



CREDIT CARD AUTHORISATION/METHOD OF PAYMENT FORM 2017

E-mail or fax forms to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956

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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: 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 & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

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

☐ Credit Card (please complete information below)

All Credit Card Authorisation 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:

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

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.