

PLUMBING/COMPRESSED AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2023

INSTRUCTIONS AND CONDITIONS

1. **SANDS EVENT SERVICES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR.**
2. All material and equipment furnished by Sands Event Services for these service orders shall remain Sands Event Services property and shall be removed ONLY by Sands Event Services personnel at the close of the show.
3. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Prices are based upon current wage rates and are subject to change without notice.
6. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air connector for compressed air outlets is a ¼" AMFLO-C1 connector; the standard connector for water is ½" FIP connector. However, no modification to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
7. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Sands Event Services Plumbing personnel. However, if exhibitor requests labour from Sands Event Services, they will be charged an hourly service charge for these services.
8. Equipment using water must have inlet and outlet properly marked and identified.
9. Unless otherwise directed in writing by exhibitor or his representative, Sands Event Services Plumbing personnel may be required to cut floor coverings to permit installation of service.
10. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the centre of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
11. Due to the portable nature of the air lines in the Sands Expo & Convention Centre, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
12. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with at least **30 days** advanced written notice. Every effort will be made to provide you with all special requirements.
13. All utility outlets include up to 16 meter of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labour and material rates.
14. Any of your plumbing services that require electricity or electrical labour to connect and/or operate should be ordered on the "*Electrical Services Order Form*". You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets.
15. Sands Event Services is the exclusive provider at the SECC for this service. When AFSS is required in your booth, please order by calling +65 6688 3888. The mailing address is: Marina Bay Sands Pte Ltd, Attn: Sands Expo & Convention Centre - MICE Services Centre, 10 Bayfront Avenue, Singapore 018956.
 - a) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walks, kiosks, showcases or products with less than 20" of clearance from bottom of the deck or ceiling must be indicated with dimensions.
 - b) Please send perspective/isometric drawings to better define your display.
16. **All on-site plumbing orders are subject to availability of labour and services.**
17. **All on-site plumbing orders may be delayed due to the nature and requirements of services ordered.**
18. **Price Payable may be subject to change due to impending change in the GST Rate**



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

ITEM	QTY	ADVANCED RATE	STANDARD RATE	SUBTOTAL (QTY X PRICE)
COMPRESSED AIR SUPPLY TERMINATED AT GATE VALVE FITTED WITH 9mm QUICK CONNECT COUPLING Max flow rate 60 lit/min @ 4-6 bar (2.1 cfm @ 58-87 psi) [approx. 1HP] Max flow rate 120 lit/min @ 4-6 bar (4.2 cfm @ 58-87 psi) [approx. 2HP] Max flow rate 180 lit/min @ 4-6 bar (6.3 cfm @ 58-87 psi) [approx. 3HP] Regulator		\$340 \$470 \$660 \$210	\$460 \$650 \$910 \$290	\$ \$ \$ \$
AIR SERVICE: Pressure and flow rate may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.				
ITEM	QTY	ADVANCED RATE	STANDARD RATE	SUBTOTAL (QTY X PRICE)
Water Supply (on consumption) – For Storage Tank or Water Container ONLY		\$30/cubic meter (or part thereof cubic meter)		\$
WATER SUPPLY POINT TERMINATED AT 12mm DIAMETER GATE VALVE WITH 3m RUN OF NYLON HOSE Flow Rate: 10-12 litres per minute at 1-1.2 bar, waste water to be collected by user's own waste water container or equipment (water discharge point excluded).		\$140	\$190	\$
ADDITIONAL NYLON HOSE (MIN ORDER PER 10M RUN)		\$110/10M	\$110/10M	\$
WASTE WATER COLLECTION TANK WITH PUMP SET AND DISCHARGE HOSE CONNECTED TO NEAREST DRAINAGE POINT Size: 1200mm (L) x 900mm (H) x 760mm (D). Discharge flow rate at 20 litres per minute, power supply included.		\$500	\$700	\$
STAINLESS WASH SINK UNIT COMPLETED WITH WATER SUPPLY AND WASTE DISCHARGE PUMP SET Discharge flow rate at 20 litres per minute, power supply included.		\$710	\$990	\$
DRAINS: Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the SECC.				TOTAL
				\$
				PREVAILING GST %
				GRAND TOTAL (SINGAPORE DOLLARS) Price Payable may be subject to change due to impending change in the GST Rate
				\$
Prices indicated above does not include connection from the source to the exhibit. Connection is subjected to prevailing labour rates* upon request.				
*LABOUR RATES (applicable to exhibition halls only) - Straight Time - \$50 per hour, Monday - Friday 7am-7pm with minimum of 4 hours straight time. - Premium – \$75 per hour after 8 hours of work OR from Monday - Friday 7pm-11pm, and Saturday, Sunday, Public Holiday 7am-11pm - Midnight Rate - \$150 per hour will apply for any work required from 11pm-7am next day				

NOTE: 1) A Service Location Plan (Form 3) must be submitted to process required orders. Date & time of the equipment and/or service requested should also be included.
2) The above services are available only in exhibition halls with a drop down from ceiling level.

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

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

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

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

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

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

☐ **Credit Card Payment:**
Please complete and submit the Credit Card
Authorization Form.

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

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:

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

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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: TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) MARINA BAY SANDS PTE LTD ("MBS") MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO PREVAILING TAXES & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

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

☐ Credit Card (please complete information below)

☐ Personal Credit Card: ☐ American Express ☐ MasterCard ☐ VISA

☐ Company Credit Card: ☐ American Express ☐ MasterCard ☐ VISA

Credit Card Number:

[illegible]

Expiration Date: _____ Cardholder's Name: _____

Cardholder's Signature: _____

Cardholder's Billing Address:

City/State/Zip: _____

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

OTHER AUTHORISED SIGNER(S):

Print Name _____

Signature _____

Print Name _____

Signature

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

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

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

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

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

SERVICES TO BE COVERED BY THIS CARD: ☐ ALL

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