



**RIGGING: HANGING SIGN SERVICES ORDER FORM - 2019**

E-mail or fax forms to:

MARINA BAY SANDS – 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 2019</b>		EVENT DATES: <b>16-18 October 2019</b>		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: <b>Hall D-F</b>		
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: <b>(DR/HON/PROF/MDM/MISS/MRS/MS/MR)</b> (Print Name)	JOB TITLE:	SIGNATURE:		

BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.

**IMPORTANT:** SANDS EVENT SERVICES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. **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 STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND 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.

**INFORMATION AND INSTRUCTIONS – HANGING ITEMS**

- Rigging and hanging is an exclusive service of Sands Expo & Convention Centre. Display companies or exhibitor’s representative may supervise these activities.
- For safety reasons, all signs will be hung by Marina Bay Sands in-house rigging team.
- 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.
- Items must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, and assembly instructions.
- All items must be in working order, structurally sound, and in accordance with applicable codes.
- There will be a 30% service charge for orders for hanging applications that are placed on site.
- **IMPORTANT:** You should contact your general service contractor for shipping instructions for all hanging items.

**BASIC BANNER/SIGN PACKAGES**

ITEM	QTY	ADVANCED RATE	STANDARD RATE	TOTAL (QTY X PRICE)
Signware Banner Hanging Service (applicable to banners produced by Marina Bay Sands only) A lead time of 10 working days required. Wire and supporting tube included. Total weight less than 20kg and smaller than 4Mx4M in size with two hanging points only. Production of banner excluded.		\$200	N.A.	
Single-sided digital vinyl prints for signware banner (per sqm). A lead time of 10 working days required, artwork to be provided by client.		\$80 /m <sup>2</sup>	N.A.	
Double-sided digital vinyl prints for signware banner (per sqm) A lead time of 10 working days required, artwork to be provided by client.		\$140 /m <sup>2</sup>	N.A.	
Banners hanging charge for self-bringing banner (Total weight less than 20kg and smaller than 4Mx4M in size) with two hanging points only		\$425	\$715	
Additional hanging point for banner more than 4mL		\$200/pt	\$277/pt	

Kindly indicate your preferred banner hanging time: \_\_\_\_\_

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

Labour to dismantle will be based on half of the installation time and will be automatically applied to your invoice.  
 Supervision – A 20% supervision fee will be charged when Sands Event Services personnel are not working under the direct supervision of the exhibitor or exhibitor representative.

<b>TOTAL</b>	
<b>GST 7%</b>	
<b>GRAND TOTAL (SINGAPORE DOLLARS)</b>	

- Brought in banners must be delivered to MBS before the preferred banner hanging time
- MBS reserves the right to apply a surcharge if the self-brought banner is delivered after the stated banner hanging scheduled time.
- Please provide drawing with detailed information, including engineering approval, booth dimensions, orientation, pick points, and assembly instructions.
- In order for us to hang your sign to the proper height, please provide the measurements from the floor to the top of the sign.
- MBS Event Services reserves the right to refuse to hang any application if they deem it unsafe, for specific questions concerning hanging applications, please call +65 6688 3888.

All Services will be delivered within normal operating hour Monday - Friday 7am-7pm. Delivery outside normal operating hour is subject to surcharges at applicable labour rates.

- 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 applies
- Midnight rate of \$150 per hour will apply for work required from 11pm – 7am next day

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.

**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 fill up the Credit Authorisation Form and submit together with front and back of the credit card.

Note: To omit the 3 digit CVV/CVC numbers at the back of the credit card due to security issues.

Cash (only applicable for onsite orders)

