FORM 1

CREDIT CARD AUTHORISATION/METHOD OF PAYMENT 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

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

EVENT NAME: **ITB Asia 2019**		EVENT DATES: **16-18 October 2019**	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: **Hall D-F**	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: **(DR/HON/PROF/MDM/MISS/MRS/MS/MR)** (Print Name) Mrs	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 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 0 A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.

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 Code: _____

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

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 the Sands Expo & Convention Centre. 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.

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

Send Print Reset