

This activity is supported under LEAD International Fairs & Missions (LEAD IFM), an initiative by Enterprise Singapore.

### Enterprise Singapore

Enterprise Singapore is the Singapore government agency championing enterprise development. We also support the growth of Singapore as a hub for global trading and startups.

With our global network in over 35 locations spanning many developed and emerging markets, we connect businesses with relevant Singapore companies for their business expansion.

Visit [www.enterprisesg.gov.sg](http://www.enterprisesg.gov.sg) for more information.

DETAILS OF THE EXHIBITOR					
<b>Company:</b> [N.B. Name of Company must be the same as appeared on the Business Registration Certificate & will be used on fascia board at your booth.]				<b>Business Registration No. :</b>	
<b>Name:</b>				<b>Designation:</b>	
<b>Tel:</b>		<b>Fax:</b>		<b>Email:</b>	
<b>Address:</b>					
<b>Products /Services</b> (To be written on separate sheet. limit to 100 words):				<b>RAS Member:</b>	
				<input type="checkbox"/> Yes / <input type="checkbox"/> No	

### Criteria Declaration

- Participating company is incorporated/ registered and based in Singapore.
- Participating company is only allowed to have one other related company in the same event.
- Participating company has at least 3 of the following core business functions operating from Singapore:

<input type="checkbox"/>	Market development and planning	<input type="checkbox"/>	Logistics and shipping management	<input type="checkbox"/>	Manufacturing and other value-added activities
<input type="checkbox"/>	Business and investment planning	<input type="checkbox"/>	Research and development and design function	<input type="checkbox"/>	Banking, financial & treasury functions

How many LEAD IFM supported Singapore Pavilions have you participated in this year? (1 Jan – 31 Dec 2021): \_\_\_\_\_

### Space Requirement & Participation Costs

Yes, I am interested to exhibit within the Singapore Pavilion. I wish to take the following space option:

Booth Size (Sqm)	Space Rental (SG\$500 / sqm)	Pavilion Stand Construction (SG\$100/ sqm)	Pylon Stand Compulsory for Bare Space (SGD\$250/ pylon)	Total Payable Amount (SGD\$)	Estimated LEAD IFM Subsidy <b>up to 70%</b>	Estimated Effective Cost (SGD\$)
<input type="checkbox"/> 9 (Shell Scheme)	4,500	900	-	5,400		1,620
<input type="checkbox"/> 18 (Shell Scheme)	9,000	1,800	-	10,800		3,240
<input type="checkbox"/> 27 (shell Scheme)	13,500	2,700	-	16,200		4,860
<input type="checkbox"/> 36 (Shell Scheme)	18,000	3,600	-	21,600		6,480
<input type="checkbox"/> 18 (Bare Space)	9,000		250	9,250		2,775
<input type="checkbox"/> 27 (Bare Space)	13,500		250	13,750		4,125
<input type="checkbox"/> 36 (Bare Space)	18,000		500	18,500		5,550
<input type="checkbox"/> Others: Space						
<input type="checkbox"/> E-platform Participation	1,000			1,000		300

\*The above amount is before reimbursement of LEAD IFM's approved amount. Reimbursement to exhibitors will be made after RAS receives the said amount from Enterprise Singapore. The above calculation is based on an estimation subsidy of 70%.

<b>Singapore Pavilion Shell Scheme Construction Entitlement</b>	<b>9sqm</b>	<b>18sqm</b>	<b>27sqm</b>	<b>36sqm</b>
Folding Chair	3	6	9	12
Information Counter	1	2	3	4
Round Table	1	2	3	4
Fluorescent Light	2	4	6	8
Singles Phase Power Outlet (230V / 13A)	1	2	3	4
Waste Paper Basket	1	2	3	4
Fascia board with company's name & stand number	Included			
Coloured needle-punched carpeting	Included			
White laminated plywood partition	Included			
Singapore Pavilion Signage	Included			

#### **IMPORTANT NOTE**

1. Non-RAS member is required to pay an additional admin fee of **S\$350 (non-refundable)**. This amount is **not** eligible for claim under the LEAD IFM scheme.
2. There will be an audit fee charge for each exhibitor under the LEAD IFM funding.
3. Kindly allow about 4-6 months for processing of claims after exhibition.
4. Please note that Enterprise Singapore reserves the right to verify information provided by the companies. Eligibility and subsidy reimbursement of individual companies are subject to the final claim approval.
5. LEAD IFM is not direct subsidy for expenses incurred by participating companies.
6. LEAD IFM is intended to offset the bona fide eligible costs paid by TAC to 3<sup>rd</sup> party suppliers in organizing the activity. It supports up to 50% - 70% of eligible expenses incurred by the TA/C for organizing the activity.
7. TAC shall not misappropriate the participating fees collected from participating companies.
8. TAC is responsible for all expenses related to the activity and will seek reimbursement for eligible expenses from Enterprise Singapore on behalf of participating companies.
9. Enterprise Singapore will not be responsible to the participating companies in the event that TAC defaults in making payment to the participating companies.

#### **MODE OF PAYMENT**

Payment should be made payable to organizer 'CONFERENCE & EXHIBITION MANAGEMENT SERVICES PTE LTD'. **Cheque Payment to be mailed to 1 Maritime Square, #09-56 HarbourFront Centre, Singapore 099253. Attn: Account Department.** Organizer reserves the right to reject this application if the full payment is not received. We agreed to the above and accepted the **terms and conditions**.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature & Company Stamp**

# Terms & Conditions

## Article 1 : Definitions

- (a) "Exhibitor" is a person, company, association or any organization that register to exhibit at exhibition.
- (b) "Exhibition" shall mean the event as indicated overleaf.
- (c) "Organizer" shall mean CONFERENCE & EXHIBITION MANAGEMENT SERVICES PTE LTD.

## Article 2 : Contract

"Contract" shall mean this agreement entered into between the Organiser and the Exhibitor for the use of the stand or space in the Exhibition and shall include the terms and conditions contained herein.

## Article 3 : Exhibit Space Assignment

Exhibit space is assigned with regard to the contracted size and shall be made in the prescribed application submitted to the Organiser with the required deposit (see Terms of Payment for details).

## Article 4 : Terms of Payment

- (a) 50% deposit of the stand rates payable on booking.
- (b) The balance shall be paid 60 days before the event dates.
- (c) Payment of all additional fees shall be payable by the Exhibitor immediately upon presentation of the invoice by the Organizer to the Exhibitors.
- (d) All fees payable by the Exhibitor shall be due on the aforesaid dates without formal demand from the Organizer and in the event of late or non-payment the Organizer shall be entitled at their sole discretion to treat such acts or omission/s as withdrawal by the Exhibitors under Article Clause 15 and to forfeit the Exhibitor's right to participate in the Exhibition.

## Article 5 : Withdrawal by the Exhibitor

Except as provided for in this clause the Exhibitors on submission of a signed copy of the application shall not be entitled to withdraw from the Exhibition. Notice to withdraw shall be made in writing to the Organizer and shall not be effective unless written consent is given by the Organizer or unless alternative terms have been consented to by the Organizer in writing the Exhibitors intending to withdraw shall pay to the Organizer the following:

The cancellation charge is calculated as a proportion of the participation fee, depending on how long before the start of the event the withdrawal is received:

- (a) 6 months or more \_\_\_\_\_ 50%
- (b) between 3 and 6 months \_\_\_\_\_ 60%
- (c) between 2 and 3 months \_\_\_\_\_ 80%
- (d) between 1 and 2 months \_\_\_\_\_ 100%

Should the exhibitors withdraw their participation three weeks before the exhibition commences the Organizer reserve the right to claim the full amount reflected in the contract and other loss or damages suffered by the Organizer.

## Article 6 : Change of Venue or Dates

The Organizer shall be entitled to change the venue, dates and or duration of the Exhibition by giving to the Exhibitor a notice in writing at least One (1) month before the present proposed date of the Exhibition without being liable for any loss or damages suffered by the Exhibitor or for the return of the deposit or any part thereof.

## Article 7 : Cancellation or Reduction Exhibition

- (a) Should an exhibitor cancel from the exhibition or reduce the size of space after the registration deadline, exhibitor will be charged a penalty for the cancellation or reduction without notice and the pre-paid deposit will be applied toward the penalty. If the exhibitor reduces the contracted space, the abandoned space shall be regarded to be cancelled.
- (b) Upon an exhibitor's written notification of cancellation, the organizer has the right to resell the space vacated.
- (c) The date upon which the notice of cancellation is received will be the official dated of cancellations, and an informal notice without written documentation shall not be accepted as cancellation.
- (d) The Organizer reserve the right to cancel the exhibition or reduce the space area accordingly and will not in any way is liable to any claim for loss or damages suffered by the exhibitor.

## Article 8 : Construction & Dismantlement

Construction and dismantlement exhibit space should be completed by the deadline set forth by the organizer. Exhibitors shall be liable for any loss caused by the delay of construction or dismantlement (Please refer to the Exhibitors' Information and Order Manual for terms of the violation)

## Article 9 : Regulations on the Copyrighted Materials

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted materials in the exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or perform any contents or use any other copyrighted materials, such as photographs or other artistic works, without first presenting to the organizer satisfactory proof that the exhibitor has, or does not need a license to use such contents or copyrighted material.

## Article 10: Liability & Insurance

Exhibitors shall be liable for any and all damage caused by the Exhibitor or their employees, agents or contractors, to the venue or to and equipment, facilities, goods or person within the venue. Each exhibitor should be insured against all risks, including fire and third party liability. The organizer, to protect the exhibitors' rights and interests, shall security service; However, the organizer is not responsible for the lost, disappearance or theft of any goods, material or objects at the exhibition site.

## Article 11 : Amendments of Regulations

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of the organizer. The aforementioned items covered by this contract may be amended at any time by the organizer in the interest of the Exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this contract

## Article 12 : Governing Law

This contract shall be governed by and construed in accordance with the laws of Singapore and parties hereby submit to the non-exclusive jurisdiction of the courts of Singapore

# Singapore Pavilion Design Guidelines

Exhibitors who have participated under the LEAD International Fairs & Missions (LEAD IFM) must adhere to the following in order to be eligible for the scheme:

## A) Standard Exhibition Booth



\* This picture is for illustration purpose only; the exact layout of the booth may defer onsite.

## B) Bare Space Booth

For exhibitors who wished to opt to construct their own booth, please note that the following items are to be incorporated into the booth in a visible & prominent area:

<p><b>i. Singapore Brand logo</b></p> <div style="text-align: center;"> <p>OR</p> </div>	<p><b>ii. Compulsory Pylon Stand</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>a) From organiser</p> </div> <div style="width: 50%;"> <p>b) For those exhibitors who would like to incorporate the pylon stand in their booth design</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>OPTION 1</p> </div> <div style="text-align: center;"> <p>OR</p> </div> <div style="text-align: center;"> <p>OPTION 2</p> </div> </div> </div> </div>
<p><b>iii. Full Company Name, registered in ACRA (e.g. Conference &amp; Exhibition Management Services Pte Ltd)</b></p> <p><b>iv. Booth Number (e.g. 6A01)</b></p> <p><small>English: Text to be in Roboto Bold, Option 1: all caps in dark grey on white background or Option 2: all caps in reverse white on dark grey background</small></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span>COMPANY NAME</span> <span>NO.</span> </div> <div style="text-align: center; margin-bottom: 5px;"> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; background-color: #333; color: white;"> <span>COMPANY NAME</span> <span>NO.</span> </div> <p><small>Bilingual: Text to be in Helvetica Bold, all caps, Chinese text in Hua Wen Hei Ti Regular on white background</small></p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> <div style="display: flex; flex-direction: column; align-items: flex-start;"> <span>公司名称</span> <span>COMPANY NAME</span> </div> <span>NO.</span> </div>	

**NOTE:**

All booth designs are to be submitted to the appointed TA/C **1.5 months before the pavilion production** for Enterprise Singapore's review and approval. Exhibitors who fail to follow the regulations will be penalised and funding will be affected.