



EXPO HALL RIGGING / HANGING SERVICE ORDER FORM - 2024

E-mail or fax forms to:

MARINA BAY SANDS PTE LTD – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE • SINGAPORE 018956

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

EVENT NAME: ITB Asia 2024 (63010)		EVENT DATES: 23 – 25 October 2024		BOOTH # / MTG. ROOM #	
		HALL LOCATION: Level 3, Angsana & Begonia ballrooms, Basement 2, Hall D, E & F			
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)		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: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)		JOB TITLE:		SIGNATURE:	

IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC TO ENSURE AVAILABILITY, SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT, 7 WORKING DAYS PRIOR TO SHOW OPENING DATE, UNLESS OTHERWISE STATED. ORDERS & PAYMENT RECEIVED AFTER THE CUT-OFF DATE WILL INCUR A LABOUR CHARGE OF SGD400.00. 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.

The rates in this order form apply to exhibition booth rigging work only. For Audio-visual / Stage rigging and production, let us work with you and assist you with all of your production requirements. From the smallest to the largest, we can provide it all!

- Motorized Hoists / Trussing
- Robotics and Conventional Lighting
- Dimmers and Controls
- No Shipping Costs for In-house Products
- Fully Trained and Professional Staff
- Lighting Design Services

Please check this box if you require professional solution for your production requirements in your event. Our professional production team will approach you for further assistance.

The rates below apply to work carried out during Normal Working hours (Monday – Friday 7am – 7pm). Works outside Normal Working hours are subjected to surcharge upon request.

DESCRIPTION OF SERVICE	QTY	RATE	SUBTOTAL
a. 300mm x 300mm x 3.05mL(10 ft) Square Aluminium Truss <i>(include labour for assembly, lifting, de-rig during normal working hours)</i>		\$369	
b. 300mm x 300mm x 2.44 mL(8 ft) Square Aluminium Truss <i>(include labour for assembly, lifting, de-rig during normal working hours)</i>		\$316	
c. 300mm x 300mm x 1.52 mL(5 ft) Square Aluminium Truss <i>(include labour for assembly, lifting, de-rig during normal working hours)</i>		\$190	
d. 300mm x 300mm Truss connection block <i>(include labour for assembly, lifting, de-rig during normal working hours)</i>		\$127	
e. Chain Master 1 ton Motor Hoist (c/w motor controller) <i>(inclusive of use of rigging eyelet, labour for lifting, de-rig during normal working hours)</i>		\$948	
f. Rigging Point <i>(inclusive of use of rigging eyelet, 1 ton manual chain hoist, labour for lifting, de-rig during normal working hours)</i>		\$695	
g. Hook Up ONLY <i>(inclusive of use of rigging eyelet, and de-rig during normal working hours only, labour for lifting of manual chain hoist and accessories to be provided by customer)</i>		\$316	
			TOTAL
			PREVAILING GST %
			GRAND TOTAL (SINGAPORE DOLLARS) <small>Price Payable may be subject to change due to impending change in the GST Rate</small>

RIGGING WORK SCHEDULE

Please indicate in the box below for the rigger booking schedule and contact person requested by the customer to carry out the work above. 'Normal Working Hours' stated in the order form above refers to **Monday – Friday 7am – 7pm**. The Centre will allocate a time slot if it is not specified below. The Centre reserves the right to charge customer for additional labour if work cannot commence as per schedule due to no show of the customer or delay in customer's own setup schedule. Rescheduling will be allocated based on the next available slot if there is a no show of 30minutes or more from the stipulated schedule. On-site or overtime charges will prevail. No refund is allowed.

Rigger Booking Schedule			
Customer Company Name	Contact Person On Site	Rig Location / Booth No.	Preferred handover date & time <i>(Subject to final schedule of Marina Bay Sands)</i>
Email Contact	Local Contact No. (if any)		
Special Request (if any)			
Please be reminded to submit booth visual and rigging point layout plan together with this rigging order form, and engage a Professional Engineer (PE)/ Structural Engineer to certify that the structure is safe to build and is in compliance with the requirements of Building and Construction Authority of Singapore (BCA). Professional Engineer (PE) load calculation should be submitted three working days prior to commencement of work. No rigging work will commence without PE endorsement and compliance to Health & Safety rules and regulations. Any payment paid will not be refunded due to non-compliance of customers' obligations. <input type="checkbox"/> Please check this box if you have sent your booth visuals to us.			
All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice. All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover the service outside the license period.			
All Services will be delivered within normal operating hour of Monday-Friday 7am-7pm. Delivery outside normal operating hour is subject to surcharges at applicable labour rates			
<ul style="list-style-type: none"> • Straight Time - \$50 per hour, Monday-Friday 7am-7pm with minimum of 4 hours straight time. After 8 hours of work, 1.5x rate applies on subsequent man-hours • Any work from Monday-Friday 7pm-11pm, and Saturday, Sunday, Public Holiday 7am-11pm at Premium rate of \$75 per hour will apply • Midnight rate of \$150 per hour will apply for work Monday - Sunday including Public Holidays required from 11pm – 7am next day 			

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: DB55SG5G

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)

Prices, Policies, and Procedures Subject to Change without prior notice.

GST Registration No. M90364464C