

TELECOMMUNICATIONS INSTRUCTIONS & CONDITIONS - 2017

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 0700 HRS – 1859 HRS, Monday – Sunday, including holidays (minimum 1 hour work) will be at the Straight Time labour rate. After 8 hours of work, Premium labour rate applies. Any work from 1900 HRS – 2359 HRS, Premium rate will apply. Midnight rate will apply for work required from 0000 HRS – 0659 HRS.

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

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

LAST DAY TO RECEIVE ADVANCE RATE IS 21st AUGUST 2017

TELECOMMUNICATIONS SERVICES ORDER FORM - 2017

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: HIMSS AsiaPac17		EVENT DATES: 12th – 13th September 2017		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: Roselle Simpor Ballroom		
STREET ADDRESS:	CITY:	STATE:	ZIP:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
IMPORTANT: 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 AUTHORISATION FORM". THE CREDIT CARD WILL BE USED TO INVOICE TELEPHONE CALLS THAT EXCEED THE DEPOSIT OR TO CREDIT ANY UNUSED PORTION OF YOUR DEPOSIT.
- PRE-PLANNING CAN SAVE YOU MONEY. Telephone lines are dropped with the main power drop into booth. PLEASE INDICATE ALL TELEPHONE LINE LOCATIONS BY FILLING OUT THE SERVICE LOCATION PLAN. Failure to notify Sands Event Services of telephone location will result in a charge on a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at MICE Customer Service Desk.
- Instruments will not be delivered to your booth. Instruments should be picked up at MICE Customer Service Desk.

ITEM	QTY	ADVANCED RATE	STANDARD RATE	ON-SITE RATE	SUBTOTAL (QTY X PRICE)
DIGITAL IP PHONE (LOCAL CALLS ONLY/ELECTRICAL SOCKET INCLUDED)		\$234	\$260	\$306	
NORTEL IP PHONE (INTERNATIONAL ACCESS/ ELECTRICAL SOCKET INCLUDED)		\$252 Excludes \$200 deposit	\$280 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
ANALOGUE VOICE/ FAX LINE (LOCAL TRANSMISSION ONLY, HANDSET/ FAX MACHINE NOT INCLUDED)		\$234	\$260	\$306	
ANALOGUE VOICE/ FAX LINE (INTERNATIONAL TRANSMISSION, HANDSET/ FAX MACHINE NOT INCLUDED)		\$252 Excludes \$200 deposit	\$280 Excludes \$200 deposit	\$329 Excludes \$200 deposit	
ANALOGUE LINE FOR CREDIT CARD OR NETS SERVICE (CREDIT CARD/ NETS MACHINE NOT INCLUDED. The machine needs to prefix a digit 9 in front for outgoing)		\$234	\$260	\$306	
ISDN2 DIGITAL LINE WITH NETWORK TERMINAL (NT)		\$270	\$300	\$353	
DIGITAL IP BASED TELECONFERENCING SYSTEM with phone line – (IDD charges apply based on consumption inclusive of SGD200 deposit)		\$468	\$520	\$612	
TOTAL					
GST 7%					
GRAND TOTAL					

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

ALL 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)