Exhibitor Services Forms of
INTA’s 142\textsuperscript{nd} Annual Meeting

April 25-29, 2020
L-01 Expo Halls A, B & C
Sands Expo and Convention Centre
### SERVICE INFORMATION

**VENUE**  
Sands Expo and Convention Centre  
10 Bayfront Avenue  
Singapore 018956  
Show Location: L-01 Expo Halls A, B & C

**EXHIBIT HALL CARPET**  
The exhibit area is NOT carpeted; however, the aisles will be carpeted in Grey (V0909). All booths are required to have carpet or Show Management approved floor covering.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**  
For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>April 24, 2020</td>
<td>8:00 a.m. - 11:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>April 25, 2020</td>
<td>8:00 a.m. - 11:00 p.m.</td>
</tr>
</tbody>
</table>

**EXHIBIT HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>April 26, 2020</td>
<td>12:00 p.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>April 27, 2020</td>
<td>09:00 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 28, 2020</td>
<td>09:00 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 29, 2020</td>
<td>09:00 a.m. - 2:00 p.m.</td>
</tr>
</tbody>
</table>

**FREIGHT DELIVERY**  
Cargoes which are moved directly to exhibition site should NOT arrive at exhibition hall earlier than April 24, 2020 or before the build-up period. only Freeman / PGL (official freight forwarder) is permitted by the organizer in having full right to manage onsite logistic throughout the show period.

**EXHIBITOR MOVE-OUT**  
*Early dismantling is not allowed. Exhibitors who tear down before 2:00 p.m. on Wednesday, April 29, 2020 will lose all current Priority Points as a penalty.*

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the aisle carpet is removed from the exhibit floor.
- Exhibitor shall vacate the Exhibit Hall and the facilities should return the equipment in the same condition as originally furnished to the exhibitor.
Note: All special design drawings (Booth height, types of materials used, front view, elevation, plan view & perspective view) MUST be submitted to Paula Lee at PLee@INTA.org on or before 28 February 2020.

Special design plan MUST be submitted to Paula Lee at PLee@INTA.org on or before 28 February 2020 with:

i. Detailed booth floorplan inclusive of layout plan, stand elevation, telephone, electrical fittings, colors, materials and audio-visual equipment to be used with dimensions in scale (not less than 1:100)

ii. Front and side view drawing(s) with booth height

iii. 3D Perspective drawings.

iv. Elevation views showing clearly all dimensions, graphics, etc.

v. Structural calculations / drawings proving structural stability, weight loadings, colors and details of the materials to be used for booth etc

vi. Fire precaution and protection.

For more details, you can visit BCA website:

RAW SPACE ENQUIRIES
(US)
Ms Amy Tanamaha
Email: Amy.Tamanaha@freemanco.com

(International)
Ms Joyce Ho
Tel: (852) 3752 9031
Email: joyce.ho@arconmarketing.com

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please contact MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE at (65) 6688-3888 / secc@marinabaysands.com for a quote.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

AMC (Exhibits) Ltd
Address: Unit AB, 8th Floor, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong
Tel: +852 3752 9000 | Fax: +852 3585 6008
www.arconmarketing.com

AMC ONLINE SHOPPING CART
AMC provides online ordering for booth facilities. By using this online feature, you can access the AMC order forms and complete with online credit card payment via the secure payment system provided by PayPal.

To place online orders, you will be required to enter your unique Username and Password. This will be sent you via email also provided with the online link.

If you need assistance with this online shopping cart or have not received the username / password, please contact AMC (Exhibits) Ltd directly:
Ms Joyce Ho
Tel: (852) 3752 9031
Email: joyce.ho@arconmarketing.com

LATE ORDER SURCHARGES
- 30% Surcharge for orders received after 13 March 2020
- 50% Surcharge for orders received after 27 March 2020 and on-site
FREEMAN EXHIBIT TRANSPORTATION
International Shipping Service
PGL
Craig Robare
+1-214-533-9201
Email: craig.robare@shippgl.com

In the event you only need our assistance from arrival in Singapore please take note of the following important information.

Important Dates
Please adhere to the following dates and guidelines for all shipments originating outside of Singapore, failure to supply the relevant documentation in the timelines specified may result in delays and additional expense to the exhibitor:

<table>
<thead>
<tr>
<th>Service</th>
<th>Documentation Required</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seafreight</td>
<td>Copy Waybill (Express Release Only) and Invoice</td>
<td>5 days prior to departure</td>
</tr>
<tr>
<td></td>
<td>Arrival to Port (Advanced Warehouse Delivery)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td></td>
<td>Arrival to Port (Direct Showsite Delivery)</td>
<td>14 days prior to delivery</td>
</tr>
<tr>
<td>Airfreight</td>
<td>Copy Air Waybill (Pre-paid Only) and Invoice</td>
<td>5 days prior to departure</td>
</tr>
<tr>
<td></td>
<td>Arrival to Airport (Advanced Warehouse Delivery)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td></td>
<td>Arrival to Airport (Direct Showsite Delivery)</td>
<td>10 days prior to delivery</td>
</tr>
<tr>
<td>Truckfreight / Transborder</td>
<td>Copy BOL and Invoice</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

Consignee Instructions
Please consign all shipments pre-paid to arrival port/airport as follows, consignee is to be shown on all shipping documents such as BOL, AWB and Commercial Invoice:

**Consignee**
Transit Air Cargo Singapore Pte Ltd
111 Neythal Road
Singapore 628598
Tel: +65 6438 1686
Email: events@tacs.com.sg

**Notify**
Same as Consignee

**Description**
Exhibition Goods for INTA
Name of Exhibitor: ___________________
Booth #: ___________________
INTA's 142\textsuperscript{nd} Annual Meeting  
Exhibitor Information & Service Forms  
25-29 April 2020  

Return to: AMC (Exhibits) Limited  
L-01 Expo Halls A, B & C  
Ms Joyce Ho  
Tel: (852) 3752 9031  
Email: joyce.ho@arconmarketing.com  
Fax: (852) 3585-6003  
Address: Flat AB, 8/F, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

Shell Scheme Unit Includes:
- 9 sqm needle punch carpet
- System structure with fascia and booth no.
- Installation and dismantle of structure
- 1x 6ft long white linen table
- 2x White folding chair
- 2x 500W power socket (For 1 appliance only, multiplugs and extension cord are not permitted, not for lighting)
- 2x 10W LED long-arm spotlight
- 1x Waste Paper Basket

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System Shell Scheme (9sqm)</td>
<td>711 USD</td>
<td>711</td>
<td>507711 USD</td>
</tr>
<tr>
<td>2</td>
<td>Carpet Color: ________________ (Selection see Form 4)</td>
<td>711 USD</td>
<td>711</td>
<td>507711 USD</td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately

30\% surcharge for late order received after 13 March, 2020  
50\% surcharge for late order received after 27 March, 2020

TOTAL AMOUNT

AMC (Exhibits) Ltd offers custom graphic printing service at an additional cost. If you require graphic customized for the back wall, please proceed to the next page and do not hesitate to contact us.

Contact Person

Name:  
Tel:  
Fax:  
Email:  
Signature w/ company chop:

Exhibitor's Information

Company:  
Booth No:  
Date:
INTA 142nd Annual Meeting
April 25-29, 2020
Sands Expo and Convention Centre

Return to: AMC (Exhibits) Limited
L-01 Expo Halls A, B & C
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Email: joyce.ho@arconmarketing.com
Fax: (852) 3585-6003
Address: Flat AB, 8/F, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

Submission Deadline
13 March, 2020

Shell Scheme Unit Includes:

- 9 sqm needle punch carpet
- System structure with fascia and booth no.
- 3x Back wall Inkjet Sticker Graphic (950 x 2330mmH)
- Installation and dismantle of structure
- 1x 6ft long white linen table
- 2x White folding chair
- 2x 500W power socket (For 1 appliance only, multiplugs and extension cord are not permitted, not for lighting)
- 2x 10W LED long-arm spotlight
- 1x Waste Paper Basket

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System Shell Scheme (9sqm) with 3x Back Wall Inkjet Sticker Graphic</td>
<td>1239</td>
<td></td>
<td>USD</td>
</tr>
<tr>
<td>2</td>
<td>Carpet Color: ______________ (Selection see Form 4)</td>
<td></td>
<td></td>
<td>USD</td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately

30% surcharge for late order received after 13 March, 2020
50% surcharge for late order received after 27 March, 2020

TOTAL AMOUNT

Please contact joyce.ho@arconmarketing.com for requirements for graphics order.

Contact Person

Name:
Tel:
Email:
Signature w/ company chop:

Exhibitor's Information

Company:
Booth No:
Date:
INTA's 142nd Annual Meeting
Exhibitor Information & Service Forms
25-29 April 2020

Return to: AMC (Exhibits) Limited
L-01 Expo Halls A, B & C
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Address: Flat AB, 8/F, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

Submission Deadline
13 March, 2020

Location Plan: Legend:

1. Please sketch on the grid plan on the right the desired layout of your Shell Scheme booth indicating all the standard and/or additional items.

2. Exhibitors will be subject to an additional charge for relocation of any item on-site.

3. Exhibitors are requested to mark on the plan above the position of their electrical requirements. We will install at our discretion if we do not receive any instructions before move-in. Requests for repositioning of each item will be subject to a US$ 20 extra charge for each relocation.

4. Official Contractor will build the stand according to the shell scheme proposed layout plan if no return form is received on or before 13 March 2020.

Contact Person
Name: 
Tel:    Fax: 
Email: 
Signature w/ company chop:

Exhibitor's Information
Company: 
Booth No: 
Date:
Please find below booth facilities for different booth areas. Please note that all furniture and electrical items included in the Shell Scheme Package are not exchangeable.

<table>
<thead>
<tr>
<th></th>
<th>9 sqm</th>
<th>18 sqm</th>
<th>27 sqm</th>
<th>36 sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>6ft Long white linen table</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>White folding chair</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>500W Power socket</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>10W LED Long-arm spotlight</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Waste Paper Basket</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

** Unless requested by the exhibitor, the Organizer and Contractor shall assume that exhibitors occupying two or more adjoin booths will choose to remove the partition panels in between.
RAW SPACE / MODIFIED SHELL SCHEME EXHIBITORS
(This form is only applicable to Raw Space / Modified shell scheme exhibitors)

Outside Stand Contractor:
Raw space / modified shell scheme exhibitor should clearly state the information of the appointed contractor

Contractor: ______________________ Booth No.: __________
Address: ________________________ Email: ______________________
Office Phone No.: __________________ Fax No.: ______________________
Contact Person: __________________ Onsite Contact No: __________________

Contractor Deposit:
Raw space / modified shell scheme exhibitor shall pay a Contractor Deposit.

<table>
<thead>
<tr>
<th>Stand Area</th>
<th>Amount of Site Work Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>For stand(s) up to 36sqm</td>
<td>USD 2,000</td>
</tr>
<tr>
<td>For stand(s) 37 to 100 sqm</td>
<td>USD 3,500</td>
</tr>
<tr>
<td>For stand(s) 101 sqm or above</td>
<td>USD 5,000</td>
</tr>
</tbody>
</table>

All outside stand contractor must be accompanied a deposit by Cheque or Bank Transfer to AMC (Exhibits) Limited. All decoration materials must be placed within your booth area to keep the gateway clear. The raw space exhibitor is responsible for any waste generated from his/her booth construction and the waste should be disposed of properly by the raw space exhibitor. Any costs raised from the aforementioned will be deducted from the deposit.

The raw space exhibitor can collect the contractor wristbands from AMC (Exhibits) Limited, only if the payment of Contractor Deposit is fully settled.

Contact Person

Name: ______________________
Tel: ______________________
Fax: ______________________
Email: ______________________
Signature w/ company chop: ______________________

Exhibitor’s Information

Company: ______________________
Booth No: ______________________
Date: ______________________
Contractor Wristbands
Contractor Wristbands will be given according to the table below.

<table>
<thead>
<tr>
<th>Stand Size (Sqm)</th>
<th>Quantity of Contractor Wristbands (For Move in &amp; out)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 – 24 sqm</td>
<td>4</td>
</tr>
<tr>
<td>25 – 36 sqm</td>
<td>6</td>
</tr>
<tr>
<td>37 – 48 sqm</td>
<td>6</td>
</tr>
<tr>
<td>49 – 90 sqm</td>
<td>8</td>
</tr>
<tr>
<td>Over 90 sqm</td>
<td>10</td>
</tr>
</tbody>
</table>

The raw space exhibitor can collect the Contractor Wristbands from AMC (Exhibits) Limited onsite service counter, only if the payment of Contractor Deposit is fully settled. If you require extra contractor wristbands, please contact AMC directly.

Important Notes:
1. All special design drawings (Booth height, types of materials used, front view, elevation, plan view & perspective view) MUST be uploaded to INTA online portal on or before 28 February 2020.
2. Carpeting & overhead structures are not allowed in the gangway. 0.5m set back from the dividing walls of neighboring booths is required for booths higher than 2.5m.
3. The maximum height for the booth structure
   - Raw Space - max 6mH
   - Double Storey – max 8mH
   - Modify Shell Scheme – max 2.5mH
4. No part of any structure may extend beyond the boundaries and airspace of the site allocated.
5. The application of paint, adhesive or any other coating carried out inside the exhibition hall or directly to the building’s columns/pillars and floors is not permitted.
6. The distribution of worker wristbands will be announced 2 weeks before move-in Official Contractor will send the details by email individually to all contractors.

Contact Person

Name: [Name]
Tel: [Tel]
Email: [Email]
Signature w/ company chop: [Signature]

Exhibitor’s Information

Company: [Company]
Booth No: [Booth No]
Date: [Date]
IMPORTANT INFORMATION FOR SHELL SCHEME EXHIBITORS

FASCIA BOARD WORDING
- Shell Scheme booths will be provided with a fascia board. However, it is necessary to complete Order Form 1 to ensure that the wording of your company name is exactly as required. In the event that this form is not received, the fascia board will be supplied using the name given on your original Contract for Booth Space and any alterations requested on-site will incur a charge.
- Shell Scheme fascia board includes standard lettering only.
- No variation of the fascia board, lettering and the fittings of the ‘Package’ stand is allowed.
- Cannot change the fascia, it need to be kept it as standard

FIXING EXHIBITS
- Double-sided adhesive pads must be used to attach light exhibits to the shell scheme panels. Under no circumstances may nails, screws, glue, staples etc. be used. A complete range of fixing clips can be used to hang heavier exhibits. Exhibitors are liable for any damage caused to their booth fixtures and fittings at the exhibition. Further information or advice can be obtained from the Official Contractor, Freeman / AMC (Exhibits) Limited.

MODULAR SYSTEMS
- Exhibitors may dress their booths with their own modular display system, but should check that the dimensions fit the area provided.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Official Stand Contractor not later than 23 March 2020.
- No additional booth fittings or displays may be attached to the shell booth structure.
- No free standing fittings may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor.
- No alterations, modifications or additions should be made to rental equipment without the prior written consent of the Official Contractor.
- The application of paint, adhesive or any other coating carried out inside the exhibition hall or directly to building columns/ pillars and floors is strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused on the system materials provided.

Exhibitors can order additional furnishings and decorations to enhance their booths such as colored display panels, lighting, shelves, literature racks, etc. by reviewing and completing the Official Contractor’s optional extras forms in this Manual.
Fascia and Panel Artwork Size
Reminder of making Panel Artwork

Foam Board
2 poles & 2 beams are covered by the artwork

Inkjet Sticker
2 poles & 2 beams are NOT covered by the artwork

DIMENSION DRAWING OF PANEL (3M)
Sticker Size for a Information Counter
(Singapore YU)

855mm x 670mmH

Foam board Size for a Information Counter
(Singapore YU)

905mmW x 750mmH
For Shell Scheme Booth Exhibitors
- Each Shell Scheme booth is provided with a 13Amp with a max. 500W electrical socket (not 24 hrs) as part of their package.
- If you need 24hr electrical supply, you have to order from the Official Contractor and there will be additional charge.
- **Use of multi-plugs or extension cords is not allowed in the exhibition halls.** The Organizer reserves the right to disconnect the electrical supply to any installations which are dangerous or likely to cause annoyance.

REFLECTIVE VEST
- Any personnel requiring admission to Hall Venue for any reasons in connection with the building-up or breaking-down of the exhibition booths or for any activities will require wearing reflective vest.

SAFETY REPORT

**Risk Assessment**
All raw space need to have Risk Assessment submitted to the AMC (Exhibits) Limited.
It involves:
- Conducting risk assessments of work activities.
- Controlling and monitoring the risks of work activities.
- Communicating the risks to all stakeholders.
You must conduct the risk assessments to identify the source of risks. After that, it should take reasonable steps to eliminate or minimize the risk. A template of the risk assessment form can be found and downloaded at: http://www.mom.gov.sg/~/media/mom/documents/services-forms/safety-health/risk-assessment-form.doc

**Fire Safety & Shelter Department (FSSD, For Double Storey Booth)**
- **For Two-Story Structure:** Exhibitors must apply for approval of two-story construction to official contractor. Two-story construction is permitted only with an approval by the Organizer. Exhibitors must accept full responsibility for the safety of the structure, as Construction Site Safety Regulation is applicable. The exhibitor or appointed contractor must submit the detailed drawings and endorsement to the Fire Safety & Shelter Department for comments / approval. More details can be obtained at: https://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/temporary-fire-permit.html.
A copy of the approval letter from Fire Safety & Shelter Department must be submitted to the official contractor 2 weeks prior to the exhibition. Only upon approval from all relevant authorities can the exhibiting company commence work on-site.

You must get ready the following documents and info before you want to do the online submission:
1. Company ROC certification with all director info
2. Registration Address n UEN no
3. All plans + drawings
4. Approval Letter from venue owner for the booths
5. Location Plan which need to show escape routes, fire sprinkler & extinguisher location

When making the online submission, you will have 5 minutes to fill up the first section and 15 minutes to fill up the next section. Thus you have to get all these documents ready before you enter the online submission. If any of the following is not ready, your submission will be invalid and you will have to re-do.
Please contact with AMC (Exhibits) Limited if you need any help

Ms Joyce Ho at +852 3752 9031

**Please submit the FSSD to official contractor on or before 10 April 2020

**Structural Professional Engineers Endorsement**

All raw space design would need MBS’s approval and structural professional engineers endorsement if MBS deems necessary. Any covered exhibit requires a fire sprinkler ball every 9 sqm of covered ceiling.

**Hanging Truss (for lighting purposes only):**

- Hanging signs are permitted in booths that are 6mx6m (36sqm) and larger and can extend up to 7.45m from the top of the sign to the ground. Rigging is exclusive with MBS and can be arranged with MBS.

- Safety Report must be submitted by either the Exhibitors or their contractors to Ms Joyce Ho together with the booth approval. If these rules are not observed, the Organizer reserves the right to prohibit access to the booth.

**SCAFFOLD**

- Strictly for safety purposes.
- Must have a valid inspection date for using scaffold.
- Someone need to provide guide/support at the lower end of the ladder.
- Ensure with proper safety measure in placed.
- Official Contractor reserves the right to prohibit the construction work onsite.

**FIRE AND SAFETY**

Venue facility is equipped with an alarm system and sprinkler system which is activated by heat-sensitive devices and smoke detectors in the ventilation system. Fire extinguishers and other emergency equipments are strategically located in all the areas of the building. Marina Bay Sands Fire and Safety Department continually monitors all building emergency systems throughout the facility.

**FIRE EXTINGUISHERS / FIRE HOSE CABINETS**

Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times. The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved.
IMPORTANT INFORMATION FOR RAW SPACE / MODIFIED SHELL SCHEME EXHIBITORS

- Construction on raw space should be carried out by an approved booth contractor who is conversant with the regulations of MBS.

It is the raw space exhibitor's responsibility to construct, carpet, furnish and light their licensed space.

- The exhibitor (or appointed contractor) is also responsible for the dismantling of the stand at the end of the show and removing all materials used. Exhibitors are liable for any costs induced due to the repair of any damages caused by the action or act of the Exhibitors or its contractors.

- The maximum height for the booth design is 6mH, double storey is 8mH and no part of any structure may extend beyond the boundaries and airspace of the site allocated unless prior approval in writing is obtained by the Organizer.

- All raw space exhibitors must complete and submit Order Form 10A & 10B and submit their complete set of drawings for approval (INTA (Designs only) and BCS (Structure)) by the stipulated deadline, which should include perspective, layout plan, stand elevation, electrical fittings, colors, materials to be used, any audio-visual equipment to be used, etc.

- All company logos and signage must not be sited on the reverse of dividing walls/towers, especially where they overhang an adjoining booth.

- As a contractor/exhibitor at the show, you have a duty to ensure that all personnel working for your company have a valid working visa/permit in order to work in MBS and are aware that they have a responsibility for the health, safety and welfare of all employees and that plans or systems of work which may be used are, so far as reasonably practicable, safe and without risk to health. All employees should have the necessary training and supervision to ensure complete health and safety. The Organizer reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned, evaluating their past record in discipline and safety, etc., without giving any reason.

- All booth structures, signs, etc. must be confined within the area allotted and cannot project into or over the gangways.

- All Raw Space Exhibitors are responsible for their own storage within their booth area.

- In-line exhibit back wall panels have a maximum height limit of 2.5m (8 ft) height. Side wall panels between exhibitors have a maximum height of 1mH (40 inches). The Organizer has the right to authorize dismantling or rebuilding of any stand which does not meet this regulation.

- Exhibitors should construct their own walls, with minimum 2.5m (8 ft) height, to divide from neighboring booths, and should not use other's back walls or venue walls.

- No direct fixings may be made to any part of the exhibition halls and any damage or discoloration of such will be charged directly to the exhibitor.

- Raw space adjoins and if the dividing walls are of different heights, the exhibitor with the higher wall must ensure that the reverse is finished down to the neighboring walls or 2.5 meters (whichever is the greater) in a neutral color and to the satisfaction of the Organizer.

- All booths must clearly show the exhibiting company name and booth number.
- The suspension of stands or light fittings from the ceiling structure of the Exhibition Venue will not be permitted unless prior approval in writing is obtained from the Organizer.

- Fixings to the surface of the floors to secure margin boards and other stand fittings will not be permitted unless prior approval in writing is obtained from the Organizer.

- No custom-built stand may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Organizer.

- All two-story or double-deck booths must be issued with a FSSD and PEE safety certificate from a qualified engineer/surveyor. Please check with official contractor if necessary.

- The transporting, assembling, dismantling and removal of custom-built stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in these Conditions or otherwise by the Organizer.

- If at any time during the open days you need to carry out maintenance work after the exhibition has closed, please apply to the Organizer by 17:00 on the same afternoon. Any charges imposed on the Organizer for such arrangements, e.g. lighting and security, will be passed on to the exhibitor/contractor concerned.

Note: All special design drawings (Booth height, types of materials used, front view, elevation, plan view & perspective view) MUST be submitted to Paula Lee at PLee@INTA.org on or before 28 February 2020.

Special design plan MUST be submitted to Paula Lee at PLee@INTA.org on or before 28 February 2020 with:

vii. Detailed booth floorplan inclusive of layout plan, stand elevation, telephone, electrical fittings, colors, materials and audio-visual equipment to be used with dimensions in scale (not less than 1:100)

viii. Front and side view drawing(s) with booth height

ix. 3D Perspective drawings.

x. Elevation views showing clearly all dimensions, graphics, etc.

xi. Structural calculations / drawings proving structural stability, weight loadings, colors and details of the materials to be used for booth etc

xii. Fire precaution and protection.
BUILDING WORKS AND FIXINGS

Upon contractors entering the exhibition centre, a wristband will be given by the organizer / official contractors. All contractors are required to wear this wristband during build-up and breakdown.

1. All fixings or attachments to or penetration of the fabric, structure, walls or floors of the Center, if approved by the Center, shall be carried out by the Center at the expense of the Licensee, sub-licensee or contractor requiring these services. This shall include the provision of fixing of holding down bolts, the anchorage of guy ropes, wire, cramps or tackle for any purpose to any part of the building fabric and structure of the Center.

2. Suspended Fittings

The suspension of stand fittings or lighting fittings for exhibition stands from the ceiling structure of the Center will not be permitted without the Center’s prior approval.

3. Fixings to the Floors

Fixings to the surface of the floors to secure structures and similar items of stand fittings are not allowed. Any damage to the floor caused by unauthorized fixings will be repaired by the Center at the expense of the Licensee.

4. Fixings to catwalk, ceiling structure, etc.

No fixings will be permitted to the catwalk or ceiling structure.

5. Adhesive Tape

Contractors using adhesive tape to fix carpets or other materials to the floors will be held responsible for removing the tape after use without damage to the floors. Should the floor surface be found damaged, marked or with tape residue, the Center will repair or clean up the floor at the expense of the Licensee.

6. Exit Notices

If exit notices are obstructed by stands, decorations or exhibits, additional notices shall be provided as the Center will require. The provision and fixing of these additional notices will be carried out by the Center at the expense of the Licensee.
7. Alterations  
The Licensee shall not be permitted to interfere with or make any alterations, attachments or additions to the Authorized Area or to place any loads on any beam, pillar or other part of the structure of the Center.

8. Any erection of brick, stone, or block walls, etc. can only be made with heavy duty building paper or similar material on the floor under the walls, etc. to protect the floor surface from mortar damage. Exhibitors and their contractors will bear the cost to repair any damages to the floor surface.

**DAMAGE / PERFORMANCE DEPOSIT PAYMENT (REFUNDABLE)**

All raw space exhibitors are required to lodge a refuse / damage deposit.

<table>
<thead>
<tr>
<th>Stand Area</th>
<th>Amount of Site Work Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>For stand(s) up to 36sqm</td>
<td>USD 2,000</td>
</tr>
<tr>
<td>For stand(s) 37 to 100 sqm</td>
<td>USD 3,500</td>
</tr>
<tr>
<td>For stand(s) 101 sqm or above</td>
<td>USD 5,000</td>
</tr>
</tbody>
</table>

The deposit is to ensure that their modify shell scheme / raw space sites are clear from any bulky/large rubbish or damages after the event. The deposit will be refunded to the exhibitors concerned within a month after the exhibition if their exhibition sites are, in the Organizer’s view, clear of damages to the venue and/or of any rubbish. Payment for refuse/damage deposit is by cheque, bank transfer and made payable to “AMC (Exhibits) Limited.”
# INTA 142nd Annual Meeting
## April 25-29, 2020
### Sands Expo and Convention Centre

Return to: AMC (Exhibits) Limited  
L-01 Expo Halls A, B & C  
Ms Joyce Ho  
Tel: (852) 3752 9031  
Email: joyce.ho@arconmarketing.com  
Fax: (852) 3585-6003  
Address: Flat AB, 8/F, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

**Submission Deadline**  
13 March, 2020

---

## Additional Furniture and Facilities for Rental

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Facilities</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SF3001 System made Information Counter (1000L X 500W X 750Hmm)</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SF3002 System made Information Counter (1000L X 500W X 1000Hmm)</td>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SF3003 System made Lockable Cupboard (1000L X 500W X 750Hmm)</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SF3005 System made Tall Showcase with 2nos of 50w Downlights –(1000L X 500W X 2500Hmm)</td>
<td>275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SF3006 System made Table Showcase with Lockable Cupboard (1000L X 500W X 1000Hmm)</td>
<td>305</td>
<td></td>
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<tr>
<td>6</td>
<td>SF3008 System made Tall Display Cube (500L X 500W X 750Hmm)</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SF3009 System made Low Display Cube (500L X 500W X 500Hmm)</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>AF5001 Slope Shelf (1000L X 300Wmm)</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>AF5002 Flat Shelf (1000L x 300Wmm)</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>AF5005 Folding Door</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>AF5004 Single Wall Panel (per metre)</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>AF5007 Pegboard (include 10 hooks)</td>
<td>85</td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>AF5012 Standing Catalogue Holder</td>
<td>75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>AF5012 Standing Coat Hanger</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>AF5018 Waste Paper Basket</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>TC4001 Square Table (860L X 860W X 740Hmm)</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>TC4002 Round Table (700mm Dia x 740Hmm)</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>TC4004 White Bar Table (800mm Dia x 670 – 870Hmm)</td>
<td>38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>TC4007 Coffee Table (550L x 550W x 450Hmm)</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>TC4015 White Folding Chair (460L x 400W x 455SHmm)</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>TC4016 Black Leather Chair (560L x 560W x 470SHmm)</td>
<td>38</td>
<td></td>
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<tr>
<td>22</td>
<td>TC4019 White Bar Stool (570mm -770Hmm)</td>
<td>38</td>
<td></td>
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<tr>
<td>23</td>
<td>TC4028 Black Single Seated Sofa (680L x 680W x 400Hmm)</td>
<td>105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>TC4029 Black Double Seated Sofa (1210L x 680W x 400Hmm)</td>
<td>205</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>TC4030 4FT Long Conference Linen Table</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>TC4031 6FT Long Conference Linen Table</td>
<td>60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately

**Note:** Please read the Conditions of Order clearly when you sign this Form.  
NO Exchanges and NO Refunds for Standard Facilities.  
Application will only be processed with installation layout plan and FULL payment.  
This order form is the official invoice for the additional orders.  
(Please submit your payment together with this application form.)

---

## Contact Person

Name:  
Tel:  
Email:  
Signature w/ company chop:

---

## Exhibitor’s Information

Company:  
Booth No:  
Date:

---

INTA’s 142nd Annual Meeting  
Exhibitor Information & Service Forms  
25-29 April 2020
### Change of Carpet Color for Shell Scheme/
Carpet for Raw Space

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Facilities</th>
<th>Carpet Code</th>
<th>Carpet Name</th>
<th>Unit Rate USD</th>
<th>Qty</th>
<th>Total Amount USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Needle Punch Carpet per sqm</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately.

<table>
<thead>
<tr>
<th></th>
<th>Time Limit</th>
<th>Surcharge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>before 13 March, 2020</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>after 27 March, 2020</td>
<td>50%</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT**

Note: Please read the Conditions of Order clearly when you sign this Form.

Any complaints regarding carpet condition must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.

**NO Exchanges and NO Refunds for Standard Facilities.**

Application will only be processed with installation layout plan and FULL payment.

This order form is the official invoice for the additional orders.

(Please submit your payment together with this application form.)

---

### Contact Person

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tel:</th>
<th>Fax:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
</tr>
</thead>
</table>

Signature w/ company chop:

### Exhibitor’s Information

<table>
<thead>
<tr>
<th>Company:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Booth No:</th>
</tr>
</thead>
</table>

Date:
### Needle Punch Carpet

<table>
<thead>
<tr>
<th>Color Code</th>
<th>Color Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0555</td>
<td>Black</td>
</tr>
<tr>
<td>0517</td>
<td>Anthracite</td>
</tr>
<tr>
<td>0900</td>
<td>Grey</td>
</tr>
<tr>
<td>0906</td>
<td>Grijefonce</td>
</tr>
<tr>
<td>0910</td>
<td>Grijsclair</td>
</tr>
<tr>
<td>0802</td>
<td>Stahl</td>
</tr>
<tr>
<td>0804</td>
<td>Navyblue</td>
</tr>
<tr>
<td>0828</td>
<td>Royalblau</td>
</tr>
<tr>
<td>0950</td>
<td>Bluestar</td>
</tr>
<tr>
<td>4912</td>
<td>Baby Blue</td>
</tr>
<tr>
<td>0924</td>
<td>Turquoise</td>
</tr>
<tr>
<td>0820</td>
<td>Skyblue</td>
</tr>
<tr>
<td>0802</td>
<td>Dark Green</td>
</tr>
<tr>
<td>4971</td>
<td>Jade</td>
</tr>
<tr>
<td>4966</td>
<td>Grass Green</td>
</tr>
<tr>
<td>0618</td>
<td>Linde</td>
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<tr>
<td>0681</td>
<td>Platschlo</td>
</tr>
<tr>
<td>0831</td>
<td>Spring Green</td>
</tr>
<tr>
<td>0700</td>
<td>Bright Red</td>
</tr>
<tr>
<td>0912</td>
<td>Brick Red</td>
</tr>
<tr>
<td>0715</td>
<td>Chilly Red</td>
</tr>
<tr>
<td>0974</td>
<td>Bordeaux</td>
</tr>
<tr>
<td>2904</td>
<td>Ecarlete</td>
</tr>
<tr>
<td>0100</td>
<td>White</td>
</tr>
<tr>
<td>0403</td>
<td>Sand</td>
</tr>
<tr>
<td>0219</td>
<td>Sahara</td>
</tr>
<tr>
<td>0962</td>
<td>Apricot</td>
</tr>
<tr>
<td>0914</td>
<td>Darkbeige</td>
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<tr>
<td>0303</td>
<td>Karamel</td>
</tr>
<tr>
<td>0305</td>
<td>Marron</td>
</tr>
<tr>
<td>0807</td>
<td>Film Orange</td>
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<td>0973</td>
<td>Orange</td>
</tr>
<tr>
<td>0338</td>
<td>Whisky</td>
</tr>
<tr>
<td>0405</td>
<td>Oro</td>
</tr>
<tr>
<td>0400</td>
<td>Yellow</td>
</tr>
<tr>
<td>1251</td>
<td>Citrus</td>
</tr>
<tr>
<td>0939</td>
<td>Violet</td>
</tr>
<tr>
<td>1339</td>
<td>Lavender</td>
</tr>
<tr>
<td>0503</td>
<td>Purple</td>
</tr>
<tr>
<td>2802</td>
<td>Baby Pink</td>
</tr>
<tr>
<td>4971</td>
<td>Fuschia</td>
</tr>
</tbody>
</table>
Furniture Catalogue
TABLES AND CHAIRS

TC 4001
Square Table
850mm x 850mm x 740mm(h)

TC 4002
Round Table
700mm dia x 740mm(h)

TC 4004
White Bar Table
600mm dia x 670 – 870mm(h)

TC 4007
Coffee Table
530mm x 530mm x 450mm(h)

TC 4015
White Folding Chair
460mm x 490mm x 450mm(h)

TC 4016
Black Leather Chair
560mm x 560mm x 470mm(h)

TC 4019
White Bar Stool
410mm x 440mm x 600–800mm(h)

TC 4060
White Chair
510mm x 540mm x 790mm(h)

TC 4028
Black Single Seated Sofa
800mm x 800mm x 790mm(h)

TC 4029
Black Double Seated Sofa
800mm x 1,400mm x 790mm(h)

TC 4030
Black Triple Seated Sofa
800mm x 2,000mm x 790mm(h)
INTA's 142nd Annual Meeting
Exhibitor Information & Service Forms
25-29 April 2020
INTA 142nd Annual Meeting
April 25-29, 2020
Sands Expo and Convention Centre

FASCIA LETTERING

FASCIA BOARD (All shell scheme exhibitors must complete this form)

1. Please indicate below your exact Exhibiting Company Name including spaces and punctuation.
2. Please use block letters.
3. Each extra letter (exceeding the maximum letters) is subjected to the Official Stand Contractor’s approval and incurs additional charges. The letters will be resized subject to the number of extra letters added.
4. No logo-types or house-styles permitted.
5. Raw Space Exhibitors are responsible for providing their own fascia name and / or booth no.
6. If this form is not received before the deadline, the Official Stand Contractor will arrange the fascia lettering according to the information from the organizer.

COMPANY NAME (CHINESE if applicable)


COMPANY NAME (ENGLISH)


BOOTH NO. (Fascia Lettering In ARIAL BOLD CAPITAL)


Authorization from hirer/user

Exhibitor: ____________________________ Booth No.: ____________________________
Tel: __________________ Fax: __________________ Email: __________________ Date: ___________
Contact Person: __________________ Position: __________________________
Signature with company chops: __________________________________________

Return to: AMC (Exhibits) Limited
L-01 Expo Halls A, B & C
Ms Joyce Ho
Tel: (852) 3752 9031
Email: joyce.ho@arconmarketing.com
Fax: (852) 3585-6003
Address: Flat AB, 8/F, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

Submission Deadline
13 March, 2020
## FORM 6

### Printing

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Facilities</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inkjet Graphic with sticker lamination (per sqm)</td>
<td>75 USD</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Inkjet Graphic on Foamboard (per sqm)</td>
<td>95 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Other facilities to be quoted separately.*

- **30% surcharge for late order received after 13 March, 2020**
- **50% surcharge for late order received after 27 March, 2020**

**TOTAL AMOUNT**

**Note:** Please read the Conditions of Order clearly when you sign this Form.

- Exhibitors must provide their output file preferably in high resolution TIFF, JPG, or PDF when submitting this order form.
- Otherwise, the above order will not be entertained.
- Please check applicable printing size in your booth with AMC (Exhibits) Limited.
- Application will only be processed with installation layout plan and FULL payment.
- This order form is the official invoice for the additional orders.
  (Please submit your payment together with this application form.)

### Contact Person

- **Name:**
- **Tel:**
- **Email:**
- **Signature w/ company chop:**

### Exhibitor’s Information

- **Company:**
- **Booth No:**
- **Date:**
## Additional Electricity Supply / Lighting for Rental
(For Shell Scheme Only)

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Facilities</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EL7001 10W LED Spotlight</td>
<td>USD</td>
<td>61</td>
<td>USD</td>
</tr>
<tr>
<td>2</td>
<td>EL7002 10W LED Long Arm Spotlight</td>
<td>USD</td>
<td>61</td>
<td>USD</td>
</tr>
<tr>
<td>3</td>
<td>EL7003 5W LED Long Arm Spotlight</td>
<td>USD</td>
<td>59</td>
<td>USD</td>
</tr>
<tr>
<td>4</td>
<td>EL7004 Fluorescent Tube (40W) (1.2mL)</td>
<td>USD</td>
<td>59</td>
<td>USD</td>
</tr>
<tr>
<td>5</td>
<td>EL7007W Halogen Downlight (5W) (White Light) – for showcase</td>
<td>USD</td>
<td>45</td>
<td>USD</td>
</tr>
<tr>
<td>6</td>
<td>EL7007Y Halogen Downlight (5W) (Yellow Light) – for showcase</td>
<td>USD</td>
<td>45</td>
<td>USD</td>
</tr>
<tr>
<td>7</td>
<td>EL7017W Floodlight (20W) (White Light)</td>
<td>USD</td>
<td>96</td>
<td>USD</td>
</tr>
<tr>
<td>8</td>
<td>EL7017Y Floodlight (20W) (Yellow Light)</td>
<td>USD</td>
<td>96</td>
<td>USD</td>
</tr>
<tr>
<td>9</td>
<td>EL7018 60W LED floodlight</td>
<td>USD</td>
<td>135</td>
<td>USD</td>
</tr>
<tr>
<td>10</td>
<td>EL7029 70W HGI metal halide floodlight</td>
<td>USD</td>
<td>115</td>
<td>USD</td>
</tr>
<tr>
<td>11</td>
<td>EL7030 70W metal halide long arm</td>
<td>USD</td>
<td>95</td>
<td>USD</td>
</tr>
<tr>
<td>12</td>
<td>EL7020 3W Stand light</td>
<td>USD</td>
<td>64</td>
<td>USD</td>
</tr>
<tr>
<td>13</td>
<td>EL7005A 500W Square Pin Socket For 1 appliance only, multiplugs and extension cord are not permitted, not for lighting.</td>
<td>USD</td>
<td>75</td>
<td>USD</td>
</tr>
<tr>
<td>14</td>
<td>EL7022 1000W Square Pin Socket For 1 appliance only, multiplugs and extension cord are not permitted, not for lighting.</td>
<td>USD</td>
<td>95</td>
<td>USD</td>
</tr>
<tr>
<td>15</td>
<td>EL7023 2000W Square Pin Socket For 1 appliance only, multiplugs and extension cord are not permitted, not for lighting.</td>
<td>USD</td>
<td>120</td>
<td>USD</td>
</tr>
<tr>
<td>16</td>
<td>EL7024 3000W Square Pin Socket For 1 appliance only, multiplugs and extension cord are not permitted, not for lighting.</td>
<td>USD</td>
<td>165</td>
<td>USD</td>
</tr>
<tr>
<td>17</td>
<td>TT100 1000W Transformer (220V to 110V)</td>
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<tr>
<td>18</td>
<td>TT200 2000W Transformer (220V to 110V)</td>
<td>USD</td>
<td>270</td>
<td>USD</td>
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<td>19</td>
<td>TT300 3000W Transformer (220V to 110V)</td>
<td>USD</td>
<td>370</td>
<td>USD</td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately.

---

**Note:** Please read the Conditions of Order clearly when you sign this Form.

- NO Exchanges and NO Refunds for Standard Facilities.
- Application will only be processed with installation layout plan and FULL payment.
- This order form is the official invoice for the additional orders.
- NO multi plugs or extension cords are allowed to be used.
- Electricity supply will be terminated after the closing hours of the exhibition.

(please submit your payment together with this application form.)

**30% surcharge for late order received after 13 March, 2020**

**50% surcharge for late order received after 27 March, 2020**

---

**TOTAL AMOUNT**

---

**Contact Person**

Name:  
Tel:  
Fax:  
Email:  
Signature w/ company chop:

**Exhibitor’s Information**

Company:  
Booth No:  
Date:  

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INTA's 142nd Annual Meeting
Exhibitor Information & Service Forms
25-29 April 2020
# INTA 142nd Annual Meeting

**April 25-29, 2020**

**Sands Expo and Convention Centre**

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**Return to:** AMC (Exhibits) Limited  
L-01 Expo Halls A, B & C  
Ms Joyce Ho  
Tel: (852) 3752 9031  
Email: joyce.ho@arconmarketing.com  
Fax: (852) 3585-6003  
Address: Flat AB, 8/F, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

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**FORM 7B**

**Submission Deadline**  
13 March, 2020

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## Additional Electricity Supply / Lighting for Rental  
(For Raw Space/ Modify Shell Scheme Only)

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Facilities</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>500w Square Pin Socket Single Phase 24-hr (For Single Machine Use Only)</td>
<td>USD 150</td>
<td>15</td>
<td>USD 2250</td>
</tr>
<tr>
<td>2</td>
<td>1000w Square Pin Socket Single Phase 24-hr (For Single Machine Use Only)</td>
<td>USD 180</td>
<td>18</td>
<td>USD 3240</td>
</tr>
<tr>
<td>3</td>
<td>2000w Square Pin Socket Single Phase 24-hr (For Single Machine Use Only)</td>
<td>USD 210</td>
<td>210</td>
<td>USD 44100</td>
</tr>
<tr>
<td>4</td>
<td>15 Amp Three Phase (380V) - (For Single Machine Only)</td>
<td>USD 610</td>
<td>610</td>
<td>USD 37260</td>
</tr>
<tr>
<td>5</td>
<td>30 Amp Three Phase (380V) - (For Single Machine Only)</td>
<td>USD 870</td>
<td>870</td>
<td>USD 71730</td>
</tr>
<tr>
<td>6</td>
<td>60 Amp Three Phase (380V) - (For Single Machine Only)</td>
<td>USD 1650</td>
<td>1650</td>
<td>USD 279000</td>
</tr>
<tr>
<td>7</td>
<td>30 Amp Single Phase (220V) - (For Lighting Connections AND Power Supply to Electrical Machine)</td>
<td>USD 1280</td>
<td>1280</td>
<td>USD 161600</td>
</tr>
<tr>
<td>8</td>
<td>15 Amp Three Phase (380V) - (For Lighting Connections AND Power Supply to Electrical Machine)</td>
<td>USD 1895</td>
<td>1895</td>
<td>USD 35715</td>
</tr>
<tr>
<td>9</td>
<td>30 Amp Three Phase (380V) - (For Lighting Connections AND Power Supply to Electrical Machine)</td>
<td>USD 3562</td>
<td>3562</td>
<td>USD 64308</td>
</tr>
<tr>
<td>10</td>
<td>60 Amp Three Phase (380V) - (For Lighting Connections AND Power Supply to Electrical Machine)</td>
<td>USD 7200</td>
<td>7200</td>
<td>USD 504000</td>
</tr>
<tr>
<td>11</td>
<td>15 Amp Single Phase (220V) - 24-hr (For a Fridge Only)</td>
<td>USD 220</td>
<td>220</td>
<td>USD 40400</td>
</tr>
<tr>
<td>12</td>
<td>30 Amp Single Phase (220V) - 24-hr (For a Fridge Only)</td>
<td>USD 400</td>
<td>400</td>
<td>USD 80000</td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately

30% surcharge for late order received after 13 March, 2020  
50% surcharge for late order received after 27 March, 2020

**TOTAL AMOUNT**

---

**Note:** Please read the Conditions of Order clearly when you sign this Form.  
NO Exchanges and NO Refunds for Standard Facilities.  
Application will only be processed with installation layout plan and FULL payment.  
This order form is the official invoice for the additional orders.  
NO multi plugs or extension cords are allowed to be used.  
Electricity supply will be terminated after the closing hours of the exhibition.  
(Please submit your payment together with this application form.)

---

**Contact Person**

Name:  
Tel:  
Fax:  
Email:  
Signature w/ company chop:  

**Exhibitor’s Information**

Company:  
Booth No:  
Date:  

---

INTA's 142nd Annual Meeting  
Exhibitor Information & Service Forms  
25-29 April 2020
### Additional Audio Visual Rental

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Facilities</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>19&quot; LCD Monitor with DVD Player and Table Stand</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>24&quot; LCD Monitor with DVD Player and Table Stand</td>
<td>280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>32&quot; LCD Monitor with DVD Player and Table Stand</td>
<td>320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>32&quot; LED TV (Full HD) with USB Port</td>
<td>320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>42&quot; Plasma Display with DVD Player and Table Stand</td>
<td>480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>42&quot; LED TV (Full HD) with USB Port</td>
<td>480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>55&quot; Plasma display with DVD Player and Table Stand</td>
<td>950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>65&quot; Plasma Display with DVD Player and Table Stand</td>
<td>1150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>2mH Floor Truss Stand for Plasma</td>
<td>155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Blu-Ray DVD Player</td>
<td>155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Laptop (i7 Laptop Preloaded with Win 7 &amp; MS Office 2007)</td>
<td>420</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately.

<table>
<thead>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

30% surcharge for late order received after 13 March, 2020
50% surcharge for late order received after 27 March, 2020

**TOTAL AMOUNT**

Please read the Conditions of Order clearly when you sign this Form.
- NO Exchanges and NO Refunds for Standard Facilities.
- Application will only be processed with installation layout plan and FULL payment.
- This order form is the official invoice for the additional orders.
- NO multi plugs or extension cords are allowed to be used.
- Electricity supply will be terminated after the closing hours of the exhibition.
- Please be reminded to order the extra power socket for the monitor.
INTA's 142nd Annual Meeting  
April 25-29, 2020  
Sands Expo and Convention Centre

**Return to:** AMC (Exhibits) Limited  
L-01 Expo Halls A, B & C  
Ms Joyce Ho  
Tel: (852) 3752 9031  
Email: joyce.ho@arconmarketing.com  
Fax: (852) 3585-6003  
Address: Flat AB, 8/F, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

**Submission Deadline:** 13 March, 2020

---

### Interpreters

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Facilities</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English / Mandarin Interpreter</td>
<td>USD 600 /Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Interpreter (Other Language)</td>
<td>Subject to Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Due to the limited supply, interpreter is on a first come first serve basis  
** Please send order at least three weeks before the show dates

30% surcharge for late order received after 2020  
50% surcharge for late order received after 2020

**TOTAL AMOUNT**

Note: Please read the Conditions of Order clearly when you sign this Form.

Application will only be processed with FULL payment.

This order form is the official invoice for the additional orders.

(Please submit your payment together with this application form.)

---

**Contact Person**

Name:  
Tel:  
Fax:  
Email:  
Signature w/ company chop:

**Exhibitor’s Information**

Company:  
Booth No:  
Date:  

INTA's 142nd Annual Meeting  
Exhibitor Information & Service Forms  
25-29 April 2020
### Floral and Plant rental

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Facilities</th>
<th>Unit Rate</th>
<th>Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF01</td>
<td>Blissful Beginnings</td>
<td>USD 75</td>
<td>75</td>
<td>USD 5,250</td>
</tr>
<tr>
<td>PF02</td>
<td>Blue Spring</td>
<td>USD 75</td>
<td>75</td>
<td>USD 5,250</td>
</tr>
<tr>
<td>PF03</td>
<td>Phalaenopsis Orchids</td>
<td>USD 75</td>
<td>75</td>
<td>USD 5,625</td>
</tr>
<tr>
<td>PF04</td>
<td>Precious Moments</td>
<td>USD 100</td>
<td>100</td>
<td>USD 10,000</td>
</tr>
<tr>
<td>PF05</td>
<td>Purple Heart</td>
<td>USD 100</td>
<td>100</td>
<td>USD 10,000</td>
</tr>
<tr>
<td>PF06</td>
<td>Purple Phalaenopsis</td>
<td>USD 125</td>
<td>125</td>
<td>USD 15,625</td>
</tr>
<tr>
<td>PF07</td>
<td>Subtle Elegance</td>
<td>USD 100</td>
<td>100</td>
<td>USD 10,000</td>
</tr>
<tr>
<td>PF08</td>
<td>Pachira</td>
<td>USD 70</td>
<td>70</td>
<td>USD 4,900</td>
</tr>
<tr>
<td>PF09</td>
<td>Raphis Multifida</td>
<td>USD 75</td>
<td>75</td>
<td>USD 5,625</td>
</tr>
<tr>
<td>PF10</td>
<td>Yucca</td>
<td>USD 70</td>
<td>70</td>
<td>USD 4,900</td>
</tr>
<tr>
<td>PF11</td>
<td>Dypsis Lutescens (Yellow Palm)</td>
<td>USD 75</td>
<td>75</td>
<td>USD 5,625</td>
</tr>
<tr>
<td>PF12</td>
<td>Sansevieria</td>
<td>USD 70</td>
<td>70</td>
<td>USD 4,900</td>
</tr>
<tr>
<td>PF13</td>
<td>Thaumatococcus</td>
<td>USD 70</td>
<td>70</td>
<td>USD 4,900</td>
</tr>
<tr>
<td>PF14</td>
<td>Dieffenbachia</td>
<td>USD 75</td>
<td>75</td>
<td>USD 5,625</td>
</tr>
<tr>
<td>PF15</td>
<td>Tarzan</td>
<td>USD 75</td>
<td>75</td>
<td>USD 5,625</td>
</tr>
</tbody>
</table>

* Other facilities to be quoted separately.

<table>
<thead>
<tr>
<th></th>
<th>30% surcharge for late order received after 13 March, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50% surcharge for late order received after 27 March, 2020</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT**

**Note:** Please read the Conditions of Order clearly when you sign this Form. Application will only be processed with installation layout plan and FULL payment. This order form is the official invoice for the additional orders. (Please submit your payment together with this application form.)

---

**Contact Person**

Name:
Tel:
Fax:
Email:
Signature w/ company chop:

**Exhibitor's Information**

Company:
Booth No:
Date:
TERMS & CONDITIONS FOR ADDITIONAL ORDERS FROM AMC (Exhibits) Ltd’s

1.) All items ordered are on rental basis and exhibitors have to make good any damage or loss incurred.

2.) Facilities and services not indicated on the forms are subject to quotation on individual job basis.

3.) LATE ORDER SURCHARGES
   - 30% Surcharge for orders received after 13 March 2020
   - 50% Surcharge for orders received after 27 March 2020 and on-site

Due to limited stock of items and the time needed to prepare additional stocks, no guarantee of the availability of items can be made for orders received after the deadline date. AMC (Exhibits) Ltd will endeavour to meet any such orders or offer an alternative. In the event this is not possible, the hirer will be notified and the order will not be accepted.

4.) Cancellation of any orders will be accepted in writing on or before 13 March 2020 for ordering additional items, in which case a 50% refund of the rental rate for the cancelled items will be made. Cancellations from 27 March 2020 onwards will be subject to a 25% refund of the rental rate of cancelled items. No cancellation request and refunds will be accepted on/after 3 April 2020.

5.) All orders must be submitted with full payment including any late order surcharges. Orders without full payment will not be accepted.

6.) Provisions of any services/equipment by the Official Contractor are subject to the availability of the required services/equipment at the time of ordering. Orders will be accepted on a “first come first served” basis. However, the Official Contractor reserves the right not to accept any orders received and in such cases, the exhibitors will be notified and the payment will be returned or refunded.

7.) Complaints regarding stand construction or rental items supplied by the Official Contractor must be lodged the day before the exhibition opens at the Official Contractor site office. Otherwise, all items will be deemed to have been received in good order.

8.) Hirer shall be liable for any loss or damage to the equipment arising from the hirer’s negligence, unintentional act, unauthorized maintenance or other cause within the reasonable control of hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer shall reimburse the Official Contractor for all costs of repair or replacement.

9.) All induced bank charges (both local and overseas) by any transaction, exchange rate, bank handling fee, etc., should be borne by the exhibitor. The Official Contractor reserves the right to claim the loss from the Exhibitor in the event of occurrence.
10.) One light connection is for a single light to use only.

11.) One 3 phase power point is strictly for single machine use only.

12.) In case of light box connection, lighting connections should be counted by the number of lights used in the light box.

13.) All orders must be accompanied by full payment either by

   A) **By Cheque** (Payable to AMC (Exhibits) Limited)
      Remarks: Only received the cheque issued by Hong Kong Bank

   B) **By Credit Card** (Online (VISA/ MASTER / AE)
      (Exhibitors can settle their payment online by Mastercard, Visa or American Express via the secure online payment system in the online manual provided by PayPal.)

   C) **Cash or T/T to:**

      Account Name: AMC (Exhibits) Ltd.
      Bank Name: The Hong Kong And Shanghai Banking Corporation Limited
      Bank Address: 1 Queen’s Road, Central, Hong Kong
      A/C No: 808-250757-001 (HKD)
                808-250757-274 (USD)
      Swift No: HSBCHKHHHHK
      Exchange Rate: USD1 = HKD7.76
      (Please fax the bank-in slip or T/T statement with company name & booth number to AMC (Exhibits) Ltd for their record)

      *All bank charges are for exhibitor account.*

14.) AMC (Exhibits) Ltd will send acknowledgment within 1 week of receipt of your order. If no response has been received, please contact AMC immediately to check the status of your order.

15.) All furniture and electrical items included in the Shell Scheme Package are not exchangeable.

16.) Individual Raw space exhibitors must need to have the MCB box for the electricity supplier in the booth.

17.) Exhibitors /Contractors are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.
ABIDE BY THE ORGANIZER’S REQUIREMENTS

- The Organizer reserves the right to alter or remove without notice and at the Exhibitor’s expense any stand which differs from the approved specification or any stand that does not conform to the Organizer’s required standard rules and regulations. The Exhibitor shall have no claim against the Organizer or its agents for any extra cost of replacing its stand to conform to the Organizer’s required standard rules and regulations or for any other losses or damages relating thereto.

- Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in Singapore and those specified by the Organizer and the Sands Expo and Convention Center. This applies to the Exhibitor, its agents, contractors and subcontractors.

- The Organizer reserves the right to stop any work which contravenes with any of these laws and regulations and the Exhibitor shall have no claim against the Organizer or its agents for any losses or damages relating thereto.

CLEANING & GARBAGE DISPOSAL

- All disposals of stand-construction waste materials during the move-in and move-out periods is the responsibility of the individual stand contractors concerned. Disposal of contractor’s waste materials by the Organizer will result in the contractor’s deposit being forfeited.

- In the case of a Shell Scheme booth, shelving and stand fittings brought in by the exhibitor must not be left behind at the close of the show. It is the exhibitor’s responsibility to dismantle all stand fixtures built or brought in by themselves and remove all waste materials from the venue at the end of the show. Failure to comply will result in charges for the labor and trucking required to dispose of the materials.

- As such, the official contractor, AMC (Exhibits) Ltd, will have the discretion to request for a damage/refuse deposit from the exhibitor. This deposit will be refundable within a month after the event on condition that nothing is damaged or no bulky items were left behind to dispose of.

ANIMALS

- Animals and pets shall not be permitted into any part of the Center, except in conjunction with some form of exhibit, display or performance legitimately requiring the use of animals subject to the approval of the Center. As a general rule, no animal other than an animal that qualifies as a “Service Animal” or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal / Risk Management Department. This applies regardless of the type of animal or the length of time the animal will be on property.

EXHIBIT BOOTH COOKING

- Exhibit Booth cooking will not be permitted unless with the approval of the Center’s Catering and Exhibition Management. Once the approval of the Center is attained, organizer must ensure that all the necessary permits from National Environment Agency (NEA) and Singapore Civil Defense Force (SCDF), Fire Safety & Shelter Department (FSSD), etc., are secured and distributed to all parties.

FIRE EXTINGUISHERS / FIRE HOSE CABINETS

- Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times. The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved.

DANGEROUS MATERIALS

- All substances (in any form of state) regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the venue.
DISPOSAL OF CRATES, STAND FITTINGS AND MATERIALS

- The removal and disposal of crates and stand fittings or materials are not covered by the rental agreement and are subject to an additional charge based on the charges imposed by the Exhibition Venue or such other sum as the Organizer may reasonably determine.

DILAPIDATION CHARGES

- Please remember that you are responsible for making good on any damage caused to the fabric of the exhibition buildings by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your site before commencing the building (raw space only) or dressing (shell scheme booth) of your booth and again after its clearance. The Organizers will pass to the exhibitor any charges for damage to the exhibition halls caused by exhibitors, their staff or their contractors.

SMOKING POLICY

In compliance with the Smoking (Prohibition in Certain Places) Act, smoking is strictly prohibited in all areas within the entire Convention and Exhibition Center at all time. Smoking is strictly prohibited in the Convention Halls, Ballroom, Theatre, Meeting Rooms, Concourse, Offices, and Pre-Function areas. This non-smoking ban also includes non-air conditioned areas such as car park, stair case, loading bay, toilet and areas within the six (6) meters radius from the Center’s outer perimeters.
DROP WIRES

- Drop wires may be used for the rigging of high level graphics, etc. but not for the stabilizing of booths, which must be self-supporting. Please contact the Official Contractor, AMC (Exhibits) Ltd – Ms Joyce Ho in the first instance.

ELECTRIC

- A fully qualified electrician must carry out all electrical installations. Contractors need to submit single line with LEW (license 8) endorsement to official contractor AMC (Exhibits) Ltd – Ms Joyce Ho before 28 February 2020. Please kindly submit it together with the electrical connections plan in details. The power will only turn on after receive single line with LEW endorsement & testing onsite, the final electrical power supply time will be determinate by the venue MBS.
- Any alterations or usages of electrical fittings are subject to final approval from the Official Contractor appointed by the Organizer.
- Connectors or joints and wiring from the power point to their exhibits/machinery are to be provided by exhibitors.
- Hirer must order enough electricity supply. If the actual power consumption of any Exhibitor exceeds the applied limit and affects the operation of other exhibitors or the power supply system of the venue, the Official Contractor will stop power supply to their stand immediately and the Exhibitor will be liable for the damage caused.
- Installation of electrical equipment, including lighting fixtures, must adhere to MBS. Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their booths.
- In case of light box displays brought in by Exhibitors, each fluorescent lamp used will be treated as a single general lighting and charged as an additional order. Please refer to Order Form 3A or Order Form 3B for electrical orders.
- Main switches and distribution boards may be required to install within the booth area at Official Contractor’s discretion.
- One socket or power supply is for use with one electrical appliance/machine only.
- Utility supply points located within any aisle may not be used for providing services.
- Use of multi-plugs or extension cords is not allowed in the exhibition halls. The Organizer reserves the rights to disconnect the electrical supply to any installations which are dangerous or likely to cause annoyance.
- To order your electrical requirements, please fill in Order Form 3B (for raw space only) or Order Form 3A (for Shell Scheme only). If you have any questions, please contact the Official Contractor, AMC (Exhibits) Ltd.

EXIT NOTICES

- If exit notices are obstructed by booths, decorations or exhibits, additional notices shall be provided as required by the MBS. The provision and fixing of these additional notices will be carried out by the Organizer at the expense of the exhibitor.
- Visible panel displays and recessed fittings should be set for all doors.
- Exhibitors must ensure that no obstacles, including fixtures such as steps, are built and block the way to the emergency exit. The emergency exit should be ensured to keep clear in case of opening.
- A landing should be shown in case of the appearance at the top and/or foot of the stairs. The depth of the landing shall not be less than the width of the flight of stairs.
FIRE REGULATIONS

- Fire prevention equipment such as fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.

- At anytime, exhibitors should allow and make sure of the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the fire fighting and/or safety equipment are not hindered, hid, removed or interfered with.

- Exhibitors should make sure that both the ways in and out of the emergency exits are clear and fire prevention measures are taken conforming to the regulations.

- Exhibitors and their contractors should make sure that they have adopted proper fire extinguishers applying for different occasions respectively.

- No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down the corridor in the halls.

HEIGHT RESTRICTIONS

The maximum height for the booth structure

Raw Space (Island Exhibits) - max 6mH
Double Storey – max 8mH
Modify Shell Scheme – max 2.5mH

Exhibit fixtures, components, and attached identification signs are permitted to a maximum height of 6m for raw space booths. Multi-level booths may extend up to 8m. Shell scheme booths are limited to 2.5m. All raw space booth design must have approval by MBS. Double-sided signs, logos, and graphics must be set back 3m from adjacent booths or be covered/finished on the side facing the adjacent booth.

Hanging signs are permitted in booths that are 6mx6m and larger and can extend up to 7.45m from the top of the sign to the ground. Rigging is exclusive with MBS and can be arranged with MBS.

LASER PRODUCTS

Any person demonstrating or using laser products shall:

1. Observe the Relevant Legislation and Regulations and Comply with the safety requirements of the Authority.

2. Submit full details of the equipment to be used and relevant detailed layout plans to the Center for approval no later than one (1) month before the License Period.

3. The product or device shall only be demonstrated or operated by a trained and competent person authorized by the exhibitor and all safety rules and precautions of the product must be followed. The Center shall be advised of such authorization.

4. Provide suitable fire protection equipments and warning notices as required by the Center.
LIGHTING
- General hall lighting is provided but it is strongly recommended that you also have specific lighting in your booth to highlight your exhibits. All lighting installations must be carried out by the Official Contractor, AMC, and comply with current regulations. AMC can also give you advice on your lighting requirements.

SAND, SOIL AND SIMILAR MATERIALS
When an event or show features, displays or individual exhibits include sand, top soil, gardens using peat moss or similar materials, the floor should be protected from stains by laying a leak proof covering on the floor. The Licensee is responsible for ensuring all precautions are taken to prevent such materials being stepped on and staining any part of the Center. Watering must be controlled to eliminate leakage or seepage. The Licensee will bear all costs for any damages caused to the Center. Please note that all cleaning of these materials must be done within the contractual period of time.
OCCUPATIONAL SAFETY AND HEALTH ORDIANCE

- Exhibitors and/or their contractors must comply with Occupational Safety and Health Ordinance in constructing and dismantling their stands.
- Make sure the workplace is safe and healthy.
- Provide and maintain safe working equipment and procedures.
- Appoint authorized person for on-site supervision of installation/dismantling works.
- Adhere to the occupational health and safety measure as required by the venue operator.

OVERHEAD STRUCTURE

No part of any overhead structure may extend beyond the boundaries of the site allocated. This includes overhead structure, exhibitor’s name or logo, free standing signs or advertising as well as lighting fixtures, including spotlights.

OVER-TIME PENALTY CLAIMED BY MBS

Exhibitors and/or their appointed contractors shall follow the move-in/move-out schedule. If the exhibitors or their appointed contractors work after the official time, they should seek approval from the Organizer and the Official Contractor before 1500 during the move-in/move-out period to obtain the charging rate and shall pay to the Official Contractor, AMC (Exhibits) Ltd, the over-time penalty claimed by venue.

POWER SUPPLY

For Raw space Exhibitors

- Power will not be switched on to booths during build-up until it is considered absolutely safe to do so.
- Power to booths is switched off 30 minutes after the show closes each day, and it should be noted that breakdown will not commence until the power supply has been disconnected.
- If you require 24 hr electricity during show opening hours, please ensure you order 24 hrs power from the Official Contractor.
- If you anticipate requiring a power supply during build-up/breakdown for the checking and downloading of equipment or the use of hand tools etc., you should apply in advance from the Official Contractor for a temporary supply to be installed.
- **Use of multi-plugs or extension cords is not allowed in the exhibition halls.** The Organizer reserves the right to disconnect the electrical supply to any installations which are dangerous or likely to cause annoyance.
- All power supply is provided in a shared distribution box. Any exhibitor requiring an isolated distribution box must request from the Official Contractor before show opening and an additional cost will be charged to the exhibitor.
- Power Supply will be activated one day prior to show open.
Booth Catering Order Form 2020

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.

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 SPM 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.

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: INTA 2020 (21805) ___________________________ COMPANY NAME: __________________________________________

CONTACT PERSON: __________________________________________ BOOTH/ROOM NO. __________________________

ADDRESS __________________________

TELEPHONE NO: __________________________ FAX NO: __________________________

Product(s) to dispense __________________________ 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.

Approved __________________________

Executive Director of Catering and Conference Management
**CATERING ORDER FORM – 2020**

_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.

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>INTA 2020 (21805)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBITING CO. NAME:</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td></td>
</tr>
<tr>
<td>FAX:</td>
<td></td>
</tr>
<tr>
<td>ORDERED BY:(Print Name)</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:** SANDS EVENT SERVICES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT THE SECL. 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.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY REQ'D</th>
<th>ADVANCE RATE (21 days prior to the start of show day)</th>
<th>STANDARD RATE (214 days prior to the start of show day)</th>
<th>ONSITE RATE (On show day)</th>
<th>TOTAL ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SANDWICHES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cucumber, Lettuce and Tomato Finger Sandwiches (24 pcs) **</td>
<td></td>
<td>$52.00</td>
<td>$60.00</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td>Turkey Ham and Cheese Finger Sandwiches (24 pcs)</td>
<td></td>
<td>$52.00</td>
<td>$60.00</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td>Chicken Sandwiches (24 pcs) **</td>
<td></td>
<td>$52.00</td>
<td>$60.00</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td>Tuna Sandwiches (24 pcs) **</td>
<td></td>
<td>$52.00</td>
<td>$60.00</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td>Egg Salad Sandwiches (24 pcs) **</td>
<td></td>
<td>$52.00</td>
<td>$60.00</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td><strong>PASTRIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Cookies (30 pcs)</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Chocolate Brownies (30 pcs)</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Danish Pastries (30 pcs)</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Assorted Muffins (30 pcs)</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Mini French Pastries (30 pcs)</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Assorted Kueh Lapis (Local Layered Cake) (30 pcs) **</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Assorted Macaroons (30 pcs)</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td><strong>DEEP FRIED ITEMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken Spring Roll (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetarian Spring Roll (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetarian Samosa (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fried Curry Puff (vegetarian) (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fried Curry Puff (chicken) (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potato Wrapped with Prawn (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prawn Stuffing You Tiao (Prawn Stuffed Fritters) (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken Money Bag (30 pcs) **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SERVICE CHARGE**
10%:

**GST 7% :**

**GRAND TOTAL:**

**Denotes Harvest Menu**
**Denotes Harvest Menu**
### CATERING ORDER FORM – 2020

**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

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<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY REQ’D</th>
<th>ADVANCE RATE (21 days prior to the start of show day)</th>
<th>STANDARD RATE (14 days prior to the start of show day)</th>
<th>ONSITE RATE (On show day)</th>
<th>TOTAL ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOFT DRINKS (per case of 24 cans)</strong></td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Coke</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Coke Light</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Sprite</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Ginger Ale</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Bitter Lemon</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Tonic Water</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Soda Water</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Red Bull</td>
<td></td>
<td>$140.00</td>
<td>$150.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td><strong>HOUSE WINE (per bottle)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Wine (Red)</td>
<td></td>
<td>$65.00</td>
<td>$70.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>House Wine (White)</td>
<td></td>
<td>$65.00</td>
<td>$70.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td><strong>WATER (per case of 24 bottles)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Bottled Water (500ml)</td>
<td></td>
<td>$48.00</td>
<td>$50.00</td>
<td>$52.00</td>
<td></td>
</tr>
<tr>
<td>Fiji (500ml)</td>
<td></td>
<td>$86.00</td>
<td>$88.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>Perrier (330ml)</td>
<td></td>
<td>$86.00</td>
<td>$88.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td><strong>CHILLED OR CANNED JUICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange Juice (2 Litres)</td>
<td></td>
<td>$40.00</td>
<td>$42.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Orange Juice (per case of 24 bottles)</td>
<td></td>
<td>$72.00</td>
<td>$74.00</td>
<td>$76.00</td>
<td></td>
</tr>
<tr>
<td>Fruit Punch (2 Litres)</td>
<td></td>
<td>$40.00</td>
<td>$42.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Pineapple Juice (2 Litres)</td>
<td></td>
<td>$40.00</td>
<td>$42.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Apple Juice (2 Litres)</td>
<td></td>
<td>$40.00</td>
<td>$42.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Tomato Juice (per case of 24 cans)</td>
<td></td>
<td>$72.00</td>
<td>$74.00</td>
<td>$76.00</td>
<td></td>
</tr>
<tr>
<td><strong>BEER</strong></td>
<td></td>
<td>$750.00</td>
<td>$770.00</td>
<td>$790.00</td>
<td></td>
</tr>
<tr>
<td>Tiger (30 Liters Keg) serves approx. 90 glasses</td>
<td></td>
<td>$750.00</td>
<td>$770.00</td>
<td>$790.00</td>
<td></td>
</tr>
<tr>
<td><em>Exclusive of installation fees of $50</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation fees For Tiger (30 Liters Keg)</td>
<td></td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Tiger (per case of 24 cans)</td>
<td></td>
<td>$180.00</td>
<td>$190.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Heineken (per case of 24 cans)</td>
<td></td>
<td>$200.00</td>
<td>$210.00</td>
<td>$220.00</td>
<td></td>
</tr>
<tr>
<td><strong>SNACK &amp; FINGER FOOD</strong></td>
<td></td>
<td>$12.00</td>
<td>$14.00</td>
<td>$16.00</td>
<td></td>
</tr>
<tr>
<td>Potato Chips (400gm)</td>
<td></td>
<td>$1.20</td>
<td>$1.50</td>
<td>$1.80</td>
<td></td>
</tr>
<tr>
<td>Packaged Mixed Nuts (40gm)</td>
<td></td>
<td>$16.00</td>
<td>$18.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Packaged Mixed Nuts (1Kg)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Fun Size Chocolate Bars (10pcs)</td>
<td></td>
<td>$12.00</td>
<td>$16.00</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

**DATE & TIME DELIVERY / REMARKS :**

**TOTAL:**

**SERVICE CHARGE 10% :**

**GST 7% :**

**GRAND TOTAL:**
CATERING ORDER FORM – 2020
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
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<th>STANDARD RATE (14 days prior to the start of show day)</th>
<th>ONSITE RATE (On show day)</th>
<th>TOTAL (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERVICE PERSONNEL (MINIMUM 4 HOURS BLOCK)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Food Server (min block 4 hours)</td>
<td></td>
<td>$200.00</td>
<td>$210.00</td>
<td>$220.00</td>
<td></td>
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<tr>
<td>Bartender (min block 4 hours)</td>
<td></td>
<td>$200.00</td>
<td>$210.00</td>
<td>$220.00</td>
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<tr>
<td>Mixologist (min block 4 hours)</td>
<td></td>
<td>$600.00</td>
<td>$630.00</td>
<td>$660.00</td>
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<td>Flair Bartender (min block 1 hour)</td>
<td></td>
<td>$600.00</td>
<td>$630.00</td>
<td>$660.00</td>
<td></td>
</tr>
<tr>
<td>Chef (min block 4 hours)</td>
<td></td>
<td>$200.00</td>
<td>$210.00</td>
<td>$220.00</td>
<td></td>
</tr>
<tr>
<td>Subsequent hour (per hour charge)</td>
<td></td>
<td>$50.00</td>
<td>$60.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Over 8 hours (per hour charge)</td>
<td></td>
<td>$75.00</td>
<td>$85.00</td>
<td>$95.00</td>
<td></td>
</tr>
<tr>
<td>COFFEE MACHINE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Machine Package includes [per event rental]:</td>
<td></td>
<td></td>
<td>$225.00</td>
<td>$245.00</td>
<td>$265.00</td>
</tr>
<tr>
<td>• coffee machine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 50 Coffee Capsules</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 50 sachets sugar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 50 pcs disposable cups (8oz)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 50 pcs stirrer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 50 pcs creamer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The machine excludes power point and water.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COFFEE / TEA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Pump (serves approx. 10 cups)</td>
<td></td>
<td></td>
<td>$50.00</td>
<td>$55.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Tea Pump (serves approx. 10 cups)</td>
<td></td>
<td></td>
<td>$50.00</td>
<td>$55.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>GLASSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highball (36 pcs)</td>
<td></td>
<td></td>
<td>$38.00</td>
<td>$39.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Flute (36 pcs)</td>
<td></td>
<td></td>
<td>$38.00</td>
<td>$39.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Wine (25 pcs)</td>
<td></td>
<td></td>
<td>$38.00</td>
<td>$39.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Multi-Purpose Glass (25 pcs)</td>
<td></td>
<td></td>
<td>$38.00</td>
<td>$39.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Rock Glasses (25 pcs)</td>
<td></td>
<td></td>
<td>$38.00</td>
<td>$39.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

DATE & TIME DELIVERY / REMARKS :

TOTAL:
SERVICE CHARGE 10%:
GST 7%:
GRAND TOTAL:
### Catering Order Form – 2020

**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.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QTY REQ’D</th>
<th>ADVANCE RATE (21 days prior to the start of show day)</th>
<th>STANDARD RATE (14 days prior to the start of show day)</th>
<th>ONSITE RATE (On show day)</th>
<th>TOTAL ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CROCKERY &amp; CUTLERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Plate (per dozen)</td>
<td></td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Entrée Plate (per dozen)</td>
<td></td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Knife (per dozen)</td>
<td></td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Fork (per dozen)</td>
<td></td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Dessert Spoon (per dozen)</td>
<td></td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>China Coffee Service (cup, saucer, teaspoon) per dozen</td>
<td></td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Disposable cups 8oz (25pcs)</td>
<td></td>
<td>$6.00</td>
<td>$7.00</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Disposable stirrers (50pcs)</td>
<td></td>
<td>$3.00</td>
<td>$4.00</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Disposable Fork / Spoon / Knife (12pcs) *Select One</td>
<td></td>
<td>$6.00</td>
<td>$7.00</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Disposable Plates (12pcs)</td>
<td></td>
<td>$8.00</td>
<td>$9.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Disposable Solo Clear Cups (100pcs)</td>
<td></td>
<td>$20.00</td>
<td>$21.00</td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td>Disposable Wine Glass (10pcs)</td>
<td></td>
<td>$8.00</td>
<td>$9.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Disposable Flutes (6pcs)</td>
<td></td>
<td>$8.00</td>
<td>$9.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>OTHERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Capsules (a box of 50 capsules)</td>
<td></td>
<td>$175.00</td>
<td>$185.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>Lipton Tea Bags (100 sachets)</td>
<td></td>
<td>$30.00</td>
<td>$32.00</td>
<td>$34.00</td>
<td></td>
</tr>
<tr>
<td>White Sugar (50 sachets)</td>
<td></td>
<td>$6.00</td>
<td>$7.00</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Brown Sugar (50 sachets)</td>
<td></td>
<td>$6.00</td>
<td>$7.00</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Equal (50 sachets)</td>
<td></td>
<td>$12.00</td>
<td>$13.00</td>
<td>$14.00</td>
<td></td>
</tr>
<tr>
<td>Kaffee Creamer (50 portions)</td>
<td></td>
<td>$12.00</td>
<td>$13.00</td>
<td>$14.00</td>
<td></td>
</tr>
<tr>
<td>Fresh Milk (UHT) 1 Litre</td>
<td></td>
<td>$5.00</td>
<td>$6.00</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Ice Cube (3.0kg per pack)</td>
<td></td>
<td>$10.00</td>
<td>$11.00</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Linen Napkins (10pcs)</td>
<td></td>
<td>$10.00</td>
<td>$11.00</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Disposable Napkins (200pcs)</td>
<td></td>
<td>$8.00</td>
<td>$9.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Table cloth</td>
<td></td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Oblong Table</td>
<td></td>
<td>$30.00</td>
<td>$33.00</td>
<td>$36.00</td>
<td></td>
</tr>
<tr>
<td>Water Dispenser Package Includes (per event rental):</td>
<td></td>
<td>100 pcs disposable cups (8oz)</td>
<td>5 Gallon Water</td>
<td>The machine excludes power point.</td>
<td></td>
</tr>
<tr>
<td>Distilled Drinking Water (5 Gallon)</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

**DATE & TIME DELIVERY / REMARKS:**

---

**TOTAL:**
**SERVICE CHARGE 10%:**
**GST 7%:**
**GRAND TOTAL:**
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 / desk tops 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 standby 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. Provision of abandoned 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

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Prices, Policies, and Procedures Subject to Change without prior notice.

GST Registration No. M90364464C
LAST DAY TO RECEIVE ADVANCE RATE IS 13TH APRIL 2020

CLEANING SERVICES ORDER FORM - 2020

E-mail or fax forms to:
MARINA BAY SANDS – 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.

<table>
<thead>
<tr>
<th>EVENT NAME: INTA 2020 (21805)</th>
<th>EVENT DATES: 25th – 29th April 2020</th>
<th>BOOTH # / MTG. ROOM #</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS:</td>
<td>CITY:</td>
<td>ZIP CODE:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>FAX:</td>
<td>E-MAIL:</td>
</tr>
</tbody>
</table>

**ORDERED BY:** [Name]

**JOB TITLE:** [Position]

**SIGNATURE:** [Signature]

**IMPORTANT:** SANDS EVENT SERVICES ARE THE EXCLUSIVE BOOTHS 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 A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

### Hall / Booth Cleaning Service

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY / M²</th>
<th>SGD / M² / DAY</th>
<th>TOTAL (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Cleaning of Special Design Booth</td>
<td></td>
<td>$2.50 / m² / Day (Minimum 20 m²)</td>
<td></td>
</tr>
</tbody>
</table>

### Ballroom / Meeting Room Cleaning Service

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY / M²</th>
<th>SGD / M³ / DAY</th>
<th>TOTAL (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom / Meeting Room Cleaning Service (Applicable for exhibitions in Ballroom and Meeting Rooms)</td>
<td></td>
<td>$0.25 / m³ / Day (Minimum 1,000 m³)</td>
<td></td>
</tr>
</tbody>
</table>

### Rubbish Disposal Service

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PER SKIP (SGD)</th>
<th>TOTAL (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposal by skip (of approximate 18 cbm) of general exhibition wastes like empty boxes and rubbish generated by organizers, contractors, exhibitors, etc. inclusive of NEA disposal fee. The skip is capped at 3 tons/skip. Excess tonnage will be billed to user @ NEA fee $377/ton.</td>
<td>$520</td>
<td></td>
</tr>
<tr>
<td>Disposal by skip (of approximate 18 cbm) 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 $377/ton.</td>
<td>$560</td>
<td></td>
</tr>
<tr>
<td>Disposal by skip (of approximate 18 cbm) storage charges (complimentary for first three (3) working days).</td>
<td>$20 / Day</td>
<td></td>
</tr>
</tbody>
</table>

**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.
- **Credit Card Payment**

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

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

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Prices, Policies, and Procedures Subject to Change without prior notice.

GST Registration No. M90364464C
CREDIT CARD AUTHORISATION/METHOD OF PAYMENT FORM 2020

E-mail or fax forms to:
MARINA BAY SANDS PTE LTD – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956
P: +65 6688-3888 • F: +65 6688-3889 • E: secc@marinabaysands.com

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

EVENT NAME: **INTA 2020 (21805)**

EVENT DATES: **25th – 29th April 2020**

BOOTH # / MTG. ROOM #

<table>
<thead>
<tr>
<th>EXHIBITING CO. NAME:</th>
<th>CITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS:</td>
<td>STATE:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>ZIP:</td>
</tr>
</tbody>
</table>

| ORDERED BY: (Print Name): | 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 UTC 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.**

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

- [ ] Credit Card (please complete information below)
  - [ ] Personal Credit Card: [ ] American Express [ ] MasterCard [ ] VISA
  - [ ] Company Credit Card: [ ] American Express [ ] MasterCard [ ] VISA
  
  Credit Card Number: ____________________________________________
  
  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):**

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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

- [ ] AUDIO/VISUAL
- [ ] BOOTH CLEANING SERVICES
- [ ] BUSINESS CENTRE SERVICES
- [ ] CATERING
- [ ] ELECTRICAL
- [ ] HANGING APPLICATIONS/RIGGING
- [ ] HIGH REACH EQUIPMENT
- [ ] INTERNET
- [ ] LABOR
- [ ] LOGISTIC SERVICES
- [ ] MAIL CENTRE SERVICES
- [ ] MATERIAL HANDLING EQUIPMENT
- [ ] PIPED SERVICES (AIR, WATER, DRAIN)
- [ ] TELECOMMUNICATIONS – ICT
- [ ] TELEVISION PROGRAM SERVICES
- [ ] TRUSS/LIGHTING RENTAL
- [ ] OTHER

**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.

**THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTRE AND/OR THE MARINA BAY SANDS HOTEL.**
INTERNET SERVICES GENERAL INFORMATION – 2020

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.

*Prices, Policies, and Procedures Subject to Change without prior notice.*

GST Registration No. M90364464C
LAST DAY TO RECEIVE ADVANCED RATE IS 13TH APRIL 2020
INTERNET SERVICES ORDER FORM - 2020
E-mail or fax forms to:
MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
12 BAYFRONT AVENUE  •  SINGAPORE 018956
P: +65 6688 3888  •  F: +65 6688 3889  •  E: sec@marinabaysands.com
Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: INTA 2020 (21805)  EVENT DATES: 25th – 29th April 2020
HALL LOCATION: Level 1, Hall A, B & C

EXHIBITING CO. NAME:
STREET ADDRESS:
CITY:
STREET:
ZIP CODE:
PHONE:
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 SEC. 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 OTHERWIES 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/REFUNDS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Broadband Internet connection with DHCP, 6M/6M dedicated Internet bandwidth</td>
<td>1</td>
<td>$1,380</td>
<td>$1,660</td>
<td></td>
</tr>
<tr>
<td>b. Broadband Internet connection with DHCP, 10M/10M dedicated Internet bandwidth</td>
<td>1</td>
<td>$2,350</td>
<td>$2,700</td>
<td></td>
</tr>
<tr>
<td>c. Broadband Internet connection with DHCP, 20M/20M dedicated Internet bandwidth</td>
<td>1</td>
<td>$4,200</td>
<td>$4,040</td>
<td></td>
</tr>
<tr>
<td>d. Broadband Internet connection with DHCP, 50M/50M dedicated Internet bandwidth</td>
<td>1</td>
<td>$9,000</td>
<td>$10,500</td>
<td></td>
</tr>
<tr>
<td>f. Fixed IP address for Internet (all IP address provided must be used under subscription of service item a, b, c, d or e)</td>
<td>1</td>
<td>$108</td>
<td>$141</td>
<td></td>
</tr>
<tr>
<td>Data Network Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. CAT 6 Wiring between two network ports (within different function room or exhibition hall) for in-house services</td>
<td>1</td>
<td>$325</td>
<td>$394</td>
<td></td>
</tr>
<tr>
<td>b. CAT 6 Wiring between two network ports (within different function room or exhibition hall) for third-party services</td>
<td>1</td>
<td>$450</td>
<td>$589</td>
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</tr>
<tr>
<td>c. CAT 6 cable run within 30m length</td>
<td>1</td>
<td>$100</td>
<td>$132</td>
<td></td>
</tr>
<tr>
<td>d. 8-port data switch</td>
<td>1</td>
<td>$162</td>
<td>$212</td>
<td></td>
</tr>
<tr>
<td>e. 24-port data switch</td>
<td>1</td>
<td>$369</td>
<td>$483</td>
<td></td>
</tr>
</tbody>
</table>

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

GRAND TOTAL

TOTAL PAYMENTS MUST ACCOMPANY ORDER. Credit Card users may fax order to +65 6688 3889.

*** 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.**

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Notes:
1. The choice of Internet Service Provider (ISP) is at the sole discretion of Sands Event Services.
2. Sands Event Services is the sole provider of all Internet services. The resale of Internet service is strictly prohibited.
3. Sands Event Services reserves the right to append labour to any order if applicable. This includes, though not limited to, troubleshooting and additional assistance.
4. Sands Event Services reserves the right to remove any equipment deemed to be harmful to the network.
5. 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.
6. 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.
7. 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.

☐ 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 Referecnce: 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.

☐ Credit Card Payment

Please complete and submit the Credit Card Authorization Form.

☐ Cash (only applicable for onsite orders)

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Prices, Policies, and Procedures Subject to Change without prior notice. GST Registration No. M90364464C
LOGISTICS SERVICES – 2020: 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

Prices, Policies, and Procedures Subject to Change without prior notice.
GST Registration No. M90364464C
LOGISTICS SERVICES ORDER FORM – 2020:
EXCLUSIVE HIGH-REACH EQUIPMENT RENTAL SERVICES
E-mail or fax forms to:
MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956
P: +65 6688 3888 • F: +65 6688 3889 • E: secc@marinabaysands.com

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

EVENT NAME: INTA 2020 (21805)    EVENT DATES: 25th – 29th April 2020

<table>
<thead>
<tr>
<th>STREET ADDRESS:</th>
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<tbody>
<tr>
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</table>

HALL LOCATION: Level 1, Hall A, B & C

<table>
<thead>
<tr>
<th>TELEPHONE:</th>
<th>FAX:</th>
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</thead>
<tbody>
<tr>
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</table>

E-MAIL:

<table>
<thead>
<tr>
<th>ORDERED BY:</th>
<th>(DR/HON/PROF/MDM/MISS/MRS/MS/MR)</th>
</tr>
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<tbody>
<tr>
<td>(Print Name)</td>
<td></td>
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</tbody>
</table>

ORDER TITLE: |

<table>
<thead>
<tr>
<th>SIGNATURE:</th>
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<tbody>
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</tbody>
</table>

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 A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Min Order 4 Hrs Duration</th>
<th>QTY</th>
<th>Duration Ordered</th>
<th>Per Hr (SGD)</th>
<th>Subtotal (SGD)</th>
<th>Deposit</th>
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<tbody>
<tr>
<td>High Reach Equipment Rental</td>
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<tr>
<td>Electric Scissors-Lift (GS2646) w/o Operator</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Working Height: 7.9m</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>$50/hr</td>
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<td></td>
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<tr>
<td>Electric Scissors-Lift (GS3246) w/o Operator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Working Height: 9.0m</td>
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<tr>
<td>$50/hr</td>
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<tr>
<td>Electric Articulated Boom lift (Z45/25) w/o Operator</td>
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<td></td>
<td></td>
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<tr>
<td>Working Height: 13.0m</td>
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<tr>
<td>$70/hr</td>
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</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Late Order Charge 15%</th>
<th>On-Site Order Charge 30%</th>
<th>GST 7%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL (SINGAPORE DOLLARS)**

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)

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

Prices, Policies, and Procedures Subject to Change without prior notice.
GST Registration No. M90364464C
**LAST DAY TO RECEIVE ADVANCE RATE IS 13TH APRIL 2020**

**PLUMBING/COMPRESSED AIR/WATER/DRAIN SERVICES**

**ORDER FORM – 2020**

E-mail or fax forms to:
MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956
P: +65 6688 3888 • F: +65 6688 3889 • E: secc@marinabaysands.com

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

**EVENT NAME:** INTA 2020 (21805)  **EVENT DATES:** 25th – 29th April 2020  **BOOTH # / MTG. ROOM #**

<table>
<thead>
<tr>
<th>EXHIBITING CO. NAME:</th>
<th>HALL LOCATION: Level 1, Hall A, B &amp; C</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS:</td>
<td>CITY:</td>
</tr>
<tr>
<td></td>
<td>STATE:</td>
</tr>
<tr>
<td></td>
<td>ZIP CODE:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>E-MAIL:</td>
</tr>
<tr>
<td>ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MISS)</td>
<td>JOB TITLE:</td>
</tr>
<tr>
<td>(Print Name)</td>
<td>SIGNATURE:</td>
</tr>
</tbody>
</table>

**IMPORTANT:** SANDS EVENT SERVICES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICES PROVIDER. TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SIT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. FULL PAYMENT MUST BE RECEIVED 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/REFUNDS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>ADVANCED RATE</th>
<th>STANDARD RATE</th>
<th>SUBTOTAL (QTY X PRICE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPRESSED AIR SUPPLY TERMINATED AT GATE VALVE FITTED WITH 9mm QUICK CONNECT COUPLING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max flow rate 60 l/min @ 5-7 bar (2.1 cfm @ 80-100 psi) [approx. 1HP]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max flow rate 120 l/min @ 5-7 bar (4.2 cfm @ 80-100 psi) [approx. 2HP]</td>
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<td></td>
</tr>
<tr>
<td>Max flow rate 180 l/min @ 5-7 bar (6.3 cfm @ 80-100 psi) [approx. 3HP]</td>
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<td></td>
</tr>
<tr>
<td>Regulator</td>
<td></td>
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</tbody>
</table>

**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).

$128

$176

**ADDITIONAL NYLON HOSE (MIN ORDER PER 10M RUN)**

$100/10M

$100/10M

**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.

$476

$659

**STAINLESS WASH SINK UNIT COMPLETED WITH WATER SUPPLY AND WASTE DISCHARGE PUMP SET**

Discharge flow rate at 20 litres per minute, power supply included.

$675

$934

**DRAINS:** Please call to verify drain availability or supplemental charges which may be incurred.

This condition pertains to all Exhibit Halls at the SECC.

**Gross Total**

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>GST 7%</th>
<th>GRAND TOTAL (SINGAPORE DOLLARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**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
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10 Bayfront Avenue
Singapore 018956
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A/C Name: Marina Bay Sands Pte Ltd
Swift Code: DBSSSGSG
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**NOTE:** Organisation will be responsible for the payment of all charges incurred from the bank.

Prices, Policies, and Procedures Subject to Change without prior notice. GST Registration No. M90364464C
### The Rates in this Order Form

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 subject to surcharge upon request.

#### Rates

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>QTY</th>
<th>Advanced Rate</th>
<th>Standard Rate</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. 300mm x 300mm x 3.05m [10 ft] Square Truss (including labour for assembly, lifting, de-rig during normal working hours)</td>
<td>1</td>
<td>$240</td>
<td>$332</td>
<td></td>
</tr>
<tr>
<td>b. 300mm x 300mm x 2.44m [8 ft] Square Aluminium Truss (including labour for assembly, lifting, de-rig during normal working hours)</td>
<td>1</td>
<td>$200</td>
<td>$277</td>
<td></td>
</tr>
<tr>
<td>c. 300mm x 300mm x 1.52m [5 ft] Square Aluminium Truss (including labour for assembly, lifting, de-rig during normal working hours)</td>
<td>1</td>
<td>$120</td>
<td>$166</td>
<td></td>
</tr>
<tr>
<td>d. 300mm x 300mm Truss connection block (including labour for assembly, lifting, de-rig during normal working hours)</td>
<td>1</td>
<td>$80</td>
<td>$111</td>
<td></td>
</tr>
<tr>
<td>e. Chain Master 1 Ton Motor Hoist (w/motor controller) (inclusive of use of rigging eyelet, labour for lifting, de-rig during normal working hours)</td>
<td>1</td>
<td>$650</td>
<td>$900</td>
<td></td>
</tr>
<tr>
<td>f. Rigging Point (inclusive of use of rigging eyelet, 1 ton manual chain hoist, labour for lifting, de-rig during normal working hours)</td>
<td>1</td>
<td>$450</td>
<td>$623</td>
<td></td>
</tr>
<tr>
<td>g. Hook Up ONLY (inclusive of use of rigging eyelet, and de-rig during normal working hours only, for labour of lifting of manual chain hoist and accessories to be provided by customer)</td>
<td>1</td>
<td>$200</td>
<td>$277</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>GST 7%</th>
<th>Grand Total (Singapore Dollars)</th>
</tr>
</thead>
</table>

### Rigging Work Schedule

Please indicate in the box below for the rigging 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 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 no a show of 30 minutes or more from the stipulated schedule. On-site or overtime charges will prevail. No refund is allowed.

### Rigger Booking Schedule

<table>
<thead>
<tr>
<th>Customer Company Name</th>
<th>Contact Person On Site</th>
<th>Rig Location / Booth No.</th>
<th>Preferred handover date &amp; time (Subject to final schedule of Marina Bay Sands)</th>
</tr>
</thead>
</table>

### Special Request (if any)

Customer is remitted to submit booth visual and rigging point layout plan with this rigging order form. 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 with obligations.

Please check this box if you have sent your booth visual to us.

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice. All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover the service outside the license period.

All services will be delivered within normal operating hour of Monday-Friday 7am-7pm. Delivery outside normal operating hour is subject to surcharges at applicable labour rates

- Straight Time – $70 per hour, Monday-Friday 7am-7pm. Min 4 hours straight time. After 8 hours of work, 1.5x rate applies on subsequent man-hours
- Night Time 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.)

- Check Payment / Telegraphic No.  | MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. MUST BE RECEIVED 14 DAYS PRIOR TO EVENT |
- Telegraphic Transfer: | Bank Name: DBS Bank Ltd |
- A/C No.: 009-909346-2 |
- A/C Name: Marina Bay Sands Pte Ltd |
- Swift Code: DBSSSGSG |
- Reference: Please include the event name and date for the cheque. Failure to do so will result in cheque not properly crediting to your event account. |
- 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. M90364646C**
### EVENT NAME: INTA 2020 (21805)

### EXHIBITING CO. NAME:

### STREET ADDRESS:

### TELEPHONE:

### ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name):

### JOB TITLE:

### SIGNATURE:

### CITY:

### STATE:

### ZIP CODE:

### HALL LOCATION: Level 1, Hall A, B & C

### EVENT DATES: 25th – 29th April 2020

### BOOTH # / MTG. ROOM #

### 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 surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handle 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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>ADVANCED RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL (QTY X PRICE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signware Banner Hanging Service (applicable to banners produced by Marina Bay Sands only)</td>
<td>1</td>
<td>$200</td>
<td>N.A.</td>
<td>$200</td>
</tr>
<tr>
<td>Single-sided digital vinyl prints for signware banner (per sqm)</td>
<td>1</td>
<td>$80 /m²</td>
<td>N.A.</td>
<td>$80</td>
</tr>
<tr>
<td>Double-sided digital vinyl prints for signware banner (per sqm)</td>
<td>1</td>
<td>$140 /m²</td>
<td>N.A.</td>
<td>$140</td>
</tr>
<tr>
<td>Banners hanging charge for self-bringing banner (Total weight less than 20kg and smaller than 4MX4M in size) with two hanging points only</td>
<td>1</td>
<td>$425</td>
<td>$715</td>
<td></td>
</tr>
<tr>
<td>Additional hanging point for banner more than 4m.</td>
<td>1</td>
<td>$200/pt</td>
<td>$277/pt</td>
<td></td>
</tr>
</tbody>
</table>

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 subject to surcharge upon request.
- Labour to dismantle will be based on half of the installation time and will be automatically applied to your invoice.
- Supervision – A 20% supervision fee will be charged when Sands Event Services personnel are not working under the direct supervision of the exhibitor or exhibitor representative.

- Brought in banners must be delivered to MBS before the preferred banner hanging time.
- MBS reserves the right to apply a surcharge if the self-brought banner is delivered after the stated banner hanging scheduled time.
- Please provide drawing with detailed information, including engineering approval, booth dimensions, orientation, pick points, and assembly instructions.
- In order for us to hang your sign to the proper height, please provide the measurements from the floor to the top of the sign.
- MBS Event Services reserves the right to refuse to hang any application if they deem it unsafe, for specific questions concerning hanging applications, please call +65 6688 3888.

All Services will be delivered within normal operating hour Monday - Friday 7am-7pm. Delivery outside normal operating hour is subject to surcharges at applicable labour rates.

- Straight Time - $50 per hour, Monday - Friday 7am-7pm with minimum of 4 hours straight time. After 8 hours of work, 1.5x rate applies on subsequent man-hours
- Any work from Monday - Friday 7pm –12pm, and Saturday, Sunday. Public Holiday 7am-11pm at Premium rate of $75 per hour will applies
- Midnight rate of $110 per hour will apply for work required from 11pm – 7 next day

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

### PAYMENT MODE

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

- [ ] Cheque/ Telegraphic No. ___________________________ MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.
- [ ] Cheque Payment:
  - All cheques should be crossed and made payable to Marina Bay Sands Pte Ltd
  - All payments must be sent directly to: Marina Bay Sands Pte Ltd Accounts Receivable
  - Finance Non-Gaming Department
  - 10 Bayfront Avenue, Singapore 018956
- [ ] Teletelgraphic Transfer:
  - Please make payment to: Bank Name: OBS Bank Ltd
  - A/C No.: 003-909346-2
  - Reference: Please include the event/venue/ date during Teletelgraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.
- [ ] 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. M90364646C
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.)

**COMPRESSED AIR/WATER OUTLETS:**
- Indicate these locations (for island booths)
  By writing “Air/Water” at appropriate location.
  (with capacity of the supply rating)

**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.

**TELECOMMUNICATION SERVICES:**
- Indicate main telephone line termination location.
- Indicate extension phone line termination locations.

**INTERNET SERVICES:**
- Indicate location of internet port termination location.

**AUDIO VISUAL SERVICES**
- Indicate location of Audio Visual services engaged

---

**EVENT NAME:** INTA 2020 (21805)  
**EVENT DATES:** 25th – 29th April 2020

<table>
<thead>
<tr>
<th>EXHIBITING CO. NAME:</th>
<th>BOOTH #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON ON SITE:</td>
<td>LOCAL CONTACT NO. (IF ANY)</td>
</tr>
</tbody>
</table>

**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** __________
TELECOMMUNICATIONS INSTRUCTIONS & CONDITIONS - 2020

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.

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 applies. Midnight rate will apply for work required from 11pm – 7am next day.

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

Prices, Policies, and Procedures Subject to Change without prior notice.

GST Registration No. M90364464C.
### FORM 14

**TELECOMMUNICATIONS SERVICES ORDER FORM - 2020**

**E-mail or fax forms to:**

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956
P: +65 6688 3888 • F: +65 6688 3889 • E: secc@marinabay sands.com

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

<table>
<thead>
<tr>
<th>EVENT NAME: INTA 2020 (21805)</th>
<th>EVENT DATES: 25th – 29th April 2020</th>
<th>BOOTH # / MTG. ROOM #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBITING CO. NAME:</td>
<td>HALL LOCATION: Level 1, Hall A, B &amp; C</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS:</td>
<td>QTY:</td>
<td>STATE:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td></td>
<td>ZIP CODE:</td>
</tr>
<tr>
<td>ORDERED BY: (DR/HO/PR/MDM/MS/MS/MR) (Print Name)</td>
<td>JOB TITLE:</td>
<td>SIGNATURE:</td>
</tr>
</tbody>
</table>

**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 A 7% GST & 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.**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>ADVANCED RATE</th>
<th>STANDARD RATE</th>
<th>SUBTOTAL (QTY X PRICE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIGITAL IP PHONE (LOCAL CALLS ONLY/ELECTRICAL SOCKET INCLUDED)</td>
<td></td>
<td>$234</td>
<td>$306</td>
<td></td>
</tr>
<tr>
<td>NORTEL IP PHONE (INTERNATIONAL ACCESS/ELECTRICAL SOCKET INCLUDED)</td>
<td></td>
<td>$252</td>
<td>$329</td>
<td></td>
</tr>
<tr>
<td>ANALOGUE VOICE/FAX LINE (LOCAL TRANSMISSION ONLY, HANDSET/FAX MACHINE NOT INCLUDED)</td>
<td></td>
<td>$234</td>
<td>$306</td>
<td></td>
</tr>
<tr>
<td>ANALOGUE VOICE/FAX LINE (INTERNATIONAL TRANSMISSION, HANDSET/FAX MACHINE NOT INCLUDED)</td>
<td></td>
<td>$252</td>
<td>$329</td>
<td></td>
</tr>
<tr>
<td>ANALOGUE LINE FOR CREDIT CARD OR NETS SERVICE (CREDIT CARD/NETS MACHINE NOT INCLUDED. The machine needs to prefix a digit 9 in front for outgoing)</td>
<td></td>
<td>$234</td>
<td>$306</td>
<td></td>
</tr>
<tr>
<td>ISDN2 DIGITAL LINE WITH NETWORK TERMINAL (NT)</td>
<td></td>
<td>$270</td>
<td>$353</td>
<td></td>
</tr>
<tr>
<td>DIGITAL IP BASED TELECONFERENCING SYSTEM with phone line – (IDD charges apply based on consumption inclusive of SGD200 deposit)</td>
<td></td>
<td>$468</td>
<td>$612</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**GST 7%**

**GRAND TOTAL (SINGAPORE DOLLARS)**

---

**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.: 093-90946-2
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.

☐ 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
## Lead Retrieval Order Form

### INTA Annual | April 25 - 29, 2020 | Singapore

**Order Online:**
You can securely rent your scanner online [click here](#) and use code: INTAB19

**Mail or fax your order form to:**
Custom Registration Inc.
2001 E. Randol Mill Rd, Ste 135
Arlington, TX 76011

**Fax (817) 277-7616**
Call us if you have any questions.
Phone (817) 277-7791
Federal Tax ID# 75-2691030

---

First Name: ____________________________

Last Name: ____________________________

Company: ____________________________

Booth Number: ________________________

Address: ______________________________

City: ____________________________

State/Country: ________________________

Zip: ____________________________

Email: ____________________________

Phone: ____________________________

Fax: ____________________________

Onsite Contact: ________________________

Onsite Phone: ________________________

---

### Scanner Options

<table>
<thead>
<tr>
<th>Scanner Options</th>
<th>On or Before 04/10/2020</th>
<th>After 04/10/2020</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Phone App License</td>
<td>$400</td>
<td>$450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phone App Licenses</td>
<td>$1,080</td>
<td>$1,215</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Phone App Licenses</td>
<td>$1,700</td>
<td>$1,900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Scanner</td>
<td>$400</td>
<td>$450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Touch Screen Scanner</td>
<td>$475</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td>$150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery / Training / Pickup</td>
<td>$100</td>
<td>Time: _______________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personalized Qualifiers</td>
<td>$50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USB Jump Drive</td>
<td>$50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:**

---

### Payment Information

- [ ] Visa
- [ ] Mastercard
- [ ] American Express
- [ ] Check Payment*

Name on Card: ____________________________

Signature: ____________________________

Credit Card # : ____________________________

Exp. Date: ____________________________

*Send payment to: Custom Registration, Inc.
Mailing Address: Custom Registration, 2001 E Randol Mill Rd, Ste 135, Arlington, TX 76011

---

**TERMS AND CONDITIONS**

1. Custom Registration agrees to provide the equipment and services listed in this agreement at the prices stated.
2. Custom Registration shall not be liable for any incidental or consequential damages arising from the loss of information, for any reason, arising from or related to Custom Registration’s equipment. Custom Registration’s liability for damage for any cause whatsoever shall be limited to the total price for the goods and services provided by Custom Registration.
3. Customer hereby agrees to immediately pay Custom Registration for any damage to said equipment or any loss of said equipment. Loss of a PDF scanner, printer, or download unit requires a payment of $2,500.00 from exhibitor to Custom Registration.
4. Custom Registration must receive cancellation requests at the address on this agreement at least one week prior to the opening of the event. Requests for cancellation that are received by this deadline will be refunded in an amount to 75% of the total price of the order. Cancellation
The lead retrieval Barcode Scanner System is a compact device that allows you to scan
a barcode on a prospective buyer’s name badge, and automatically capture his or her
name, company, address, including telephone and fax numbers, and email addresses, and
sales qualifiers directly into an excel spreadsheet.

**Touch Screen Scanner**
Wireless, handheld touch screen badge scanner. Battery will
be fully charged and last the life of the show. This scanner has
a free form note area that allows typed out notes. Scanner can
be paired with a printer.

**Basic Scanner**
Wireless, handheld badge scanner. Battery will be fully
charged and last the life of the show. This allows for simple
badge scanning. Scanner can be paired with a printer.

**Wireless Printer**
Wireless, handheld printer that can be paired with either Touch
Screen or Basic Scanners. Pair up to 4 scanners with each
printer. Battery will be fully charged and last the life of the
show.

**Phone App**
A simple to use App that works with most iOS and Android
operating systems. Add leads, custom qualifiers, notes via a
simple to use app. Scan on and off the show floor. Scans are
backed up in the cloud for easy access.

**Personalized Qualifiers**

<table>
<thead>
<tr>
<th>01.</th>
<th>02.</th>
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<th>04.</th>
<th>05.</th>
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<th>07.</th>
<th>08.</th>
<th>09.</th>
<th>10.</th>
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</thead>
</table>

**Standard Qualifiers**

<table>
<thead>
<tr>
<th>1. HOT LEAD</th>
<th>6. SCHEDULE DEMO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. SEND LITERATURE</td>
<td>7. PURCHASING AUTHORITY</td>
</tr>
<tr>
<td>3. SEND PRICING INFO</td>
<td>8. HAVE SALES REP CALL</td>
</tr>
<tr>
<td>4. ADD TO MAILING LIST</td>
<td>9. INTERESTED BUYER</td>
</tr>
<tr>
<td>5. CURRENT CUSTOMER</td>
<td>10. COLD LEAD</td>
</tr>
</tbody>
</table>

Use the template to the left to create your own personalized qualifiers. These will be programed into your unit prior to the event.

If you have any questions about lead tracking services or need more information to make your decision, please feel free to give us a call at 817 277-7791. A representative will be glad to assist you.
International Shipping Instructions

INTA
25-29 April 2020
Marina Bay Sands
Singapore
Contact Information

Please direct all enquiries to the dedicated PGL contact as follows, we are more than happy to connect you with a specialist in your country should you need our full door to door shipping services:

Craig Robare
+1-214-533-9201
[craig.robare@shippgl.com](mailto:craig.robare@shippgl.com)

In the event you only need our assistance from arrival in the Singapore please take note of the following important information.

Important Dates

Please adhere to the following dates and guidelines for all shipments originating outside of Singapore, failure to supply the relevant documentation in the timelines specified may result in delays and additional expense to the exhibitor:

**Seafreight**
Copy Waybill (Express Release Only) and Invoice 5 days prior to departure
Arrival to Port (Advanced Warehouse Delivery) not applicable
Arrival to Port (Direct Showsite Delivery) 14 days prior to delivery

**Airfreight**
Copy Air Waybill (Pre-Paid Only) and Invoice 5 days prior to departure
Arrival to Airport (Advanced Warehouse Delivery) not applicable
Arrival to Airport (Direct Showsite Delivery) 10 days prior to delivery

**Truckfreight / Transborder**
Copy BOL and Invoice not applicable

PGL reserves the right to charge a 35% late arrival surcharge on all inbound shipments in the event the above deadlines are not adhered to...
Consignee Instructions

Please consign all shipments pre-paid to arrival port/airport as follows, consignee is to be shown on all shipping documents such as BOL, AWB and Commercial Invoice:

Consignee
Transit Air Cargo Singapore Pte Ltd
111 Neythal Road
Singapore 628598
Tel: +65 6438 1686
Email: events@tacs.com.sg

Notify
Same as Consignee

Description
Exhibition Goods for INTA
Name of Exhibitor: ___________
Booth #: ____________________

PGL reserves the right to recover a 25% outlay surcharge on all inbound shipments that are not sent pre-paid. Additional charges may be incurred if the above consignee instructions are not followed correctly.

Ocean freight, air freight and other relevant charges paid by us on exhibitor’s behalf to different carriers will be levied as per actual outlay + 5% outlay commission will be added in accordance with actual conditions.

Cargo arriving after our deadlines will incur a 35% surcharge on basic prices. For cargo arriving On/During the opening date/exhibition dates, 50% surcharge will be levied for very urgent clearance.

Exhibitors are liable for any consequences and costs incurred if they do not follow the Shipping Instructions for exhibits forwarding accordingly.
EXHIBIT RULES AND REGULATIONS

These Exhibit Rules and Regulations (the “Exhibit Rules”) are part of the Exhibit Agreement, between INTA and (“Exhibitor”). By applying for a booth, Exhibitor agrees to comply with the Exhibit Rules.

- **Advertising outside Exhibitor’s Space.** Exhibitor shall not distribute, or permit to be distributed, any advertising matter, literature, souvenir, items or promotional materials in or about the Exhibit Areas except from its own allotted exhibit space unless such distribution is approved in writing by Show Management. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the Facility, except within the Exhibitor’s exhibit space and upon such space as is made available for such purposes by the Facility. Exhibitor shall not affix anything to the walls, columns, carpet, concrete or pavement, nor shall Exhibitor cause or allow anything be projected on space or areas beyond Exhibitor’s exhibit space without approval in writing from Show Management and the Facility.

- **Agreement to Rules.** The Exhibitor, for itself and its employees, agrees to abide by the INTA Exhibit Rules set forth in this Agreement or posted on INTA’s web site, and any other rules, policies or regulations of the owner of the Exhibit Facility (collectively, the “Rules”) and by amendments that may be put into effect by INTA, Event venue and its contracted decorating company.

- **Alcoholic Beverages.** Exhibitor may not serve alcohol in their contracted booth space.

- **Amendment to Rules.** Any matters not specifically covered by the Rules shall be subject solely to the decision of INTA. The Rules may be amended at any time by INTA, and all amendments made shall be binding.

- **Animals.** Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the Exhibit.

- **Attendance.** INTA shall have sole control over Exhibit Hall admission policies at all times. Admittance to the Exhibit is limited to representatives of exhibiting organizations and registered attendees. No guests or children will be allowed on the Exhibit floor at any time!

- **Attire.** All Exhibitor personnel and their contractors must wear appropriate apparel at all times. This requirement prohibits, among other items, bathing suits, thongs, lingerie, excessively short skirts, painted bodies and transparent apparel. Show Management reserves the right to make determinations on appropriate apparel. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with Show Management in advance of the Show.
• **Automatic Space Release.** If Exhibitor fails to arrive for setup by 9:00 am on the opening day of the Exhibit; INTA will automatically release the space, whether INTA fills the Exhibitor’s booth space or not. No refunds will be given.

• **Booth Representatives.** The Exhibitor’s booth representatives shall be restricted to employees of the exhibiting organization who are registered to attend the Annual Meeting. Booth representatives shall wear “Exhibitor” badge identification, furnished by INTA, at all times.

• **Booth Representatives Admittance during Non-Show Hours.** Exhibitor booth representatives will be permitted to enter the Exhibit one hour before each day of the Exhibit and will be able to remain in the Exhibit one half hour after closing, with the exception of the last day of the Exhibit. Exhibitor that require additional time must check with INTA’s Exhibit Management.

• **Care of Building.** The Exhibitor will be held responsible for any damage done by its employees or representatives to the Event venue. The Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to other Exhibitors’ property. The Exhibitor may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.

• **Character of Exhibit.** INTA reserves the right to decline an Exhibitor permission to conduct, maintain and exhibit if, in the sole judgment of the INTA Show Management, said Exhibitor or Exhibit display shall in any respects be deemed unsuitable or offensive to other individuals. This reservation includes, but is not limited to, personnel attire and conduct, articles of merchandise, printed matter, signage, souvenirs, catalogs, and any other items, without limitation, which affect the character of the Exhibit or INTA.

• **Contractor Services and Information.** INTA, in the best interest of the Exhibitor, has selected Freeman Decorating Company as the Official Service Contractor for the Event, to provide various services to Exhibitor.

• **Decoration.** INTA shall have full discretion and authority in the placement, arrangement and appearance of all items displayed by the Exhibitor, and may require the replacement, rearrangement or redecorating of any item or of any booth that INTA deems inconsistent with the principal purpose of the Exhibit or inappropriate for any other reason, and no liability shall be attached to INTA for costs that may devolve upon the Exhibitor thereby. Exhibitor building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner so that they are not unsightly to Exhibitor in adjoining booths. If such surfaces remain unfinished by 9:00 am on the opening day of the Exhibit, INTA shall authorize the official decorator to effect the necessary finishing, and the Exhibitor must pay all charges involved thereby.

  o **Balloons (air or helium) are prohibited.**

• **Demonstration Equipment Placement.** All demonstration equipment, including the operator’s position, must be located at least two feet removed from the aisle line of the exhibit area.

• **Distribution of Printed Materials, Samples, Souvenirs.** The Exhibitor may distribute marketing materials, samples, souvenirs, publications, etc. only from within their contracted booth space. The distribution of any article that interferes with the activities in, or obstructs access to, neighboring booths, or that impedes aisles, is prohibited. Neither Exhibitor nor non-exhibitor shall distribute to meeting attendees printed materials, samples, souvenirs and the like, except from within the contracted booth space.
• **Early Tear Down.** Exhibitor shall not initiate tear-down, packing, or abandon exhibit prior to close of the Exhibit. In the event Exhibitor begins teardown prior to the close of the Exhibit, the Exhibitor will be in non-compliance and will result in the loss of priority point for future Exhibits and may be refused the right to exhibit at future INTA events.

• **Eligible Exhibits.** INTA has the sole right at any time including during the Event to determine the eligibility of any organization or product for inclusion or continued participation in the Exhibit.

• **Exhibitor Appointed Contractors.** Any company using Exhibitor Appointed Contractor companies must provide INTA with a certificate of insurance, clearly stating who the exhibiting company is. Certificate of insurance is required. Every Exhibitor and Exhibitor Appointed Contractors must comply with applicable labor agreements and practices and must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppage, strikes, or labor problems. In addition, any Exhibitor Appointed Contractors shall be responsible to INTA’s Official Service Contractor as pertains to move-in and move-out scheduling.

• **Exhibit Opportunity.** For the Fee specified in the Exhibitor Application, the Exhibitor will be designated as an Exhibitor of the Event, and shall receive from INTA the Exhibit benefits specified in the Exhibitor Application.

• **Exhibit Restrictions.** INTA reserves the right at any time to prohibit or remove any exhibit, display, device, or part thereof, or prohibit the exhibit, display, device or promotional material that in its opinion is not suitable to or in keeping with the mission of INTA. Furthermore, INTA reserves the right at any time to prohibit or remove any exhibit, display, device or promotional material if the activity of the Exhibitor regardless of location of activities is in INTA’s sole opinion not suitable to or in keeping with the mission of INTA. Exhibitor may not engage in any activity that will interfere with or in INTA’s opinion be reasonably objectionable to other exhibits or that may present INTA or the Event in a false or negative light, whether at the Exhibit Hall or elsewhere during the Event. The Exhibitor agrees not to use hotel or hospitality rooms to exhibit or for demonstrations or entertaining at hours that conflict with scheduled INTA meetings, INTA events and Exhibit hours.

• **Exhibitors’ Discussions, Costumes, Promotion.** The Exhibitor shall not engage in any activities in the aisle or in booths other than its own. The Exhibitor’s representatives wearing appropriate costumes or carrying banners or signs separately, or as part of their apparel, must remain in their own contracted booth space.

• **Fire Prevention Requirements.** Exhibitor shall conform to all regulations of the local fire department. In addition, all main and cross aisles, corridors, exhibit areas, exit stairways, and other areas will be maintained at their required width at all times the Exhibit is open; no obstructions such as chairs, tables, or displays will be allowed to protrude into aisles. No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, boxes, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

• **Floor Plan.** INTA reserves the right to modify the Exhibit floor plan without notice or obligation for any refund.

• **Food & Beverage.** Exhibitor may not bring food or beverage from the outside. All food and beverage must be ordered from the exclusive catering company of the convention center.

  o All food/beverage samples distributed by the Exhibitor are subject to the approval of the exclusive catering company of the convention center. All food/beverage portions or samples distributed must not exceed two (2) ounces by weight. Exhibitor shall be solely responsible for ensuring that
any approved food/beverage samples are in safe condition for consumption and in compliance with all applicable laws and regulations.

- **Genuiness of Goods.**
  
  o **Provision for non-infringement.** Exhibitor warrants that disclosure and delivery of any information, goods, documents, software and other materials, and use thereof, as contemplated by this Agreement, will not knowingly infringe or violate any proprietary right of any third party, including, without limitation, any copyright, trademark, known patent or trade secret right.

  o **Warranty of genuineness of goods.** If a situation arises which constitutes an infringement, Exhibitor will have the obligation to, at its option: (i) modify the Infringing goods, equipment or software at its own expense, without impairing in any respect the functionality, level of quality of goods or performance, so that it is non-infringing; (ii) replace the goods, system, equipment or software with equally suitable, non-infringing goods, system, equipment or software.

  o **Counterfeit Goods.** Exhibitor shall not use any goods in relation to the activities governed by this Agreement that are “Counterfeit Goods”, defined as Goods or separately-identifiable items or components of Goods that:
    - Are an unauthorized copy or substitute of an Original Equipment Manufacturer or Original Component Manufacturer (collectively, “OEM”) item;
    - Are not traceable to an OEM sufficient to ensure authenticity in OEM design and manufacture;
    - Do not contain proper external or internal materials or components required by the OEM or are not constructed in accordance with OEM design;
    - Have been re-worked, re-marked, re-labeled, repaired, refurbished, or otherwise modified from OEM design but not disclosed as such or are represented as OEM authentic or new;
    - Have not passed successfully all OEM required testing, verification, screening, and quality control processes.

Exhibitor shall implement an appropriate strategy to ensure that Goods used in relation to activities governed by this Agreement are not Counterfeit Goods. Seller’s strategy shall include, but is not limited to, the direct procurement of items from OEMs or authorized suppliers, conducting approved testing or inspection to ensure the authenticity of items, and/or, when items are to be procured from non-authorized suppliers, obtaining from such non-authorized suppliers appropriate certificates of conformance.

If Exhibitor becomes aware or suspects that it has used or is using Counterfeit Goods in relation to activities governed by this Agreement, Exhibitor promptly shall notify INTA and replace, at Exhibitor’s expense, such Counterfeit Goods with OEM or INTA-approved Goods that conform to the requirements of this Agreement. In addition, Exhibitor shall be liable for all costs incurred by INTA related to the Exhibitor’s use of Counterfeit Goods. The remedies contained in this article are in addition to any remedies INTA may have at law, equity, or under other provisions of this contract. Exhibitor bears responsibility for procuring authentic Goods or items from its subcontractors and shall ensure that all such subcontractors comply with the requirements of this article.

- **Hand-Carry Policy.** The venue reserves the right to restrict all freight and package deliveries to the loading dock. For the convenience and safety of Exhibitors and vendors, all freight and material handling must enter and exit the facility through the loading dock. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. Hand-carried freight is defines as one item that can be easily carried by an individual, without the need for dollies or other mechanize equipment.

- **Installation – Showing – Dismantling.** Hours and dates for installation, showing, and dismantling shall be those specified by INTA. The Exhibitor shall be liable for all storage and
• **Lotteries, Contests.** The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime, is permitted only as allowed by the laws of the jurisdiction in which the Event is being held and upon written approval from INTA. In the event INTA approves any such lotteries, contests, Exhibitor understands and acknowledges that Exhibitor will remain solely responsible for compliance with any or all rules and regulations governing such lotteries, contests.

• **Noise and Odors.** No noisy or obstructive work will be permitted during open hours of the Exhibit, nor will noisily operating displays, nor exhibits producing objectionable odors, be allowed.

• **Non-Endorsement.** The exhibiting of services, products or equipment at any INTA event or program does not constitute an endorsement or approval by INTA of such services, products or equipment. The Exhibitor is not permitted to represent in any manner or at any time that such services, products or equipment have been endorsed or approved of by INTA.

• **Obstruction of Aisles or Booths.** Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby Exhibitors’ booths shall be suspended for any periods specified by INTA.

• **Photographs.** Exhibitor shall take no photographs of other Exhibitors’ booths without prior consent of the Exhibitor involved.

• **Presentations Sound Amplifying, Reproducing Equipment.** The use of sound systems is permissible, provided that they are not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the Exhibitor’s booth. INTA shall have absolute control over this regulation, the intent of which is to ensure that sound systems shall not be audibly objectionable to neighboring Exhibitor. Sound amplification may be used by an Exhibitor only for the dissemination of information to the meeting’s audience that directly relates to products and/or services of the particular company displaying such products and/or services at the Event. Any presentation that interferes with the activities in, or obstructs access to, neighboring booths, or that impedes aisles, is prohibited.

• **Regulations Governing Displays.**
  
  o All exhibits are subject to an on-site inspection; if Exhibitor’s exhibit, product, or any part of the exhibit display has to be repositioned, or if masking drape, hard wall or carpet has to be ordered, any and all costs incurred will be at the Exhibitor’s expense.

  o Unsightly back walls visible from the side on corner booths must be covered and all costs incurred will be at the Exhibitor’s expense.

  o Exhibitor will be responsible for providing floor covering (e.g. carpet, wood) for their contracted booth space.

  o Hanging signs or banners used as company identification are prohibited for inline booths. Exhibitor may only hang a sign or banner in an island booth space.

  o Exhibitor are not allowed to set up their own wireless internet equipment.
• **Regulations relating to height of booths.**

Under Singapore’s Building And Construction Authority (BCA) regulations, all booths **above 4mHt** and/or **more than 10sqm covered surface area** will require a local PE (professional engineer) endorsement on the structural safety and will need to apply for Temporary Structure build permit. Please consult your Structural Engineer or Professional Engineer for application and approval of the necessary permits. For more details, you can visit BCA website: [https://www.bca.gov.sg/BuildingPlan/temporary.buildings_faqs.html](https://www.bca.gov.sg/BuildingPlan/temporary.buildings_faqs.html)

• **Rendering of Booth Design.** All exhibits are subject to provide a full rendering of their booth design/display to be approved by INTA, AMC Exhibits and the MBS.

• **Rejected Displays.** The Exhibitor agrees that its exhibit shall be admitted and shall remain from day to day solely in strict compliance with the rules herein stated. INTA reserves the right to reject, eject or prohibit any exhibit in whole or in part, with or without giving good cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of ejection. If an exhibit of the Exhibitor is ejected for violation of these rules or for other stated reasons, no return shall be made.

• **Safety Devices.** The Exhibitor agrees to accept full responsibility for compliance with national, state and city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment.

• **Security.** The Exhibitor must take all steps it deems advisable to protect and insure its employees, exhibit, equipment and property from injury, loss or damage during the entire term covered by this contract. The Exhibitor expressly releases INTA, the event venue and their officers, directors, members, employees and agents from any and all claims for such injury, loss or damage. INTA will engage a security service during the inclusive move-in period, operational hours and move-out period of the Exhibit. However, the furnishing of such service will not increase the liability of INTA, the event venue, their officers, directors, members, employees or agents. Exhibitor may elect to hire additional security services for its property, at its own expense, through the official General Services Contractor for the Exhibit.

• **Selling.** Selling is allowed on the Exhibit floor; however, Exhibitor are required by the laws of the jurisdiction in which the Event is being held to be solely responsible for the collection and remittance of any sales or other taxes imposed on them.

• **Signs, Illumination.** Education, communication and resource information signs only will be allowed in exhibit booths. Electric flashers or signs involving the use of neon or similar gases are prohibited. Should the wording on any sign or area in an Exhibitor’s booth be deemed by INTA to be contrary in any way to the best interest of the Exhibit, the Exhibitor shall make such changes or remove signs as requested by INTA. INTA’s decision will be final in such matters.

• **Staffing of Exhibits.** All exhibits must be continuously staffed each day of the Exhibit during those hours when the Exhibit is open to attendees. There will be no exceptions.

• **Sub-Leasing.** The Exhibitor may not sublet its space, nor any part thereof, nor exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in its own name, except if such articles are required for the proper demonstration or operation of the Exhibitor’s display, in which case identification of such articles shall be limited to the regular nameplate or other identification that in standard practice appears normally on them. Rulings of INTA shall in all instances be final with regard to use of any exhibit space.

• **Trademark Usage.** Exhibitor agrees and acknowledges that the use of INTA trademarks by Exhibitor, in connection with the Event, in associated marketing materials and activities, or in any
other way, is strictly prohibited, unless permission for use is provided to Exhibitor in writing by INTA.