

# 24<sup>th</sup> Annual Meeting & Exhibition • 07–13 May 2016

SMRT 25<sup>th</sup> Annual Meeting • 07–08 May

SINGAPORE

[www.ismrm.org](http://www.ismrm.org) • [www.smrt.org](http://www.smrt.org)

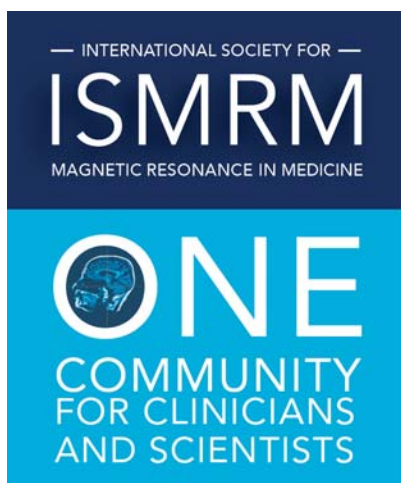


## 2016 Exhibitor

### Deadline Check List

*Forms are to be received by the appropriate service supplier no later than the corresponding dates listed below. Forms must be returned to the address listed on the form. \* Required*

<u>Deadline</u>	<u>Service</u>	<u>Completed</u>
05 February 2016	Company Profile for the ISMRM Guide to the Exhibition	<input type="checkbox"/>
12 February 2016	Floor Plans due for booths exceeding 9 sq. meters	<input type="checkbox"/>
12 February 2016	Reserve advertising space in the Exhibition Guide	<input type="checkbox"/>
19 February 2016	Exhibitor Function Space Request Forms due	<input type="checkbox"/>
26 February 2016	Exhibitor Certificate of Insurance*	<input type="checkbox"/>
01 March 2016	Mendelssohn Commerce Shipping Orders	<input type="checkbox"/>
04 March 2016	Artwork for advertisement in the Exhibition Guide	<input type="checkbox"/>
11 March 2016	Exhibitor Guest Voucher Order Form	<input type="checkbox"/>
11 March 2016	Exhibitor Pre-registration Form for all Badges*	<input type="checkbox"/>
11 March 2016	Exhibitor Appointed Contractor Forms*	<input type="checkbox"/>
31 March 2016	Booth Catering Menu	<input type="checkbox"/>
21 March 2016	CHM Exhibitor Hotel Reservations	<input type="checkbox"/>
22 April 2016	ETS Audio/ Visual/ Computer Equipment Order Form	<input type="checkbox"/>
18 April 2016	Form 1: Booth Catering	<input type="checkbox"/>
21 March 2016	CHM Exhibitor Hotel Reservations	<input type="checkbox"/>
27 April 2016	Form 2: Telecommunication	<input type="checkbox"/>
31 March 2016	Form 3: Fascia Name	<input type="checkbox"/>
31 March 2016	Form 4: Furniture Rental	<input type="checkbox"/>
31 March 2016	Form 5: Electrical Order	<input type="checkbox"/>
31 March 2016	Form 6: Service Location Plan	<input type="checkbox"/>
31 March 2016	Form 7: Audio/Visual/Computer Equipment Order	<input type="checkbox"/>



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## 2016 Exhibitor

### Company Profile for Guide to the Exhibition

**DEADLINE: 05 February 2016**  
*Required for all exhibitors*

**Instructions:** Insert a 200-word company profile and contact information below and email a pdf, or send your profile and contact information as text via email to Melisa Martinez at [Melisa@ismrm.org](mailto:Melisa@ismrm.org). Please do not fax. This information will be printed in the ISMRM's 24<sup>th</sup> Annual Meeting & Exhibition publication of the Guide to Exhibition distributed to all attendees. ISMRM reserves the right to make editorial changes based on space availability. Please contact Melisa if you wish to use your 2015 company profile.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

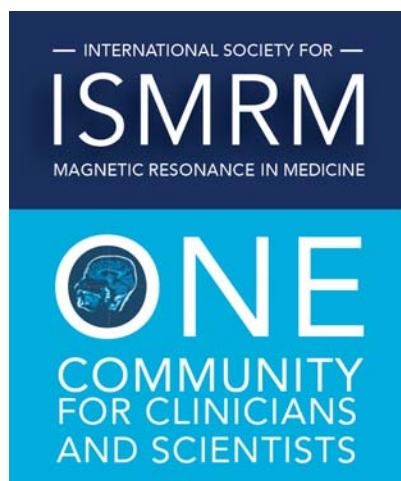
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Toll Free: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Web Site: \_\_\_\_\_

Company Profile:

Exhibitor's signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 2016 Exhibitor

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### Advertising Opportunity

**RESERVATION DEADLINE: 12 February 2016**  
**ARTWORK DEADLINE: 04 March 2016**

The ISMRM is happy to once again offer advertising space in our *Guide to the Technical & Poster Exhibition*. The Guide is distributed to all attendees of the ISMRM's 24th Annual Meeting and will feature information about the technical exhibition as well as the traditional and e-poster exhibitions.

**EXHIBITOR RATES:** Full page Ad: US\$4,000.00  
Half page Ad: US\$2,000.00

**SPECIFICATIONS:** Ads may be 4-color process or grayscale  
Final paper size is 8 1/2" x 11"  
Bleeds should allow 3/16" from trim

**PLEASE SEND THE FOLLOWING TO THE ISMRM OFFICE BY 04 March 2016:**

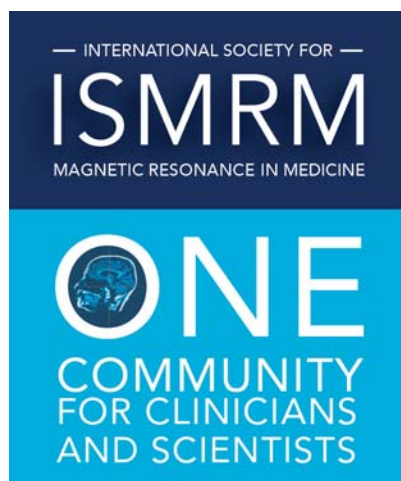
**Your high-resolution (300 dpi), print-ready electronic file via email or FTP upload.**

Ad specifications are as follows:  
Trim Size: 8.5" x 11"  
Bleed Allowance: .125"  
Color Mode: CMYK  
File Format: PDF

**To reserve ad space, please contact:**

Anne-Marie Kahrovic, Director of Meetings, Email: [Anne-Marie@ismrm.org](mailto:Anne-Marie@ismrm.org)  
Phone: +1 (510) 841-1899, Fax: +1 (510) 841-2340

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## 2016 Exhibitor

### Ancillary Meetings & Exhibitor Functions

**DEADLINE: 19 February 2016**

Exhibitors are **required** to inform the ISMRM of all functions they are planning regardless of location or arrangements. Failure to do so will cause the forfeit of priority points. Advance notice is necessary for the ISMRM to place exhibitor meetings and functions in blocked hotels. There is no meeting space available at the Suntec Singapore Convention & Exhibition Centre for exhibitor meetings and functions that are not included in the official program.

- Requests for meetings and social functions **must** be made through the ISMRM office in order to avoid conflicts with the ISMRM official program.

**MEETING POLICY:** Ancillary meetings and exhibitor functions involving meeting attendees may only take place outside of the official Society meeting program.

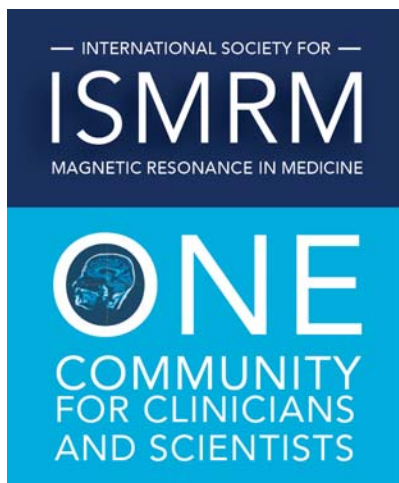
ISMRM official program hours:

Saturday, 07 May	08:00 - 18:00
Sunday, 08 May	08:00 - 18:00
Monday, 09 May	08:00 - 18:30
Tuesday & Wednesday, 10 - 11 May	08:00 - 18:00
Thursday, 12 May	08:00 - 22:00
Friday, 13 May	07:00 - 12:30

There will be an opening reception in the Exhibit Hall on the evening of Sunday, 07 May from 17:45 - 19:15 and events may be held after the Opening Reception has ended, 19:15. Exhibitors are strongly discouraged from holding an event on Thursday, 12 May as attendees will be invited to the ISMRM Closing Party.

**SPECIAL REQUESTS:** Should you wish to ask for special consideration to host your meeting during the official ISMRM program, although highly discouraged, please submit your request in writing explaining how many and who will be the attendees of your meeting. All special requests will be reviewed by the Program Committee Chairman. Requests for consideration must be made through Anne-Marie Kahrovic, Director of Meetings.

**Questions? Please contact:** Anne-Marie Kahrovic, Director of Meetings, Email: [Anne-Marie@ismrm.org](mailto:Anne-Marie@ismrm.org)  
Phone: +1 (510) 841-1899, Fax: +1 (510) 841-2340



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## 2016 Exhibitor

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### Insurance Requirement

Each exhibitor must make provisions for safeguarding its goods, materials, equipment, and display at all times. General overall guard service will be provided by ISMRM for the exhibition period, but neither the guard service nor ISMRM will be responsible for loss of or damage to any property for any cause. Additional security can be purchased by contacting Anne-Marie Kahrovic, ISMRM Director of Meetings, [Anne-Marie@ismrm.org](mailto:Anne-Marie@ismrm.org).

All space occupied by an exhibitor must be surrendered by it in the same condition as it was at the commencement of occupation. Each exhibitor shall defend, indemnify, and hold harmless ISMRM and each of its agents from any demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney fees asserted by third parties arising out of, or connected with, exhibitor's participation in the exhibition (collectively "claim"). This provision will not apply when a claim arises out of the sole negligence of the ISMRM.

**Each exhibitor shall maintain, entirely at its expense, general public liability insurance against claims for bodily injury, death, or property damage incident to, arising out of, or in any way connected with the exhibitor's participation in the exhibition, to the limit of not less than one million US dollars (US\$1,000,000) for bodily injury, death, or property damage in any one occurrence. Such insurance maintained by the exhibitor shall include coverage of the indemnification obligations of the exhibitor under these rules and regulations and shall cover ISMRM as an additional named insured. At least 60 days prior to the start of the meeting, the exhibitor shall furnish to ISMRM a valid certificate, with the ISMRM named as an additional insured, evidencing the insurance required by these rules and regulations to be maintained by the exhibitor.** That certificate, or the related policy, must provide, to the extent obtainable, that the policy may not be canceled without at least ten (10) days' prior written notice by mail to ISMRM by the insurance company. Each exhibitor acknowledges that it is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against ISMRM, its officers, directors, agents, or employees.

In the event any part of the exhibit hall is destroyed or damaged so as to prevent ISMRM from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or whole of the exhibition period is prevented by strikes, Acts of God, national emergency, or other cause beyond the control of ISMRM, then the exhibitor will be charged for the space during the period it was or could have been occupied by the exhibitor; and the exhibitor hereby waives any claim against ISMRM, its officers, directors, agents, or employees, for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against ISMRM being a refund of the rent paid for the period it was prevented from using the space.

**Please send proof of commercial liability insurance to ISMRM Meetings Coordinator Melisa Martinez, email: [Melisa@ismrm.org](mailto:Melisa@ismrm.org) by 26 February 2016.**



## ISMRRM 24<sup>th</sup> ANNUAL MEETING & EXHIBITION

SUNTEC SINGAPORE CONVENTION & EXHIBITION CENTRE

May 7<sup>th</sup> – 13<sup>th</sup>, 2016

### SHIPPING INSTRUCTIONS

**Danny Mekhuri**  
**Operations Manager**  
**Mendelssohn Commerce**  
**1600 Courtneypark Drive East**  
**Mississauga, ON L5T 2W8**  
**Canada**

**Tel:** 905-672-7400  
**Fax:** 905-673-5445  
**E-mail:** [dmekhuri@mend.com](mailto:dmekhuri@mend.com)



## **INTRODUCTION**

Dear Exhibitor,

Mendelssohn Commerce has been appointed the official Customs & Freight Forwarding Agent for the 2016 ISMRM 24<sup>th</sup> Annual Meeting & Exhibition. We would like to ensure that your materials arrive “on time” in the most cost efficient manner. We suggest that you read these instructions in conjunction with the exhibitor’s manual provided by the Show Organizer.



Our helpful instructions will assist you in preparing for the correct, and timely, dispatch of your exhibits to Singapore for the 2016 ISMRM 24<sup>th</sup> Annual Meeting & Exhibition. ISMRM highly recommend that you use the services of Mendelssohn Commerce for a complete logistics package. Our complete package will move your exhibit(s) door-to-door, from your country to your exhibition booth.

**PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays in customs clearance and may lead to additional charges. For this reason, if you will be using a freight forwarder, other than Mendelssohn Commerce, please be sure to pass these instructions on to them.**

**BE AWARE: Singapore has many import restrictions and import permit requirements, especially for exhibitions. Invoices must be faxed or e-mailed to us for approval PRIOR TO shipping.**

ISMRM and Mendelssohn Commerce will not accept responsibility for late arrivals, or non-deliveries, to the venue if these guidelines and/or recommendations are not followed.

## **CONSIGNEE INSTRUCTIONS**

	<p><b><u>Consignee:</u></b></p> <p>TRANSIT AIR CARGO SINGAPORE PTE LTD 111 NEYTHAL ROAD SINGAPORE 628598 TEL: (65)64381686 FAX: (65)6438 1466 FOR: ISMRM 2016 ATTN: ERIC ONG / SHAUN NG</p> <p><b><u>Notify:</u></b></p> <p>Same as Consignee c/o Exhibitor / Stand Number</p> <p><b><u>DESTINATION: SINGAPORE CHANGI AIRPORT (SIN)</u></b></p>
	<p><b><u>Consignee:</u></b></p> <p>TRANSIT AIR CARGO SINGAPORE PTE LTD 111 NEYTHAL ROAD SINGAPORE 628598 TEL: (65)64381686 FAX: (65)6438 1466 FOR: ISMRM 2016 ATTN: ERIC ONG / SHAUN NG</p> <p><b><u>Notify:</u></b></p> <p>Same as Consignee c/o Exhibitor / Stand Number</p> <p><b><u>DESTINATION: SINGAPORE PORT</u></b></p>



## **CUSTOMS FORMALITIES/EXAMINATION**

**There are three (3) means of importing goods into Singapore. They are as follows:**

- **ATA CARNET**

Entry for goods under ATA Carnet allows for free movement of the goods within Singapore after the exhibition for a period of up to twelve (12) months or until the expiry of the Carnet whichever occurs first, after which the goods must be re-exported (Under Customs supervision).

- **TEMPORARY IMPORT BOND (TIB)**

Mendelssohn, along with our Singapore agent, is able to arrange for temporary entry of your goods against our security bond (TIB). Goods under Temporary Import must be under Mendelssohn/Singapore Agent Control until it has been exported out of Singapore, or finalized as a permanent entry.

- **PERMANENT IMPORT**

This is for goods which enter Singapore for consumption, give away items, or goods that will remain in Singapore, where import duty and Goods & Services Tax (GST) will apply. Please contact a Mendelssohn Commerce representative for Duty & GST % rates.

Please note: Give away items / brochures and leaflets for exhibitions purposes aren't exempt from GST and Duty. GST and Duty is payable on all give away items.

## **CARGO PACKING**

Exhibitors shall be responsible for the consequences of improper packing. Please ensure that the **cargo is packed in Seaworthy condition**. The packing materials e.g. case, carton, crate must be strong enough to withstand damage during transportation and repeated handling

## **WOOD PRODUCTS / WOOD PACKING MATERIALS**

If you intend to send wooden products or use your own wooden crates, please ensure proper ISPM 15 marking, or provide us with fumigation certificates. The fumigation certificates must show container numbers and bill of lading numbers as a numerical link to your shipment, such as one of the following:

*Exhibitors must state on the Commercial documents whether timber or wooden packaging has been used in the shipment.*

*The freight forwarder or Shipping Line should also indicate packaging on the Bill of Lading i.e.*

*“4 wooden pallets STC 34 cartons” or “4 plastics pallets STC 34 cartons”*

This will assist to determine whether treatment of the packaging is required.

In regards to the packaging of your goods, please ensure no straw or plant materials are used in the packing of goods. It is suggested that paper, polystyrene, or man-made fibers be used for this purpose.

A Mendelssohn Commerce representative is only a phone call away, and will gladly guide you through this process. Please contact Danny at 905-672-7400 ext. 317, or send him an e-mail at [dmekhuri@mend.com](mailto:dmekhuri@mend.com).

## **RESTRICTED ITEMS**

In addition FOOD ITEMS, VEHICLES / BOATS, MILITARY / DEFENCE EQUIPMENT, WEAPONS, TOBACCO, PLANTS & SEEDS are subject to import permits and will cause delays and or confiscation without the right permits. It is mandatory to contact us prior to sending to ensure permits are applied for and that the documentation provided is acceptable to Singapore authorities.

## **FILMS, VIDEOS, AND PUBLICATIONS**

All films, videos, and publications are subjected to the approval of the Government Censorship Board and Films & Publications Department before they are allowed for public viewing.

It takes 1 (one month) for the approval of the above and would therefore require the films/videos/publications to be in Singapore 4 weeks before the start of the exhibition. Please contact the Mendelssohn Commerce representative for further clarification.

## **DOCUMENTATION**

In order to assist you in the preparation of the documents, we have designed a sample Commercial Invoice and Packing List for your reference. Please view the Commercial Invoice, which is located in the forms section of this manual, at your leisure.

Explanatory notes on the completion of the Commercial Invoice and Packing List form are as follows:

- **All information entered in these forms must be in English**
- **Indicate separate FOB (Free On Board) and CIF (Cargo, Insurance, and Freight) Values on commercial invoice**
  - *FOB VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"*
  - *CIF VALUE: indicates the value of the goods, including freight and insurance, from the port of departure; FOB Value + Insurance + Freight*
- **A full description of the item must be given. Please do not just indicate the model name, or model number. Also, vague descriptions such as "Exhibit Materials" or "Display Goods" will not be accepted.**
- **Describe the item-such as "1:3 scale (cutaway) model", or "souvenirs-lapel pins", or "wooden display shelves – floor standing", etc.**

For specific machinery / tools / special items, we require the Harmonized System (HS) Number / Code for classification.

### **Important**

Please note that Singapore Customs Assesses Import duty and tax rates for every individual item, including give away items and brochures, based on the CIF value.

Failure to indicate separate FOB and CIF Values will result in Singapore Customs assessing the CIF value based on "average" freight and insurance amounts, or the freight amount shown on the Air Waybill (AWB). This will result in higher Duty & Tax amounts, or a higher temporary import bond fee.

**This is a Singapore Customs requirement and not within our control – therefore please clearly indicate separate FOB and CIF values on your commercial invoice.**

- The following declaration must be indicated: "The invoiced goods are of...(country)... origin and are intended for display purposes only at the exhibition site."
- Exhibitors are to indicate the items that will be re-exported, as well as the items that will be disposed of, consumed, or given away at the end of the exhibition.
- Invoices must show the **full** description of goods, including unit prices, and totals.



Mendelssohn Commerce Representatives are available to walk you through these forms. Just give Danny Mekhuri a call at 905-672-7400 ext. 317, or send him an e-mail at [dmekhuri@mend.com](mailto:dmekhuri@mend.com).

**Additional Documentation:**



**Brochures and/or Illustrative Descriptive Material / website links:**

- These should be supplied if you can't provide HS Codes. These documents will assist in the classification of exhibition goods for Customs purposes.

**Packing List:**

- Must be provided and indicate:
  - Package number (must match the case / markings previously mentioned)
  - Full description of contents
  - Gross weight / Net weight / Dimensions
- A copy should be firmly attached to the case beneath the case mark. Customs may examine the goods on importation, so it is essential that a detailed packing list is provided to avoid delays in clearance.

## ARRIVAL DEADLINES

	<p><b><u>DOCUMENT SUBMISSION DEADLINE:</u></b> Mendelssohn Commerce must receive all completed Customs &amp; Shipping documents by <b>March 1, 2016</b>.</p> <p><b><u>CARGO ARRIVAL DEADLINE VIA AIRFREIGHT:</u></b></p> <p>Your cargo Freight needs to arrive at <b>Singapore Changi</b> Airport: 10 working days before goods are due to be delivered to your stand.</p> <p><b>*Advanced Warehouse shipments will not be accepted before April 1, 2016</b></p> <p><b><u>DOCUMENT DEADLINE VIA AIRFREIGHT:</u></b></p> <p>5 days prior to the arrival of the flight. Please ensure you send us a full pre alert containing the following documents:</p> <ul style="list-style-type: none"> <li>• flight number, weights and dimensions</li> <li>• A copy of the commercial invoice/packing list</li> <li>• Air Waybill (AWB) Copy</li> </ul> <p><b>Original documents need to be attached to the AWB.</b> <b>Please note these deadlines are subject to General Cargo – For restricted items, Dangerous Goods, and perishable food items you will need to contact our office for confirmation of arrival deadlines.</b></p>
	<p><b><u>DOCUMENT SUBMISSION DEADLINE:</u></b> Mendelssohn Event Logistics must receive all completed Customs &amp; Shipping documents by <b>February 1, 2016</b>.</p> <p><b><u>CARGO ARRIVAL DEADLINE VIA SEA FREIGHT:</u></b></p> <p>Your cargo Freight needs to arrive at <b>Singapore</b> Port:</p> <p><b>FCL CARGO: SINGAPORE PORT</b> 14 working days prior to requested delivery to your stand.</p> <p><b>LCL CARGO: SINGAPORE PORT</b> 14 working days prior to requested delivery to your stand</p> <p><b>*Advanced Warehouse shipments will not be accepted before April 1, 2016</b></p> <p><b><u>DOCUMENT DEADLINE VIA SEA FREIGHT:</u></b> 10 days prior to the arrival of the vessel into Singapore Port Please ensure you send us a full pre alert containing the following documents:</p> <ul style="list-style-type: none"> <li>• One original of Bill of Lading (or copy of express -release sea waybill)</li> <li>• Combined invoice and packing list</li> <li>• Certificate of treatment/fumigation if applicable and Packing Declaration</li> </ul>

### **LATE ARRIVAL CHARGES**

Goods, which arrive after these deadlines, will incur a surcharge on our inbound handling charges of 30%

Please liaise with us should you have difficulty meeting the above deadlines, so that we can make arrangements for your freight. We advise you to follow the above deadlines to ensure that your exhibition materials arrive in a timely manner to avoid penalties for late arrival, which may be levied due to the additional customs clearance formalities.

**\*\*Shipments arriving prior to the above mentioned deadlines are subject to storage charges.**

### **GUIDELINES AND HANDLING TARIFFS** **ADVANCED WAREHOUSE SERVICES**

If you ship your goods using a courier service, please ensure you send us a pre alert prior to the arrival of the goods, and ensure that import duties and taxes are prepaid. ISMRM, Mendelssohn Commerce, and our Singapore partners, cannot be held responsible for any duties and taxes that may be levied.

All small parcel express, or courier shipments, must be consigned to the following address set to arrive after April 01, 2016 but on or before May 05, 2016:

MENDELSSOHN COMMERCE/TRANSIT AIR CARGO SINGAPORE  
111 NEYTHAL ROAD  
SINGAPORE 628598  
TEL: (65)6438 1686 FAX: (65)6438 1466  
FOR: ISMRM 2016  
ATTN: ERIC ONG / SHAUN NG

SHOW NAME: \_\_\_\_\_  
EXHIBITOR NAME: \_\_\_\_\_  
STAND NUMBER: \_\_\_\_\_

All shipments that will travel direct to show site must arrive on or after May 06, 2016, and will need to be consigned to the following address :

MENDELSSOHN COMMERCE c/o ISMRM 2016  
SUNTEC SINGAPORE CONVENTION & EXHIBITION CENTRE  
1 RAFFLES BLVD  
SUNTEC CITY, SINGAPORE, 039593  
TEL: (65)6337 2888

EXHIBITOR NAME: \_\_\_\_\_  
STAND NUMBER: \_\_\_\_\_





Shipments designated for this event must be labeled with the following information:

Exhibitor name:  
Stand number:  
c/o Exhibition Name / Date:  
Hall & Stand No:  
Package number 1 of ...

\*\*If you intend to ship your goods directly to show site, deliveries will only be accepted on, or after May 06, 2016.

### **DEADLINES**

Courier shipments must arrive in our depot 2 working days prior to the beginning of the exhibition.

### **HANDLING**

Mendelssohn Event Logistics, and our Singapore partners, will receive shipments that are freight prepaid only (to include any duty and tax for the account of shipper) and customs cleared/released. Please note that any shipment valued in excess of SIN \$1,000.00 will be subject to a formal customs declaration. To ensure that your shipment is tracked, send a copy of your shipment waybill, or consignment note, prior to shipment arrival in Singapore to:

E-mail: [dmekhuri@mend.com.com](mailto:dmekhuri@mend.com.com)  
Tel : 1-905-672-7400 ext. 317 (Danny Mekhuri)  
Fax: 1-905-673-2574 (Attention: Danny Mekhuri)

### **PAYMENT OF HANDLING CHARGE**

Exhibitors, who intend to use the advance warehouse, need to arrange payment prior to the shipment being delivered to your stand. Mendelssohn Commerce accepts payment via major credit cards such as American Express, MasterCard, and Visa.

### **OUTBOUND – MOVE OUT AFTER THE EXHIBITION**

Mendelssohn Commerce is able to pick up from your stand, and store goods temporarily for courier pick up, or arrange for the return freight. Contact us for further information on costing, if this service is required.



### **ADDITIONAL INFORMATION**

Courier and/or express parcel companies do not have the capacity to handle temporary import customs clearance. For exhibitors with high value items for display and being re-exported from Singapore, please contact us for assistance.

### **INSURANCE COVERAGE**

While all care is taken by Mendelssohn Commerce, and our Singapore partners, in handling shipments, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend that exhibitors insure their shipments for the conveyance from origin to stand, including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Trading Conditions.

**All exhibitors should arrange a comprehensive coverage for their goods which covers shipment to Singapore, the period of display, and which allows either return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.**

### **PACKING & LABELING**

Please remember that your goods will be loaded & offloaded several times en-route to Singapore.

We suggest that your goods are well packed, preferably in wooden cases, or on pallets.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

<p><b>2016 ISMRM 24<sup>TH</sup> ANNUAL MEETING &amp; EXHIBITION</b> <b>Mendelssohn Commerce</b> <b>c/o Transit Air Cargo Singapore</b> <b>Name of Exhibitor:</b> <b>Stand number:</b> <b>Case number: e.g. 1 of 5 / 2 of 5</b> <b>Gross weight / Net weight / Dimensions</b></p>
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## **TERMS OF PAYMENT**

- For exhibitors who are utilizing Mendelssohn Event Logistics services, payment information must be provided prior to shipping.
- For exhibitors who are utilizing the services of another freight forwarder, payment must be arranged, by credit card BEFORE DELIVERY TO THE STAND. Please contact Danny Mekhuri for rate information.

# Order Form

## Customs and Transportation Services

Please accept this as authority for ICECORP Logistics Inc. dba Mendelsohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in ICECORP Logistics Inc. Standard Trading Conditions, including but not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant ICECORP Logistics Inc. dba Mendelsohn Commerce full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.



Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Services Required: (please check one)

☐ Customs Clearance and Transportation ☐ Customs Clearance Only ☐ Transportation Only

Shipper Information		
Company Name:		
IRS # or U.S. Tax Identification #:		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:	Fax:	

Delivery Information		
Exhibitor/Company Name:		
Event Name:	Booth #:	
Facility Name:		
Address:		
City:	Province/State:	Postal/Zip:
On-Site Contact:	Cell #:	
E-mail:		

Return Freight <input type="checkbox"/> Same as Shipper		
Company Name:		
IRS # or U.S. Tax Identification #:		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:		

Billing / Invoicing Information <input type="checkbox"/> Same as Shipper		
Company Name:		
Importer # (if applicable):		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:	Fax:	

## Shipment Information

Carrier Name (if not using Mendelsohn Commerce):		Contact Name:	Tel:
Pick-Up Date:	Hours of Operation:	Delivery Date:	Time:
Requested Service Level:	<input type="checkbox"/> Air <input type="checkbox"/> 2 <sup>nd</sup> Day <input type="checkbox"/> Truck		
Additional Services Required:	<input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick-Up/Delivery		

# of Pieces	Box/Crate/Skid etc.	@ Dimensions (Inches) Each:	Length	Width	Height	@ Weight (lbs) Each:	Per Piece	Total
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	Total					Total Weight:		

## Cargo Insurance / Declared Value

This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with Mendelsohn Commerce. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Mendelsohn Commerce for more Cargo Insurance information.

## Terms of Payment and Security Deposit (Must be completed)

\*\*Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax. A separate Credit Card Authorization form has been provided. Please check off the payment method that has been completed for this order:

- ☐ Completed Credit Card Authorization or Preliminary Invoice has been faxed.
- ☐ Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone.

## Terms and Conditions

This order is placed with the specific understanding that we hereby release ICECORP Logistics dba Mendelsohn Commerce (Mendelsohn Commerce) and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Mendelsohn Commerce shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Mendelsohn Commerce will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Mendelsohn Commerce liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Mendelsohn Commerce shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature	
I have read and agree to the Terms and Conditions of this Contract.	
Signature:	
Name:	
Title:	
Date:	

Accepted by Mendelsohn Commerce	
Signature:	
Name:	
Title:	
Date:	



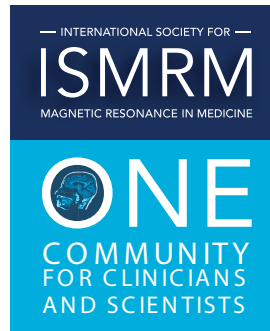




# Exhibitor Lead Retrieval Program



***Your first Microscanner OR app is being paid for by ISMRM (\$125 discount will be applied to your total).***



**24<sup>th</sup> Annual Meeting & Exhibition • 07–13 May 2016**

**SMRT 25<sup>th</sup> Annual Meeting • 07–08 May**

**SINGAPORE**

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## What Sets Us Apart From Our Competitors:

### The Latest Proven Lead Retrieval Equipment

We care about your success! We guarantee our equipment is highly reliable and will work as represented or your money back. Period



#### MicroScanner

Our simple and amazing "One Click" MicroScanner is a smart compact design that will quickly scan and collect data.

Simple & Sleek - Point and Scan  
Compact Lightweight Design  
Up to 14 Custom Qualifiers (view)  
Leads emailed at end of show  
1000+ scans each day  
1.25"w x 2.44"h x 0.64"d



#### Jot Leads - Mobile App

Use Your Smartphone for Lead Retrieval. Access Our Lead Management System for Tracking Leads.

iPhone (4 or newer w/iOS7 or later)  
and Android (4.0 or later)  
Uses Device's Own Camera  
(must be auto focus)  
Easy Scan or Manual Entry Mode  
Immediate Data Availability  
Onscreen Qualifiers and Notes  
Local & Online Data Storage  
1 app per device



#### ProScanner II

Our state-of-the-art handheld fully programmable scanner - with onscreen qualifiers and add your custom notes.

Bright Color Touch Screen  
Latest Proven Technology  
Up to 14 Custom Qualifiers  
Add Your Custom Notes to Scans  
Real-Time Leads Pushed to Web  
2.5"w x 5.2"h x 0.90"d

\*Choose either **MicroScanner** or **Mobile App** (included) or **upgrade** to our **ProScanner II**.

Included MicroScanner:  
One per booth

> \$0

Included Mobile App:  
One per booth

> \$0

ProScanner II:  
One per booth

> \$225

Each Additional MicroScanner:  
One for each booth member

> \$125

Each Additional App:  
One for each booth member

> \$125

Each Additional ProScanner II:  
One for each booth member

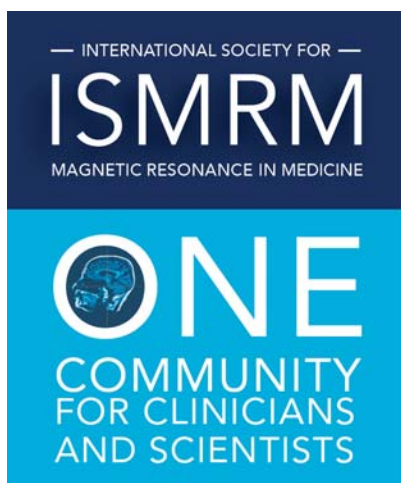
> \$400

Order Online at: [ISMARM 2016](https://r.online-reg.com/Orders/?needloginfields=1&redirected=/register&form=ISMARM_2016)

Cut/Paste Link: [https://r.online-reg.com/Orders/?needloginfields=1&redirected=/register&form=ISMARM\\_2016](https://r.online-reg.com/Orders/?needloginfields=1&redirected=/register&form=ISMARM_2016)

[Support@Online-Reg.com](mailto:Support@Online-Reg.com)

Affordable. Smart. **Green.**



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## 2016 Exhibitor

### Exhibitor Guest Vouchers

**DEADLINE: 11 March 2016**

Complimentary guest vouchers allow you to invite guests to visit your booth in the Technical Exhibition for one day at no charge. You are welcome to invite anyone who would not otherwise qualify for general registration.

Exhibitors may order one (1) voucher per day, per 9 square meters of rented space, with a maximum of five (5) per day.

### ONSITE GUEST VOUCHER REDEMPTION

Guests must bring their voucher to the Exhibitor Registration counter at the Suntec Singapore Convention & Exhibition Centre on the day they wish to visit your exhibit. Identification is required to issue guest badges.

Attendees asking to visit your booth for an appointment who do not have a guest voucher will be charged the one-day exhibit hall fee of US\$30.00.

**TOTAL NUMBER OF VOUCHERS REQUESTED:** \_\_\_\_\_  
(1 per day, per 9 square meters of space with a maximum of 5 per day)

### CONTACT INFORMATION:

Company: \_\_\_\_\_

Official Onsite Representative: \_\_\_\_\_

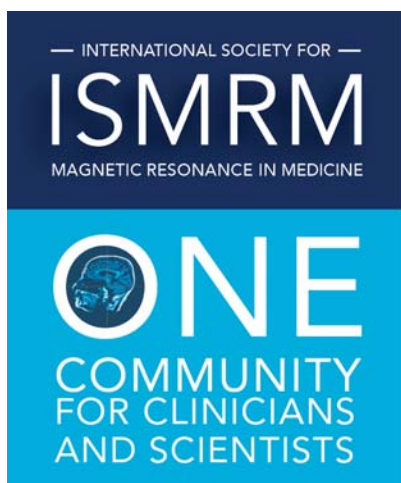
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

***Please fax this form to +1 (510) 841-2340 no later than 11 March 2016.***

If you have questions, please contact, Anne-Marie Kahrovic ISMRM Director of Meetings, at [Anne-Marie@ismrm.org](mailto:Anne-Marie@ismrm.org) or Melisa Martinez, Meetings Coordinator [Melisa@ismrm.org](mailto:Melisa@ismrm.org)

Phone: +1 (510) 841-1899

Fax: +1 (510) 841-2340



# 24<sup>th</sup> Annual Meeting & Exhibition • 07–13 May 2016

SMRT 25<sup>th</sup> Annual Meeting • 07–08 May

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## 2016 Exhibitor

**Exhibitor Pre-Registration Form** (Page 1 of 2)

**DEADLINE: 11 March 2016**

Please complete both pages

**PLEASE NOTE:** All badges are only available for onsite pick up.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State/province \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Company name EXACTLY as it should appear on badge:**

ATTENDEE NAME COMPANY NAME COMPANY LOCATION	_____ <b>Signature of Official Representative</b>

SAMPLE BADGE

**Please fax or mail completed forms to:**

Melisa Martinez, Meetings Department  
International Society for Magnetic Resonance in Medicine  
One Concord Road, 2300 Clayton Road, Suite 620 Concord, CA USA  
Phone: +1 (510) 841-1899 Fax: +1 (510) 841-2340  
Email: [Melisa@ismrm.org](mailto:Melisa@ismrm.org)

- CONTINUED ON THE NEXT PAGE -

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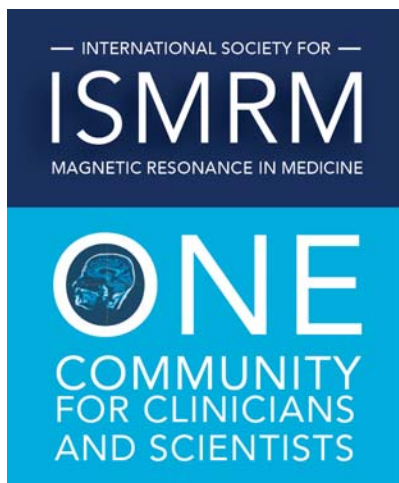
## 2016 Exhibitor

## Exhibitor Pre-Registration Form (Page 2 of 2)

**DEADLINE: 11 March 2016**

- 1) Please type or print legibly.
- 2) Include individual names and locations **exactly** as they should appear on badges. **Note: State and Province names will not be printed on the badge.**
- 3) Include names, designations of set-up and dismantle crew.
- 4) Badges can be picked up at the ISMRM Exhibitor Registration counter beginning at 14:00-20:00 on Friday, 06 May, 06:30-18:00 on Saturday, 07 May and 07:00-18:00 on Sunday, 08 May.

[illegible]



# 24<sup>th</sup> Annual Meeting & Exhibition • 07–13 May 2016

SMRT 25<sup>th</sup> Annual Meeting • 07–08 May

SINGAPORE

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## 2016 Exhibitor

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### Waived Scientific Meeting Vouchers

#### WHAT YOU WILL RECEIVE:

- Exhibiting companies will receive one (1) waived scientific meeting voucher for each 3m x 3m space rented. The vouchers will be available for pick up at the Exhibitor Registration Counter by the Official Company Representative for distribution to individuals of choice. These individuals may then redeem their voucher for a Scientific Meeting badge on site at the Exhibitor Registration Counter. The purpose of the Scientific Vouchers is to allow individuals to attend sessions of the Scientific Meeting that are of interest.
- Scientific Meeting Vouchers may be picked up on 06 May 2016 after 14:00 by the exhibiting company representative.
- Once redeemed, the Scientific Meeting badge will allow access into the Scientific Sessions and Exhibit Hall during open hours.
- To preregister your staff for the Scientific Meeting badge, please indicate the recipient's name and email address on the form above. Please indicate Scientific Meeting next to the name.

#### HOW TO EXCHANGE THE VOUCHER FOR A NAME BADGE:

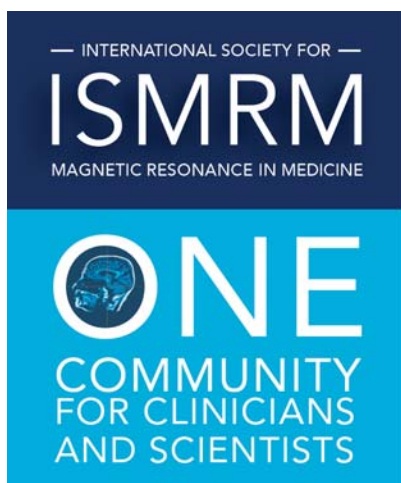
- Each waived Scientific Meeting voucher, along with an onsite registration form, may be exchanged for a name badge at the Onsite Exhibitor Registration Counter in the ISMRM Registration area at the Suntec Singapore Convention & Exhibition Centre by the person intending to use it. Identification is required for issuance of waived Scientific Meeting badges.
- **NOTE:** Once you have distributed your allotted vouchers to your company's employees, they will become the responsibility of the voucher holder. We will not be able to reprint any Scientific Meeting vouchers onsite. **Once badges are claimed at the Exhibitor Registration counter, no changes, substitutions, or reprints will be permitted.** The onsite Exhibitor Registration staff will maintain a record of the employees who redeem their vouchers for name badges.

If you have any questions, please contact Anne-Marie Kahrovic, ISMRM Director of Meetings, at [Anne-Marie@ismrm.org](mailto:Anne-Marie@ismrm.org) or Melisa Martinez, Meetings Coordinator at [Melisa@ismrm.org](mailto:Melisa@ismrm.org)

Phone: +1 (510) 841-1899

Fax: +1 (510) 841-2340





# 24<sup>th</sup> Annual Meeting & Exhibition • 07–13 May 2016

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## 2016 Exhibitor

**Exhibitor Appointed Contractor**

**DEADLINE: 11 March 2016**

IF YOUR COMPANY PLANS TO USE A CONTRACTOR THAT IS NOT THE OFFICIAL DESIGNATED SHOW CONTRACTOR PLEASE COMPLETE THIS FORM AND MAIL OR FAX TO THE ISMRM MEETINGS DEPARTMENT NO LATER THAN 11 March 2016.

**IMPORTANT:** A certificate of Insurance, naming the ISMRM as an additional insured and valid through the dates of the ISMRM's 24th Annual Meeting & Exhibition, and signed EAC Agreement must be received by the ISMRM no later than 11 March 2016 or your EAC will not be permitted to service your exhibit.

**EXHIBITING COMPANY:** \_\_\_\_\_ **BOOTH:** \_\_\_\_\_

**APPOINTED CONTRACTOR COMPANY:** \_\_\_\_\_

**CONTRACTOR'S ADDRESS:** \_\_\_\_\_

**CONTRACTOR'S PHONE:** \_\_\_\_\_

**ON SITE SUPERVISOR:** \_\_\_\_\_

**TYPE OF SERVICE TO BE PROVIDED:** \_\_\_\_\_

**AUTHORIZED EXHIBITOR'S SIGNATURE:** \_\_\_\_\_

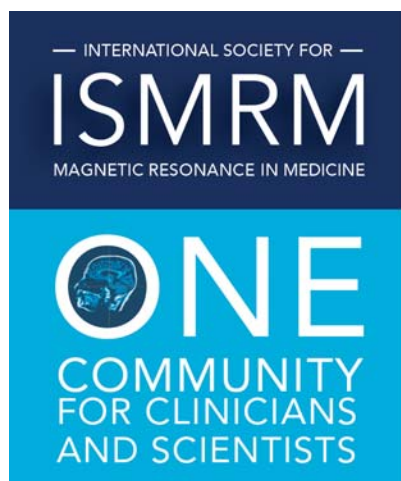
**AUTHORIZED EXHIBITOR'S NAME (Please Print):** \_\_\_\_\_

**Please send or fax this form to:**

ISMRM Meetings Department  
One Concord Road, 2300  
Clayton Road, Suite 620  
Concord, CA USA  
Tel: +1 (510) 841-1899  
Fax: +1 (510) 841-2340

Attention: Melisa Martinez [Melisa@ismrm.org](mailto:Melisa@ismrm.org)





# 24<sup>th</sup> Annual Meeting & Exhibition • 07–13 May 2016

SMRT 25<sup>th</sup> Annual Meeting • 07–08 May

SINGAPORE

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## 2016 Exhibitor

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### Security

The International Society for Magnetic Resonance in Medicine will provide one security guard at the entrance of the exhibit hall during open hours and an additional roving guard during closed hours only throughout the exhibition, as well as during set-up and dismantle times.

If individual security needs are required for an exhibitor's booth, the exhibitor should contact the ISMRM or view the additional order form provided within this Service Kit for additional pricing information. The ISMRM is not responsible for any loss of or damage to any property, for any cause.

Please make note of the liability and insurance policies on pages 19-21 of the ISMRM's 24<sup>th</sup> Annual Meeting & Exhibition Prospectus for requirements.

Please make sure that additional security measures are in place for booths that include valuable displays during off hours on the exhibition floor.

#### Technical Exhibition Dates & Hours (Subject to Change)

08:00 - 22:00 Friday, 06 May (Move In)  
08:00 - 22:00 Saturday, 07 May (Move In)  
07:00 - 14:00 Sunday, 08 May (Move In)  
17:45 - 19:15 Sunday, 08 May (Opening Reception)  
10:00 - 17:00 Monday, 09 May  
09:30 - 17:00 Tuesday-Wednesday, 10-11 May  
09:30 - 16:30 Thursday, 12 May  
16:30 - 23:59 Thursday, 12 May (Dismantle)

#### Poster Viewing Hours (Subject to Change)

07:00 - 14:00 Sunday, 08 May (Poster Installation)  
07:00 - 20:30 Monday through Wednesday, 09 - 11 May (Viewing)  
07:00 - 16:30 Thursday, 12 May (Viewing)  
16:30 - 18:00 Thursday, 12 May (Dismantle)

#### Admission

By badge only

#### Restrictions

Children under 16 are not allowed on the exhibit floor or on the poster floor.

**For further information regarding special security arrangements, please refer to the exhibitor's service kit.**



The Preferred Place To Meet

This is a DAILY ORDER FORM only, please ask for TAX INVOICE

## SNACK ORDER FORM

Name of Event: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Exhibitor/Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Exhibitor/Company Address: \_\_\_\_\_  
 Telephone (Office): \_\_\_\_\_ (Fax): \_\_\_\_\_ (Mobile): \_\_\_\_\_  
 On-site Contact Person: (Dr/Mr/Ms/Mdm) \_\_\_\_\_ On-site Mobile: \_\_\_\_\_

Description	Pcs / Box	\$ / Box	No. of Boxes	Total (\$)	Description	Pcs / Pack	\$ / Pack	No. of Packs	Total (\$)
<b>COLD SELECTIONS</b>					<b>DISPOSABLE WARE</b>				
Mini Sandwiches with Chicken Roll & Cheese	24	50.00			Plastic Fork 6"	12	7.00		
Mini Tortilla Wrap with Tuna & Cheese	24	50.00			Plastic Plate 9"	12	8.00		
Chocolate Brownies with Walnut and Strawberry	24	50.00			Paper Cup 8 oz	12	7.00		
American Cheesecake	24	50.00			Cup Plastic Stirrer	50	3.00		
Tutti Frutti in Pastry Shell	24	60.00			Cocktail Napkins (250 pcs/box)	1 box	8.00		
Assorted Macaroon	24	60.00			<b>CUTLERY - STAINLESS STEEL</b>				
<b>HOT SELECTIONS</b>					Dessert Fork	12	20.00		
Soya Glazed Teriyaki	24	50.00			Dessert Knife	12	20.00		
Chicken Skewer	24	50.00			Dessert Spoon	12	20.00		
Seafood Cake with Vanilla Chilli Dip	24	50.00			<b>CHINAWARE</b>				
Chicken Frank Roll	24	50.00			Dessert Plate	12	20.00		
Chicken Karaage	24	50.00			Coffee cups with Teaspoons and Saucers	12	20.00		
Mushroom Quiche with Cheese	24	50.00			<b>TABLE SETUP</b>				
*Each food order is inclusive of 1 dozen of plastic plates, plastic forks and cocktails napkins*					Table Setup with Linen and Floral Arrangement	1 Set	100.00		
<b>SUB TOTAL AMOUNT</b> (Subject to 10% Service Charge & Prevailing Taxes)					<b>SERVICE STAFF</b>				
					Minimum 4 Hours	1 staff	140.00		
					Additional Hour	1 staff	35.00		
					<b>SUB TOTAL AMOUNT</b> (Subject to 10% Service Charge & Prevailing Taxes)				
					<b>GRAND TOTAL (Inclusive of 10% Service Charge &amp; Prevailing Taxes)</b>				

DATE AND TIME OF DELIVERY	REMARKS
---------------------------	---------

## ORDERED AND CONFIRMED BY CLIENT:

Name: (Dr/ Mr/Ms/Mdm) \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORIZED GUEST ON-SITE (Only applicable if different from Client who made the ordered and confirmation):

Name: (Dr/ Mr/Ms/Mdm) \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Please Charge the Above Grand Total Amount \$ \$ \_\_\_\_\_ inclusive of 10% service charge &amp; prevailing taxes

Credit Card Type : AMEX / DINERS / MASTER / VISA

V-CODE : \_\_\_\_\_

Credit Card No : \_\_\_\_\_

Expiry Date : \_\_\_\_\_ m m / \_\_\_\_\_ y y

Name as on Credit Card: \_\_\_\_\_

Signature on Credit Card: \_\_\_\_\_

## ACKNOWLEDGEMENT BY SUNTEC SINGAPORE :

Name and Designation: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Please note :

- All prices are subject to 10% service charge and prevailing government taxes
- Pre-show orders must be placed 14 working days before the actual show dates.
- Show day orders must be placed 1 working day (24 hours) for delivery (Subject to availability).
- All food & beverage orders exclude the provision of service staff.
- The above orders exclude the provision of disposable wares, unless otherwise stated.
- Please fax or email all orders and enquiries to +65 6825 2222/sales@suntecsingapore.com
- Cancellation of any confirmed order is subject to 100% cancellation charge.
- All confirmed orders are non-refundable and non-returnable.
- For credit card payment, photocopy of the front & back of the credit card is required.
- As the above authorized signatory, I will undertake and honour the above charges levied by Suntec Singapore.

Contact us today to place your order

Email: [michelle.lew@suntecsingapore.com](mailto:michelle.lew@suntecsingapore.com)

Sales Hotline: (65) 6820 3883





The Preferred Place To Meet

This is a DAILY ORDER FORM only, please ask for TAX INVOICE

## BEVERAGE &amp; EQUIPMENT ORDER FORM

Name of Event: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Exhibitor/Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Exhibitor/Company Address: \_\_\_\_\_  
 Telephone (Office): \_\_\_\_\_ (Fax): \_\_\_\_\_ (Mobile): \_\_\_\_\_  
 On-site Contact Person: (Dr/Mr/Ms/Mdm) \_\_\_\_\_ On-site Mobile: \_\_\_\_\_

Beverage Description	Unit	\$ / Unit	Qty	Total (\$)	Equipment / Miscellaneous Item Description	Unit	\$ / Unit	Qty	Total (\$)
<b>CHAMPAGNE / WINE</b>					<b>WATER DISPENSER</b> (Per Day Rental, 2 Weeks Notice required)				
Sparkling Wine	75cl/Btl	80.00			Water Dispenser**	Per Unit	130.00		
House Champagne	75cl/Btl	140.00			**Inclusive of 100 Plastic Cups & 18.9L of Drinking Water Tub				
House Red Wine	75cl/Btl	55.00			<b>COFFEE MACHINE</b> (Per Day Rental, 2 Weeks Notice required)				
House White Wine	75cl/Btl	55.00			Coffee Machine - 1 x 13Amp (Self Refillable water)***	Per Unit	290.00		
<b>BEER / STOUT</b>					Coffee & Cappuccino Machine	Per Unit	340.00		
Anchor (330ml/Can)	24 Cans	140.00			***Inclusive of required power supply, Coffee Beans (500gm), 60 Stirrers, 60 Creamer, 120 Sugar, 60 Paper Cups (8oz)				
Tiger (330ml/Can)	24 Cans	170.00			<b>GLASSWARE</b> (Per Rack)				
ABC Stout (330ml/Can)	24 Cans	190.00			Water Goblet	25 Pcs	40.00		
Guinness (330ml/Can)	24 Cans	250.00			Wine Glass	25 Pcs	40.00		
Tiger Beer (1 Barrel = 90 Glasses)*	Per Barrel	700.00			Champagne Flute	36 Pcs	40.00		
*Client to provide 1 x 13Amp Power Supply. Inclusive of rental of Beer Dispenser, 90 glasses per day usage					HighBall Glass	36 Pcs	40.00		
<b>MINERAL / AERATED WATER</b>					<b>MISCELLANEOUS ITEMS</b>				
Suntec Bottled Water (330ml/Btl)	48 Btls	50.00			Ice Cubes (In Styroform Box)	2 Kg	10.00		
Evian (330ml/Btl)	24 Btls	80.00			Wine Opener	1 Pcs	10.00		
Badol Sparkling Water (330ml/Btl)	24 Btls	85.00			Paper Cup (8oz)	12 Pcs	7.00		
Pepsi (330ml/Can)	24 Cans	50.00			Drinking Water Tub (18.9L)	1 Tub	30.00		
7-Up (330ml/Can)	24 Cans	50.00			Coffee Beans (500gm)	1 Pkt	25.00		
Mirinda Orange (330ml/Can)	24 Cans	50.00			Tea Bags (100 Sachets)	1 Box	25.00		
<b>FRUIT JUICE</b>					White Sugar (250 Sachets)	1 Bag	15.00		
Orange Juice (250ml/Btl)	24 Btls	80.00			Brown Sugar (250 Sachets)	1 Bag	15.00		
<b>COFFEE &amp; TEA</b>					Creamer (240 Sachets)	1 Box	25.00		
Coffee - Canister	Per Canister	180.00			Peanut (500gm)	1 Pkt	10.00		
Tea - Canister	Per Canister	180.00			Potato Chips (500gm)	1 Pkt	15.00		
(*1 Canister = 45 Cups)*					Fresh Milk (1L)	1 Pkt	5.00		
Coffee - Airpot	Per Airpot	40.00							
Tea - Airpot	Per Airpot	40.00							
(*1 Airpot = 10 Cups)*									
*Inclusive of Stirrers, Creamer & Sugar Sachets, Paper Cups (8oz)									
<b>SUB TOTAL AMOUNT</b>					<b>SUB TOTAL AMOUNT</b>				
(Subject to 10% Service Charge & Prevailing Taxes)					(Subject to 10% Service Charge & Prevailing Taxes)				
<b>GRAND TOTAL (Inclusive of 10% Service Charge &amp; Prevailing Taxes)</b>									
<b>DATE &amp; TIME OF DELIVERY</b>			<b>LOCATION</b>			<b>REMARKS</b>			
<b>ORDERED AND CONFIRMED BY CLIENT:</b>									
Name: (Dr/ Mr/Ms/Mdm) _____					Sign: _____ Date: _____				
<b>AUTHORIZED GUEST ON-SITE (Only applicable if different from Client who made the ordered and confirmation):</b>									
Name: (Dr/ Mr/Ms/Mdm) _____					Sign: _____ Date: _____				
Please Charge the Above Grand Total Amount \$ \$ _____ Inclusive of 10% service charge & prevailing taxes									
Credit Card Type: AMEX / DINERS / MASTER / VISA					V-CODE: _____				
Credit Card No: _____					Expiry Date: _____ / _____				
Name as on Credit Card: _____					Signature on Credit Card: _____				
<b>ACKNOWLEDGEMENT BY SUNTEC SINGAPORE:</b>									
Name and Designation: _____					Sign: _____ Date: _____				
Please note:									
a) All prices are subject to 10% service charge and prevailing government taxes									
b) Pre-show orders must be placed 14 working days before the actual show dates.									
c) Show day orders must be placed 1 working day (24 hours) for delivery (Subject to availability).									
d) All food & beverage orders exclude the provision of service staff.									
e) The above orders exclude the provision of disposable wares, unless otherwise stated.									
f) Please email all orders and enquiries to <a href="mailto:sales@suntecsingapore.com">sales@suntecsingapore.com</a>									
g) Cancellation of any confirmed order is subject to 100% cancellation charge.									
h) All confirmed orders are non-refundable and non-returnable.									
i) For credit card payment, photocopy of the front & back of the credit card is required.									
j) As the above authorized signatory, I will undertake and honour the above charges levied by Suntec Singapore.									

Contact us today to place your order

Email: [michelle.lee@suntecsingapore.com](mailto:michelle.lee@suntecsingapore.com)

Sales Hotline: (65) 6820 3883





**StarHub Ltd**  
 StarHub Green  
 67 Ubi Avenue 1 #05-01 S(408942)  
 Tel: (65) 6822 6014  
 Fax: (65) 6822 6002  
 Email: telecom@suntecsingapore.com

### ORDER FORM – IT & TELECOMMUNICATIONS SERVICES

Event Name : \_\_\_\_\_ Company Name: \_\_\_\_\_ ("Customer")

Period of Event: \_\_\_\_\_ ("the Term") Hall & Booth No: \_\_\_\_\_

#### TELEPHONE LINE

- A) Telephone Line (Local Access Only – Free Local Call)^
- B) Telephone Line (Local & IDD Access – IDD Usage is Chargeable)^/
- Express Service (Less than 1 weeks notice, 7days x 24hrs = 168 hrs)
  - Super Express Service (Less than 48hrs notice)
  - Immediate Express Service (Less than 12hrs notice)
  - Relocation charge
  - Telephone Extension (Within Booth Area)
  - Fault Rectifying (3<sup>rd</sup> Party Issue)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$200.00	\$60.00	-		
\$200.00	\$60.00	\$200.00		
\$60.00		-		
\$100.00		-		
\$200.00		-		
\$60.00		-		
\$90.00		-		
\$60.00		-		

#### ISDN

- A) ISDN2 (Local Access Only) ^
- B) ISDN2 (Local & IDD Access) ^/
- Express Service (Less than 1 weeks notice, 7days x 24hrs = 168 hrs)
  - Super Express Service (Less than 48hrs notice)
  - Immediate Express Service (Less than 12hrs notice)
  - Relocation charge

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$270.00	\$60.00	-		
\$270.00	\$60.00	\$200.00		
\$81.00		-		
\$135.00		-		
\$270.00		-		
\$60.00		-		

#### BROADBAND

- A) 1MB ADSL (Dynamic IP, with Internet access) #
- B) 2MB ADSL (Dynamic IP, with Internet access) #
- C) 4MB ADSL (Dynamic IP, with Internet access) #
- D) 1MB ADSL (8 Static IP, with Internet access) #
- E) 2MB ADSL (16 Static IP, with Internet access) #
- F) 4MB ADSL (16 Static IP, with Internet access) #
- Express Service (Less than 1 weeks notice, 7days x 24hrs = 168 hrs)
  - Surcharge – Buildup period
  - Surcharge – Show Day
  - Relocation Charge

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$1,300.00	\$800.00	-		
\$3,200.00	\$800.00	-		
\$3,600.00	\$800.00	-		
\$1,700.00	\$1,000.00	-		
\$3,500.00	\$1,000.00	-		
\$4,000.00	\$1,000.00	-		
\$200.00		-		
\$300.00		-		
\$500.00		-		
\$140.00		-		

#### Ethernet Leased Line

- A) 2MB ELL (16 Static IP, With Internet access)
- B) 4MB ELL (16 Static IP, With Internet access)
- C) 6MB ELL (16 Static IP, With Internet access)
- D) 8MB ELL (16 Static IP, With Internet access)
- E) 10MB ELL (16 Static IP, With Internet access)
- F) 20MB ELL (16 Static IP, With Internet access)
- G) 30MB ELL (16 Static IP, With Internet access)
- H) 40MB ELL (16 Static IP, With Internet access)
- I) 50MB ELL (16 Static IP, With Internet access)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$6,300.00	\$2,000.00			
\$7,700.00	\$2,000.00			
\$9,900.00	\$2,000.00			
\$13,000.00	\$2,000.00			
\$15,300.00	\$2,000.00			
\$17,500.00	\$2,000.00			
\$19,900.00	\$2,000.00			
\$21,200.00	\$2,000.00			
\$25,400.00	\$2,000.00			



**Switched Ethernet**

- A) 2MB SWE (16 Static IP, With Internet access)  
 B) 4MB SWE (16 Static IP, With Internet access)  
 C) 6MB SWE (16 Static IP, With Internet access)  
 D) 8MB SWE (16 Static IP, With Internet access)  
 E) 10MB SWE (16 Static IP, With Internet access)  
 F) 20MB SWE (16 Static IP, With Internet access)  
 G) 30MB SWE (16 Static IP, With Internet access)  
 H) 40MB SWE (16 Static IP, With Internet access)  
 I) 50MB SWE (16 Static IP, With Internet access)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$3,900.00	\$1,548.00			
\$5,200.00	\$1,548.00			
\$5,700.00	\$1,548.00			
\$6,200.00	\$1,548.00			
\$6,600.00	\$1,548.00			
\$7,300.00	\$1,548.00			
\$8,400.00	\$1,548.00			
\$10,500.00	\$1,548.00			
\$11,700.00	\$1,548.00			

**SERIAL DIGITAL INTERFACE**

- A) SDI 270MB (1 Way Transmission)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$10,000.00	\$4,000.00			

**STARHUB TV**

- A) News Package (CNN, CNBC, BBC, Bloomberg TV)  
 B) Sports Package (ESPN, Football Channel, Golf Channel)  
 C) Entertainment Package  
 (Discovery, MTV SEA, STARWORLD)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$690.00	\$345.00			
\$1,200.00	\$600.00			
\$550.00	\$275.00			

**WIFI SERVICES**

Free Wifi

Silver Package \* (up to 50 users access accounts per day)

Gold Package \* (up to 100 users access accounts per day)

\* Silver & Gold Packages includes VPN capability with passwords access

Per day		Deposit	Qty	Total (\$)
	Complimentary			
\$450.00				
\$800.00				

**EQUIPMENT RENTAL & CABLING**

- A) Telephone Set  
 B) Fax Machine (On rental only, exclude line)  
 C) Computer Printer  
 D) Highspeed Plain Paper Copier +  
 E) CAT-3 Cable (for Telephone line)  
 F) CAT-5 UTP Cable (for Data/ Leased line)  
 G) CAT-5 UTP Computer Network Cabling Outlet (within same booth)  
 H) 3.5G Data Card  
 1 Day : \$150.00 \*  
 3 Days : \$360.00 \*  
 7 Days : \$470.00 \*

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
-	Upon Request	\$100.00		
\$460.00		\$600.00		
\$390.00		\$600.00		
\$820.00		\$5,000.00		
\$200.00		-		
\$400.00		-		
\$150.00		-		
		\$300.00		

**IMPORTANT INFORMATION TO NOTE :**

- Cutoff date for all order shall be by 21 April 2016.
- Lead time to provide onsite orders is estimated at 4 hours subject to site condition and organizer approval
- All charges stated above are not inclusive of the 7% GST.
- Overnight charge is applicable for any installation done between 00:00 and 07:59.
  - 1 – 10 Circuits = \$300.00
  - 11 – 50 Circuits = \$500.00
  - More than 50 circuits = \$900.00

**Notes:**

- \* Telephone set(s) and telephone cord(s) excluded.
- \* IDD Usage will be billed at later period.
- \* Hub(s)/switch(es) and internal cabling are excluded.
- \* Photocopy usage is chargeable at \$0.25 per copy.
- \* "Buildup period" refers to the set up period of the exhibition as informed by the organizer of the exhibition to StarHub in writing.
- \* "Show Day" refers to the day upon which Customer requests for the Equipment and/or Services to be provisioned on event days.
- \* For WIFI & 3.5G services, please proceed to Telecommunications office for registration. Deposit will be collected on rental of 3.5G Datacard.

**TERMS & CONDITIONS**

- 1) Notwithstanding any prior representation, promises, arrangement, agreement, covenant or understanding, whether written or oral, the provisions stated herein read with StarHub's General Terms & Conditions and Specific Terms & Conditions for Info-communications Services at [www.starhub.com](http://www.starhub.com) (collectively "Terms and Conditions") form the entire Agreement between Customer and StarHub Ltd (Reg No. 199802208C) ("StarHub") and/or StarHub's Affiliate(s) providing Customer the use and/or access of the Equipment and/or Services. If any conflict shall arise between and the provisions stated herein and the Terms & Conditions, the provisions of this Agreement shall prevail.
- 2) Customer shall submit its orders by way of this form for the Equipment and/or Services with all necessary details to allow StarHub to set up and/or provision the Equipment and/or Services to Customer. The details to be provided include such markings in relation to the booth plan(s) of the respective exhibition hall(s) ("Premises") at the Suntec Convention Centre, (""). StarHub may be unable to provision the Equipment and/or Services to Customer if StarHub is unable to determine the Premises with certainty. StarHub shall only provision the Equipment and/or Services to the Customer at the Premises.
- 3) Customer shall submit its orders for the Equipment and/or Services to StarHub's Telecommunications Office at the Suntec Convention Centre ("Telecommunications Office") five (5) working days or such number of working days as may be informed by StarHub to Customer before the provisioning of the Equipment and/or Services to Customer ("Order Submission Date"). Customer shall pay StarHub such surcharge for the Equipment and/or Services, as may be determined by StarHub from time to time, for orders submitted by Customer to StarHub after the Order Submission Date. Customer shall contact the Telecommunications Office if Customer does not receive written acknowledgement of its orders two (2) working days after its orders have been submitted to StarHub.
- 4) Customer shall pay StarHub all Charges for the deposit, rental and provisioning of the Equipment and/or Services in full **prior** to the collection or provision of the Equipment and/or Services. Customer shall always pay StarHub for the Equipment and/or Services the amount that would have been paid to StarHub had Taxes not been imposed on the Equipment and/or Services. Customer acknowledges and agrees that unless otherwise stated in this form, there shall be no refund of any payment made to StarHub for Customer's cancellation of the provisioned Equipment and/or Services. Customer shall pay StarHub all Charges for the use and/or access of the Equipment and/or Services by the payment date of the invoice or within thirty (30) days from the date of the invoice, whichever is earlier. The deposit or such remaining sum of moneys after its appropriation towards any unpaid Charges, if any, will be returned to Customer after Customer has paid all Charges in relation to the Equipment and/or Services.
- 5) Customer shall collect the Equipment and/or Services from the Telecommunications Office one (1) working day before the Equipment and/or Services are required to be provisioned at the Premises or on such other collection date as may be informed by StarHub to Customer from time to time. Customer will be informed by StarHub of the date upon which the Equipment and/or Services will be provisioned to Customer. StarHub will not provision any Equipment and/or Services until StarHub receives full payment of the Charges for deposit, rental and provisioning of the Equipment and/or Services. Customer shall pay StarHub a relocation charge, as may be determined by StarHub from time to time, if the provisioned Equipment and/or Services are to be provisioned at a location other than the Premises as shall be agreed by StarHub in writing.
- 6) At the end of the Term, Customer shall return the Equipment and/or Services to the Telecommunications Office during normal business hours, and if not possible for reason of the closure of the Telecommunications Office, the following working day.
- 7) The Equipment and/or Services are provided to Customer on an "as-is" and "as available" basis. Customer acknowledges receipt of the Equipment in good working condition and agrees to return StarHub the provisioned Equipment in the same condition. Unless otherwise expressly agreed to by StarHub as stated as such in this form, Customer shall be responsible for any equipment or services required to use or access the Equipment and/or Services. Customer shall indemnify StarHub for any loss or damages to, or arising from or in relation to the use and/or access of the Equipment and/or Services during the Term.

**CONFIRMATION & AGREEMENT**

We hereby confirm and agree to be bound by all provisions herein:

Company Name: \_\_\_\_\_ BRN/ ROC No: \_\_\_\_\_

Company Address: \_\_\_\_\_ Postal Code (\_\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

**Booth Plan**

Company Stamp : \_\_\_\_\_

Signature : \_\_\_\_\_

Date of submission : \_\_\_\_\_

Side  
Wall /  
Open



Side  
Wall /  
Open

*\*Please indicate the location of the line at the plan /  
provide the booth plan with the location*





Please submit the form back to: [Tina.tan@sg.pico.com](mailto:Tina.tan@sg.pico.com)

FASCIA NAME			
Company:		Stand Type/ Booth No.:	
Contact Person:		Email:	
Tel. No.:		Fax No.:	

#### A. FASCIA NAME (PLEASE USE BLOCK LETTERS)

Please enter below the Company Name which you require on the fascia. This will be provided in upper case with English alphabets (maximum 24 letters).

Note: Fascia names that are more than 24 letters will be represented in 2 lines, and the font size will be minimised accordingly.

--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--

#### B. FASCIA LOGO

If you wish to have your logo on the fascia board, please send a sample of the logo with this form, for quotation by Pico Art International Pte Ltd, and tick the box below:

- ☐ YES, please send us a quotation based on our attached logo.  
☐ NO, I DO NOT want Fascia Board

#### C. STAND OPENINGS

Exhibitors with a corner stand will have two open sides to their stand. If you wish to have only one opening, please indicate below

- ☐ I am occupying a corner booth and I do **NOT** want the additional open side(s).

#### D. CARPET (OPTIONAL)

If you wish to order carpet for your stand, please tick the box below:

- ☐ YES, please send us carpet catalogue and quotation.

#### IMPORTANT INFORMATION

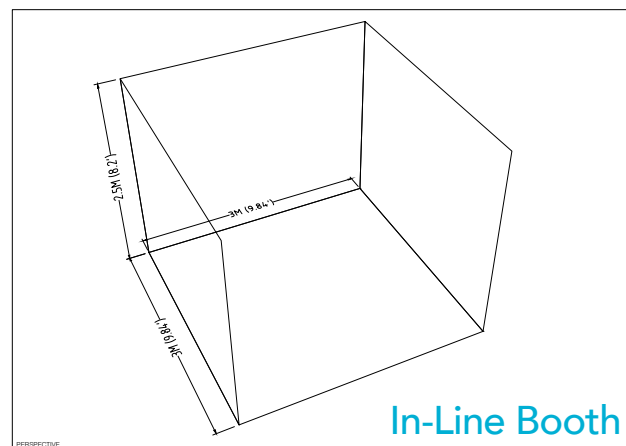
- The company name to appear will be as per contract if this form is received later than the given deadline. Any changes made after the deadline of **31 March 2016** will be subjected to an administrative charge.

# BOOTH SCHEMATIC OPTIONS

## Choose the Booth that Meets Your Exhibition Needs

### In-Line Booths

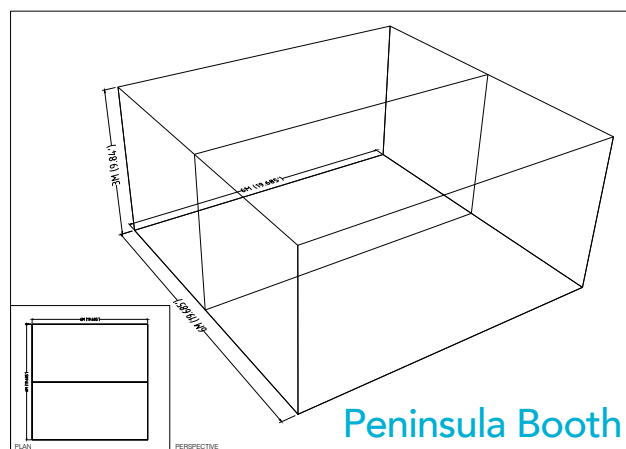
An In-line Booth is one or more standard booth units in a straight line, and are enclosed on three sides with the opening to the aisle. Booths at the ends of each aisle (corner booths) will be open on two sides. The standard booth size is 3 meters x 3 meters (10' x 10'). The maximum height for all booth contents is 2.5 meters (8'). Each booth will be built using a hard wall system comprised of aluminum metal structure with white PVC insert panels.



### Peninsula Booths

Peninsula Booths are 6 meters x 3 meters (20' x 10') and have aisles on three sides. Except for the back wall, no other solid wall areas are allowed on the external boundaries of the booth. The maximum height of the back wall facing the neighboring booth is 3 meters (10'). All components of the booth must be placed below this height. Any booth above 2.5 meters (8') in height must be finished on the back up to 3 meters (10').

No structure is provided for peninsula booths, exhibitors must provide their own back walls.

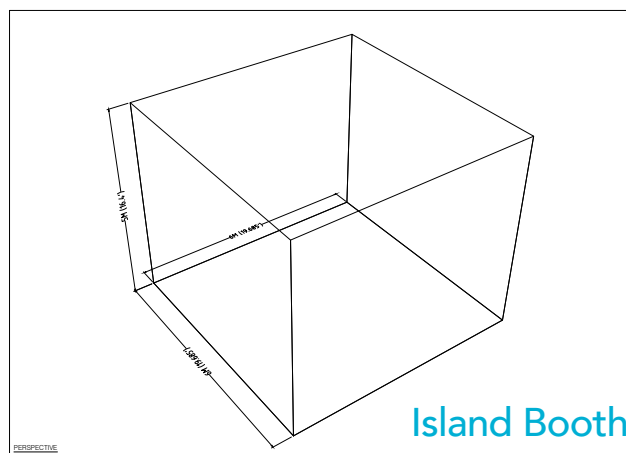


### Island Booths

An Island Booth is any space exposed to the aisles on all four sides. All island booths (regardless of size) should allow 20% visibility on all sides. Examples:

- 6 meter x 6 meter (20' x 20') Island: Each side of the booth must have visibility for a minimum of 1.22 meters (4').
- 9 meter x 12 meter (30' x 40') Island: Each 9 meter (30') side of the booth must have visibility for a minimum of 1.83 meters (6'). Each 12 meter (40') side of the booth must have visibility for a minimum of 2.44 meters (8').

No full solid walls are allowed on the external boundaries (aisles) of the booth space. Exhibitors may use clear acrylic or similar material to create a wall that will allow for line of sight from one booth to the next. The maximum height for any Island booth space is 5 meters (16') based on written approval from an ISMRM representative or Patti McDowell/Freeman.



#### Note:

- Any booth larger than 6 meters x 3 meters (10' x 20') in size must provide detailed, scaled drawings with dimensions.
- All exhibitors must provide suitable floor covering for their entire exhibit space.



## FURNITURE RENTAL

Company:		Stand Type/ Booth No.:	
Contact Person:		Email:	
Tel. No.:		Fax No.:	

Code	Item	Qty	U.Price (SGD)	Total Amt (SGD)
MT06	White Square Table		55.00	
MT07	Black/White Round Table		55.00	
MT03	Black Coffee Table		35.00	
PX01	System Information Counter (760mmH)		50.00	
PX03	System Lockable Cupboard (760mmH)		60.00	
FES0001	White Folding Chair		10.00	
CC05	Black Leather Arm Chair		45.00	
BS16	Black Barstool		65.00	
BT01	Bistro Table		65.00	
PX20	System Shelf (Flat/Sloped)		40.00	
PX05	System high showcase w/o Lights		240.00	
PX06	System Low Showcase w/o Lights		160.00	
PX05	System high showcase with Lights		300.00	
PX06	System Low Showcase with Lights		220.00	
PX09A	Low Display Cube (535mmH)		65.00	
PX09B	Medium Display Cube (760mmH)		80.00	
AS03	White Brochure Rack		40.00	
EE02	Bar Fridge c/w Power Point (24hrs)		245.00	
EE03	Medium Fridge c/w Power Point (24hrs)		340.00	
FES5204	Wastepaper Basket		5.00	
			<b>Sub-Total</b>	
			<b>GST 7%</b>	
			<b>Grand Total</b>	

- 30% surcharge - orders received after 31 March 2016
- 50% surcharge - on-site orders

## PAYMENT (please select preferred method of payment)

<input type="checkbox"/> <b>Crossed cheque or bank draft</b> made payable to <b>Pico Art International Pte Ltd</b> Mailing address: Pico Creative Centre, 20 Kallang Avenue, Singapore 339411	
<input type="checkbox"/> <b>Telegraphic Transfer</b> – Please make payment in S\$ to the following account: <b>Pico Art International Pte Ltd</b> Account with: The Development Bank of Singapore Ltd 6 Shenton Way DBS Securities Building Singapore 068809 Bank no: 7171 Branch no.: 048 SWIFT CODE: DBSSSGSG Payment in S\$ A/C No: 048 - 014598 - 1 Note: All bank charges (including beneficiary) must be borne by exhibitors	
<input type="checkbox"/> <b>American Express</b>	<input type="checkbox"/> <b>Visa</b>
<input type="checkbox"/> <b>Mastercard</b>	
Card no.:	Expiry date:
Cardholder's name:	
Signature:	CVV / 4 Digital ID Code (Amex):
Amount:	

## Contact Details:

Miss Tina Tan  
 Pico Art International Pte Ltd  
 Pico Creative Centre  
 20 Kallang Avenue  
 Singapore 339411  
 DID: (65) 6290 5874  
 Fax: (65) 6290 5902  
 Email: tina.tan@sg.pico.com

**\*\* Please contact Tina Tan should you not receive a confirmation or invoice 7 days after submitting your orders.**



**Square Table  
(MT06)**  
800W X 800D X 760H  
mm



**Round Table  
(MT07A)**  
800W X 800D X 760H  
mm



**Black Coffee Table  
(MT03)**  
610W X 610D x 395H  
mm



**Information Counter  
(PX01)**  
975W X 520D X 760H  
mm



**Folding Chair  
(FES0001)**  
460W X 400D X 455H  
mm



**Black Leather Arm  
Chair  
(CC05)**  
570W X 440D X 800H  
mm



**Black Barstool  
(BS16B)**



**Lockable Cupboard  
(PX03)**  
975W X 520D X 760H  
mm



**System Shelf (Sloped /  
Flat)  
(PX20)**  
1000L X 300W mm



**Bistro Table  
(BT01)**

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\*\*\*Prices quoted are subject to the prevailing Goods & Services Tax (GST).



**High Showcase  
(PX05)**

975W X 520D X 2000H mm



**Low Showcase  
(PX06)**

975W X 520D X 1030H mm



**Brochure Rack  
(AS03W/B)**



**Bar Fridge  
(EE02)**



**Medium Bar Fridge  
(EE03)**



**Wastepaper Basket  
(FES5204)**



**Low Display Cube  
(PX09A)**

535W x 535D x  
535H mm



**Medium Display Cube  
(PX09B)**

535W x 535D x 760H mm

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## ELECTRICAL ORDER

Company:		Stand Type/ Booth No.:	
Contact Person:		Email:	
Tel. No.:		Fax No.:	

Code	Item	Qty	U.Price (SGD)	Total Amt (SGD)
<b>Individual Fittings &amp; Power Point</b>	100W Spotlight		60.00	
	100W Long Arm Spotlight		70.00	
	40W Fluorescent Tube 4ft		60.00	
	300W Floodlight		155.00	
	13amp/220V Power Socket (Max 500W / Not For Lighting)		70.00	
	13amp/220V Power Socket (Max 500W / Not For Lighting) – 24 Hours		120.00	
	15amp/220V Power Socket (Max 2000W / Not For Lighting)		120.00	
<b>Connection For Lightings Only (Not inclusive installation of lights)</b>	100W Lighting Connection (per fitting / per bulb / tube basis)		55.00	
	300W Lighting Connection (per fitting / per bulb / tube basis)		160.00	
			<b>Sub-Total</b>	
			<b>GST 7%</b>	
			<b>Grand Total</b>	

- 30% surcharge - orders received after 31 March 2016
- 50% surcharge - on-site orders

## PAYMENT (please select preferred method of payment)

☐ **Crossed cheque or bank draft** made payable to **Pico Art International Pte Ltd**  
Mailing address: Pico Creative Centre, 20 Kallang Avenue, Singapore 339411

☐ **Telegraphic Transfer** – Please make payment in S\$ to the following account:  
**Pico Art International Pte Ltd**  
Account with: The Development Bank of Singapore Ltd  
6 Shenton Way  
DBS Securities Building  
Singapore 068809  
Bank no: 7171 Branch no.: 048  
SWIFT CODE: DBSSSGSG  
Payment in S\$ A/C No: 048 - 014598 - 1  
*Note: All bank charges (including beneficiary) must be borne by exhibitors*

☐ **American Express**

☐ **Visa**

☐ **Mastercard**

Card no.:

Expiry date:

Cardholder's name:

Signature:

CVV / 4 Digital ID Code (Amex):

Amount:

**Contact Details:**

Miss Tina Tan  
Pico Art International Pte Ltd  
Pico Creative Centre  
20 Kallang Avenue  
Singapore 339411  
DID: (65) 6290 5874  
Fax: (65) 6290 5902  
Email: tina.tan@sg.pico.com

**\*\* Please contact Tina Tan should you not receive a confirmation or invoice 7 days after submitting your orders.**



100W Spotlight



100W Longarm Spotlight

40W Fluorescent Tube  
(2 Ft / 3 Ft / 4 Ft)

300W Floodlight

13Amp/230V Single-Phase  
Powerpoint15Amp/230V Single-Phase  
Powerpoint30Amp/230V Single-Phase  
Power15Amp/415V Three-Phase  
Power30amp/415V Three Phase  
power60amp/415V Three Phase  
power100W/300W Lighting  
Connection

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\*\*\*Prices quoted are subject to the prevailing Goods & Services Tax (GST).



## SERVICE LOCATION PLAN

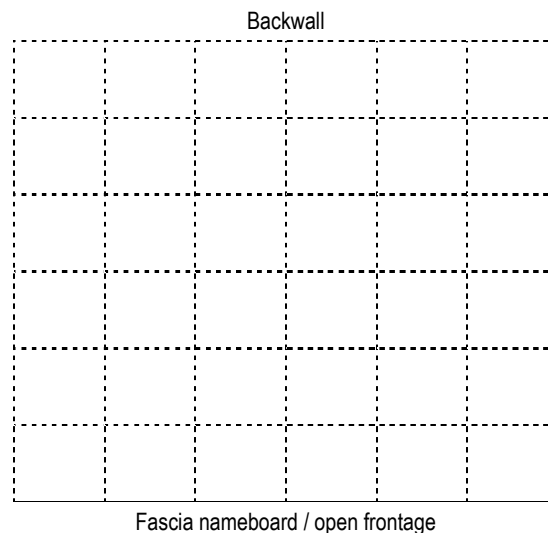
Company:		Stand Type/ Booth No.:	
Contact Person:		Email:	
Tel. No.:		Fax No.:	

### FOR SHELL SCHEME STAND EXHIBITORS

- Indicate the locations of your utilities, such as power outlets, spotlights water and compressed air using the symbols below on the plan below. Use a separate attachment if the blocks given below are too small.
- Please note that positions of the fluorescent lights for the fitted booth package are fixed and to relocate them will be chargeable.
- 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.
- All fixtures will be placed at the discretion of the Official Stand Contractor if this form is received after the above deadline.

### FOR SPACE ONLY EXHIBITORS

- Fax your design plans to +65 6290 5902.
- Indicate your electrical and lighting requirements on your plans.



Symbol	Item	Symbol	Item
	100W spotlight		Fluorescent tube (40w)
	100W longarm spotlight		Lighting connection (100W individual spotlight/point)
	Track halogen light (50W)		13amp/220V single phase (for machinery only)
	Halogen light (50W)		15amp/220V single phase (for machinery only)
	Long arm halogen spotlight (50W)		15amp, 3 phase power (for machinery only)
	Floodlight (150W)		30amp, single power (for machinery only)
	Floodlight (300W)		30amp, 3 phase power (for machinery only)





Return Form to:

Ascend Com Pte Ltd

12 Lorong Bakar Batu

#07-10/11 Singapore 348745

T | 65 6846 0903 F | 65 6846 0983

Attn | Ms. Grace Casinillo / Ms. Anita

Email | [Grace@ascendcom.com.sg](mailto:Grace@ascendcom.com.sg) / [Anita@ascendcom.com.sg](mailto:Anita@ascendcom.com.sg)**ISM RM 2016****8 – 12 May | Suntec Singapore****AV and IT Equipment Rental Form**

Company Name: \_\_\_\_\_ Stand No.: \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Attn : \_\_\_\_\_ Signature: \_\_\_\_\_

	DESCRIPTION	UNIT COST S\$	QUANTITY	AMOUNT S\$
		5-days		
DESKTOP COMPUTERS				
1	Pentium i5 2GHz Processor - 19" LCD Monitor - Keyboard & Mouse - Preloaded with OS Win Vista	400.00		
NOTEBOOKS				
1	Notebook Intel i5 2.1 Ghz Processor - 4GB RAM, 160GB HDD, DVD-Rom Drive - On-board Sound and Video Adaptor - 10/100 Ethernet Adapter, Keyboard & Mouse - Preloaded with OS Win Vista	460.00		
PRINTERS				
1	HP Laserjet 4015 (B/W A4 with Network) - c/w 50% Existing Toner - Exclude A4 Paper	480.00		
2	HP Laserjet M451 (Colour A4 with Network) - c/w 50% Existing Toner - Exclude A4 Paper	650.00		
3	Brother C9120 Multi-function Printer (Colour A4 with Network) - c/w 50% Existing Toner - Exclude A4 Paper	650.00		
MONITORS				
1	19" LCD Data Monitor (No Sound)	120.00		
2	20" LCD Data Monitor (No Sound)	160.00		
3	22" LCD Data Monitor (No Sound)	190.00		
4	26" LCD TV Monitor	320.00		
5	32" LCD TV c/w Floor Stand (HD Ready)	400.00		
6	26" LED TV c/w Floor Stand (Full HD w USB Playback)	400.00		
7	32" LED TV c/w Floor Stand (Full HD w USB Playback)	480.00		
8	42" LED TV c/w Floor Stand (Full HD w USB Playback)	700.00		
9	46" LED TV c/w Floor Stand (Full HD w USB Playback)	800.00		
10	55" LED TV c/w Floor Stand (Full HD w USB Playback)	1,700.00		
11	50" Plasma Display Monitor c/w Floor Stand	820.00		
12	60" Plasma Display Monitor c/w Floor Stand	1,900.00		
13	84" Plasma Display Monitor c/w Floor Stand	7,200.00		



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	DESCRIPTIONS	UNIT COST S\$	QUANTITY	AMOUNT S\$
		5-days		
TOUCH SCREEN				
1	20" A10 Lenovo Touch Screen - Preloaded with Win 7	750.00		
2	32" Single Touch Screen (Screen only) – PC not included	950.00		
3	42" Single Touch Screen (Screen only) – PC not included	1,250.00		
4	46" Single Touch Screen (Screen only) – PC not included	1,500.00		
SEAMLESS DISPLAY				
1	Seamless Video Wall 2 x 2 - 46" LCD Monitors - No speakers - c/w Wall-Mounting Bracket or Stacker Bracket	3,400.00		
2	Seamless Video Wall 3 x 3 - 46" LCD Monitors - No speakers - c/w Wall Mounting Bracket or Stacker Bracket	7,650.00		
3	Seamless Video Wall 4 x 4 - 46" LCD Monitors - No speakers - c/w Wall-Mounting Bracket or Stacker Bracket	13,600.00		
4	Portable Audio System for Seamless Video Wall - 2 x 60W Small Speakers - 1 x Amplifier	400.00		
NETWORK CONNECTIVITY				
1	Laying of Cat5e UTP Cables (not more than 20m)	55.00/point		
2	Laying of Cat5e UTP Cables (not more than 40m)	80.00/point		
3	Laying of Cat5e UTP Cables (not more than 60m)	100.00/point		
4	Ethernet Switch (8-Port)	50.00		
5	Ethernet Switch (16-Port)	100.00		
6	Wireless Access Point (Internet line required, for up to 15 users)	550.00		
7	Wireless Network System for more than 30 users	Upon Request		
AV EQUIPMENT				
1	DVD/ VCD Player	45.00		
2	Blue Ray Disc Player	130.00		
3	TV Display Stand for TV and Player c/w 2 shelves	45.00		
4	LCD Projector - 2000 ANSI Lumen	380.00		
5	LCD Projector - 3000 to 12000 ANSI lumens	Upon request		
6	6ft X 6ft Tripod Front Projection Screen	160.00		
7	7.5ft H X 10ft L Tripod Front Projection Screen	280.00		
AUDIO PA SYSTEMS				
1	Portable PA System c/w 02 Speakers & 01 wireless Microphone	650.00		
2	Sound System c/w 02 Speakers, 01 Amplifier, 12 Power Channel Mixer, 01 wired microphone	1200.00		
3	Wired Microphone	180.00		
4	UHF Wireless Handheld/Lavalier/Headset Microphone	250.00		
OTHERS				
1	Social Photobooth	From S\$3,800.00 per day		
2	Special Projection Mapping Format	From S\$5,000.00 per day		
3	Multimedia Content Creation	From S\$5,000.00 per day		
Should an item that you required does not appear in our rental list Please do not hesitate to call us at Tel no. : +65 6846 0903			Sub-Total	
			With 7% GST	
			Grand Total	



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Our Terms & Conditions:

- a. As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 15% surcharge after the deadline and a 30% surcharge for on-site orders.
- b. Cancellation: One (1) day rental charge will be incur after confirmation of order and 100% total cost will be charge for any cancellation at least one (1) week before the show date.
- c. The above rates will be subjected to the prevailing 7% GST, which will be reflected in the final invoice.
- d. All items ordered are on a rental basis and Exhibitors will be held responsible for any loss or damage.
- e. Force Majeure - We shall not be liable for the cancellation or part opening of the Exhibition, or any failure to perform or delay in performance of our obligators in relation to the Exhibition caused by an act of God, an outbreak of hostilities, riot, civil disturbance, acts of terrorism, acts of any government or authority, fire, explosion, flood, fog or bad weather, strike, lock out or industrial act of any kind or cause or circumstances beyond its reasonable control.
- f. Orders will be fulfilled only when full payment is made.
- g. Payment Modes (100% payment ONLY)
  - a. Overseas company:
    - i. Bank Telegraphic Transfer. Payment via Telegraphic Transfer to include ALL (Debit/Correspondence) bank charges.
    - ii. eCredit card details with photocopy of credit card front and back (Only for orders made 2 weeks prior to event date)
  - 2) Local company:
    - Cash or Cheque payment. All cheques should be issued to "ASCEND COM PTE LTD"
    - eCredit card details with photocopy of credit card front and back (Only for orders made 2 weeks prior to event date)