

# OFFICIAL APPLICATION FORM

Event : **CAFÉ ASIA 2018**  
 Venue : **Marina Bay Sands**  
 Country : **Singapore**  
 Date : **22 – 24 March 2018**

## Applicant's Particular

Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_  
 Country : \_\_\_\_\_  
 Telephone : \_\_\_\_\_ Fax : \_\_\_\_\_  
 Person In Charge : \_\_\_\_\_ Mobile : \_\_\_\_\_  
 Designation : \_\_\_\_\_ Email : \_\_\_\_\_  
 Principals Co. : \_\_\_\_\_  
 Agents Co. : (Optional) n.a.

## Participation Fee

Singapore Pavilion					Currency		Unit Cost		For Official Use	
<input type="checkbox"/>	Raw Space Only (min. 18sqm)	SGD	\$	500	Per sqm	Location :				
<input type="checkbox"/>	Shell Scheme (min. 9sqm)	SGD	\$	600	Per sqm	Remarks :				
<b>Overseas</b>										
<input type="checkbox"/>	Raw Space Only (min. 18sqm)	SGD	\$	500	Per sqm					
<input type="checkbox"/>	Shell Scheme (min. 9sqm)	SGD	\$	580	Per sqm					

## Payment

Area Required : \_\_\_\_\_ Sqm  
 Dimensions (If you need specific length) : \_\_\_\_\_ m (L) x \_\_\_\_\_ m (D)  
 Total Space Cost \$ \_\_\_\_\_  
 Additional Cost (if any) \$ \_\_\_\_\_ PYLON X 1 pc  
 7% GST \$ \_\_\_\_\_  
 Total Cost \$ \_\_\_\_\_  
 Deposit Due Now (20% of Total Cost) \$ \_\_\_\_\_  
 Balance (within 60 days before the show) \$ \_\_\_\_\_

**IMPORTANT NOTE: Singapore based exhibitors are subjected to 7% GST (Goods & Service Tax) on the above cost.**

We agreed the above and accepted the **terms and conditions**.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature & Company's Stamp

Please complete & return to:

**Conference & Exhibition Management Services Pte Ltd (CEMS)**  
 1 Maritime Square, #09-43 Harbourfront Centre  
 Singapore 099253  
 Tel. (+65) 6278-8666 Fax. (+65) 6278-4077

# Terms & Conditions

## Article 1 : Definitions

- (a) "Exhibitor" is a person, company, association or any organization that register to exhibit at CA 2018.
- (b) "Exhibition" shall mean the CA 2018.
- (c) "Organizer" shall mean CONFERENCE & EXHIBITION MANAGEMENT SERVICES PTE LTD.

## Article 2 : Contract

"Contract" shall mean this agreement entered into between the Organiser and the Exhibitor for the use of the stand or space in the Exhibition and shall include the terms and conditions contained herein.

## Article 3 : Exhibit Space Assignment

Exhibit space is assigned with regard to the contracted size and shall be made in the prescribed application submitted to the Organizer with the required deposit (see Terms of Payment for details).

## Article 4 : Terms of Payment

- (a) 50% deposit of the stand rates payable upon booking/signing the application form.
- (b) The balance shall be paid 90 days before the event dates.
- (c) Payment of all additional fees shall be payable by the Exhibitor immediately upon presentation of the invoice by the Organizer to the Exhibitors.
- (d) All fees payable by the Exhibitor shall be due on the aforesaid dates without formal demand from the Organizer and in the event of late or non-payment the Organizer shall be entitled at their sole discretion to treat such acts or omission/s as withdrawal by the Exhibitors under Article Clause 5 and to forfeit the Exhibitor's right to participate in the Exhibition.

## Article 5 : Withdrawal by the Exhibitor

Except as provided for in this clause the Exhibitors on submission of a signed copy of the application shall not be entitled to withdraw from the Exhibition. Notice to withdraw shall be made in writing to the Organizer and shall not be effective unless written consent is given by the Organizer or unless alternative terms have been consented to by the Organizer in writing the Exhibitors intending to withdraw shall pay to the Organizer the following:

The cancellation charge is calculated as a proportion of the participation fee, depending on how long before the start of the event the withdrawal is received:

- (a) 6 months or more \_\_\_\_\_ 50%
- (b) between 3 and 6 months \_\_\_\_\_ 60%
- (c) between 2 and 3 months \_\_\_\_\_ 80%
- (d) between 1 and 2 months \_\_\_\_\_ 100%

Should the exhibitors withdraw their participation three weeks before the exhibition commences the Organizer reserve the right to claim the full amount reflected in the contract and other loss or damages suffered by the Organizer.

## Article 6 : Change of Venue or Dates

The Organizer shall be entitled to change the venue, dates and or duration of the Exhibition by giving to the Exhibitor a notice in writing at least One (1) month before the present proposed date of the Exhibition without being liable for any loss or damages suffered by the Exhibitor or for the return of the deposit or any part thereof.

## Article 7 : Cancellation or Reduction Exhibition

- (a) Should an exhibitor cancel from the exhibition or reduce the size of space after the registration deadline, exhibitor will be charged a penalty for the cancellation or reduction without notice and the pre-paid deposit will be applied toward the penalty. If the exhibitor reduces the contracted space, the abandoned space shall be regarded to be cancelled.
- (b) Upon an exhibitor's written notification of cancellation, the organizer has the right to resell the space vacated.
- (c) The date upon which the notice of cancellation is received will be the official dated of cancellations, and an informal notice without written documentation shall not be accepted as cancellation.
- (d) The Organizer reserve the right to cancel the exhibition or reduce the space area accordingly and will not in any way is liable to any claim for loss or damages suffered by the exhibitor.

## Article 8 : Construction & Dismantlement

Construction and dismantlement exhibit space should be completed by the deadline set forth by the organizer. Exhibitors shall be liable for any loss caused by the delay of construction or dismantlement (Please refer to the Exhibitors' Information and Order Manual for terms of the violation)

## Article 9 : Regulations on the Copyrighted Materials

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted materials in the exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or perform any contents or use any other copyrighted materials, such as photographs or other artistic works, without first presenting to the organizer satisfactory proof that the exhibitor has, or does not need a license to use such contents or copyrighted material.

## Article 10: Liability & Insurance

Exhibitors shall be liable for any and all damage caused by the Exhibitor or their employees, agents or contractors, to the venue or to and equipment, facilities, goods or person within the venue. Each exhibitor should be insured against all risks, including fire and third party liability. The organizer, to protect the exhibitors' rights and interests, shall security service; However, the organizer is not responsible for the lost, disappearance or theft of any goods, material or objects at the exhibition site.

## Article 11 : Amendments of Regulations

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of the organizer. The aforementioned items covered by this contract may be amended at any time by the organizer in the interest of the Exhibition and notice thereof shall be binding on the exhibitors equally with the foregoing in this contract

## Article 12 : Governing Law

This contract shall be governed by and construed in accordance with the laws of Singapore and parties hereby submit to the non-exclusive jurisdiction of the courts of Singapore.