

## LOGISTICS SERVICES – 2024: HIGH-REACH EQUIPMENT RENTAL SERVICES

### GENERAL NOTES AND CONDITIONS:

1. In general, orders for the following services and equipment hire for exhibitions must be submitted to the Centre before the deadline, otherwise a surcharge of 15% will be imposed on the basic rates.  
In addition, on-site orders are subject to a surcharge of 30% of the basic rates. However, the Centre reserves the right not to accept any orders received and in such cases, the users will be notified.  
Deadline for ordering equipment rental services and equipment for exhibitions are as follows: 12 days before 1<sup>st</sup> day of tenancy
2. All equipment provided by the Centre should only be utilized within licensed venues, exclusively for the specified event.
3. Provision of any services / equipment by the Centre is subject to current stock availability at the time of ordering. Orders will be accepted on a “first come, first served” basis.  
However, the Centre reserves the right not to accept any order received and in such cases, the users will be notified accordingly.
4. If by reason of force majeure, labour difficulties, inventory or any other cause outside the control of the Centre, the Centre is unable to provide all or any of the services or equipment ordered during the whole or any part of the duration of the event, the hirer’s right shall be limited to refund on a pro-rata basis of the charges paid for the services or equipment.
5. All equipment operators must possess valid operating license, issued by a recognized local institute / governing body / authority. The Centre’s staffs reserve the rights to conduct random checks on operators.
6. The hirer will be responsible for returning all equipment and related materials to the Centre within one hour on the last open day following the close of the event.
7. The hirer will use the equipment in a careful and proper manner. The hirer shall not make any alterations, modifications, attachments and / or additions to the equipment.
8. The hirer will be liable for any loss or damage to the equipment arising from the hirer’s negligence, unintentional act or other cause within the reasonable control of the hirer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer will reimburse the Centre for the total cost of making good or replacement.
9. The hirer will be in default if the hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment to the Centre after use.
10. Insurance Liability – The Centre will not be responsible for any damages to freight / equipment, pilferages or theft of items whilst in storage or handled by the Centre
11. At any time after a default by the hirer, the Centre may terminate the rental services, by notice to the hirer and repossess the equipment. The hirer will remain liable for all unpaid charges and the Centre may apply, and retain all or a portion of the hirer’s security / damage deposit as may be necessary to compensate the Centre for any unpaid charges or damages and expenses incurred on account of default; the Centre may exercise any other rights occurring to a hirer under any applicable law upon a default by the hirer.
12. Credit card information stipulated above will be used to guarantee the service request on this order form. If for any reason, this service is not settled at the end of the event, the credit card member whose credit card is noted on this form authorises the Centre to charge the entire amount without any prior notification.
13. All orders must be submitted with full payment, together with the required deposit in SGD.  
**Please make check on bank draft (to be drawn from local banks) payable to Marina Bay Sands Pte Ltd**
14. Price Payable may be subject to change due to impending change in the GST Rate

*Prices, Policies, and Procedures Subject to Change without prior notice.  
GST Registration No. M90364464C*



**LOGISTICS SERVICES ORDER FORM – 2024:  
EXCLUSIVE HIGH-REACH EQUIPMENT RENTAL SERVICES**

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](mailto:secc@marinabaysands.com)

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

EVENT NAME: <b>ITB Asia 2024 (63010)</b>		EVENT DATES: <b>23 – 25 October 2024</b>		BOOTH # / MTG. ROOM #	
		HALL LOCATION: <b>Level 3, Angsana &amp; Begonia ballrooms, Level 1 Hall A, Basement 2, Hall D, E &amp; F</b>			
EXHIBITING CO. NAME:					
EXHIBITING CO. ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: <b>(DR/HON/PROF/MDM/MISS/MRS/MS/MR)</b> (Print Name)	JOB TITLE:	SIGNATURE:			
BILL-TO CO. NAME: <i>(If different from above)</i>					
BILL-TO ADDRESS: (STREET)		(CITY)	(STATE)	(COUNTRY)	(ZIP CODE)
TELEPHONE:	FAX:	E-MAIL:			
ORDERED BY: <b>(DR/HON/PROF/MDM/MISS/MRS/MS/MR)</b> (Print Name)	JOB TITLE:	SIGNATURE:			

**IMPORTANT: TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO PREVAILING TAXES & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.**

DESCRIPTION	MIN ORDER 4 HRS DURATION	QTY	DURATION ORDERED	PER HR (SGD)	SUBTOTAL (SGD)	DEPOSIT
<b>High-Reach Equipment Rental</b>						
Electric Scissors-Lifts (GS2646) w/o Operator Working Height: 7.9m				\$80/hr		
Electric Scissors-Lifts (GS3246) w/o Operator Working Height: 9.0m				\$80/hr		
Electric Articulated Boom lift (Z45/25) w/o Operator Working Height 13.0m				\$100/hr		
<b>TOTAL</b>						
<b>LATE ORDER CHARGE 15%</b>						
<b>ON-SITE ORDER CHARGE 30%</b>						
<b>PREVAILING GST %</b>						
<b>GRAND TOTAL (SINGAPORE DOLLARS)</b> Price Payable may be subject to change due to impending change in the GST Rate						

All equipment operators must possess valid operating license, issued by a recognized local institute / governing body / authority. The Centre's staffs reserve the rights to conduct random checks on operators.

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All prices are subject to change without prior notice.

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

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

**Cheque Payment:**

All cheques should be crossed and made payable to **Marina Bay Sands Pte Ltd**  
All payments must be sent directly to:  
**Marina Bay Sands Pte Ltd**  
**Accounts Receivable**  
**Finance Non-Gaming Department**  
**10 Bayfront Avenue**  
**Singapore 018956**

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

**Telegraphic Transfer:**

Please make payment to:  
**Bank Name: DBS Bank Ltd**  
**A/C No.: 003-909346-2**  
**A/C Name: Marina Bay Sands Pte Ltd**  
**Swift Code: DBSSSGSG**

Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.  
**NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.**

**Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

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