13 – 15 March 2018
Suntec Singapore Convention and Exhibition Centre

Exhibitor Toolkit
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Asia Turbomachinery & Pump Symposium 2018 will be held at the Suntec Singapore International Convention & Exhibition Centre, Level 3

Address:
Suntec Singapore Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore 039593

Public Transport:

1. Walking from MRT:
   - Promenade and Esplanade MRT: 1 minute
   - City Hall MRT: 5 – 10 minutes

2. By Bus
   - Suntec Tower Three: 36, 531
   - Suntec Tower Two: 107M, 551, 581, 577
   - Suntec Singapore:
     - Opposite Suntec Singapore: 36
     - Nicoll Highway next to Suntec City Mall: 10, 14, 16, 70, 70M, 196, 541, 547
1-2. Venue Map

Level 3 – Summit 1 & 2
## Schedule & Access

### 2-1. Show Hour

#### Dates & Time

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build-up for non-official Contractor</td>
<td>Sunday, 11th Mar 2018</td>
<td>1400 - 2200hrs</td>
</tr>
<tr>
<td></td>
<td>Monday, 12th Mar 2018</td>
<td>0900 - 2200hrs</td>
</tr>
<tr>
<td>All Registration Open @ Level 3</td>
<td>Sunday, 11th Mar 2018</td>
<td>1630 – 1800hrs</td>
</tr>
<tr>
<td></td>
<td>Monday, 12th Mar 2018</td>
<td>0700 - 1200 &amp; 1330 - 1800hrs</td>
</tr>
<tr>
<td></td>
<td>Tuesday, 13th Mar 2018</td>
<td>0730 - 1800hrs</td>
</tr>
<tr>
<td></td>
<td>Wednesday, 14th Mar 2018</td>
<td>0800 - 1800hrs</td>
</tr>
<tr>
<td></td>
<td>Thursday, 15th Mar 2018</td>
<td>0800 - 1300hrs</td>
</tr>
<tr>
<td>Shell Scheme Booth Exhibitor move-in</td>
<td>Monday, 12th Mar 2018</td>
<td>1000 - 2200hrs</td>
</tr>
<tr>
<td>Show Days Opening Hours</td>
<td>Tuesday, 13th Mar 2018</td>
<td>1000 - 1800hrs (TBD)</td>
</tr>
<tr>
<td></td>
<td>Wednesday, 14th Mar 2018</td>
<td>1000 - 1800hrs (TBD)</td>
</tr>
<tr>
<td></td>
<td>Thursday, 15th Mar 2018</td>
<td>0900 - 1300hrs (TBD)</td>
</tr>
<tr>
<td>Exhibitor move-out / Strike</td>
<td>Thursday, 15th Mar 2018</td>
<td>1600 - 2200hrs</td>
</tr>
<tr>
<td></td>
<td>Friday, 16th Mar 2018</td>
<td>0800 - 1300hrs</td>
</tr>
</tbody>
</table>

#### Show Days

All exhibitors are permitted to stay at the booth during the following period of time.

- Before Show Open: Wed, 13th Mar – Fri, 15th Mar 2018 (starting at 0800hr)

### 2-2. Appendix

#### Freight Arrival

- All cargoes sent via the Freight forwarder or Post / Courier service should be planned to arrive at the booth on 12th Mar 2018 (Monday) after 1000hrs

#### Show Hours

- Show hours Tuesday & Wednesday (10:00 – 16:00) and Thursday (0900 – 1300) may subject to change accordingly due to unforeseen circumstances.
- All exhibitors are asked to be fully prepared for the booth operation 30 minutes before the exhibition starts.
- Overtime preparation is not permitted during the show days.
2-3. Badges & Contractor Pass

Badge Types

- Exhibitor
  Valid ONLY from 11th to 15th March 2018
- Contractor
  Valid for constructions & dismantle period ONLY.
  (Contractor Pass to be exchanged directly with Milton Exhibits (S) Pte. Ltd.)

Exhibitor Badges

- Each exhibitor will be issued with Exhibitor Badge from the Organizer.
- Each exhibitor and their staff are required to wear exhibitor badge throughout the entire show duration.
- Exhibitor Badges can be collected at the Registration Counter at Level 3
- Each Badge is not transferable.

Non-Official Contractor Pass

- During the construction and dismantle days, every contractor is required to put on their uniform and Pass.
- Contractor is required to show Identification Card (for Non-Official Contractor) that had been submitted to the Organizer, to exchange for Contractor Pass.
- The Contractor Pass is valid only on the construction period and dismantling period. It cannot be used during the show days.
- Contractor Passes can only be collected by the PIC of each exhibition & event company at Milton Site Office
- For Non-Official Contractor Deposit (Performance Bond, please refer to page 10).
Constructions

3-1. Shell Scheme Package

Shell Scheme Stand Specifications

All packages listed have the following specifications:

The following items are provided with a 3m x 3m Shell Scheme Booth:

a) Walls: White laminated wall partition with fire retardant white board infill
b) Fascia: 210mm (ht) white fascia board c/w Company’s name & stand number in
   Red coloured Vinyl sticker in Helvetica typeface of respective zone

c) Lighting: 2 nos. 40W fluorescent tubes

d) Furniture: 1 no. white system lockable cabinet (1mLx0.5mWx0.76mH)
   1 no. of round table, 2 nos. white plastic chair and 1 no. wastepaper basket

e) Electrical: 1 no. 13 Amp / 230V single phase power point (fuse to 5amp)

f) Flooring: *Existing venue carpet

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

<table>
<thead>
<tr>
<th>Stand Area in sqm</th>
<th>9</th>
<th>18</th>
<th>27</th>
<th>36</th>
<th>45</th>
<th>54</th>
<th>63</th>
<th>72</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Information Counter (1mL x 0.5mW x 0.76mH)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>White Plastic Chair</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td>12</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>Round Table</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Waste Paper Basket</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>40W fluorescent tube</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td>12</td>
<td>14</td>
<td>16</td>
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<tr>
<td>PowerPoint 13amp s/phase (fuse to 5amp)</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

* Do note that the aforementioned items are only subject to exhibitors if said exhibitor has paid the full price for booth packages
3-2. Contractor & Height Restriction

Exhibitor Appointed Contractor (Non-Official Contractor)

- Special Design Booth
  ※Exhibitors with a special design booth must complete and submit the Form 1 with designated floor planning and drawing.
  ※Before any construction, a contractor must cover the floor with a suitable material and to use only an easy-to-clean tape specifically to avoid any damage to the exhibition hall.
  ※It is prohibited to use any wire to secure booth structures to the floor or walls of the exhibition hall.

- Modifications
  ※Exhibitors are required to notify the Organizer for any modifications after submitting the booth plan.

Height Restrictions

For Shell-Scheme Booths – maximum of 2.4m in height
- For Raw-Scheme Booths:
  ※The permitted stand & decoration height not over 3m in height
  ※Any design for a structure exceeding 3m in height must be submitted for approval at least 2 weeks prior.

3-3. Electrical

Electrical Requirements

The official electrical contractor for ATPS 2018 is Milton Exhibits (S) Pte Ltd and all electrics must be ordered through them using the appropriate form. For safety and liability reasons the installation of electrical power onto stands at ATPS 2018 may only be undertaken by Milton Exhibits (S) Pte Ltd, the official electrical Contractor, who will ensure that all connections are verified as safe before being energized. The electrical facilities in the Hall are subject to Regulations of Suntec Singapore Convention Centre.

We recommend that Space Only contractors do contact Milton Exhibits (S) Pte Ltd as soon as possible with any electrical requirements for the show.

Exhibitors/Contractors are required to provide their own extension leads and adaptors and are responsible for them being properly wired and electrically tested. All electrical equipment and extension leads used must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labelled with inspection labels.

Any electrical equipment on the stand must be in sound condition with live conductors enclosed and inaccessible, and cables properly protected against damage. Due diligence must be taken by the Exhibitor/ Contractor to avoid the venue’s electrical system being overloaded due to the actions of the Exhibitor/ Contractor. Where an electrical installation is being wired or installed on site by the Exhibitor, such work must be undertaken by a qualified electrician in accordance with local wiring codes. The Organizer reserves the right for the official electrical contractor to inspect or test any such wiring or installation and to disconnect if it is not properly installed and safe. Such inspection costs will be charged to the Exhibitor.

Exhibitors/ Contractors are not permitted to carry out work on the venue’s electrical installation without written permission from the venue.

The Organizer reserves the right to remove or disconnect any electrical equipment which appears defective or has inadequate evidence of electrical inspection.

Please ensure you order a sufficient number of sockets to prevent overloading.

If you require 24 hour electricity supply please order this separately.
3-4. Non Official Contractor Form

Company Name: 
Address: 
Postal Code: Country: 
Contact Person: Job Title: 
Tel: Fax: 
E-mail: 
Signature: 

This form is applicable to exhibitors who have contracted for SPACE ONLY and will be engaging their own stand fitting contractor or are building their own stands.

n All approved contractors, other than the Official Contractors, must place a refundable Performance Bond of S$ 50.00/sqm (minimum of S$ 1,000 and up to a maximum of S$ 5,000) and sign an Undertaking, guaranteeing adherence to all the rules and regulations laid down by the Organizer. Cheques should be made out in favor of "MILTON EXHIBITS (SINGAPORE) PTE LTD."

n This is to ensure that the rules & regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claim the Organizer may have on the contractor and/or exhibitor if the damages exceed the deposit.

Standfitting Contractor: ____________________________________________________________
Address: ____________________________________________________________Country: _____________
Tel: ___________________ Fax: ___________________ E-mail: ___________________
Person in charge: ___________________ Mobile Phone: ___________________
Signature: ____________________________________________________________ Date: _____________

PLEASE NOTE
1. Soft copies of TECHNICAL DRAWINGS (plan & perspective view) of your stand design MUST BE SUBMITTED to the Organizer for approval by 24th Jan 2018, 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 must be done by the Official Stand Contractor.

3. Stand height should not exceed 3m due to venue ceiling height. Written approval must be obtained from the Organizer on any special design stands.

4. Under the Workplace Safety and Health Act, every contractor must submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) to the Organizer prior to the commencement of work. The RA and SWPs must be submitted by a competent person who has attended a Risk Management course conducted by a MOM Approved Training Provider or equivalent.

5. NOTE: Due to a lack of rigging point at level 3 Summit 1 & Summit 2 ballroom, any hanging banner or structure will not be approved.

Performance Bond Form
Refer to overleaf
3-5. Performance Bond Approval Form

SPECIAL DESIGN OF RAW SPACE ONLY (COMPULSORY)
PERFORMANCE BOND APPROVAL FORM

Date : _____________________________
Company : _____________________________
Tel   : _____________________________
Fax  : _____________________________
Exhibitor  : _____________________________
Booth number : _____________________________
Attention  : _____________________________
Mobile  : _____________________________
Email  : _____________________________
Dimension : _______ m X _______ m
Total Booth Area : ___________________________ sqm

Important Notes:
1. All works must be carried out in a safe manner and comply with all local authority requirements, including, but not limited to the "Workplace Safety & Health Act".
2. Risk Assessment (RA) and Safe Work Procedures (SWPs) must be submitted together with a copy of the Risk Management training certificate issued by a Ministry of Manpower (MOM) Approved Training Provider.
3. Stand should be constructed strictly in accordance to the drawings submitted. The Stand should be reinforced to ensure the structure stability if any fixtures and/or equipment are loaded.
4. The appropriate insurance coverage must be arranged and the certificate must be ready for on-site inspection.
5. Material samples and certifications used in Stand construction must be ready for on-site inspection by the Fire Safety & Shelter Department (FSSD).
6. Stand design for covered ceiling must be submitted to the local authority, Fire Safety & Shelter Department (FSSD) for their approval.
7. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear. Exhibitors are reminded that it is their responsibilities of their appointed stand fitting contractor to clean and removed stand construction debris / rubbish from the exhibition site daily. Any debris or rubbish left behind will be removed by the organizer and the cost will be charge to you.
8. Exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition halls. The Organizer reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.
9. No smoking is allowed in the halls. The contractor will be penalized if any of their staff are found smoking in these prohibited areas.
10. Paint brushes must be washed at the washing bay only and not in the toilets. Exhibitors are reminded that it is the responsibility of their appointed stand fitting contractor to clean and removed paint on the floor. Any such damage to the exhibition floor will be invoiced to the Exhibitor.

All amount are in Singapore Dollars :
Performance Bond : S$ 50 per sqm Total Payable : S$ ________________

Acknowledgement:
I, _____________________________ on behalf of _____________________________
Hereby agreed to guarantee production schedule, conduct, any damages caused and our observance of the exhibition rules & regulations.

Signature : _____________________________
Date : _____________________________ Company's Stamp : _____________________________
3-6. Other Technical Service

Lighting Supplies

- Lighting
  ※ Lighting connections are charged according to the number of per Light Tube, bulb and LED fitting fitted on the stand.
  ※ Light boxes are charged according to the number of tubes in each light box, using LED strips per meter run or the lighting connection or 40W fluorescent tube rate, whichever is applicable
  ※ For additional lighting supplies (spotlights, fluorescent tubes, etc), fill out the Form 4
  ※ For positioning, fill out the Form 4B

- Power socket
  ※ Power points are meant for running of equipment/exhibits only.
  ※ If used for lighting purposes, the lighting connection charges will apply on per light bulb/per light tube basis.

** Non-compliance of the electrical regulations resulting in power disruption will cause a penalty charge to be levied to the exhibitor or the appointed Special Design Stand Contractor.

Internet & Phone Line

- Wi-Fi
  ※ For the use of wi-fi during the show days, fill out the Form 6.

- Internet (wired)
  ※ For the use of wired internet access, ask the Organizer for assistance.

- Phone Line Connection
  ※ For the use of phone line during the show days, fill our the Form 6.
3-7. Construction Policies

Safety

- Booth structure and all other materials used within the booth must maintain safety at all times.
- Exhibitors are asked to check the stability and strength of all showcases, counters and any other furniture used during the show days.
- Avoid any obstructions or interfering structure for evacuation when designing booth.

“In the case where the Organizer and/or Suntec Singapore finds that the building of stand is not safe or may cause any damage, Organizer reserves the right to stop the construction work immediately and amendment must be made.”

Booth Design

- Exhibitors must be aware to take in all attendees within the booth boundary for all promotional activities and events. Maintain sound level to avoid trouble with immediate neighbors.
- Stage and TV monitors shall not be built or displayed adjacent to the aisles.
- All booth shall be pleasantly designed for attendees. The Organizer would ask all exhibitors to consciously plan a barrier-free design.

Fire Protection

- All materials used inside the exhibition hall must be fire-resistant.
- All flammable work is strictly prohibited inside the venue.

Cleaning

- The Organizer will be in charge of the general cleaning before and after the show. Each exhibitor is asked to clean or vacuum the booth, as well as responsible for all debris and garbage on a daily basis.
- It is the Exhibitor’s sole responsibility to ensure that their stand remains clean throughout the build-up and open days of the exhibition. During the build-up and dismantling exhibitors are requested to remove of all their own rubbish.
- Exhibitors with special design booth are required to recover the space after the show.

Prohibitions

- No direct anchor bolting on the venue floor.
- No canopies or ceiling booth structure.
- No direct construction to the venue facilities or booth structure such as: screwing, nailing, cutting, curving, welding, drilling, painting, pasting, bonding and any other form of activities that may cause damage to the venue or booth structure.

Risk Assessment

- Space Only stands must provide the Organizer with a Risk Assessment for their stand following submission of stand plans.
Rules & Regulation

4-1. Basic Rules

Admission

All exhibitors must put on their exhibitors’ badges at all times for access to the exhibition venue.

Promotions during the Show

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor’s representatives may not distribute brochures, invitations, etc. at the registration areas, Exhibition Hall Entrance / Exit, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Organizer, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.

Product Demo & Presentations

The Organizer appreciates that demonstrations and presentations form an integral part of the exhibition. Exhibitors, however, should exercise discretion when carrying out demonstrations and presentations, in consideration of other exhibitors.

Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and NOT towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighboring stands. Sound level recorded at adjacent or opposite stands should not exceed 70dB for all speech, music and sound effects.

The Organizer may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after the consultations with the exhibitors involved.

Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

Animals

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

Power Supply and Lighting

Hall ceiling Lighting: 300 lux

Supply Voltage: - 3 phase 4 wire system (plus earth), 400 volts ± 6%
- Single-phase 3 wire system, 230 volts ± 6%
Frequency: - 50Hz with variation maintained within ±5%
Power Factor: - Not Less than 0.85 lagging.

The following rules must be complied with:
(a) All electrical installation work from source of supply at the exhibition must be carried out solely by the Organizer's Official Contractor
(b) Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organizer informed.
(c) All electrical equipment should be tested and approved by the Organizer’s appointed licensed engineers prior to turning on the electrical supply.
(d) 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 $S 50.00 relocation per points at the Exhibitors’ expense.

Floor Loading Capacity

30KN/sqm (625 lbs/sq ft) of concrete flooring.

The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis, subject to the approval of the venue owner, special arrangements including the provision of steel base plates may be required for any exhibit exceeding these limits. The Organizer’s delivery schedule for heavy and large exhibits must be strictly adhered to.
**Dangerous Materials**

(a) No temporary gas (LPG) or naked live electrical fittings are to be used in the exhibition halls at any time.

(b) No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.

(c) No radioactive substances are allowed unless prior approval in writing is obtained from the Organizer. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

**Structural Height Restriction**

The permitted stand height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height must be submitted for approval at least 4 weeks prior to the exhibition and will be considered on a case-to-case basis, to a maximum height of 3m (subject to approval with the relevant professional endorsements to prove that the structure is structurally safe). If approved, this structure will be restricted to a distance of 1 meter (3.28 ft) away from the dividing walls of the adjoining stands. This restriction also applies to any overhead structure suspended from the existing hall ceiling.

**Stand Boundaries and Design Restriction**

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a back wall must be installed for every stand. Stand with immediate neighbor(s) should also be provided with the necessary sidewall(s).

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The exhibitor will be charged for any infringement of this rule, and the Organizer reserves the right to remove the infringement. Likewise, any display of programmable moving lights (cyber lights) is restricted within the perimeter of their stand. The prevailing rate for space rental on per square meter basis will be charged to exhibitors who fail to comply with the above.

**Cooking & Hot Work Demonstrations**

No naked or open flame equipment is to be used in the exhibition hall at any time.

**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.

**Building Material**

Materials for the construction of the exhibition booths shall have a minimum flame spread rating of Class 2.

**Workplace Safety and Health Act**

Under Workplace Safety and Health Act, every contractor must submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) to the Organizer prior to the commencement of work. The RA and SWPs must be submitted by a competent person who has attended a Risk Management course conducted by a MOM Approved Training Provider or equivalent. A copy of the training certificate has to be submitted together with the RA and SWPs.

**Damage to Stand Structures and Exhibition Premises**

No person under any circumstances shall cut into or through any floor covering or wall nor alter the stand service structure except when authorized in writing by the Organizer. Any such damage to the stand service structures will be invoiced to the Exhibitor. No screwing, drilling, painting or nailing on any of the aluminum frames and existing system pifex panel. In default whereof, the exhibitors or their appointed contractors shall be liable for the total loss resulting therefore and S$ 150.00 will be charged for the damage of each aluminum frame or panel.
Official Contractors

a) The Organizer has appointed Official Contractors for various services so as to ensure a more efficient and regulated build-up and dismantling. Please refer to the Useful Contact List for details (Page 7-8). Unless otherwise stated, exhibitors may appoint their own stand fitting contractor subject to approval from the Organizer. In this instance, exhibitors are responsible for making their own arrangement for services.

b) The services of the Official Contractors are for the convenience of exhibitors, and the Organizer will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.

Storage

Exhibitors must arrange for their cartons boxes, wooden pallets and wooden cases to be transported back to their own premises. Exhibitors are not allowed to store such items within the Venue. The Organizer reserves the right to remove/dispose of any cartons boxes, wooden pallets and wooden cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor and a handling fee of S$ 500 per booth will be charge to the exhibitor.

Stand Fitting Contractor

In adherence to safety requirements, only the Organizer’s Official Contractor may carry out electrical, water pipe and hanging/rigging installations.

Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the Organizer.

All approved contractors must lodge a refundable deposit of SGD 50 per sqm, subject to a minimum of SGD 1,000 and maximum of SGD 5,000 per stand. This serves as a performance bond as well as a damage deposit. This deposit will be refunded after deduction for services and damages, if any. Exhibitors are responsible and liable for their appointed contractor’s observance of all rules and regulations.

Contractor Badge Entitlement (Additional badge is chargeable at SGD$5 each)

<table>
<thead>
<tr>
<th>Space Occupied</th>
<th>Contractor Badge Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 to 17 sqm</td>
<td>20 badges</td>
</tr>
<tr>
<td>18 to 35 sqm</td>
<td>30 badges</td>
</tr>
<tr>
<td>36 and above sqm</td>
<td>40 badges (maximum)</td>
</tr>
</tbody>
</table>

Stand Cleaning

During the exhibition days, the Organizer will be responsible for the general cleaning of Shell Scheme Booth stand carpets and gangways daily only. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear. Exhibitors are reminded that it is their responsibility of the appointed stand fitting contractor to clean and vacuum the stand upon completion of construction, before handing over to the exhibitor.

Exhibitors are reminded that it is their responsibilities to clean and removed stand construction debris / rubbish / carton boxes / wooden pallets from the exhibition site, especially after event. Any debris / rubbish / carton boxes / wooden pallets left behind will be removed by the organizer and a handling fee of S$ 500 per booth will be charge to the exhibitor.

Regulatory Authorities

Where applicable, the above rules and regulations are additional to rules and directions set by the Regulatory Authority. All exhibitors and their contractors must abide by the code of practices set by the relevant regulatory authorities.
Security and Insurance

(a) General security will be provided by the Organizer round the clock. Exhibitors and their staff will not be allowed in the exhibition hall outside the official hall opening hours.

(b) Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands.

(c) If your displays are valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively, please contact the appointed agency for security services. Please note that you may not use your own staff or personnel from other security agencies.

(d) For security and safety reasons, exhibit movement in or out of the halls during show hours is not permitted.

(e) All personnel in the exhibition halls must wear identification badges.

(f) However, the Organizer cannot be held responsible for any loss or damages which may befall the person or property of the exhibitors from any cause whatsoever.

Exhibitor Badge Entitlement

Badges can be collected at the Registration Counter at Level 3 before Summit 1 & Summit 2 Ballroom, from 11th March 2018, starting at 1400hrs onwards.

Please note that exhibitors are not required to requisitse for Contractor badges as the Exhibitor badges are valid for entry into the exhibition hall throughout the entire show duration, including build-up & tear-down days.

B22 Forbidden items

Helium Balloons, Branding Stickers are strictly forbidden in Suntec Singapore. The Organizer reserves the right to ask the Exhibitors to stop distributing the items. Any cost incurred will be borne by the exhibitor.

B23 Flyer Distribution

Flyer distribution can only be carried out in the vicinity of the exhibitor's booth. Exhibitors may not station staff at the entrance, outside the event hall for the purpose of flyer distribution.
4-2. Do & Don’t for Exhibitors

**Do’s and Don’ts for Exhibitors**

**Rules & Regulations**
All items entitled in the Standard booth package are not interchangeable. Exhibitors may opt for all or part of the items listed. Pictures shown are only artist’s impressions. Exact number of sidewalls and furniture will depend on each individual location and/or exhibitor’s own indicated preferences.

**Damage to Stand Structures and Exhibition Premises**
- No nailing or use of glue onto the System Panel is allowed. ONLY removable tape is allowed.
- For hanging of heavy material, please contact the appointed contractor for arrangement. Exhibitors will be liable for all costs involved to restore damages.

**Important Note:**
- Exhibitors are not allowed to paint or wall papering of the stand.
- Exhibitors are not allowed to nail, drill or screw holes into the panel walls. Brackets have to be supplied by the exhibitor and are to carry the exhibitor’s display panel, signs, etc. from top of the panel wall. The hanging/installation of item is to be carried out by the Exhibitor.
- Any damage caused to the Exhibitor’s stand by the exhibitor or his representative or staff will be invoiced to the Exhibitor.
- Exhibitors who have their own poster and wish to install the poster by themselves are required to use the tape as advised below:

![Velcro](VELCRO.png)  ![Double Sided Tape](DOUBLE_SIDED.png)  ![Blu Tack](BLU_TACK.png)

**During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear. Exhibitors are reminded that it is the responsibilities of their appointed stand fitting contractor to clean and removed stand construction debris / rubbish from the exhibition site daily. Any debris, graphics sticker/ foam board or rubbish left behind will be removed by the organizer and the cost of S$150.00 will be charged to you.**
4-3. Product Sampling & Sales

Product Sampling

- **Forbidden Items**
  - Helium balloons and any other items that are difficult to remove from the venue space/Any items that may cause damage to the venue/Pointed and sharp objects that may cause injuries.
  - Product sampling must be conducted within the booth boundary. Avoid distributing items that may overload the capacity of the booth.

- **Food Sampling**
  - Sampling of food must be noticed to the Organizer in advance.
  - The Organizer will review the request and report to the exhibitor accordingly.
  - Requests may be rejected due to the venue restrictions or law.

Product Sales

- **Rules & Regulations**
  - Products to be sold during the show days all must be officially licensed. No bootlegs are allowed for product sales.
  - Exhibitors who sell products must discuss and fix the sales plan with related companies and associates (licensees, productions, distributors, etc.) prior to the actual selling at the venue booth.
  - The Organizer has the right to discontinue the product sales of all exhibitors if any problems are reported from related companies and associates.

- **Forbidden Items**
  - All sales products must meet the public policy.
  - Pornography and any other products that depict obscenity are all prohibited for selling.
  - The Organizer reserves the right to abandon any product sales that are unsuitable to be sold during the show days.

- **Sales Policies**
  - Exhibitors are asked for a smooth operation of product sales during the show days.
  - Problems and claims regarding product sales are sole responsibility of exhibitors.
  - All exhibitors are responsible for their own total sales, cash and management of product sales.
  - Change is not available at the Organizer Room.

4-4. Cautions

Prohibited Acts

- The Organizer strictly prohibits the acts below.
  
  【Prohibitions】
  - Harassment
  - Gambling
  - Pornography
  - Alcohol & Smoking

Cooking & Hot Work Demonstrations

- **Cooking & Hot Work Demonstrations**
  - No naked or open-flame equipment is to be used in the exhibition hall at any time.
  - Only electrical appliances are allowed and which had been approved by the Organizer.
  - Use of Liquid Petroleum Gas (LPG) in the service area is strictly prohibited.
4-5. Emergency Cases

Sickness/Injuries

- Immediately report the Organizer.
  - The Organizer is not fully responsible for all attendees or exhibitors with sickness or injuries.

Booth Problems

- All exhibitors are required to solve problems occurred within the booth and submit a report to the Organizer.
- Booth operation problem is sole responsibility of exhibitor.
- Exhibitors may report sound, crowd and any other problems that distract the booth operation to the Organizer. The Organizer will be in charge and handle the problems.
- Exhibitors are to be responsible for the safety of their own/personal belongings. Organizers are not held responsible for any loss of items.

4-6. Cancellation & Postponement

Show Cancellation

- The Organizer will cancel or postpone the ATPS 2018 in case of; social conditions, natural calamity, venue accidents, terrorism or any other conditions that disables the opening of the event.
- The Organizer will not be in charge for the loss and damage created by the show cancellation under the conditions stated above. However, if the cancellation is made beforehand, the organizer will refund a full or a part of booth charge.

Rule Modification

- The Organizer will modify and change the rules and regulations in exhibitor manual in case of unavoidable situation. When such alternation has taken place, the Organizer will immediately report all changes to the exhibitors.

Safety

- The Organizer is in full charge for the preservation of the event venue during all show days, including construction and dismantle days. All exhibitors are responsible for any product theft/damage, loss accidents, human injuries and fire incidents during the show days.
- The Organizer highly recommend all exhibitors to take out insurance in advance.

Violation Charge

- The Organizer reserves the right to cancel the exhibition or ask for the improvement when any form of violation towards the exhibitor manual has reported. All damages caused by any violation will be a responsibility of the exhibitor.
Exhibitors Service

5-1. Check List for Order Forms

TECHNICAL SERVICES FORM CHECK LIST

<table>
<thead>
<tr>
<th>FORM</th>
<th>SERVICES</th>
<th>PAGE NO.</th>
<th>Status</th>
<th>SUBMISSION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Special Design of Raw Space / Upgrading of Shell scheme stands</td>
<td>9</td>
<td></td>
<td>10th January 2018</td>
</tr>
<tr>
<td></td>
<td>Performance Bond Form</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fascia Name - Shell Scheme Package</td>
<td>21</td>
<td></td>
<td>10th January 2018</td>
</tr>
<tr>
<td>3</td>
<td>Furniture / Carpet Rental</td>
<td>22 - 23</td>
<td></td>
<td>10th January 2018</td>
</tr>
<tr>
<td>4</td>
<td>Electrical Supplies &amp; Fittings Rental</td>
<td>24</td>
<td></td>
<td>10th January 2018</td>
</tr>
<tr>
<td>4B</td>
<td>Electrical &amp; Lighting Service Location Plan</td>
<td>25 – 26</td>
<td></td>
<td>10th January 2018</td>
</tr>
<tr>
<td>5</td>
<td>Audio/Visual &amp; Computer Equipment Rental</td>
<td>27</td>
<td></td>
<td>10th January 2018</td>
</tr>
<tr>
<td>6</td>
<td>Telephone &amp; Internet Access Service</td>
<td>28 – 29</td>
<td></td>
<td>10th January 2018</td>
</tr>
</tbody>
</table>

ALL FORMS TO BE RETURNED TO:
MILTON EXHIBITS (SINGAPORE) PTE LTD
51 Tai Seng Avenue #B1-04 Pixel Red Singapore 533941

The terms and conditions of contract / rules & regulations should be read together with the Publicity and Technical Service Manual, which form part of your contract to exhibit.

Please use this checklist of forms to help you plan your work schedule and participation.

All forms (regardless whether the service is required or not) must be returned by the exhibitors by the deadlines stated on the form. Services cannot be guaranteed for forms that are submitted after the stipulated deadline.

A 50% surcharge applies for orders accepted after the deadline.

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

When in doubt, please contact Milton Exhibits (Singapore) Pte Ltd.
**FASCIA NAME – SHELL SCHEME PACKAGE**

Please complete and return the form to

**MILTON EXHIBITS (SINGAPORE) PTE LTD**
51 Tai Seng Avenue #B1-04 Pixel Red Singapore 533941
Attention: Mr Eden Peh, Tel: (65) 6306 3559; Fax: (65) 6636 6913
Mr Andy Koh, Tel: (65) 6306 3570
Email: edenpeh@milton-sg.com / andykoh@milton-sg.com

**Deadline:**
10th January 2018

---

**NO P.O. BOX ADDRESS PLEASE**

**STAND NO:**

<table>
<thead>
<tr>
<th>Company Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Code:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Job Title:</td>
</tr>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

Please indicate on the table below the name of the exhibiting company and stand number to be reflected on the fascia board*. This will be provided in upper case, standard 100mm-high (4 inches) English alphabet (maximum 30 letters). PLEASE USE BLOCK LETTERS.

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>STAND NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Maximum 30 letters
FURNITURE / CARPET RENTAL

Please complete and return the form to

MILTON EXHIBITS (SINGAPORE) PTE LTD
51 Tai Seng Avenue #B1-04 Pixel Red Singapore 533941
Attention: Mr Eden Peh, Tel: (65) 6306 3559; Fax: (65) 6636 6913
Mr Andy Koh, Tel: (65) 6306 3570
Email: edenpeh@milton-sg.com / andykoh@milton-sg.com

NO P.O. BOX ADDRESS PLEASE

Company Name:
Address:
Postal Code: Country:
Contact Person: Job Title:
Tel: Fax:
E-mail: Signature:

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Unit Cost (S$)</th>
<th>Quantity</th>
<th>Amount (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Information Counter (760mmHt)</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lockable Cupboard (760mmHt)</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High Showcase (1m x 0.5m x 2mHt)</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Square High Showcase (0.5m x 0.5m x 2mHt)</td>
<td>160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Low Showcase (1m x 0.5mx 1mHt)</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High Display Cube (1030mm Ht)</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Low Display Cube (500mm Ht)</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shelf-Flat per metre run (slope/flat)</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4ft x 2ft Table c/w skirting</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round table with wooden top (white)</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Round Table</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Plastic Chair</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Free Standing Brochure Rack</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Stool</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastepaper Basket</td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coat Hanger</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Refrigerator c/w 13Amp Power Point</td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1m x 2.5mH System Panel per piece</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needle Punch Carpet (per sqm)</td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. Lighting for showcase to be ordered separately in form 3
2. Late orders are subject to stock availability.
3. A 50% surcharge applies for orders accepted after the deadline.

Subtotal S$

Grand Total S$

PAYMENT DETAILS:
Orders are valid only when accompanied with full remittance. Payment should be made payable to:

MILTON EXHIBITS (SINGAPORE) PTE LTD

The Hongkong and Shanghai Banking Corporation
Limited
21 Collyer Quay #01-01
HSBC Building
Singapore 049320

A/C No : (SGD) 047-352992-001
A/C No : (USD) 260-767587-178
A/C No : (EUR) 260-767587-179
SWIFT : HSBCSGSG
(Cheques or bank draft to be drawn on a Singapore bank)

Furniture Catalogue
# Furniture Catalogue

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding Chair</td>
<td><img src="image" alt="Folding Chair" /></td>
</tr>
<tr>
<td>Arm Chair</td>
<td><img src="image" alt="Arm Chair" /></td>
</tr>
<tr>
<td>Bar Stool</td>
<td><img src="image" alt="Bar Stool" /></td>
</tr>
<tr>
<td>Round Table</td>
<td><img src="image" alt="Round Table" /></td>
</tr>
<tr>
<td>Square Table</td>
<td><img src="image" alt="Square Table" /></td>
</tr>
<tr>
<td>Bar Table</td>
<td><img src="image" alt="Bar Table" /></td>
</tr>
<tr>
<td>Brochure Rack</td>
<td><img src="image" alt="Brochure Rack" /></td>
</tr>
<tr>
<td>Bar Refrigerator</td>
<td><img src="image" alt="Bar Refrigerator" /></td>
</tr>
<tr>
<td>High Showcase</td>
<td><img src="image" alt="High Showcase" /></td>
</tr>
<tr>
<td>Square Showcase</td>
<td><img src="image" alt="Square Showcase" /></td>
</tr>
<tr>
<td>Low Showcase</td>
<td><img src="image" alt="Low Showcase" /></td>
</tr>
<tr>
<td>Coat Hanger</td>
<td><img src="image" alt="Coat Hanger" /></td>
</tr>
<tr>
<td>Info Counter</td>
<td><img src="image" alt="Info Counter" /></td>
</tr>
<tr>
<td>Lockable Counter</td>
<td><img src="image" alt="Lockable Counter" /></td>
</tr>
<tr>
<td>Low Showcase</td>
<td><img src="image" alt="Low Showcase" /></td>
</tr>
<tr>
<td>Shelf</td>
<td><img src="image" alt="Shelf" /></td>
</tr>
</tbody>
</table>

Refer to overleaf.
# ELECTRICAL SUPPLIES & FITTINGS RENTAL

Please complete and return the form to

**MILTON EXHIBITS (SINGAPORE) PTE LTD**  
51 Tai Seng Avenue #B1-04 Pixel Red Singapore 533941  
Attention: Mr Eden Peh, Tel: (65) 6306 3559; Fax: (65) 6636 6913  
Mr Andy Koh, Tel: (65) 6306 3570  
Email: edenpeh@milton-sg.com / andykoh@milton-sg.com

**Deadline:**  
10th January 2018

---

**NO P.O. BOX ADDRESS PLEASE**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Code:</td>
<td>Country:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Job Title:</td>
</tr>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

---

### PAYMENT DETAILS:

Orders are valid only when accompanied with full remittance. Payment should be made payable to:

**MILTON EXHIBITS (SINGAPORE) PTE LTD**

- A/C No : (SGD) 047-352992-001
- A/C No : (USD) 260-767587-178
- A/C No : (EUR) 260-767587-179
- SWIFT : HSBCSGSG

(Cheques or bank draft to be drawn on a Singapore bank)

Continue on to Form 4B
• This form must be submitted together with the electrical and lighting order form to the Official Contractor.
• Sketch the location of your utilities, such as power outlets and light fittings
• Location of your electrical requirements will be installed at the discretion of the Official Stand-fitting Contractor if the layout plan is submitted after the deadline. Any relocation after installation will be charged at SGD$ 50/relocation at the Exhibitors’ expense.
• Please ensure that the positions of light fittings are located on the walls or fascia (unless your stand has an interior structure to which they can be attached).

Exhibitor :___________________________________________________ Stand No : ______________
Person in charge of exhibition details : __________________________________________________
Signature : __________________________________________________ Date : __________________
Tel : _____________________ Fax : ___________________ E-mail : ___________________________
Company Address (or company stamp) : __________________________________________________

Please submit your forms to:
MILTON EXHIBITS (SINGAPORE) PTE LTD
51 Tai Seng Avenue #B1-04 Pixel Red Singapore 533941
Attention: Mr Eden Peh, Tel: (65) 6306 3559; Fax: (65) 6636 6913
Email: edenpeh@milton-sg.com / andykoh@milton-sg.com
## ELECTRICAL REGULATIONS

1) Electricity will be supplied through the Organizer only. The Official 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 Organizer’s approval will be permitted to carry out electrical work onsite.

3) No installation work shall be carried out without the written permission of the Organizer or the Official Stand Contractor.

4) Exhibitor / Special Design Stand Contractor 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 / Special Design Stand Contractor.
   - Exhibitor or Special Design Stand Contractor 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 10th January 2018.
   - 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 Organizer reserves the right to disconnect electrical supply of any exhibitor whose installations either violate the Organizer’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 or the appointed Special Design Stand Contractor.
Please complete and return the form to

MILTON EXHIBITS (SINGAPORE) PTE LTD
51 Tai Seng Avenue #B1-04 Pixel Red Singapore 533941
Attention: Mr Eden Peh, Tel: (65) 6306 3559; Fax: (65) 6636 6913
Mr Andy Koh, Tel: (65) 6306 3570
Email: edenpeh@milton-sg.com / andykoh@milton-sg.com

Deadline: 10th January 2018

NO P.O. BOX ADDRESS PLEASE

Company Name: 
Address: 
Postal Code: Country: 
Contact Person: Job Title: 
Tel: Fax: 
E-mail: Signature: 

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost (S$)</th>
<th>Quantity</th>
<th>Amount (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; LCD HD Ready TV Monitor c/w USB input</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; LCD HD Ready TV Monitor c/w USB input</td>
<td>700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50&quot; LCD HD Ready TV Monitor c/w USB input</td>
<td>1,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Floor Stand</td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; LCD Data Monitor</td>
<td>600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Data Monitor</td>
<td>1,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; LCD Data Monitor</td>
<td>2,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD / VCD Player</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector (ranges from 1000-3000 ANSI Lumens) &amp; Projection Screen (tripod/wall screen)</td>
<td>Upon Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intel core i5 2.6Ghz w/4gb ram laptop preload Win 7/MS office</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intel core i7 2.6Ghz w/4gb ram laptop preload Win 7/MS office</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Connectivity: Ethernet switches, laying of UTP cables, configuration for shared internet access.</td>
<td>Upon Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Late orders are subject to stock availability.
A 50% surcharge applies for orders accepted after the deadline.

Subtotal $\$
Grand Total $\$

PAYMENT DETAILS:
Orders are valid only when accompanied with full remittance. Payment should be made payable to:

MILTON EXHIBITS ( SINGAPORE ) PTE LTD

The Hongkong and Shanghai Banking Corporation Limited
21 Collyer Quay #01-01
HSBC Building
Singapore 049320

A/C No : (SGD) 047-352992-001
A/C No : (USD) 260-767587-178
A/C No : (EUR) 260-767587-179
SWIFT : HSBCSGSG
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Attention: Mr Eden Peh, Tel: (65) 6306 3559; Fax: (65) 6636 6913
Mr Andy Koh, Tel: (65) 6306 3570
Email: edenpeh@milton-sg.com / andykoh@milton-sg.com

NO P.O. BOX ADDRESS PLEASE

Company Name:
Address:
Postal Code: Country:
Contact Person: Job Title:
Tel: Fax:
E-mail: Signature:

<table>
<thead>
<tr>
<th>Item</th>
<th>Rental / Week / Event (S$)</th>
<th>Quantity</th>
<th>Amount (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone Line</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Direct Line (within Singapore)</td>
<td>250.00 – Free local call</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IDD Direct Line</td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>($200 Call Charges deposit,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IDD calls are chargeable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internet (ISDN)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ISDN2 (Local access only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>410</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internet (Broadband)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1MB ADSL (Dynamic IP with internet access)</td>
<td>1,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2MB ADSL (Dynamic IP with internet access)</td>
<td>4,350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4MB ADSL (Dynamic IP with internet access)</td>
<td>5,130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1MB ADSL (8 Static IP with internet access)</td>
<td>2,380</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2MB ADSL (16 Static IP with internet access)</td>
<td>6,240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4MB ADSL (16 Static IP with internet access)</td>
<td>8,160</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ethernet Leased Line</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2MB ELL (16 static IP, with internet access)</td>
<td>7,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10MB ELL (16 static IP, with internet access)</td>
<td>17,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

50% surcharge applies for orders accepted after the deadline
100% surcharge applies for Super Express Service (less than 48hrs notice)

Subtotal $S

Grand Total $S

PAYMENT DETAILS:
Orders are valid only when accompanied with full remittance. Payment should be made payable to:

MILTON EXHIBITS (SINGAPORE) PTE LTD

The Hongkong and Shanghai Banking Corporation Limited
21 Collyer Quay #01-01
HSBC Building
Singapore 049320

A/C No : (SGD) 047-352992-001
A/C No : (USD) 260-767587-178
A/C No : (EUR) 260-767587-179
SWIFT : HSBCSGSG
(Cheques or bank draft to be drawn on a Singapore bank)

Telephone Line & Internet T&C
Refer to overleaf
TERMS & CONDITIONS

1) Local Direct Line rental will include local calls charges.

2) $200 per line call charges REFUNDABLE DEPOSIT will be imposed on all IDD Direct Lines only.

3) ADSL Packages will include ADSL line & ADSL router only. Customers are to provide their own Switch/Hub for the Local Area Network connection.

4) Customers are to provide own NT1 box for the ISDN2 lines.

5) All orders together with the floor plan with exact line location must be received by Milton Exhibits (Singapore) Pte Ltd. in 7 working days before turn-on date. A surcharge will be imposed for late order. Line will be placed inside booth if exact location is not given. Relocation charges will apply if the line needs to be shifted.

6) Full payments to “MILTON EXHIBITS (SINGAPORE) PTE LTD”, must be made with the order, by T/T transfer to our bank: The Hongkong and Shanghai Banking Corporation Limited, A/C No : (SGD) 047-352992-001, A/C No : (USD) 260-767587-178, A/C No : (EUR) 260-767587-179, SWIFT : HSBCSGSG or by crossed cheque (only for cheque drawn from a Singapore bank) or through credit card payment prior to the event. Orders without remittance will not be processed.

7) Refundable deposit (as stated above) must be placed for telephone line ordered. This deposit will be used to offset the cost of lost instrument(s) and expenses incurred for the local/overseas calls, etc. Balance of the deposit will be refunded if the instrument is returned in good condition and call charges do not exceed the total. Refund will only be done after receipt of third party’s telephone bill.

8) If the cancellation notice is received less than 2 working days before the turn-on date, a handling charge equal to 50% of the rental Price will be imposed.

9) Due to the nature of the services and matters beyond our control, we cannot guarantee that the services will be free from any fault, software virus, error or interruption. Milton Exhibits (Singapore) Pte Ltd. will not be liable or be deemed to be in default for any delay or failure in performance under this Agreement from matters beyond our control.

*Please indicate the location of your phone line/internet line in the above diagram. Any relocation of line will be chargeable if exact location is not indicated in the above form submitted to Milton Exhibits