FORM 1

CREDIT CARD AUTHORISATION/METHOD OF PAYMENT FORM 2022

E-mail or fax forms to:

MARINA BAY SANDS PTE LTD – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956
P: +65 6688-3888 • F: +65 6688-3889 • E: secc@marinabaysands.com

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

EVENT NAME: **ITB Asia 2022/MICE Show Asia 2022/Travel Tech Asia 2022 (42638)**	EVENT DATES: **19 – 21 October 2022** HALL LOCATION: **Basement 2 Hall D, E, F**	BOOTH# /MTG. ROOM#

EXHIBITING CO. NAME:				
EXHIBITING CO. ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: **(DR/HON/PROF/MDM/MISS/MRS/MS/MR)** (Print Name) Dr.	JOB TITLE:		SIGNATURE:	
BILL-TO CO. NAME: *(If different from above)*				
BILL-TO ADDRESS: (STREET)	(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:		E-MAIL:	
ORDERED BY: **(DR/HON/PROF/MDM/MISS/MRS/MS/MR)** (Print Name) Dr.	JOB TITLE:		SIGNATURE:	

IMPORTANT: TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) MARINA BAY SANDS PTE LTD ("MBS") **MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY.** ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

METHOD OF PAYMENT & AUTHORISATION (will be used for all Sands Event Services you order or incur):

☐ Credit Card (please complete information below)

☐ Personal Credit Card: ☐ American Express ☐ MasterCard ☐ VISA

☐ Company Credit Card: ☐ American Express ☐ MasterCard ☐ VISA

Credit Card Number:

Expiration Date: _____ Cardholder's Name: _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORISED TO SIGN ON YOUR BEHALF.
OTHER AUTHORISED SIGNER(S):

_____ _____
Print Name Signature

_____ _____
Print Name Signature

I, Cardholder of the credit card (whose details are set out above) / the authorized signatory of the cardholder of the credit card (whose details are set out above), hereby authorise Marina Bay Sands Pte Ltd ("MBS") to charge the above-referenced credit card for the services as set out in this Credit Card Authorisation and/or the order forms which are acknowledged by me and/or the authorized signatory of the cardholder of the credit card (the "Amounts"):

Accordingly, I hereby irrevocably and unconditionally authorize MBS to charge to the credit card all the Amounts due and payable and I shall be liable for the payment of all the Amounts so charged to the credit card.

*I understand and acknowledge that the primary liability for payment of the Amounts due and payable by [_____ (**name of contracting party**)] to MBS resides with [_____ (**name of contracting party**)] and any and all liability in respect of the Amounts shall continue and shall only be discharged upon, and only to the extent that MBS has received, payment in full of such Amounts, whether by me or otherwise.*

Further, I agree and acknowledge that MBS may, in its sole discretion, have recourse to any other lawful means of obtaining payment and/or securing performance of this undertaking at any time and in any manner whatsoever as MBS may require. I understand that this authorization is irrevocable save with the consent of MBS.

We recommend that this form be sent to us via Fax or secured/encrypted email. While we have implemented procedures to safeguard and secure your information, we are unable to verify the security of electronic transmissions of such information to us and shall not be liable or responsible for any unauthorised access or loss of information submitted to us.

SERVICES TO BE COVERED BY THIS CARD: ☐ **ALL**

☐ AUDIO/VISUAL
☐ BOOTH CLEANING SERVICES
☐ BUSINESS CENTRE SERVICES
☐ CATERING
☐ ELECTRICAL
☐ HANGING APPLICATIONS/RIGGING
☐ HIGH REACH EQUIPMENT
☐ INTERNET
☐ LABOR
☐ LOGISTIC SERVICES
☐ MAIL CENTRE SERVICES
☐ MATERIAL HANDLING EQUIPMENT
☐ PIPED SERVICES (AIR, WATER, DRAIN)
☐ TELECOMMUNICATIONS – ICT
☐ TELEVISION PROGRAM SERVICES
☐ TRUSS/LIGHTING RENTAL
☐ OTHER _____

OTHER INFORMATION

All invoices need to be settled prior to show close unless special billing privileges have been established with MBS. Credits will not be issued on services installed as ordered even though not used. All orders are subject to a CANCELLATION FEE. Please review all work orders and invoices prior to leaving show site. For credit consideration, all service concerns must be made known during the show. Please read all forms thoroughly for all instructions and conditions prior to placing orders.

THIS FORM CAN BE USED FOR SERVICES DELIVERED TO THE SANDS EXPO & CONVENTION CENTRE AND/OR THE MARINA BAY SANDS HOTEL.

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