



EXPO HALL RIGGING / HANGING SERVICE 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: IAAPA Expo Asia 2023 (65400)		EVENT DATES: 14 – 16 June 2023		BOOTH # / MTG. ROOM #
		HALL LOCATION: 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: <i>(If different from above)</i>				
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 PREVAILING TAXES & 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)		\$245	\$350	
b. 300mm x 300mm x 2.44 mL(8 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$210	\$300	
c. 300mm x 300mm x 1.52 mL(5 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$126	\$180	
d. 300mm x 300mm Truss connection block (include labour for assembly, lifting, de-rig during normal working hours)		\$84	\$120	
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)		\$462	\$660	
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)		\$210	\$300	
TOTAL				
PREVAILING GST %				
GRAND TOTAL (SINGAPORE DOLLARS) Price Payable may be subject to change due to impending change in the GST Rate				

RIGGING WORK SCHEDULE

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

Rigger Booking Schedule			
Customer Company Name	Contact Person On Site	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. <input type="checkbox"/> 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			
<ul style="list-style-type: none"> • Straight Time - \$50 per hour, Monday-Friday 7am-7pm with minimum of 4 hours straight time. After 8 hours of work, 1.5x rate applies on subsequent man-hours • Any work from Monday-Friday 7pm-11pm, and Saturday, Sunday, Public Holiday 7am-11pm at Premium rate of \$75 per hour will apply • Midnight rate of \$150 per hour will apply for work Monday - Sunday including Public Holidays required from 11pm – 7am next day 			

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

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

☐ Cheque Payment:

All cheques should be crossed and made payable to

Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd

Accounts Receivable

Finance Non-Gaming Department

10 Bayfront Avenue

Singapore 018956

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

☐ Telegraphic Transfer:

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during

Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

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

☐ Credit Card Payment:

Please complete and submit the Credit Card Authorization Form.

☐ Cash (only applicable for onsite orders)

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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)
Signware Banner Hanging Service (applicable to banners produced by Marina Bay Sands only) A lead 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.		\$210	N.A.	
Single-sided Digital Vinyl Print for Signware Banner (per sqm). A lead time of 10 working days required, artwork to be provided by client.		\$90 /m ²	N.A.	
Double-sided Digital Vinyl Print for Signware Banner (per sqm) A lead time of 10 working days required, artwork to be provided by client.		\$150 /m ²	N.A.	
Banners hanging charge for self-bringing banner (Total weight less than 20kg and smaller than 4MX4M in size) with two hanging points only		\$450	\$450	
Additional hanging point for banner more than 4mL		\$210/pt	\$300/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.				TOTAL PREVAILING GST % GRAND TOTAL (SINGAPORE DOLLARS) Price Payable may be subject to change due to impending change in the GST Rate

- 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

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SERVICE LOCATION PLAN – 2023

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan.

The service ordered will be dropped from the exhibition hall ceiling vertically above the booth area or obtained from the nearest service closest of the booth on floor level. The termination point will be as close as possible to the required location (s). The service will be terminated at floor level with the appropriate termination. Any horizontal running of the service is subject to a separate charge with quotation on actual work involved.

ELECTRICAL SERVICES:

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

TELECOMMUNICATION SERVICES:

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

COMPRESSED AIR/WATER OUTLETS:

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

INTERNET SERVICES:

- Indicate location of internet port termination location.

AUDIO VISUAL SERVICES

- Indicate location of Audio-Visual services engaged

RIGGING/HANGING APPLICATIONS:

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

EVENT NAME: IAAPA Expo Asia 2023 (65400)		EVENT DATES: 14 – 16 June 2023
EXHIBITING CO. NAME:		BOOTH #:
CONTACT PERSON ON SITE:	LOCAL CONTACT NO. (IF ANY)	EMAIL CONTACT:
PREFERRED SERVICE ACTIVATION / HAND-OVER SCHEDULE: (Time / Date)	<p>Note: All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover and/or activates the service outside the license period.</p>	

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

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

INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____



INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION
←

INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION
→



INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____

E-mail or fax forms to:

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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 _____
<input type="checkbox"/> HANGING APPLICATIONS/RIGGING	<input type="checkbox"/> MATERIAL HANDLING EQUIPMENT	

OTHER INFORMATION

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