

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)



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)

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: (If different from above)				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	

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

INFORMATION AND INSTRUCTIONS – HANGING ITEMS

- Rigging and hanging is an exclusive service of Sands Expo & Convention Centre. Display companies or exhibitor's representative may supervise these activities.
- For safety reasons, all signs will be hung by Marina Bay Sands in-house rigging team.
- All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover the service outside the license period.
- Items must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, and assembly instructions.
- All items must be in working order, structurally sound, and in accordance with applicable codes.
- There will be a 30% service charge for orders for hanging applications that are placed on site.
- **IMPORTANT:** You should contact your general service contractor for shipping instructions for all hanging items.

BASIC BANNER/SIGN PACKAGES

ITEM	QTY	ADVANCED RATE	STANDARD RATE	TOTAL (QTY X PRICE)
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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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)

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 (Local Layered Cake) (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 (Prawn Stuffed Fritters) (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 (\$)
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

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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 (\$\$)
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

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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 (\$\$)
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:	

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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 (\$\$)
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.

GENERAL NOTES AND CONDITIONS

1. In general, orders for the following services and equipment hire for exhibitions must be submitted to the Centre before the deadline, otherwise a surcharge of 15% will be imposed on the basic rates. ALL on-site orders are subject to a surcharge of 30% of the basic rates. However, the Centre reserves the right not to accept any orders received and in such cases, the users will be notified.
Deadline for ordering services are as follows: 12 days before 1st day of tenancy
2. All equipment provided by the Centre should only be utilized within licensed venues, exclusively for the specified event.
3. Provision of any services / equipment by the Centre is subject to current stock availability at the time of ordering. Orders will be accepted on a "first come, first served" basis. However, the Centre reserves the right not to accept any order received and in such cases, the users will be notified accordingly.
4. If by reason of force majeure, labour difficulties, inventory or any other cause outside the control of the Centre, the Centre is unable to provide all or any of the services or equipment ordered during the whole or any part of the duration of the event, the hirer's right shall be limited to refund on a pro-rata basis of the charges paid for the services or equipment.
5. Hall and booth cleaning services include the followings:
 - a. Empty and clean wastepaper bins.
 - b. Wipe clean counter / desktops etc (not exhibits)
 - c. Vacuum / sweep and mop stand floors and gangways
6. Complete cleaning services will be carried out once daily either before opening or after closing of the exhibition during show open days with stand-by cleaners.
7. Booth cleaning does not include removal of oil spillage, paints and other liquid deposited on the floors, walls, and any other surfaces.
8. Removal of abandoned stand materials, empty crates, discarded displays / exhibits, hazardous wastes is primarily the responsibility of contractors / exhibitors.
9. Hall / booth cleaning and rubbish disposal services are provided to event organizers but not individual contractors / exhibitors. Organizers are responsible for settling the charges.
10. In the event where abandoned materials are not cleared by the contractors / exhibitors, the Venue will forward the cleaning and waste management charges to the event organizer.
11. Insurance Liability – The Centre will not be responsible for any damages to freight / equipment, pilferages or theft of items whilst in storage or handled by the Centre
12. Credit card information stipulated above will be used to guarantee the service request on this order form. If for any reason, this service is not settled at the end of the event, the credit card member whose credit card is noted on this form authorises the Centre to charge the entire amount without any prior notification.
13. All orders must be submitted with full payment, together with the required deposit in SGD.
Please make check on bank draft (to be drawn from local banks) payable to Marina Bay Sands Pte Ltd
14. Price Payable may be subject to change due to impending change in the GST Rate



CLEANING 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)
TELEPHONE:		FAX:		E-MAIL:
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)		JOB TITLE:		SIGNATURE:
BILL-TO CO. NAME: (If different from above)				
BILL-TO ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)
TELEPHONE:		FAX:		E-MAIL:
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)		JOB TITLE:		SIGNATURE:

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

DESCRIPTION	QTY / M ²	SGD / M ² / DAY	TOTAL (SGD)
Hall / Booth Cleaning Service			
General Cleaning of Special Design Booth		\$5.00 / m ² / Day (Minimum \$150)	
Ballroom / Meeting Room Cleaning Service			
Ballroom / Meeting Room Cleaning Service (Applicable for exhibitions in Ballroom and Meeting Rooms)		\$0.27 / m ² / Day (Minimum 1,000 m ²)	

Description	Per Skip (SGD)	Total (SGD)
Rubbish Disposal Service		
Supply of skip to contactors/exhibitors (Disposal by skip (of approximate 18 cbm) of exhibition materials like empty crates, booth materials, decoration off-cuts, discarded exhibits/displays, etc. (optional service on request only), inclusive of NEA disposal fee. Excess tonnage will be billed to user @ NEA fee \$577/ton.	\$650	
Disposing of abandoned exhibition materials like empty crates, booth materials, decoration off-cuts, discarded exhibits/displays, etc. (optional service on request only), inclusive of NEA disposal fee. The skip is capped at 3 tons/skip. Excess tonnage will be billed to user @ NEA fee \$577/ton.	\$1,000	
Disposal by skip (of approximate 18 cbm) storage charges (complimentary for first three (3) working days).	\$20 / day	
	TOTAL	
	LATE CHARGE 15%	
	ONSITE 30%	
	PREVAILING GST %	
	GRAND TOTAL (SINGAPORE DOLLARS) Price Payable may be subject to change due to impending change in the GST Rate	

ALL SERVICES PROVIDED BY SANDS EVENT SERVICES

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

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

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

☐ **Cheque Payment:**

All cheques should be crossed and made payable to

Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd

Accounts Receivable

Finance Non-Gaming Department

10 Bayfront Avenue

Singapore 018956

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

☐ **Telegraphic Transfer:**

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

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

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

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

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



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

FORM 9

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 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 %	
TOTAL PAYMENTS MUST ACCOMPANY ORDER. Credit Card users may fax order to +65 6688-3889.			GRAND TOTAL (SINGAPORE DOLLARS)	

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
10 Bayfront Avenue
Singapore 018956
Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.
- ☐ **Telegraphic Transfer:**
Please make payment to:
Bank Name: DBS Bank Ltd
A/C No.: 003-909346-2
A/C Name: Marina Bay Sands Pte Ltd
Swift Code: DBSSSGSG
Reference: Please include the event/event date during
Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.
NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.
- ☐ **Credit Card Payment:**
Please complete and submit the Credit Card Authorization Form.
- ☐ **Cash** (only applicable for onsite orders)

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

LOGISTICS SERVICES – 2023: HIGH-REACH EQUIPMENT RENTAL SERVICES

GENERAL NOTES AND CONDITIONS:

1. In general, orders for the following services and equipment hire for exhibitions must be submitted to the Centre before the deadline, otherwise a surcharge of 15% will be imposed on the basic rates.
In addition, on-site orders are subject to a surcharge of 30% of the basic rates. However, the Centre reserves the right not to accept any orders received and in such cases, the users will be notified.
Deadline for ordering equipment rental services and equipment for exhibitions are as follows: 12 days before 1st day of tenancy
2. All equipment provided by the Centre should only be utilized within licensed venues, exclusively for the specified event.
3. Provision of any services / equipment by the Centre is subject to current stock availability at the time of ordering. Orders will be accepted on a “first come, first served” basis.
However, the Centre reserves the right not to accept any order received and in such cases, the users will be notified accordingly.
4. If by reason of force majeure, labour difficulties, inventory or any other cause outside the control of the Centre, the Centre is unable to provide all or any of the services or equipment ordered during the whole or any part of the duration of the event, the hirer’s right shall be limited to refund on a pro-rata basis of the charges paid for the services or equipment.
5. All equipment operators must possess valid operating license, issued by a recognized local institute / governing body / authority. The Centre’s staffs reserve the rights to conduct random checks on operators.
6. The hirer will be responsible for returning all equipment and related materials to the Centre within one hour on the last open day following the close of the event.
7. The hirer will use the equipment in a careful and proper manner. The hirer shall not make any alterations, modifications, attachments and / or additions to the equipment.
8. The hirer will be liable for any loss or damage to the equipment arising from the hirer’s negligence, unintentional act or other cause within the reasonable control of the hirer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer will reimburse the Centre for the total cost of making good or replacement.
9. The hirer will be in default if the hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment to the Centre after use.
10. Insurance Liability – The Centre will not be responsible for any damages to freight / equipment, pilferages or theft of items whilst in storage or handled by the Centre
11. At any time after a default by the hirer, the Centre may terminate the rental services, by notice to the hirer and repossess the equipment. The hirer will remain liable for all unpaid charges and the Centre may apply, and retain all or a portion of the hirer’s security / damage deposit as may be necessary to compensate the Centre for any unpaid charges or damages and expenses incurred on account of default; the Centre may exercise any other rights occurring to a hirer under any applicable law upon a default by the hirer.
12. Credit card information stipulated above will be used to guarantee the service request on this order form. If for any reason, this service is not settled at the end of the event, the credit card member whose credit card is noted on this form authorises the Centre to charge the entire amount without any prior notification.
13. All orders must be submitted with full payment, together with the required deposit in SGD.
Please make check on bank draft (to be drawn from local banks) payable to Marina Bay Sands Pte Ltd
14. Price Payable may be subject to change due to impending change in the GST Rate

LOGISTICS SERVICES ORDER FORM – 2023: EXCLUSIVE HIGH-REACH EQUIPMENT RENTAL SERVICES

FORM 11B

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: (If different from above)					
BILL-TO ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:		E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:		

IMPORTANT: TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) 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	MIN ORDER 4 HRS DURATION	QTY	DURATION ORDERED	PER HR (SGD)	SUBTOTAL (SGD)	DEPOSIT
High-Reach Equipment Rental						
Electric Scissors-Lifts (GS2646) w/o Operator Working Height: 7.9m				\$80/hr		
Electric Scissors-Lifts (GS3246) w/o Operator Working Height: 9.0m				\$80/hr		
Electric Articulated Boom lift (Z45/25) w/o Operator Working Height 13.0m				\$100/hr		
					TOTAL	
					LATE ORDER CHARGE 15%	
					ON-SITE ORDER CHARGE 30%	
					PREVAILING GST %	
					GRAND TOTAL (SINGAPORE DOLLARS) Price Payable may be subject to change due to impending change in the GST Rate	

All equipment operators must possess valid operating license, issued by a recognized local institute / governing body / authority. The Centre's staffs reserve the rights to conduct random checks on operators.

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All prices are subject to change without prior notice.

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

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

☐ **Cheque Payment:**

All cheques should be crossed and made payable to
Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd
Accounts Receivable
Finance Non-Gaming Department
10 Bayfront Avenue
Singapore 018956

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

☐ **Telegraphic Transfer:**

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

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

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

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

TELECOMMUNICATIONS INSTRUCTIONS & CONDITIONS - 2023

INSTRUCTIONS AND CONDITIONS

- 1) The Sands Expo & Convention Centre and Sands Event Services shall not be liable for, and hereby released from, any special, indirect, incidental, or consequential damage; including without limitation, the following: lost profits, damage to business reputation, lost opportunity or commercial loss of any kind to the customer which results from the use (or the inability to use) any of the services or equipment which is contemplated herein, or from the breach by the SECC, Sands Event Services, or any of their employees, agents or contractors.
- 2) 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
- 3) All charges are subject to change without prior notice.
- 4) Price Payable may be subject to change due to impending change in the GST Rate

ADDITIONAL CHARGES/FEEs:

- All long-distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the MICE Customer Service Desk within one hour following the close of the event. **Exhibitors who do not return their instruments will be charged: \$300 for single-line instruments and \$1000 for multi-line and polycom instruments.**
- **Labour Charges** – Labour between the hours of 7am – 7pm, Monday – Friday (minimum 1 hour work), will be at the Straight Time labour rate. After 8 hours of work, Premium labour rate applies. Any work from Monday – Friday, 7pm – 11pm and Saturday, Sunday, Public Holiday 7am – 11pm, Premium rate will apply. Midnight rate will apply for work required from 11pm – 7am next day.

LABOR RATES: Straight Time = \$100/hour Premium = \$150/hour Midnight = \$300/hour



TELECOMMUNICATIONS 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: (If different from above)				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:		SIGNATURE:	

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

FORM INFORMATION: (Please read carefully)

- BEFORE TELEPHONE LINES ARE INSTALLED, A CREDIT CARD MUST BE ON FILE. PLEASE FILL OUT THE "CREDIT CARD AUTHORISATION FORM". THE CREDIT CARD WILL BE USED TO INVOICE TELEPHONE CALLS THAT EXCEED THE DEPOSIT OR TO CREDIT ANY UNUSED PORTION OF YOUR DEPOSIT.
- PRE-PLANNING CAN SAVE YOU MONEY. Telephone lines are dropped with the main power drop into booth. PLEASE INDICATE ALL TELEPHONE LINE LOCATIONS BY FILLING OUT THE SERVICE LOCATION PLAN. Failure to notify Sands Event Services of telephone location will result in a charge on a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at MICE Customer Service Desk.
- Instruments will not be delivered to your booth. Instruments should be picked up at MICE Customer Service Desk.

ITEM	QTY	ADVANCED RATE	STANDARD RATE	SUBTOTAL (QTY X PRICE)
IP Phone (local calls only) (Comes with IP Phone set. Needs a prefix 9 to get an external line)		\$234	\$306	
IP Phone (international calls) (Comes with IP Phone set. Needs a prefix 9 to get an external line)		\$252 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
Analog Phone Line for Fax Service (local transmission only) (Analog phone set / Fax machine not included)		\$234	\$306	
Analog Phone Line for Fax Service (international transmission) (Analog phone set / Fax machine not included)		\$252 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
Analog Phone Line (voice only/local calls only) (For analogue phone service, credit card / Nets service usage. Analog phone set / Credit card / Nets Machine not included. Credit card / Nets machine needs to preconfigured a prefix 9 for an external line; Phone set need to dial a prefix 9 to get an external line)		\$234	\$306	
IP Teleconferencing System (international & local calls) (IDD charges apply based on consumption inclusive of SGD200 deposit)		\$468	\$612	
				TOTAL
				PREVAILING GST %
				GRAND TOTAL (SINGAPORE DOLLARS Price Payable may be subject to change due to impending change in the GST Rate)

NOTE: A Service Location Plan (Form 3) must be submitted to process required orders.
Preferred handover date & time of the equipment and/or service requested should also be included.

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

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

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

☐ **Cheque Payment:**

All cheques should be crossed and made payable to

Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd

Accounts Receivable

Finance Non-Gaming Department

10 Bayfront Avenue

Singapore 018956

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

☐ **Telegraphic Transfer:**

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

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

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

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

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)	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.	

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

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: 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.