

DEADLINE: 7TH 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

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 14th 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 7th 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: _____