consignment | : 23 April 2023 |
| 2. Air freight Consignment | : 29 April 2023 |
| 3. Courier Consignment | : 29 April 2023 |
| 4. Catalogues/Brochures for
Radio & Telecommunication Equipment | : 17 April 2023 |

SHIPMENT MUST NOT BE SENT ON DDP/DAP/DDU TERMS

C) Consignment Instructions

All shipments must be sent on a “freight prepaid” basis. A 10% outlay commission will be charged on all “freight collect” consignments.

AIR FREIGHT

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: International Trademark Association 2023 Annual Meeting Attn: Joe Tan (Mr) Tel: +65 6499 8975</p>	<p><u>NOTIFY PARTY</u> ASPAC Aircargo Services Pte Ltd Attention: Import Dept. Tel: +65 65425266</p>
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SEA FREIGHT

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: International Trademark Association 2023 Annual Meeting Attn: Joe Tan (Mr) Tel: +65 6499 8975</p>	<p><u>NOTIFY PARTY</u> SAME AS ABOVE</p>
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All consolidated shipments must be issued with a House Bill of Lading or House Airway Bill. A consolidated cargo manifest must also be provided.

COURIER

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: International Trademark Association 2023 Annual Meeting Attn: Joe Tan (Mr) Tel: +65 6499 8975</p>

All duties and taxes for courier consignments must be paid by sender **PRIOR** export. Pre-alert which includes a copy of the airway bill, commercial invoice, name of the exhibition and your contact details

must be sent to us prior export. Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee.

D) Case Markings

All cases must be marked for easy identification as follows:

International Trademark Association 2023 Annual Meeting

c/o APT Showfreight (S) Pte Ltd

Name of Exhibitor: _____

Hall Number: _____

Stand Number: _____

Case Number: _____

Dimensions: _____

Gross Weight: _____

E) Temporary Importation of Exhibition Goods

a) Banker’s Guarantee under the Temporary Import Scheme (TIS)

All exhibition goods except giveaways, brochures, samples and souvenirs will be imported under a Temporary Import Scheme into the exhibition will be temporarily custom cleared under our “Temporary Import Bond (TIB)” placed by us with Singapore Customs. A TIB fee will be levied as per our handling tariff.

Goods for exhibitions may be imported 3 weeks prior to the exhibition and to be re-exported within 3 weeks after the closure of the exhibition.

Approval for extension of temporary import must be made in writing (with reason stated) and will be granted on a case by case basis.

b) ATA Carnet

Singapore is a signatory of the ATA Carnet system and exhibitors can arrange your own Temporary Import Bond (TIB) by using the ATA Carnet prior consigning to us for clearance on arrival.

c) Conversion of Temporary Import to Permanent Import

Under temporary import, all exhibits sold, disposed or not re-exported at the end of the exhibition is required to convert import status to permanent import.

d) Permanent Importation

Giveaways, brochures, samples and souvenirs cannot be customs cleared on Temporary Import Scheme. Generally, there is no duty applicable for such items except a GST (Goods & Services Tax) of **8%** of declared value or as appraised by Customs.

A 10% outlay fee of the GST amount will apply as per our handling tariff.

F) Container Detention

Shipping lines will levy a container detention charge for containers kept in use for an extended period of time. Most shipping lines accord between 3-7 days free detention after the container is cleared from the Port. Prior arrangement/negotiations must be made with the shipping lines if containers are to be kept for an extended time.

G) Customs Sealed Containers

Customs seals placed on containers at the time of import should not be broken without supervision or written permission. Unauthorised breakage of Customs red seal affixed on the container may result in heavy fines. Imposition of fines (if any) will be borne by exhibitors.

Additional Customs supervision fee of **S\$300.00**/occasion for Customs Sealed Containers, if required.

H) Cargo Handover at the Close of Event

Exhibitors must contact APT Showfreight (S) once repacking is completed and to ensure our representative is present to hand over the shipment to us from the stand. APT will not be responsible for any missing/damage cargo if the above is not complied with.

I) Radio and Telecommunication Equipment

Prior import, approval must be obtained from the Info-communications Media Development Authority for all radio and telecommunication equipment to be exhibited before the export of shipment to the show. A copy of brochure or catalogue of the equipment with the full specification must be submitted to us not later than **17 April 2023** in order for us to get approval from the relevant authority.

Static display of the equipment is permissible. Any equipment that transmits radio frequency or sound waves must first seek approval before the equipment is brought in and following information is required:

1. Frequencies
2. Number of Channels being used
3. RF Output Power
4. RF Bandwidth
5. Equipment Information required:

	Transmitter	Receiver
Brand and Model		
Serial No		
RF Output Power (W)		

6. Frequency Information:

	Transmit				Receive			
Desired Frequency	From		To		From		To	
Assigned Frequency	From		To		From		To	
Type of Emission (AM, FM, Pulse, Etc)								
Bandwidth (kHz)								

J) Insurance

Exhibitors are reminded to ensure that there is adequate Marine Insurance for their exhibits. We strongly recommend that an insurance cover is taken from the time the exhibits leave your premises till the time they are returned to origin inclusive the time they are handled by APT Showfreight (S) Pte Ltd and during the show period.

K) Floor Loading Capacity

Exhibition hall – **12.0 KN/sqm**

Based on requirements by the venue owners, all exhibits with individual nett weight of **1,000 kg** and more with the following information are to be forwarded to us by latest **17 April 2023** to obtain approval:

- Dimensions of individual machines
- Nett weight of the machine
- Functional – Whether machine is operating during show. If affirmative, provide dynamic loading when machine is operating. If not to provide the static loading
- Footprint of all machines. Is the machine base flat or on castors/legs? If on castors/legs, please provide footprint of the castors/legs. To check the loading on venue floor slab, the dimensions that are in contact with the floor is of most importance.
- Provide catalogue/specification/drawings
- Booth design(layout) indicating position of machines on the booth as well as booth number

If steel plate is required to be provided at the venue for the exhibits and/or a Professional Engineer Certification is required.

Please note that if the following is not submitted to us for submission to the venue and if any of your exhibits exceeds the floor loading capacity of the venue during the venue's on-site audit, the exhibits will not be allowed to enter the hall and we will not be responsible.

L) Terms of Payment

Inward : Prior delivery to stand
Outward : Prior re-export or delivery to local premises

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Bank Details

Bank Name:	Oversea-Chinese Banking Corporation Limited
Bank Address:	65 Chulia Street #01-00 OCBC Centre Singapore 049513
Bank Code:	7339
SWIFT Code:	OCBCSGSG
Account Name:	APT Showfreight (S) Pte Ltd
USD Account:	503-021248-301
SGD Account:	591-008453-001

IMPORTANT

All business is transacted in accordance with the Standard Trading Condition of the Singapore Logistics Association. A copy is available upon request. Use of APT Showfreight (S) Pte Ltd's services be it partly or in full and any requirement for additional services- at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

Rules & Regulations

ADMISSION

Admission to the show (exhibition hall only) is for registered visitors only. Minors and members of the general public will not be admitted. For safety reasons, minors below the age of 16 will not be allowed into the exhibition hall at any time from build-up to teardown periods. All participants must adhere to INTA health and safety requirements.

BADGES & PASSES

No one will be permitted into the exhibition hall during build-up, open period or tear down without the appropriate pass.

EXHIBITOR BADGES

Every member of your staff, who will be working on the stand, requires an exhibitor badge. These badges must be worn on-site at all times during the open period of the exhibition. Registration information for exhibitors will be forwarded at a later date.

CONTRACTOR PASSES

These will be issued by security upon arrival at the venue docking bay and they will not be posted. If you have an Exhibitor's Badge, you will not require a contractor's pass.

DAMAGE TO STAND STRUCTURES AND EXHIBITION PREMISES

No person under any circumstances shall cut into or through any floor covering or wall nor alter stand service structure except when authorized in writing by the show organiser. Any such damage to stand service structures will be invoiced to the Exhibitor.

DANGEROUS MATERIALS

- No temporary gas (LPG) or naked live electrical fittings are to be used in the exhibition halls at any time.
- No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- No radioactive substances are allowed unless prior approval in writing is obtained from the show organiser. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

FOOD & BEVERAGES

According to the regulations of Venue, no outside food and beverages are allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the cafeteria (if any) inside the Exhibition Hall or at any other restaurants within the exhibition centre.

For any special food and beverages requirement, kindly contact boothcatering@marinabaysands.com. Any approval from MBS must be sent to the organizer for reference in written form.

Rules & Regulation

INSURANCE

Any loss or damage that may occur during the show should immediately be notified to the Organisers and Security on-site. Please note that Exhibitor insurance policies do not cover stand contractors and any subsequent sub-contractors, and as such, contractors are now required to submit proof that they have adequate insurance cover.

We recommend that contractors erecting complex structures should have a minimum of £5,000,000 Public Liability and also must be able to provide proof of Employer Liability insurance. Contractors erecting standard structures should have a minimum of £2,000,000 Public Liability and also must be able to provide proof of Employer Liability insurance.

IN-HALL RIGGING/AIRSPACE ADVERTISING

Any items to be suspended from venue ceiling have to have written approval from the organizer and venue. It has to be endorsed by a local Professional Engineer (PE) if applicable. If the booth has adjoining neighbors, the structure length has to be away from neighbor's perimeter by 1m. It shall not extend beyond contracted stand area on side facing aisles.

OFFICIAL CONTRACTORS

- The show organiser has appointed Official Stand Contractor for various services to ensure a more efficient and regulated build-up and dismantling. Please refer to **CONTACT LIST** for details. The services of the Official Stand Contractor are for the convenience of exhibitors, and the show organiser will accept **NO** liability in respect of any contract between exhibitors and such contractor for negligence or default of any such persons, their servants and agents.
- All electrical, water and compressed air link-ups must be contracted through the Official Stand Contractor. Only the Official Freight Forwarder can be employed whenever mechanical handling of exhibits (i.e. the use of forklift or pallet truck) within the exhibition hall is required.
- Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the show organiser. All approved contractors must lodge a refundable performance bond of SGD 20.00 nett per sqm to the show organizer (Subject to a minimum of SGD 500/- not exceeding SGD 5,000/- per stand). Cheque should be made out in favour of "**Pico Art International Ptd Ltd**" and attention to Ms Anson Wong (Ms.)

Rules & Regulations

POWER SUPPLY AND LIGHTING

- All electrical installations work from source of supply at the exhibition must be carried out solely by the show organiser's official contractor.
- Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc and keep the show organiser informed.
- All electrical equipment should be tested and approved by the show organiser's appointed licensed engineers prior to turning on the electrical supply.
- All electricity supplied to the stand will be switched off from source 30 minutes after the exhibition closes daily.
- 24 hours electricity supply is available by prior arrangement with the Official Stand Contractor at least 2 weeks before the show. **SUCH SUPPLIES CANNOT BE ARRANGED AT SHORT NOTICE.** The show organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrician, is dangerous or likely to cause annoyance to visitors or other exhibitors.

PRODUCT DEMONSTRATIONS AND PRESENTATIONS

- The show organiser appreciates that demonstrations and presentations form an integral part of exhibitions. Exhibitors, however, should exercise discretion to other exhibitors when carrying out demonstrations and presentations.
- Loud speakers/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 projector must not interfere with or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 70dB for all speech, music, and sound effects.
- The show organiser may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after the consultations with the exhibitors involved.
- Exhibitors planning to stage demonstrations or presentations must adhere to rules & regulations, and reasonable space for the audience within the confines of the stand.

PROMOTION(S) DURING THE SHOW

- Exhibitors are not allowed to place stickers, signs or posters anywhere in the exhibition hall other than within their own stand.
- Exhibitor's representatives are not permitted to distribute any publicity materials, souvenirs and the likes along the gangways, near the entrance/exits and other public areas of the exhibition venue.
- Non-exhibitors are prohibited from displaying or promoting their activities anywhere in the exhibition and may be asked to leave.

SECURITY

- The show organiser will arrange for general security in the hall during the build-up, teardown, and show hours. The exhibition hall will be locked after show hours. Exhibitors are requested to leave the hall within 30 minutes of the closing time.
- Exhibits movement in and out of the hall during show hours is not permitted. Should there be a need to remove an exhibit from the hall during the show hours, exhibitors are required to obtain an **Exhibits Removal Form** from the on-site Show Management Office.
- All personnel in the exhibition hall must wear identification badges. Badges for exhibitors and contractors are available from the Registration Counter.
- If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for the exhibition, please contact the show organiser for security services. Please note that you are not allowed to use your own staff or personnel from any other security agency.

Rules & Regulations

STAND CLEANING

- During the build-up and teardown periods, exhibitors and/or their appointed contractors will be responsible for removal of stand construction debris (i.e. empty paint cans, lumber scraps, etc.) and rubbish. Failure to do so will result in the exhibitors being liable for the service fees involved in removing the debris. All aisles must be left clear at all times.
- During the exhibition days, the show organiser will provide general cleaning of the stand carpets and aisles daily. It is the exhibitors' responsibility to always maintain the cleanliness of their stands.

WORKING EXHIBITS

- Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- Working machines must be placed at a relatively safe distance from the audience. We strongly recommend the use of safety guards.
- All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Prior approval must be sought from the show organizer before operating such equipment.
- No motors, engines, contrivances, or power-driven machinery may be used without adequate protection against risk of fire.
- No naked or open flame equipment is to be used in the exhibition hall at any time.

STORAGE

- Direct arrangements should be made with an appointed official freight forwarder. Otherwise, exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition halls. The Organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

HEALTH & SAFETY

- Stand builders and designers must adhere to Workplace Safety & Health Act relevant to work activities to ensure a safe and healthy work environment for all employees, clients, contractors and general public.
- A Floor Manager will be present during build up, tear down and event days to make sure all health and safety protocols are in place.

Forms Checklist

Form No.	Item	Page no.	Submission Deadline	Action taken?
Form 1	EXHIBITOR NOMINATED STAND BUILDER (FOR RAW SPACE BOOTH ONLY)	Pg 26	14 April 2023	
Form 2	PERFORMANCE BOND	Pg 27	14 April 2023	
Form 3	FASCIA NAME SUBMISSION (FOR STANDARD SHELL BOOTH ONLY)	Pg 28	14 April 2023	
Form 4	ELECTRICAL SERVICE	Pg 29 – 30	14 April 2023	
Form 5	SERVICE LOCATION PLAN	Pg 31	14 April 2023	
Form 6	FURNITURE SERVICE	Pg 32 – 35	14 April 2023	
Form 7	AV EQUIPMENT	Pg 36	14 April 2023	
Form 8	INTERNET SERVICE	Pg 37	14 April 2023	

Please Return this Form to:

INTERNATIONAL TRADEMARK ASSOCIATION

675 Third Avenue 3rd Floor New York, NY 10017 USA

Attn: (Mr.) Paul Graller Email: pgraller@heiexpo.com

EXHIBITOR NORNINATED STAND BUILDER (FOR RAW SPACE BOOTH ONLY)

**Exhibitors who are carrying out construction works to their stand must complete this form;
Applicable to those who have contracted for Raw Space Booth Only.**

STAND STRUCTURES AND DESIGN

- No stand is allowed to exceed **4m** in height. Any height more than 4m is to be submitted and subjected to approval on a case-by case basis.
- Exhibitors with special design stands, double-decked stands and stands with covered ceiling must submit detailed information of their stand to the Organiser by **14 April 2023** to obtain approval from the exhibition centre. Drawings submitted must contain information such as floor plan, dimensions, stand elevation, plan layout, electrical fittings, materials to be used and equipment to be displayed. Plans must be in English and should be clearly marked "RE:" and emailed to pgraller@heiexpo.com (**Together with a set of risk assessment and method statement from your appointed stand builder**)

Please ensure that your appointed stand contractor will abide by all the Rules & Regulations stated in the manual.

DISMANTLING

Both the exhibitor and contractor are responsible for dismantling and removing the stand, in accordance with the schedule on **Page 7**. All debris and carpets must be cleared by the exhibitors and/or their contractor by 5pm on **20 May 2023**. Failure to do so may result in the contractor and/or exhibitors being liable for cleaning service fees incurred.

IMPORTANT!

If you have not contracted the Official Contractor to be your stand builder, you or your nominated contractor will be required to lodge with Pico Art International Pte Ltd a refundable deposit equivalent to **S\$20.00 per sqm** based on your contracted space, subject to a minimum of **S\$500.00** per stand. Payments are to be made to "Pico Art International Pte Ltd" by **14 April 2023** before commencing of build-up on site.

This deposit is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claims Pico Art International Ptd Ltd or INTERNATIONAL TRADEMARK ASSOCIATION may have on your contractor and/or you if the damages exceed the deposit.

Nominated Contractor (Company Name):

Address:

Tel. No.:

Fax No.:

Contact Person:

Email:

No. of Contractors' Passes Required:

No. of Vehicle Passes Required:

Company Name:		Stand No.:	
Address:			
Tel:		Fax:	
Authorized by:		Signature:	
		Date:	

PERFORMANCE BOND

Please fax or email this copy to:

PICO ART INTERNATINAL PTE LTD

Pico Creative Centre, 20 Kallang Ave, Singapore 339411

Email : anson.wong@pico.com

Attn : Anson Wong

Tel : (65) 6290 5938



Deadline

14 April 2023

Before the approved nominated stand contractor is permitted to start work in-hall, he must lodge a refundable deposit of SGD20/sqm per stand, subject to a minimum of SGD500 and maximum SGD5,000 per stand. This serves as a performance bond as well as a damage and rubbish clearance deposit. The Organizer, reserves the right to increase this maximum limit on any Exhibitor and their nominated stand contractor who had previously performed or behaved unsatisfactorily, without having to assign any reasons. The nominated stand contractor is also required to sign an undertaking to guarantee conduct and behavior, follow proper schedule of works and observe the Exhibition and venue regulations.

All monies must be lodged in local (Singapore) cheques. Please note that any bank charges, levies or exchange rate differences will be deducted accordingly from the deposit. Contractors will also have to bear any charges levied by the Venue Owner for damages caused to their property and/or flooring. The deposit shall be returned in full to the contractor within 6 weeks after the exhibition only if the space is deemed as clean and clear of all rubbish and litter, with no damage and whatsoever caused (including any damage to the allocated space or any part of the venue building).

Pico Art has been appointed by the Organizer, to collect all deposits on behalf, please attention all monies payable to '**Pico Art International Pte Ltd**'.

Please make your payment via cheque to:-

1. **Local Singapore Cheque** Pico Art International Pte Ltd

Pico Creative Centre

20 Kallang Avenue

Singapore 339411

Attention: Ms. Anson Wong

Exhibitors must indicate the address and contact person of their stand fitting contractor

Company Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Contact Person: _____

Exhibiting Company		Booth No.	
Contact at the Booth			
Designation			
Invoicing Address			
Authorised Signature		Date	
Email		Tel	

Please Return this Form to:

Pico Art International Pte Ltd

Pico Creative Centre, 20 Kallang Avenue, Singapore 339411

Tel: (65) 6290 5938

Fax: (65) 6290 5902

Attn: Anson Wong (Ms)

Email: anson.wong@pico.com

FASCIA NAME SUBMISSION (STANDARD SHELL SCHEME BOOTH)

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 for payment via telegraphic transfer.
3. Amount paid are non-refundable for cancellation received after **14 April 2023**.

This form must be completed and returned by all Standard Shell Scheme Booths' Exhibitors. (Please type / write in block letters.)

1. SHELL SCHEME PACKAGE

1.1. FASCIA NAME (PLEASE USE BLOCK LETTERS)

Please enter below the "Company Name" to appear on the fascia. This will be provided in UPPER CASE with English alphabets (maximum 24 letters).

Note: Fascia name that are more than 24 letters will be represented in 2 lines; The font size will be minimized accordingly.

1.2. FASCIA LOGO

If you wish to have your logo on the fascia board, please tick the box below:

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

IMPORTANT!

The company name to appear will be as per contract if this form is received later than the given deadline. Any changes made after the deadline of **14 April 2023** will be subjected to an administrative charge of S\$35.00.

Company Name:		Stand No.:	
Address:			
Tel:		Fax:	
Authorized by:		Signature:	
		Date:	

Please return this form to:

Pico Art International Pte Ltd

Pico Creative Centre, 20 Kallang Avenue, Singapore 339411

Tel: (65) 6290 5938

Attn: Anson Wong (Ms)

Email: anson.wong@pico.com

ELECTRICAL SERVICE

Payment Details)

- Please note that withholding & government taxes, if any, shall be borne by the client. Invoice will be subjected to a bank charge of S\$35.00 for payment via telegraphic transfer.
- Amount paid are non-refundable for cancellation received after **14 April 2023**.

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

- Only the official contractor is permitted to undertake electrical works from the source of supply in the exhibition hall.
- Kindly order your additional requirements only.

NO.	ITEM	ADVANCED RATE (SGD) Submit on/before 14 APRIL 2023	STANDARD RATE (SGD) Submit after 14 APRIL 2023	QTY	TOTAL (SGD)
SECTION A – INDIVIDUAL FITTINGS					
1	LED Light Tube, 1.2mL	70.00	91.00		
2	10W LED Spotlight	80.00	104.00		
3	10W LED Spotlight with Arm	90.00	117.00		
4	7W LED Downlight	155.00	201.50		
5	6W LED Chrome Arm Spotlight	180.00	234.00		
6	35W LED Arm Display Light	270.00	351.00		
7	50W LED Metal Halide	270.00	351.00		
8	50W LED Arm Metal Halide	350.00	455.00		
9	13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)	70.00	91.00		
10	13Amp/230V SP 50Hz AC Socket with 24hrs Supply (Max 800W) (Not for lighting use)	110.00	143.00		
11	15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)	100.00	130.00		
SECTION B – FOR CONNECTION TO LIGHTING ONLY					
12	Per Light Fitting Connection (Up to 50W)	60.00	78.00		
13	Per Light Fitting Connection (Up to 100W)	115.00	149.50		
14	Per Light Fitting Connection (Up to 300W)	170.00	221.00		
15	LED Lighting Connection Per Meter Run	55.00	71.50		
* Subject to 8% Goods & Services Tax (GST)		Total Cost Before GST			
* GST is not applicable for foreign-based exhibitors.		8% GST*			
		Total Cost Including GST			

Please indicate the locations of the above requirement on the Service Location Plan. (Form 3)

PAYMENT (Please select preferred method of Payment)

For Local Exhibitors: Crossed cheque or bank draft made payable to Pico Art International Pte Ltd.
Mailing Address: Pico Creative Centre, 20 Kallang Avenue, Singapore 339411

For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: **Pico Art International Pte Ltd**
Bank Name: THE DEVELOPMENT BANK OF SINGAPORE LTD (DBS BANK)
Bank Address: 12 Marina Boulevard, Marina Bay Financial Centre Tower 3, Singapore 018982
SGD A/c no.: 048-014598-1
SWIFT CODE: DBS SS GSG

Company Name:		Stand No.:	
Address:			
Tel:	Fax:	E-mail:	
Authorized by:	Signature:	Date:	

 <p>LED Fluorescent Light Tube 2ft / 3ft / 4ft</p>	 <p>10W LED Spotlight (Warm Light)</p>	 <p>10W LED Spotlight with Arm (Warm Light)</p>	 <p>7W LED Downlight (For Showcases / Pelmet) (Warm Light)</p>
 <p>6W LED Chrome Arm Spotlight (Warm Light)</p>	 <p>35W LED Arm Display Light</p>	 <p>50W LED Metal Halide</p>	 <p>50W LED Arm Metal Halide</p>
	 <p>13Amp/230V Single Phase Power Point</p>	 <p>15Amp/230V Single Phase Power Point</p>	

Please return this form to:

Pico Art International Pte Ltd

Pico Creative Centre, 20 Kallang Avenue, Singapore 339411

Tel: (65) 6290 5938

Attn: Anson Wong (Ms)

Email: anson.wong@pico.com

SERVICE LOCATION PLAN - COMPULSORY

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

1. Indicate clearly the location of your utilities such as power outlets, spotlights, water and compressed air on this Form.
2. It is imperative that you complete this Form as it will be used to install your requirements at 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).
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.

Important Note

1. Light boxes are charged accordingly to the number of tubes in each light box, using the light connection or 40W LED Light Tube rate, whichever applicable.
2. If lighting fittings are brought in by the exhibitors for lighting purposes, the lighting connection charges will apply on per bulb/per tube basis.
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 reserves the right to terminate the power supply to any installation which are found dangerous or may cause any disruption to the power supply.

	Left	Back of Booth	Right																																																								
Indicate Adjacent Booth No. in this direction.	<table border="1" style="width: 100%; height: 100px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																																																									Indicate Adjacent Booth No. in this direction.	
	Left	Front of Booth (Aisle)	Right																																																								

Legend (Use only the items applicable):

△	SPOTLIGHT	—	FLUORESCENT LIGHT
SO	SOCKET POINT	F	FLOODLIGHT
E	ELECTICAL SUPPLY (ISOLATOR)	CA	COMPRESSED AIR SUPPLY
W	WATER SUPPLY	D	DRAINAGE

Company Name:		Stand No.:	
Address:			
Tel:		Fax:	
Authorized by:		Signature:	
		E-mail:	
		Date:	

Please return this form to:

Pico Art International Pte Ltd

Pico Creative Centre, 20 Kallang Avenue, Singapore 339411

Tel: (65) 6290 5938

Attn: Anson Wong (Ms)

Email: anson.wong@pico.com

FURNITURE SERVICE

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoice will be subjected to a bank charge of S\$35.00 for payment via telegraphic transfer.
3. Amount paid are non-refundable for cancellation received after **14 April 2023**.

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

CODE	DESCRIPTION OF SERVICES / ITEMS	UNIT COST * (SGD)	QTY	TOTAL (SGD)
* Subject to 8% Goods & Services Tax (GST)		Total Cost Before GST		
* GST is not applicable for foreign-based exhibitors.		8% GST*		
		Total Cost Including GST		

PAYMENT (Please select preferred method of Payment)

<p>For Local Exhibitors: Crossed cheque or bank draft made payable to Pico Art International Pte Ltd. Mailing Address: Pico Creative Centre, 20 Kallang Avenue, Singapore 339411</p>
<p>For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Pico Art International Pte Ltd Bank Name: THE DEVELOPMENT BANK OF SINGAPORE LTD (DBS BANK) Bank Address: 12 Marina Boulevard, Marina Bay Financial Centre Tower 3, Singapore 018982 SGD A/c no.: 048-014598-1 SWIFT CODE: DBS SS GSG</p>

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.

Company Name:		Stand No.:	
Address:			
Tel:	Fax:	E-mail:	
Authorized by:	Signature:	Date:	

FURNITURE PRICE LIST

CHAIRS			
CODE	DESCRIPTION/ ITEM	ADVANCED RATE (SGD) Submit on/before 14 APRIL 2023	STANDARD RATE (SGD) Submit after 14 APRIL 2023
FES0001	White Folding Chair	15.00	19.50
FES0009	Black Leather Arm Chair	50.00	65.00
BS16W	Hydraulic Adjustable Barstool (White)	65.00	84.50
BS16B	Hydraulic Adjustable Barstool (Black)	65.00	84.50
BS17W	Cubo Barstool (White)	65.00	84.50
BS17B	Cubo Barstool (Black)	65.00	84.50
BS5W	LEM Barstool (White)	65.00	84.50
BS5B	LEM Barstool (Black)	65.00	84.50
TABLES			
CT14	Round Coffee Table	80.00	104.00
TB4W	Square Table (White)	60.00	78.00
TB4B	Square Table (Black)	60.00	78.00
FES0804W	White Round Table	50.00	65.00
FES0804B	Black Round Table	50.00	65.00
BT07W	Hydraulic Adjustable Bistro Table (White)	80.00	104.00
BT07B	Hydraulic Adjustable Bistro Table (Black)	80.00	104.00
BT2	Bistro Table with Silver Leg	70.00	91.00
SOFAS			
SF14W	Milo Sofa (White)	150.00	195.00
SF2-NSW	Manhattan Sofa – Single Seater (Off-White)	130.00	169.00
SF2-NSB	Manhattan Sofa – Single Seater (Graphite Black)	130.00	169.00
SF2-SW	Barcelona Sofa – Single Seater (White)	130.00	169.00
SF2-SB	Barcelona Sofa – Single Seater (Black)	130.00	169.00
OTHERS			
FES2904	Medium Fridge	225.00	292.50
FES6044	Large Fridge	300.00	390.00
FES3103	Retractable Brochure Rack	60.00	78.00
FES5201	Wastepaper Basket	5.00	6.50
CABINETS.SHOWCASES			
PX01	Information Counter	50.00	65.00
PX03	Lockable Cabinet	70.00	91.00
PX10L	Low Display Cube (500mmHt)	55.00	71.50
PX10M	Medium Display Cube (760mmHt)	75.00	97.50
PX10H	High Display Cube (1030mmHt)	95.00	123.50
PX20F	System Flat Shelf	35.00	45.50
PX20S	System Slope Shelf	35.00	45.50



White Folding Chair
460W X 400D X 455H mm



Black Leather Arm Chair
570W X 440D X 800H mm



Hydraulic Barstool
White/Black
490W X 660H - 860H mm



Cubo Barstool
White/Black
410W X 900H mm



LEM Barstool
White/Black
385W X 660 - 780H mm



Round Coffee Table
(CT14)
480D X 450H mm



Square Table
White/Black
750D X 750H mm



Round Table (FES0804)
White/Black
700D X 740H mm



Hydraulic Bistro Table (BT07)
White/Black
610W X 730 - 930H mm



Bistro Table w/ Silver Leg
White/Black
700W X 1100H mm



Milo Sofa (White)
640W X 710D X 690H mm



Manhattan Sofa
White/Black
800W X 850D X 750H mm



Barcelona Sofa
White/Black
810W X 780D X 820H mm



Medium Fridge
FES2904
465W X 520D X 825H mm



Large Fridge
FES6044
530W x 570D X 1470H mm



Retractable Brochure Rack
350W X 260D X 1500H mm

 <p>White Wastepaper Basket 280H x 280D mm</p>	 <p>Information Counter 975W x 520D x 760H mm</p>	 <p>Lockable Cupboard 975W x 520D x 760H mm</p>	 <p>Display Cube 535W x 535D x 535H mm 535W x 535D x 760H mm 535W x 535D x 1030H mm</p>
	 <p>System Flat Shelf 1000W x 300D mm</p>	 <p>System Sope Shelf 1000W x 300D mm</p>	

Please return this form to:

Pico Art International Pte Ltd

Pico Creative Centre, 20 Kallang Avenue, Singapore 339411

Tel: (65) 6290 5938

Attn: Anson Wong (Ms)

Email: anson.wong@pico.com

AV & IT EQUIPMENT

	DESCRIPTION	UNIT COST S\$ (SGD)	QUANTITY	AMOUNT S\$ (SGD)
MONITORS				
1	27" LED TV c/w Standard Wall-Mount Bracket	300.00		
2	32" LED TV c/w Standard Wall-Mount Bracket	350.00		
3	43" LED TV c/w Standard Wall-Mount Bracket	450.00		
4	50" LED TV c/w Standard Wall-Mount Bracket	550.00		
5	55" LED TV c/w Standard Wall-Mount Bracket	600.00		
6	65" LED TV c/w Standard Wall-Mount Bracket	1,300.00		
7	75" LED TV c/w Standard Wall-Mount Bracket	Upon Request		
8	82" LED TV c/w Standard Wall-Mount Bracket	Upon Request		
9	85" LED TV c/w Standard Wall-Mount Bracket	Upon Request		
<p>Should an item that you required not appear in our rental list Please do not hesitate to call us at Tel no. : +65 6846 0903</p>			SUB-TOTAL	
			With GST 8%	
			Grand TOTAL	

Our Terms & Conditions:

- a) As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 30% surcharge after the deadline (14 April 2023) and a 50% surcharge for on-site orders.
- b) Cancellation: One (1) day rental charge will be incur after confirmation of order and 100% total cost will be charge for any cancellation at least one (1) week before the show date.
- c) The above rates will be subjected to the prevailing 8% GST, which will be reflected in the final invoice.
- d) All items ordered are on a rental basis and Exhibitors will be held responsible for any loss or damage.
- e) Force Majeure – We shall not be liable for the cancellation or part opening of the Exhibition, or any failure to perform or delay in performance of our obligators in relation to the Exhibition caused by an act of God, an outbreak of hostilities, riot, civil disturbance, acts of terrorism, acts of any government or authority, fire, explosion, flood, fog or bad weather, strike, lock out or industrial act of any kind or cause or circumstances beyond
- f) its reasonable control.
- g) Orders will be fulfilled only when full payment is made.

PAYMENT (Please select preferred method of Payment)

	<p>For Local Exhibitors: Crossed cheque or bank draft made payable to Pico Art International Pte Ltd. Mailing Address: Pico Creative Centre, 20 Kallang Avenue, Singapore 339411</p>
	<p>For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Pico Art International Pte Ltd Bank Name: THE DEVELOPMENT BANK OF SINGAPORE LTD (DBS BANK) Bank Address: 12 Marina Boulevard, Marina Bay Financial Centre Tower 3, Singapore 018982 SGD A/c no.: 048-014598-1 SWIFT CODE: DBS SS GSG</p>

INTERNET SERVICES GENERAL INFORMATION

The network connection provided by Sands Event Services may be used only by the contracted corporation, its directors, officers, and employees, or guests when performing service for the company. **This service cannot be resold or distributed to any other company.** Users of the Sands Event Services network will put forth every effort to avoid unnecessary network traffic and interference with the usage of others. Users of the network shall not transmit any communication which violates any local law or regulation or is likely to offend other users on the network. All devices on the Sands Event Services network will be charged an access fee in the form of an additional IP address or a network package.

Sands Event Services makes no guarantee of the performance, routing, or throughput of any data circuit connected to the Internet outside the facility's own backbone. Please call +65 6688 3888 for assistance in planning your network.

Sands Event Services requires all devices using the network to be protected by updated virus software, Windows security updates, and any other technological precautions deemed necessary to protect yourself and other users from viruses, malicious programs, pop-ups, pop under, and other disruptive applications.

Any device which adversely impacts the Sands Event Services network will result in service interruption with or without prior notice to the user at the discretion of Sands Event Services. The device in question will remain disconnected until Sands Event Services personnel deem that all issues have been resolved. No discount or refund will be issued in these circumstances. Additional fee for problem diagnosis and resolution will apply.

LIMITATIONS

VPN (Virtual Private Networks) may not work at lower-speed connections. VPN should work with dedicated Ethernet line, which is not behind a firewall and will require protection on the devices being connected to it. Sands Event Services does not support VPN software or VPN concentrator issues and does not guarantee its success.

Labour includes configuration of devices and any changes made to Sands Event Services equipment to enhance the exhibitor's network, running cable, tipping cable, or observing as the exhibitor makes changes to his own devices. No drivers or software will be loaded onto an exhibitor's device, and no hardware changes will be made to an exhibitor's device by a Sands Event Services Internet technician. If a hub is rented, it may be picked up at the service desk. Sands Event Services Internet will not deliver the hub to your booth. It is the customer's responsibility to be familiar with and understand their equipment if they chose to bring their own hub or switch. Technical assistance beyond the initial installation will be charged a labour rate. No refunds will be given if technical problems were encountered due to the use of customer-provided equipment, or customer's own computer settings in general.

Due to the unpredictable nature of the World Wide Web, Sands Event Services does not warrant that the services provided will meet the user's requirements or that the user's access to and use of the services will be uninterrupted. Sands Event Services cannot and does not guarantee the privacy, security, authenticity, or non-corruption of any information transmitted through the system from the Internet. If a situation occurs involving non-performance of services furnished by Sands Event Services, user's sole remedy shall be a refund of a pro-rata portion of the price paid for services which were not provided. No credit will be issued for periods of lost service for duration of less than eight hours.

LAST DAY TO RECEIVE ADVANCED RATE IS 4th May 2023



INTERNET SERVICES ORDER FORM - 2023

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: INTA 2023 (21805)		EVENT DATES: 16 – 20 May 2023		BOOTH # / MTG. ROOM #	
		HALL LOCATION: Level 1 - Hall A, B & C			
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 PREVAILING TAXES & 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	
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	
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			PREVAILING GST %	
			GRAND TOTAL (SINGAPORE DOLLARS)	
TOTAL PAYMENTS MUST ACCOMPANY ORDER. Credit Card users may fax order to +65 6688-3889.				
Price Payable may be subject to change due to impending change in the GST Rate				

*** 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

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: DBSSGSG

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)

**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.

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

Booth Catering Order Form 2023

Our Catering Department is here to help make sure you have a very successful show. Our knowledgeable and helpful staff will assist you in planning all your food and beverage functions. From Show Management Offices, to Exhibit Booth deliveries, and cocktail receptions and special events, with your input we can develop custom menus to accommodate any specific theme.

***Our Catering Department is the exclusive caterer for all patrons of the Sands Expo & Convention Center and we retain the exclusive rights for all food and beverage services therein.**

It is not permissible to bring any food or beverage into the facility. This includes items for personal consumption. Any exception must be approved in writing. Failure to comply with this policy will result in a corkage fee in addition to any other damages to which the SECC may be entitled.

- F&B is permitted at MICE events, including self-service buffets.
- All participants consuming F&B at MICE events must be fully vaccinated.

GUARANTEES

The SECC Catering Department must be notified on the confirmed catering orders no later than 12 Noon two (2) business days (48 hours) prior to the first day of the scheduled function. Late orders will not be given a guaranteed delivery time.

PAYMENT / CANCELLATIONS

The SECC Catering Department requires full payment on all food and beverage orders by 5PM UTC 21 days prior to the date of the function. For all orders prepaid by wire transfer, client will pay for all transaction charges for remittances imposed by the agent bank and the receiving bank. Price Payable may be subject to change due to impending change in the GST Rate.

Cancellation policy is as follows:

- Less than 21 days but more than 10 days* - 50% of total order refunded
- 10 days but more than 3 days* - 25% of total refunded
- 3 days or less* - No refund

**All days referred to will be business days.*

TAXES AND GRATUITY

Please note that all food and beverage orders are subject to an additional 10% service charge and current GST.

CATERING REQUEST TO DISTRIBUTE SAMPLES

Catering is the exclusive catering contractor, with exclusive food and beverage distribution rights. Show Management and/or their exhibitors may distribute sample food and/or beverages only upon written authorization.

GENERAL CONDITIONS

1. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting company.
2. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SECC Catering Department.
3. Product liability insurance is required when sample food is distributed in the Sands Expo & Convention Center. For alcohol dispensing, \$2,000,000.00 in host liability insurance is required and must comply with federal and state liquor laws.
4. All items are limited to sample size:
 - a) Beverages are limited to two ounces
 - b) Food items are limited to one ounce
5. All food service specifications by the Singapore Health Department must be adhered to by the exhibitor and/or their contractor.
6. Alcoholic beverages served must be purchased from a licensed Singapore distributor and dispensed by a person over the age of 21.
7. Disposal of food items and cleaning of food service equipment must be arranged through the Sands Expo & Convention Center.
8. The Sands Expo & Convention Center will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples.
9. All sampling booths are required to have a hand-washing station that complies with Ministry of Health guidelines; those individuals who are distributing samples must wear latex gloves.

NAME OF EVENT: _____ COMPANY NAME: _____

CONTACT PERSON: _____ BOOTH/ROOM NO. _____

ADDRESS _____

TELEPHONE NO: _____ FAX NO: _____

Product(s) to dispense _____

Portion size to be dispensed _____ Quantity _____

Please explain purpose of product offering: _____

Please indicate any special services required: Storage _____ Freezer _____ Refrigeration _____

Cubic Feet Required _____

Food Handling _____ Cleaning _____ Disposal _____

RENTAL FEE MAY BE CHARGED FOR STORAGE AND CLEANING OF EQUIPMENT.


CATERING ORDER FORM – 2023
E-mail or fax forms to:

MARINA BAY SANDS – ATTN: BANQUET OPERATIONS

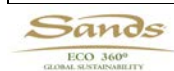
10 BAYFRONT AVENUE • SINGAPORE 018956

 P: +65 6688-8570 • F: +65 6688 8842 • E: boothcatering@marinabaysands.com

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

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

ITEM DESCRIPTION	QTY REQ'D	ADVANCE RATE (21 days prior to the start of show day)	STANDARD RATE (14 days prior to the start of show day)	ONSITE RATE (On show day)	TOTAL (\$\$)
SANDWICHES					
Cucumber, Lettuce and Tomato Finger Sandwiches (24 pcs) **		\$55.00	\$64.00	\$72.00	
Turkey Ham and Cheese Finger Sandwiches (24 pcs)		\$55.00	\$64.00	\$72.00	
Chicken Sandwiches (24 pcs) **		\$55.00	\$64.00	\$72.00	
Tuna Sandwiches (24 pcs) **		\$55.00	\$64.00	\$72.00	
Egg Salad Sandwiches (24 pcs) **		\$55.00	\$64.00	\$72.00	
PASTRIES					
Assorted Cookies (30 pcs)		\$60.00	\$68.00	\$74.00	
Chocolate Brownies (30 pcs)		\$60.00	\$68.00	\$74.00	
Danish Pastries (30 pcs)		\$60.00	\$68.00	\$74.00	
Assorted Muffins (30 pcs)		\$60.00	\$68.00	\$74.00	
Mini French Pastries (30 pcs)		\$60.00	\$68.00	\$74.00	
Assorted Kueh Lapis (<i>Local Layered Cake</i>) (30 pcs) **		\$60.00	\$68.00	\$74.00	
Assorted Macaroons (30 pcs)		\$68.00	\$78.00	\$86.00	
DEEP FRIED ITEMS					
Chicken Spring Roll (30 pcs) **		\$65.00	\$74.00	\$85.00	
Vegetarian Spring Roll (30 pcs) **		\$65.00	\$74.00	\$85.00	
Vegetarian Samosa (30 pcs) **		\$65.00	\$74.00	\$85.00	
Fried Curry Puff (vegetarian) (30 pcs) **		\$65.00	\$74.00	\$85.00	
Fried Curry Puff (chicken) (30 pcs) **		\$65.00	\$74.00	\$85.00	
Potato Wrapped with Prawn (30 pcs) **		\$65.00	\$74.00	\$85.00	
Prawn Stuffing You Tiao (<i>Prawn Stuffed Fritters</i>) (30 pcs) **		\$65.00	\$74.00	\$85.00	
Chicken Money Bag (30 pcs) **		\$65.00	\$74.00	\$85.00	
				SERVICE CHARGE	
				10% :	
				Prevailing GST % :	
				GRAND TOTAL:	



**Denotes Harvest Menu

Price payable may be subject to change due to impending change in the GST rate.


CATERING ORDER FORM – 2023
E-mail or fax forms to:

 MARINA BAY SANDS – ATTN: BANQUET OPERATIONS
 10 BAYFRONT AVENUE • SINGAPORE 018956

 P: +65 6688-8570 • F: +65 6688-8842 • E: boothcatering@marinabaysands.com

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

ITEM DESCRIPTION	QTY REQ'D	ADVANCE RATE (21 days prior to the start of show day)	STANDARD RATE (14 days prior to the start of show day)	ONSITE RATE (On show day)	TOTAL (S\$)
BAKED ITEMS					
Mini Chicken Curry Pie (24 pcs) **		\$55.00	\$64.00	\$72.00	
Mini Egg Tart (24 pcs) **		\$55.00	\$64.00	\$72.00	
Chicken Sausage Roll (24 pcs)		\$55.00	\$64.00	\$72.00	
Chicken Pie (24 pcs) **		\$55.00	\$64.00	\$72.00	
Mushroom Pie (24 pcs)		\$55.00	\$64.00	\$72.00	
Tuna Puff (24 pcs) **		\$55.00	\$64.00	\$72.00	
Baked Chinese Red Bean Puff (V) (24 pcs) **		\$55.00	\$64.00	\$72.00	
Vegetarian Curry Pie (24 pcs) **		\$55.00	\$64.00	\$72.00	
Mini Salmon & Potato Puff (24 pcs)		\$55.00	\$64.00	\$72.00	
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 Beam White		\$240.00	\$250.00	\$260.00	
Maker's Mark		\$280.00	\$290.00	\$300.00	
CHAMPAGNE (per bottle)					
Piper Heidsieck Brut NV, France		\$120.00	\$130.00	\$140.00	
Piper Heidsieck Rosé Sauvage, France		\$145.00	\$155.00	\$165.00	
SPARKLING (per bottle)					
Piccini Prosecco Vino Spumante Extra Dry NV DOC, Italy		\$75.00	\$85.00	\$95.00	
DATE & TIME DELIVERY / REMARKS :				TOTAL:	
				SERVICE CHARGE 10% :	
				Prevailing GST % :	
				GRAND TOTAL:	



**Denotes Harvest Menu

Price payable may be subject to change due to impending change in the GST rate.


CATERING ORDER FORM – 2023
E-mail or fax forms to:

 MARINA BAY SANDS – ATTN: BANQUET OPERATIONS
 10 BAYFRONT AVENUE • SINGAPORE 018956

 P: +65 6688-8570 • F: +65 6688-8842 • E: boothcatering@marinabaysands.com

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

ITEM DESCRIPTION	QTY REQ'D	ADVANCE RATE (21 days prior to the start of show day)	STANDARD RATE (14 days prior to the start of show day)	ONSITE RATE (On show day)	TOTAL (S\$)
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)		\$67.00	\$70.00	\$75.00	
House Wine (White)		\$67.00	\$70.00	\$75.00	
WATER (per case of 24 bottles)					
House Bottled Water (500ml)		\$48.00	\$50.00	\$52.00	
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 (exclude powerpoint)		\$820.00	\$840.00	\$860.00	
Tiger (per case of 24 cans)		\$185.00	\$195.00	\$205.00	
Heineken (per case of 24 cans)		\$205.00	\$215.00	\$225.00	
DATE & TIME DELIVERY / REMARKS :				TOTAL:	
				SERVICE CHARGE 10% :	
				Prevailing GST % :	
				GRAND TOTAL:	

Price payable may be subject to change due to impending change in the GST rate.


CATERING ORDER FORM – 2023
E-mail or fax forms to:

 MARINA BAY SANDS – ATTN: BANQUET OPERATIONS
 10 BAYFRONT AVENUE • SINGAPORE 018956

 P: +65 6688-8570 • F: +65 6688-8842 • E: boothcatering@marinabaysands.com

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

ITEM DESCRIPTION	QTY REQ'D	ADVANCE RATE (21 days prior to the start of show day)	STANDARD RATE (14 days prior to the start of show day)	ONSITE RATE (On show day)	TOTAL (S\$)
SNACK & FINGER FOOD					
Assorted Lay Chips (28gm)		\$2.40	\$2.60	\$2.90	
Packaged Mixed Nuts (40gm)		\$1.40	\$1.80	\$2.20	
Packaged Mixed Nuts (1Kg)		\$19.00	\$22.00	\$24.00	
Assorted Fun Size Chocolate Bars (10pcs)		\$14.00	\$19.00	\$24.00	
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	
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>The machine excludes power point and water.</i>		\$225.00	\$245.00	\$265.00	
COFFEE / TEA					
Coffee Pot (1 gallon, serves approx. 18 cups)		\$50.00	\$55.00	\$60.00	
Tea Pot (1 gallon, serves approx. 18 cups)		\$50.00	\$55.00	\$60.00	
GLASSES					
Highball (36 pcs)		\$38.00	\$39.00	\$40.00	
Flute (36 pcs)		\$38.00	\$39.00	\$40.00	
Wine (25 pcs)		\$38.00	\$39.00	\$40.00	
Multi-Purpose Glass (25 pcs)		\$38.00	\$39.00	\$40.00	
Rock Glasses (25 pcs)		\$38.00	\$39.00	\$40.00	
DATE & TIME DELIVERY / REMARKS :				TOTAL:	
				SERVICE CHARGE 10% :	
				Prevailing GST % :	
				GRAND TOTAL:	

Price payable may be subject to change due to impending change in the GST rate.


CATERING ORDER FORM – 2023
E-mail or fax forms to:

 MARINA BAY SANDS – ATTN: BANQUET OPERATIONS
 10 BAYFRONT AVENUE • SINGAPORE 018956

 P: +65 6688-8570 • F: +65 6688-8842 • E: boothcatering@marinabaysands.com

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

ITEM DESCRIPTION	QTY REQ'D	ADVANCE RATE (21 days prior to the start of show day)	STANDARD RATE (14 days prior to the start of show day)	ONSITE RATE (On show day)	TOTAL (S\$)
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 8oz (25pcs)		\$7.00	\$8.00	\$10.00	
Disposable stirrers (50pcs)		\$5.00	\$5.00	\$6.00	
Disposable Fork / Spoon / Knife (12pcs) *(3 in 1)		\$7.00	\$8.00	\$10.00	
Disposable Plates (12pcs)		\$10.00	\$11.00	\$12.00	
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)		\$36.00	\$38.00	\$41.00	
White Sugar (50 sachets)		\$7.00	\$8.00	\$10.00	
Brown Sugar (50 sachets)		\$7.00	\$8.00	\$10.00	
Equal (50 sachets)		\$14.00	\$16.00	\$17.00	
Kaffee Creamer (50 portions)		\$14.00	\$16.00	\$17.00	
Fresh Milk (UHT) 1 Litre		\$6.00	\$7.00	\$8.00	
Ice Cube (3.0kg per pack)		\$10.00	\$11.00	\$12.00	
Linen Napkins (10pcs)		\$10.00	\$11.00	\$12.00	
Disposable Napkins (200pcs)		\$10.00	\$11.00	\$12.00	
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 <i>The machine excludes power point.</i>		\$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% :	
				Prevailing GST % :	
				GRAND TOTAL:	

Price payable may be subject to change due to impending change in the GST rate.

INTA 2023 Annual Meeting

May 17-20, 2023 • Sands Expo & Convention Center • Singapore



LEAD RETRIEVAL

The smart way to collect leads

Show Code: INTA23

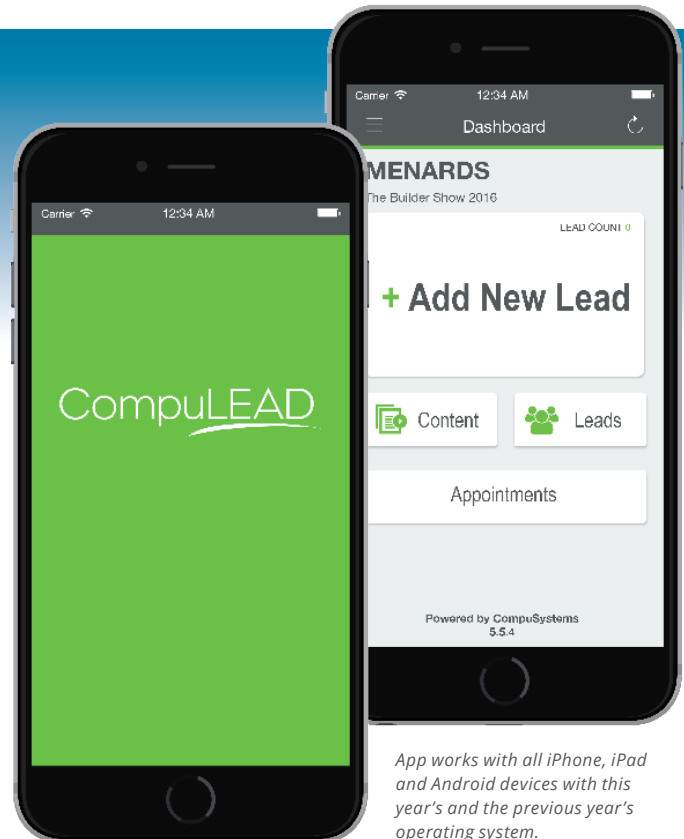
Advanced Pricing Ends: 4/3/23

Standard Pricing Begins: 4/4/23

Order Online: compusystems.com/order

CompuLEAD Lead Retrieval App

- Scan badges on and off the show floor
- Qualify leads with survey questions
- Add notes to leads
- Transfer leads to your CRM for quick follow up



App works with all iPhone, iPad and Android devices with this year's and the previous year's operating system.

A-la-Carte

	4/3/23 ADVANCED ENDS	4/4/23 STANDARD BEGINS
CompuLEAD App 1 User Activation (173A)	\$249	\$299
+ Additional User Activations (173B)	\$140	\$140
CompuLEAD App 3 User Activations (115)	\$530	\$575
<ul style="list-style-type: none"> • Download app to 3 of your smart phones or tablets to capture leads at your booth or anywhere else • Qualify top prospects with custom qualifiers and surveys • Send prospects up to 5 video links & 15 PDFs for quick email follow-up 		
Add-ons		
Setup and In-Booth Training For App (108)	\$80	\$80
Custom Qualifiers and Survey Questions (05A)	\$90	\$90
Literature & Videos Delivery (LITE)	\$90	\$90
	Processing Fee = \$25	

Questions?

Domestic (toll-free): +1.866.600.5323

International: +1.708.786.5565

Email: exhibitor-support@csireg.com

