

DEADLINE: 7th JULY 2017

FORM E1

Please Return Form to:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 0277

Fax : (65) 6831 1368

Attn : Ms. Inah Dela Cruz

Email : inahdelacruz@kingsmen-int.com

ASIA OCEANIA GEOSCIENCES SOCIETY 2017

STAND CONSTRUCTION

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of S\$35.00 or S\$50.00 (Orders above S\$5000.00) for payment via telegraphic transfer.
3. Amount paid are non-refundable for cancellation received after 14th July 2017

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

STAND CONSTRUCTION

1. RAW SPACE PACKAGE

Both the exhibitor and contractor are responsible for dismantling and removing the stand structure, in accordance with the stipulated timing on "Exhibition Schedule". All debris and carpets must be cleared by the exhibitors and/or their contractor by the time stated. Failure to do so may result in the exhibitors and/or their contractors being liable for service fees incurred.

All contractors must place a refundable performance bond of S\$100.00/sqm (up to maximum of S\$5,000.00) and sign an undertaking, guaranteeing adherence to all the rules and regulations laid down by the Organizer/Venue. Payments are to be made to **Singapore Press Holdings Limited** by the deadline for forms submission.

The contractor must submit all plans before the deadline for approval by the architect of the Event Secretariat. This includes detailed drawings of elevations, layout and perspective with dimensions illustrating the design on the stand. Locations of all equipment/machinery on display must be included on the layout. Any booths with covered ceilings and/or double storey designs will require special approval by the relevant authorities.

Nominated Contractor : _____
Address : _____
Tel : _____ Fax : _____ E-mail : _____
Contact Person : _____ Signature : _____ Date : _____

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ E-mail: _____

Authorized by : _____ Signature: _____ Date: _____