

TELECOMMUNICATIONS INSTRUCTIONS & CONDITIONS - 2024

INSTRUCTIONS AND CONDITIONS

- 1) The Sands Expo & Convention Centre and Sands Event Services shall not be liable for, and hereby released from, any special, indirect, incidental, or consequential damage; including without limitation, the following: lost profits, damage to business reputation, lost opportunity or commercial loss of any kind to the customer which results from the use (or the inability to use) any of the services or equipment which is contemplated herein, or from the breach by the SECC, Sands Event Services, or any of their employees, agents or contractors.
- 2) All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice
- 3) All charges are subject to change without prior notice.
- 4) Price Payable may be subject to change due to impending change in the GST Rate

ADDITIONAL CHARGES/FEES:

- All long-distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the MICE Customer Service Desk within one hour following the close of the event. **Exhibitors who do not return their instruments will be charged: \$300 for single-line instruments and \$1000 for multi-line and polycom instruments.**
- **Labour Charges** – Labour between the hours of 7am – 7pm, Monday – Friday (minimum 1 hour work), will be at the Straight Time labour rate. After 8 hours of work, Premium labour rate applies. Any work from Monday – Friday, 7pm – 11pm and Saturday, Sunday, Public Holiday 7am – 11pm, Premium rate will apply. Midnight rate will apply for work required from 11pm – 7am next day.

LABOR RATES: Straight Time = \$100/hour Premium = \$150/hour Midnight = \$300/hour



TELECOMMUNICATIONS SERVICES ORDER FORM - 2024

E-mail or fax forms to:

MARINA BAY SANDS PTE LTD – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956

P: +65 6688 3888 • F: +65 6688 3889 • E: secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: The Meetings Show Asia Pacific 2024 (76854)		EVENT DATES: 17 – 18 April 2024	BOOTH # / MTG. ROOM #
		HALL LOCATION: Level 1, Hall C	
EXHIBITING CO. NAME:			
EXHIBITING CO. ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY) (ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:	
BILL-TO CO. NAME: (If different from above)			
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY) (ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:	

IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE TELECOMMUNICATIONS SERVICES PROVIDER AT SECC. TO ENSURE AVAILABILITY, SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT PRIOR TO SHOW OPENING DATE, UNLESS OTHERWISE STATED. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO PREVAILING TAXES & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

FORM INFORMATION: (Please read carefully)

- BEFORE TELEPHONE LINES ARE INSTALLED, A CREDIT CARD MUST BE ON FILE. PLEASE FILL OUT THE "CREDIT CARD AUTHORISATION FORM". THE CREDIT CARD WILL BE USED TO INVOICE TELEPHONE CALLS THAT EXCEED THE DEPOSIT OR TO CREDIT ANY UNUSED PORTION OF YOUR DEPOSIT.
- PRE-PLANNING CAN SAVE YOU MONEY. Telephone lines are dropped with the main power drop into booth. PLEASE INDICATE ALL TELEPHONE LINE LOCATIONS BY FILLING OUT THE SERVICE LOCATION PLAN. Failure to notify Sands Event Services of telephone location will result in a charge on a time and material basis to relocate line.
- Telephone service which is pre-ordered cannot be guaranteed prior to one day before event opening due to temporary conditions which exist during set up. Orders that are placed after the cut-off date will be handled on a first-come, first-serve basis. Orders placed at show site cannot be guaranteed. Instruments should be picked up at MICE Customer Service Desk.
- Instruments will not be delivered to your booth. Instruments should be picked up at MICE Customer Service Desk.

ITEM	QTY	RATE	SUBTOTAL (QTY X PRICE)
IP Phone (local calls only) (Comes with IP Phone set. Needs a prefix 9 to get an external line)		\$323	
IP Phone (international calls) (Comes with IP Phone set. Needs a prefix 9 to get an external line)		\$347 Excludes \$200 deposit	
Analog Phone Line for Fax Service (local transmission only) (Analog phone set / Fax machine not included)		\$323	
Analog Phone Line for Fax Service (international transmission) (Analog phone set / Fax machine not included)		\$347 Excludes \$200 deposit	
Analog Phone Line (voice only/local calls only) (For analogue phone service, credit card / Nets service usage. Analog phone set / Credit card / Nets Machine not included. Credit card / Nets machine needs to preconfigured a prefix 9 for an external line; Phone set need to dial a prefix 9 to get an external line)		\$323	
IP Teleconferencing System (international & local calls) (IDD charges apply based on consumption inclusive of SGD200 deposit)		\$645	
TOTAL			
PREVAILING GST %			
GRAND TOTAL (SINGAPORE DOLLARS Price Payable may be subject to change due to impending change in the GST Rate)			

NOTE: A Service Location Plan (Form 3) must be submitted to process required orders.
Preferred handover date & time of the equipment and/or service requested should also be included.

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. **MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

☐ **Cheque Payment:**

All cheques should be crossed and made payable to
Marina Bay Sands Pte Ltd

All payments must be sent directly to:

Marina Bay Sands Pte Ltd

Accounts Receivable

Finance Non-Gaming Department

10 Bayfront Avenue

Singapore 018956

Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ **Telegraphic Transfer:**

Please make payment to:

Bank Name: DBS Bank Ltd

A/C No.: 003-909346-2

A/C Name: Marina Bay Sands Pte Ltd

Swift Code: DBSSSGSG

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.

NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

☐ **Cash** (only applicable for onsite orders)

SERVICE LOCATION PLAN – 2024

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan.

The service ordered will be dropped from the exhibition hall ceiling vertically above the booth area or obtained from the nearest service closest of the booth on floor level. The termination point will be as close as possible to the required location (s). The service will be terminated at floor level with the appropriate termination. Any horizontal running of the service is subject to a separate charge with quotation on actual work involved.

ELECTRICAL SERVICES:

- Indicate main power location.
- Indicate additional outlet locations with rating
- Indicate lighting connection point (Indicate wattage or amperage required at each location.)

TELECOMMUNICATION SERVICES:

- Indicate main telephone line termination location.
- Indicate extension phone line termination locations.

COMPRESSED AIR/WATER OUTLETS:

- Indicate these locations (for island booths)
By writing "Air/Water" at appropriate location.
(with capacity of the supply rating)

INTERNET SERVICES:

- Indicate location of internet port termination location.

AUDIO VISUAL SERVICES

- Indicate location of Audio-Visual services engaged

RIGGING/HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications.
Please see page 4 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).
- Detach the Service Location Plan and send with your order form(s).
- Please complete this information for ease of booth identification.

EVENT NAME: The Meetings Show Asia Pacific 2024 (76854)		EVENT DATES: 17 – 18 April 2024
EXHIBITING CO. NAME:		BOOTH #:
CONTACT PERSON ON SITE:	LOCAL CONTACT NO. (IF ANY)	EMAIL CONTACT:
PREFERRED SERVICE ACTIVATION / HAND-OVER SCHEDULE: (Time / Date)	Note: All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover and/or activates the service outside the license period.	

Please indicate and mark up the location of the service in the diagram below.

Scale: 1 square = _____ square meter OR Other: _____

INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____



INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION



INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION





INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____