

**HimSS AsiaPac15**  
DIGITAL HEALTHCARE WEEK

6 - 10 September 2015  
Marina Bay Sands,  
Singapore



**SMART Healthcare**  
*transforming how we manage health*

**HimSS AsiaPac15**  
DIGITAL HEALTHCARE WEEK

# **Exhibitor Service Manual**



Welcome to the HIMSS AsiaPac15 Digital Healthcare Week Exhibitor's Service Manual. Here, you can find all the information you need, such as exhibition hours, rules & regulations, shipping information, etc. to assist you in your planning for this event.

It is every exhibitor's responsibility to read through this manual thoroughly and contact HIMSS if you should have any doubts.

Exhibition Venue:  
Marina Bay Sands  
10 Bayfront Avenue, Singapore 018956  
Sands Grand Ballroom Level 5

Thank you.

A handwritten signature in black ink, appearing to read 'Simon Lin', written in a cursive style.

HIMSS Asia Pacific  
Simon Lin  
General Manager



## **Manual Content**

### **1. General Information**

- a. Contact List
- b. Exhibitor Deadline Checklist
- c. Exhibition Schedule
- d. FAQs
- e. Evacuation Routes
- f. Public Transport & Parking Map

### **2. Marketing Toolkit**

### **3. Exhibitor Registration**

- a. Exhibitor Badge Registration Hours
- b. Lost Badges

### **4. Exhibition Technical Manual**

- a. General Rules and Regulations
- b. Booth Rules and Regulations
- c. Shell Scheme Booth Visuals
- d. Order Forms
- e. Booth Giveaways and Raffle Form

### **5. Logistic Movement**

- a. On-site Storage
- b. General Freight Forwarding Information
- c. Freight Instructions
- d. Vehicle Entry Permit



# General Information



## Contact List

### Conference and Exhibition Management Team



#### Exhibit Services/Logistics/Production

**Simon Lin** *General Manager*

Tel: +65-8338-0280 | [slin@himss.org](mailto:slin@himss.org)

#### Exhibit Booth & Sponsorship Sales

**Gabriel Sim** *Business Development Director*

Tel: +65-9299-0802 | [gsim@himss.org](mailto:gsim@himss.org)

#### Media/Press

**Melissa Leong** *Manager, Marketing and Strategic Relations*

Tel: +65-6664-1182 | [melong@himss.org](mailto:melong@himss.org)

### Official Exhibits Services Contractor



#### Kingsmen Exhibits

**Tan Shu Qin**, *Client Services*

Tel: +65-6880-4235 | [tanshuqin@kingsmen-int.com](mailto:tanshuqin@kingsmen-int.com)

Fax: +65-6831-1368

### Official Venue Services Catering, Cleaning, Internet, Rigging, Security, Telecommunication & Plumbing Services



#### Marina Bay Sands Singapore

##### Catering

Tel: +65-6688-8570 | [boothcatering@marinabaysands.com](mailto:boothcatering@marinabaysands.com)

##### Cleaning, Internet, Rigging, Security, Telecommunication & Plumbing Services

Tel: +65-6688-3888 | [secc@marinabaysands.com](mailto:secc@marinabaysands.com)



## Official Freight Forwarder



**Agility Fairs & Events Logistics Pte Ltd**  
**Serena Kum**

Tel: +65-6571-5644 | [skum@agilitylogistics.com](mailto:skum@agilitylogistics.com)

Fax: +65-6214-9592



## Exhibitor Deadline Checklist

Date Due	To Do	Done ✓
10 July 2015	Sponsorship released if 100% of sponsorship balance is not paid	
31 July 2015	Sponsor profile material due to be included in onsite guide	
31 July 2015	Industry Speaking Session title, abstract, and speaker information due to be submitted to <a href="mailto:slin@himss.org">slin@himss.org</a> to be included in onsite guide. (Applicable only to sponsors of speaking session)	
31 July 2015	Advertisement Artwork due to be included in onsite guide	
7 August 2015	Arrange all delivery and shipping of goods through Agility Fairs and Events	
7 August 2015	All Exhibits services order forms due to enjoy discounted rate	
17 August 2015	Booth drawing due to HIMSS at <a href="mailto:slin@himss.org">slin@himss.org</a> for approval	
21 August 2015	Booth giveaways and Raffle Form due (If applicable)	
31 August 2015	Don't forget to register your Exhibitor and Client Badges!	
6 September 2015	The HIMSS AsiaPac15 Digital Healthcare Week move-in begins	
6 – 10 September 2015	The HIMSS AsiaPac15 Digital Healthcare Week	



## Exhibition Schedule

### Exhibit Hall Hours:

Monday, 7 September 2015	10:10 - 10:30 Ministerial Tour (By Invitation) 10:30 - 17:30 17:30 - 19:00 (Reception)
Tuesday, 8 September 2015	10:00 - 16:00
Wednesday, 9 September 2015	09:45 - 16:45

### Exhibitor Registration Hours

Sunday, 6 September 2015	13:00 - 17:00
Monday, 7 September 2015	08:00 - 17:00
Tuesday, 8 September 2015	08:30 - 17:00
Wednesday, 9 September 2015	08:30 - 15:00

### Exhibitor Move-In Schedule:

Saturday, 5 September 2015*	15:00 - 22:00 (Raw Space Exhibitors)
Sunday, 6 September 2015*	08:00 - 22:00 (Raw space and Shell Scheme Exhibitors)

***\*All booths must be set by 22:00 on 6 September 2015***

### Exhibitor Move-Out Schedule:

Wednesday, 9 September 2015	16:30 - 22:00
-----------------------------	---------------

No packing of equipment or dismantling of exhibits is permitted until the exhibition closes at 16:00 on Wednesday, 9 September 2015. Contractors are only allowed to access the exhibition hall after 16:30 to dismantle the stands.



## FAQs

### Q. What are the show dates for the HIMSS AsiaPac15 Digital Healthcare Week in Singapore?

A.

6 September	CPHIMS Exam
7 – 9 September	Conference and Exhibition
10 September	Masterclasses and Hospital Visit

### Q. What are the move-in dates and times?

A.

Saturday, 5 September 2015*	15:00 - 22:00 (Raw Space Exhibitors)
Sunday, 6 September 2015*	08:00 - 22:00 (Raw space and Shell Scheme Exhibitors)

*\*All booths must be set by 22:00 on 6 September 2015*

### Q. What are the move-out dates and times?

A.

Wednesday, 9 September 16:30 – 22:00

No packing of equipment or dismantling of exhibits is permitted until the exhibition closes at 16:00, Wednesday, 6 September.

### Q. What are the exhibition hours?

A.

Monday, 7 September 2015	10:10 - 10:30 Ministerial Tour (By Invitation)
	10:30 - 17:30
	17:30 - 19:00 (Reception)
Tuesday, 8 September 2015	10:00 - 16:00
Wednesday, 9 September 2015	09:45 - 16:45

### Q. When are the education sessions?

A.

Monday, 7 September	09:00 – 17:30
Tuesday, 8 September	09:00 – 17:00
Wednesday, 9 September	09:00 – 17:30

### Q. When does exhibitor badge registration open online?

A. It is currently live

### Q. What are the critical deadlines I need to be aware of?

A.

Friday, 10 July	Sponsorship or Exhibition fees Balance Due
Friday, 31 July	Conference Guide Information Due
Monday, 7 August	Booth drawing and Order forms Due
Monday, 31 August	Register your staffs and clients



**Q. What kind of attendees will be at this conference?**

**A.** Presenting and attending will be healthcare professionals, who have the buying power for their organizations- providers, payers, suppliers, policy-makers, and government officials. There will also be clinicians, directors, administrators, informatics professionals, and academicians.

**Q. How much will it cost for me to exhibit?**

**A.** Exhibit booths are sold in increments of 3m x 3m or 9 square meters. Fees for each 3m x 3m booth are as follows:

**Space Only**

SGD7,500 Early bird rate

SGD8,500 Regular rate

*\* Additional SGD600 per every corner side of booth*

**Shell Scheme**

SGD8,500 Early bird rate

SGD9,500 Regular rate

*\* Additional SGD600 per every corner side of booth*

**Q. What comes with my booth?**

**A.**

**Each 3m x 3m Space Only package comes with the following items:**

- Four complimentary badges
- Dedicated exhibition hall hours
- Product or company description in the Onsite Conference Guide
- Participate in targeted pre-show marketing opportunities

**Each 3m x 3m Shell scheme package comes with the following items:**

- Four complimentary badges
- Dedicated exhibition hall hours
- Product or company description in the Onsite Conference Guide
- Participate in targeted pre-show marketing opportunities
- Opportunity to host a private function during the conference
- First chance to reserve booth space for The HIMSS AsiaPac 2013 Conference & Exhibition
- One Exhibitor Priority Point for every 3m x 3m booth purchased
- Product or Company Description in the Exhibitors Online Buyer's Guide
- Carpeting (Existing Ballroom Carpeting)
- Octanorm Systems Wall Panel – 9 meters run
- Vinyl Sticker Cut-out for Fascia Company name and booth number
- 1 no. Reception Counter
- 2 nos. High Stools
- 1 no. Waste Basket
- 1 no. 13amp power point
- 2 nos. fluorescent lights



**Q. What is the expected attendance for The HIMSS AsiaPac15 Digital Healthcare Week?**

**A.** We anticipate a strong participation of 1700 total attendance in 2015.

**Q. How do I submit payment?**

**A.**

Wire Transfer - Please direct wire transfers to HIMSS:

For credit to: HIMSS, Account no. 32286301, and sort code 609242

JP Morgan Chase Bank, N.A., Singapore (SWIFT Code: CHASSGSG)

Address: 166 Robinson Rd, Capital Tower, Singapore 068912

Favoring Healthcare Information Management and Systems Society

Beneficiary Account No.: 0111942846

Reference: HIMSS Digital Healthcare Week and Company name

Credit Card - Please fax your invoice to Attn: Finance at +1-312-915-9209 and include the following information: name on credit card, credit card number, expiration date, amount authorized to charge, and signature of card holder.

**Q. How can I see where my booth is located on the exhibit floor?**

**A.** View the exhibit floor plan online [here](#).

**Q. Where can I locate marketing opportunities?**

**A.** To increase attendance and help your company gain more exposure at conference, the conference organizers offer several marketing opportunities for exhibitors. These include direct mail, print advertising, cross-marketing and a public relations campaign. In addition to these, your company will be included in conference materials including the Onsite Guide and the conference web site for a complete list, contact your sales representative:

Gabriel Sim, +65-9299-0802, [gsim@himss.org](mailto:gsim@himss.org)

**Q. What if my company wants to hold an event in conjunction with HIMSS AsiaPac15 Digital Healthcare Week?**

**A.** If you wish to hold an event in conjunction with HIMSS AsiaPac15 Digital Healthcare Week, please contact Simon Lin at [slin@himss.org](mailto:slin@himss.org)

**Q: How do I become a corporate member?**

**A.** For information on becoming a corporate member, please contact:

Gabriel Sim, +65-9299-0802, [gsim@himss.org](mailto:gsim@himss.org)

**Q: How can I find information on venues or attractions in Singapore?**

Please contact YourSingapore at [www.yoursingapore.com](http://www.yoursingapore.com).

**Q. How is the weather in Singapore?**

**A.** In September the average temperature is 32 degrees C (89 degrees F) in the day and 24 degrees C (75 degrees F) in the night.

**Q. What is the closest airport to the Marina Bay Sands?**

**A.** Marina Bay Sands is just a 25 minute taxi drive from Singapore Changi Airport, from which there are many international flights daily.

**Q. Do I need a visa to enter Singapore?**

**A.** Most foreigners coming into Singapore do not require visas for entry and may be given social visit passes for up to 30 days upon their arrival in Singapore. However, it is best to consult your local consular office for the latest information with regards to coming into Singapore. HIMSS can only provide a Letter of Invitation and proof of conference registration. We are not able to apply for a visa on your behalf.



**Q. What kind of currency do I use?**

**A.** The currency in Singapore is Singapore Dollar (SGD).  
US\$1 converts to approximately SGD1.36

**Q. What is the attire for the conference?**

**A.** Business

**Contact Information**

**Exhibit Services, Logistics, and Production inquiries, please contact:**

Simon Lin, +65-8338-0280, [slin@himss.org](mailto:slin@himss.org)

**Exhibit Sales, Marketing, Sponsorship, and Corporate Membership please contact:**

Gabriel Sim, +65-9299-0802, [gsim@himss.org](mailto:gsim@himss.org)

**Payment or account information, please contact:**

HIMSS Finance Department, [financesupport@himss.org](mailto:financesupport@himss.org)

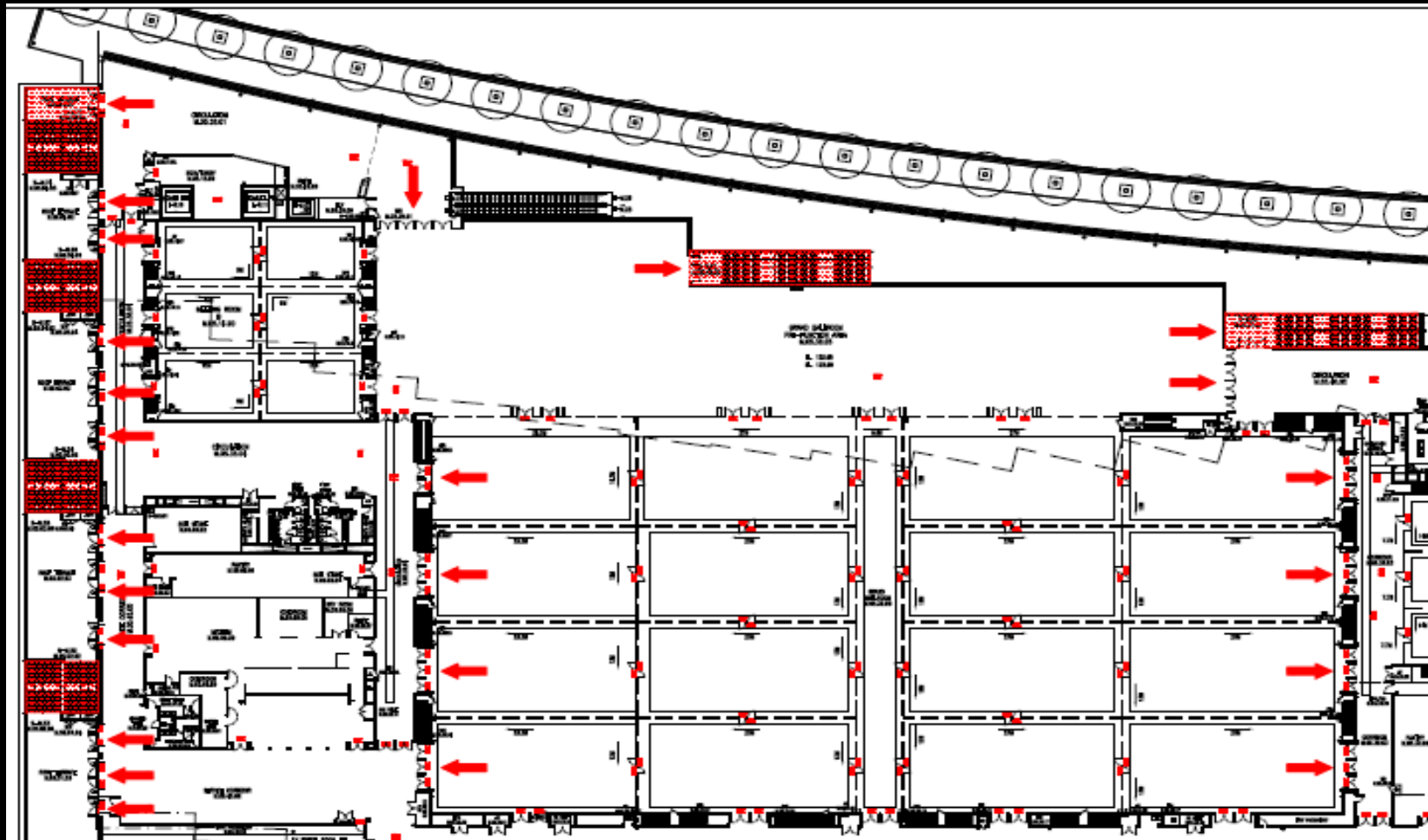
**Press or Media, please contact:**

Melissa Leong, +65-6664-1182, [mleong@himss.org](mailto:mleong@himss.org)

# MICE & HOTEL EMERGENCY ASSEMBLY AREA (EAA)



# MICE EGRESS PLAN – 5<sup>th</sup> STOREY







## PUBLIC TRANSPORT & PARKING MAP

### 公共交通与停车场地图



# Marketing Toolkit



## Marketing Toolkit

This Exhibitor Marketing Toolkit will provide tools and materials to assist you in promoting your conference participation and marketing your organization to current and potential customers.

At HIMSS Asia Pacific, we realize the overwhelming value of partnerships. This resource page is designed to help supply you with all the materials, text and logos you need to market

HIMSS AsiaPac15 Digital Healthcare Week to your audience.

### HIMSS AsiaPac15 Logo



[Download the logo](#) (PNG). [Download the logo](#) (EPS).

### Web Banners

Banner ads for placement on your website or use in e-mails.

Includes several sizes such as 725x90, 300x100, 200x200, 200x100, 625x118.

Sample Banner:



[Banner 1](#) (728x90)

[Banner 2](#) (300x100)

[Banner 3](#) (200x200)

[Banner 4](#) (200x100)

[Banner 5](#) (625x118)

### PPT Template

A PowerPoint template that you can use to create your own presentation about the conference.

[Download the PPT Template.](#)

### Save the Date Flyer

A print ready save the date flyer that includes bleeds in A5 format.

[Download the flyer.](#)



# Exhibitor Registration



## Exhibitor Registration

Online badge registration will remain open till the 31 August. Pre-registered badges can be picked up onsite beginning on Sunday, 6 September. **Badges will not be mailed in advance.**

### Exhibitor Badge Registration Hours:

Sunday, 6 September	13:00 - 17:00
Monday, 7 September	08:00 - 17:00
Tuesday, 8 September	08:30 - 17:00
Wednesday, 9 September	08:30 - 15:00

- Allow access into Exhibit Hall during move-in/move-out
- Allow access into Exhibit Hall one hour prior to show opening and one hour after show closes
- Allow access into all education sessions
- One tote bag per company
- Exhibitor badges are issued to company booth personnel and are designated for those individuals that are representing your company on the exhibit floor
- Four (4) complimentary exhibitor badges are allotted per 3m x 3m of exhibit space rented
- Badges will only be printed with the company name listed on the exhibit application
- Each company may purchase additional exhibitor badges for SGD400 + GST
- Please note that badge swapping is strictly prohibited

### Lost Badges

- Lost badges may be duplicated for SGD50 + GST per replacement badge.
- Only one duplicate badge will be made per registrant.



# Exhibition Technical Manual



## General Rules and Regulations

The HIMSS AsiaPac15 Digital Healthcare Week is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during exhibition. **Therefore, all exhibitors are expected to adhere to all rules and regulations stated in this service manual and on the back of your exhibit space contract.** Objectionable activity will be reviewed by HIMSS Asia Pacific management and may be ceased or changed at any time during the course of the exhibition.

### Building Regulations

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the exhibition halls or any part of the building.

### Demonstrations & Marketing Activities

Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Demonstrations should not obstruct the aisles nor prevent access to nearby booths. **Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning.** If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space. Distribution of pamphlets, brochures, etc. must take place within your booth space only. Orders may be taken during the normal activity on the exhibit floor but retail sales are **not** permitted.

### Direct Selling

**Exhibitors are required to remain in their own booth space during exhibit hours.** Solicitation outside your booth in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your purchased booth space, but retail sales are **not** permitted.

### Subletting

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

### Sound/Noise

The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited. **The decibel level of sound emitting from your booth must not exceed 75 at the edge of the stand.** Speakers must face into the exhibit booth itself and not into the aisles or into neighboring exhibits. Live music is prohibited in the exhibit hall. **The HIMSS AsiaPac15 Digital Healthcare Week reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.**



**Move-out/Dismantling**

No move-out or dismantling is permitted before 16:30 on Wednesday, 9 September.

**Unpaid Booth Balances**

Final booth payment is due no later than 10 July. On 11 July unpaid booth spaces will be released. Any company with an unpaid balance will have their freight refused by HIMSS Asia Pacific until the balance is paid in full. If your badges are denied due to your failure to pay the balance on your booth, HIMSS cannot be held responsible.

**Children**

No persons under the age of 18 are allowed on show floor at any time.

**Smoking**

Smoking is not permitted by HIMSS Asia Pacific in the Marina Bay Sands Ballroom or Meeting Rooms during set-up, show days or tear down.



## Booth rules and Regulations

### Inline or Corner Booths

An Inline Booth is one or more standard (3m x 3m) units in a straight line.

Height: The maximum height of exhibit walls, fixtures and components must not exceed 2.5m (8'0").

### Perimeter Booths

A Perimeter Booth is an inline booth with one or more (3m x 3m) booths that are along an exterior wall of the exhibit hall. Height: The maximum height of any feature within the booth may not exceed a height of 2.5m (8'0").

### Peninsula Booths

A Peninsula booth is an exhibit at least 18.0 sq. m (3.0 m x 6.0 m) having aisles on three sides with one or more display levels.

Height: The maximum height of the back wall facing the neighboring stand can be 3.5m (11'0"). Exhibit materials, components and identification signs (other than the back wall) will be permitted to a maximum height of 3.5m (11'0").

Depth: According to international custom, peninsula stands must be built as openly as possible on three sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the stand.

**All Peninsula booth drawings must be approved by HIMSS and the Marina Bay Sands by 17 August.** Please be informed that your stand contractor shall not be permitted to build your stand if your booth drawings were not submitted and approved.

Please send an overhead and an elevated side view with measurements to Simon Lin at [slin@himss.org](mailto:slin@himss.org).

### Island Booths

An Island booth is an exhibit at least 36.0 sq. m (6.0 m x 6.0m) having aisles on all four sides with one or more display levels.

Height: Exhibit materials, components and identification signs will be permitted to a maximum height of 5.1m (16'0") provided written approval is received from HIMSS.

Depth: According to international custom, island stands must be built as openly as possible on four sides. No full solid walls (no more than 50% of each side) are allowed at the external boundaries of the stand. Because an island booth is separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

**All Island booth plans must be approved by HIMSS and the Marina Bay Sands by 17 August.** Please be informed that your stand contractor shall not be permitted to build your stand if your booth drawings were not submitted and approved.

Please send an overhead and an elevated side view with measurements to Simon Lin at [slin@himss.org](mailto:slin@himss.org).

### Multilevel and Covered Booths

Subject to fire safety approval based on technical drawing as well as sprinkler plan, **all plans must be approved by**

**HIMSS and the Marina Bay Sands by 17 August** to be submitted to Simon Lin at [slin@himss.org](mailto:slin@himss.org).



### **Hanging Signs**

You must submit all hanging signs plan with measurements to Simon Lin at [slin@himss.org](mailto:slin@himss.org) by **17 August** for approval from HIMSS and Marina Bay Sands. HIMSS will submit your hanging signs plan to the Marina Bay Sands for approval.

Height: Hanging identification signs will be permitted to a maximum height of 3.5m (11'0") for peninsula and 5.1m (16'0") island booths only. The measurement of the height limitation is based on the distance from the top of the sign to the ground.

Standard or perimeter booths may not hang signs over their booth at The HIMSS AsiaPac15 Digital Healthcare Week Exhibition.

### **Carpeting and Secondary Flooring**

There are existing ballroom carpeting throughout the exhibition halls. Please note that all exhibitors and contractors should must lay hardboard over the affected area of carpet before laying your own carpeting or secondary flooring. Carpet damaged as a result of stand materials or the building and removal of stands will be charged at least USD45.00 per carpet tile. Please be aware that carpet brought in to furnish exhibition stands becomes waste after the exhibition and must be removed and disposed of by the stand contractor.



## Shell Scheme Booth Visuals

9 sqm shell scheme booth – Items listed in entitlement are non-exchangeable



18 sqm shell scheme booth – Items listed in entitlement are non-exchangeable



**DEADLINE: 7<sup>TH</sup> AUGUST 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4235

Fax : (65) 6831 1368

Attn : Ms. Tan Shu Qin

Email : [tanshuqin@kingsmen-int.com](mailto:tanshuqin@kingsmen-int.com)

**FORM E1**

## HIMSS AsiaPac15 Digital Healthcare Week

### STAND CONSTRUCTION

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
- 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.
- Amount paid are non-refundable for cancellation received after 14<sup>th</sup> August 2015.

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

#### 1. EXHIBITION STAND

We have signed up for a *(Please tick one)*

- ☐ **Shell Scheme Package** *(Please complete Part 2 only)*  
☐ **Raw Space Package** *(Please complete Part 3 only)*

#### 2. SHELL SCHEME PACKAGE

##### 2.1. FASCIA NAME (PLEASE USE BLOCK LETTERS)

Please enter below the "Company Name" to appear on the fascia. This will be provided in UPPER CASE with English alphabets (maximum 24 letters).

Note: Fascia name that are more than 24 letters will be represented in 2 lines; The font size will be minimized accordingly.


##### 2.2. FASCIA LOGO

If you wish to have your logo on the fascia board, please tick the box below:

- ☐ Please send us a quotation based on our attached logo.

##### 2.3. COLOR SCHEME

Fascia Color : Blue

Letterings/Stand Number : White

#### **IMPORTANT!**

The company name to appear will be as per contract if this form is received later than the given deadline. Any changes made after the deadline of 7<sup>th</sup> August 2015 will be subjected to an administrative charge of S\$35.00.

Company Name : \_\_\_\_\_ Stand No: \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REVERSE OF FORM E1 - STAND CONSTRUCTION

### 3. 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\$50.00/sqm (minimum of S\$500.00, 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 **Kingsmen Exhibits Pte Ltd** 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: \_\_\_\_\_

**DEADLINE: 7<sup>TH</sup> AUGUST 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4235

Fax : (65) 6831 1368

Attn : Ms. Tan Shu Qin

Email : [tanshugin@kingsmen-int.com](mailto:tanshugin@kingsmen-int.com)
**FORM E2A**

## HIMSS AsiaPac15 Digital Healthcare Week

### ELECTRICAL SERVICE

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
- 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.
- Amount paid are non-refundable for cancellation received after 14<sup>th</sup> August 2015.

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

- Only the official contractor is permitted to undertake electrical works from the source of supply in the exhibition hall.
- Kindly order your additional requirements only.

NO.	ITEM	ADVANCED RATE (SGD) Submit on/before 7 <sup>th</sup> August 2015	STANDARD RATE (SGD) Submit after 7 <sup>th</sup> August 2015	QTY	TOTAL (SGD)			
<b>SECTION A – INDIVIDUAL FITTINGS</b>								
1	100W Standard Spotlight	65.00	84.50					
2	100W Long Arm Spotlight	75.00	97.50					
3	40W Fluorescent Light, 1.2mL (BATTEN FITTING)	65.00	84.50					
4	40W Fluorescent Light, 1.2mL (For Lightbox)	70.00	91.00					
5	50W Standard Halogen Spotlight	65.00	84.50					
6	50W Long Arm Halogen Spotlight	75.00	97.50					
8	150W Floodlight	155.00	201.50					
9	13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)	65.00	84.50					
10	13Amp/230V SP 50Hz AC Socket with 24hrs Supply (Max 800W) (Not for lighting use)	130.00	169.00					
11	15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)	95.00	123.50					
<b>SECTION B – FOR CONNECTION TO LIGHTING ONLY</b>								
12	Per Light Fitting Connection (Up to 100W)	55.00	71.50					
13	Per Light Fitting Connection (Up to 300W)	110.00	143.00					
14	Per Light Fitting Connection (Up to 500W)	165.00	214.50					
15	LED Lighting Connection Per Meter Run	50.00	65.00					
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.		Total Cost Before GST						
		7% GST*						
		Total Cost Including GST						
Please indicate the locations of the above requirement on the Service Location Plan. (Form E2B)								
<b>PAYMENT (Please select preferred method of Payment)</b>								
<input type="checkbox"/> <b>For Local Exhibitors: Crossed cheque or bank draft</b> made payable to Kingsmen Exhibits Pte Ltd. Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118								
<input type="checkbox"/> <b>For Overseas Exhibitors: Telegraphic Transfer</b> – Please make payment in SGD to the following account: <b>Kingsmen Exhibits Pte Ltd</b> Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685 Account No.: <b>106-303-314-1</b> , Swift Code: <b>UOVBSSGS</b>								

Company Name : \_\_\_\_\_ Stand No: \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ELECTRICAL CATALOGUE

### LIGHTING



100W Standard Spotlight



100W Long Arm Spotlight



40W 1.2mL Fluorescent Light  
(Batten Fitting)



40W 1.2mL Fluorescent Light  
(Loose Fitting)



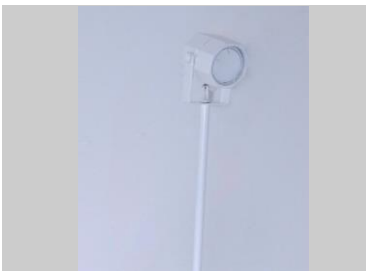
50W Downlight



150W/300W Floodlight



50W Standard Halogen  
Spotlight



50W Long Arm Halogen  
Spotlight

### POWER SUPPLY



13A/230V SP 50/60 Hz  
Powerpoint (Not for lighting  
use)



15A/230V SP 50/60 Hz  
Powerpoint (Not for lighting  
use)

**DEADLINE: 7<sup>TH</sup> AUGUST 2015**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118

Tel : (65) 6880 4235

Fax : (65) 6831 1368

Attn : Ms. Tan Shu Qin

Email : [tanshugui@kingsmen-int.com](mailto:tanshugui@kingsmen-int.com)

**FORM E3**

## HIMSS AsiaPac15 Digital Healthcare Week

### FURNITURE SERVICE

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer (See Payment Details)
- 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.
- Amount paid are non-refundable for cancellation received after 14<sup>th</sup> August 2015.

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

CODE	DESCRIPTION OF SERVICES / ITEMS	UNIT COST * (SGD) Submit on/before 7 <sup>th</sup> August 2015	UNIT COST * (SGD) Submit after 7 <sup>th</sup> August 2015	TOTAL (SGD)
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.		Total Cost Before GST		
		7% GST*		
		Total Cost Including GST		

#### PAYMENT (Please select preferred method of Payment)

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.  
Mailing Address: Kingsmen Creative Centre, 3 Changi South Lane, (S) 486118

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Kingsmen Exhibits Pte Ltd**  
Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685  
Account No.: **106-303-314-1**, Swift Code: **UOVBSGSG**

#### Indemnity Clause:

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

Company Name : \_\_\_\_\_ Stand No: \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FURNITURE PRICE LIST

CHAIRS		
CODE	DESCRIPTION	S\$
C1C	Arm Chair (Black)	50.00
C1D	Arm Chair (Silver)	50.00
C1E	Arm Chair	65.00
C1F	Arm Chair	65.00
C1H	Arm Chair	65.00
C1I	Arm Chair (Black) Seat)	65.00
C1J	Arm Chair (Brown Seat)	65.00
C1M	Arm Chair	65.00
C1N	Arm Chair	65.00
C1W	Arm Chair	75.00
C1X	Arm Chair	65.00
C5	Banquet Chair	30.00
C6	Banquet Chair	30.00
C7	Banquet Chair	30.00
C7C	Banquet Chair	40.00
C7D	Banquet Chair	40.00
C7H	Banquet Chair	55.00
C7M	Banquet Chair	50.00
C7P	Banquet Chair	50.00
C7U	Bistro Chair	60.00
C7Z	Bistro Chair	60.00
C7Z1	Bistro Chair (White)	60.00
C7Z2	Bistro Chair (Blue)	60.00
C8D	Low Stool (White)	35.00
C8F	Low Stool (White)	35.00
C8G	Low Stool (Green)	35.00
C8I	Low Stool (Blue)	35.00
C8J	Low Stool	55.00
C8K	Long Stool (White)	90.00
C8K1	Long Stool (Black)	90.00
C8K2	Long Stool (Red)	90.00
C8U	Low Stool (Black)	35.00
C9B	Bar Stool (Chrome)	45.00
C9C	Bar Stool	45.00
C9E	Bar Stool	60.00
C9H	Bar Stool	55.00
C9J	Bar Stool	50.00
C9K	Bar Stool	50.00
C9L	Bar Stool	50.00
C9M	Bar Stool	45.00
C9N	Bar Stool	50.00
C10A	Bar Stool (Black)	40.00
C10H	Bar Stool (Black)	65.00
C10I	Bar Stool (Red)	65.00
C10J	Bar Stool (Pink)	65.00
C10K	Bar Stool (Grey)	65.00
C10L	Bar Stool (Turquoise)	65.00
C10S	Bar Stool (White)	65.00
C10T	Bar Stool (Dark Brown)	65.00
C10W	Bar Stool (Green)	65.00
C10U	Bar Stool (White)	40.00
C10V	Bar Stool (White)	65.00
C10V1	Bar Stool (Black)	65.00
C10X	Bar Stool (White)	65.00
C10Y	Bar Stool (Red)	65.00
C16C	Banquet Chair	40.00
C16E	Banquet Chair	50.00
C16H	Banquet Chair	50.00
C16J	Banquet Chair	50.00
C16K	Banquet Chair	50.00
C16N	Bistro Chair	55.00
C16N1	Bistro Chair	55.00
C16N2	Bistro Chair	55.00
C16P	Banquet Chair	50.00
C16R	Banquet Chair	50.00

CHAIRS		
CODE	DESCRIPTION	S\$
C16S	Bistro Chair	55.00
C16T	Banquet Chair (Black)	50.00
C16T1	Banquet Chair (Brown)	50.00
C16U	Bistro Chair	45.00
C16V	Bistro Chair	45.00
C16W	Bistro Chair	55.00
C16X	Bistro Chair	55.00
C22	Folding Chair (Black)	15.00
C23	Folding Chair (White)	15.00
C29B	Conference Chair	50.00
C29E	Conference Chair	50.00
C29F	Conference Chair	50.00
C29G	Conference Chair	50.00
C29J	Conference Chair	50.00
C29K	Conference Chair	50.00
C30	Typist Chair	35.00
C30D	Typist Chair	40.00
C30E	Typist Chair	40.00
C39	Fabric Sofa (Grey)	50.00
C39F	Fabric Sofa (Red)	70.00
C39N	Fabric Sofa (Navy Blue)	70.00
C39P	Fabric Sofa (Black)	70.00
C39R1	Leather Sofa	80.00
C39R2	Leather Sofa	160.00
C39R3	Leather Sofa	240.00
C39S	Fabric Sofa (White)	70.00
C39T	Fabric Sofa (Red)	70.00
C39U	Fabric Sofa (Black)	70.00
C39V	Fabric Sofa (Grey)	70.00
C39W1	Leather Sofa	75.00
C39W2	Leather Sofa	150.00
C39Y	Fabric Sofa (White)	100.00
C39Z	Fabric Sofa (Black)	100.00
C39AD3	Fabric Sofa	150.00
C39AE2	Leather Sofa	170.00
C39AF	Leather Sofa	80.00
C39AP3	Leather Sofa	200.00

TABLES		
CODE	DESCRIPTION	S\$
A37A	Curved Info Counter	75.00
T1	Coffee Table (Glass Top)	45.00
T2	Coffee Table	45.00
T2A	Coffee Table	45.00
T2C	Coffee Table	50.00
T2D	Coffee Table	50.00
T2E	Coffee Table	55.00
T2F	Coffee Table	55.00
T3	Coffee Table	40.00
T3A	Coffee Table	40.00
T3A2	Coffee Table	40.00
T3B	Coffee Table	40.00
T3B2	Coffee Table	40.00
T3C	Coffee Table	40.00
T7	Information Table	50.00
T7A	Information Table	75.00
T10C	Cocktail Table (Brown)	65.00
T10D	Cocktail Table (Black)	65.00
T10F	Cocktail Table (White)	65.00
T10H	Cocktail Table	75.00
T12/15	Conference Table (White)	90.00
T19A	Round Table (Glass)	55.00
T19B/21	Round Table	50.00
T19D	Round Table (Glass)	65.00

TABLES		
CODE	DESCRIPTION	S\$
T21/15	Round Table	50.00
T21A/14	Round Table	50.00
T21B/13A	Round Table	50.00
T21C/15	Round Table	55.00
T26/15	Square Table (White)	50.00
T26B/13A	Square Table (Brown)	55.00
T28D/13A	Conference Table (Black)	85.00
T28E/15	Conference Table (Brown)	85.00
T28G/15	Conference Table	100.00

CABINETS, SHOWCASES		
CODE	DESCRIPTION	S\$
A21	Display Cube (500mmH)	30.00
A22	Display Cube (750mmH)	40.00
A23	Display Cube (1000mmH)	50.00
A37	Lockable Cabinet	70.00
A37AA	Lockable Cabinet (1000mmH)	80.00
A38	Sink With Cabinet	90.00
A50	2-Tier Counter	80.00
A51	3-Tier Counter	110.00
S3	Counter Showcase	250.00
S5	Counter Showcase	250.00
S6	Square Showcase	350.00
S7	Showcase	500.00
S8	Showcase	500.00
S10C	Showcase	400.00

MISCELLANEOUS		
CODE	DESCRIPTION	S\$
A4	Wastepaper Basket	5.00
A5B	Barricade	35.00
A5C	Barricade	40.00
A15B	Brochure Stand (Black)	70.00
A15C	Brochure Stand (Black)	70.00
A15D	Brochure Stand	80.00
A15E	Brochure Stand	80.00
A15G	Brochure Stand	60.00
A15H	Brochure Stand	60.00
A17/8	Barricade (1 metre per set)	35.00
A9A	Barricade	35.00
A9B	Barricade	35.00
A20	Coat Stand	80.00
A33	Easel	50.00
A42	Refrigerator	200.00
A43	Refrigerator	300.00
A47A	System Shelf	110.00
A47B	System Shelf	90.00
A47C	System Shelf	100.00
A47D	System Shelf	80.00
A49A	Signage Stand	100.00
A49B	Signage Stand	100.00
A49C	Signage Stand	100.00
A55	Plastic Bags Stand	45.00
L05	Table Lamp	65.00
L06	Standing Lamp	95.00
L11	Standing Lamp	85.00
L19	Standing Lamp	90.00
L20	Standing Lamp	95.00

# Chairs

## Arm Chair



C1C | 400L x 430W x 460H



C1D | 400L x 430W x 470H



C1E | 500L x 450W x 460H



C1F | 460L x 430W x 450H



C1H | 540L x 460W x 450H



C1I (Black Seat)  
540L x 460W x 450H



C1J  
Brown



C1M | 510L x 590W x 470H



C1N | 570L x 490W x 445H



C1W | 580L x 580W x 460H



C1X | 560L x 510W x 510H

## Bistro Chair



C5 | 470L x 430W x 470H



C7 | 470L x 430W x 470H



C6 | 480L x 430W x 450H



C7C | 390L x 400W x 460H



C7D | 390L x 400W x 460H



C7M | 460L x 400W x 460H



C7H | 450L x 450W x 450H



C7P | 400L x 420W x 450H



C7U | 350L x 400W x 490H



C7Z | 400L x 470W x 450H

# Chairs

## Bistro Chair



C7Z1 | 570L x 465W x 440H



C16C | 460L x 450W x 430H



C16E | 470L x 420W x 460H



C16H | 420L x 460W x 465H



C16J | 430L x 520W x 460H



C16K | 420L x 520W x 460H



C16P | 490L x 450W x 450H



C16R | 400L x 440W x 440H



C16T | 400L x 440W x 440H



C16T1 | 400L x 440W x 440H



C16X | 460L x 460W x 450H



C16W | 460L x 460W x 450H



C16V | 550L x 440W x 460H



C16U | 620L x 600W x 460H



C16N | 680L x 680W x 450H



C16N1 | 680L x 680W x 450H



C16S | 660L x 660W x 450H



C16N2 | 660L x 580W x 480 / 560H



C22 Black



C23 | 460L x 400W x 450H

## Folding Chair

## Chairs / Sofas

### Conference Chair



**C29B** | 630L x 530W  
x 400 / 520H



**C29E** | 620L x 680W  
x 420 / 520H



**C29F** | 640L x 580W  
x 440 / 560H



**C29G** | 620L x 630W  
x 420 / 500H



**C29J** | 640L x 530W  
x 390 / 500H



**C29K** | 600L x 500W  
x 420 / 520H

### Typist Chair



**C30** | 460L x 530W  
x 390 / 480H



**C30D** | 460L x 530W  
x 390 / 480H



**C30E** | 510L x 480W  
x 640 / 900H

### Fabric Sofa



**C39T** | 570L x 760W x 400H



**C39U** | 570L x 760W x 400H



**C39** | 570L x 800W x 340H



**C39F** | 780L x 730W x 430H



**C39S** | 780L x 730W x 430H



**C39N** | 710L x 680W x 490H



**C39P** | 710L x 680W x 490H



**C39V** | 720L x 760W x 420H



**C39AD3** | 1760L x 870W x 420H

## Sofas / Stools

### Leather Sofa



C39W1 | 980L x 750W x 480H



C39W2 | 1750L x 750W x 480H



C39AP3 | 1800L x 880W x 660H



C39Y | 750L x 750W x 450H

C39Z  
Black



C39AE2 | 1760L x 960W x 470H



C39AF | 960L x 680W x 450H



C39R1 | 800L x 730W x 430H



C39R2 | 1300L x 730W x 430H



C39R3 | 1820L x 730W x 430H



C8U Black  
(400H)

C8D | DIA 380 X 460H



C8G  
Green



C8I  
Blue

C8F | 390L x 390W x 420H  
C8G | 460L x 460W x 450H  
C8I | 455L x 455W x 455H



C8J | DIA 640 X 380H



C8K1  
Black



C8K2  
Red

C8K | 1200L x 440W x 400H

### Low Stool

## Stools / Tables

### Bar Stool



C9B | 400L x 440W x 740H



C9C | 320L x 330W x 730H



C9E | 370L x 790H



C9H | 460L x 440W x 840H



C9J | 440L x 430W x 780H



C9K | 470L x 400W x 750H



C9L | 470L x 400W x 750H



C9M | 350L x 400W  
x 520 / 770H



C9N | DIA 380 x 780H



C10H | DIA 350 x 830H



C10T | 440L x 400W x 520 / 770H



C10U | DIA 360 x 820H



C10V | 360L x 360W  
x 520 / 760H



C10X | 460L x 420W  
x 580 / 790H



C10Y | 460L x 420W  
x 580 / 790H



T10H | DIA 600 x  
670 / 910H



T10F | DIA 550 x 1110H

### Cocktail Table

# Tables

## Coffee Table



T1 | 450L x 450W x 410H



T2 | DIA 520 x 440H



T2A | 500L x 500W x 350H



T3 | 550L x 550W x 450H



T3A | 500L x 500W x 420H



T3A2 | 550L x 550W x 450H



T3C | 500L x 500W x 420H



T3B | 1000L x 500W x 420H



T3B2 | 900L x 550W x 450H



T2C | DIA 800 x 345H



T2D | 920L x 1260W x 400H



T2E | DIA 750 x 400H  
2-Tiered



T2F | DIA 750 x 450H  
2-Tiered



T19A | DIA 750 x 750H

## Round Table



T19D | DIA 900 x 750H



T19B/21 | DIA 760 x 750H



T21B/13A | DIA 760 x 700H



T21A/14 | DIA 760 x 700H



T21/15 | DIA 760 x 700H

## Tables / Miscellaneous

### Square Table



T26/15 | 760L x 760W x 700H



T26B/13A | 760L x 760W x 700H

### Conference Table



T21C/15 | DIA 1200 x 700H



T12/15 | 1200L x 800W x 700H



T28D/13A | 1200L x 800W x 700H



T28G/15 | 1900L x 900W x 700H

### Information Table



T7, T7A | 1000L x 500W  
x 750 / 1000H



A37A | 1000L x 500W x 1000H

### Lockable Cabinet



A37 | 1000L x 500W x 750H



A37AA (with shelf)  
1000L x 500W x 1000H

### Tiered Counter



A50  
1000L x 300W x 1000 / 750H  
(without lockable cabinet)



A51  
1000L x 300W  
x 1000H / 750H / 500H

### Sink with Cabinet



A38 | 1000L x 400W x 1000H

# Miscellaneous

## Counter Showcase



S3 | 1000L x 500W x 900H



S5 | 1000L x 500W x 900H

## Display Cube



A21 | 500L x 500W x 500H  
A22 | 500L x 500W x 750H  
A23 | 500L x 500W x 1000H

## System Shelf



A47A | 1000L x 500W x 2000H



A47B | 1000L x 500W x 1500H



A47C | 500L x 500W x 2000H



A47D | 500L x 500W x 1500H

## Showcase



S6 | 500L x 500W x 2100H  
(with 2 halogen downlights)



S7 | 1000L x 500W x 2100H  
(with 4 halogen downlights)



S8 | 1000L x 500W x 2100H  
(with 4 halogen downlights)



S10C | 430L x 370W x 1620H  
(with 1 halogen downlights)

## Lamp



L05 Table Lamp



L06 Standing Lamp



L11 Standing Lamp



L19 Standing Lamp



L20 Standing Lamp

## Miscellaneous

### Brochure Stand



A15B | 260L x 1270H



A15C | 260L x 1270H



A15D | 235L x 1500H



A15E | 300L x 1610H



A15H  
Black

A15G | 270L x 280W  
x 1380H

### Barricade



A9A | 900H



A9B | 900H



A17/8 | 920H



A5B | 900H



A5C | 900H

### Refrigerator



A42 | 420L x 400W x 820H



A43 | 550L x 550W x 1440H

### Signage Stand



A49A | 570L x 1620H



A49B | 270L x 1280H



A49C | 220L x 1200H

### Miscellaneous



A20 | 550L x 1700H



A33 | 900L x 450W x 1500H



A55 | 440L x 990H



A4 | DIA 230 x 280H



# CREDIT CARD AUTHORISATION/METHOD OF PAYMENT FORM 2015

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>		
STREET ADDRESS:	CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UTC 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD OR ON-SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST &amp; CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>				

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

☐ Credit Card (please complete information below)

All credit Card Authorization Form submitted must be accompanied with the scanned credit card (front and back).

Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

☐ Personal Credit Card: ☐ American Express ☐ Diners Club ☐ JCB ☐ MasterCard ☐ VISA

☐ Company Credit Card: ☐ American Express ☐ Diners Club ☐ JCB ☐ 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):

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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

## SERVICES TO BE COVERED BY THIS CARD: ☐ ALL

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> AUDIO/VISUAL                 | <input type="checkbox"/> HIGH REACH EQUIPMENT        | <input type="checkbox"/> PLANT AND FLORAL                   |
| <input type="checkbox"/> BOOTH CLEANING SERVICES      | <input type="checkbox"/> INTERNET                    | <input type="checkbox"/> PIPED SERVICES (AIR, WATER, DRAIN) |
| <input type="checkbox"/> BUSINESS CENTRE SERVICES     | <input type="checkbox"/> LABOR                       | <input type="checkbox"/> TELECOMMUNICATIONS – ICT           |
| <input type="checkbox"/> CATERING                     | <input type="checkbox"/> LOGISTIC SERVICES           | <input type="checkbox"/> TELEVISION PROGRAM SERVICES        |
| <input type="checkbox"/> ELECTRICAL                   | <input type="checkbox"/> MAIL CENTRE SERVICES        | <input type="checkbox"/> TRUSS/LIGHTING RENTAL              |
| <input type="checkbox"/> HANGING APPLICATIONS/RIGGING | <input type="checkbox"/> MATERIAL HANDLING EQUIPMENT | <input type="checkbox"/> OTHER _____                        |

## OTHER INFORMATION

All invoices need to be settled prior to show close unless special billing privileges have been established with the Sands Expo & Convention Centre. 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.

#### 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 services are as follows: 14 days before 1<sup>st</sup> 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 stand-by cleaners.
7. Booth cleaning does not include removal of oil spillage, paints and other liquid deposited on the floors, walls, and any other surfaces.
8. Removal of abandoned stand materials, empty crates, discarded displays / exhibits, hazardous wastes is primarily the responsibility of contractors / exhibitors.
9. Hall / booth cleaning and rubbish disposal services are provided to event organizers but not individual contractors / exhibitors. Organizers are responsible for settling the charges.
10. In the event where abandoned materials are not cleared by the contractors / exhibitors, the Venue will forward the cleaning and waste management charges to the event organizer.
11. Insurance Liability – The Centre will not be responsible for any damages to freight / equipments, 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 authorizes 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**

**SERVICE LOCATION PLAN – 2015**

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

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

**ELECTRICAL SERVICES:**

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

**TELECOMMUNICATION SERVICES:**

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

**COMPRESSED AIR/WATER OUTLETS:**

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

**INTERNET SERVICES:**

- Indicate location of internet port termination location.

**RIGGING/HANGING APPLICATIONS:**

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

EVENT NAME: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>
EXHIBITING CO. NAME:		BOOTH #:
CONTACT PERSON ON SITE:	LOCAL CONTACT NO. (IF ANY)	EMAIL CONTACT:
PREFERRED SERVICE ACTIVATION / HAND-OVER SCHEDULE: ( Time / Date )	Note: All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover and/or activates the service outside the license period.	

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

Scale: 1 square = \_\_\_\_\_ square meter OR Other: \_\_\_\_\_

INDICATE ADJACENT BOOTH NO. THIS DIRECTION \_\_\_\_\_




INDICATE  
ADJACENT  
BOOTH NO.  
THIS DIRECTION



INDICATE  
ADJACENT  
BOOTH NO.  
THIS DIRECTION



INDICATE ADJACENT BOOTH NO. THIS DIRECTION \_\_\_\_\_



**CLEANING SERVICES ORDER FORM - 2015**

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>		
STREET ADDRESS:	CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
<b>IMPORTANT:</b> SANDS EVENT SERVICES ARE THE EXCLUSIVE BOOTH CLEANING PROVIDER AT SECC. NO OTHER PROVIDER OR CLEANING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR, EXCEPT FOR INITIAL WIPE DOWN. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. <b>TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UCT 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> 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.				

DESCRIPTION	QTY / M <sup>2</sup>	SGD/ M <sup>2</sup> / DAY	TOTAL (SGD)
<b>Hall / Booth Cleaning Service</b>			
General Cleaning of Special Design Booth		\$2.00 / m <sup>2</sup> / Day (Minimum 20 m <sup>2</sup> )	
<b>Ballroom /Meeting Room Cleaning Service</b>			
Ballroom / Meeting Room Cleaning Service (Applicable for exhibitions in Ballroom and Meeting Rooms)		\$0.25 / m <sup>2</sup> / Day (Minimum 1,000 m <sup>2</sup> )	

Description	Per Skip (SGD)	Total (SGD)
<b>Rubbish Disposal Service</b>		
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. <b>The skip is capped at 3 tons/skip. Excess tonnage will be billed to user @ NEA fee \$577/ton.</b>	\$520	
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. <b>The skip is capped at 3 tons/skip. Excess tonnage will be billed to user @ NEA fee \$577/ton.</b>	\$650	
Disposal by skip (of approximate 18 cbm) storage charges (complimentary for first three (3) working days).	\$20 / day	
	<b>TOTAL</b>	
	<b>GST 7%</b>	
	<b>GRAND TOTAL</b>	

**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 fill up the Credit Authorisation Form and submit together with front and back of the credit card.

Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

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

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

## INTERNET SERVICES GENERAL INFORMATION – 2015

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.



INTERNET SERVICES ORDER FORM - 2015

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #		
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>				
STREET ADDRESS:	CITY:	STATE:	ZIP:			
TELEPHONE:	FAX:	E-MAIL:				
ORDERED BY: (Print Name)		SIGNATURE:				
<b>IMPORTANT:</b> SANDS EVENT SERVICES IS THE EXCLUSIVE INTERNET SERVICE PROVIDER AT SECC. NO OTHER PROVIDER WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. <b>TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UCT 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD OR ON-SITE 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.						
DESCRIPTION OF SERVICE		QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	SUBTOTAL
<b>Internet Service</b>						
a. Broadband Internet connection with DHCP, 2M/2M dedicated Internet bandwidth			\$1,020	\$1,200	\$1,412	
b. Broadband Internet connection with DHCP, 6M/6M dedicated Internet bandwidth			\$2,720	\$3,200	\$3,765	
c. Broadband Internet connection with DHCP, 10M/10M dedicated Internet bandwidth			\$4,505	\$5,300	\$6,235	
d. Broadband Internet connection with DHCP, 15M/15M dedicated Internet bandwidth			\$6,630	\$7,800	\$9,176	
e. Broadband Internet connection with DHCP, 20M/20M dedicated Internet bandwidth			\$8,500	\$10,000	\$11,764	
f. Fixed IP address for Internet (all IP address provided must be used under subscription of service item 'a', 'b' or 'c')			\$102	\$120	\$141	
<b>Data Network Service</b>						
a. CAT 6 wiring between two network ports (within different function room or exhibition hall)			\$200	\$250	\$294	
b. CAT 6 cable run within 20m length			\$50	\$75	\$88	
c. Copper (Cat 6) / fibre (SM) converter			\$204	\$240	\$282	
d. 8-port data switch			\$153	\$180	\$212	
e. 24-port data switch			\$350	\$410	\$483	
<b>Computer – Peripherals &amp; Accessories</b>						
Notebook computer with 14.1 display with Windows 7 and Microsoft 2010			\$220	\$260	\$306	
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				GST 7%		
TOTAL PAYMENTS MUST ACCOMPANY ORDER. Credit Card users may fax order to +65 6688-3889.				GRAND TOTAL		

\* Direct service from Internet Service Provider - 14 days advanced notice is required for this service

\*\* Direct service from Internet Service Provider - 21 days advanced notice is required for this service

\*\*\* Advanced Rate applies to orders received WITH PAYMENT 21 days prior to the first day of event.\*\*\*

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

Notes:

- The choice of Internet Service Provider (ISP) is at the sole discretion of Sands Event Services.
- Sands Event Services is the sole provider of all Internet services. The resale of Internet service is strictly prohibited.
- Sands Event Services reserves the right to append labour to any order if applicable. This includes, though not limited to, troubleshooting and additional assistance.
- Sands Event Services reserves the right to remove any equipment deemed to be harmful to the network.
- Sands Event Services does not guarantee the full functionality of specific applications including, though not limited to, VPN; Video Streaming; Net Meeting; Remote Terminal Services; Citrix; and PC anywhere.
- Please attach all required floor plans/ diagram. By signing this order, you agree to the terms and conditions of the Sands event services internet department.
- All on site orders are subject to availability and Marina Bay Sands does not guarantee that all services will be delivered according to customer's own schedule.

**ALL SERVICES PROVIDED BY SANDS EVENT SERVICES**

All orders are subject to a cancellation fee if CANCELLED within 21 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

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

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

☐ **Cheque Payment:**

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

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

☐ **Telegraphic Transfer:**

Please make payment to:  
**Bank Name: DBS Bank Ltd**  
**A/C No.: 003-909346-2**  
**A/C Name: Marina Bay Sands Pte Ltd**  
**Swift Code: DBSSSGSG**

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

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

☐ **Credit Card Payment:**

Please fill up the Credit Authorisation Form and submit together with front and back of the credit card.  
Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

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

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



**FIBRE OPTICS / CAT 6 BACKBONE CONNECTIONS  
SERVICES ORDER FORM - 2015**

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>		
STREET ADDRESS:	CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		

**IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UCT 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD OR ON-SITE 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.**

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	SUBTOTAL
a. Fiber Optic Backbone – one pair of single mode fiber with LC connectors from MDF Room at telco entry to MICE expo hall or meeting room		\$1,530	\$1,800	\$2,118	
b. Fiber Optics backbone – one pair of single mode fiber with LC connection between 2 locations		\$1,020	\$1,200	\$1,412	
c. Fiber Optics Backbone – one pair of single mode with LC connectors for connections within 1 meeting room with fibre length less than 50m		\$510	\$600	\$706	
<b>LABOUR CALL</b>					
a. Labour (applicable to exhibition halls only) *Straight Time is between 8 AM - 10:00 PM (MON-SUN) including holidays, min 1 hour *Overtime is after 8 hours of work *Midnight is any work between 10:01 PM – 07:59 AM (MON-SUN) including holidays Date/Time: b. <input type="checkbox"/> Set up computer equipment <input type="checkbox"/> Set up network <input type="checkbox"/> Configuration assistance		STRAIGHT TIME \$50.00/hour	OVERTIME \$75.00/hour	MIDNIGHT RATE \$150.00/hour	
<b>Hub rental deposits returned upon receiving working hub. Unused portion of deposit(s) returned w/final billing.</b>			<b>TOTAL</b>		
<b>Hub rental(s) must be returned to the Sands Expo &amp; Convention Centre – MICE Service Centre</b>			<b>GST 7%</b>		
<b>TOTAL PAYMENTS MUST ACCOMPANY ORDER. Credit Card users may fax order to +65 6688-3889.</b>			<b>GRAND TOTAL</b>		

\*\*\* Advanced Rate applies to orders received WITH PAYMENT 21 days prior to the first day of show.\*\*\*

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

- Notes:
- the choice of Internet Service Provider (ISP) is at the sole discretion of Sands Event Services.
  - Sands Event Services is the sole provider of all Internet services. The resale of Internet service is strictly prohibited.
  - Sands Event Services reserves the right to append labour to any order if applicable. This includes, though not limited to, troubleshooting and additional assistance.
  - Sands Event Services reserves the right to remove any equipment deemed to be harmful to the network.
  - Sands Event Services does not guarantee the full functionality of specific applications including, though not limited to, VPN; Video Streaming; Net Meeting; Remote Terminal Services; Citrix; and PC anywhere.
  - Sands Event Services guarantees that Internet services will be delivered no later than one hour before event.
  - Please attach all required floor plans/diagrams.
- By signing this order form, you agree to the terms and conditions of the Sands Event Services Internet Department.

**ALL SERVICES PROVIDED BY SANDS EVENT SERVICES**

All orders are subject to a cancellation fee if CANCELLED within 21 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

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

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

☐ **Cheque Payment:**

All cheques should be crossed and made payable to

**Marina Bay Sands Pte Ltd**

All payments must be sent directly to:

**Marina Bay Sands Pte Ltd**

**Accounts Receivable**

**Finance Non-Gaming Department**

**10 Bayfront Avenue**

**Singapore 018956**

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

☐ **Telegraphic Transfer:**

Please make payment to:

**Bank Name: DBS Bank Ltd**

**A/C No.: 003-909346-2**

**A/C Name: Marina Bay Sands Pte Ltd**

**Swift Code: DBSSSGSG**

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

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

☐ **Credit Card Payment:**

Please fill up the Credit Authorisation Form and submit together with front and back of the credit card.

Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

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

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

## LOGISTICS SERVICES – 2015: HIGH-REACH EQUIPMENTS 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 equipments rental services and equipment for exhibitions are as follows: 14 days before 1<sup>st</sup> 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 staff 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 / equipments, 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 authorizes 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 – 2015:**  
**EXCLUSIVE HIGH-REACH EQUIPMENTS RENTAL SERVICES**

**FORM 14B**

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD OR ON-SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST &amp; CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

DESCRIPTION	MIN ORDER 4 HRS DURING	QTY	DURATION ORDERED	PER HR (SGD)	SUBTOTAL (SGD)	DEPOSIT
<b>High-Reach Equipments Rental</b>						
Electric Scissors-Lifts w/o Operator Working Height 10.0m				\$30/hr		
Electric Articulated Boom lift w/o Operator Working Height 11.0m				\$50/hr		
Electric Aerial Work Platform w/o Operator Working Height 11.0m				\$25/hr		
					<b>TOTAL</b>	
					<b>ON-SITE ORDER CHARGE 30%</b>	
					<b>LATE ORDER CHARGE 15%</b>	
					<b>GST 7%</b>	
					<b>GRAND TOTAL</b>	

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

**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 fill up the Credit Authorisation Form and submit together with front and back of the credit card.

Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

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

## PLUMBING/COMPRESSED AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2015

### INSTRUCTIONS AND CONDITIONS

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



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

**ORDER FORM – 2015**

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>		
STREET ADDRESS:	CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		

**IMPORTANT:** 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. **TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UCT 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD OR ON-SITE 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.

ITEM	QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	SUBTOTAL (QTY X PRICE)
<b>COMPRESSED AIR SUPPLY TERMINATED AT GATE VALVE FITTED WITH 9mm QUICK CONNECT COUPLING</b> Max flow rate 60 lit/min @ 5-7 bar (2.1 cfm @ 80-100 psi) [approx. 1HP]		\$315.00	\$370.00	\$435.00	\$
Max flow rate 120 lit/min @ 5-7 bar (4.2 cfm @ 80-100 psi) [approx. 2HP]		\$442.00	\$520.00	\$612.00	\$
Max flow rate 180 lit/min @ 5-7 bar 6.3 cfm @ 80-100 psi) [approx. 3HP]		\$621.00	\$730.00	\$859.00	\$
<b>COMPRESSED AIR SUPPLY TERMINATED AT GATE VALVE FITTED WITH 12mm QUICK CONNECT COUPLING</b> Max flow rate 300 lit/min @ 5-7 bar (10.6 cfm @ 80-100 psi) [approx. 5HP]		\$893.00	\$1,050.00	\$1,235.00	\$
Regulator		\$200.00	\$235.00	\$276.00	\$
AIR SERVICE: Pressure and flow rate may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.					
ITEM	QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	SUBTOTAL (QTY X PRICE)
Water Supply (on consumption) – For Storage Tank ONLY		\$20/cubic meter (or part thereof cubic meter)			\$
<b>WATER SUPPLY POINT TERMINATED AT 12mm DIAMETER GATE VALVE WITH 3m RUN OF NYLON HOSE</b> 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	\$150	\$176	\$
<b>WASTE WATER COLLECTION TANK WITH PUMP SET AND DISCHARGE HOSE CONNECTED TO NEAREST DRAINAGE POINT</b> Size: 1200mm (L) x 900mm (H) x 760mm (D). Discharge flow rate at 20 litres per minute, power supply included.		\$476	\$560	\$659	\$
<b>STAINLESS WASH SINK UNIT COMPLETED WITH WATER SUPPLY AND WASTE DISCHARGE PUMP SET</b> Discharge flow rate at 20 litres per minute, power supply included.		\$675	\$794	\$934	\$
<b>DRAINS:</b> Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the SECC.					<b>TOTAL</b> \$
					<b>GST 7%</b> \$
					<b>GRAND TOTAL</b> \$
<b>LABOUR RATES</b> (applicable to exhibition halls only) *Straight Time - \$50 per hour minimum of 4 hours from 8 AM – 10 PM, Monday through Sunday including holidays *Overtime – \$75 per hour after 8 hours of work *Midnight Rate - \$150 per hour for any work from 10:01 PM – 07:59 AM.					

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

**ALL SERVICES PROVIDED BY SANDS EVENT SERVICES**

All orders are subject to a cancellation fee if CANCELLED within 21 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

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

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

☐ **Cheque Payment:**

All cheques should be crossed and made payable to

**Marina Bay Sands Pte Ltd**

All payments must be sent directly to:

**Marina Bay Sands Pte Ltd**

**Accounts Receivable**

**Finance Non-Gaming Department**

**10 Bayfront Avenue**

**Singapore 018956**

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

☐ **Telegraphic Transfer:**

Please make payment to:

**Bank Name: DBS Bank Ltd**

**A/C No.: 003-909346-2**

**A/C Name: Marina Bay Sands Pte Ltd**

**Swift Code: DBSSSGSG**

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

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

☐ **Credit Card Payment:**

Please fill up the Credit Authorisation Form and submit together with front and back of the credit card.

Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

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

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



**RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL ORDER FORM – 2015**

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>		
STREET ADDRESS:	CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.				
<b>IMPORTANT:</b> SANDS EVENT SERVICES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. <b>TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UCT 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD OR ON-SITE 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.				

ALLOW US TO 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.

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	SUBTOTAL
a. 300mm x 300mm x 3.05mL(10 ft) Square Aluminium Truss (include labour for assembly, lifting, derig during normal working hours)		\$240	\$282	\$332	
b. 300mm x 300mm x 2.44 mL(8 ft) Square Aluminium Truss (include labour for assembly, lifting, derig during normal working hours)		\$200	\$235	\$277	
c. 300mm x 300mm x 1.52 mL(5 ft) Square Aluminium Truss (include labour for assembly, lifting, derig during normal working hours)		\$120	\$141	\$166	
d. 300mm x 300mm Truss connection block (include labour for assembly, lifting, derig during normal working hours)		\$80	\$94	\$111	
e. Chain Master 1 ton Motor Hoist (c/w motor controller) (inclusive of use of rigging eyelet, labour for assembly, lifting, de-rig during normal working hours)		\$650	\$765	\$900	
f. Rigging Point (inclusive of use of rigging eyelet, 1 ton manual chain hoist, labour for assembly, lifting, derig during normal working hours)		\$450	\$529	\$623	
g. Hook Up ONLY (inclusive of use of rigging eyelet, and labour for lifting, derig during normal working hours only, manual chain hoist and accessories to be provided by customer)		\$200	\$235	\$277	
				<b>TOTAL</b>	
				<b>GST 7%</b>	
				<b>GRAND TOTAL</b>	

**RIGGING WORK SCHEDULE**

Please indicate in the box below for the rigger booking schedule and contact person requested by the customer to carry out the work above. 'Normal Working Hours' stated in the order form above refers to the licensed move-in period of the event and do not apply to overnight work. Marina Bay Sands reserves the right to charge customer for additional labour if work cannot commence as per schedule due to no show of the customer or delay in customer's own setup schedule. Rescheduling will be allocated based on the next available slot if there is a no show of 30minutes or more from the stipulated schedule. On-site or overtime charges will prevail. No refund is allowed.

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

Rigger Booking Schedule			
Customer Company Name	Contact Person On Site	Rigger Location/ Booth	Preferred handover date & time (Subject to final schedule of Marina Bay Sands)
Email Contact	Local Contact No. (if any)		
Special Request (if any)			
All orders are subject to a cancellation fee if CANCELLED within 21 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.			

**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 fill up the Credit Authorisation Form and submit together with front and back of the credit card.  
 Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

☐ Cash (only applicable for onsite orders)

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



**RIGGING: HANGING SIGN SERVICES ORDER FORM - 2015**

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.					
<b>IMPORTANT:</b> SANDS EVENT SERVICES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. <b>TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UCT 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.</b> ALL OTHER ORDERS WILL BE PROCESSED AT THE ON-SITE 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.					

**INFORMATION AND INSTRUCTIONS – HANGING ITEMS**

- Sands Event Services is responsible for hanging, assembly, and operation of all electrical and non-electrical hanging items within the Sands Expo & Convention Centre. Display companies or exhibitor's representative may supervise these activities.
- 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.
- For safety reasons, all signs will be hung by Marina Bay Sands in-house rigging team.
- Items must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, and assembly instructions.
- All items must be in working order, structurally sound, and in accordance with applicable codes.
- There will be a 30% service charge for orders for hanging applications that are placed on site.
- IMPORTANT:** You should contact your general service contractor for shipping instructions for all hanging items.

**BASIC BANNER/SIGN PACKAGES**

ITEM	QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	TOTAL (QTY X PRICE)
Signware Banner Hanging Service (applicable to banners produced by Marina Bay Sands only) A lead time of 10 working days required. Wire and supporting tube included. Maximum size 4m (L) weight less than 20Kg. Production of banner excluded.		\$200	\$235	N.A.	
Single-sided digital vinyl prints for signware banner (per sqm). A lead time of 10 working days required, artwork to be provided by client.		\$80 /m <sup>2</sup>	\$94 /m <sup>2</sup>	N.A.	
Double-sided digital vinyl prints for signware banner (per sqm) A lead time of 10 working days required, artwork to be provided by client.		\$110 /m <sup>2</sup>	\$129 /m <sup>2</sup>	N.A.	
Maxima backdrop 3m (height)		\$100 /m run	\$118 /m run	\$138 /m run	
Banners hanging charge for self-bringing banner (Total weight less than 20kg and smaller than 4MX4M in size)		\$425	\$500	\$715	
<b>TOTAL</b>					
<b>GST 7%</b>					
<b>GRAND TOTAL</b>					

**SIGN SIZE/CONFIGURATION**

ELECTRICAL ☐ NON-ELECTRIC SIGN ☐ LIGHTING TRUSS ☐ OTHER ☐  
POWER REQUIREMENTS: \_\_\_\_\_ AMP OR WATTS \_\_\_\_\_ VOLTAGE  
**PRINT, PLOTS, OR DRAWINGS MUST BE PROVIDED**

**LABOUR AND EQUIPMENT RATES FOR HANGING APPLICATIONS**

**LABOUR RATES** (applicable to exhibition halls only):

\*STRAIGHT TIME = \$50/hour, Mon – Sun including holidays, 8 AM to 10 PM, minimum of 4 hours

\*OVERTIME = \$75/hour, after 8 hours of work

\*MIDNIGHT = \$150/hour, any work from 10:01 PM to 07:59 AM

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.

**SERVICE REQUESTED:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Persons \_\_\_\_\_ (3 person minimum for rigging)

SEE SANDS EVENT SERVICES "SCOPE OF WORK" ON PAGE 4 FOR INFORMATION ON EXCLUSIVE LABOUR SERVICES.

**EQUIPMENT** (without operator, minimum 4 hrs usage)

BOOMLIFT - \$50 PER HOUR    SCISSOR LIFT - \$30 PER HOUR    ELECTRIC AERIAL WORK PLATFORM - \$25 PER HOUR

- 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 orders are subject to a cancellation fee if CANCELLED within 21 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

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

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

☐ **Cheque Payment:**

All cheques should be crossed and made payable to

**Marina Bay Sands Pte Ltd**

All payments must be sent directly to:

**Marina Bay Sands Pte Ltd**

**Accounts Receivable**

**Finance Non-Gaming Department**

**10 Bayfront Avenue**

**Singapore 018956**

Reference: Please include the show name at the back of the

cheque. Failure to do so will result in cheque not properly

crediting to your event account.

☐ **Telegraphic Transfer:**

Please make payment to:

**Bank Name: DBS Bank Ltd**

**A/C No.: 003-909346-2**

**A/C Name: Marina Bay Sands Pte Ltd**

**Swift Code: DBSSSGSG**

Reference: Please include the event/event date

during Telegraphic Transfer. Failure to do so will

result with the wire transfer not properly crediting to

your event account.

**NOTE: Organisation will be responsible for the**

**payment of all charges incurred from the bank.**

☐ **Credit Card Payment:**

Please fill up the Credit Authorisation Form and

submit together with front and back of the credit

card.

Note: To omit the 3 digit CVV/CVC numbers at the

back of the credit card due to security issues.

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

## TELECOMMUNICATIONS INSTRUCTIONS & CONDITIONS - 2015

### 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) **Cancellation:** All orders are subject to a 50% cancellation fee if cancelled within 21 calendar days prior to show opening date.
- 3) All charges are subject to change without prior notice.

### ADDITIONAL CHARGES/FEEs:

- **Call Detail Charges** – Local call, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call. 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 8:00 AM and 10:00 PM Monday – Sunday, including holidays (minimum 1 hour work) will be at the Straight Time labour rate. After 8 hours of work, Overtime labour rate applies. Any work from 10:01 PM – 07:59 AM, will be at the Midnight labour rate.

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

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

LAST DAY TO RECEIVE ADVANCE RATE IS 17 AUGUST 2015



## TELECOMMUNICATIONS SERVICES ORDER FORM - 2015

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: <b>HIMSS Asia Pac 15 Digital Healthcare Week</b>		EVENT DATES: <b>07-10 September 2015</b>		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION: <b>Level 5, Ballroom A-H</b>			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT:</b> SANDS EVENT SERVICES IS THE EXCLUSIVE TELECOMMUNICATIONS SERVICES PROVIDER AT SECC. NO OTHER PROVIDER OR TELECOMMUNICATIONS SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES (UNLESS OTHERWISE STATED), SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UCT 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD OR ON-SITE 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.					

**FORM INFORMATION: (Please read carefully)**

- BEFORE TELEPHONE LINES ARE INSTALLED, A CREDIT CARD MUST BE ON FILE. PLEASE FILL OUT THE "CREDIT CARD AUTHORIZATION 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 LOCATION GRID. Failure to notify Sands Event Services of telephone location will result in a charge on a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at MICE Customer Service Desk.
- Instruments will not be delivered to your booth. Instruments should be picked up at MICE Customer Service Desk.

ITEM	QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	SUBTOTAL (QTY X PRICE)
<b>NORTEL IP PHONE</b> (LOCAL CALLS ONLY/ELECTRICAL SOCKET INCLUDED)		\$221	\$260	\$306	
<b>NORTEL IP PHONE</b> (INTERNATIONAL ACCESS/ ELECTRICAL SOCKET INCLUDED)		\$238 Excludes \$200 deposit	\$280 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
<b>ANALOGUE VOICE/ FAX LINE</b> (LOCAL TRANSMISSION ONLY, HANDSET/ FAX MACHINE NOT INCLUDED)		\$221	\$260	\$306	
<b>ANALOGUE VOICE/ FAX LINE</b> (INTERNATIONAL TRANSMISSION, HANDSET/ FAX MACHINE NOT INCLUDED)		\$238 Excludes \$200 deposit	\$280 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
<b>ANALOGUE LINE FOR CREDIT CARD OR NETS SERVICE</b> (CREDIT CARD/ NETS MACHINE NOT INCLUDED. The machine needs to prefix a digit 9 in front for outgoing)		\$221	\$260	\$306	
<b>ISDN2 DIGITAL LINE</b> WITH NETWORK TERMINAL (NT)		\$255	\$300	\$353	
<b>NORTEL IP BASED TELECONFERENCING SYSTEM</b> with phone line – (IDD charges apply based on consumption inclusive of SGD200 deposit)		\$442	\$520	\$612	
<b>TOTAL</b>					
<b>GST 7%</b>					
<b>GRAND TOTAL</b>					

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

**ALL SERVICES PROVIDED BY SANDS EVENT SERVICES**

All orders are subject to a cancellation fee if CANCELLED within 21 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

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

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

☐ **Cheque Payment:**

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

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

☐ **Telegraphic Transfer:**

Please make payment to:

**Bank Name: DBS Bank Ltd**

**A/C No.: 003-909346-2**

**A/C Name: Marina Bay Sands Pte Ltd**

**Swift Code: DBSSSGSG**

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

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

☐ **Credit Card Payment:**

Please fill up the Credit Authorisation Form and submit together with front and back of the credit card.  
 Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

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

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



## Booth Giveaways and Raffle Form

**Deadline: 21 August**

It is required that you notify HIMSS of your intention to raffle or give away any item.

### Booth Giveaways

Booth giveaways are effective selling tools when tied to your company's marketing strategy.

Please keep in mind these rules and regulations when planning your booth giveaway:

- Balloons of any kind are prohibited in Marina Bay Sands.
- All food being sold from booth, must be purchased from Marina Bay Sands.

### Booth Raffles

Booth raffles that are extensively promoted draw excitement and traffic to your booth.

Please keep in mind the following rules when conducting your raffle drawing.

- All promotional activity must be conducted within the confines of your booth space.
- Aisles cannot be obstructed as a result of your promotional activity.
- Ready access to nearby booths must be maintained at all times.
- Sound level must be kept below 75 decibels.
- Your booth must be large enough, and your booth structure must be oriented so that the crowd can be accommodated within your booth space.
- The use of megaphones, loudspeakers, or public address systems is prohibited.
- Speakers must face into the booth itself and not into the aisles or into neighboring booths.
- Live music is prohibited.
- Exhibiting companies, and their officers, directors, employees, agents, and others working on the exhibitor's behalf are expected to conduct themselves in a professional manner at all times.

We will contact you immediately only if your raffle and/or giveaway item is NOT approved.

Please PRINT all information except signature.

Booth giveaway(s):

Item: \_\_\_\_\_

Item: \_\_\_\_\_

Item: \_\_\_\_\_

### **Booth Giveaways and Raffle Form**

Booth raffles(s):

Item: \_\_\_\_\_

Date and Time of raffle: \_\_\_\_\_

Item: \_\_\_\_\_

Date and Time of raffle: \_\_\_\_\_



Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I/We have read the guidelines for demonstrations and promotional activity outlined on this page, and on the back of your exhibit space contract. I/We agree to comply with those guidelines, and understand that failure to do so will result in a loss of exhibitor points. I/We assume all liability, and to indemnify and hold harmless and HIMSS AsiaPac from and against any and all liability and claims

Signature: \_\_\_\_\_

E-mail to:

Simon Lin at [slin@himss.org](mailto:slin@himss.org)



# Logistics Movement



## Logistics Movement

### Official Freight Forwarder

Agility Fairs & Events Logistics Pte Ltd  
No. 5 Changi North Way, 3rd Floor,  
Singapore 498771  
Contact: Serena Kum  
Tel: +65 6571 5644  
Fax: +65 6214 9592  
Email: [skum@agilitylogistics.com](mailto:skum@agilitylogistics.com)

### On-site Storage

No storage space will be provided on-site, direct arrangement should be made with the Official Freight Forwarder; exhibitors are not to store such items within the exhibition halls. The organizer reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

For **Shipping information**, please refer to the:

General Freight Forwarding Information  
Freight Instructions

### Vehicle Entry Permit

Please note that if you, your supplier or contractor needs to access to the unloading/loading bay at the Sands Expo And Convention Center. It is mandatory to submit the Goods Vehicle Temporary Entry Permit as per the following submission procedures.

#### *Submission Procedures*

This Entry Permit should be submitted to MICE Logistics Team, at least a day prior to the required date. The cut off time is 1500 hrs.

Please email the completed Entry Permit to [MICE\\_LOGISTICS@Marinabaysands.com](mailto:MICE_LOGISTICS@Marinabaysands.com)

For assistance, please contact 8138 9867 MICE MSO

The Entry Permit will be emailed back to the delivery agents.

The endorsed Entry Permit must be prominently displayed at the vehicle windshield prior to entry

## SANDS EXPO AND CONVENTION CENTER

### GOODS VEHICLE TEMPORARY ENTRY PERMIT

**1. Application Details (Vendors, Contractors and Delivery Agents's to fill-up) Date :**     /     /     (dd/mm/yy)

Requested by :	Company :	
	Person in Charge :	
	Contact Number :	
	Event Name :	

S/N	Entry Date dd/mm/yy	Estimated Time of Arrival (Please Tick)			Vehicle Details (Please Tick)				Driver's Contact Details
		08:00hrs to 12:00hrs	12:00hrs to 18:00hrs	Others (Please Specify)	Vehicle No.	Crane Lorry / Lorry / Van	Trailer / Container	Others (Please Specify)	
1.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
2.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
3.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
4.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
5.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

### 2. Rules and Regulations

- No Passenger vehicle is allowed access into the Center's Loading Docks / Halls.
- This Entry Permit is entitled to a single Goods Vehicle entry only.
- For consignments requiring mechanical aids, MICE Logistics Team needs to be informed in-advance.
- The Goods Vehicle must be removed from the Center's Loading Docks / Halls immediately upon loading / unloading operations. No parking in the Center's Loading Docks / Halls is allowed.
- MICE Logistics team will not be responsible for any missing or damaged goods, or whatsoever, whilst storage or handling of the goods in the property by the delivery agents.
- All debris and waste materials must be removed by the respective delivery agents.
- Strictly no dumping is allowed in the Center's premise.
- The Center's Loading Docks operating hours are from 0800 – 1800hrs, from Mondays to Sundays.
- Cash card Gantry system is in operational, when accessing the Centers Loading Dock / Halls Charges (1) First 45mins no charges
- (2) Next 15mins \$S\$8.00 (3) Per half hour block thereafter \$S\$10.00 (4) Maximum per 24hrs \$S\$26.00

#### Note:

- This Entry Permit should be submitted to MICE Logistics Team, at least a day prior to the required date. The cut off time is 1500 hrs.
- **Please email the completed Entry Permit to [MICE\\_LOGISTICS@Marinabaysands.com](mailto:MICE_LOGISTICS@Marinabaysands.com)**
- **For assistance, please contact 8138 9867 MICE MSO**
- The Entry Permit will be emailed back to the delivery agents.
- The endorsed Entry Permit must be prominently displayed at the vehicle windshield prior to entry

### 3. For Official use only

Reviewed By :

\_\_\_\_\_

MICE Logistics Team

Approved by : \_\_\_\_\_

Date : \_\_\_\_\_

Approved for Entry into Expo Hall / Loading Dock:

☐ Level 1-Expo Hall A

☐ Basement 2-Expo Hall D

☐ Basement 4 – MICE Loading Dock  
**HEIGHT LIMIT AT 4.25 Meters**

☐ Others \_\_\_\_\_

**Show Name :** **HIMSS AsiaPac (Digital Healthcare Week) 2015**

**Show Dates :** **7 - 9 September 2015**

**Show Venue :** **Marina Bay Sands**

**City, Country :** **Singapore**

## FREIGHT INSTRUCTIONS

### THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

#### 1. DEADLINE FOR SHIPMENT

Arrival of films and video tapes by courier service	:	<b>27 - 31 August 2015</b>
Receipt of documents for seafreight consignments	:	<b>17 August 2015</b>
Receipt of documents for airfreight consignments	:	<b>20 August 2015</b>
Arrival of seafreight consignments	:	<b>24 - 27 August 2015</b>
Arrival of airfreight consignments	:	<b>27 - 31 August 2015</b>
Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits	:	<b>6 Weeks before show</b>
Receipt of Product Catalogues for <b>Medical Equipment</b>	:	<b>At least 1 month prior to show</b>

#### 2. CONSIGNMENT INSTRUCTIONS

i. All exhibition goods either by **sea freight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 No. 5 Changi North Way, 3<sup>rd</sup> Floor, Singapore 498771  
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593  
 For: **HIMSS AsiaPac (Digital Healthcare Week) 2015**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

#### 3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from \_\_\_\_\_ (country). Name of Freight Forwarder from origin: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorised by:** Booth No: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Signature & Date \_\_\_\_\_

Send this form to:

**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

No. 5 Changi North Way, 3rd Floor

Singapore 498771

Tel: (65) **6571 5644** / 6500 0250

Fax: (65) 6214 9592 / 6214 9593

Contact: **Ms Serena Kum**

E-mail: **SKum@agility.com**

**www.agility.com/fairsevents**



## SHIPPING INSTRUCTIONS

### HIMSS AsiaPac (Digital Healthcare Week) 2015

7 - 10 September 2015

Marina Bay Sands  
Singapore

Presented by

#### **Agility Fairs & Events Logistics Pte Ltd**

Co. Reg. No. 198701172E

No 5 Changi North Way, 3<sup>rd</sup> Floor

Singapore 498771

Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593

[fairs-singapore@agility.com](mailto:fairs-singapore@agility.com) – [www.agility.com](http://www.agility.com)

Contact:

**Ms Alice Lum**

AGM (Sales)

**Agility Fairs & Events Logistics Pte Ltd**

Tel. +65 6571 5606 • Fax. +65 6214 9592 / 6214 9593

[ALum@agility.com](mailto:ALum@agility.com)

## DEADLINES

Arrival of films and video tapes/discs by <b>COURIER</b>	<b>27 - 31 August 2015</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>17 August 2015</b>
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	<b>24 - 27 August 2015</b>
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>20 August 2015</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>27 - 31 August 2015</b>

## DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum S\$100.00 per exhibitor/consignment will be imposed.**

### Pre-alerts must be forwarded to us:

Agility Fairs & Events Logistics Pte Ltd  
Tel. +65 6571 5606 • Fax. +65 6214 9592 / 6214 9593  
Contact: Ms Alice Lum  
Email: ALum@agility.com

## DOCUMENT & CONSIGNMENT INSTRUCTIONS

### 1. SEAFREIGHT

We need the following documents not later than **17 August 2015**.

- ☐ 2 originals and 3 copies of Bill of Lading
- ☐ 3 copies of Commercial Invoice/Packing List
- ☐ 1 copy of Insurance Policy (if insured)

All seafreight consignments must arrive at Singapore Port by **24 - 27 August 2015**

### 2. AIRFREIGHT

We need the following documents not later than **20 August 2015**.

- ☐ 2 originals and 3 copies of Airway Bill
- ☐ 3 copies of Commercial Invoice/Packing List
- ☐ 1 copy of Insurance Policy (if insured)

All airfreight consignments must arrive at Singapore airport by **27 - 31 August 2015**

BLE/170415

NOTE:- Singapore Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

(A 10% outlay commission will be imposed on all "Freight Collect" consignments).

## SHIPPING INSTRUCTIONS

1. All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
**For: HIMSS AsiaPac (Digital Healthcare Week) 2015**

All documents such as Bill of Lading and Air waybill must show Agility Fairs & Events Logistics Pte Ltd as the consignee.

2. COURIER CONSIGNMENTS

All courier shipments **smaller than** 50cm X 50cm X 50cm must be consigned to the following address:-

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
**For: HIMSS AsiaPac (Digital Healthcare Week) 2015**  
Ms Alice Lum  
Tel. +65 6571 5606

All courier shipments **exceeding** 50cm X 50cm X 50cm must be consigned to the following address:-

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 1st Floor  
Singapore 498771  
**For: HIMSS AsiaPac (Digital Healthcare Week) 2015**  
Ms Alice Lum  
Tel. +65 6571 5606

### Notes:

- All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.
- Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.
- A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.
- Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.

## **CASE MARKINGS**

For easy identification, all packages shall be marked as follows:

### **HIMSS AsiaPac (Digital Healthcare Week) 2015**

c/o Agility Fairs & Events Logistics Pte Ltd

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Numbers	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

## **PACKING**

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

## **CUSTOMS REGULATIONS**

### **a. BANKER'S GUARANTEE UNDER THE TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE**

Under the T.I.S., a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case by case basis.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

### **b. TEMPORARY IMPORTATION (CONVERSION OF TEMPORARY IMPORT TO PERMANENT IMPORT STATUS)**

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

### **c. PERMANENT IMPORTATION**

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value.

### **d. CUSTOMS-SEALED CONTAINERS**

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

### **SOLD EXHIBITS**

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/buyer/their appointed forwarder.

### **SPECIAL LICENSES & PERMITS**

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (AVA, IDA, HSA, MDB, AEB & etc).

### **RETURN INSTRUCTION**

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.

### **CARGO HANDOVER**

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

### **UNATTENDED CARGO AT CLOSE OF EVENT**

Complete return instructions must be provided by agent or exhibitor to Agility prior to the show closing. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges.

### **DISPOSAL**

Upon delivery of your goods during move in, please inform us if your cases are not required to be redelivered to your booth after the show so that we can arrange for disposal. Fees for disposal shall be charged to exhibitors who require Agility for such service.

### **RE-EXPORT TIMEFRAME**

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

### **IMPORTATION OF RADIO / TELECOMMUNICATION EXHIBITS**

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Development Authority of Singapore.

A copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations must be submitted to us not later than **6 Weeks before show** in order for us to apply for the necessary permit with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Development Authority of Singapore, for entry into Singapore. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Singapore.

Such telecommunication equipment's should not be uplifted unless approval has been sought.

### **INSURANCE**

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, AGILITY FAIRS & EVENTS LOGISTICS PTE LTD can assist to arrange insurance coverage at competitive premiums.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

### **MARINA BAY SANDS FLOOR LOADING CAPACITY**

Exhibition Hall : 12 KN/sqm

Meeting rooms : 5 KN/sqm

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations.

Exhibits exceeding the above stated capacity may require steel plates, as per Marina Bay Sands regulation.

## **Health Sciences Authority Regulation for Medical Devices**

With effect from 01 January 2012, unless exempted from product registration, all medical devices, for display at exhibitions will require a 14-days approval process by HSA prior to import, including class A, B, C, and D medical devices and all accessories that are imported and supplied must meet one of the criteria below:

- Listed on the Singapore Medical Device Register (SMDR);
- Listed on the Transition List; OR
- Authorized via one of the Authorization Routes (**The appointed Official Freight Forwarder**)

For consignments that include **Medical Devices/ Medical Devices with laser applications, Product Catalogues and H.S. Code Descriptions** must be submitted to us **at least 4 Weeks** prior to exhibition or conference.

All Medical devices will still have to be sent for approval (**14 working days**) from **HSA** before display. Please note that **HSA** cannot guarantee that the shipment will not be held up at customs for non-compliance of any individual item to the current regulations.

Do note that license and processing charges will apply for all applications to HSA for importation of medical devices for exhibition purposes.

### **Medical Device Guidance**

Supply of unregistered medical devices is prohibited under the Health Products Act. In order to supply an unregistered medical device, prior approval from HSA shall have to be sought. Supply for non-clinical purpose includes any form of use other than use or administration on humans.

Examples of such uses include the display of the medical device at an exhibition. In order to supply a medical device which is not registered for non-clinical purpose, approval has to be first obtained from the Authority.

### **Application Data Requirements**

An application shall be accepted for review by HSA if the following documents shall be submitted together with the application form (Ref number: MDSA-NC1):

List of medical devices, including the following details,

- Product Owner of the medical device
- Proprietary name or description of the medical device
- Quantity to be imported
- Non-clinical purpose
- Consignee details
- Intended purpose, as stated in the Instruction for Use, Product Insert, or Operations Manual by the product owner,
- A copy of the medical device label, including a statement to the effect 'for supply for non-clinical purpose only'.

Failure to submit any of the above documents shall render the application invalid and shall be rejected. The application is subject to a fee payment which is applicable. If you require further advice or clarification, please do not hesitate to contact us.

The medical device shall only be imported after the application is approved. To obtain the authorization route permit for an import for non-clinical use, a valid importer's license from HSA is a prerequisite. Please check with us if you will like to display your medical devices for exhibition purposes.

BLE/170415

## **CONTROLLED ITEMS**

Exhibitors are requested to note that Cosmetics, Pharmaceuticals, Poisons, Medicines & Medical equipment, Laser are subject to Import License prior to their importation into Singapore for exhibition purpose.

Shipment must not be effected until such license is obtained / approved, otherwise, the item will be detained and referred to the relevant authority for approval.

The Health Products Regulation Group (HPRG), part of **Singapore Health Sciences Authority (HAS)** ensures that drugs, innovative therapeutics, medical devices and health-related products in Singapore are wisely regulated to meet appropriate standards of safety, quality and efficacy.

### Exhibition goods Guidelines of application of N2 licence

To include new medical/healthcare equipment into N2 licence or to import medical/healthcare/laser equipment controlled under the non-ionising radiation regulations, the applicant needs to submit safety certificates/documents/ product brochures showing that the equipment is already registered with (i.e. approved by) the following governmental agencies:

- (1) Australia - Therapeutic Goods Administration (TGA)
- (2) Canada - Health Canada
- (3) Japan - Ministry of Health of Japan, Labour and Welfare (MHLW)
- (4) US - Food and Drugs Authority (FDA)

If the above certificates are not available, then, the applicant should submit other safety certificates (e.g. 93/42/EEC). In this case, the applicant will also need to provide documented proof to CRPNS that the equipment is widely used by physicians (or healthcare establishment) in advanced countries in the European Union.

The exhibitor should also highlight vital information such as their local representative/office and the type of available licence.

All submission will be assessed on a case-by-case basis by the Singapore National Environment Agency - <http://www.nea.gov.sg>

N2 licence Application form can be downloaded:

<http://app2.nea.gov.sg/data/cmsresource/20090320146682214331.doc>

For a list of controlled items, please visit the Singapore Customs at:

<http://www.customs.gov.sg/leftNav/trav/dut/Controlled+Goods.htm>

You may also visit [www.hsa.gov.sg](http://www.hsa.gov.sg) for updated information on Singapore Health Sciences Authority Regulations.

## **TERMS OF PAYMENT**

Inward : Upon uplift of goods, prior to delivery to stand.  
Outward : Upon presentation of invoice/prior to delivery to premises.

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

Our bank account is:

Agility Fairs & Events Logistics Pte Ltd  
The Hong Kong and Shanghai Banking Corporation Ltd,  
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.  
S\$ A/C : 141-271379-001  
Swift code : HSBCSGSG

Credit Card payment via PayPal:

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Payments can be made to:  
[sgfeaccounts@agility.com](mailto:sgfeaccounts@agility.com)

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)

Credit Card payment on site:

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

### **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
Telephone : (65) 6500 0250  
Telefax : (65) 6214 9592 / 6214 9593  
eMail : [fairs-singapore@agility.com](mailto:fairs-singapore@agility.com)  
Website : [www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
Contact : Ms Alice Lum  
E-Mail : [ALum@agility.com](mailto:ALum@agility.com)

## **IMPORTANT**

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

Use of AGILITY FAIRS & EVENTS LOGISTICS PTE LTD's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

BLE/170415

# COMMERCIAL INVOICE / PACKING LIST

Shipper Information		Consignee Information		
<b>Company Name:</b> <b>Address:</b>  <b>Email:</b> <b>Tel:</b> <b>Fax:</b>		<b>Company Name:</b> <b>Address:</b>   <b>Tel:</b> <b>Fax:</b>	Agility Fairs & Events Logistics Pte Ltd No. 5 Changi North Way, 3rd Floor Singapore 498771  6500 0250 6214 9592/6214 9593	
Delivery Information		Exhibition Information		
Representative at Exhibition: Contact Number:  Requested Delivery Date: Requested Delivery Time:		Show Name:	<b>HIMSS AsiaPac (Digital Healthcare Week) 2015</b> <b>7 - 10 September 2015</b>  <b>Marina Bay Sands</b>	<b>Hall No.</b>
		Show Date:		
		Show Venue:		<b>Booth No.</b>
		Exhibitor Name:		

[illegible]

\* A = re-export after the event

\* B = to be disposed or consumed

\* C = given away/sold

<b>Total CIF Value (SGD):</b>	\$ -
-------------------------------	------

The invoiced goods are of \_\_\_\_\_ origin and intended for use at the event only.

We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.

Company  
Name/Stamp

Name of Signatory in BLOCK LETTERS

Signature

Date

**Show Name :** **HIMSS AsiaPac (Digital Healthcare Week) 2015**  
**Show Dates :** **7 - 10 September 2015**  
**Show Venue :** **Marina Bay Sands**  
**City, Country :** **Singapore**

## FREIGHT INSTRUCTIONS

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

**1. DEADLINE FOR SHIPMENT**

Arrival of films and video tapes by courier service	:	<b>27 - 31 August 2015</b>
Receipt of documents for seafreight consignments	:	<b>17 August 2015</b>
Receipt of documents for airfreight consignments	:	<b>20 August 2015</b>
Arrival of seafreight consignments	:	<b>24 - 27 August 2015</b>
Arrival of airfreight consignments	:	<b>27 - 31 August 2015</b>
Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits	:	<b>6 Weeks before show</b>
Receipt of Product Catalogues for <b>Medical Equipments</b>	:	<b>At least 1 month prior to show</b>

**2. CONSIGNMENT INSTRUCTIONS**

i. All exhibition goods either by **sea freight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
**No. 5 Changi North Way, 3<sup>rd</sup> Floor, Singapore 498771**  
**Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593**  
**For: HIMSS AsiaPac (Digital Healthcare Week) 2015**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

**3. INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from \_\_\_\_\_ (country). Name of Freight Forwarder from origin: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorised by:** Booth No: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Signature & Date \_\_\_\_\_

Send this form to:

**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

No. 5 Changi North Way, 3rd Floor

Singapore 498771

Tel: (65) **6571 5606** / 6500 0250

Fax: (65) 6214 9592 / 6214 9593

Contact: **Ms Alice Lum**

E-mail: **ALum@agility.com**

**www.agility.com/fairsevents**

## DECLARATION FOR CENSORSHIP EXEMPTION OF VIDEO TAPES/DISCS (FOR COMPANY USE)



I, \_\_\_\_\_ NRIC/Passport No: \_\_\_\_\_  
 occupation \_\_\_\_\_ do declare and confirm on behalf of \_\_\_\_\_

(Name and address of Company/Organisation)

that the video tape(s)/disc(s) accompanying this statement are as indicated within the following categories of films exempted from censorship and that **they do not contain any objectionable scenes/dialogue/themes in accordance with the guidelines furnished by the Board of Film Censors in Annex A.**

Code	Categories	No. of tapes/discs	Title
CA	Arts and Cultural performances that include Opera, Jazz, Classical, Country, Folk & Instrumental Music, Dance, Xiang Sheng, Pantun, Puppetry, Choir and Literary Plays.		
CC	Programmes meant for children only		
CD	Documentaries (excluding those touching on race, religion, politics or topics which may undermine the interests of national security).		
CE	Educational or Training materials		
CF	Entertainment programmes that celebrate festivals e.g. Lunar New Year, Christmas, New Year, Hari Raya and Deepavali.		
CFE	Family entertainment programmes must be wholesome and family-oriented e.g. Chinese acrobatics, circus acts, magic shows and ice-skating shows.		
CK	Karaoke (excludes those that contain concerts, MTV and movie clips)		
CL	Local TV productions that have already been broadcast		
CM	Pre-1966 movies and movie clips (ie. Produced up till 1965)		
CP	Advertising and Promotional materials for products e.g. home appliances and beverages. Excludes musical and promotional clips of non-exempted videos and film trailers.		
CQ	Quiz and game shows that are meant for testing of knowledge and skills. They should be wholesome, family-oriented and should not include songs and dances.		
CS	Sports		
<b>TOTAL</b>			

I declare that this statement (consisting of one page signed by me) is true to the best of my knowledge and I make it knowing I may be liable to prosecution under the Penal Code if I have willfully stated in it anything which I know to be false or do not believe to be true.

Declarant's Contact Numbers

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Declarant/Date

Please return this form to Agility Fairs & Events Logistics Pte. Ltd. at fax No: **+65 6214 9592 / 6214 9593**

**Name of Exhibition:** *HIMSS AsiaPac (Digital Healthcare Week) 2015*

**Date of Exhibition:** *7 - 10 September 2015*

**Location of Exhibition:** *Marina Bay Sands*

To be filled together with the form C for application of the exemption of the CD as per required by the MDA.

<b>Title *</b>	
<b>Romanised Title</b>	
<b>Language *</b>	
<b>Sub Language</b>	
<b>Director *</b>	
<b>Cast (at least 4 names) *</b>	
<b>Running Time *</b>	
<b>Number of sets for distribution *</b>	
<b>Year of Production *</b>	
<b>Country of Production *</b>	
<b>Category *</b>	
<b>Video Type *</b>	
<b>No. of Tapes / Discs in a set*</b>	
<b>Synopsis</b>	

I declare that this statement (consisting of two page signed by me) is true to the best of my knowledge and I make it knowing I may be liable to prosecution under the Penal Code if I have willfully stated in it anything which I know to be false or do not believe to be true.

\_\_\_\_\_  
Signature of Declarant/Date

Declarant's Contact Numbers

Tel

No: \_\_\_\_\_

Fax

No: \_\_\_\_\_

Please return this form to Agility Fairs & Events Logistics Pte. Ltd. at fax No: **6214 9592**

**Name of Exhibition:** *HIMSS AsiaPac (Digital Healthcare Week) 2015*

**Date of Exhibition:** *7 - 10 September 2015*

**Location of Exhibition:** *Marina Bay Sands*

**AGILITY FAIRS & EVENTS  
(ALL RISK CARGO INSURANCE)  
FOR  
TRANSIT WITH EXHIBITION COVER**

**RISKS COVERED**

Institute Cargo Clauses (A)  
Institute Cargo Clauses (Air)  
Institute Strikes Clauses (Cargo)

This insurance covers all risks of loss of or damage to the subject-matter insured including 60 days exhibition/temporary storage period except as excluded by below exclusions.

This insurance covers general average and salvage charges, adjusted or determined according to the contract of affreightment and/or the governing law and practice, incurred to avoid or in connection with the avoidance of loss from any cause except those excluded.

**MAIN EXCLUSIONS**

In no case shall this insurance cover

- 1) loss damage or expense attributable to wilful misconduct of the Assured
- 2) ordinary leakage, ordinary loss in weight or volume, or ordinary wear and tear of the subject-matter insured
- 3) loss damage or expense caused by insufficiency or unsuitability of packing or preparation of the subject matter insured to withstand the ordinary incidents of the insured transit where such packing or preparation is carried out by the Assured or their employees or prior to the attachment of this insurance (for the purpose of these Clauses "packing" shall be deemed to include stowage in a container and "employees" shall not include independent contractors)
- 4) loss damage or expense caused by inherent vice or nature of the subject-matter insured
- 5) loss damage or expense caused by delay,
- 6) loss damage or expense arising from insolvency or financial default of the owners managers charterers or operators of the vessel
- 7) loss damage or expense directly or indirectly caused by or arising from the use of any weapon or device employing atomic or nuclear fission and/or fusion or other like reaction or radioactive force or matter.
- 8) war civil war revolution rebellion insurrection, or civil strife arising therefrom, or any hostile act by or against a belligerent power
- 9) loss damage or expense arising from the absence, shortage or withholding of labour of any description whatsoever resulting from any strike, lockout, labour disturbance, riot or civil commotion

**INSURANCE PREMIUM - Cargo Type (A):**

All work of art including art pieces, sculptures, vintage items, artefact, high-end furniture, taxidermy and object d'art.

Coverage: 1 or 2 Way Transit includes 60 days exhibition and incidental storage forming part of the transit. Additional Benefit:-

*Where the extent of loss or damage is such that the Assured is unable to participate in the Exhibition then valuation hereunder shall extend to include any reasonable expenses already incurred by the Assured at the time of loss appertaining directly to the Exhibition up to a maximum of USD 100,000 any one Exhibition.*

Insured Value = 110% of Commercial Invoice value

Insured value up to USD 500,000 (Insured value USD \_\_\_\_\_ @ \_\_\_\_\_ %)

Insured value in excess of USD 500,000 up to USD 1 million (Insured value USD \_\_\_\_\_ @ \_\_\_\_\_ %)

**INSURANCE PREMIUM - Cargo Type (B):**

General Cargo – goods that attract no special hazard in regard to stowage, handling, packing or during normal method of transit or by their inherent nature, and are not more than normally susceptible to loss and/or damage arising from pilferage, leakage, shortage, loss in weight, breakage, scratching, bruising, chipping, denting, bending or crushing or are not liable to perish, deteriorate or suffer any changes in quality or suffer from electrical, mechanical or any other form of derangement breakdown.

Cargo value Insured USD \_\_\_\_\_ @ \_\_\_\_\_ %

**Applicable Conditions/Clause**

Excess/Deductible: Zero

Premium is chargeable based on per calendar month or part thereof with Minimum USD35.00

Antiques and Work Of Art Clause – see attached

Exhibition clause – see attached

Above rates applicable to following Zone 1 countries: Canada/USA, China, EU member countries, Norway, Switzerland, India, Japan, South Korea, Malaysia, NZ, Australia, Philippines, Thailand, and Taiwan. (Rates for other countries not specified here, please refer table schedule)

**NOTE:-** In the absence of any instructions to secure the above cargo insurance, Agility's cargo liability, due to negligence, is limited to USD1/kg. Any under declared insured value is subject to average condition.

Agreed By:-

\_\_\_\_\_(Signature) \_\_\_\_\_(Company Stamp)

Full Name:

Position:



## SHIPPING TARIFF

### HIMSS AsiaPac (Digital Healthcare Week) 2015

7 - 10 September 2015

Marina Bay Sands  
Singapore

Presented by

#### **Agility Fairs & Events Logistics Pte Ltd**

Co. Reg. No. 198701172E

No 5 Changi North Way, 3<sup>rd</sup> Floor

Singapore 498771

Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593

[fairs-singapore@agility.com](mailto:fairs-singapore@agility.com) – [www.agility.com/fairsevents](http://www.agility.com/fairsevents)

Contact:

**Ms Alice Lum**

AGM (Sales)

**Agility Fairs & Events Logistics Pte Ltd**

Tel. +65 6571 5606 • Fax. +65 6214 9592 / 6214 9593

[ALum@agility.com](mailto:ALum@agility.com)

## SHIPPING TARIFF

### INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 1,000 kg)

#### 1. SEAFREIGHT

From arrival at Port of Singapore up to exhibition stand at the designated venue in Singapore inclusive of uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling excludes re-packing services and provision of new packing materials)

Basic handling rate		<b>S\$95.00</b> per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	<b>S\$200.00</b> per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	<b>20</b> cbm per 20' container
	FCL 40' GP	<b>40</b> cbm per 40' container
	FCL 40' HC	<b>50</b> cbm per 40'HC container
*LCL charge/fee and Terminal Handling Charge (except for shipments from China)		<b>S\$35.25</b> per cbm or 1,000 kg, whichever is the greater (at cost).
*LCL charge/fee and Terminal Handling Charge for China shipments		<b>S\$50.00</b> per cbm or 1,000 kg, whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		<b>S\$220.00</b> per 20' container (at cost)
		<b>S\$350.00</b> per 40' container (at cost)
*Haulage Fuel Surcharge		<b>S\$20.00</b> per 20'/40' container
Consignment Service Charge		<b>S\$50.00</b> per consignment (HBL) per exhibitor + 7% GST

\* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost + 10% outlay fees

#### Note:

- Warehouse storage charge will apply for food and liquor consignments that arrive before the stipulated deadlines.
- Early arrivals of shipment via sea freight are subject to port storage charges, which will be billed to exhibitors as per outlay.
- Cargo arriving before our stipulated deadlines shall be subject to storage charges **S\$6.50** per cbm per week or part thereof. (Minimum charge at **S\$50.00** per consignment per week)
- For consolidated shipments, a documentation charge of **S\$30.00** per consignment per exhibitor is applicable.
- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **S\$30.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- For any shipment which requires additional permit i.e. temporary/permanent/from different country of origin & etc., an additional fee of **S\$30.00** per permit will be charged. Basic permits cover declarations for up to 20 lines. Additional permit will be charged at **S\$30.00** per set.
- Return freight will be quoted upon request.
- For return shipments of your exhibits, Agility requires a complete return instruction **one day** prior to show closes.
- For self-nominated freight there will be handover fees as follows:-
  - LCL shipment @ S\$30/cbm (Minimum 2cbm) per consignment (HBL) per exhibitor
  - 20ft Container @ S\$200 per container
  - 40ft Container @ S\$400 per container
- All other outlays from carriers at Port will be billed at cost.
- Storage of empty cases will be charged at **S\$30.00** per cbm including transfer from/return to exhibition halls. Minimum charge is at **S\$120.00** per consignment per exhibitor.

\*Please note that the above a – k services rendered are subject to 7% Goods & Services Tax (GST)

BLE/170415

## 2. AIRFREIGHT

From arrival at Singapore Changi Airport up to exhibition stand at the designated venue in Singapore inclusive of uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling excludes re-packing services and provision of new packing materials)

Basic handling rate	<b>S\$0.95</b> per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	<b>S\$200.00</b> per consignment (HAWB) per exhibitor.
Airport Terminal Charge	<b>S\$0.15</b> per kg based on actual or volumetric weight, whichever is the greater
Minimum charge	<b>S\$25.00</b> per consignment (HAWB) per exhibitor.
Consignment Service Charge	<b>S\$50.00</b> per consignment (HAWB) per exhibitor + 7% GST

\* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost + 10% outlay fees.

### Note:

- Cargo arriving before our stipulated deadlines shall be subject to storage charges at **S\$0.35** per kg per week or part thereof. (Minimum charge at **S\$50.00** per consignment per week)
- For consolidated shipments, a documentation charge of **S\$30.00** per consignment per exhibitor is applicable.
- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **S\$30.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- For any shipment which requires additional permit i.e. temporary/permanent/from different country of origin & etc., an additional fee of **S\$30.00** per permit will be charged. Basic permits cover declarations for up to 20 lines. Additional permit will be charged at **S\$30.00** per set.
- Return freight will be quoted upon request.
- For return shipments of your exhibits, Agility requires a complete return instruction **one day** prior to show closes
- For self-nominated freight there will be handover fees @ **S\$0.30/kg (Minimum S\$100.00)** per consignment (HAWB) per exhibitor.
- Storage of empty cases will be charged at **S\$30.00** per cbm including transfer from/return to exhibition halls. Minimum charge is at **S\$120.00** per consignment per exhibitor.
- Warehouse storage charge for food & liquor consignments that arrive before the stipulated deadlines.
- Transit storage at show site prior delivery to booth for freezer/chiller goods, charges will be imposed.

\*Please note that the above a - j services rendered are subject to 7% Goods & Services Tax (GST)

**ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.**

### **ADDITIONAL NOTES FOR SHOWS WITH OVERNIGHT BUILD UP OR TEAR DOWN:-**

For events with overnight build up or tear down, 50% surcharge of the basic handling will apply for move-in and move-out between 2200hrs to 0800hrs.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

## OTHER CHARGES (where required)

### a. ADMINISTRATIVE FEE FOR APPLICATION FOR EXEMPTION OF CENSORSHIP OF FILMS, VIDEO TAPES AND/OR DISCS

To apply for exemption, please complete the "Form C" (available upon request), and return it to Agility Fairs & Events Logistics Pte Ltd for forwarding to the Media Development Authority.

Administrative Fee	<b>S\$25.00</b> per application
--------------------	---------------------------------

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### i. Courier of Films, Video Tapes And / Or Discs

From arrival at Agility Fairs & Events Logistics Pte Ltd premises up to delivery to exhibition stand, excluding the censorship fee levied by the Media Development Authority.

Handling rate	<b>S\$12.00</b> per piece
Minimum charge	<b>S\$24.00</b> per consignment per exhibitor

Should films & video tapes/discs arrive via airfreight/sea freight, the tariffs for airfreight/sea freight shall apply.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### ii. Courier of Exhibits / Stand Materials / Publications

From arrival at Agility Fairs & Events Logistics Pte Ltd's premises up to delivery to exhibition stand. Dimensions should not exceed 100 X 100 X 100cm per package. Volume should not exceed 1cbm per consignment.

Below 50kg	<b>S\$80.00</b>
51-100kg	<b>S\$100.00</b>
101-150kg	<b>S\$120.00</b>
Minimum charge	<b>S\$80.00</b> per consignment per exhibitor

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

Publication materials could be subjected to censorship by Media Development Authority. For more details please visit MDA website [www.mda.gov.sg](http://www.mda.gov.sg)

#### b. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

Up to 4,000kg	<b>S\$30.00</b> per 1,000kg
4,001kg to 6,000kg	<b>S\$40.00</b> per 1,000kg
6,001kg to 8,000kg	<b>S\$50.00</b> per 1,000kg

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

#### c. OUTWARD DOCUMENTATION CHARGES

Courier of documents	<b>S\$80.00</b> per consignment per exhibitor
*Telex release for sea freight shipment	<b>S\$120.00</b> per consignment per exhibitor
*Bill of Lading Fee	<b>S\$120.00</b> per consignment per exhibitor

\* Current and actual cost levied by shipping lines

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

#### d. ATA CARNET HANDLING FEE

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **S\$60.00** per Carnet per entry or per exit.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

#### e. SOLD EXHIBITS TO LOCAL BUYER

Charges will apply for handling from exhibition stand to “free-on-truck” at venue loading bay (inclusive of return of empty cases, manpower and mechanical aids).

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/buyer/their appointed forwarder.

## CHARGES APPLICABLE FOR FCL SHIPMENTS ONLY (ITEMS F - H)

### f. UNSTUFFING/STUFFING OF CONTAINERS

Additional charges for unstuffing or stuffing of containers will be applicable.

Type of Containers	Crated & Palletized	Loose Cargo
20' GP	S\$250.00 per operation	S\$375.00 per operation
40' GP	S\$500.00 per operation	S\$750.00 per operation
40' HC	S\$600.00 per operation	S\$900.00 per operation

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### g. TRANSFER OF CONTAINERS

Return of empty containers to shipping line depot or collection of empty containers from depot (craneage charge is applicable)	S\$180.00 per 20'
	S\$220.00 per 40'

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### h. CRANAGE

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers are:

Loaded or Empty Container	20'	S\$250.00 per lift
	40'	S\$450.00 per lift

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### i. DISPOSAL OF DEBRIS

A charge of **S\$150.00** per cbm (minimum **S\$450.00**) for disposal of debris shall be charged to exhibitors who require Agility Fairs & Events Logistics Pte Ltd to dispose debris or unwanted packing materials (such as used empty cases or wooden crates).

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### j. SERVICE CHARGE FOR DETERMINING AND FURNISHING OF H.S. CODES

If itemized H.S. code is not mentioned in invoice/packing list, S\$5.00 per item will be charged additionally.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### k. GST ON LOCAL SERVICES RENDERED

All services rendered on-site or locally will be subject to 7% GST as per Government's regulation.

## I. ARTWORKS

The above rates are applicable only for general exhibits. For artworks which requires air ride trucks or temperature controlled storage, goods will have to be packed separately and a copy of CIPL with pictures will have to be submitted to us for our reference. An individual quotation will be given upon receipt of specific requirements.

## m. ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements. These may include:-

- i. Unpacking and removal of individual exhibits from packaging.
- ii. Installation/Reinstallation/De-Installation of fine art works.
- iii. Unwrapping of exhibits from bubble wraps, shrink wraps, corrugated boxes and etc.
- iv. Provision of new packing materials. (Packing materials are available for purchase)
- v. Manpower required for personalized services at individual booths.  
(Manpower required will be chargeable.)

## CUSTOMS REGULATIONS

### **BANKER'S GUARANTEE UNDER THE TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE**

A Bank Guarantee Fee will be charged at **0.50%** of shipment's CIF Value. A minimum charge of **S\$100.00** applies.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

\*Please note that the above are subject to 7% Goods & Services Tax (GST)

### **TEMPORARY IMPORTATION**

#### ***CONVERSION OF TEMPORARY IMPORT TO PERMANENT IMPORT STATUS***

A fee of **S\$75.00** shall be levied for processing of permit conversion. In addition, exhibitors shall be required to pay Goods & Services Tax of 7% on sales or CIF value, whichever is greater. A copy of sales invoice shall be provided to Customs & Excise Department through Agility Fairs & Events Logistics Pte Ltd if there is any sales transaction.

\*Please note that the above are subject to 7% Goods & Services Tax (GST)

### **PERMANENT IMPORTATION**

#### ***GOODS & SERVICES TAX (GST) ON PERMANENTLY IMPORTED GOODS***

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value + 10% outlay fees.

### **AT THE CLOSE OF EVENT**

Complete return instructions needs to be provided by the agent or exhibitor to Agility prior to the show closing, failure to do so will result in transfer of consignment to Agility warehouse or any temporary rented facility. Any such movements will be subject to additional handling and transport charges which will be charged at S\$30.00 per cbm (minimum charge is at S\$150.00 per consignment per exhibitor).

Warehouse storage charge will apply for cargo delivered to Agility warehouse at **S\$10.50** per cbm per week or part thereof. (Minimum charge at **S\$75.00** per consignment per week per exhibitor). For ease of transfer, all goods will have to be palletized.

\*Please note that the above are subject to 7% Goods & Services Tax (GST)

### **ADDITIONAL SERVICES**

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.