

OFFICIAL APPLICATION FORM

Event : **Asia Floor Expo 2024**
 Venue : **Sands Expo & Convention Centre Hall A, Marina Bay Sands Singapore**
 Country : **Singapore**
 Date : **13(Wed.)– 15 (Fri.) November 2024**

Applicant's Particulars

Company : _____
 Address : _____
 : _____
 Country : _____ Fax : _____
 Telephone : _____ Mobile : _____
 Person In Charge : _____ Email : _____
 Designation : _____ Agents Co. : (Optional)
 Exhibit(s) : _____
 (Please make sure you fill in all the necessary details regarding your exhibits, so that the Organizer can arrange a suitable display area for your exhibits.)
 Principals Co. : _____
 Company type : Agent Exporter Importer Manufacturer Retailer Wholesaler
Others _____
 Target Audience : _____

Participation Fee

Booth Type	Currency	Unit Cost Per sqm	For Official Use
<u>Singapore Pavilion</u>			Location:
SG Bare Space Only (min. 18sqm)	SGD	650	
SG Shell Scheme (min. 9sqm)	SGD	750	Remarks:
<u>Non – Singapore Pavilion</u>			
Bare Space Only (min. 18sqm)	SGD	650	
Shell Scheme (min. 9sqm)	SGD	730	

Payment

Area Required	:	_____	Sqm
Dimensions	:	_____	m (L) 3 m (D) (If you need specific length)
Total Space Cost	\$	_____	
Additional Cost	\$	_____	(if any)
(8%) GST	\$	_____	
Total Cost	\$	_____	
Deposit (Upon signing)	\$	_____	(Min 50% is required upon submission of this application form in order to secure your booth reservation)
Balance (due 15 Sep)	\$	_____	(Balance payment due by 15 Sep, 2024 to confirm your booth)

We agree to the above and accept the **terms and conditions**.

Date

Signature & Company's Stamp

Payment Methods

Payment should be made payable to **EXPOS ASIA PTE LTD**. Or by Telegraphic Transfer (T/T) to our bank:

Beneficiary bank: United Overseas Bank Limited
Bank SWIFT code: UOVBSGSG
Bank code:
Bank account no.:
UEN (PayNow): 201616585K

Exhibition Booth

Bare Space Construction (Minimum Booking 18sqm)

- Bare Space means empty space only – without carpet, furniture, wall structure, electrical fittings etc.
- Bare space exhibitor will need to engage a professional stand-builder/ contractor to design and build your booth from scratch.
- All electrical requirements must be ordered from our official contractor.
- Non-official contractors are required to deposit an amount of charges to **EXPOS ASIA PTE LTD.** one month before the construction commences as follow:

Non-Official Contractor

Administration Fees

- (Non-Refundable) SGD\$12 per sqm (exclude 8% GST)

Performance Bond

- (Refundable) SGD\$50 per sqm (up to max of SGD\$5,000)

** Performance Bond is to ensure rules & regulations are abided by and cover any damages arising directly or indirectly from any infringement, and or the disposal of extra waste left on site after the event. The exhibitor/non-official contractor also agrees to indemnify the Organiser for any costs exceeding this amount. The Organiser undertakes to refund any unused portion of the Performance Bond to the exhibitor/non-official contractor within thirty (30) days from the completion of the exhibition.*

Shell Scheme Entitlement	9sqm	18sqm	27sqm	36sqm
Registration Counter	1	1	1	1
Folding Chair	3	6	9	12
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			
Colored needle-punched carpeting	Included			
System Panel 2.44 (H)	Included			
Singapore Pavilion Signage (Singapore Pavilion only)	Included			

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Date

Signature & Company's Stamp

Terms & Conditions

Article 1: Definitions

- (a) "Exhibitor" is a person, company, association or any organization that register to exhibit at AsiaFloor 2024.
- (b) "Exhibition" shall mean the AsiaFloor 2024.
- (c) "Organizer" or "Organiser" shall mean **EXPOS ASIA 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 upon booking/signing the application form.
- (b) The balance shall be paid 90 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 5 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) 2 months or less _____ 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 provide 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.

We agree to the above and accept the **terms and conditions**

Date

Signature & Company's Stamp