

APSR 2023

16 – 19 November 2023 | Suntec Singapore Convention and Exhibition Centre

EXHIBITOR ORDER FORMS

Please forward this manual to the person responsible for exhibit arrangements

All information in this manual is accurate at time of distribution.

For the latest information and updates, please visit the official APSR 2023 website at

<https://apsr2023.sg/>

Service Order Form Check List

FORM NO.	SERVICES	DEADLINE	COMPULSORY / OPTIONAL	RETURN TO:
01	Hall Indemnity & Authorised Signature	08 OCTOBER 2023	COMPULSORY	MP
02	Fascia Name	08 OCTOBER 2023	COMPULSORY	MP
03	<i>For Special Design Space Only</i>	08 OCTOBER 2023	COMPULSORY	MP
04	<i>Contractor Badges (Non-Official Contractors Only)</i>	08 OCTOBER 2023	COMPULSORY	MP
05	Programme Book Advertising	08 OCTOBER 2023	OPTIONAL	MP
06	Audio Visual	08 OCTOBER 2023	OPTIONAL	MP
07	Furniture Rental	08 OCTOBER 2023	OPTIONAL	PICO
08	Power Supply	08 OCTOBER 2023	OPTIONAL	PICO
09	Lighting	08 OCTOBER 2023	OPTIONAL	PICO
10	Service Location Plan	08 OCTOBER 2023	OPTIONAL	PICO
11	Graphics Printing	08 OCTOBER 2023	OPTIONAL	PICO
12	Rigging Services	08 OCTOBER 2023	OPTIONAL	PICO

PLEASE EMAIL FORM TO:

ATTN: MP SINGAPORE PTE LTD
LIM YING HUI / SOH BAO XUAN
yinghui.lim@mpinetwork.com / baoxuan.soh@mpinetwork.com

FORM 01 – COMPLUSORY
HALL INDEMNITY & AUTHORISED
SIGNATURE
DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
COUNTRY _____
OFFICE TELEPHONE NUMBER / MOBILE NUMBER _____
EMAIL _____

This form may only be signed by the authorized person appeared in the official stand contract or above position.

I, _____ (Person-In-Charge) of _____ (Exhibiting Company, accept full responsibility for, and agree to indemnify **the Organizer** for any damage (including any consequential loss) to the **Suntec Singapore Convention & Exhibition Centre** exhibition space rented to your company for the exhibition purposes during the build-up and show days of **APSR 2023**. I hereby agree to ensure and shall not cause any damage to the floorings, or any other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or omission (whether negligently or otherwise) of my organization, servants, agents or any person attending the Exhibition.

I understand that, should any of my employees from my company fail to comply with any of these procedures, the Organizer reserves the right to prevent us from working on the premises, and to seek damage for any resultant loss or liability.

The Organizer shall take all reasonable security precautions in the interest of the Sellers / Exhibitors, Delegates and all Participants. However, the Organizer shall not for any reason whatsoever is held responsible for any loss or theft of exhibits at the Exhibition Hall during the build-up, exhibition and dismantling period. The Organizer shall also not be held responsible for any loss or damage to exhibits or any articles belonging to the Exhibitors.

It is imperative that the exhibitor insure, indemnify and hold the Organizer and the venue owners harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss of injury arising to any persons whatsoever caused while the said persons are upon examining or passing the exhibitor's stand, during the tenancy of the exhibitors.

Authorized Signatories

The names of the following personnel are authorized to place orders on behalf of this company with the organizer's while at the Exhibition. One specimen signature is given below

Name

Signature / Company Stamp, Date

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LIM YING HUI / SOH BAO XUAN
yinghui.lim@mpinetwork.com / baoxuan.soh@mpinetwork.com

**FORM 02 – COMPLUSORY
FASCIA NAME (FOR SHELL
SCHEME BOOTHS)**
DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____

Only one fascia name is allowed on each Shell Scheme exhibiting stand. The fascia name of the shell scheme stand will be in block letters, white standard 100mm-high (4 inches) English alphabet (maximum 25 letters). If the form is not returned by the deadline, **the name appearing on the Space Application Contract will be used on the fascia name panel**. Please indicate the name to be reflected on the fascia panel in **BLOCK LETTERS** below:

COMPANY NAME (maximum 25 letters including spacing):

Example:

M	P		S	I	N	G	A	P	O	R	E	

Additional Order: Logo

Please indicate "X" where appropriate

Exhibitor's company logo may be affixed on the fascia panel but must not be wider than 210mm height fascia in-fill panel. Please attach the logo for a quotation chargeable by the official contractor (PICO).

<input type="checkbox"/>	No logo required on the fascia panel
<input type="checkbox"/>	Please provide a quotation on the attached logo (to attach jpg, gif, tiff & pdf format file only)

Please refer to next page for samples of the standard shell scheme booth.

SAMPLE OF A STANDARD SHELL SCHEME BOOTH

The below entitlements cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.

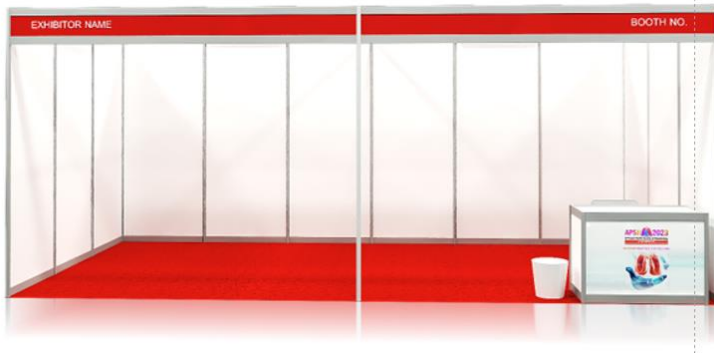
Shell Scheme Booths Visual Illustrations (9sqm – 3mx3m)



9sqm Shell Scheme Booths Entitlements

1. White Folding Chair *2
2. 760mmHt Info Counter *1
3. Waste Paper Basket *1
4. 13Amp Power Point *1
5. Fluorescent Lamp *2
6. Fascia Name & Booth Number *1
7. Needle Punch Carpet *9sqm

Shell Scheme Booths Visual Illustrations (18sqm – 6mx3m)



18sqm Shell Scheme Booths Entitlements

1. White Folding Chair *2
2. 760mmHt Info Counter *1
3. Waste Paper Basket *1
4. 13Amp Power Point *1
5. Fluorescent Lamp *4
6. Fascia Name & Booth Number *1
7. Needle Punch Carpet *18sqm

PLEASE EMAIL FORM TO:

ATTN: MP SINGAPORE PTE LTD
LIM YING HUI / SOH BAO XUAN
yinghui.lim@mpinetwork.com / baoxuan.soh@mpinetwork.com

**FORM 03 – COMPLUSORY
 (SPECIAL DESIGN SPACE
 ONLY)**
 DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____

If you are building your own booth or using a non-official contractor for stand construction, please fill in the following details:

This form must be signed by the appointed stand fitting contractor.

We, the contractor, agree to abide by all Rules & Regulations of the exhibition, as well as the code of practices set by the relevant Regulatory Authorities.

Name of Company	
Address	
Contact Person	
Designation	
Email	
Mobile number	
SIGNATURE	

PLEASE NOTE

1. Three (3) copies of **TECHNICAL DETAILED DRAWINGS** (elevations, layout plan & perspective view) with dimensions and height of your stand design **MUST BE SUBMITTED** to the Organiser for approval by **08 October 2023** OR **IMMEDIATELY** if you join the Exhibition after the above stipulated deadline. Please refer to rules & regulations in this manual for more information.
2. ALL electrical connections and pipe installations must be done by the Official Stand Fitting Contractor.
3. Stand height should not exceed **3.9*m**. Written approval must be obtained from the Organiser on any special design stands. For any structure at **4m and above**, a **PE Endorsement** documentation is required to be submitted.
4. NOTE: For any rigging points or requirements, please contact our official contractor, (Mr) Max Lum, max.lum@pico.com.

REFUNDABLE PERFORMANCE BOND

If you are building your own stand or using a contractor for stand construction and/or interior decoration (including the Official Stand Fitting Contractor), please fill in the following details:

<p>(SGD 100 per sqm. <u>Minimum of SGD 2,000 per booth</u>) Example for a 9sqm booth: $9\text{sqm} \times \text{SGD}100 = \text{SGD} 900$ (However, contractor to issue cheque of SGD2,000)</p>		
BOOTH SQM	PERFORMANCE BOND PER SQM	COST (SGD)
	SGD100	

Kindly address the cheque to "**MP Singapore Pte Ltd**"; and pass it to the organisers onsite during contractors' registration.

A receipt will be given to you for the Performance Bond. Please keep the receipt in order to redeem back your performance bond cheque. Deposit will be returned 45 days after the last day of the event and once the exhibitor has been cleared of any damages on the venue by both the Organiser and venue owner.

Please refer to next page for rules and regulations for stand construction.

RULES & REGULATIONS FOR STAND CONSTRUCTION

Building Regulations

To comply with local building regulations, detailed drawings of stand must be submitted to the Organiser by the stipulated deadline for approval of the relevant government authorities and the Organiser to ensure that the interests of all exhibitors are observed. The exhibiting company shall ensure the structural integrity of their booth design.

Fire Regulation / Covered Ceilings

Approval for covered ceilings in exhibition stands must be sought from the Fire Safety & Shelter Department through the organiser, and plans.

Floor Covering

The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden.

Hall Structure

In the construction of the booth, existing fixtures or walls may not be used in any way (e.g. nailing, wiring or fixing of items to any existing structure).

Backwall / Sidewalls

Except for "island" (4-sided open) booths, a backwall must be installed for every booth. Booth with adjoining neighbour(s) must also be installed with the necessary sidewall(s).

Height Restriction

The permitted stand height is **3.9m**. The fascia panel fronting an aisle may be permitted to rise up to 5m: where the depth of the fascia panel does not exceed 30mm. Any design for a structure exceeding 5m in height must be submitted for approval at least 8 weeks in advance and will be considered on a case-to-case basis. If approved, this structure (except the fascia panel) will be restricted to a distance of 1.5m away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceilings.

Booth in exhibition hall – maximum height allowed:

3.9 meters

(Subject to approval for booth drawings submission)

Rigging / Hanging Structure

For any rigging points or requirements, please contact our official contractor, (Mr) Max Lum, max.lum@pico.com

Open Frontage

All stands in the exhibition, irrespective of height, must have at least 50% of any frontage facing an aisle left open, or fitted with transparent (clear-see through) material. This area must be left visibly free of obstruction.

Dismantling

At the close of exhibition, it is the joint responsibility of the exhibitor and Official Stand Fitting Contractor to dismantle and remove the stand in accordance with the dismantling schedule specified by the Organiser. All debris and carpets must be cleared by the exhibitors and/or the Official Stand Fitting Contractor as per the tear-down schedule given by the Organiser. Failure to do so will result in the exhibitors being liable for service fees incurred.

Unforeseen Occurrences

In the event of any occurrence not foreseen in these Rules & Regulations, the decision of the Organiser shall be final.

PLEASE EMAIL FORM TO:

ATTN: MP SINGAPORE PTE LTD
LIM YING HUI / SOH BAO XUAN
yinghui.lim@mpinetwork.com / baoxuan.soh@mpinetwork.com

**FORM 04 – CONTRACTOR
BADGES (Non-Official
Contractors Only)**
DEADLINE: **08 OCTOBER 2023**

STAND NO:

COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
OFFICE TELEPHONE NUMBER / MOBILE NUMBER _____
EMAIL _____

Seven (7) contractor badges will be provided complimentary for external contractors, additional passes will be charged at S\$20. The number of Contractor passes required should be completed below. Please provide names of personnel in CAPITAL LETTERS for clarity.

OUTSIDE CONTRACTORS/WORKERS WILL NOT BE ALLOWED TO ENTER THE HALLS FOR ANY CONSTRUCTION/DECORATIONS SHOULD THE REFUNDABLE PERFORMANCE BOND IS NOT FULLY PAID FOR THIS SHOW.

Personnel working in the exhibition must always carry ORIGINAL work pass with them and produce upon request. Under the Employment of Foreign Workers Act, any person caught employing foreigners without a valid work permit is an offence.

Please use this form to order contractor badges for your booth.

Outside Contractor to Comply	Deadline	Cost (\$S)	Payable to:	Valid:
Contractor Badge application	Apply at least 14 working days before first move in day	S\$20 per badge for, additional or replacement contractor passes required	MP Singapore Pte Ltd	Build-up and Tear down period (NOT valid for EVENT days usage)

Where payment is made via bank transfer, The Organizer must confirm upon of receipt of all money paid and have Stand Design's approved by the Organizer and Hall Owner, failing which BOTH the Exhibitors and the Outside Contractor are not allowed to enter the halls.

Name of Company:

S/N	Full Name	NRIC/Passport No	Nationality	Work Permit/ Professional Visit/Employment Pass No
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

S/N	Vehicle No	Name of Driver
1		
2		
3		
4		
5		

PLEASE EMAIL FORM TO:

ATTN: KENES MP ASIA PTE LTD
JENNY ONG
ongj@kenes.com

STAND NO:

**FORM 05 – OPTIONAL
PROGRAMME BOOK ADVERTISING
DEADLINE: 08 OCTOBER 2023**

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
EMAIL _____
OFFICE TELEPHONE NUMBER / MOBILE NUMBER _____
SIGNATURE _____

_____ We require this service.

_____ We do not require this service.

Please tick (☐) to show your desired location for your advertisement.

TICK (☐)	ADVERTISEMENT LOCATION	SIZE / COLOUR	COST (SGD)
	Full page (inside front)	A4 / Colour	4,000.00
	Full page (inside page)	A4 / Colour	3,000.00
* Subject to 8% Goods & Services Tax (GST)		Total cost before GST:	S\$
		8% GST*:	S\$
		Total cost including GST:	S\$

Payment Details (Orders are valid only when accompanied with full remittance):

Cheque Enclosed (for Singapore Exhibitors only) or banker's draft made payable to:

MP SINGAPORE PTE LTD
20 KALLANG AVE
LEVEL 2 PICO CREATIVE CENTRE
SINGAPORE 339411

Bank Wire Transfer (please remit Singapore dollars only) to:

Bank Account No. : 033-016215-4
Account Name : MP SINGAPORE PTE LTD
Swift Code : DBSSGSG
Bank Information : **DBS Bank Limited, Singapore**
12 Marina Boulevard
Marina Bay Financial Centre Tower 3
Singapore 018982

1. TECHNICAL REQUIREMENTS FOR A4 SIZE:

Bleed	-	303mmH x 216mmW
Trimmed	-	297mmH x 210mmW
Text Area	-	287mmH x 200mmW

2. FORMATS:

Advertising materials must be prepared in digital formats specified. We cannot guarantee printed quality or acceptability of materials that do not comply with these specifications. Please submit in **high resolution of 300 dpi in PDF file formats.**

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 bank regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- (2) Amount paid are non-refundable should the event is being cancelled and withdraw.
- (3) Please note that withholding & government taxes, if any, shall be done by the client. Each invoice will be subjected to a bank charge of S\$35.00 or S\$50.00 (orders above S\$5000.00).
- (4) Late orders ie. received after the deadline may not be catered to, and if available, will be subject to a 50% 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.
- (5) **CANCELLATION FEE & SURCHARGE** - If a cancellation is received on/after 1 November 2023, the Exhibitor will be liable for the full cost as indicated below excluding deposit). **All orders received after the deadline is subject to the prevailing surcharges** upon application imposed by the service provider and availability.

Please Keep A Copy For Your Record

PLEASE EMAIL FORM TO:

ATTN: MP SINGAPORE PTE LTD
LIM YING HUI / SOH BAO XUAN
yinghui.lim@mpinetwork.com / baoxuan.soh@mpinetwork.com

**FORM 06 – OPTIONAL
AUDIO VISUAL**
DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
EMAIL _____

We require this service.

We do not require this service.

All compulsory forms must be returned by the deadlines stated on the form.

Services cannot be guaranteed for forms submitted after the stipulated deadline.

Any late orders received after the form deadline will be subject to availability.

- 30% surcharge for orders received on **09 to 16 OCTOBER 2023**, and
- 50% surcharge for orders received on and after **17 to 31 OCTOBER 2023**
- Cancellation clause:** Full cost shall apply for any cancellation received after **01 NOVEMBER 2023**

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

DESCRIPTION OF ITEMS	UNIT COST (\$)	QUANTITY	COST (\$)
32" TV	\$250		
42" TV	\$350		
50" TV	\$550		
55" TV	\$600		
65" TV	\$850		
85" TV	\$3,000		
Wooden Reinforcement Panel (For Mounting of TV)	\$250		
HP or Lenovo Laptop (Windows 10, MS Office 365)	\$250		
15" Apple MacBook Pro (MAC OS High Sierra or Catalina, MS Office & Keynote)	\$400		
		Sub-total	\$
		8% GST	\$
		Total with GST	\$

For Credit of : MP Singapore Pte Ltd

Bank : DBS Bank Ltd

Bank Code : 7171

SWIFT : DBSSGSG

Branch Code : 033

Payment in SGD A/C No. : 033-016215-4

PLEASE EMAIL FORM TO:

ATTN: PICO ART INTERNATIONAL PTE LTD
GEORGE LIM
george.lim@pico.com

**FORM 07 – OPTIONAL
FURNITURE RENTAL**
DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
EMAIL _____

We require this service.

We do not require this service.

All compulsory forms must be returned by the deadlines stated on the form.
Services cannot be guaranteed for forms submitted after the stipulated deadline.

Any late orders received after the form deadline will be subject to availability.

- a. 30% surcharge for orders received on **09 to 16 OCTOBER 2023**, and
- b. 50% surcharge for orders received on and after **17 to 31 OCTOBER 2023**
- c. **Cancellation clause:** Full cost shall apply for any cancellation received after **01 NOVEMBER 2023**

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

CODE	ITEM	UNIT COST (SGD)	QTY	COST (SGD)	CODE	ITEM	UNIT COST (SGD)	QTY	COST (SGD)	
FES0001	White Folding Chair	15			FES0500	Black Single Seater Sofa	100			
CC05	Black Leather Arm Chair	50			EE03	Medium Fridge	225			
WT01	Grey Stackable Chair	35			EE01	Large Fridge	300			
MC03T	High Back Director Chair	110			FES3103	Retractable Brochure Rack	60			
BS16W	Hydraulic Adjustable Barstool (White)	80			FES5201	Wastepaper Basket	10			
BS16B	Hydraulic Adjustable Barstool (Black)	80			PX01	Information Counter	50			
BS20B	Stylish Adjustable Barstool (Black)	90			PX03	Lockable Cabinet	70			
BS20W	Stylish Adjustable Barstool (White)	90			PX13S	Semi-Round Counter	220			
RCT01	Round Glass Coffee Table	80			PX13Q	Quarter-Round Counter	110			
GCT01	Oval Glass Coffee Table	90			PX05	High Showcase	375			
MT06	White Square Table	60			PX06	Low Showcase	250			
MT09W	White Round Table	60			PX07	Square High Showcase	215			
MT09B	Black Round Table	60			PX04	2-Tier Reception Counter	180			
BT07B	Hydraulic Adjustable Bistro Table (Black)	120			PX10L	Low Display Cube (500mmHt)	55			
BT07W	Hydraulic Adjustable Bistro Table (White)	120			PX10M	Medium Display Cube (760mmHt)	75			
BT09A	Aluminium Bistro Table	120			PX10H	High Display Cube (1030mmHt)	95			
LS01	L-shaped Sofa (Grey)	80			PX20F	System Flat Shelf	35			
WST01	Off White Suede Single Seater Sofa	100			PX20S	System Slope Shelf	35			
Sub-Total:					Sub-Total:					
				8% GST:						
				Grand Total:						

Please refer to next page for the catalogue of furniture as listed above.

Payment Details (Orders are valid only when accompanied with full remittance):

Cheque Enclosed (for Singapore Exhibitors only) or banker's draft made payable to:

Pico Art International Pte Ltd
20 Kallang Ave, Level 4 Pico Creative Centre
Singapore 339411

Bank Wire Transfer (please remit Singapore dollars only) to:

Bank Account No. : 048-014598-1
Account Name : Pico Art International Pte Ltd
Swift Code : DBSSSGSG
Bank Information : **DBS Bank Limited, Singapore**
12 Marina Boulevard
Marina Bay Financial Centre Tower 3
Singapore 018982

Furniture Catalogue

 <p>Folding Chair (FES0001) 460W X 400D X 455H mm</p>	 <p>Black Leather Arm Chair (CC05) 570W X 440D X 800H mm</p>	 <p>Grey Stackable Chair (WT01) 460W X 460D X 790H mm</p>	 <p>MC03T (Director Chair) 600W x 570D x 1220H mm</p>
 <p>Hydraulic Barstool (BS16) 490W X 660H - 860H mm Black/White/Silver/Red/ Blue/Yellow</p>	 <p>Stylish Adjustable Barstool (BS20) 550W x 430D x 550H - 760H mm Black./White/Dark Wood/ Wood</p>	 <p>Round Glass Coffee Table (RCT01) 490D X 645H mm</p>	 <p>Oval Glass Coffee Table (GCT01) 1050W X 600D X 450H mm</p>
 <p>L-Shaped Sofa (LS01) 800W X 580D X 600H mm</p>	 <p>Single Seater Lounge Sofa (WST01) Off-White 800W X 660D X 790H mm</p>	 <p>Single Seater Lounge Sofa (FES0500) Black 500W X 40D X 700H mm</p>	 <p>Bruno Flat Bar Chair (FES0030) 580W X 520D X 800H mm</p>
 <p>Adjustable Bistro Table (BT07) Black/White 600D X 710 - 860H mm</p>	 <p>Aluminum Bistro Table (BT09A) 600D X 1150H mm</p>	 <p>Square Table (MT06A) 800W X 800D X 760H mm</p>	 <p>Round Table (MT09) Black/White 800W X 800D X 760H mm</p>

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Pico Catalogue

 <p>Information Counter (PX01) 975W X 520D X 760H mm</p>	 <p>Lockable Cupboard (PX03) 975W X 520D X 760H mm</p>	 <p>Semi-Round Counter (PX13S) 3100L X 535W X 1030H mm</p>	 <p>Quarter-Round Counter (PX13Q) 1440L X 535W X 1030H mm</p>
 <p>High Showcase (PX05) 975W X 520D X 2000H mm</p>	 <p>Low Showcase (PX06) 975W X 520D X 1030H mm</p>	 <p>Square High Showcase (PX07A) 520W X 520D X 2000H mm</p>	 <p>2-Tier Reception Counter (PX04) 1030W X 545D X 1030H mm</p>
 <p>Low Display Cube (PX10L) 535W X 535D X 500H mm</p>	 <p>Medium Display Cube (PX10M) 535W X 535D X 760H mm</p>	 <p>High Display Cube (PX10H) 535W X 535D X 1030H mm</p>	 <p>System Shelf (Sloped / Flat) PX20 1000L X 300W mm</p>
 <p>Wastepaper Basket (FES5201)</p>	 <p>Medium Fridge (FES2904) 465W x 520D x 825Hmm</p>	 <p>Large Fridge (FES6044) 530W x 570D x 1470H mm</p>	 <p>Retractable Brochure Rack (FES3103) 350W x 260D x 1500Hmm</p>

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PLEASE EMAIL FORM TO:

ATTN: PICO ART INTERNATIONAL PTE LTD
GEORGE LIM
george.lim@pico.com

FORM 08 – OPTIONAL
POWER SUPPLY
DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME
CONTACT PERSON, DESIGNATION
EMAIL

We require this service.

We do not require this service.

All compulsory forms must be returned by the deadlines stated on the form.

Services cannot be guaranteed for forms submitted after the stipulated deadline.

Any late orders received after the form deadline will be subject to availability.

- 30% surcharge for orders received on **09 to 16 OCTOBER 2023**, and
- 50% surcharge for orders received on and after **17 to 31 OCTOBER 2023**
- Cancellation clause:** Full cost shall apply for any cancellation received after **01 NOVEMBER 2023**

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

- Power points are meant for running of equipment / exhibits only. If used for lighting purposes, the lighting connection charges will apply on per bulb / per tube / per light fitting basis.
- Lighting connections are charged according to the number of tubes and bulbs fitted on the stand.
- Light boxes are charged according to the number of tubes in each light box, using the lighting connection or 40W fluorescent tube rate, whichever is applicable.

NO	ITEM	UNIT COST (SGD)	QTY	COST (SGD)
1	13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)	70.00		
2	13Amp/230V SP 50Hz AC Socket with 24hrs Supply (Max800W) (Not for lighting use)	130.00		
3	15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)	100.00		
4	15amp/415V three phase power outlet (for machinery) *	400.00		
5	30amp/415V three phase power outlet (for machinery) *	750.00		
Sub Total:				
8% GST:				
Grand Total (SGD):				

Payment Details (Orders are valid only when accompanied with full remittance):

Cheque Enclosed (for Singapore Exhibitors only) or banker's draft made payable to:

Pico Art International Pte Ltd
20 Kallang Ave
Level 4 Pico Creative Centre
Singapore 339411

Bank Wire Transfer (please remit Singapore dollars only) to:

Bank Account No. : 048-014598-1
Account Name : Pico Art International Pte Ltd
Swift Code : DBSSGSG
Bank Information : **DBS Bank Limited, Singapore**
12 Marina Boulevard
Marina Bay Financial Centre Tower 3
Singapore 018982

ELECTRICAL REGULATIONS

1. Electricity will be supplied through the Organiser only. The Official Stand Fitting Contractor has been appointed to carry out all electrical work (wiring and connection, lighting fixtures, etc) at the exhibition and the Exhibitor thereof shall pay all charges.
2. For safety reasons, only Licensed Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore with the Organiser's approval will be permitted to carry out electrical work on-site.
3. No installation work shall be carried out without the written permission of the Organiser or the Official Contractor.
4. Exhibitor who wish to carry out their own electrical installation using their own fittings must comply with the following:
 - Power supply will be terminating in a fuse switch or isolator. Wiring and maintenance is the responsibility of the Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore appointed by the Exhibitor.
 - Exhibitor who have appointed their Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore must submit a 'Certificate of Fitness' for turn-on of temporary electrical supply and schematic electrical wiring diagrams to the Official Contractor for verification and approval latest by **01 November 2023**.
 - No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may be projected beyond boundaries of the booth and must be adequately protected against excess current.
 - The Organiser reserves the right to disconnect electrical supply of any exhibitor whose installations either violate the Organiser's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.

Non-compliance of the electrical regulations resulting in power disruption will cause a penalty charge to be levied to the Exhibitor.

PLEASE EMAIL FORM TO:

ATTN: PICO ART INTERNATIONAL PTE LTD
GEORGE LIM
george.lim@pico.com

FORM 09 – OPTIONAL
LIGHTING
DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
EMAIL _____

We require this service.

We do not require this service.

All compulsory forms must be returned by the deadlines stated on the form.

Services cannot be guaranteed for forms submitted after the stipulated deadline.

Any late orders received after the form deadline will be subject to availability.

- a. 30% surcharge for orders received on **09 to 16 OCTOBER 2023**, and
- b. 50% surcharge for orders received on and after **17 to 31 OCTOBER 2023**
- c. **Cancellation clause:** Full cost shall apply for any cancellation received after **01 NOVEMBER 2023**

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

1. Power points are meant for running of equipment / exhibits only. If used for lighting purposes, the lighting connection charges will apply on per bulb / per tube / per light fitting basis.
2. Lighting connections are charged according to the number of tubes and bulbs fitted on the stand.
3. Light boxes are charged according to the number of tubes in each light box, using the lighting connection or 40W fluorescent tube rate, whichever is applicable.

Please refer to next page for list of lighting available.

	ITEM	UNIT COST (SGD)	QTY	COST (SGD)
Light Fitting with Connection	10W LED Spotlight	80.00		
	10W LED Long Arm Spotlight	90.00		
	10W LED Track Spotlight	110.00		
	40W Fluorescent Light, 1.2mL (For Light box)	85.00		
	7W LED Downlight	100.00		
	50W Floodlight	180.00		
	100W LED Par Spotlight	300.00		
	100W LED Floodlight	260.00		
	300W Floodlight with Arm	260.00		

Electrical Connection only; fittings provided by Exhibitor / Contractor	100W Lighting Connection (per fitting)	60.00		
	300W Lighting Connection (per fitting)	130.00		
	500W Lighting Connection (per fitting)	220.00		
	LED Lighting Connection Per Meter Run	55.00		
Sub-Total:				
8% GST:				
Grand Total:				

Payment Details (Orders are valid only when accompanied with full remittance):

Cheque Enclosed (for Singapore Exhibitors only) or banker's draft made payable to:

Pico Art International Pte Ltd
20 Kallang Ave
Level 4 Pico Creative Centre Lighting
Singapore 339411

Bank Wire Transfer (please remit Singapore dollars only) to:

Bank Account No. : 048-014598-1
Account Name : Pico Art International Pte Ltd
Swift Code : DBSSGSG
Bank Information : **DBS Bank Limited, Singapore**
12 Marina Boulevard
Marina Bay Financial Centre Tower 3
Singapore 018982

PLEASE EMAIL FORM TO:

ATTN: : PICO ART INTERNATIONAL PTE LTD
GEORGE LIM
george.lim@pico.com

**FORM 10 – OPTIONAL
 SERVICE LOCATION PLAN**
 DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
EMAIL _____

_____ We require this service.

_____ We do not require this service.

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

FRONT					

1. Sketch the location of your utilities, such as power outlets and light fitting in the grid below.
2. Please ensure that the positions of the light fittings are located on the walls or fascia.
3. It is imperative that you complete this information, as it will be used to install your requirements in the correct locations before you arrive on-site.

If the location plan for any service ordered is not submitted, it will be placed at the discretion of the Official Contractor and any relocation will be charged at SGD300/relocation at the Exhibitor's expense.

PLEASE EMAIL FORM TO:

ATTN: PICO ART INTERNATIONAL PTE LTD
GEORGE LIM
george.lim@pico.com

FORM 11 – OPTIONAL GRAPHICS PRINTING
DEADLINE: **08 OCTOBER 2023**

STAND NO:

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
EMAIL _____

We require this service.

We do not require this service.

All compulsory forms must be returned by the deadlines stated on the form.

Services cannot be guaranteed for forms submitted after the stipulated deadline.

Any late orders received after the form deadline will be subject to availability.

- a. 30% surcharge for orders received on **09 to 16 OCTOBER 2023**, and
- b. 50% surcharge for orders received on and after **17 to 31 OCTOBER 2023**
- c. **Cancellation clause:** Full cost shall apply for any cancellation received after **01 NOVEMBER 2023**

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

DESCRIPTION OF ITEMS	UNIT COST (S\$)	QUANTITY	COST (S\$)
Digital Print on System Panel (Per Panel) (Graphics Dimension: 950mmL x 2330mmHt)	250.00		
Digital Print on Compressed Foam (Per Panel) (Graphics Dimension: 1000mmL x 2470mmHt)	300.00		
Digital Print – A0 Size (Graphics Dimension: 841mmL x 1189mmht)	80.00		
Digital Print on Compressed Foam – A0 Size (Graphics Dimension: 841mmL x 1189mmht)	120.00		
Digital Print – A1 Size (Graphics Dimension: 841mmL x 594mmht)	60.00		
Digital Print on Compressed Foam – A1 Size (Graphics Dimension: 841mmL x 594mmht)	100.00		
		Sub-total	S\$
		8% GST (Applicable to Local Company only)	S\$
		Total with GST	S\$

- Please refer to next page for illustration of the printing options.
- For any other special graphics requirements, kindly drop us an email to enquire.
- Kindly provide the final artwork (FA) in the above-mentioned dimensions in EPS or AI format.



Digital Print on System Panel

- Direct mounting of digital print on individual panels.
- The poles securing the panels will be seen.



Digital Print on Compressed Foam

- Mounting of digital print on compressed foam before mounting on the system wall.
- The print will look like an entire mural without having poles in between.



Logo Print on Counter Front

- Direct mounting of digital print on counter front.

PLEASE EMAIL FORM TO:

ATTN: PICO ART INTERNATIONAL PTE LTD
GEORGE LIM
george.lim@pico.com

FORM 12 – OPTIONAL
Rigging Services
DEADLINE: **08 OCTOBER 2023**

STAND NO: _____

EXHIBITING COMPANY NAME _____
CONTACT PERSON, DESIGNATION _____
EMAIL _____

_____ We require this service.

_____ We do not require this service.

All compulsory forms must be returned by the deadlines stated on the form.

Services cannot be guaranteed for forms submitted after the stipulated deadline.

Any late orders received after the form deadline will be subject to availability.

- 30% surcharge for orders received on **09 to 16 OCTOBER 2023**, and
- 50% surcharge for orders received on and after **17 to 31 OCTOBER 2023**
- Cancellation clause:** Full cost shall apply for any cancellation received after **01 NOVEMBER 2023**

Exhibitors who contract their space after the deadline are to return ALL forms immediately.

DESCRIPTION OF ITEMS	UNIT COST (\$\$)	QUANTITY	COST (\$\$)
Section 1 – PVC Banner Hanging			
PVC Banner Hanging (Min 2 points for per Banner)	350.00		
Section 2- Structural Hanging			
Hanging Point with Manual Chain Block (including hollow section)	750.00		
Section 3 – Professional Engineer's Endorsement			
PE Endorsement on Hanging Structure (Client May Engage Their Own PE for the Endorsement)	Upon Request		
		Sub-total	\$\$
		8% GST (Applicable to Local Company only)	\$\$
		Total with GST	\$\$

- GST is applicable to local companies & on-site orders only
- All service rentals above based on mentioned event
- Pico Art International Pte Ltd is the Exclusive rigging service provider for **APSR 2023**. No other provider or rigging service will be allowed on the show floor at any time
- Rigging for structural support strictly NOT Allowed
- PE endorsement of the hanging structure must be submitted prior the event move-in- date.

Payment Details (Orders are valid only when accompanied with full remittance):

Cheque Enclosed (for Singapore Exhibitors only) or banker's draft made payable to:

Pico Art International Pte Ltd
20 Kallang Ave
Level 4 Pico Creative Centre Lighting
Singapore 339411

Bank Wire Transfer (please remit Singapore dollars only) to:

Bank Account No. : 048-014598-1
Account Name : Pico Art International Pte Ltd
Swift Code : DBSSGSG
Bank Information : **DBS Bank Limited, Singapore**
12 Marina Boulevard
Marina Bay Financial Centre Tower 3
Singapore 018982