



Asia-Pacific Association for International Education 2018

25 - 29 March 2018

Marina Bay Sands, Singapore

EXHIBITION BOOKING FORM

Note: Submitting this booth booking form does not guarantee a booth.

Important notes :

- Please print this form and fill it out. Return your completed form to I-PROMO Pte Ltd by either scanning and emailing to exhibitors@apaie2018.org or faxing it to (+65) 6542 2250.
- I-PROMO Pte Ltd will send an invoice to the contact for your exhibition booking.
- Upon receipt of proof of payment in full, I-PROMO will forward your exhibition booking request to the APAIE Secretariat.
- The APAIE Secretariat will work with the booking contact to assign your booth location. This will be done in order of the booking requests received from I-PROMO.
- Note: all monetary amounts are in Singapore dollars (S\$).

A. Exhibitor Information


MAIN EXHIBITOR INFORMATION	
Billing organisation name	<input type="text"/>
Exhibiting name on booth fascia and website listing (max 30 characters)	<input type="text"/>
Organisation address	<input type="text"/>
Country / Region	<input type="text"/>
Name of contact for exhibition booking	<input type="text"/>
Position title	<input type="text"/>
Contact email	<input type="text"/>
Contact number	Country code: <input type="text"/> Area code: <input type="text"/> Number: <input type="text"/>

B. Booth Options

More detailed information and instructions on exhibiting is included in the *Exhibitors' Manual* which is available on the conference website and will be emailed to you upon receipt of your booking form.

Exhibitors will be given a link to register for APAIE 2018 conference with special code once exhibition booking has been accepted. All exhibitors at the APAIE Conference and Exhibition 2018 are required to register online.

Please select either Package A or Package B.

PACKAGE A: Standard Shell Scheme Booth	
<p>Package Entitlements:</p> <ul style="list-style-type: none"> • 3m x 2m exhibition booth (6m²) • OCTANORM system build up wall panels (3m length x 2.4m height) • Fascia board (with Event watermark design) for exhibitor name input (3m length x 0.3m height) • 1 information counter (1m length x 0.5m width x 1m height) with APAIE logo on top left • 2 bar stools • 1 wastepaper basket • 1 power socket (230V, 13A) • 2 complimentary exhibitor passes 	<p>S\$4,800 per booth</p>
PACKAGE B: Raw Space Package (for custom builds)	
<p>Package Entitlements:</p> <ul style="list-style-type: none"> • 3m x 2m of raw space (6m²) • 1 information counter (1m length x 0.5m width x 1m height) with APAIE logo on top left • 2 bar stools • 1 wastepaper basket • 2 complimentary exhibitor passes <p><u>Notes:</u></p> <ul style="list-style-type: none"> • I-PROMO Pte Ltd is the appointed as official contractor for APAIE Conference and Exhibition 2018. • For safety reasons and for the protection of electrical installation at the Exhibition premises, all power main installations from source to outlet (exhibition stands) must only be carried out by the official contractor. • All booth designs and custom builds must adhere to the requirements of the venue and must be approved by the conference organisers. • Refund or exchange of furniture entitlements are not allowed. • The recommended height of raw space booths at APAIE 2018 is <u>3.9m and below</u>. For booths exceeding the recommended height of 3.9m, approval must be sought from the organisers beforehand at exhibitors@apaie2018.org. Any costs for Professional Engineering (PE) endorsement and/or other licenses shall be covered by the exhibitor. 	<p>S\$4,800 per 6m²</p>

Please enter the number of booth spaces you are booking for either Package A or Package B:

A: Standard Shell Scheme (If booking 2-3 standard booths, internal walls can be removed.)	3m x 2m x	<input type="text"/>	booths
OR			
B: Raw Space (custom build)	3m x 2m x	<input type="text"/>	booth spaces
(Optional) Preferred floor dimensions: _____ x _____m			

C. Payment Details

PAYMENT																									
I-PROMO Pte Ltd is the official appointed professional conference organiser (PCO) for APAIE 2018 and is authorized to collect all payment on behalf of APAIE 2018.																									
Instructions	<p>For cheque payment</p> <ol style="list-style-type: none"> All payments should be crossed and made payable in Singapore Dollars [S\$] to: 'I-PROMO Pte Ltd' Mail the cheque to: I-PROMO Pte Ltd Kingsmen Creative Centre #02-113 Changi South Lane Singapore 486118 <p>For telegraphic transfer payment Kindly make the transfer to the following bank:</p> <table> <tr> <td>Name of company</td> <td>:</td> <td>I-PROMO Pte Ltd</td> </tr> <tr> <td>Address of company</td> <td>:</td> <td>Changi South Lane Singapore 486118</td> </tr> <tr> <td>Name of bank</td> <td>:</td> <td>United Overseas Bank</td> </tr> <tr> <td>Address of bank</td> <td>:</td> <td>UOB Bank, Novena Branch, 238A Thomson Road, #01-38 Novena Square, Singapore 307685</td> </tr> <tr> <td>Account number</td> <td>:</td> <td>106-309-298-9</td> </tr> <tr> <td>Bank code</td> <td>:</td> <td>7375</td> </tr> <tr> <td>Branch code</td> <td>:</td> <td>006</td> </tr> <tr> <td>SWIFT code</td> <td>:</td> <td>UOVBSGSG</td> </tr> </table> <p><i>Note: Bank charges may apply and should be borne by the exhibitor. Please ensure that full payment includes bank charges. Bank charges are to be borne by the exhibitor.</i></p>	Name of company	:	I-PROMO Pte Ltd	Address of company	:	Changi South Lane Singapore 486118	Name of bank	:	United Overseas Bank	Address of bank	:	UOB Bank, Novena Branch, 238A Thomson Road, #01-38 Novena Square, Singapore 307685	Account number	:	106-309-298-9	Bank code	:	7375	Branch code	:	006	SWIFT code	:	UOVBSGSG
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SWIFT code	:	UOVBSGSG																							
Payment Terms	<ol style="list-style-type: none"> 100% of total amount is due within 30 days of the invoice issue date. Exhibition location is allocated on a first-come-first-served basis upon receipt of proof of full payment. 																								
Cancellation Policy	<ul style="list-style-type: none"> All exhibition booth cancellation requests must be submitted in writing by the original person(s) securing the exhibition booth or an authorised representative, via email to Ms Louise Kinnaird, Director, APAIE Secretariat: louise.kinnaird@unimelb.edu.au. Cancellation requests will be handled on a discretionary basis and upon acceptance of cancellations, refunds are applicable according to the following timelines: <ul style="list-style-type: none"> Requests received on or before 24 December 2017 (3 months before conference): 50% refund less an administrative fee of S\$500.00. No refunds will be entertained after 25 December 2017. Approved refunds will take up to eight weeks to process. Refund payments will be returned through the same payment mode used. Otherwise, a refund cheque will be issued. Any bank charges will be borne by the exhibitor. Refunds are applicable to the exhibition booth booking fee only. For items such as a custom booth build, additional furniture requests, etc, please contact the provider(s) directly. <p><i>Note: Where there are extenuating circumstances a refund outside of these terms may be considered by and at the discretion of the President of APAIE. Please submit your request with details to the Director, APAIE Secretariat.</i></p>																								

D. Terms and Conditions

Terms & Conditions

1) Terms of Reference

- a. The term "Exhibitor" shall include all employees, agents acting on behalf of the individual company, partnership firm or organisation who have applied for space for the purpose of exhibiting.
- b. The term "Event" shall refer to Asia-Pacific Association for International Education (APAIE) 2018 Conference & Exhibition.
- c. The term "Organiser" shall refer to Asia-Pacific Association for International Education (APAIE).
- d. The term 'Professional Conference Organiser (PCO)' shall refer to I-PROMO Pte Ltd.
- e. The Term 'MBS' shall refer to Sands Expo & Convention Centre, Marina Bay Sands Singapore.

2) Exhibition Booking

- a. All exhibition booking shall be made on the prescribed exhibition booking form which shall be submitted to PCO or his representatives.
- b. Booking is confirmed when proof of payment is received by the PCO.

3) Allocation of Exhibition Space

- a. The organiser shall allocate the space in accordance with the order of receipt of proof of payment, with the larger pavilions positioned first.
- b. The organiser shall reserve the right to change the location and/or the size of the space allocated to the exhibitor at any time prior to the commencement of the build-up of the exhibition should exceptional circumstances demand. The exhibitor shall have no claim for compensation as a result of the changes.

4) Use of Exhibition Space

- a. To commence the setup of the exhibition, all outstanding payments must be paid and all custom-build plans must be submitted and approved in advance.
- b. Exhibitors are not permitted to share any booth space other than space allocated to them nor are they able to sublet or subcontract the whole or part of his stand.
- c. The emergency exits must not be obstructed by any furniture and equipment at any time.
- d. All exhibitors must fully comply with the MBS's and the authorities' regulations in respect of fire, health, safety and emergency access and exits.
- e. Exhibitors are responsible for any damage caused on site during the construction, occupation or dismantling of the booth by the exhibitors or contractors working on their behalf and will be liable for any cost to MBS.
- f. Modifications including decorations such as painting on the floor, ceiling and pillars will not be permitted. The exhibitor will have to compensate the organiser if such modifications resulted in consequent damage to the exhibition site.
- g. PCO will inspect the exhibition booths during set-up to ensure compliance with the standard and regulations. For non-compliance cases, PCO will request the exhibitor to correct the fault immediately. Any cost incurred will be chargeable to the exhibitor.
- h. The exhibitor is to man the exhibition with appropriate personnel during the whole period of the exhibition. The exhibitor must conduct all activities within their booth's perimeters.
- i. All exhibition must accord with the description on the application form, and be related to the theme of the event.
- j. Exhibitors must present their exhibits throughout the period of the exhibition. No exhibitor shall be allowed to remove their display from the exhibition premises prior to the official closure of the exhibition.

5) Terms of Payment

- a. Upon receipt of this form, the PCO will issue an invoice. Payment is required within 30 days of the issue date of the invoice.

6) Breach of Contract and Withdrawal by Exhibitor

- a. In the event of a breach of contract, the organiser has the right to cancel the exhibitor's booking.
- b. In the event of cancellation or withdrawal by the exhibitor, the cancellation and withdrawal policy will apply.
- c. All exhibition booth cancellation requests must be submitted in writing by the original person(s) securing the exhibition booth or an authorised representative, via email to Ms Louise Kinnaird, Director, APAIE Secretariat : louise.kinnaird@unimelb.edu.au
- d. Cancellation requests will be handled on a discretionary basis and upon acceptance of cancellations, refunds are applicable according to the following timelines:

- e. Requests received on or before **24 December 2017** (3 months before conference): 50% refund less an administrative fee of **S\$500.00**
- f. No refunds will be entertained after **25 December 2017**
- g. Approved refunds will take up to eight weeks to process.
- h. Refund payments will be returned through the same payment mode used. Otherwise, a refund cheque will be issued. Any bank charges will be borne by the exhibitor.
- i. Refunds are applicable to the exhibition booth booking fee only. For items such as a custom booth build, additional furniture requests, etc, please contact the provider(s) directly.

7) Construction and decoration of Stand and Display (If applicable)

- a. Exhibition stands must complete their construction and/or decoration, and move-in and display of exhibits by the date and time stipulated by the PCO and listed in the Exhibitors' Manual.

8) Removal of Display and Stand-fittings (If applicable)

- a. Exhibitors shall remove all display and fittings from the exhibition site within the period stipulated by the organiser and indemnify the organiser against any cost incurred by reason of delay or damage to the exhibition site.

9) Security, Risk and Insurance (If applicable)

- a. The PCO, on behalf of the organiser, shall take reasonable security precautions in the interests of event participants.
- b. The exhibitor shall be responsible to effect at his own costs and expenses all necessary insurances in connection with the exhibitor's use of the exhibition space.
- c. The exhibitor shall be held responsible for any loss or theft of or damage to display, stand-fittings or any article belonging to the exhibitor during the construction, exhibition and dismantling periods.
- d. In the event that the exhibitor intentionally or negligently causes a fire, theft, breakage or other accidents inflicting damages to the organiser or others, the exhibitor shall be responsible for damages. Exhibitor shall be responsible for insuring goods displayed.
- e. The organiser shall not be held responsible for any restrictions or conditions which prevents the construction, alteration or dismantling of stands or moving in or removal of exhibits, or for the failure of any services provided by the hall landlords or other third parties.

10) Force Majeure

- a. The organiser shall not be liable to the exhibitor in the event of any cancellation, shortening of opening days and/or hours of the exhibition, for any non-performance of their obligations under this booking or for any amendment or alteration to all or any of the rules and regulations of the exhibition if such occurrence is due to any circumstance not within their control.

11) Indemnity (If applicable)

- a. The exhibitor shall indemnify and keep the organiser indemnified at all times against all actions, claims, demands, damages, expenses, compensation, costs, charges, liabilities and proceedings which the organiser may suffer or incur arising out of or in connection with the use of the exhibition space by the exhibitor.

12) Communications

- a. Each communication under this agreement shall be made in writing and may be sent by mail, e-mail, facsimile transmission or delivered by hand.
- b. Any communication to any party shall be deemed to have been received by the addressee,
 - i. if delivered by hand, at the time of such delivery
 - ii. if sent by mail, two (2) working days following posting if posted to a local address; and five (5) working days following posting if to a foreign address; and
 - iii. if sent by e-mail or facsimile transmission, at the time of transmission, and in providing service, it shall be sufficient to prove that such communication was duly delivered, posted or sent as the case may be.

13) Unforeseen Occurrences

- a. In the event of any occurrences not foreseen in the terms and conditions, the decision of the organiser shall be final.

E. Agreement

I have read and agree to the terms and conditions contained in this Exhibition Booking Form. By checking this box, I agree to enter this contract.

Name	<input type="text"/>		
Signature		Date	