EXHIBITOR MANUAL

SIGGRAPH ASIA 2012

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
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
# Index of Forms

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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  
Contact: Mr. Brian Kee  
Ms. Swee Ting Yap

## Venue
**Singapore EXPO Convention and Exhibition Centre**  
1 Expo Drive  
#02-10  
Singapore 46150  
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@dbschenker.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 5556  
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

<table>
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<th>Build-Up Period</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Official Stand Contractor Move-In</td>
<td>27 November 2012</td>
<td>08:00 – 22:00 hrs</td>
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<tr>
<td>Floor Marking by Official Stand Contractor</td>
<td>27 November 2012</td>
<td>08:00 – 14:00 hrs</td>
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<tr>
<td>Exhibitor Nominated External Contractor Move-In</td>
<td>27 November 2012</td>
<td>14:00 – 22:00 hrs</td>
</tr>
<tr>
<td></td>
<td>28 December 2012</td>
<td>08:00 – 22:00 hrs</td>
</tr>
<tr>
<td>Exhibitor Registration and Badge Collection</td>
<td>27 November 2012</td>
<td>14:00 – 18:00 hrs</td>
</tr>
<tr>
<td></td>
<td>28 November 2012</td>
<td>09:00 – 18:00 hrs</td>
</tr>
<tr>
<td>Exhibitors Move-In and Stand Decoration</td>
<td>28 November 2012</td>
<td>09:00 – 20:00 hrs</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Exhibition Period</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Opening Hours of Exhibition</td>
<td>29 November 2012</td>
<td>10:00 – 18:00 hrs</td>
</tr>
<tr>
<td></td>
<td>30 November 2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01 December 2012</td>
<td>10:00 – 17:00 hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantling Period</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors Move-Out</td>
<td>01 December 2012</td>
<td>17:00 – 21:00 hrs</td>
</tr>
<tr>
<td>Exhibitor Nominated External Contractor Stand Dismantling*</td>
<td>01 December 2012</td>
<td>18:00 – 21:00 hrs</td>
</tr>
</tbody>
</table>

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 :
  - 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 subject 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
DIRECTIONS AND MAP OF SINGAPORE EXPO
A) GENERAL INFORMATION

MAP OF SINGAPORE MRT
B) TECHNICAL INFORMATION

B.1 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*

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

1.2.2 Premium Shell Scheme Booth*

<table>
<thead>
<tr>
<th>Item</th>
<th>18 – 27 sqm</th>
<th>36 sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needle Punch Carpet</td>
<td>As per stand space</td>
<td></td>
</tr>
<tr>
<td>System wall, 2.4mH, White Color</td>
<td>As per stand space on all closed sides</td>
<td></td>
</tr>
<tr>
<td>Fascia board with English company name and booth number</td>
<td>On all open sides (aisle facing)</td>
<td></td>
</tr>
<tr>
<td>Logo signage (Pylon) with color graphic print</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lockable cabinet (A37), 1ml x 0.5mW x 1mHt</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Barstool (C09)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Showcase 2mH (S7) w/o lightings</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Slope Shelf</td>
<td>2 – 3</td>
<td>4</td>
</tr>
<tr>
<td>Round discussion Table (T21/15)</td>
<td>1 – 2</td>
<td>2</td>
</tr>
<tr>
<td>Black Arm Chair (C1C)</td>
<td>4 – 6</td>
<td>8</td>
</tr>
<tr>
<td>Wastepaper Basket</td>
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<td>Power socket, 13 Amp/220V (not for lighting use)</td>
<td>2 – 3</td>
<td>4</td>
</tr>
<tr>
<td>Spotlight 100w (1 per 3sqm)</td>
<td>6 – 9</td>
<td>12</td>
</tr>
</tbody>
</table>
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](image)

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](image)

- 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](image)
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 ?)

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.
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 R U L E S & R E G U L A T I O N S

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 (conduit 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.
### RULES & REGULATIONS

<table>
<thead>
<tr>
<th>C11 FOOD, BEVERAGE AND OTHER CONCESSION SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Note that deliveries of any food &amp; beverage from outside supplies are NOT permitted. Exhibitors, who require food catering for their booths, please refer to Form 15 in this manual.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C12 INTELLECTUAL PROPERTY RIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C13 UNFORESEEN OCCURRENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.</td>
</tr>
</tbody>
</table>
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](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.*

3) Fill out the form; items in **bold red** are required information.
4) Please enter the ‘Invitation Code’ which has been sent to you and click on "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](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".
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 (Example: www.siggraphasia.com)
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.

9) Tick all that is relevant for your product categories
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

<table>
<thead>
<tr>
<th>EXHIBITION GUIDE</th>
<th>COST</th>
<th>CONFERENCE LOCATOR</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Back Cover, Full Colour</td>
<td>Sold Out</td>
<td>□ Inside Front Cover</td>
<td>SGD 2,600</td>
</tr>
<tr>
<td>□ Inside Front Cover, Full Colour</td>
<td>SGD 3,800</td>
<td>□ Inside Back Cover</td>
<td>SGD 2,600</td>
</tr>
<tr>
<td>□ Inside Back Cover, Full Colour</td>
<td>SGD 3,800</td>
<td>□ Inside Page, Black &amp; White</td>
<td>SGD 2,000</td>
</tr>
<tr>
<td>□ Inside Page, Full Colour</td>
<td>SGD 2,800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2 HTML MAILER TO ATTENDEES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
<th>DATES AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 2012 Pre-registered attendees</td>
<td>SGD 1,000</td>
<td>November 2012</td>
</tr>
<tr>
<td>□ 2012 Post-show attendee list</td>
<td>SGD 1,200</td>
<td>January 2013</td>
</tr>
</tbody>
</table>

1.3 OTHERS

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

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 Kho
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price SGD</th>
<th>Qty</th>
<th>Total SGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Discount Offer (Order on or before 1 November 2012)</td>
<td>SGD 200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Rate (Order after 1 November 2012)</td>
<td>SGD 280.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ___________________________
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
Tel: +65 6500 6729
Fax: +65 6500 2771
st.yap@koelnmesse.com.sg

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.

<table>
<thead>
<tr>
<th>Exhibitor Check-in Date &amp; Time</th>
<th>27 November 2012</th>
<th>14:00 – 18:00 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 November 2012</td>
<td>09:00 – 20:00 hrs</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Country</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td>5</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order form only valid with complete company details

Company Name: 
Stand No: 
Fax: 
Tel: 
Email: 
Contact: 
Date & Signature:
**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  
**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)**

<table>
<thead>
<tr>
<th>Standard Shell Scheme</th>
<th>Premium Shell Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font type : <strong>Helvetica Bold</strong></td>
<td>Font type : <strong>Helvetica Bold</strong></td>
</tr>
<tr>
<td>Text colour : <strong>Black</strong></td>
<td>Text color : <strong>White</strong></td>
</tr>
</tbody>
</table>

### 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 [600mm x 300mmH]. 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.](image)

Order form only valid with complete company details
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 1.2mH.
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.

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

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Stand No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>Tel:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Date &amp; Signature:</td>
</tr>
</tbody>
</table>

30
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
Tel: +65 6500 6734
Fax: +65 6500 2771
w.lee@koelnmesse.com.sg

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 : ____________________________________
3) Cardholder Name : ________________________________
4) Card Number : ________________________________
5) Expiry Date : ________________________________
6) Amount to be debited : ________________________________
7) 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
Tel: +65 6500 6734
Fax: +65 6500 2771
w.lee@koelnmesse.com.sg

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.

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

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>55.00</th>
<th>71.50</th>
<th>82.50</th>
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</thead>
<tbody>
<tr>
<td>14</td>
<td>Per Light Fitting Connection (Up to 100W)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Per Light Fitting Connection (Up to 300W)</td>
<td>110.00</td>
<td>143.00</td>
<td>165.00</td>
</tr>
<tr>
<td>16</td>
<td>Per Light Fitting Connection (Up to 500W)</td>
<td>165.00</td>
<td>214.50</td>
<td>247.50</td>
</tr>
<tr>
<td>17</td>
<td>LED Lighting Connection Per Meter Run</td>
<td>50.00</td>
<td>65.00</td>
<td>75.00</td>
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</tbody>
</table>

SECTION C – FOR HEAVY DEMAND EXHIBITS OR MACHINERY ONLY

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>350.00</th>
<th>455.00</th>
<th>525.00</th>
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<tbody>
<tr>
<td>13</td>
<td>15Amp/415V TPN 50Hz AC (Max 8kW)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>30Amp/415V TPN 50Hz AC (Max 16kW)</td>
<td>450.00</td>
<td>585.00</td>
<td>675.00</td>
</tr>
<tr>
<td>15</td>
<td>60Amp/415V TPN 50Hz AC (Max 32kW)</td>
<td>850.00</td>
<td>1,105.00</td>
<td>1,275.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>MACHINE / EQUIPMENT REFERENCE</th>
<th>VOLTAGE</th>
<th>NO. OF MOTORS</th>
<th>RATING OF MOTOR (HP / KW)</th>
<th>METHOD OF STARTING</th>
<th>STARTING / RUNNING LOAD (AMPS)</th>
</tr>
</thead>
</table>

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.
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
Tel: +65 6500 6734
Fax: +65 6500 2771
w.lee@koelnmesse.com.sg

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 $S35.00 or $SS50.00 (orders above $SS5000.00).
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)

☐ 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: UOV8SGSG

Order form only valid with complete company details

Company Name:                                      Stand No:
Fax:                                               Tel:                           Email:
Contact:                                           Date & Signature:
<table>
<thead>
<tr>
<th>13A/230V SP 50/60 Hz Powerpoint (Not for lighting use)</th>
<th>15A/230V SP 50/60 Hz Powerpoint (Not for lighting use)</th>
<th>50W Standard Halogen Spotlight</th>
</tr>
</thead>
<tbody>
<tr>
<td>100W Standard Spotlight</td>
<td>100W Long Arm Spotlight</td>
<td>50W Long Arm Halogen Spotlight</td>
</tr>
<tr>
<td>50W Modular Arm Light</td>
<td>40W 1.2 Fluorescent Light (Batten Fitting)</td>
<td>40W 1.2 Fluorescent Light (Loose Fitting)</td>
</tr>
<tr>
<td>50W Downlight</td>
<td>150W/300W Floodlight</td>
<td>70W HQI (Day Light)</td>
</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>ON-SITE RATE</th>
<th>Quantity</th>
</tr>
</thead>
</table>
| 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 |          |
# 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.
## 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:**  
**Hall & Booth No:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Rental Per Week*</th>
<th>Subsequent Week*</th>
<th>Deposit</th>
<th>Qty</th>
<th>Total SGD($)</th>
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<tr>
<td><strong>TELEPHONE LINE</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A) Telephone Line (Local Access Only – Free Local Call)^</td>
<td>$208.65</td>
<td>$53.50</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B) Telephone Line (Local &amp; IDD Access – IDD Usage is Chargeable)^</td>
<td>$208.65</td>
<td>$53.50</td>
<td>$200.00</td>
<td></td>
<td></td>
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<tr>
<td>Surcharge – Buildup period</td>
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<td>Surcharge – Show day</td>
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<tr>
<td>Relocation charge</td>
<td>$64.20</td>
<td>-</td>
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</tr>
<tr>
<td>Telephone Extension (Within Booth Area)</td>
<td>$96.30</td>
<td>-</td>
<td></td>
<td></td>
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<td>Fault Rectifying</td>
<td>$64.20</td>
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<td><strong>ISDN</strong></td>
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<td></td>
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<tr>
<td>A) ISDN2 (Local Access Only)</td>
<td>$342.40</td>
<td>$53.50</td>
<td>$100.00</td>
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<tr>
<td>B) ISDN2 (Local &amp; IDD Access)</td>
<td>$342.40</td>
<td>$53.50</td>
<td>$200.00</td>
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<tr>
<td>Surcharge- Buildup period</td>
<td>$171.20</td>
<td>-</td>
<td></td>
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<tr>
<td>Surcharge – Show day</td>
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<td>-</td>
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<td></td>
</tr>
<tr>
<td>Relocation charge</td>
<td>$64.20</td>
<td>-</td>
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<tr>
<td><strong>BROADBAND</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A) 512K ADSL (Dynamic IP, with Internet access)</td>
<td>$1,070.00</td>
<td>$535.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B) 1MB ADSL (Dynamic IP, with Internet access)</td>
<td>$2,033.00</td>
<td>$586.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C) 2MB ADSL (Dynamic IP, with Internet access)</td>
<td>$3,638.00</td>
<td>$586.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D) 512K ADSL (8 Static IP, with Internet access)</td>
<td>$1,391.00</td>
<td>$586.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E) 1MB ADSL (8 Static IP, with Internet access)</td>
<td>$2,675.00</td>
<td>$1,070.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F) 2MB ADSL (16 Static IP, with Internet access)</td>
<td>$5,243.00</td>
<td>$1,070.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surcharge: Buildup period</td>
<td>$321.00</td>
<td>-</td>
<td></td>
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</tr>
<tr>
<td>Surcharge: Show day</td>
<td>$535.00</td>
<td>-</td>
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<tr>
<td>Relocation charge</td>
<td>$149.80</td>
<td>-</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
## 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.)

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

**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. "*" 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 and 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

![Booth Plan Diagram]

Company Stamp: ___________________________

Signature: ___________________________

Date of submission: ___________________________

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

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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.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION OF SERVICES / ITEMS</th>
<th>UNIT COST *</th>
<th>QTY</th>
<th>COST *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

* Subject to 7% Goods & Services Tax (GST)
* GST is not applicable for foreign-based exhibitors.

<table>
<thead>
<tr>
<th>Total Cost Before GST</th>
<th>7% GST*</th>
<th>Total Cost Including GST</th>
</tr>
</thead>
</table>

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 $35.00 or $50.00 (orders above $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: ____________________________ Email: ____________________________
Tel: ____________________________ Date & Signature: ____________________________
Contact: ____________________________
# Furniture Price List

<table>
<thead>
<tr>
<th>CHAIRS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>$$</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1C</td>
<td>Arm Chair (Black)</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>C1D</td>
<td>Arm Chair (Silver)</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>C1E</td>
<td>Arm Chair</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>C1F</td>
<td>Arm Chair</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>C1G</td>
<td>Arm Chair</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>C1H</td>
<td>Arm Chair (Black Seat)</td>
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</tr>
<tr>
<td>C1J</td>
<td>Arm Chair (Brown)</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>C1K</td>
<td>Arm Chair</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>C1M</td>
<td>Arm Chair</td>
<td>65.00</td>
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<tr>
<td>C1N</td>
<td>Arm Chair</td>
<td>65.00</td>
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<tr>
<td>C1U</td>
<td>Arm Chair</td>
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</tr>
<tr>
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<td>Banquet Chair</td>
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<td>C6</td>
<td>Banquet Chair</td>
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<td>C7</td>
<td>Banquet Chair</td>
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</tr>
<tr>
<td>C7B</td>
<td>Banquet Chair</td>
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</tr>
<tr>
<td>C7C</td>
<td>Banquet Chair</td>
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<td></td>
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<tr>
<td>C7D</td>
<td>Banquet Chair</td>
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<tr>
<td>C7F</td>
<td>Banquet Chair</td>
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</tr>
<tr>
<td>C7G</td>
<td>Banquet Chair</td>
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<tr>
<td>C7H</td>
<td>Banquet Chair</td>
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<tr>
<td>C9G</td>
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</tr>
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<td>Bar Stool</td>
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<td>Bar Stool</td>
<td>50.00</td>
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<td>Bar Stool</td>
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<td>Bar Stool</td>
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</tr>
<tr>
<td>C9M</td>
<td>Bar Stool</td>
<td>45.00</td>
<td></td>
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<tr>
<td>C10A</td>
<td>Bar Stool</td>
<td>40.00</td>
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</tr>
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<td>C10B</td>
<td>Bar Stool</td>
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</tr>
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<td>Bar Stool</td>
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<td>Bar Stool (Grey)</td>
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<td>Bar Stool (Turquoise)</td>
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<td>Bar Stool (Red)</td>
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<td>C10P</td>
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<tr>
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<td>Bar Stool (Blue)</td>
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</tr>
<tr>
<td>C16F</td>
<td>Banquet Chair</td>
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<table>
<thead>
<tr>
<th>TABLES</th>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>$$</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1</td>
<td>Coffee Table (Glass Top)</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Coffee Table</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>T2A</td>
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<td>Coffee Table</td>
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<td></td>
</tr>
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<td>T3A</td>
<td>Coffee Table</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>T3B</td>
<td>Coffee Table</td>
<td>40.00</td>
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</tr>
<tr>
<td>T3C</td>
<td>Coffee Table</td>
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<thead>
<tr>
<th>SHOWCASES &amp; PANELS</th>
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<th>DESCRIPTION</th>
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<td>Display Cube (1000mmH)</td>
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<td>A22</td>
<td>Display Cube (500mmH)</td>
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<tr>
<td>A23</td>
<td>Display Cube (750mmH)</td>
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<td>A31</td>
<td>Lockable Cabinet</td>
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<td>Curved Info Counter</td>
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<td>A37B</td>
<td>Lockable Cabinet</td>
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<tr>
<td>A50</td>
<td>2-Tier Counter</td>
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<td>3-Tier Counter</td>
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<td>S3</td>
<td>Counter Showcase</td>
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<tr>
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</tr>
<tr>
<td>S10B</td>
<td>Showcase</td>
<td>400.00</td>
<td></td>
</tr>
<tr>
<td>S10C</td>
<td>Showcase</td>
<td>400.00</td>
<td></td>
</tr>
<tr>
<td>S7</td>
<td>Information Table</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**PLEASE 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 $1.00 will be subject to a basic charge of $0.35 or $0.50. Orders above $200.00.
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.
FURNITURE CATALOGUE

Chairs

C1F Armchair
460L x 450W 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 440H

C1K Armchair
420L x 520W x 450H

C1E Armchair
500L x 450W x 460H

C1L Armchair
500L x 450W x 460H

C1M Armchair
510L x 590W x 470H

C1N Armchair
570L x 480W x 440H

C1A Armchair
620L x 300W x 440H

C1C Armchair
400L x 450W x 440H

C1D Armchair
400L x 450W x 440H

C7M Banquet Chair
460L x 450W x 480H

C7S Banquet Chair
450L x 480W x 480H

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
430L x 520W x 460H

C16R Banquet Chair
420L x 540W x 460H
FURNITURE CATALOGUE

Bar Stools

Colours available in:
C101N Red
C101P Pink
C101M Turquoise

Colours available in:
C102N Grey
C102P Pink
C102R Pink
C102X Raspberry

C101Q Bar Stool
DIA 350 x 830H

C101H Bar Stool
DIA 355 x 830H

C102M Bar Stool
355L x 400W x 520/770H

C102A Bar Stool
340L x 340W x 830H

C102I Bar Stool
440L x 430W x 780H

C106A Bar Stool
DIA 380 x 820H

C106U Bar Stool
DIA 380 x 820H

C106F Bar Stool
DIA 380 x 740H

C106G Bar Stool
DIA 380 x 830H

C106B Bar Stool
DIA 380 x 420H

C105A Bar Stool
440L x 400W x 520/770H

C105T Bar Stool
440L x 400W x 520/770H

C105W Bar Stool
440L x 400W x 520/770H

C105V Bar Stool
360L x 360W x 520/770H

C98 Bar Stool
370L x 750H

C96 Bar Stool (Chrome)
400L x 460W x 340H

C96C Bar Stool
400L x 460W x 340H

C96H Bar Stool
450L x 400W x 840H

C96L Bar Stool
470L x 400W x 750H

C96K Bar Stool
470L x 400W x 750H
Tables / Display Items

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

T26B/13A Square Table
760L x 740W x 700H

T21C/15 Conference Table
DIA 1200L x 700H

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

T13/15 Conference Table
1200L x 800W x 700H

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

T28F Conference Table
1500L 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 cabinets)
1000L x 300W x 750H/1000H2

A51 3-Tier Counter
(without lockable cabinets)
1000L x 3000W x 500H/750H/1000H3

T7 Information Table
1000L x 500W x 750H

A37 Lockable Cabinet
1000L x 500W x 750H

A37A Curved Info Counter
1500L x 500W x 1000H

A37B Lockable Cabinet
1000L x 460W x 710H

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

**S7 Showcase**
(with 4 halogen downlights)
1800L 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 900W x 900H

**S3 Counter Showcase**
1000L x 400W x 900H

**S10A Showcase**
(with 1 halogen downlight)
650L x 400W x 1950H

**S10B Showcase**
(with 1 halogen downlight)
650L x 400W x 1950H

**S10C Showcase**
(with 1 halogen downlight)
430L x 570W x 1620H

**A43 Refrigerator**
550L x 550W x 1440H

**A42 Refrigerator**
420L x 400W x 820H

**A188 Brochure Stand**
260L x 1300H
Available in Chrome

**A150 Brochure Stand**
235L x 1500H

**A15E Brochure Stand**
300L x 1300H

**A15F Brochure Stand**
215L x 1380H

**A178 Bag Stand**
1000L x 520H

**A19 Coat Stand**
550L x 1700H

**A20 Coat Stand**
550L x 1700H

**A33 Easel**
900L x 850W x 1900H

**A49A Signage Stand**
560L x 720W x 1620H

**A55 Plastic Bag Stand**
415L x 500H
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

<table>
<thead>
<tr>
<th>MOTOR CAP</th>
<th>HOSE SIZE (Int Dia in mm)</th>
<th>R PRESSURE</th>
<th>UNIT COST *</th>
<th>QTY</th>
<th>COST *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Hp / 0.75kW</td>
<td>12</td>
<td>3</td>
<td>45</td>
<td></td>
<td>$650.00</td>
</tr>
<tr>
<td>2 Hp / 1.5kW</td>
<td>12</td>
<td>4</td>
<td>60</td>
<td></td>
<td>$750.00</td>
</tr>
<tr>
<td>3 Hp / 2.24kW</td>
<td>12</td>
<td>5</td>
<td>70</td>
<td></td>
<td>$850.00</td>
</tr>
<tr>
<td>5 Hp / 3.73kW</td>
<td>15</td>
<td>6</td>
<td>85</td>
<td></td>
<td>$1050.00</td>
</tr>
</tbody>
</table>

* Subject to 7% Goods & Services Tax (GST)
* GST is not applicable for foreign-based exhibitors.

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: ___________________________
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)

☐ 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

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

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICES / ITEMS</th>
<th>UNIT COST *</th>
<th>QTY</th>
<th>COST *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Inlet (13mm) &amp; Outlet (32mm) Pipe inclusive of up to 20m</td>
<td>$650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional per meter run of pipe if greater than 20m</td>
<td></td>
<td></td>
<td>32.00</td>
</tr>
</tbody>
</table>

* 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:
5. 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.

6. 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 $35.00 or $50.00 (orders above $5000.00).

7. 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.

8. Amount paid are non-refundable should the event is being cancelled or withdrawn.

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

Order form only valid with complete company details
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@dbschenker.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: ________________________________

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Dimensions (cm) (L x W x H)</th>
<th>Weight (kg)</th>
<th>Date of Arrival in Singapore</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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)

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@dbschener.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

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Stand No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>Tel:</td>
</tr>
<tr>
<td>Email:</td>
<td>Date &amp; Signature:</td>
</tr>
</tbody>
</table>

50
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 Documentation

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@dbschenker.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

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

13.8 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


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
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

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

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

<table>
<thead>
<tr>
<th>Please Photocopy for Your File and Return / Fax This Copy to:</th>
<th>Exhibiting Company and Booth No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schenker Singapore (Pte) Ltd Fairs &amp; Exhibitions Dept. 2 Changi South Street 2, Singapore 486759 Tel: (65) 6245 5355 Fax: (65) 6245 5385 Attn: Mr Joseph Lam Email: <a href="mailto:joseph.lam@dbschenker.com">joseph.lam@dbschenker.com</a></td>
<td>..................................................</td>
</tr>
<tr>
<td>Name of Person In-Charge:</td>
<td>..................................................</td>
</tr>
<tr>
<td>Tel: ................................. Fax: .................................</td>
<td></td>
</tr>
<tr>
<td>Email: ..................................................</td>
<td></td>
</tr>
<tr>
<td>Signature and Date:</td>
<td>..................................................</td>
</tr>
</tbody>
</table>
**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  
Tel: +65 6500 6729  
Fax: +65 6296 2771

**14.1 EXHIBITION TEMPORARY STAFF**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Date</th>
<th>Advance Rate Submit on/before 1 Nov 2012</th>
<th>Standard Rate Submit after 1 Nov 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Staff / Booth Hostess (English speaking)</td>
<td>29 Nov, 30 Nov, 1 Dec</td>
<td>20.00</td>
<td>30.00</td>
</tr>
<tr>
<td>English-Chinese Translator</td>
<td></td>
<td>50.00</td>
<td>75.00</td>
</tr>
<tr>
<td>English-Other Languages Please specify:</td>
<td></td>
<td>Upon Request</td>
<td></td>
</tr>
</tbody>
</table>

^ 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**

**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](mailto:claudine@occasions.sg)

Tel: +65 6299 6211
Fax: +65 6299 6212

---

## 15.1 Booth Catering Beverage & Equipment Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>$/$ Unit</th>
<th>City Req’d</th>
<th>Total ($$)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHAMPAGNE/WINE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sparkling Wine (75 cl per btl)</td>
<td>btl</td>
<td>33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Champagne (75 cl per btl)</td>
<td>btl</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Red Wine (75 cl per btl)</td>
<td>btl</td>
<td>46</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COFFEE & TEA**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>$/$ Unit</th>
<th>City Req’d</th>
<th>Total ($$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee/Tea Cans (Small 12 servings)</td>
<td>1 unit</td>
<td>$14.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Includes 32 sets individual packed dishes, savettes, creamer and sugar and 32 disposable foam cups (box).

**LEVER/CODER**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>$/$ Unit</th>
<th>City Req’d</th>
<th>Total ($$$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carafe (221 ml per can)</td>
<td>24 cans</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evian Purified Water (201 ml per btl)</td>
<td>6 units</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evian Purified Water (201 ml per btl)</td>
<td>6 units</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sommelier Cork (330 ml per btl)</td>
<td>6 units</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: All items require a refundable deposit of $200.00 is required.

**MINERAL/PURIFIED WATER/BEVERAGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>$/$ Unit</th>
<th>City Req’d</th>
<th>Total ($$$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sparkling Mineral (241 ml per btl)</td>
<td>4 units</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diet Coke (330 ml per can)</td>
<td>24 cans</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coke (330 ml per can)</td>
<td>24 cans</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprite (330 ml per can)</td>
<td>24 cans</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange Juice (250 ml per btl)</td>
<td>12 bts</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cranberry Juice (250 ml per btl)</td>
<td>12 bts</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ALCOHOLIC BEVERAGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>$/$ Unit</th>
<th>City Req’d</th>
<th>Total ($$$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champagne 10%</td>
<td>24 pcs</td>
<td>$7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Wine</td>
<td>1 bottle</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Burgundy</td>
<td>1 bottle</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Bordeaux</td>
<td>1 bottle</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BEVERAGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>$/$ Unit</th>
<th>City Req’d</th>
<th>Total ($$$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottles (50cl) Seaweed Flavour</td>
<td>12 pcs</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottles (50cl) Cheese Flavour</td>
<td>12 pcs</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gourmet Popcorn Caramel Flavour</td>
<td>6 pcs</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M &amp; M’s Milk (45.3 g)</td>
<td>6 pcs</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M &amp; M’s Peanut (48.5 g)</td>
<td>6 pcs</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mars (31.4 g)</td>
<td>6 pcs</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB TOTAL AMOUNT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>$/$ Unit</th>
<th>City Req’d</th>
<th>Total ($$$)</th>
</tr>
</thead>
</table>

---

### Other Form Details

- Fax: 
- Tel: 
- Contact: 
- Date & Signature: 

---

**Notes:**

- **15.1 Booth Catering Beverage & Equipment Form**

---

**Stand No:**

---

**Company Name:**

---

**Tel:**

---

**Email:**

---

**Contact:**

---

**Date & Signature:**

---

**59**
## 15.2 Snack Order Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Pkg</th>
<th>$$/Order</th>
<th>Qty Req'd</th>
<th>Total ($)</th>
<th>Description</th>
<th>Pkg</th>
<th>$$/Order</th>
<th>Qty Req'd</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SWEET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>DISPOSABLE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Matcha Cake</td>
<td>20pc</td>
<td>$20.00</td>
<td></td>
<td></td>
<td>Plastic Fork (per dozen)</td>
<td>12</td>
<td></td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>Mini Banana Cake</td>
<td>30pc</td>
<td>$20.00</td>
<td></td>
<td></td>
<td>Plastic Flatware (per dozen)</td>
<td>12</td>
<td></td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>Blackforest Roll</td>
<td>30pc</td>
<td>$28.00</td>
<td></td>
<td></td>
<td>Plastic Cup (per dozen)</td>
<td>12</td>
<td></td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>Miss Chocolate Éclair</td>
<td>30pc</td>
<td>$25.00</td>
<td></td>
<td></td>
<td>Serviettes (100 pcs/bag)</td>
<td>1</td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>Miss Fruit Tart</td>
<td>30pc</td>
<td>$43.00</td>
<td></td>
<td></td>
<td>Sticker (20 pcs)</td>
<td></td>
<td></td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>Miss Chocolate Truffle</td>
<td>30pc</td>
<td>$25.00</td>
<td></td>
<td></td>
<td><strong>STAINLESS STEEL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Classic Fruit Cake</td>
<td>30pc</td>
<td>$20.00</td>
<td></td>
<td></td>
<td>Dessert Fork (per dozen) #2</td>
<td>12</td>
<td></td>
<td></td>
<td>$24.00</td>
</tr>
<tr>
<td>assorted Muffin</td>
<td>30pc</td>
<td>$30.00</td>
<td></td>
<td></td>
<td>Dessert Knife (per dozen) #2</td>
<td>12</td>
<td></td>
<td></td>
<td>$24.00</td>
</tr>
<tr>
<td>Mini Portuguese Egg Tart</td>
<td>30pc</td>
<td>$43.00</td>
<td></td>
<td></td>
<td>Dessert Spoon (50 pcs, dozen) #2</td>
<td>12</td>
<td></td>
<td></td>
<td>$24.00</td>
</tr>
<tr>
<td>Minis Lunchea Roll</td>
<td>30pc</td>
<td>$32.00</td>
<td></td>
<td></td>
<td><strong>CHINAWARE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SAVORY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Export Plates (per dozen) #2</td>
<td>12</td>
<td></td>
<td></td>
<td>$24.00</td>
</tr>
<tr>
<td>Tuna Finger Sandwich</td>
<td>30pc</td>
<td>$18.00</td>
<td></td>
<td></td>
<td>Coffee Cups without Teaspoon</td>
<td>12</td>
<td></td>
<td></td>
<td>$36.00</td>
</tr>
<tr>
<td>Ham &amp; Cheese Finger Sandwich</td>
<td>30pc</td>
<td>$18.00</td>
<td></td>
<td></td>
<td>and Saucer (per dozen) #2</td>
<td>12</td>
<td></td>
<td></td>
<td>$36.00</td>
</tr>
<tr>
<td>Monte Cristo Ham and Cheese</td>
<td>30pc</td>
<td>$38.00</td>
<td></td>
<td></td>
<td><strong>SERVICE STAFF ARRANGEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss Chicken R8</td>
<td>30pc</td>
<td>$20.00</td>
<td></td>
<td></td>
<td>Manpower (Minimum 4 hours)</td>
<td>1</td>
<td></td>
<td></td>
<td>$60.00</td>
</tr>
<tr>
<td>Miss Tuna Puff</td>
<td>30pc</td>
<td>$30.00</td>
<td></td>
<td></td>
<td>Manpower (Minimum 8 hours)</td>
<td>1</td>
<td></td>
<td></td>
<td>$160.00</td>
</tr>
<tr>
<td>Vegetarian Spring Roll</td>
<td>30pc</td>
<td>$17.00</td>
<td></td>
<td></td>
<td><strong>VEGETABLE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Savory Croissant</td>
<td>30pc</td>
<td>$24.00</td>
<td></td>
<td></td>
<td>Vegetable Samosa</td>
<td>30pc</td>
<td>$16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curry Vegetable Samosa</td>
<td>30pc</td>
<td>$16.00</td>
<td></td>
<td></td>
<td>Streamed Pan-fried Lotus Bun</td>
<td>30pc</td>
<td>$16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streamed Pan-fried Lotus Bun</td>
<td>30pc</td>
<td>$25.00</td>
<td></td>
<td></td>
<td>Streamed Chicken Chow Siew Bun</td>
<td>30pc</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streamed Chivey Kiw</td>
<td>30pc</td>
<td>$24.00</td>
<td></td>
<td></td>
<td>Miss Samui Kee</td>
<td>30pc</td>
<td>$26.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streamed Har Kway</td>
<td>30pc</td>
<td>$32.00</td>
<td></td>
<td></td>
<td>Chilled Beef Mei</td>
<td>30pc</td>
<td>$22.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable Pau</td>
<td>30pc</td>
<td>$16.00</td>
<td></td>
<td></td>
<td>Vegetable Pau</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order form only valid with complete company details

---

**Company Name:**

**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

<table>
<thead>
<tr>
<th>Sub Total Amount</th>
<th>Sub Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(subject to 10% service charge &amp; prevailing taxes)</td>
<td>(subject to 10% service charge &amp; prevailing taxes)</td>
</tr>
</tbody>
</table>

Date and Time of Delivery

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:

Note:

- All quoted prices are in Singapore Dollars (SGD).
- Kindly note that there will be an additional surcharge of $80.00 for orders submitted after the deadline.
- All quoted prices are subject 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: ___________________________
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.
**ROOM RESERVATION FORM**

**Koelnmesse Pte Ltd**

**SIGGRAPH Asia 2012, 26 November to 3 December 2012**

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

<table>
<thead>
<tr>
<th>A. Room Reservation Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
</tr>
<tr>
<td><strong>Family/Last Name:</strong></td>
</tr>
<tr>
<td><strong>Given/First Name:</strong></td>
</tr>
<tr>
<td><strong>Company:</strong></td>
</tr>
<tr>
<td><strong>Designation:</strong></td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Postal/Zip Code:</strong></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>Fax/Telex No:</strong></td>
</tr>
<tr>
<td><strong>Date of Arrival:</strong></td>
</tr>
<tr>
<td><strong>Date of Departure:</strong></td>
</tr>
<tr>
<td><strong>Number of Nights:</strong></td>
</tr>
<tr>
<td><strong>Flight Number / Arrival Time:</strong></td>
</tr>
<tr>
<td><strong>Flight Number / Departure Time:</strong></td>
</tr>
</tbody>
</table>

*(Check-in time: after 2 pm, Check-out time: 12 pm)*

**NOTE:**
- Check-in time is 2:00 p.m. If you are arriving between midnight or wish to occupy the room before 2:00 pm, placing a reservation a night prior to the arrival date is recommended.
- Checkout time is 12:00 noon. Requests to retain rooms beyond that hour should be directed to the Front Desk once the booking is registered and the charges will be applicable.

<table>
<thead>
<tr>
<th>B. Room Type &amp; Rate (Please tick appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swissôtel The Stamford, Singapore</strong></td>
</tr>
<tr>
<td>☐ Classic Room</td>
</tr>
<tr>
<td>☐ Classic Room</td>
</tr>
<tr>
<td>☐ Classic Room</td>
</tr>
</tbody>
</table>

**Room Request** *(room requests will be accommodated subject to availability)*

☐ Twin ☐ King / ☐ Smoking ☐ Non-Smoking

Other requests (please specify): ________________________________________________ *(room requests will be accommodated subject to availability)*

**NOTE:**
- All room rates are in Singapore Dollars and are subject to 10% service charge and prevailing goods & services tax.
- In the event that this reservation form is not submitted by 25 October 2012 to the reservation department, all room reservation will be subjected to availability and rates will be subjected to hotel’s walk in rate.

<table>
<thead>
<tr>
<th>C. Reservation Guarantee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please guarantee to my credit card:</strong></td>
</tr>
<tr>
<td><strong>Card Number:</strong></td>
</tr>
<tr>
<td><strong>Card holder's name on credit card (please print):</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
</tr>
</tbody>
</table>

**Terms & Conditions:**
- Any cancellation of made after 25 October 2012, there will be cancellation charge for One Night of the reservation made.
- In the event of no-show, cancellation and/or shortening of stay made on day of scheduled arrival, cancellation charge of the entire duration will be imposed.
- This form is not valid for 3rd party authorisation, kindly contact hotel directly for this arrangement.

**Official Use**

**Taken By:** __________________________________ | **Date/Time:** | __________________________________ |

**Confirmed By:** __________________________________
**SIGGRAPH ASIA**
28 NOVEMBER 2012 – 1 DECEMBER 2012

<table>
<thead>
<tr>
<th>Attention: Ms Aldrina Low</th>
<th>Fax</th>
<th>+ 65 64 150 519</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservations Officer</td>
<td>Telephone</td>
<td>1800 313 13 13</td>
</tr>
<tr>
<td>Capri by Fraser Changi City, Singapore</td>
<td>Email</td>
<td><a href="mailto:reservations.singapore@capribyfraser.com">reservations.singapore@capribyfraser.com</a></td>
</tr>
<tr>
<td>3 Changi Business Park Central 1, Singapore 486037</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Fax</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Arrival Date</th>
<th>Flight</th>
<th>ETA</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Flight</th>
<th>ETD</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Studio Superior**: Single/Twin SS255.00 ++ per room per night
- **Studio Deluxe**: Single/Twin SS300.00 ++ per room per night
- **Studio Premier**: Single Twin SS400.00++ per room per night

**Buffet breakfast can be included at additional SS20 ++ per person per day.**

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

**Credit Card Details For Guarantee**

<table>
<thead>
<tr>
<th>Card Type card (Please tick one)</th>
<th>AMEX</th>
<th>Diners Club</th>
<th>Master card</th>
<th>VISA</th>
<th>JCB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Member’s name</td>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit card number</td>
<td>Expiry Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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. SS50-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-Show” 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 as early arrival or late departure are subject to room availability.

For Hotel Use: Booking Confirmation No: ___________________________ Date: ________________
# 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**

<table>
<thead>
<tr>
<th>ROOM CATEGORY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please tick your choice (s) of room type (s):</td>
<td></td>
</tr>
<tr>
<td>- Deluxe Room (Single)</td>
<td>S$240++ per room per night (Single occupancy with one daily buffet breakfast)</td>
</tr>
<tr>
<td>- Deluxe Room (Twin)</td>
<td>S$260++ per room per night (Twin occupancy with two daily buffet breakfast)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GUEST PARTICULARS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please fill the particulars as follows:</td>
<td></td>
</tr>
<tr>
<td>- GUEST NAME MR/ MS/ MRS/ DR/ PROF (Please underline Surname)</td>
<td></td>
</tr>
<tr>
<td>- DATE</td>
<td></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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT CARD GUARANTEE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- American Express</td>
<td></td>
</tr>
<tr>
<td>- Visa</td>
<td></td>
</tr>
<tr>
<td>- MasterCard</td>
<td></td>
</tr>
<tr>
<td>- Diners Club</td>
<td></td>
</tr>
<tr>
<td>- Others</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARDHOLDER’S NAME</th>
<th>EXPIRY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARDHOLDER’S SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

---

**FOR HOTEL USE ONLY**

Booking is Confirmed/ Not Confirmed by ___________________ Date ___________________

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AIRPORT TRANSFERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Limousine Required:</td>
<td></td>
</tr>
<tr>
<td>- Mercedes Benz @ S$75nett (1-Way)</td>
<td></td>
</tr>
<tr>
<td>(a surcharge of S$10nett will be applicable for car transfers between 11pm-7am)</td>
<td></td>
</tr>
</tbody>
</table>

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- 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 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

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Room Rate Per Night (SGD$)</th>
<th>Room Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Hotel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landmark Village Hotel</td>
<td>Deluxe Room :-</td>
<td>Single</td>
</tr>
<tr>
<td>Singapore</td>
<td>$230++ per room per night (Single Occupancy)</td>
<td>Twin</td>
</tr>
<tr>
<td></td>
<td>$250++ per room per night (Double / Twin Occupancy)</td>
<td>Double</td>
</tr>
</tbody>
</table>

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)

SPECIAL REMARKS

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**

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

| 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: _____________________________ |

**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

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

<table>
<thead>
<tr>
<th>Hotels</th>
<th>Room Category</th>
<th>Room Rate (per room per night)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ibis Singapore on Bencoolen</td>
<td>Standard (Single)</td>
<td>$185++ Room Only Inclusive of Wi-Fi Internet</td>
</tr>
<tr>
<td></td>
<td>Standard (Single)</td>
<td>$200++ Room Inclusive of 01 Breakfast &amp; Wi-Fi Internet</td>
</tr>
</tbody>
</table>

**I would like to guarantee my reservation by Credit Card.**  
All above rates are subject 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.

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Expiry Date</th>
<th>Name on Card</th>
<th>Signature</th>
</tr>
</thead>
</table>

Please tick one:  
- □ Visa  
- □ MasterCard  
- □ AMEX  
- □ Diners  
- □ JCB
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 SUBJECT 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 ARRANGEMENT:

(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 OCBCSGSG

** 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