

Computer Graphics and Interactive Techniques in Business,
Education, Art & Technology.

EXHIBITOR MANUAL



SIGGRAPH
ASIA2012

The 5th ACM SIGGRAPH Conference and Exhibition on
Computer Graphics and Interactive Techniques in Asia

CONFERENCE 28 Nov - 1 Dec
EXHIBITION 29 Nov - 1 Dec

Singapore EXPO

www.SIGGRAPH.org/ASIA2012

Sponsored by ACM SIGGRAPH



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Organized by



WELCOME NOTE

Dear Exhibitor,

Welcome to **SIGGRAPH Asia 2012!**

This is your personal copy of the Exhibitor Service Manual, which has been carefully compiled to assist and facilitate you in your preparation for the event. The manual will provide you with information required for the preparation of your exhibition stand. General guidelines, marketing aides and useful addresses are also included in the manual. We recommend a careful study of its content to ensure that **SIGGRAPH Asia 2012** will be a successful experience for your company.

The "Index of Forms" lists every individual form included in the Manual. It is Exhibitor's responsibility to submit all necessary order forms to aid in their booth preparations.

Kindly return the order forms to the respective contacts by the stipulated deadlines so that we can ensure the services you require are arranged before the exhibition. Do remember to make a copy for your own reference.

We look forward to welcoming you in Singapore at **SIGGRAPH Asia 2012!**

Best Regards,

SIGGRAPH Asia 2012 Team

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All Information in this Manual is correct at the time of printing as the Organizer has done its utmost to ensure accuracy. The Organizer apologizes for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.

LIST OF CONTACTS

ORGANIZER

SIGGRAPH Asia 2012
C/o Koelnmesse Pte Ltd
152 Beach Road
#25-05 Gateway East
Singapore 189721
Tel: +65 6500 6725/ 6729
Fax: +65 6296 2771
Email: b.kee@koelnmesse.com.sg
st.yap@koelnmesse.com.sg
Contact: Mr. Brian Kee
Ms. Swee Ting Yap

VENUE

**Singapore EXPO
Convention and Exhibition Centre**
1 Expo Drive
#02-10
Singapore 486150
Tel: +65 6403 2160
Email: andrew@singex.com.sg
Contact: Mr. Andrew Tan

OFFICIAL STAND CONTRACTOR

Kingsmen Exhibits Pte Ltd
Kingsmen Creative Centre
3 Changi South Lane
Singapore 486118
Tel: +65 6880 0251
Fax: +65 6880 0468
Email: valerieleong@kingsmen-int.com
Contact: Ms. Valerie Leong

OFFICIAL AUDIO VISUAL PROVIDER

Ascend Com Pte Ltd
12 Lorong Bakar Batu
#07-10/11
Singapore 348745
Tel: +65 6846 0903
Fax: +65 6846 0983
Email: marvin@ascendcom.com.sg
Contact: Mr. Marvin Cheow

OFFICIAL FREIGHT FORWARDER

Schenker Singapore (Pte) Ltd
2 Changi South Street 2
Singapore 486759
Tel: +65 6545 9788
Fax: +65 6245 5385
Email: joseph.lam@dbsschenker.com
Contact: Mr Joseph Lam

OFFICIAL HOTELS

Capri by Fraser Changi City
3 Changi Business Park Central 1
Singapore 486037
Tel: +65 6313 1313
Email: reservations.singapore@capribyfraser.com

ibis Singapore on Bencoolen
170 Bencoolen Street
189657 Singapore
Fax: +65 6884 7842
Email: H6657-SL2@accor.com

Landmark Village Hotel Singapore
390 Victoria Street
Singapore 188061
Tel: +65 6512 2213
Fax: +65 6295 8761
Email: stephanengin@stayvillage.com

ParkRoyal on Beach Road
7500A Beach Road
Singapore 199591
Tel: +65 6505 5656
Fax: +65 6299 4311
Email: reserve.prsin@parkroyalhotels.com

Swissôtel The Stamford
2 Stamford Road
Singapore 178882
Tel: +65 6338 8585
Fax: +65 6338 2862
Email: singapore-stamford@swissotel.com

V Hotel Lavender
80 Marine Parade Road #21-01
Parkway Parade
Singapore 449269
Tel: +65 6346 1959
Fax: +65 6346 1970
Email: vhotel@vhotel.sg

EXHIBITION SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Official Stand Contractor Move-In	27 November 2012	08:00 – 22:00 hrs
Floor Marking by Official Stand Contractor	27 November 2012	08:00 – 14:00 hrs
Exhibitor Nominated External Contractor Move-In	27 November 2012 28 December 2012	14:00 – 22:00 hrs 08:00 – 22:00 hrs
Exhibitor Registration and Badge Collection	27 November 2012 28 November 2012	14:00 – 18:00 hrs 09:00 – 18:00 hrs
Exhibitors Move-In and Stand decoration	28 November 2012	09:00 – 20:00 hrs
EXHIBITION PERIOD	DATE	TIME
Opening Hours of Exhibition	29 November 2012 30 November 2012	10:00 – 18:00 hrs
	01 December 2012	10:00 – 17:00 hrs
DISMANTLING PERIOD	DATE	TIME
Exhibitors Move-Out	01 December 2012	17:00 – 21:00 hrs
Exhibitor Nominated External Contractor Stand Dismantling*	01 December 2012	18:00 – 21:00 hrs

Notes:

- Exhibitors can be admitted to the exhibition hall 30 minutes prior and after the official opening hours.
- **All exhibitors and external contractor MUST complete their stand construction and decoration by 20:00 hrs on 28 December 2012. Please note that NO construction or decoration works are permitted when hall cleaning commences at 20:00 hr onwards.** Exhibitors who require exceptions from this rule must obtain written permission from the Organizer.
- Overtime charge : -
 - o If over time is required by the exhibitor for booth construction, exhibitors must contact the Organizer for permission in advance and submit their application before 12:00 hrs on the same day if over time is required. The application of overtime is subjected to the approval of the Organizer and the Venue; with different rates apply for different booth sizes based on per hour basis.

***Exhibitors and all stand contractors must complete dismantling by 21:00 hrs on 01 December 2012. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement will be charged to the exhibitors.**

A) GENERAL INFORMATION

A1 NAME OF EVENT

SIGGRAPH Asia 2012
The 5th ACM SIGGRAPH Conference and Exhibition on Computer Graphics and Interactive Techniques in Asia

A2 VENUE

Singapore EXPO
Convention and Exhibition Centre
1 Expo Drive
Singapore 486150

A3 DATES & TIMES

Conference:

Wednesday to Saturday
28 November – 01 December 2012
09:00 – 18:00 hrs

Exhibition:

Thursday to Saturday
29 November – 01 December 2012
10:00 – 18:00 (Thursday and Friday)
10:00 – 17:00 (Saturday)

A4 ORGANIZER, CO-ORGANIZER AND SUPPORTING BODIES

Organizer

ACM SIGGRAPH

Conference and Exhibition Management

Koelnmesse Pte Ltd

A5 VISITOR ADMISSION

- Admission is granted to registered professionals, invited guests, trade, business visitors and students in related fields free of charge. A business card or student ID to prove that you are in the computer graphics and interactive techniques related fields must be produced at the time of registration.
- Visitors who have been invited by one of the SIGGRAPH Asia exhibitors or the organizer can register online at no charge with their invitation code.
- Visitors must register at the registration counters located on the Ground Floor of Max Atria at Singapore EXPO.
- Visitors below 16 years of age will not be admitted. Proof of age may be requested upon badge collection.
- The Organizer reserves the rights to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless approval is obtained from the Organizer.

A) GENERAL INFORMATION

A6 SECURITY

The Organizer will provide general security for the Exhibition Hall after show hours only. Exhibitors are obligated to ensure the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, Exhibitors may hire a security guard. Exhibitors who require security services specifically for their booths, please contact:

Securitas Singapore Manpower Services Pte Ltd
Tel: +65 6338 8217 | Fax: +65 6338 8927 | Email: dave.chiam@securitas-singapore.com
Mr. Dave Chiam

Please note that you are not allowed to hire staff or personnel from other security agencies.

A7 CAFETERIA / RESTAURANTS AND STAND CATERING SERVICES

A variety of restaurants and café are located at Singapore EXPO. For booth catering services, please refer to Form 15 as attached.

A8 WIRELESS / INTERNET INFORMATION

SIGGRAPH Asia 2012 will provide free wireless internet in conference area within MAX Atria facility.

Free WiFi is not available in the exhibition hall. If exhibitors need dedicated internet services within their exhibition booths, please refer to **Form 9** of the Exhibitor Manual.

A9 HOTELS

We have appointed 6 official hotels whereby special discounted hotel rates have been secured for the Exhibitors and visitors of SIGGRAPH Asia 2012. Please refer to Form 16 for your hotel bookings or refer to our website www.siggraph.org/asia2012 for further details.

A10 TRANSPORTATION

Singapore EXPO Convention and Exhibition Center is located approximately 7.1km by road from Singapore Changi Airport where it is well served by various forms of transportation. Below are details of the following options:

By Taxi

There are numerous taxis available in Singapore that offer reliable service. The taxi fare from the airport to Singapore EXPO is about \$15 and to the city about \$20, subject to surcharges.
[More information on taxi fares](#)

There is an additional surcharge of \$2 for all taxis departing from the Singapore EXPO.

A) GENERAL INFORMATION

A10 TRANSPORTATION (CONT')

By Train – Mass Rapid Transit (MRT) Line

Singapore EXPO is served by its own station, Expo MRT station. To get to Singapore EXPO from Changi Airport, take the east bound train. It is just one stop from Changi Airport MRT and the journey lasts only 4 minutes. Average frequency from Changi Airport station is 12 minutes.

If you are coming from other parts of Singapore, transfer trains at Tanah Merah station (on the East West line) where the train will take you to Expo MRT in 3 minutes.

The station is behind Hall 6.

(Refer to page 9 for MRT route map)

By Bus

There are 3 bus stops from which you can alight to get to Singapore EXPO:

Beside Carpark G on Upper Changi Road East

Bus route numbers 12, 24 and 38

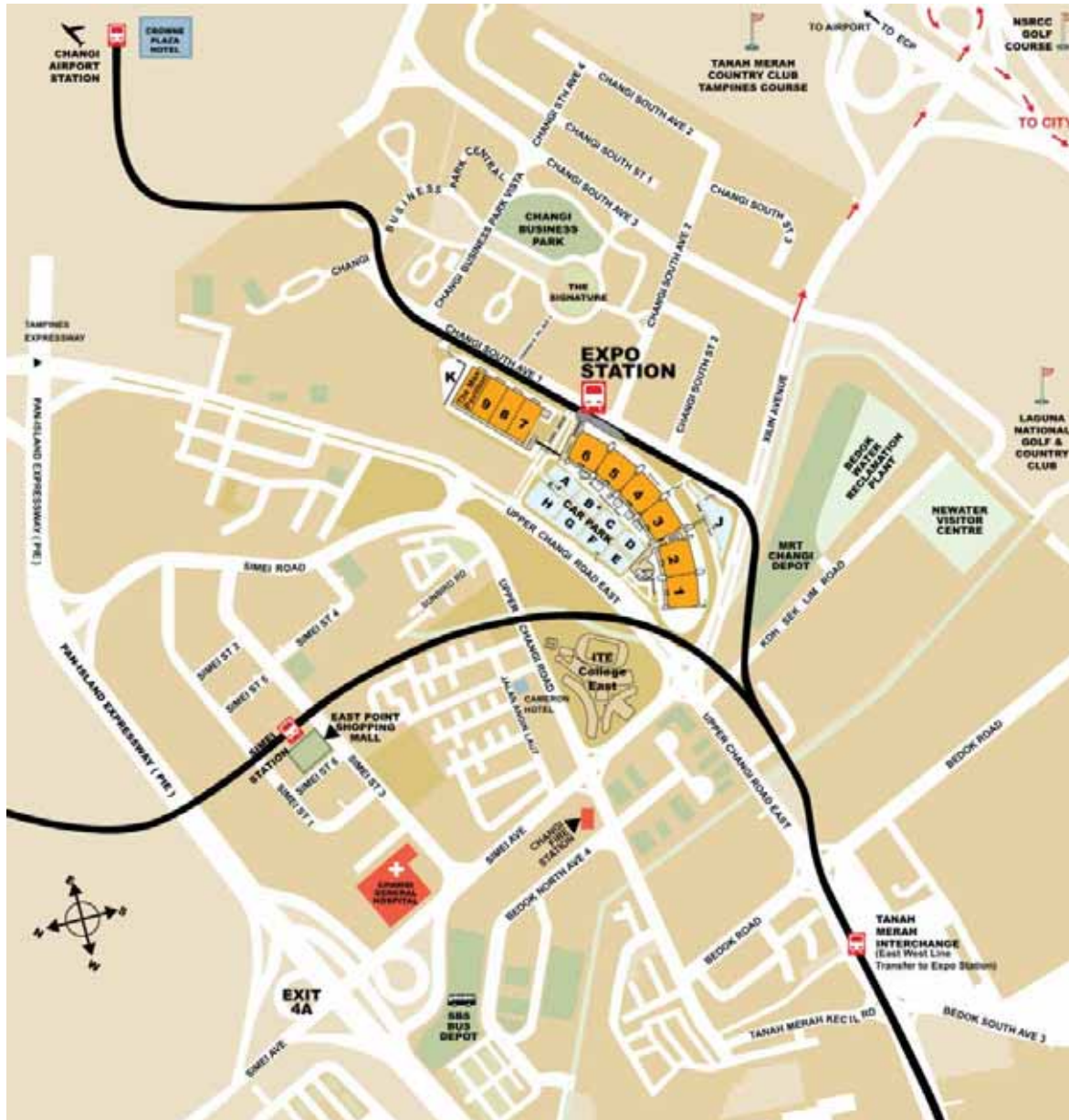
Outside Hall 1 on Upper Changi Road East

Bus route numbers 12, 24 and 38

A) GENERAL INFORMATION

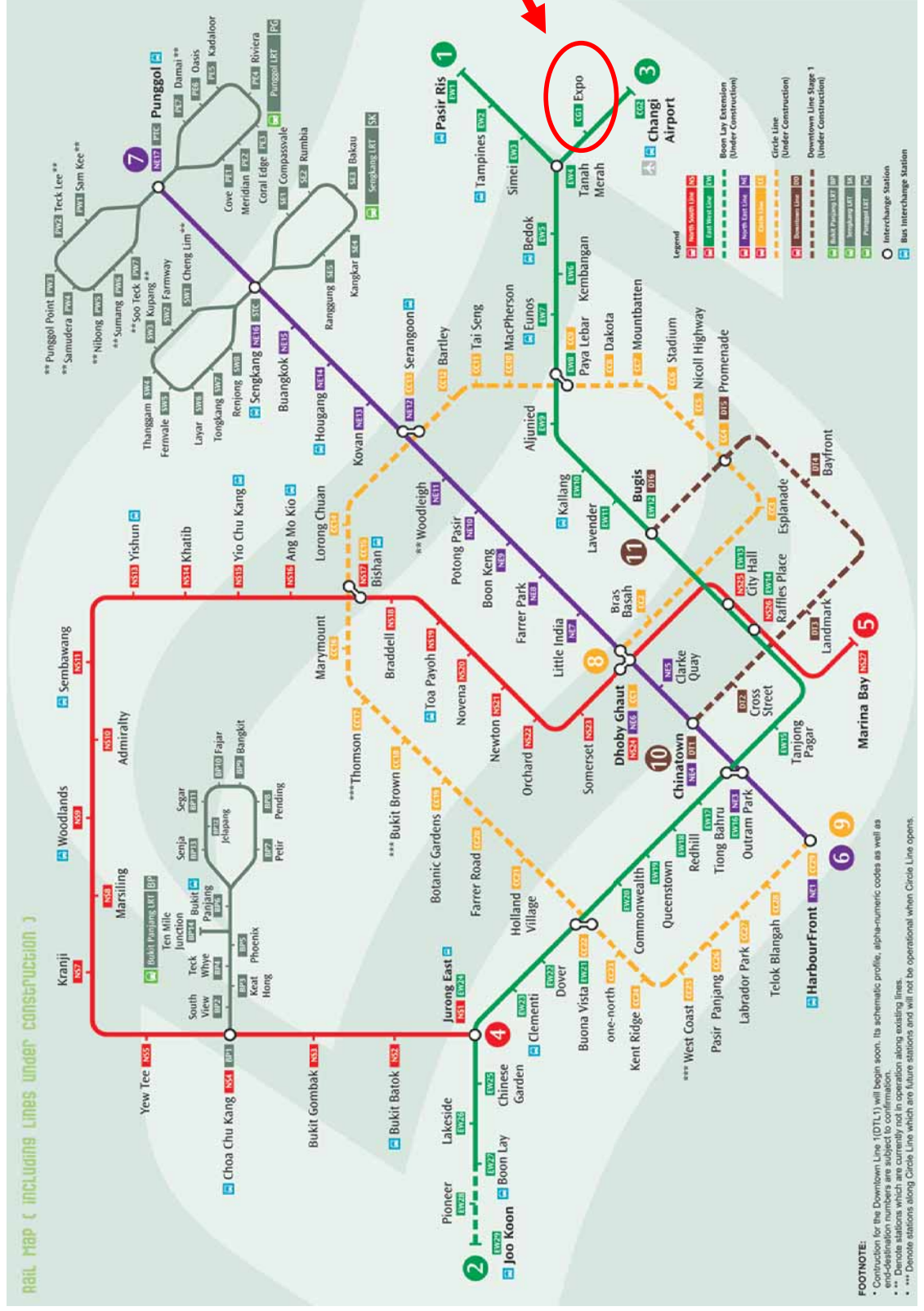
A11 OTHER USEFUL INFORMATION

DIRECTIONS AND MAP OF SINGAPORE EXPO



A) GENERAL INFORMATION

MAP OF SINGAPORE MRT



B) TECHNICAL INFORMATION

B1 BOOTH CONSTRUCTION REGULATIONS

1.1 Official Stand Contractor

Kingsmen Exhibits Pte Ltd, has been appointed as the Official Stand Contractor for this event. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be addressed to the Organizer by completing and submission of **Form 6 – Raw Space Exhibitor form**.

Kingsmen Exhibits Pte Ltd

Kingsmen Creative Centre

3 Changi South Lane

Singapore 486118

Tel: +65 6880 0251

Fax: +65 6880 0468

Email: valerieleong@kingsmen-int.com

Contact: Ms Valerie Leong

1.2 Shell Scheme Booth Package and Entitlement

1.2.1 Standard Shell Scheme Booth*



	9 sqm	18 sqm	27 sqm
Needle Punch Carpet	As per stand space on all closed sides		
System wall, 2.4mH, white color	As per stand space on all closed sides		
Fascia board with English company name and booth number	On all open sides (aisle facing)		
Lockable cabinet (A37), 1mL x 0.5mW x 0.75mHt	1	2	3
Round Discussion Table (T21 / 15)	1	2	3
Black Arm Chair (C1C)	3	5	6
Waste Paper Basket	1	1	1
Power socket, 13 Amp/220V (not for lighting use)	1	2	3
Spotlight 100w (1 per 3sqm)	3	6	9

1.2.2 Premium Shell Scheme Booth*



	18 – 27 sqm	36 sqm
Needle Punch Carpet	As per stand space	
System wall, 2.4mH, White Color	As per stand space on all closed sides	
Fascia board with English company name and booth number	On all open sides (aisle facing)	
Logo signage (Pylon) with color graphic print	1	1
Lockable cabinet (A37), 1mL x 0.5mW x 1mHt	1	2
Barstool (C9E)	1	2
Showcase 2mH (S7) w/o lightings	1	1
Slope Shelf	2 – 3	4
Round discussion Table (T21/15)	1 – 2	2
Black Arm Chair (C1C)	4 – 6	8
Wastepaper Basket	1	2
Power socket, 13 Amp/220V (not for lighting use)	2 – 3	4
Spotlight 100w (1 per 3sqm)	6 – 9	12

B) TECHNICAL INFORMATION

*Note:

- Please contact the Organizer for entitlements of booth size which are not specified above.
- Booth facilities listed above are subject to change at the discretion of the Organizer without prior notice.
- If Exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

1.2.3 Additional Orders

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms within this Manual and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the Manual.

1.2.4 Damage Cost

No drill, screw, paint, nail or fixture of any kind is allowed to be affixed onto the booth partitions, venue flooring or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by both the Official Stand Contractor and Venue Owner and charged accordingly to the Exhibitor. The Organizer, together with the Venue Owners and Official Stand Contractor will inspect the hall before and after the event to ascertain any damage charges required.

1.2.5 Alteration of Shell Scheme Booths

Exhibitors are disallowed from replacing existing fascia with self-made fascia for all Shell Scheme Booths, or altering any existing structures within the booth. Please refer to Figure 1.0 for an example.



Figure 1.0

1.3 Raw Space Exhibitors / Island Booth Construction

Exhibitors who reserve raw spaces / island booth are recommended to use the service of our Official Stand Contractor for their special booth design and construction to facilitate convenient installation.

However, should Exhibitors wish to appoint their own external contractors, they **MUST** seek consent from the Organizer by submitting the following documents / clearance deposit:

- Form 6 with all details duly filled up
- Booth designs; including overview layouts, elevation plans, schematic diagrams and at least 3 different 3D perspectives are to be submitted together with Form 6
- A refundable and interest-free Damage & Rubbish Clearance deposit (refer to Form 6 for details)
- RSE (Registered Structural Engineer) report and PE calculations for booth HT exceed 4.0mHT. Please refer to **item 1.3.3 - Permitted Construction Height** for more details

B) TECHNICAL INFORMATION

Please note that failure to submit the above required documents and clearance deposit for Organizer approval will result in the following consequences:

- The external contractors will be denied entry into the hall for any installation works
- Exhibitors will have to bear all costly alterations on-site in the event any designs or installations by their contractors violate fire and safety, stand height and boundary or any space contract rules and regulations

1.3.1 Raw Space Booth Construction Regulation

Exhibitors who reserve raw spaces with neighboring booths behind or besides their booths must take note of the stipulated regulation as below:

- Each booth must cover up all sides which do not face an aisle by building own panels. They are NOT permitted to use the neighbor's panels as its own structure
- If any panel or structure is higher than 2.5mHT, a clearance of 1mW distance away from the dividing walls of their neighboring stands is required. Please see Figure 1.1 as below for an example:

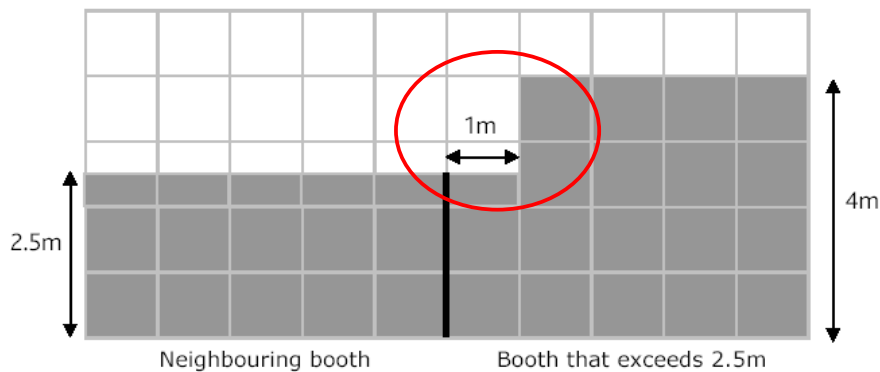


Figure 1.1

- The back of these panels or structures MUST be appropriately furnished with white paint or acceptable decoration or material. Please refer to Figure 1.2 as below on an example of unacceptable furnishings and a violation of the 1mW clearance regulation (the structures is more than 2.5mHT in this case)



Figure 1.2

B) TECHNICAL INFORMATION

1.3.2 Island Booths Construction Regulation

Exhibitors who reserve island booths must take note of the stipulated regulation as below

- All sides of the booth **MUST NOT** be entirely enclosed up with full back walls. All back walls should only take up half the length of the entire booth at a maximum
- All exposed back walls **MUST** be appropriately furnished with white paint or acceptable decoration or material

Note that the Organizer reserves the right to reject any contractor and design deemed inappropriate.

1.3.3 Permitted Construction Height

Exhibitors and external contractors must take note of the permitted construction height requirement as below:

- maximum height limit allow within Exhibition Hall 2B is 6mHT

1.3.4 Fire & Safety Compliance

- Materials for the construction of the exhibition booths and its decoration **MUST** be non-combustible, inherently non-flammable or durably flameproof. The surface of material **MUST** not be painted onsite. The exhibitors or their appointed external contractors must make available relevant documentation relating to fire tests, flame tests, fume tests and other similar tests upon request by inspection of the Organizer and Venue Owner
- No false ceiling will be allowed regardless of the materials used, eg fabric, unless the material used will allow water to flow through freely, or coated with special chemicals that impede fire spreading. In such instance, The exhibitors or their appointed external contractors must make available relevant documentation relating to fire tests, flame tests, fume tests and other similar tests upon request by inspection of the Organizer and Venue Owner
- Any booth of more than 60sqm **MUST** be equipped with at least 1 fire extinguisher within the booth by the respective stand contractor
- All fixtures, equipment from the exhibitors must be placed within the compounds of their licensed booth spaces, and nothing is allowed on the aisles. The Organizer reserves the right to remove anything that obstructs the aisle

1.4 Double storey stands

Exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

- The exhibiting company of the lower tier of a particular booth must be the same as that of the upper tier
- The rental rates for the contracted floor area at the upper tier shall be fifty percent (50%) of that of the lower tier. That is, if the rental rate for the lower tier floor area is US\$ 330 per square meter, the rental rate for the upper tier floor area is US\$ 165 per square meter
- Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 36 square meters and that the minimum length of any dimension of that area is 6 meters
- The contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth
- The width of stairs for double storey booth shall be above 1.2m
- Fire extinguisher shall be placed every 10m of the walkway in the double storey booth and a safety personnel must station at the booth at all times
- All booth designs and stand construction must be approved in advance by the Organizer and the Venue Owner in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities' review and approval

B) TECHNICAL INFORMATION

- Special structures are restricted to a clearance distance of 1mW away from the dividing walls of the neighboring stands
- The design, construction and tear-down of double storey stands have to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the Venue Owner

B2 HALL SPECIFICATIONS

2.1 Floor Loading Capacity

Floor loading inside Exhibition Hall 2B must not exceed 30 KN/sqm or 627 lb/sqft.

If exhibitors would like to bring any equipment exceeding the limit above, they will need to inform the Organizers **1 month before move in date**. The Organizers will then advise on the documentations required for submission for approval to bring in the equipment.

2.2 Power Supply and Electrical Cabling

All electrical installation, supplies, wiring and dismantling work at the exhibition **MUST** be ordered and carried out by the appointed Official Stand Contractor.

All electrical equipment and installations should be tested and approved by the appointed Official Stand Contractor prior to turning on the electricity supply.

The standard electrical current supply available for use is 220V (single phase) or 380V (three phase). Exhibitors requiring different voltage/frequency or special connections to equipment must arrange directly with the appointed Stand Contractor.

Exhibitors who reserved for raw space / island booth and using external contractors are required to adhere the following:

- Submit their electrical order form accompanied by a proposed layout plan to the Official Stand Contractor for their approval. Inspection on-site will then be carried out before the power supply is turned on
- Exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the Official Stand Contractor at least 4 weeks before the commencement of the exhibition. Applicants are requested to submit the following information and documents when applying for approval:
 1. specifications and its rating in watts / units of the light fitting
 2. total units to be installed
 3. layout line drawing of planned electrical installation
 4. company name of the contractor
 5. names and identification card / passport numbers of all attending electrical personnel
 6. electrical order form in the Exhibitors Manual (refer to Form 7)

When using electrical equipment, each of the following must be observed:

- Electrical tools and oxygen cutter including saw, electric plane, welder, electric grinder etc shall not be used in Singapore EXPO.
- Boiler, furnace, stove etc shall not be used

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.

B) TECHNICAL INFORMATION

2.3 General Lighting

The Organizer will provide general lighting in the exhibition hall during show time. An adequate level of lighting will be provided during move in and move out period.

2.4 Compressed Air and Water Drainage

For operational safety reasons, only the Official Contractor is permitted to carry out the installation work required. For orders please use Form 11.

2.5 Air-Conditioning

Air-conditioning within the Venue will be operational during official exhibition opening hours only. Ventilation will be maintained during move-in and move-out period. For any further requirements on extension of air-conditioning during operational hours, please contact the Organizer directly to make your request.

B3 FREIGHT AND EXHIBITS

3.1 Official Freight Forwarder

The Organizer has appointed Schenker Singapore (Pte) Ltd as the Official Freight Forwarder, site handling and customs clearance agent for SIGGRAPH Asia 2012. Please refer to Form 13 for detailed guidelines on freight forwarding services.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out half an hour before the start or immediately after the show opening hours.

Please address all correspondence concerning exhibition freight forwarding matters directly to Schenker Singapore (Pte) Ltd.

Schenker Singapore (Pte) Ltd

2 Changi South Street 2

Singapore 486759

Tel: +65 6545 9788

Fax: +65 6245 5385

Email: joseph.lam@dbschenker.com

Contact: Mr Joseph Lam

3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, Exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls before, during and after the show. Any cost incurred will be borne by the respective Exhibitor.

C) RULES & REGULATIONS

C1 FILM, AUDIO / VISUAL AND PRODUCT DEMONSTRATION

Audio visual equipment may be provided by the Exhibitor or hired from the official AV and computer supplier using Form 8. When in operation, audio visual equipment must not disturb visitors or other Exhibitors with excessive sound / noise. All audio visual equipment should be kept to a maximum level of 70dB, unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. The Organizer reserves the rights to discontinue any audio visual presentation which in their opinion is detrimental to the event.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizer.

C2 GENERAL CLEANING

The Organizer will only provide general cleaning, ie, aisles of exhibition hall, prior to the opening of the exhibition and daily thereafter. It is the responsibility of each Exhibitor to maintain the cleanliness of their booth at all times (including emptying of waste paper baskets).

C3 REMOVAL OF WASTE

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. External contractors appointed by Exhibitors building raw space or island booths are responsible for removing their own debris from the site at the end of each day.

At the end of the exhibition, the contractor must remove from the site all the materials from their client's booth. Should they not do so; the deposit paid will be used to pay for removal by the official cleaning contractor.

During show period, Exhibitors are requested to place their general rubbish in the aisle just in front of their booths, so that the official cleaners will remove them at the end of each show day. The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded bulky crates or cartons.

C4 INDUSTRIAL GAS DEMONSTRATION AND FIRE PRECAUTION

Exhibitors, who because of the nature of their exhibits require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizer. Even when consent is given, adequate precautionary measures must be taken by Exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the Exhibitor to protect the public against any danger of fire outbreak. The venue may require on-site inspection to ensure maximum fire safety.

Smoking is strictly not permitted in the venue premises at all times.

C) RULES & REGULATIONS

C5 LIABILITIES

General third party liability insurance will be covered and handled by the Organizer. However, it is the responsibility of each Exhibitor to arrange adequate coverage for its own exhibits during the exhibition.

All Exhibitors must arrange at their own cost "all-risk" insurance coverage from their origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take out public liability and comprehensive protection.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizer maintains security surveillance at all times, Exhibitors are reminded that goods / exhibits will still, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

C6 GENERAL SECURITY

The Organizer will provide general security at Exhibition Hall 2B entrances and exits throughout the entire period from move-in till move-out.

All personnel and attendees of SIGGRAPH Asia 2012 must wear their badge at all times, and be prepared to present their badge upon request by the security for identification, especially prior to accessing inside the exhibition hall.

All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair.

For security and safety reasons, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If Exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizer for approval in advance. However, Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 17:00 hrs on the final day of the show, ie 01 December 2012.

C7 BOOTH OPERATION

No business activity shall be conducted by the Exhibitor and/or his co-participants outside their booth boundaries, such as distribution of promotional material outside their booths.

Activities which will cause inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles (conduct of lucky draws or lotteries), picture taking, and use of excessive animation and sound equipment. Individual stage shows are also not permitted (including live band performances or dancing on the aisles).

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

C) RULES & REGULATIONS

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage solutions. Please also refer to item **1.3.4 - Fire & Safety Compliance** for more information.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works. These charges will either be deducted from clearance deposit or send directly to the exhibitors for payment.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic.

Exhibitors and Contractors must clear items not for display purposes (e.g. containers, packing items) on **28 November 2012 by 20:00 hrs.** Otherwise the Exhibitors will have to pay the Organizer for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C8 USE OF DANGEROUS MATERIALS

Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

Pressure Tanks

- The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standards and regulations

Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

C9 FAILURE TO EXHIBIT

Any organization which has signed and submitted a valid contract for space reservation deems a confirmed Exhibitor. If he fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, he shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

C10 GROUPS AND NATIONAL PAVILIONS

Organizers of group and national pavilions are responsible for ensuring that all Exhibitors and or / Co-exhibitors on their stand are fully aware of, agree to, and abide with all the Technical Information and Rules & Regulations stated herein.

C) RULES & REGULATIONS

C11 FOOD, BEVERAGE AND OTHER CONCESSION SERVICES

According to regulations of Singapore EXPO, all supply and use of catering equipment, including sale, distribution and sampling of food, beverage and other concession items are prohibited without prior permission from Venue Owner.

Note that deliveries of any food & beverage from outside supplies are NOT permitted. Exhibitors, who require food catering for their booths, please refer to **Form 15** in this manual.

C12 INTELLECTUAL PROPERTY RIGHTS

The Organizers reserve the right to request Exhibitors to remove exhibits which are alleged of violating Intellectual Property Rights. Any possible legal consequence as a result will have to be borne by Exhibitors concerned.

C13 UNFORESEEN OCCURRENCES

In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.

D) UPLOADING YOUR PROFILE

D1 GENERAL INFORMATION

The profile of all Exhibiting companies will be made available in English in SIGGRAPH Asia 2012 Website. Only Exhibiting Sponsors will have their company description (not exceeding 100 words) also listed on the SIGGRAPH Asia 2012 Exhibition Guide.

Exhibiting companies are required to update their own contact and profile with no more than 100 words by **Monday 17 September 2012**. Please note that the sooner you update your information, the more exposure you will get online.

D2 UPLOADING YOUR PROFILE IN ENGLISH

The online submission site for your Exhibition Guide listing is now active.

Please follow the instructions in the accompanying Guide to upload your profile.

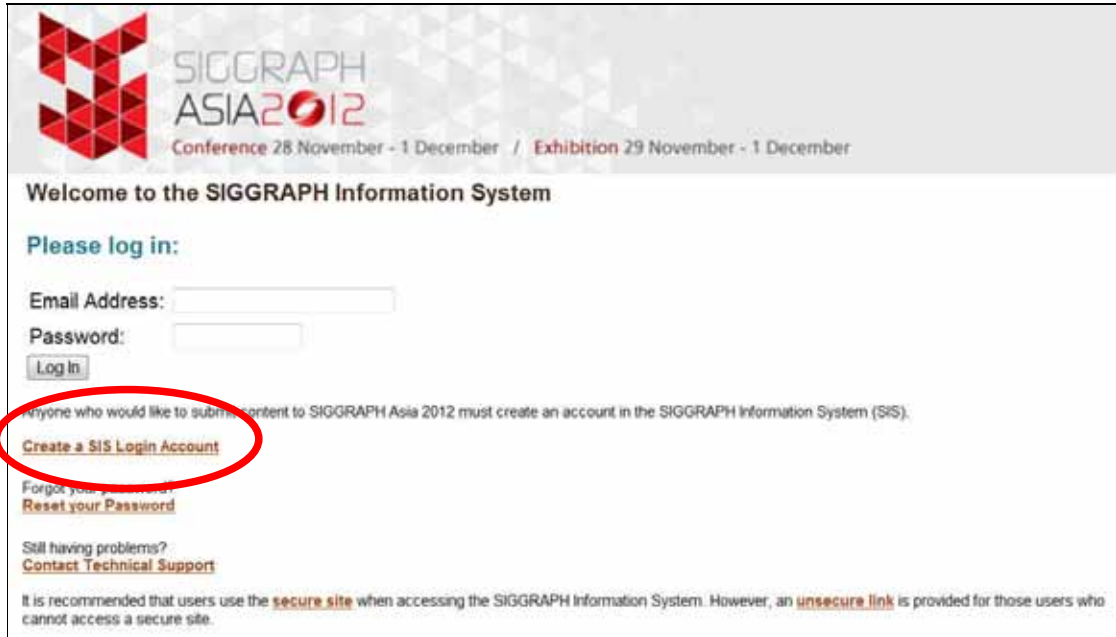
- After you have keyed in your profiles and saved it, you may edit your company's information from "Update Exhibitor Information". Be sure to check for any errors. You can always return to make updates and edits to your information before the deadline.
- On **Monday 17 September 2012**, the online product listing information (except description) that you have created will be downloaded for the production of the Exhibition Guide distributed to all attendees at SIGGRAPH Asia 2012. The company contact information will be included in the Exhibition Guide.
- Your company's listing details will also be linked from the SIGGRAPH Asia 2012 website. SIGGRAPH Asia 2012 reserves the right to copy edit before displaying them on the website.
- If you encounter any technical issues creating your account or updating your information you can utilize the "Contact Technical Support" link in the SIGGRAPH Asia Information System.

D) UPLOADING YOUR PROFILE

1) Go to http://sis.siggraph.org/cgi-bin/SIS_Asia.py

2) Create a 'SIS Login Account'

*If you had a submission account for the SIGGRAPH or SIGGRAPH Asia conference, your account and login information are still valid. In that case you can proceed directly to [step 6](#).



Welcome to the SIGGRAPH Information System

Please log in:

Email Address:

Password:

Anyone who would like to submit content to SIGGRAPH Asia 2012 must create an account in the SIGGRAPH Information System (SIS).

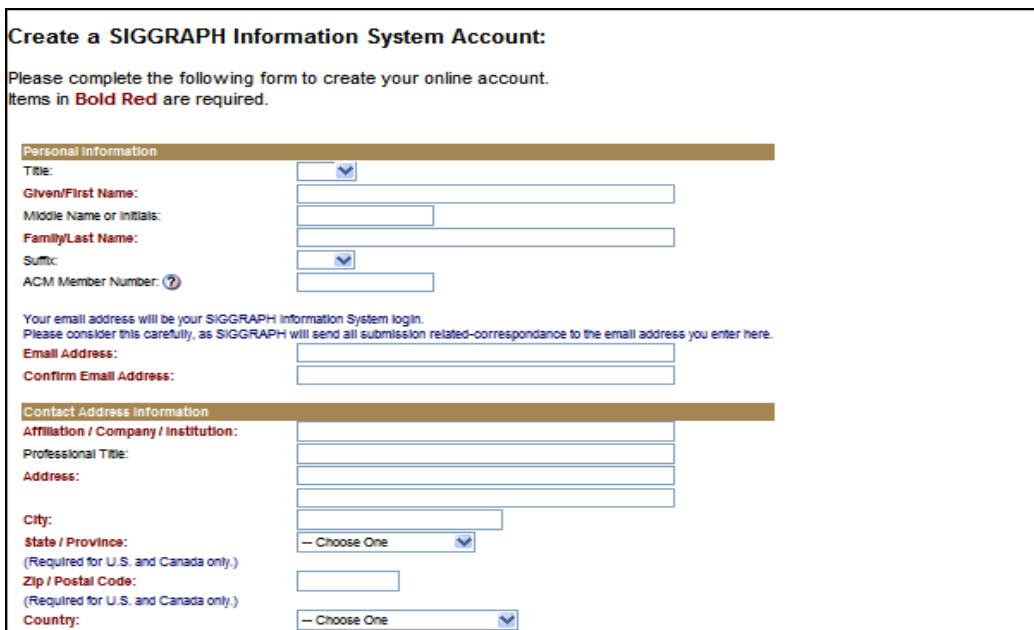
[Create a SIS Login Account](#)

[Forgot your password? Reset your Password](#)

Still having problems?
[Contact Technical Support](#)

It is recommended that users use the [secure site](#) when accessing the SIGGRAPH Information System. However, an [unsecure link](#) is provided for those users who cannot access a secure site.

3) Fill out the form; items in **bold red** are required information.



Create a SIGGRAPH Information System Account:

Please complete the following form to create your online account.
Items in **Bold Red** are required.

Personal Information

Title:

Given/First Name:

Middle Name or Initials:

Family/Last Name:

Suffix:

ACM Member Number:

Your email address will be your SIGGRAPH Information System login.
Please consider this carefully, as SIGGRAPH will send all submission related-correspondance to the email address you enter here.

Email Address:

Confirm Email Address:

Contact Address Information

Affiliation / Company / Institution:

Professional Title:

Address:

City:

State / Province:

(Required for U.S. and Canada only.)

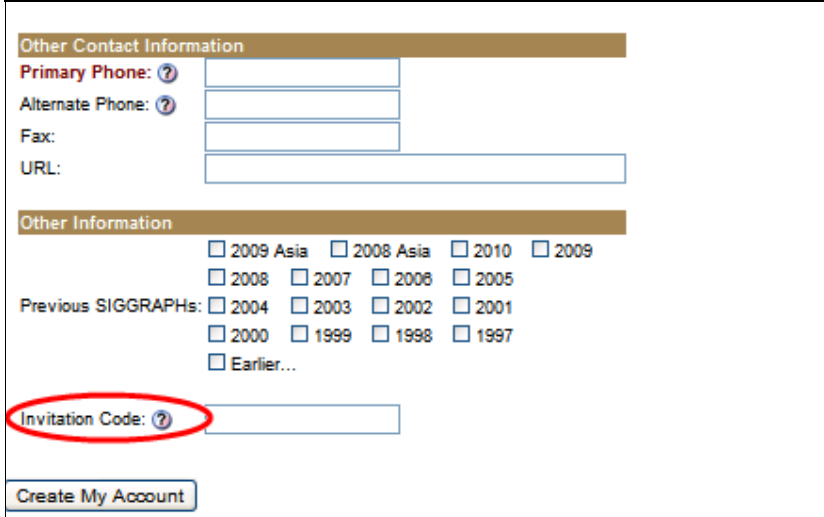
Zip / Postal Code:

(Required for U.S. and Canada only.)

Country:

D) UPLOADING YOUR PROFILE

- 4) Please enter the 'Invitation Code' which has been sent to you and click on "Create My Account"



Other Contact Information

Primary Phone:

Alternate Phone:

Fax:

URL:

Other Information

☐ 2009 Asia ☐ 2008 Asia ☐ 2010 ☐ 2009

☐ 2008 ☐ 2007 ☐ 2006 ☐ 2005

Previous SIGGRAPHs: ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001

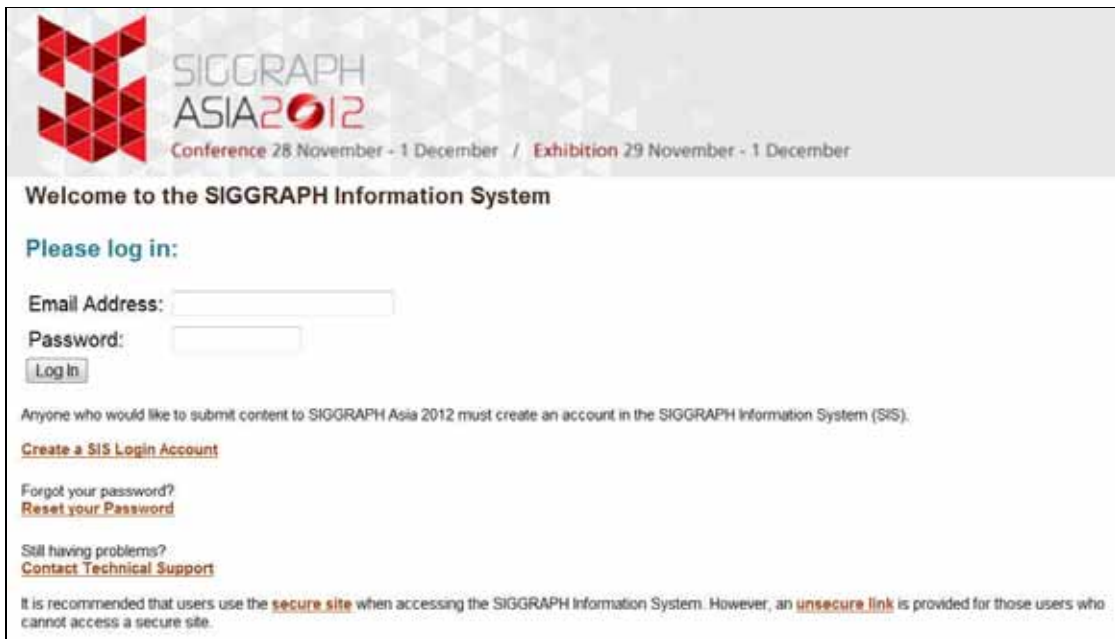
☐ 2000 ☐ 1999 ☐ 1998 ☐ 1997

☐ Earlier...

Invitation Code:

Create My Account

- 5) Save these changes and you should get the password you have chosen confirmed in your email.
- 6) Login at http://sis.siggraph.org/cgi-bin/SIS_Asia.py with the password that you have chosen. If you have forgotten your password please click on "Reset your Password".



SIGGRAPH ASIA2012
Conference 28 November - 1 December / Exhibition 29 November - 1 December

Welcome to the SIGGRAPH Information System

Please log in:

Email Address:

Password:

Log In

Anyone who would like to submit content to SIGGRAPH Asia 2012 must create an account in the SIGGRAPH Information System (SIS).

[Create a SIS Login Account](#)

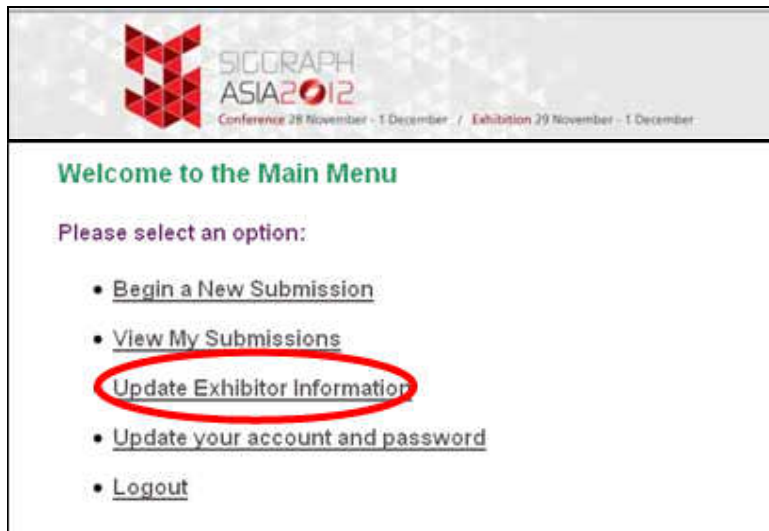
Forgot your password?
[Reset your Password](#)

Still having problems?
[Contact Technical Support](#)

It is recommended that users use the [secure site](#) when accessing the SIGGRAPH Information System. However, an [unsecure link](#) is provided for those users who cannot access a secure site.

D) UPLOADING YOUR PROFILE

- 7) Click on 'Update Exhibitor Information'.



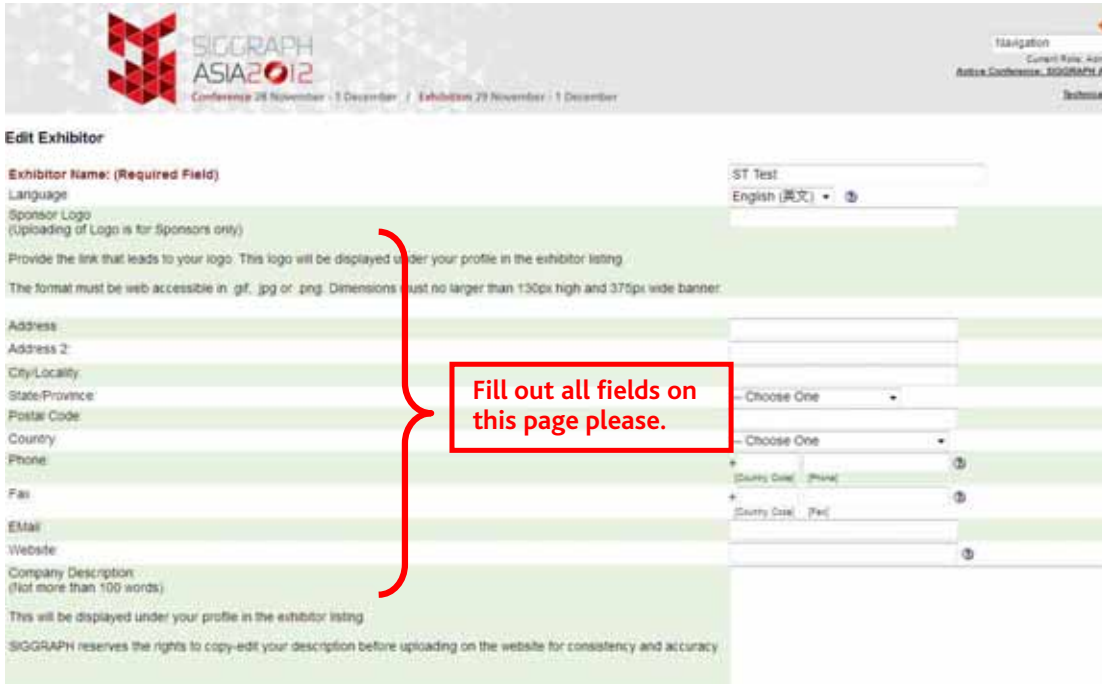
- 8) Fill out all fields. Please note the following:

- **Sponsor Logo:** Uploading of logo is limited to Exhibiting Sponsors only. It will not be shown if you are not a sponsor.

The format must be web accessible in .gif, .jpg or .png. Dimensions must no larger than 130px high and 375px wide banner.

- **Phone:** Please fill in your phone no. as according to the following format:
+[Country Code] [Phone No] (Example: +1 412 212 2122)
- **Website:** Please fill in your website URL as according to the following format:
[www.\[URL\].com](http://www.siggraphasia.com) (Example: www.siggraphasia.com)

D) UPLOADING YOUR PROFILE



Edit Exhibitor

Exhibitor Name: (Required Field)

Language: ST Test

Sponsor Logo (Uploading of Logo is for Sponsors only)

Provide the link that leads to your logo. This logo will be displayed under your profile in the exhibitor listing.

The format must be web accessible in .gif, .jpg or .png. Dimensions must no larger than 130px high and 375px wide banner.

Address:

Address 2:

City/Locality:

State/Province:

Postal Code:

Country:

Phone:

Fax:

E-Mail:

Website:

Company Description (Not more than 100 words)

This will be displayed under your profile in the exhibitor listing.

SIGGRAPH reserves the rights to copy-edit your description before uploading on the website for consistency and accuracy.

- **Company Description:** There is a limit of 100 words within the English form. This will be displayed on the website. **For Exhibiting Sponsors, this will be displayed in the exhibition guide as well.**



Company Description (Not more than 100 words)

This will be displayed under your profile in the exhibitor listing.

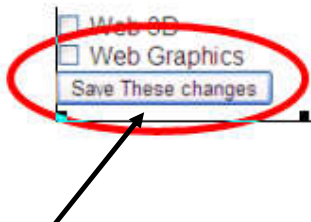
SIGGRAPH reserves the rights to copy-edit your description before uploading on the website for consistency and accuracy.

Count Words

9) Tick all that is relevant for your product categories

Hardware

- ☐ 3D Rapid Prototyping
- ☐ Commercial Game Equipment
- ☐ DVD Authoring Tools
- ☐ Digital Cameras
- ☐ Digital Cinemas
- ☐ Digital Signages
- ☐ Digital Video Hardware
- ☐ Digitizing Cameras
- ☐ Display Technology
- ☐ Encoders/Decoders-HW
- ☐ Furniture
- ☐ Geographic Information Systems
- ☐ Graphics Accelerator Boards-HW
- ☐ GroupWare
- ☐ HDTV
- ☐ Haptic Input Devices
- ☐ Hardcopy Devices, Photographs/Slides
- ☐ Head Mounted Displays
- ☐ High Performance Graphics Processors
- ☐ High Resolution Technologies
- ☐ Imaging
- ☐ Input Devices
- ☐ Interface Tools
- ☐ Mobile Computing
- ☐ Monitors and Displays
- ☐ Motion Capture Equipment
- ☐ Multimedia Tools and Applications-HW



☒ Web 3D

☒ Web Graphics

Save These changes

1 Promotional Opportunities



To be returned by: **17 September 2012**

Please complete and return to:

Ms Swee Ting Yap

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

st.yap@koelnmesse.com.sg

Tel: +65 6500 6729

Fax: +65 6500 2771

1.1 EXHIBITION GUIDE & CONFERENCE LOCATOR

EXHIBITION GUIDE	COST	CONFERENCE LOCATOR	COST
<input type="checkbox"/> Back Cover, Full Colour	Sold Out	<input type="checkbox"/> Inside Front Cover	SGD 2,600
<input type="checkbox"/> Inside Front Cover, Full Colour	SGD 3,800	<input type="checkbox"/> Inside Back Cover	SGD 2,600
<input type="checkbox"/> Inside Back Cover, Full Colour	SGD 3,800	<input type="checkbox"/> Inside Page, Black & White	SGD 2,000
<input type="checkbox"/> Inside Page, Full Colour	SGD 2,800		

1.2 HTML MAILER TO ATTENDEES

DESCRIPTION	COST	DATES AVAILABLE
<input type="checkbox"/> 2012 Pre-registered attendees	SGD 1,000	November 2012
<input type="checkbox"/> 2012 Post-show attendee list	SGD 1,200	January 2013

1.3 OTHERS

DESCRIPTION	COST
<input type="checkbox"/> Attendees Badges : Customized artwork with logo	SGD 4,000
<input type="checkbox"/> E-News Banner : Static Web Banner	SGD 1,500
<input type="checkbox"/> Exhibitor Talks (2hrs) including set up & standard AV	SGD 2,200
<input type="checkbox"/> Recruitment Talks (1hr) including set up & standard AV	SGD 830 – 2,100
<input type="checkbox"/> Lanyards (sponsorship of 7,000 lanyards/production costs)	SGD 5,000
<input type="checkbox"/> Merchandise bags (sponsorship)	SGD 2,600 + production costs
<input type="checkbox"/> Merchandise bags inserts (3,000 A4 inserts)	SGD 1,300

Note: Options above are subject to availability.

*CANCELLATION POLICY

For Sponsorship Opportunities

The Sponsorship Agreement(s) is(are) entered into as of the date of the Sponsor's signature above. Sponsor is responsible for meeting all requirements and deadlines outlined in the Confirmation Letter as well as full payment with Agreement or upon receipt of invoice. This Agreement is binding and any attempt to cancel all or part of this Sponsorship Agreement shall result in the forfeit of 100% of the sponsorship fee.

For Advertising

Cancellation of space reservations are not accepted after the closing date for the selected advertising opportunity. Special positions may not be cancelled.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

2 Attendees Lead Retrieval



To be returned by: **1 November 2012**

Please complete and return to:

Mr. Terence Khoo

iWorks Solutions

45 Jalan Pemimpin #03-01

Foo Wah Industrial Building

Singapore 577197

thkhoo88@gmail.com

Tel: +65 6353 9203

Fax: +65 6353 9204

2.1 LEAD RETRIEVAL ORDER FORM

We offer you an efficient method of collecting data from the visitors to your booth using a handheld scanner that instantly records sales lead information. This elegant service enables you to professionally record visitors' data at your stand, manage your lead contacts after the fair, and plan your follow up activities at leisure. The handheld scanner is light-weight and simple to operate, requiring no computer literacy.

	Description	Unit Price SGD	Qty	Total SGD
	Early Bird Discount Offer (Order on or before 1 November 2012)	SGD 200.00		
	Standard Rate (Order after 1 November 2012)	SGD 280.00		
Grand Total (subjected to 7% GST)				

Notes:

- Should the scanner be damaged, lost or not returned, SGD 500.00 will be charged.
(Prices exclude refundable security deposit)
- Prices quoted are for the whole duration of the exhibition from 29 November to 1 December 2012.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

3 Exhibitor Badges



To be returned by: **1 November 2012**

Please complete and return to:

Ms Swee Ting Yap
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
st.yap@koelnmesse.com.sg

Tel: +65 6500 6729

Fax: +65 6500 2771

3.1 GENERAL INFORMATION

Exhibitor Badges can be collected at the Exhibitor Check-in Counter outside Hall 2B. Please bring proof of your participation such as a copy of the Booth Confirmation Letter issued by the Organizer. For security and safety reasons, the Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	27 November 2012	14:00 – 18:00 hrs
	28 November 2012	09:00 – 20:00 hrs

3.2 EXHIBITOR BADGES

SIGGRAPH Asia 2012 grants exhibitors **6 badges per 9 sqm** under contract. In addition to the Exhibition, in-booth personnel can also attend Exhibitor Talks/Exhibitor Sessions.
*Additional Exhibitor Badges can be obtained at cost of **SGD 15.00** each.

Please type or write legibly.

No.	Name	Country	Company
1			
2			
3			
4			
5			
6			

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Fascia Name



To be returned by: **22 October 2012**

Please complete and return to:

Ms Swee Ting Yap
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189712
st.yap@koelnmesse.com.sg

Tel: +65 6500 6729

Fax: +65 6500 2271

This form is applicable and compulsory for all Standard & Premium Shell Scheme Exhibitors.

4.1 FASCIA NAME

For Standard & Premium scheme stands, the fascia lettering in English (**max. 24 letters including spaces**) is free-of-charge. Please fill in your exact company name in block letters.

Failure to submit this form by the above stipulated deadline, the official stand contractor will use the company's name submitted in your space application form as your fascia. Should there be a request for change of name onsite, a **charge of SGD120 per fascia** will be imposed.

English (no more than 24 alphabets)

Standard Shell Scheme

Font type : Helvetica Bold

Text colour : Black

Premium Shell Scheme

Font type : Helvetica Bold

Text color : White

4.2 FASCIA LOGO

1) **Standard shell scheme booths** – if a corporate logo is to be added on the fascia board, please note that an additional **cost of SGD180.00 per logo applies**. Material: Inkjet Print mount on Compressed Foam [600mmL x 300mmHt]. Please adhere as per following requirement and submit, together with this Form 4, **no later than 22 October 2012** to st.yap@koelnmesse.com.sg.

2) Late orders received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.

- * Send the logo in high resolution TIFF, JPG (at least 50cmH in 100dpi), AI or EPS together with your company's name
- * Tick the below box
- * Submit this form together with full payment to above contact

☐

Yes! I would like to include a logo on my fascia.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Fascia Name



To be returned by: **22 October 2012**

Please complete and return to:

Ms Swee Ting Yap

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189712

st.yap@koelnmesse.com.sg

Tel: +65 6500 6729

Fax: +65 6500 2271

4.2 FASCIA LOGO (Cont.)

Important Note:

- A. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- B. Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- C. Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- D. Amount paid are non-refundable should the event is being cancelled or withdrawn.

3) **Premium shell scheme booths** – display logo is part of the premium shell scheme package entitlement hence no additional charge is imposed. Please complete 4.1 and submit your logo in the correct format by the stipulated deadline. The actual size printed will be at maximum 1mL by 1.2mHt.

5 Service Location Plan



To be returned by: **1 November 2012**

Please complete and return to:

Ms Swee Ting Yap
Koelnmesse Pte Ltd
 152 Beach Road, #25-05 Gateway East
 Singapore 189712
st.yap@koelnmesse.com.sg

Tel: +65 6500 6729
Fax: +65 6500 2271

This form is applicable and compulsory for all Exhibitors.

5.1 MAIN CONNECTION POINTS

Indicate clearly the location of your utilities such as power outlets, spotlights and furniture. It is imperative that you complete this form as it will be used to install your requirements in the correct location. Points of connections will be placed at Official Contractor's discretion for forms submitted after deadline. Any relocation after installation will be at the expense of the Exhibitor.

	Left				Back of Booth				Right	
Indicate Adjacent Booth No. in this direction.										Indicate Adjacent Booth No. in this direction.
	Left				Front of Booth (Aisle)				Right	

Legend (Use only the items applicable):



SPOTLIGHT



FLUORESCENT LIGHT

SO

SOCKET POINT

F

FLOODLIGHT

E

ELECTICAL SUPPLY (ISOLATOR)

CA

COMPRESSED AIR SUPPLY

Remarks: _____

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

6 Raw Space Exhibitors



To be returned by: **17 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

6.1 GENERAL INSTRUCTIONS

The submission of this form is compulsory for all Raw Space Exhibitors by the above stipulated deadline.

Exhibitors who reserve raw space / island booth are recommended to use the service of our Official Stand Contractor for their special booth design and construction to facilitate convenient installation.

Should Raw Space Exhibitors wish to appoint their own external contractors, they **MUST** seek consent from the Organizer by submitting required documents / clearance deposit as below:

- Form 6 with all details duly filled up
- booth designs; including overview layouts, elevation plans, schematic diagrams and at least 3 different 3D perspectives are to be submitted together with Form 6.
- a refundable and interest-free Damage & Rubbish Clearance deposit (refer to 6.3 for details)
- PE (Professional Engineer) endorsement for booth HT exceeds 4.0mHT. Please refer to **item 1.3.3 - Permitted Construction Height** for more details

Please note that failure to obtain consent from the Organizer and incomplete submission of all the above required documents and clearance deposit, the external contractors will NOT be allowed to work onsite. The Organizer also reserves the right to reject any contractor and design deemed inappropriate.

All Raw Space Exhibitors **MUST** also ensure that their outside contractors abide by the regulations and read all our Technical Information in this manual.

6.2 INDEPENDENT CONTRACTOR CONTACT

Exhibitors have to indicate the address and contact person of their stand fitting contractor

Stand Contractor

Address

Tel

Fax

Email

6 Raw Space Exhibitors



To be returned by: **17 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

6.3 CLEARANCE DEPOSIT

Raw Space Exhibitors or their contractors are required to place with the Official Stand Contractor a refundable and interest-free Damage & Rubbish Clearance deposit in an amount calculated at a rate of SGD 50 per sqm (min. SGD 500, max. SGD 5,000). Damage & Rubbish Clearance Deposit will be returned in full to the contractor within one month after the fair only if the raw space site is - in the Organizer's view - clean and clear of any rubbish or litter and no damage whatsoever has been caused (including any damage to the raw space site or any part of the venue building).

Please make your payment via cheque or wire transfer to:-

1. Local Singapore Cheque

Kingsmen Exhibits Pte Ltd

Kingsmen Creative Centre

3 Changi South Lane

Singapore 486118

Attention: Ms Valerie Leong

2. Telegraphic Transfer

KINGSMEN EXHIBITS PTE LTD

SGD 106-303-314-1

UNITED OVERSEAS BANK LTD

UOB NOVENA BRANCH 238A THOMSON ROAD #01-38

NOVENA SQUARE SINGAPORE 307685

SWIFT CODE: UOVBSGSG

3. Credit Card (AMEX)

Kindly complete the below and return this copy to me.

- 1) Exhibiting Company / Booth No. : _____
- 2) Invoice Number : _____
- 2) Cardholder Name : _____
- 3) Card Number : _____
- 4) Expiry Date : _____
- 5) Amount to be debited : _____
- 6) Cardholder Signature : _____

6 Raw Space Exhibitors



To be returned by: **17 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

6.4 RULES & REGULATIONS

Please note that irrespective of approval by the Organizers, the installer and/or contractor of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stand, as well as with the terms of participation of the Organizers. The exhibitor as well as their appointed contractor is bound to all Rules and Regulations of the exhibition.

The undersigned Exhibitor and their appointed contractor agree to abide to all Rules and Regulations of the exhibition and local law and regulations.

Name

Date

Signature and company stamp here

7 Electricity & Lighting



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

7.1 Electrical Services

Electrical Services are provided by Kingsmen Exhibits Pte Ltd. Prices are in **Singapore Dollars** and based on per event basis from 29 November – 1 December 2012. Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.

*** Please refer to last page of Form 7 for Important Matters to Note.**

NO.	Item	ADVANCE RATE Submit on/before 22 Oct 2012	STANDARD RATE Submit after 22 Oct 2012	ON-SITE RATE	Qty	Total (SGD)
SECTION A – INDIVIDUAL FITTINGS						
1	100W Standard Spotlight	65.00	84.50	97.50		
2	100W Long Arm Spotlight	75.00	97.50	112.50		
3	40W Fluorescent Light, 1.2mL (BATTEN FITTING)	65.00	84.50	97.50		
4	40W Fluorescent Light, 1.2mL (LOOSE FITTING)	70.00	91.00	105.00		
5	50W Standard Halogen Spotlight	65.00	84.50	97.50		
6	50W Long Arm Halogen Spotlight	75.00	97.50	112.50		
7	50W Downlight	70.00	91.00	105.00		
8	150W Floodlight	155.00	201.50	232.50		
9	300W Floodlight	175.00	227.50	262.50		
10	70W HQI (Day Light)	250.00	325.00	375.00		
11	13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)	65.00	84.50	97.50		
12	13Amp/230V SP 50Hz AC Socket with 24hrs Supply (Max 800W) (Not for lighting use)	100.00	130.00	150.00		
13	15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)	95.00	123.50	142.50		

7 Electricity & Lighting



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

SECTION B – FOR CONNECTION TO LIGHTING ONLY						
14	Per Light Fitting Connection (Up to 100W)	55.00	71.50	82.50		
15	Per Light Fitting Connection (Up to 300W)	110.00	143.00	165.00		
16	Per Light Fitting Connection (Up to 500W)	165.00	214.50	247.50		
17	LED Lighting Connection Per Meter Run	50.00	65.00	75.00		
SECTION C – FOR HEAVY DEMAND EXHIBITS OR MACHINERY ONLY						
13	15Amp/415V TPN 50Hz AC (Max 8kW)	350.00	455.00	525.00		
14	30Amp/415V TPN 50Hz AC (Max 16kW)	450.00	585.00	675.00		
15	60Amp/415V TPN 50Hz AC (Max 32kW)	850.00	1,105.00	1,275.00		

The following information must be completed by Exhibitors if three-phase electrical service is ordered:

MACHINE / EQUIPMENT REFERENCE	VOLTAGE	NO. OF MOTORS	RATING OF MOTOR (HP / KW)	METHOD OF STARTING	STARTING / RUNNING LOAD (AMPS)

Starting Method for Machines:

All motors must have independent automatic protection against excessive current, using one of following starters:

- Up to 5Hp - Direct On Line
- 5Hp to 25 Hp - Star Delta
- 25Hp and above - Auto-transformers

Exhibitors are requested to attach this Form, the technical specifications of each machine, showing full electrical requirements and, where applicable, details of heaters or other equipment which may be incorporated. Exhibitors should also include details of computers or other equipment which may require special supplies.

7 Electricity & Lighting



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee
Koelnmesse Pte Ltd
 152 Beach Road, #25-05 Gateway East
 Singapore 189721
w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

Important Note for Section B & C:

1. Check that your equipment can operate on the above electrical specifications. Non-standard items will not be locally available. You should bring with you adaptors or regulators if necessary.
2. Socket points are not for lighting use. If lighting fittings are brought in by the exhibitors for lighting purposes, the lighting connection charges will apply on per bulb/per tube basis.
3. Light boxes are charged accordingly to the number of tubes in each light box, using the light connection or 40W fluorescent tube rate, whichever applicable.
4. All electrical connection to equipment must be tested and approved by the Organizer's appointed licensed engineer prior to the turning on of the power supply. The Organizer reserves the right to terminate the power supply to any installation which are found dangerous or may cause any disruption to the power supply.

Important Note for All Sections:

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
2. Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
3. Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
4. Amount paid are non-refundable should the event is being cancelled or withdrawn.

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.

PAYMENT (Please select preferred method of Payment)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | 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 |

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

ELECTRICAL CATALOGUE

		
13A/230V SP 50/60 Hz Powerpoint (Not for lighting use)	15A/230V SP 50/60 Hz Powerpoint (Not for lighting use)	50W Standard Halogen Spotlight
		
100W Standard Spotlight	100W Long Arm Spotlight	50W Long Arm Halogen Spotlight
		
50W Modular Arm Light	40W 1.2 Fluorescent Light (Batten Fitting)	40W 1.2 Fluorescent Light (Loose Fitting)
		
50W Downlight	150W/300W Floodlight	70W HQI (Day Light)

8 Audio Visual Equipments



To be returned by: **1 November 2012**

Please complete and return to:

Mr. Marvin Cheow

Ascend Com Pte Ltd

12 Lorong Bakar Batu 07-10/11

Singapore 348745

marvin@ascendcom.com.sg

Tel: +65 6846 0903

Fax: +65 6846 0983

8.1 Audio Visual Equipment

Audio visual equipment are provided by Ascend Com Pte Ltd. Prices are in Singapore Dollars and rental based on per event basis from 29 November to 1 December 2012.

Item	Description	ADVANCE RATE Submit on/before 1 Nov 2012	STANDARD RATE Submit after 1 Nov 2012	ON-SITE RATE	Quantity
1	DESKTOP PC Pentium IV 3GHz Processor - 512MB RAM, 40GB HDD - DVD-ROM Drive - 10/100 Ethernet Adapter - c/w 17" LCD Monitor	280.00	322.00	364.00	
2	DESKTOP PC Pentium Core 2 Duo 1.8GHz Processor - 1GB RAM, 80GB HDD - DVD-ROM Drive - 10/100 Ethernet Adapter - c/w 17" LCD Monitor	320.00	368.00	416.00	
3	NOTEBOOK Core 2 Duo 2GHz Notebook - 2GB RAM, 80 GB HDD - DVD-ROM/CDRW Combo Drive	400.00	460.00	520.00	
4	19" LCD Data Monitor	200.00	230.00	260.00	
5	20" LCD Monitor / TV	300.00	345.00	390.00	
6	26" LCD Monitor / TV	420.00	483.00	545.00	
7	32" LCD Monitor / TV c/w Floor Stand	650.00	747.50	845.00	
8	42" LCD Monitor / TV c/w Floor Stand	1250.00	1437.00	1625.00	
9	42" Plasma Display Monitor / TV c/w Floor Stand	900.00	1035.00	1170.00	
10	50" Plasma Display Monitor / TV c/w Floor Stand	1400.00	1610.00	1820.00	
11	60" Plasma Display Monitor / TV c/w Floor Stand	2200.00	2530.00	2860.00	
12	Seamless Plasma Wall 2 x 2 / 3 x 3 / 4 x 4	Upon Request	Upon Request	Upon Request	

8 Audio Visual Equipments



To be returned by: **1 November 2012**

Please complete and return to:

Mr. Marvin Cheow

Ascend Com Pte Ltd

12 Lorong Bakar Batu 07-10/11

Singapore 348745

marvin@ascendcom.com.sg

Tel: +65 6846 0903

Fax: +65 6846 0983

8.1 Audio Visual Equipment (Cont.)

Audio visual equipments are provided by Ascend Com Pte Ltd. Prices are in Singapore Dollars and rental based on per event basis from 29 November –1 December 2012.

Item	Description	ADVANCE RATE Submit on/before 1 Nov 2012	STANDARD RATE Submit after 1 Nov 2012	ON-SITE RATE	Quantity
Network Connectivity					
1	Rental of 8 port Ethernet Switch	50.00	58.00	65.00	
2	Rental of 24 port Ethernet Switch	100.00	115.00	130.00	
3	Laying of UTP cables (below 20m)	60.00/ pt	65.00/pt	70.00/pt	
4	Laying of UTP cables (below 50m)	80.00/ pt	90.00/pt	100.00/pt	
5	Laying of UTP cables (below 70m)	100.00/ pt	110.00/pt	120.00/pt	
6	Wireless Access Point	350.00	400.00	450.00	
Printers					
1	HP Laserjet 1200	150.00	172.00	195.00	
2	HP Laserjet 4015	300.00	345.00	390.00	
3	HP Laserjet 5000	450.00	518.00	585.00	
4	HP Laserjet 3550 (Colour)	700.00	805.00	910.00	
5	Canon Inkjet (Colour)	130.00	150.00	169.00	
AV Equipment					
1	DVD/ VCD Player	80.00	92.00	104.00	
2	TV Display Stand for TV and Player c/w 2 shelves	50.00	58.00	65.00	
3	LCD Projector – 2000 ANSI Lumen	650.00	748.00	845.00	
4	6ft by 6ft Tripod Front Projection Screen	120.00	138.00	156.00	
5	Portable PA System c/w 02 Speakers & 01 Wireless Mic	900.00	1035.00	1170.00	
6	Sound System c/w 02 Speakers, 01 Amplifier, 12 Power Channel Mixer, 01 Wireless Mic	1300.00	1495.00	1690.00	
7	Wired Microphone	200.00	230.00	260.00	
8	UHF Wireless Handheld/ Lavalier/ Headset Mic	350.00	403.00	455.00	

8 Audio Visual Equipments



To be returned by: **1 November 2012**

Please complete and return to:

Mr. Marvin Cheow

Ascend Com Pte Ltd

12 Lorong Bakar Batu 07-10/11

Singapore 348745

marvin@ascendcom.com.sg

Tel: +65 6846 0903

Fax: +65 6846 0983

8.1 Audio Visual Equipment (Cont.)

Should an item that you required does not appear in our rental list, please do not hesitate to call Ascend Com Pte Ltd at +65 6846 0903.

Note:

- a) Any cancellation of order two (02) weeks prior to the event date is subjected to a cancellation fee of 50% of total invoice value. Cancellation of order one (01) week prior to event date will be charged at full invoice amount.
- b) All quoted prices are subjected to the prevailing Goods & Services Tax (7% GST) for Singapore registered companies.
- c) All items ordered are on a rental basis and Exhibitors will be held responsible for any loss or damage.
- d) Force Majeure – we shall not be liable for the cancellation or part opening of the Exhibition, or any failure to perform or delay in performance of our obligators in relation to the Exhibition caused by an act of God, an outbreak of hostilities, riot, civil disturbance, acts of terrorism, acts of any government or authority, fire, explosion, flood, fog or bad weather, strike, lock out or industrial act of any kind or cause or circumstances beyond its reasonable control.
- e) Orders will be fulfilled only when full payment is made. Terms of Payment for overseas company: 100% payment upon confirmation via Bank Telegraphic Transfer. Foreign cheques are **NOT** accepted. Payment via **Telegraphic Transfer** to include an SGD 40 for bank charges.

Telegraphic Transfer (T/T)

Bank: Far Eastern Bank Main Branch, UOB Group

Address: 156 Cecil Street #01-00

Far Eastern Bank Building Singapore 069544

A/C No.: 503-311-632-3

- f) Terms of Payment for local company: 100% payment upon confirmation by cash or cheque. All cheques should be issued to ASCEND COM PTE LTD.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

9 Telephone & Internet



To be returned by: **1 November 2012**

Please complete and return to:

StarHub Ltd

Expo Business Centre

1 Expo Drive #01-14

Singapore 486150

expobizctr@starhub.com

Tel: +65 1800 822 3333

Fax: +65 6822 6002

9.1 Telephone & Internet

APPLICATION FORM -INFO-COMMUNICATIONS SERVICES

Prices are in Singapore Dollars and rental based on per event basis from **29 November – 1 December 2012**

Event Title: SIGGRAPH Asia 2012

Period of Event: 29 November – 1 December 2012

Company Name: _____ ("Customer")

Hall & Booth No: _____

Type	Rental Per Week*	Subsequent Week*	Deposit	Qty	Total SGD(\$)
TELEPHONE LINE					
A) Telephone Line (Local Access Only – Free Local Call)^	\$208.65	\$53.50	\$100.00		
B) Telephone Line (Local & IDD Access – IDD Usage is Chargeable)^	\$208.65	\$53.50	\$200.00		
Surcharge – Buildup period	\$104.40		-		
Surcharge – Show day	\$208.65		-		
Relocation charge	\$64.20		-		
Telephone Extension (Within Booth Area)	\$96.30		-		
Fault Rectifying	\$64.20		-		
ISDN					
A) ISDN2 (Local Access Only) ^	\$342.40	\$53.50	\$100.00		
B) ISDN2 (Local & IDD Access) ^	\$342.40	\$53.50	\$200.00		
Surcharge:- Buildup period	\$171.20		-		
Surcharge – Show day	\$342.40		-		
Relocation charge	\$64.20		-		
BROADBAND					
A) 512K ADSL (Dynamic IP, with Internet access)	\$1,070.00	\$535.00	-		
B) 1MB ADSL (Dynamic IP, with Internet access)	\$2,033.00	\$856.00	-		
C) 2MB ADSL (Dynamic IP, with Internet access)	\$3,638.00	\$856.00	-		
D) 512K ADSL (8 Static IP, with Internet access)	\$1,391.00	\$856.00	-		
E) 1MB ADSL (8 Static IP, with Internet access)	\$2,675.00	\$1,070.00	-		
F) 2MB ADSL (16 Static IP, with Internet access)	\$5,243.00	\$1,070.00	-		
Surcharge: Buildup period	\$321.00		-		
Surcharge: Show day	\$535.00		-		
Relocation charge	\$149.80		-		

9 Telephone & Internet



To be returned by: **1 November 2012**

Please complete and return to:

StarHub Ltd

Expo Business Centre

1 Expo Drive #01-14

Singapore 486150

expobizctr@starhub.com

Tel: +65 1800 822 3333

Fax: +65 6822 6002

9.1 Telephone & Internet (Cont.)

EQUIPMENT RENTAL & CABLING					
A) Telephone Set (On rental only)	\$13.00	Upon Request	\$100.00		
B) Fax Machine (On rental only, exclude line)	\$456.80		\$600.00		
C) Computer Printer	\$391.60		\$600.00		
D) High-speed Plain Paper Copier +	\$815.80		\$5,000.00		
E) CAT-3 Cable (for Telephone line)	\$214.00				
F) CAT-5 UTP Cable (for Data/ Leased line)	\$401.25		-		
G) CAT-5 UTP Computer Network Cabling Outlet (within same booth)	\$160.50		-		
H) H) Wi-Fi (1 day : \$160.50 / 3 Days: \$385.20 / 7 Days : \$502.90) °			-		
I) 3.5G Data Card (1 day : \$160.50 / 3 Days: \$385.20 / 7 Days : \$502.90) °			\$500.00		
AA) Others _____					

NOTES:

1. "^" Telephone set(s) and telephone cord(s) are excluded.
2. "!" IDD Usage will be billed at later period
3. "#" Hub(s)/switch(s) and internal cabling are excluded.
4. "+" Photocopy Usage are chargeable at \$0.025 per copy.
5. "*" Only Charges stated here are inclusive of the 7% GST.
6. "Build up Period" refers to the set up period of the exhibition as informed by the organizer of the exhibition to StarHub in writing.
7. "Show Day" refers to the day upon which Customer requests for the Equipment and/or Services to be provisioned on event days.
8. "o" For Wi-Fi & 3.5G services, please proceed to StarHub Business Centre for Registration, Deposit will be collected on rental of 3.5G Datacard

TERMS & CONDITIONS

- 1) Notwithstanding any prior representation, promises, arrangement, agreement, covenant or understanding, whether written or oral, the provisions stated herein read with StarHub's General Terms & Conditions and Specific Terms & Conditions for Info-communications Services at www.starhub.com (collectively "Terms and Conditions") form the entire Agreement between Customer and StarHub Ltd (Reg No. 199802208C) ("StarHub") and/or StarHub's Affiliate(s) providing Customer the use and/or access of the Equipment and/or Services. If any conflict shall arise between the provisions stated herein and the Terms & Conditions, the provisions of this Agreement shall prevail.
- 2) Customer shall submit its orders by way of this form for the Equipment and/or Services with all necessary details to allow StarHub to set up and/or provision the Equipment and/or Services to Customer. The details to be provided include such markings in relation to the booth plan(s) of the respective exhibition hall(s) ("Premises") at the Singapore Expo Centre at 1 Expo Drive #01-01, Singapore 486150 ("Expo Centre"). StarHub may be unable to provision the Equipment and/or Services to Customer if StarHub is unable to determine the Premises with certainty. StarHub shall only provision the Equipment and/or Services to the Customer at the Premises.
- 3) Customer shall submit its orders for the Equipment and/or Services to StarHub's business center at the Expo Centre ("Business Centre") five (5) working days or such number of working days as may be informed by StarHub to Customer before the provisioning of the Equipment and/or Services to Customer ("Order Submission Date"). Customer shall pay StarHub such surcharge for the Equipment and/or Services, as may be determined by StarHub from time to time, for orders submitted by Customer to StarHub after the Order Submission Date. Customer shall contact the Business Centre if Customer does not receive written acknowledgement of its orders two (2) working days after its orders have been submitted to StarHub.
- 4) Customer shall pay StarHub all Charges for the deposit, rental and provisioning of the Equipment and/or Services in full prior to the earlier of the collection or provision of the Equipment and/or Services. Customer shall always pay StarHub for the Equipment and/or Services the amount that would have been paid to StarHub had Taxes not been imposed on the Equipment and/or Services. Customer acknowledges and agrees that unless otherwise stated in this form, there shall be no refund of any payment made to StarHub for Customer's cancellation of the provisioned Equipment and/or Services. Customer shall pay StarHub all Charges for the use and/or access of the Equipment and/or Services by the payment date of the invoice or within thirty (30) days from the date of the invoice, whichever is earlier. The deposit or such remaining sum of moneys after its appropriation towards any unpaid Charges, if any, will be returned to Customer after Customer has paid all Charges in relation to the Equipment and/or Services.
- 5) Customer shall collect the Equipment and/or Services from the Business Centre one (1) working day before the Equipment and/or Services are required to be provisioned at the Premises or on such other collection date as may be informed by StarHub to Customer from time to time. Customer will be informed by StarHub of the date upon which the Equipment and/or Services will be provisioned to Customer. StarHub will not provision any Equipment and/or Services until StarHub receives full payment of the Charges for deposit, rental and provisioning of the Equipment and/or Services. Customer shall pay StarHub a relocation charge, as may be determined by StarHub from time to time, if the provisioned Equipment and/or Services are to be provisioned at a location other than the Premises as shall be agreed by StarHub in writing.
- 6) At the end of the Term, Customer shall return the Equipment and/or Services to the Business Centre during normal business hours, and if not possible for reason of the closure of the Business Centre, the following working day.
- 7) The Equipment and/or Services are provided to Customer on an "as-is" and "as available" basis. Customer acknowledges receipt of the Equipment in good working condition and agrees to return StarHub the provisioned Equipment in the same condition. Unless otherwise expressly agreed to by StarHub as stated as such in this form, Customer shall be responsible for any equipment or services required to use or access the Equipment and/or Services. Customer shall indemnify StarHub for any loss or damages to, or arising from or in relation to the use and/or access of the Equipment and/or Services during the Term.

CONFIRMATION & AGREEMENT

We hereby confirm and agree to be bound by all provisions herein:

Company Name: _____ BRN/ ROC No: _____

Company Address: _____ Postal Code (_____)

Contact Person: _____ Designation: _____

Tel No: _____ Mobile No: _____ Fax No: _____

Email: _____

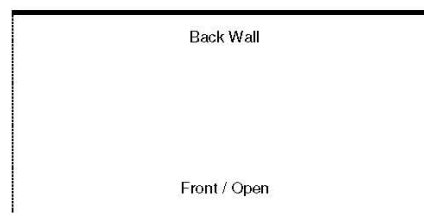
Booth Plan

Company Stamp : _____

Signature : _____

Date of submission : _____

Side
Wall /
Open



Side
Wall /
Open

**Please indicate the location of the line at the plan /
provide the booth plan with the location*

10 Furniture & Equipment



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

10.1 Additional Furniture & Equipment

- (1) Additional furniture and equipment are provided by Kingsmen Exhibits Pte Ltd. Prices are in **Singapore Dollars (SGD)** and rental based on per event basis from 29 November – 1 December 2012. Late orders received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.

CODE	DESCRIPTION OF SERVICES / ITEMS	UNIT COST *	QTY	COST *
* 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**

***Please refer to following page for Important Matters to Note**

10 Furniture & Equipment



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

Important Note:

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
2. Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
3. Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
4. Amount paid are non-refundable should the event is being cancelled or withdrawn.

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

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

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
C1G	Arm Chair	65.00
C1H	Arm Chair	65.00
C1I	Arm Chair (Black Seat)	65.00
C1J	Arm Chair (Brown)	65.00
C1K	Arm Chair	65.00
C1M	Arm Chair	65.00
C1N	Arm Chair	65.00
C1U	Arm Chair	65.00
C5	Banquet Chair	30.00
C6	Banquet Chair	30.00
C7	Banquet Chair	30.00
C7B	Banquet Chair	40.00
C7C	Banquet Chair	40.00
C7D	Banquet Chair	40.00
C7F	Banquet Chair	40.00
C7G	Banquet Chair	55.00
C7H	Banquet Chair	55.00
C7L	Banquet Chair	40.00
C7M	Banquet Chair	50.00
C7P	Banquet Chair	50.00
C7Q	Banquet Chair	40.00
C7R	Banquet Chair	40.00
C7S	Banquet Chair	45.00
C8A	Bar Stool	40.00
C9B	Bar Stool (Chrome)	45.00
C9C	Bar Stool	45.00
C9E	Bar Stool	60.00
C9G	Bar Stool	70.00
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
C10A	Bar Stool	40.00
C10B	Bar Stool	40.00
C10F	Bar Stool	65.00
C10H	Bar Stool	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
C10M	Bar Stool (Turquoise)	70.00
C10N	Bar Stool (Red)	70.00
C10P	Bar Stool (Grey)	70.00
C10Q	Bar Stool (Blue)	70.00
C10R	Bar Stool (Pink)	70.00
C10S	Bar Stool	65.00
C10T	Bar Stool	65.00
C10U	Bar Stool	40.00
C10V	Bar Stool	65.00
C10W	Bar Stool	65.00
C16C	Banquet Chair	40.00
C16E	Banquet Chair	50.00
C16H	Banquet Chair	50.00

CHAIRS		
CODE	DESCRIPTION	S\$
C16J	Banquet Chair	50.00
C16K	Banquet Chair	50.00
C16L	Banquet Chair	50.00
C16M	Bistro Chair	45.00
C16N	Bistro Chair	55.00
C16P	Banquet Chair	50.00
C16R	Banquet Chair	50.00
C16S	Bistro Chair	55.00
C16T	Banquet Chair	50.00
C16U	Bistro Chair	45.00
C16V	Bistro Chair	45.00
C22	Folding Chair	15.00
C23	Folding Chair	15.00
C24	Arm Chair	35.00
C29	Conference Chair	40.00
C29B	Conference Chair	50.00
C29E	Conference Chair	50.00
C29F	Conference Chair	50.00
C29G	Conference Chair	50.00
C30	Typist Chair	35.00
C30B	Conference Chair	65.00
C30C	Bistro Chair	55.00
C30D	Typist Chair	40.00
C30E	Typist Chair	40.00
C39	Fabric Sofa	50.00
C39F	Fabric Sofa	70.00
C39J	Fabric Sofa	70.00
C39K	Fabric Sofa	70.00
C39L	Fabric Sofa	70.00
C39M	Fabric Sofa	70.00
C39N	Fabric Sofa	70.00
C39P	Fabric Sofa	70.00
C39Q1	Fabric Sofa	70.00
C39Q2	Fabric Sofa	140.00
C39R1	Leather Sofa	80.00
C39R2	Leather Sofa	160.00
C39R3	Leather Sofa	240.00
C39S	Fabric Sofa	70.00
C39T	Fabric Sofa	70.00
C39U	Fabric Sofa	70.00
C39V	Fabric Sofa	70.00
C39W1	Leather Sofa	75.00
C39W2	Leather Sofa	150.00
C39X1	Fabric Sofa	70.00
C39X2	Fabric Sofa	140.00
C39Y	Fabric Sofa	80.00
C39Z	Fabric Sofa	80.00
C39AD	Fabric Sofa	210.00

TABLES		
CODE	DESCRIPTION	S\$
T1	Coffee Table (Glass Top)	45.00
T2	Coffee Table	45.00
T2A	Coffee Table	45.00
T3	Coffee Table	40.00
T3A	Coffee Table	40.00
T3B	Coffee Table	40.00
T3C	Coffee Table	40.00

TABLES		
CODE	DESCRIPTION	S\$
T10A	Cocktail Table (Chrome)	65.00
T10B	Cocktail Table (Wooden)	65.00
T10C	Cocktail Table	65.00
T10D	Cocktail Table	65.00
T10F	Cocktail Table	65.00
T12/15	Conference Table	90.00
T19A	Round Table (Glass)	55.00
T20B	Round Table (Chrome)	40.00
T21/15	Round Table	50.00
T21/20	Round Table	50.00
T21A/14	Round Table	50.00
T21B/13A	Round Table	50.00
T21B/15	Round Table	50.00
T21C/15	Conference Table	80.00
T26/15	Square Table	50.00
T26A	Square Table	55.00
T26B/13A	Square Table	55.00
T28D/13A	Square Table	55.00
T28E/15	Conference Table	85.00
T28F	Conference Table	120.00
T28G/15	Conference Table	100.00
T28H	Conference Table	100.00

SHOWCASES & PANELS		
CODE	DESCRIPTION	S\$
A21	Display Cube (1000mmH)	50.00
A22	Display Cube (500mmH)	30.00
A23	Display Cube (750mmH)	40.00
A37	Lockable Cabinet	70.00
A37A	Curved Info Counter	75.00
A37B	Lockable Cabinet	80.00
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
S10A	Showcase	400.00
S10B	Showcase	400.00
S10C	Showcase	400.00
T7	Information Table	50.00

MISCELLANEOUS		
CODE	DESCRIPTION	S\$
A15B	Brochure Stand (Black)	70.00
A15D	Brochure Stand	80.00
A15E	Brochure Stand	80.00
A15F	Brochure Stand	80.00
A17/8	Barricade (1 metre per set)	35.00
A19	Coat Stand	75.00
A20	Coat Stand	80.00
A33	Easel	50.00
A42	Refrigerator	200.00
A43	Refrigerator	300.00
A49A	Signage Stand	100.00
A55	Plastic Bags Stand	45.00

PLEASE NOTE:

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- Amount paid are non-refundable should the event is being cancelled or withdrawn.

FURNITURE CATALOGUE

Chairs



C1F Armchair
460L x 430W x 450H



C1H Armchair
540L x 460W x 450H



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



C1J Armchair (Brown Seat)
540L x 460W x 450H



C1G Armchair
540L x 450W x 470H



C1K Armchair
420L x 520W x 450H



C1E Armchair
500L x 450W x 460H



C1U Armchair
500L x 450W x 460H



C1M Armchair
510L x 590W x 470H



C1N Armchair
570L x 490W x 445H



C24 Armchair
620L x 500W x 440H



C1C Armchair
400L x 430W x 460H



C1D Armchair
400L x 430W x 470H



C7M Banquet Chair
460L x 450W x 460H



C7S Banquet Chair
430L x 480W x 460H



C16E Banquet Chair
470L x 420W x 460H



C16J Banquet Chair
430L x 520W x 460H



C16K Banquet Chair
420L x 520W x 460H



C16L Banquet Chair
420L x 520W x 460H



C16R Banquet Chair
400L x 440W x 440H

FURNITURE CATALOGUE

Chairs



C7H Banquet Chair
450L x 450W x 450H



C16H Banquet Chair
420L x 460W x 465H



C16P Banquet Chair
490L x 450W x 450H



C7C Banquet Chair
390L x 400W x 460H



C7D Banquet Chair
390L x 400W x 460H



C7B Banquet Chair
410L x 440W x 470H



C7L Banquet Chair
410L x 440W x 470H



C7R Banquet Chair
410L x 440W x 470H



C5 Banquet Chair
470L x 430W x 470H



C7 Banquet Chair
470L x 430W x 470H



C6 Banquet Chair
480L x 430W x 450H



C7G Banquet Chair
400L x 520W x 450H



C7F Banquet Chair
430L x 400W x 480H



C16T Banquet Chair
400L x 440W x 440H



C7Q Banquet Chair
420L x 400W x 490H



C7P Banquet Chair
400L x 420W x 450H



C16C Banquet Chair
460L x 450W x 430H



C22 Folding Chair
460L x 400W x 450H



C23 Folding Chair
460L x 400W x 450H



C16M Bistro Chair
650L x 550W x 440H

FURNITURE CATALOGUE

Chairs / Sofas



C16U Bistro Chair
620L x 600W x 460H



C16V Bistro Chair
550L x 440W x 460H



C16N Bistro Chair
680L x 680W x 450H



C16S Bistro Chair
660L x 660W x 450H



C30C Bistro Chair
620L x 600W x 440/620H



C29B Conference Chair
630L x 530W x 400/520H



C29E Conference Chair
620L x 680W x 420/520H



C29F Conference Chair
640L x 580W x 440/560H



C29G Conference Chair
620L x 630W x 420/500H



C30B Conference Chair
580L x 400W x 450H



C29 Conference Chair
560L x 530W x 400/480H



C30 Typist Chair
460L x 530W x 390/480H



C30D Typist Chair
460L x 530W x 390/480H



C30E Typist Chair
510L x 480W x 640/900H



C39L Fabric Sofa
740L x 700W x 420H

Colours available in:
C39M C39J C39K



C39N Fabric Sofa
710L x 680W x 490H



C39P Fabric Sofa
710L x 680W x 490H



C39 Fabric Sofa
570L x 800W x 340H



C39T Fabric Sofa
570L x 760W x 400H



C39U Fabric Sofa
570L x 760W x 400H

FURNITURE CATALOGUE

Sofas



C39F Fabric Sofa
780L x 730W x 430H



C39S Fabric Sofa
780L x 730W x 430H



C39V Fabric Sofa
720L x 760W x 420H



C39Q1 Fabric Sofa
800L x 760W x 420H



C39R1 Leather Sofa
800L x 730W x 430H



C39W1 Leather Sofa
980L x 750W x 480H



C39X1 Fabric Sofa
770L x 740W x 440H



C39W2 Leather Sofa
1750L x 750W x 480H



C39X2 Fabric Sofa
1350L x 740W x 440H



C39AD Fabric Sofa
1760L x 870W x 420H



C39Y Fabric Sofa
750L x 750W x 450H



C39Z Fabric Sofa
750L x 750W x 450H



C39Q2 Fabric Sofa
1350L x 760W x 420H



C39R2 Leather Sofa
1300L x 730W x 430H

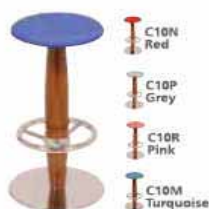


C39R3 Leather Sofa
1820L x 730W x 430H

FURNITURE CATALOGUE

Bar Stools

Colours available in:



C10Q Bar Stool

DIA 350 x 830H

Colours available in:



C10H Bar Stool

DIA 350 x 830H



C9M Bar Stool

350L x 400W x 520/770H



C8A Bar Stool

340L x 340W x 830H



C9J Bar Stool

440L x 430W x 780H



C10A Bar Stool

DIA 360 x 820H



C10U Bar Stool

DIA 360 x 820H



C10F Bar Stool

DIA 360 x 740H



C9G Bar Stool

DIA 380 x 830H



C10B Bar Stool

DIA 360 x 430H



C10S Bar Stool

440L x 400W x 520/770H



C10T Bar Stool

440L x 400W x 520/770H



C10W Bar Stool

440L x 400W x 520/770H



C10V Bar Stool

360L x 360W x 520/760H



C9E Bar Stool

370L x 790H



C9B Bar Stool (Chrome)

400L x 440W x 740H



C9C Bar Stool

320L x 330W x 730H



C9H Bar Stool

460L x 400W x 840H



C9L Bar Stool

470L x 400W x 750H



C9K Bar Stool

470L x 400W x 750H

FURNITURE CATALOGUE

Tables



T10A Cocktail Table
(Chrome)
DIA 600 x 1100H



T10B Cocktail Table
(Wooden)
DIA 550 x 1110H



T10C Cocktail Table
DIA 550 x 1110H



T10D Cocktail Table
DIA 550 x 1110H



T10F Cocktail Table
DIA 550 x 1110H



T1 Coffee Table
(Glass Top)
450L x 450W x 410H



T2 Coffee Table
DIA 520 x 440H



T2A Coffee Table
500L x 500W x 350H



T3 Coffee Table
550L x 550W x 450H



T3A Coffee Table
500L x 500W x 420H



T3C Coffee Table
500L x 500W x 420H



T3B Coffee Table
1000L x 500W x 420H



T19A Round Table
(Glass)
DIA 750 x 750H



T20B Round Table
(Chrome)
DIA 600 x 720H



T21/20 Round Table
DIA 760 x 750H



T21/15 Round Table
DIA 760 x 700H



T21B/15 Round Table
DIA 760 x 700H



T21A/14 Round Table
DIA 760 x 700H



T21B/13A Round Table
DIA 760 x 700H



T26/15 Square Table
760L x 760W x 700H

FURNITURE CATALOGUE

Tables / Display Items



T26A Square Table
(Chrome)
700L x 700W x 720H



T26B/13A Square Table
760L x 760W x 700H



T21C/15 Conference Table
DIA 1200 x 700H



T28D/13A Conference Table
1200L x 800W x 700H



T12/15 Conference Table
1200L x 800W x 700H



T28E/15 Conference Table
1200L x 800W x 700H



T28F Conference Table
1900L x 900W x 750H



T28G/15 Conference Table
1900L x 900W x 700H



T28H Conference Table
1600L x 1200W x 750H



A50 2-Tier Counter
(without lockable cabinet)
1000L x 300W x 750H1/1000H2



A51 3-Tier Counter
(without lockable cabinet)
1000L x 300W x 500H1/750H2/1000H3



T7 Information Table
1000L x 500W x 750H



A37 Lockable Cabinet
1000L x 500W x 750H



A37A Curved Info Counter
1000L x 500W x 1000H



A37B Lockable Cabinet
1000L x 460W x 710H



A21, A22 & A23 Display Cubes
500L x 500W x 500H/750H/1000H

FURNITURE CATALOGUE

Showcases / Miscellaneous



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



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



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



S5 Counter Showcase
1000L x 500W x 900H



S3 Counter Showcase
1000L x 500W x 900H



S10A Showcase
(with 1 halogen downlight)
450L x 400W x 1980H



S10B Showcase
(with 1 halogen downlight)
450L x 400W x 1980H



S10C Showcase
(with 1 halogen downlight)
430L x 370W x 1620H



A43 Refrigerator
550L x 550W x 1440H



A42 Refrigerator
420L x 400W x 820H



A15B Brochure Stand
(Black)
260L x 1270H
Available in Chrome



A15D Brochure Stand
235L x 1500H



A15E Brochure Stand
300L x 1610H



A15F Brochure Stand
215L x 1380H



A17/8 Barricade
1000L x 920H



A19 Coat Stand
550L x 1700H



A20 Coat Stand
550L x 1700H



A33 Easel
900L x 450W x 1500H



A49A Signage Stand
565L x 720W x 1625H



A55 Plastic Bag Stand
440L x 990H

11 Compressed Air & Water Drainage



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee
Koelnmesse Pte Ltd
 152 Beach Road, #25-05 Gateway East
 Singapore 189721
w.lee@koelnmesse.com.sg

Tel: +65 6500 6734
Fax: +65 6500 2771

11.1 COMPRESSED AIR

MOTOR CAP	HOSE SIZE (Int Dia in mm)	R PRESSURE		UNIT COST *	QTY	COST *
		Bar	PSI			
1 Hp / 0.75kW	12	3	45	S\$650.00		
2 Hp / 1.50kW	12	4	60	S\$750.00		
3 Hp / 2.24kW	12	5	70	S\$850.00		
5 Hp / 3.73kW	15	6	85	S\$1050.00		
* 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.						

Notes:

1. All air supply will be terminated with one (1) Quick Release Coupling.
2. Additional connection or different types of connectors will be charged separately.
3. Air pressure supply is 6 bar and it is the Exhibitor's responsibility to purge the air before use.
4. Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.

Additional or Other Requirements

Please provide quotation for requirement as follows:

- a) Pressure : _____ Bar/PSI
- b) Delivery Rate : _____ LPM/CFM
- c) Hook-up Method : ☐ Direct ☐ Manifold/T-Joint ☐ Looping
- d) Other Specifications/Information :

***Please refer to following page for Payment Method and Important Matters to Note**

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

11 Compressed Air & Water Drainage



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

PAYMENT (Please select preferred method of Payment)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | 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 |

Important Note:

1. Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
2. Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
3. Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
4. Amount paid are non-refundable should the event is being cancelled or withdrawn.

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

11 Compressed Air & Water Drainage



To be returned by: **22 October 2012**

Please complete and return to:

Mr Wyatt Lee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

w.lee@koelnmesse.com.sg

Tel: +65 6500 6734

Fax: +65 6500 2771

11.2 WATER DRAINAGE

DESCRIPTION OF SERVICES / ITEMS	UNIT COST *	QTY	COST *
Water Inlet (13mm) & Outlet (32mm) Pipe Inclusive of up to 20m	S\$650.00		
Additional per meter run of pipe if greater than 20m	S\$ 32.00		
* 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.			

Important Note:

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- Amount paid are non-refundable should the event is being cancelled or withdrawn.

PAYMENT (Please select preferred method of Payment)

<input type="checkbox"/> 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
<input type="checkbox"/> 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

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

12 Heavy & Large Exhibits



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
 2 Changi South Street 2,
 Singapore 486759
joseph.lam@dbshenker.com

Tel: +65 6245 5355
Fax: +65 6245 5383

12.1 HEAVY & LARGE EXHIBITS

Heavy Exhibits : Any single exhibit exceeding 500 kg for Conference Room or 2000kg for exhibition hall.

Large Exhibits : Any single exhibit exceeding 2.50m (L) x 2.20m (W) x 2.20m (Ht)

Tall Exhibits : Any single exhibit exceeding 2.1m (height) on display
 (Relative location must be submitted for approval by the hall owner)

- All such exhibits must be handled by the Official Freight Forwarder on-site
- Exhibitors or their agents are responsible for the early installation of heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late. A detailed layout plan should be sent to the Official Freight Forwarder together with the shipping document.
- Exhibitors with heavy exhibits are to refer to the floor loading capacity (see Technical Information - page 11), and to provide steel plates for loading spreading if necessary.

Please "✓" where appropriate: -

☐ We have the following heavy and/or large exhibit(s):

☐ Our appointed Freight Forwarder is : _____

Item Description	Dimensions (cm) (L x W x H)	Weight (kg)	Date of Arrival in Singapore

*Please make copies if necessary

Please indicate (to scale) the position of each item inside your stand.

*Backwall / Open
 (delete accordingly)

*Sidewall /
 Open
 (delete
 accordingly)

*Sidewall /
 Open
 (delete
 accordingly)

Open Front

Order form only valid with complete company details

Company Name: _____

Stand No: _____

Fax: _____

Tel: _____

Email: _____

Contact: _____

Date & Signature: _____

13 Freight Forwarding Services



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
2 Changi South Street 2
Singapore 486759
joseph.lam@dbshenker.com

Tel: +65 6245 5355

Fax: +65 6245 5385

13.1 Freight Instructions

The Organizer has appointed Schenker Singapore (Pte) Ltd as the Sole Official Freight Forwarder, site handling and customs clearance agent for **SIGGRAPH Asia 2012**. Schenker Singapore is responsible for the movement of all exhibits in the hall. No other freight forwarders will be allowed to work on-site.

For efficiency and economy, you are encouraged to ship your exhibits through Schenker overseas branches or nominated agents who are specialists in exhibition freight forwarding. Please contact Schenker Singapore directly for a list of agents in your country.

13.2 Consignment of Exhibits into Singapore

All exhibition goods dispatched either by sea freight, airfreight and or courier consignment must be consigned on a **"freight prepaid"** basis to:

Consignee: Schenker Singapore (Pte) Ltd
2 Changi South street 2,
Singapore 486759
Attn: Fairs & Exhibition Department
Tel: (65) 6245 5355
Fax: (65) 6245 5385

Notify: **Exhibitor Name:** _____ **Hall & Booth number:** _____
For SIGGRAPH Asia 2012

All shipments must be marked on two side of the package with the following information:

SIGGRAPH Asia 2012
C/O: Schenker Singapore (Pte) Ltd
Exhibitor: (Your Company Name)
Hall No.:
Booth No.:
Stand No.:
Case No.:
Dimensions (in cm):
Gross Weight / Net Weight (in kg):

Order form only valid with complete company details

Company Name: _____

Stand No: _____

Fax: _____

Tel: _____

Email: _____

Contact: _____

Date & Signature: _____

13 Freight Forwarding Services



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
2 Changi South Street 2
Singapore 486759
joseph.lam@dbschenker.com

Tel: +65 6245 5355

Fax: +65 6245 5385

13.3 Deadlines and Documentations

The Official Freight Forwarder must receive the following documents by fax or e-mail no later than the deadlines shown below **and Original copies by courier service at least 7 (seven) days prior to the arrival of vessel and / or aircraft in Singapore.**

20 Days before the show **Copies** of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments must be received by the Official Freight Forwarder for documentation prior to the arrival of vessel.

16 Days before the show **Copies** of Commercial Invoice and Packing List for airfreight consignments must be received by the Official Freight Forwarder for documentation prior to the arrival of flight.

All exhibition goods must arrive in Singapore no later than:

Films and video tapes : 12 – 13 Nov. 2012
Sea freight consignments : 17 – 18 Nov. 2012
Airfreight consignments : 18 – 19 Nov. 2012

For sea freight consignments, the following documents are required:

- 1 Original copy of Bill of Lading
- 1 Original copy of Commercial Invoice / Packing List
- 1 Original copy of Insurance Certificate (if applicable)
- 2 Original copies of Product Brochures (each kind)

For airfreight consignments, the following documents are required:

- 1 Original copy of Airway Bill
- 1 Original copy of Commercial Invoice / Packing List
- 1 Original copy of Insurance Certificate (if applicable)
- 2 Original copies of Product Brochures (each kind)

13.4 Lifting and Handling On-site

Only the Official Freight Forwarder is permitted to work inside the exhibition hall and operate all lifting and handling equipment. Any forwarder may deliver to the door of the exhibition hall but the Official Freight Forwarder must handle it from the freight entry up to the booth, unless the items can be hand-carried.

13 Freight Forwarding Services



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
2 Changi South Street 2
Singapore 486759
joseph.lam@dbshenker.com

Tel: +65 6245 5355

Fax: +65 6245 5385

13.5 Temporary Import (TI) Permit

Exhibits under temporary import which are subsequently sold or disposed of in Singapore shall require a permanent-import permit.

A fee shall be levied for processing of permit conversion. In addition, exhibitors shall be required to pay Goods and Services Tax of 7% on sales or CIF value whichever is higher. A copy of sales invoice shall be provided to Customs & Excise Department through Schenker Singapore if there is sales transaction. For more information, please contact the Official Freight Forwarder.

Please be advised that effective from 1 July 1995, a Bank Guarantee is required by the Singapore Customs to cover the potential Goods and Services Tax (GST) for exhibition goods temporarily imported into Singapore. Goods for exhibitions may be imported 3 weeks prior to the exhibition and be re-exported within 3 weeks of the closure of the exhibition. Requests for extension of these periods must be made in writing (with reasons stated) to Head, Documentation Branch. Such request will be considered on a case by case basis and approval will be granted if there are cogent reasons.

The Official Freight Forwarder has established a guarantee with Customs for this purpose and if the Exhibitor desires to utilize this Bank Guarantee, please notify the Official Freight Forwarder at least 30 days before the Exhibition.

As there is a limit to this facility depending on the size of the show and the number of Exhibitors who wish to use this facility, it is offered on a first-come-first-serve basis and it is therefore important that you contact them as soon as possible in order to know whether it can be arranged. **A Bank Guarantee Fee will be charged and it's non-refundable.**

13.6 Giveaways / Consumable Items

Giveaways and souvenir items are permitted into Singapore but they are subject to GST (Goods & Services Tax) of 7% based on the CIF value.

WE STRONGLY RECOMMEND NOT TO SHIP ALCOHOLIC DRINKS, TOBACCO, CIGARETTES OR CANNED FOODSTUFF WITH YOUR EXHIBITS / STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO EXTREME STRINGENT INSPECTIONS BY THE SINGAPORE CUSTOMS / HEALTH AUTHORITIES. ALL THESE GOODS CAN BE PURCHASED LOCALLY IN SINGAPORE.

Failure to comply with this instruction will cause unnecessary delays in clearance, may lead to additional expenses incurred.

13.7 Goods & services Tax (GST) on Permanently Imported Goods

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

13 Freight Forwarding Services



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2 Changi South Street 2
Singapore 486759
joseph.lam@dbschenker.com

Tel: +65 6245 5355

Fax: +65 6245 5385

13.8 Insurance of Exhibits

Please note that no insurance coverage for exhibits is provided by the Official Freight Forwarder. All exhibitors are expected to ensure that all shipments are covered by a fully comprehensive insurance policy from the time of dispatch, up and until after the exhibition, or other destination.

It is the responsibility of each Exhibitor to arrange fully Marine Transport insurance coverage for their own exhibits during the exhibition. For more information, please contact the Official Freight Forwarder.

13.9 Application of Import/Export license for control items:

If you intend to ship exhibits containing radio or telecommunication equipment, lasers or any equipment /exhibits involved special approval from the official authority, please contact the Official Freight Forwarder in advance.

Please fax copy of the invoice/packing list and catalogues of the products to the Official Freight Forwarder as we need to seek the approval from the Authority before you ship out the equipment/exhibits.

13 Freight Forwarding Services



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
2 Changi South Street 2
Singapore 486759
joseph.lam@dbschenker.com

Tel: +65 6245 5355

Fax: +65 6245 5385

FORM A: SIGGRAPH Asia 2012, 28 Nov to 1 Dec 2012, SIN EXPO, Singapore.

THIS FORM MUST BE RETURNED NOT LATER THAN 22 October 2012

FREIGHT INSTRUCTIONS

We advise and instruct **Schenker Singapore Pte Ltd**, the Sole Official Freight Forwarder and On Site handling Agent that we shall be using the services of: (Please also stated if you are Schenker worldwide offices)

Company : _____

Address : _____

Contact Person : _____ Email: _____

Tel : _____ Fax: _____

Remarks:

- All exhibits that require mechanical handling i.e. pallet truck or forklift must be handled by the Official Freight Forwarder. For on-site handling charges, please contact the Official Freight Forwarder.
- All Exhibitors must arrange at their own cost an "all risk" insurance coverage for all goods, exhibits, equipment, etc involved from Origin Country up to their Exhibition booth including the duration of the exhibition period and return to domicile.
- **If you intend to ship exhibits containing lasers, ultrasound, or any radiation equipment/exhibits, please contact the Official Freight Forwarder in advance.**
- Deadline for Original documents and shipment is:

Receipt of original documents for films and video tapes by courier service **05 – 06 Nov. 2012**

Arrival of films and video tapes by courier service for censorship submission **12 – 13 Nov. 2012**

Receipt of original documents for sea freight **10 – 11 Nov. 2012**

Arrival of sea freight consignment in Singapore **17 – 18 Nov. 2012**

Receipt of original documents for air freight **11 – 12 Nov. 2012**

Arrival of air freight consignment in Singapore **18 – 19 Nov. 2012**

13 Freight Forwarding Services



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
2 Changi South Street 2
Singapore 486759
joseph.lam@dbschenker.com

Tel: +65 6245 5355

Fax: +65 6245 5385

Please Photocopy for Your File and Return / Fax This Copy to:

Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept.
2 Changi South Street 2,
Singapore 486759
Tel: (65) 6245 5355 Fax: (65) 6245 5385
Attn: Mr Joseph Lam
Email: joseph.lam@dbschenker.com

Exhibiting Company and Booth No.:

.....

Name of Person In-Charge:

.....

Tel: Fax:

Email:

Signature and Date:

.....

13 Freight Forwarding Services



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
2 Changi South Street 2
Singapore 486759
joseph.lam@dbschenker.com

Tel: +65 6245 5355

Fax: +65 6245 5385

FORM B:

SIGGRAPH Asia 2012, 28 Nov to 1 Dec 2012, Singapore Expo, Singapore.

THIS FORM MUST BE RETURNED NOT LATER THAN 22 October 2012

VIDEO TAPES / DISCS CENSORSHIP EXEMPTION

Code	Categories	No of Tapes / Disks
CT	Training, Education and Industrial	
CP	Promotional and Advertising #	
CO	Ballet, Opera, Classical and Jazz	
CD	Documentary	
CS	Sport	
CC	Cartoons meant for Children	
CL	Local TV Programmes **	
CM	Pre-1966 Movies @	

Statement of Mr/Mrs/Ms _____

(For Video Tapes/Disks To Be Exempted From Censorship)

I, _____, NRIC/Passport No. _____

Occupation _____, Address _____

do declare and confirm on behalf of _____
(Name of Company)

that the video tape(s)/disk(s) accompanying this statement and falling within the following categories are strictly for Company use and do not contain scenes of sex, nudity, gratuitous violence, drug abuse, or any denigration of race, religion or affect Singapore's national interest and are not otherwise obscene or lewd.

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 that I may be liable for prosecution under the Penal Code if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Signature of Declarant _____ Date _____

The exempted category does not include musical clips, movies, TV dramas, serials, etc

** Local TV programmes including Singapore programmes and RTM programmes from Malaysia only

@ Pre-1966 English (UK/US only), Chinese (Hong Kong only), Hindi/Tamil (India only) and Malay (Malaysia and Singapore only) movies. For this category, declarant should furnish title, year of production and country of origin

13 Freight Forwarding Services



To be returned by: **22 October 2012**

Please complete and return to:
Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept. / Mr. Joseph Lam
2 Changi South Street 2
Singapore 486759
joseph.lam@dbschenker.com

Tel: +65 6245 5355
Fax: +65 6245 5385

Please Photocopy for Your File and Return / Fax This Copy to:

Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Dept.
2 Changi South Street 2,
Singapore 486759
Tel: (65) 6245 5355 Fax: (65) 6245 5385
Attn: Mr Joseph Lam
Email: joseph.lam@dbschenker.com

Exhibiting Company and Booth No.:

.....

Name of Person In-Charge:

.....

Tel: Fax:

Email:

Signature and Date:

.....

14 Exhibition Staff



To be returned by: **1 November 2012**

Please complete and return to:

Ms Swee Ting Yap
Koelnmesse Pte Ltd
 152 Beach Road, #25-05 Gateway East
 Singapore 189721
st.yap@koelnmesse.com.sg

Tel: +65 6500 6729

Fax: +65 6296 2771

14.1 EXHIBITION TEMPORARY STAFF

Staff	Date (please indicate number of staff required and gender preferred: M/F)			Advance Rate Submit on/before 1 Nov 2012	Standard Rate Submit after 1 Nov 2012
	29 Nov	30 Nov	1 Dec	Per Hour* (SGD)	
Exhibition Staff / Booth Hostess (English speaking)				20.00	30.00
English-Chinese Translator				50.00	75.00
English-Other Languages Please specify:				Upon Request	

^ Please delete accordingly.

* Cost is hourly rated with a minimum of 6 hours work between 09:00 – 18:00 hours.

Date and time:

- ☐ 29 Nov
☐ 30 Nov
☐ 1 Dec

From _____ hrs to _____ hrs
 From _____ hrs to _____ hrs
 From _____ hrs to _____ hrs

Note:

- All quoted prices are subjected to Goods & Service Tax (GST) of 7% for Singapore registered companies.
- Please indicate timings by using the format of 00:00, eg from 10:00 hrs to 18:00 hrs.
- A minimum of 2 hours charge will apply for staff briefing/ training if required to attend briefing / training on a separate day prior to start of work.
- Overtime charge will be 1.5 times the normal hourly rate if staff is required to work after 8 hours per day.
- Orders received after 1 November 2012 will be subject to availability.
- 50% surcharge is applicable for cancellation within 14 days prior to event and 100% surcharge is applicable for cancellation within 7 days prior to event.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

15 Catering Services



To be returned by: **1 November 2012**

Please complete and return to:

Occasions Catering Pte Ltd
8A Admiralty Street #07-37
 Singapore 757437
claudine@occasions.sg

Tel: +65 6299 6211

Fax: +65 6299 6212

15.1 Booth Catering Beverage & Equipment Form

Name of Event: _____
 Exhibitor/Co. Name: _____ Booth No.: _____
 Address: _____
 Telephone (Office): _____ (Mobile): _____ (On-site Mobile): _____
 Fax: _____ Email: _____

Description	Unit	S\$/Unit	Qty Req'd	Total (\$)	Description	Unit	S\$/Unit	Qty Req'd	Total (\$)
CHAMPAGNE/WINE					COFFEE & TEA				
Sparkling Wine (75 cl per btl)	btl	33			Coffee/ Tea: Canister -Small (32 servings) #	1 airport	\$48.00		
House Champagne (75 cl per btl)	btl	38			<i>Note: # Inclusive of 32 sets individual packed stirrer, servietts, creamer and sugar and 32 disposable foam cup (8oz).</i>				
House Red Wine (75 cl per btl)	btl	40							
House White Wine (75 cl per btl)	btl	40							
BEER/CIDER					WATER DISPENSER/COFFEE MACHINE (per day rental charge, 2 weeks' notice required)				
Carlsberg (333 ml per can)	24 cans	\$62.00			Water Dispenser *** (Inclusive of 100 plastic cups and 10.9 litres water)	1 unit	\$30.00		
Kronenbourg 1664 (250 ml per btl)	6 btls	\$28.00			Coffee Machine 13 amps **#^	1 unit	\$120.00		
Kronenbourg Blanc (250 ml per btl)	6 btls	\$28.00			(water – self refillable)				
Somersby Cider (330 ml per btl)	6 btls	\$26.00			<i>Note: ** Client to provide 1 x 13amp power point.</i>				
					<i>Note: # Inclusive of 1 pkt coffee bean (500gm), 60 sets of individual packed stirrer, servietts, creamer and sugar and 60 disposable foam cups (8oz).</i>				
MINERAL/AERATED WATER/ JUICES					<i>Note: ^ A refundable deposit of \$5200.00 is required.</i>				
Dasani Purified Water (600 ml per btl)	24 btls	\$8.50			MISCELLANEOUS ITEMS				
Sparkling Mineral (330 ml per btl)	4 btls	\$12.00			Ice Cubes (In styroform box)	2 kg	\$10.00		
Diet Coke (330 ml per can)	24 cans	\$20.00			Wine Opener	1 pc	\$15.00		
Coke (330ml per can)	24 cans	\$18.00			Paper Cup (12oz)	12 pcs	\$3.00		
Sprite (330 ml per can)	24 cans	\$18.00			Coffee Bean (500 gm)	1 pkt	\$15.00		
Orange Juice (250ml per btl)	12 btls	\$18.00			Tea (100 sachets)	1 box	\$15.00		
Cranberry Apple Juice (250ml per btl)	12 btls	\$18.00			White Sugar (250 sachets)	1 order	\$10.00		
GLASSWARE (per rack)					Brown Sugar (250 sachets)	2 order	\$10.00		
Champagne Flute	36 pcs	\$72.00			Creamer (240 portions)	1 box	\$12.00		
Wine Glass	25 pcs	\$40.00			Liquid Creamer (240 pcs)	1 box	\$18.00		
Goblet	25 pcs	\$40.00							
Highball	49 pcs	\$75.00							
SNACKS									
Potato Chips (50gm) Seaweed Flavour	12 pkts	\$24.00			Snickers (57 g)	6 pcs	\$12.00		
Potato Chips (50gm) Chesse Flavour	12 pkts	\$24.00			Mentos Fruit Flavour (37 g)	6 pcs	\$6.00		
Gourmet Popcorn Caramel Flavour	6 pkts	\$30.00			Mentos Mint Flavour (37 g)	6 pcs	\$6.00		
M & M's Milk (49.3 g)	6 pkts	\$12.00			Hello Panda Chocolate (50 g)	12 pcs	\$12.00		
M & M's Peanuts (49.3 g)	6 pkts	\$12.00			Hello Panda Strawberry (50 g)	12 pcs	\$12.00		
Mars (51 g)	6 pcs	\$12.00							
Sub Total Amount					Sub Total Amount				
(subject to 10% service charge & prevailing taxes)					(subject to 10% service charge & prevailing taxes)				

*** Free Delivery for order above \$5100.00 otherwise transportation charge at \$560.00 per day
 Order form only valid with complete company details

Company Name: _____

Stand No: _____

Fax: _____

Tel: _____

Email: _____

Contact: _____

Date & Signature: _____

15 Catering Services



To be returned by: **1 November 2012**

Please complete and return to:

Occasions Catering Pte Ltd
8A Admiralty Street #07-37
 Singapore 757437
claudine@occasions.sg

Tel: +65 6299 6211

Fax: +65 6299 6212

15.2 Snack Order Form

Description	Pcs	\$\$/ Order	Qty Req'd	Total (\$\$)	Description	Pcs	\$\$/ Order	Qty Req'd	Total (\$\$)
<u>SWEET</u>					<u>DISPOSABLE</u>				
Mini Macha Cake	30pcs	\$30.00			Plastic Fork 6" (per dozen)	12 pcs	\$2.00		
Mini Banana Cake	30pcs	\$26.00			Plastic Plate 9" (per dozen)	12 pcs	\$2.00		
Blackforest Roll	30pcs	\$38.00			Plastic Cup 8oz (per dozen)	12 pcs	\$2.00		
Mini Chocolate Éclair	30pcs	\$25.00			Servittes (100 pcs/box)	1 pkt	\$3.00		
Mini Fruit Tart	30pcs	\$45.00			Stirrer (50 pcs)	1 order	\$2.00		
Mini Chocolate Truffle	30pcs	\$20.00							
Mini Classic Fruit Cake	30pcs	\$20.00			<u>CUTLERY - STAINLESS STEEL</u>				
Mini Cream Puff	30pcs	\$12.00			Dessert Fork (per dozen) #	12 pcs	\$24.00		
Assorted Muffin	30pcs	\$30.00			Dessert Knife (per dozen) #	12 pcs	\$24.00		
Mini Portuguese Egg Tart	30pcs	\$45.00			Dessert Spoon (9per dozen) #	12 pcs	\$24.00		
Mini Sultana Roll	30pcs	\$32.00							
					<u>CHINAWARE</u>				
					Dessert Plate (per dozen) #	12 pcs	\$24.00		
					Coffee Cups with Teaspoon and Saucers (per dozen) #	12 pcs	\$36.00		
					<i>Note: # Stainless Steel Cutlery and Chinaware will be picked up on the same day</i>				
<u>SAVORY</u>					<u>SERVICE STAFF ARRANGEMENT</u>				
Tuna Finger Sandwich	30pcs	\$18.00			Manpower (Minimum 4 hours)	1 staff	\$90.00		
Egg Mayo Finger Sandwich	30pcs	\$18.00			Manpower (Minimum 8 hours)	1 staff	\$160.00		
Ham & Cheese Finger Sandwich	30pcs	\$18.00							
Monte Cristo Ham and Cheese	30pcs	\$36.00							
Mini Chicken Pie	30pcs	\$32.00							
Mini Tuna Puff	30pcs	\$32.00							
Vegetarian Spring Roll	30pcs	\$12.00							
Mini Sausage Croissant	30pcs	\$54.00							
Curry Vegetable Samosa	30pcs	\$18.00							
Steamed Pandan Lotus Bun	30pcs	\$18.00							
Steamed Chicken Char Siew Bun	30pcs	\$25.00							
Mini Soon Kueh	30pcs	\$36.00							
Steamed Har Kow	30pcs	\$32.00							
Chicken Siew Mai	30pcs	\$22.00							
Vegetable Pau	30pcs	\$18.00							

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

15 Catering Services



To be returned by: **1 November 2012**

Please complete and return to:

Occasions Catering Pte Ltd
8A Admiralty Street #07-37
 Singapore 757437
claudine@occasions.sg

Tel: +65 6299 6211

Fax: +65 6299 6212

15.3 Final Order Information

<p>***All food will be served in disposable trays.</p> <p>*** Per order is inclusive of 12 (twelve) sets of pre packed disposable cutlery and serviettes.</p> <p>***Additional \$56.00 per person for an upgrade to porcelain ware and highball glass</p> <p>*** Free Delivery for order above \$100.00 otherwise transportation charge at \$60.00 per day</p>		
Sub Total Amount		Sub Total Amount
(subject to 10% service charge & prevailing taxes)		(subject to 10% service charge & prevailing taxes)
DATE AND TIME OF DELIVERY		REMARKS
ORDERED AND CONFIRMED BY CLIENT:		
Name _____	Signature _____	Date _____
AUTHORIZED GUEST ON-SITE (ONLY APPLICABLE, IF DIFFERENT FROM THE ORDERED AND CONFIRMED BY CLIENT):		
Name _____	Signature _____	Date _____
ACKNOWLEDGEMENT BY:		
Name _____	Signature _____	Date _____
Please Note:		



Occasions Catering Pte Ltd, 8A Admiralty Street #07-37, Singapore 757437 Tel: 6299 6211 Fax: 6299 6212

Note:

- All quoted prices are in **Singapore Dollars (SGD)**.
- Kindly note that there will be an additional surcharge of **S\$80.00** for orders submitted after the deadline.
- All quoted prices are subjected to Goods & Service Tax (GST) of 7% for Singapore registered companies.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

16 Hotel Reservations



To be returned by: **Refer to forms**

SIGGRAPH Asia 2012 has negotiated discount rates for hotels within proximity to the Singapore EXPO. These rates are exclusive to SIGGRAPH Asia 2012 attendees and exhibitors only.

Please note: All room reservation forms are to be returned to the respective hotels.



Capri by Fraser (4 Star)

Capri by Fraser is a 5 minute walk to the Singapore EXPO and integrated with easy access to the East West MRT line and Eastern Region MRT line. Changi International Airport is one stop away and the city center is 25 minutes away by train.



ibis on Bencoolen (3 Star)

Located in Singapore's business and cultural district, ibis on Bencoolen Hotel is a 10 minute walk from Bugis MRT Station. The hotel is 25 minutes by train and a 20 minute drive to Singapore EXPO.



Landmark Village Hotel (4 Star)

Located right in the heart of the city, Landmark Village Hotel is within close proximity to shopping malls like Parco Bugis Junction, Sim Lim Square, and is a 5 minute walk from Bugis MRT station. The hotel is 25 minutes by train and a 20 minute drive to Singapore EXPO.



PARKROYAL on Beach Road (4 Star)

PARKROYAL on Beach Road Hotel is conveniently located along the perimeters of Singapore's Central Business District, and a 10 minute walk from Bugis MRT station. The hotel is 25 minutes by train and a 20 minute drive to Singapore EXPO.



Swissôtel The Stamford (5 Star)

Strategically located in the heart of Singapore, Swissôtel The Stamford is a luxury hotel that boasts a prime location within business, cultural, shopping and entertainment areas. The hotel is a 5 minute walk to City Hall Interchange MRT station, and 27 minutes by train to Singapore EXPO.



V Hotel (Tourist Class)

V Hotel is located right in the city centre, creating comfort and convenience to its guests. The hotel is just above Lavender MRT station, and is 23 minutes by train to Singapore EXPO.

(Please submit the Room Reservation Form by **25 October 2012**, confirmation of guestroom will be subjected hotel's availability.)

SIGGRAPH ASIA
28 NOVEMBER 2012 – 1 DECEMBER 2012

Attention: Ms Aldrina Low Reservations Officer Capri by Fraser Changi City, Singapore 3 Changi Business Park Central 1, Singapore 486037	Fax : + 65 64 150 519 Telephone : 1800 313 13 13 Email : reservations.singapore@capribyfraser.com
---	---

Guest Details (Dr/Mr/Ms/Mrs ~ Please select one)

Last Name _____ First Name _____

Email _____ Fax _____

Arrival Date : _____ Flight _____ ETA _____ Hrs

Departure Date : _____ Flight _____ ETD _____ Hrs

Room Rate Details * Rates are valid for stay from 27 November 2012 – 1 December 2012 inclusive only

Studio Superior : **Single/Twin S\$255.00** ++ per room per night
Studio Deluxe : **Single/Twin S\$300.00** ++ per room per night
Studio Premier : **Single Twin S\$400.00** ++ per room per night

Buffet breakfast can be included at additional S\$20 ++ per person per day.

Preferences ☐ King-bed ☐ Twin-Bed (only applicable for Studio Superior)

**** (All Requests are subject to availability)**

Credit Card Details For Guarantee

Card Type card (Please tick one) ☐ AMEX ☐ Diners Club ☐ Master card ☐ VISA ☐ JCB

Card Member's name _____ Signature _____

Credit card number _____ Expiry Date _____

Airport Shuttle

**** Note: HOTEL COMPLIMENTARY SHUTTLE BUS IS FOR INDIVIDUAL TRAVELLERS WITH CARRY-ON LUGGAGE. PLEASE NOTE BAGGAGE SIZE LIMITS MAY APPLY.**

For arrival with large baggage, kindly make own alternative arrangements. Maxi-Cabs are available at the airport chargeable at approx. S\$50-S\$60nett per way. Kindly proceed to the "Ground Transport Desk", located at Arrival Hall (T1,T2 & T3) for assistance. Charges are to guest's individual account.

For departure maxi-cab arrangement, please approach our "Concierge Desk" for booking assistance at least 1-day advanced notice. Charges are to guest's individual account.

Kindly send this reservation form before Saturday, 27 October 2012.

**** Any reservation received after this date will be subject to room availability and rate charge.**

The Hotel reserves the right to offer higher category rooms if the Studio Superior is not available.

Terms & Conditions

1. Above rates are in Singapore Dollars, subject to 10% service charge and prevailing Goods and Services taxes, currently pegged at 7%
2. Check in and check-out time is 1400hrs and 1200hrs respectively. One night's charge applies for early arrival and late check-out.
3. All reservations must be guaranteed by a credit card.
4. Cancellation policy is 48 hours prior to arrival (local hotel time). A one night room charge is applicable for late cancellation or no-show. "No-Shows" on day of arrival shall be invoiced to the credit card on the basis of the whole day.
5. Special request for room preferences as well as early arrival or late departure are subject to room availability.

For Hotel Use:- Booking Confirmation No: _____

Date: _____

CAPRI BY FRASER
HOTEL RESIDENCES

PRE-OPENING OFFICE
491B RIVER VALLEY ROAD, LEVEL 8, VALLEY POINT SINGAPORE 248373
TEL: 1800 313 13 13 FAX: +65 64 150 519
www.capribyfraser.com

By Frasers Hospitality



**SIGGRAPH ASIA 2012
28 NOVEMBER-1 DECEMBER 2012
HOTEL RESERVATION**

Please return this hotel reservation form to : RESERVATIONS DEPARTMENT PARKROYAL ON BEACH ROAD GROUP CODE: 1211KOESIG Tel: (65) 6505 5656 Fax: (65) 6299 4311 Email: reserve.prsin@parkroyalhotels.com **All reservations must be received by the hotel by 5 November 2012**											
ROOM CATEGORY											
Please tick your choice (s) of room type (s):											
ROOM TYPE : <input type="checkbox"/> Single <input type="checkbox"/> Twin (two single beds) <input type="checkbox"/> Double (king bedded) <input type="checkbox"/> Smoking <input type="checkbox"/> Deluxe Room (Single) S\$240++ per room per night (Single occupancy with one daily buffet breakfast) <input type="checkbox"/> Deluxe Room (Twin) S\$260++ per room per night (Twin occupancy with two daily buffet breakfast)											
GUEST PARTICULARS											
Please fill the particulars as follows:											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">GUEST NAME MR/ MS/ MRS/ DR/ PROF (Please underline Surname)</td> <td style="width:30%;">DATE</td> </tr> <tr> <td>ARRIVAL DATE</td> <td>DEPARTURE DATE</td> </tr> <tr> <td>ARRIVAL FLIGHT/ TIME</td> <td>DEPARTURE FLIGHT/ TIME</td> </tr> <tr> <td>COMPANY</td> <td>COUNTRY OF RESIDENCE</td> </tr> <tr> <td>TELEPHONE (including country code)</td> <td>E-MAIL ADDRESS</td> </tr> </table>		GUEST NAME MR/ MS/ MRS/ DR/ PROF (Please underline Surname)	DATE	ARRIVAL DATE	DEPARTURE DATE	ARRIVAL FLIGHT/ TIME	DEPARTURE FLIGHT/ TIME	COMPANY	COUNTRY OF RESIDENCE	TELEPHONE (including country code)	E-MAIL ADDRESS
GUEST NAME MR/ MS/ MRS/ DR/ PROF (Please underline Surname)	DATE										
ARRIVAL DATE	DEPARTURE DATE										
ARRIVAL FLIGHT/ TIME	DEPARTURE FLIGHT/ TIME										
COMPANY	COUNTRY OF RESIDENCE										
TELEPHONE (including country code)	E-MAIL ADDRESS										
CREDIT CARD GUARANTEE											
<input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners Club <input type="checkbox"/> Others CARDHOLDER'S NAME _____ EXPIRY DATE _____ CREDIT CARD TYPE/ NUMBER _____ CARDHOLDER'S SIGNATURE _____											
- Please note that the above room category/rates are only applicable from 26 November-3 December 2012 (all dates inclusive). - All rates quoted are only valid till 5 November 2012 (Monday). - All rooms will be subject to availability after 5 November 2012 (Monday) and subject to confirmation by the Hotel. - A one-night room charge will be applicable for any cancellation for confirmed reservation after 5 November 2012 (Monday). - Should there be a no-show for confirmed reservations, a one-night room charge will be charged to the credit card details provided.											
FOR HOTEL USE ONLY											
Booking is Confirmed/ Not Confirmed by _____ Date _____ Confirmation Number _____											
AIRPORT TRANSFERS											
Limousine Required: <input type="checkbox"/> Mercedes Benz @ S\$75nett (1-Way) (a surcharge of S\$10nett will be applicable for car transfers between 11pm-7am)											

- The Hotel check-in time is after 2pm on day of arrival. Should guests wish to occupy the room before 2pm, placing a reservation for the night before is recommended.
- The Hotel check-out time is 12 noon on the day of departure. Late check-out at 6pm is chargeable at 50% of agreed room rates and after 6pm is at chargeable at full day room rates, subject to room availability.
- All rates are in Singapore Dollars and subject to 10% service charge and thereafter 7% goods & services tax (GST) unless stated otherwise.

LANDMARK VILLAGE HOTEL SINGAPORE
SIGGRAPH ASIA 2012 – SINGAPORE EXPO
28th November – 1st December 2012



Please return directly to: LANDMARK VILLAGE SINGAPORE 390 Victoria Street Singapore 188061

Contact Person(s):

Ms Stephane Ngin (Assistant Administrative Executive) **DID:** (65) 6512 2213 **Fax:** (65) 6295 8761

E-mail: stephanengin@stayvillage.com

Mr Samsul (Sales Manager – Corporate / MICE) **DID:** (65) 6512 2206 **Mobile:** (65) 9169 0749 **Fax:** (65) 6295 8761

E-mail: samsul@stayvillage.com

A. ROOM RESERVATION

Hotel	Room Rate Per Night (SGD\$)	Room Type
<u>Official Hotel</u> Landmark Village Hotel Singapore	Deluxe Room :- ➤ S\$230++ per room per night (Single Occupancy) ➤ S\$250++ per room per night (Double / Twin Occupancy) Rates are inclusive of :- 1. Daily buffet breakfast per person per day 2. High-Speed Internet access for 1-user 3. Complimentary use of mini-bar (*Replenished once)	Single Twin Double
<u>SPECIAL REMARKS</u>	EARLY BIRD SPECIAL The Hotel will extend complimentary upgrades up to a maximum of 20 rooms to the Executive Club room with full club benefits for bookings confirmed before Friday, 26th October 2012.	

The above rates are subject to 10% service charge and 7% Goods and Services Tax (GST). The guestroom rate is specially accorded to guests attending the conference and is applicable during official event dates only unless requested for.

Arrival Date: _____ **Flight Details:** _____ **ETA:** _____

Departure Date: _____ **Flight Details:** _____ **ETD:** _____

B. YOUR PARTICULARS

Name: _____ **Family Name:** _____ **Organization:** _____

Address: _____

City /Zip / Postal Code: _____ **Country:** _____

Telephone: _____ **Fax:** _____ **E-mail:** _____

Name of Guest Sharing Room

(Given Name): _____ **Family Name:** _____

(Prof, Dr, Mr, Miss, Mrs, Ms)

Name of Guest Sharing Room

(Given Name): _____ **Family Name:** _____

(Prof, Dr, Mr, Miss, Mrs, Ms)

C. BILLING METHOD (Please tick one)

Visa Card MasterCard Card American Express

Visa / MasterCard / Amex No. : _____

Expiry Date: _____

Name on Card: _____ **Signature:** _____

Additional Remarks: _____

D. IMPORTANT INFORMATION

- 1) All incidental charges will be borne by individual guest and has to be settled upon check out either by cash or credit card, unless stated otherwise.
- 2) A non-refundable deposit of one-night charge will be imposed for every successful confirmed booking.
- 3) The cost of one-night's accommodation must be guaranteed by credit card at the time of booking. In the event of cancellation within 14 days of arrival date or No-Show on day of arrival or shortening of stay, the hotel reserves the exclusive right to charge for the **full length of stay**. Rooms and/or room nights released will be resold by the Hotel.
- 4) Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in, a full day room rate will be levied, however, the Hotel will make provisions to the best of its ability to accommodate early arrivals before official check-in time. For late check-out till 1800 hours is chargeable at 50% of guestroom rate and a full day's guestroom rate will apply for check-out after 1800 hours, subject to room availability.
- 5) Please inform us of any changes to your reservation in writing via email or fax.
- 6) The above special rates **MAY NOT** apply for bookings made after **Friday, 26th October 2012**. All room types will be subject to availability at the time of booking.



SIGGRAPH Asia 2012
28 November - 01 December 2012
Bookings: 26 November – 03 December 2012

Hotels	Room Category	Room Rate (per room per night)
ibis Singapore on Bencoolen	Standard (Single)	\$185++ Room Only Inclusive of Wi-Fi Internet
	Standard (Single)	\$200++ Room Inclusive of 01 Breakfast & Wi-Fi Internet

Additional Breakfast for Double/Twin Room is offer at \$18++ per person per day

Title: ☐ Prof ☐ Assoc Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Mdm ☐ Ms
Name: _____
Designation: _____
Company / Department: _____
Address: _____
City: _____ Country: _____ Postal Code: _____
Tel: () _____ Fax: () _____ Email: _____
Check-in Date: _____ Flight _____ Check-Out Date: _____ Flight _____
No of Night (s): _____ No of Room (s) Required: _____

ACCOMPANYING PERSON (S)

Dr / Mr / Mrs / Mdm / Ms*:

ACCOMODATION – cut off date: 26th October 2012
(Thereafter subject to availability)

Hotel / Room Category Preferred: ☐ (Standard Single Room – Room only)
☐ (Standard Single Room – Room with 01 Breakfast)

I would like to guarantee my reservation by Credit Card.

All above rates are subjected to 10% Service Charge and all prevailing government taxes.

Any cancellations on or after 15th October 2012 will be subjected to one-night's charge.

Any cancellation on actual day of arrival or no-show will be subjected to full duration charge.

Please tick one: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Diners ☐ JCB

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date

Name on Card

Signature

Please fax or email this form to:

Chris Chew (Senior Sales Manager)

Tel: 65 6593 2820

Fax: 65 6884 7842

Email: H6657-SL2@accor.com

170 Bencoolen Street Singapore 189657



V Hotel Management Pte Ltd (Administration Office)
80 Marine Parade Road #21-01 Parkway Parade Singapore 449269
Tel: 63461959 Fax: 63461970
Email: vhotel@vhotel.sg Website : www.vhotel.sg
Co.Reg.No. 201021433E

SIGGRAPH Asia (28th Nov-1 Dec 2012)
ROOM RESERVATION FORM

DETAILS OF GUESTS: -

*NUMBER OF ROOM _____
*ROOM TYPE: _____
*GUEST NAME _____
*EMAIL _____
*PHONE NO. _____
*ARRIVAL DATE _____ Arrival Flight / ETA : _____
*DEPARTURE DATE _____ Departure Flight / ETA: _____
*ROOM RATE _____

SUPERIOR SINGLE / TWIN SHARING ROOM INCLUSIVE OF INTERNET @ S\$128++ (S\$150.65NETT) PER ROOM NIGHT
Optional breakfast is chargeable at \$12++(S\$14.12nett) per person
< Choice for Queen or Twin Bedded room is subjected to availability upon reservation >
RESERVATION IS ON FIRST COME FIRST SERVE BASIS. ROOM IS SUBJECTED TO AVAILABILITY.
Reservation Submission by 25th Oct 2012

Special Request _____

TERMS & CONDITIONS :

>> All rates quoted are in SINGAPORE DOLLAR and inclusive of government taxes.
>> Official hotel check-in time is 2.00pm and check-out time is 12.00noon.
>> 50% non-refundable deposit of the total room reserved is required upon confirmation of the booking. Balance payment to be settled upon arrival.

DEPOSIT ARRANGMENT :-

(I) Payment by credit card OR

I, _____ (Name of Card Holder) hereby authorised V Hotel to charge my CREDIT CARD
account as follows :-

*CREDIT CARD NO _____ *EXPIRY DATE (MM/YY) _____

*CVV _____

*Card Holder's Signature _____ * DATE (DD/MM/YY) _____

* Expenses Authorised to be charged (Deposit) _____

(II) Payment by Telegraphic Bank Transfer, Hotel Bank details :-

- PAYABLE TO	V Hotel Management Pte Ltd
- BANK NAME	Overseas-Chinese Banking Corporate Ltd
- BANK ADDRESS	65 Chulia Street Centre Singapore 049513
- BANK ACCOUNT	629-481904-001
- BANK CODE	7339
	-SWIFF CODE OCB CSGSG

**** Please note that Bank Charges of S\$20.00/transaction imposed from Singapore Bank had to bear by the Payer**

PLEASE FORWARD YOUR BOOKING FORM TO:-

Reservation Department	Sales Department
Tel : +65 66640700	Tel : +65 66640714/ 9722 4443
Fax : +65 6348 9378	Fax: +65 6348 9378
Email: Karen@vhotel.sg	Email: maykim@vhotel.sg