

# China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**  
**China Sourcing Fair: Gifts & Premiums**  
**China Sourcing Fair: Home Products**  
**China Sourcing Fair: Garments & Textiles**  
**China Sourcing Fair: Hardware & Building Materials**  
**China Sourcing Fair: Machinery & Industrial Supplies**

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

1. [General information](#)
2. [Rules and regulations](#)
3. [Exhibition stands styles and regulations](#)
4. [Intellectual property compliance policy](#)
5. [Fair security](#)
6. [Publicity](#)
7. [Services for exhibitors](#)
8. [Liability](#)
9. [Information about Singapore](#)
10. [Order Forms](#)
11. [Application for Singapore Visa Invitation Letter](#)
12. [Exhibitor eNews](#)



[Download Exhibitor Manual \(printer-friendly version\)](#)



[Download Official Service Providers Contact Lists \(printer-friendly version\)](#)

Copyright © 2010 Trade Media Holdings Ltd. Copyright © 2010 Trade Media Ltd. [All rights reserved.](#) [Terms of Use](#) [Privacy Policy](#)  
[Security Measures](#) [IP Policy](#) [More manufacturers](#)

## Official Service Providers

**Contractor** (for any inquiry regarding booth setup and contractor related issues)

### **Pico IES Group Ltd.**

Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Tel: (852) 3713 0570 / 3713 0497

Fax: (852) 2660 4671 / 2660 6312

E-mail: cs.vb@hk.pico.com / terry.ng@hk.pico.com / fiona.fung@hk.pico.com

Contact: Terry Ng / Fiona Fung

### **Travel Agent**

The Fair Management has appointed **Swire Travel Ltd.** as the official travel agency for Hong Kong exhibitors and will provide you the travel package service to assist you with round-trip air tickets, hotel accommodations and transportation in Singapore.

### **Swire Travel Ltd.**

6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

Tel: (852) 3151 8798 / 3151 8790

Fax: (852) 2590 0011

E-mail: ritawong@swiretravel.com / teresayuen@swiretravel.com

Contact: Rita Wong / Teresa Yuen

### **Freight Forwarder**

#### **APT Showfreight Ltd**

The below contact information is subject to change. Please visit [www.apshowfreight.com](http://www.apshowfreight.com) for the most updated contact information.

#### **Hong Kong**

APT Showfreight Ltd

Office A, 20/F, Loyong Court Commercial Building,  
212-220 Lockhart Road, Wanchai, Hong Kong

Tel: (852) 2877 0258

Fax: (852) 2877 0173

E-mail: yoky.lee@apshowfreight.com

Contact: Yoky Lee

#### **Shanghai**

APT Showfreight Shanghai Co. Ltd

Room 901-902, Modern Plaza Tower 1,  
369 Xian Xia Road, Changning District,  
Shanghai 200336, China

Tel: (86-21) 6124 0090 (Ext. 323)

Fax: (86-21) 6124 0091

E-mail: jennings.xu@apshowfreight.com

Contact: Jennings Xu

#### **Guangzhou / Shenzhen**

APT Showfreight Shanghai Co. Ltd – Shenzhen Branch

Room 917-920, Building A, South Int'l Plaza,  
No. 5088, Yi Tian Road, Futian District,  
Shenzhen 518048, China

Tel: (86-755) 8282 4434

Fax: (86-755) 8282 4514

E-mail: jacky.xue@apshowfreight.com

Contact: Jacky Xue

#### **Taiwan**

Triumph Trans-Link Logistics Co. Ltd

Room 5-2, 5/F, No. 99 Chung Shan (North) Road,  
Section 2, Taipei, Taiwan

Tel: (886-2) 2581 1133

Fax: (886-2) 2523 9449/2581 9635

E-mail: frances@trans-link.com.tw

Contact: Frances Lin

**Remarks:** For more information about other Official Service Providers, please access and download the Online Exhibitors' Manual (<http://chinasourcingfair.com/singapore-manual.htm>) or contact your Exhibitor Support Executives.

# China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

China Sourcing Fair: Food & Beverages  
China Sourcing Fair: Gifts & Premiums  
China Sourcing Fair: Home Products  
China Sourcing Fair: Garments & Textiles  
China Sourcing Fair: Hardware & Building Materials  
China Sourcing Fair: Machinery & Industrial Supplies

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

English | [简体版](#) | [繁體版](#)

### 1. General information

- 1.1 [Official fair name](#)
- 1.2 [Fair Management](#)
- 1.3 [Venue](#)
- 1.4 [Fair dates and opening hours](#)
- 1.5 [Buyer registration](#)
- 1.6 [Move-in and move-out schedules and arrangements](#)
  - 1.6.1 [Move-in and move-out schedules](#)
  - 1.6.2 [Move-in arrangements](#)
  - 1.6.3 [Move-out arrangements](#)
  - 1.6.4 [Early Packing / Move-out from Exhibition Booth Space](#)
- 1.7 [Exhibitor access](#)
- 1.8 [Location Map](#)
- 1.9 [City Map](#)
- 1.10 [Venue Map](#)

[Close this window](#)

#### 1.1 Official fair name

China Sourcing Fair: Food & Beverages  
China Sourcing Fair: Gifts & Premiums  
China Sourcing Fair: Home Products  
China Sourcing Fair: Garments & Textiles  
China Sourcing Fair: Hardware & Building Materials  
China Sourcing Fair: Machinery & Industrial Supplies

#### 1.2 Fair Management

China Sourcing Fair: Food & Beverages / China Sourcing Fair: Gifts & Premiums / China Sourcing Fair: Home Products / China Sourcing Fair: Garments & Textiles / China Sourcing Fair: Hardware & Building Materials / China Sourcing Fair: Machinery & Industrial Supplies is organized by Global Sources.

For enquiries, please contact our Exhibitor Support Executives:

#### Dina Zhang / Vicky Ren

Tel: (86-755) 8282 7555

Fax: (86-755) 8282 7575

E-mail: [singapore-csf-service@globalsources.com](mailto:singapore-csf-service@globalsources.com)

**Hong Kong exhibitor hotline:** (852) 8127 0250

**Taiwan exhibitor hotline:** (886-2) 2712 6877 ext. 377

#### Global Sources Exhibitions

35/F Shenzhen International Chamber of Commerce Tower,  
No. 168, Fuhua 3rd Road, Futian District,  
Shenzhen, 518048, China

### 1.3 Venue

Suntec Singapore International Convention and Exhibition Centre, Level 4, Halls 401-404  
1 Raffles Boulevard, Suntec City, Singapore 039593

### 1.4 Fair dates and opening hours

November 22 - 23, 2010 (Monday - Tuesday)  
10:00am - 6:00pm daily (open to trade buyers only)

November 24, 2010 (Wednesday)  
10:00am - 5:00pm daily (open to trade buyers only)

[Back to top](#)

### 1.5 Buyer registration

The Fair is open to trade buyers only. All buyers must register and wear the buyer badge during the Fair. No visitors under 18 will be admitted.

### 1.6 Move-in and move-out schedules and arrangements

#### 1.6.1 Move-in and move-out schedules

	Raw-space	Standard / Furnished Booth
<b>Move-in schedule:</b>		
Booth construction	November 20, 9:00am - 8:00pm	N/A
Booth decoration	November 21, 9:00am - 8:00pm All booths must be fully decorated by 8:00pm	November 21, 9:00am - 8:00pm All booths must be fully decorated by 8:00pm
Move-in exhibits	November 21, 9:00am - 8:00pm	November 21, 9:00am - 8:00pm
<b>Move-out schedule:</b>		
Move-out exhibits	November 24, 5:00pm - 10:00pm	November 24, 5:00pm - 10:00pm
Termination of booth electricity	November 22-23, 6:30pm November 24, 5:30pm	November 22-23, 6:30pm November 24, 5:30pm
Booth dismantling	November 24, 6:00pm - 10:00pm	N/A

**Note: Exhibitors with heavy/large machines or exhibits will be required to move in their machines or exhibits on November 19, 2010.** Please apply to Official Freight Forwarder using Form 8 or contact the Official Freight Forwarder for more details.

#### 1.6.2 Move-in arrangements

Exhibitors should proceed to the on-site exhibitor check-in counters on the move-in day (November 21, 9:00am - 6:00pm) to claim their exhibitor badges. Exhibitors will need to present the booth confirmation letter or booth contract or company name card to the check-in staff in order to collect their badges.

[Back to top](#)

#### 1.6.3 Move-out arrangements

The China Sourcing Fair is an international trade event. In order to protect the reputation and image of the Fair and the Fair Management, and to avoid causing disruption or disturbance to other exhibitors and visitors of the Fair, no exhibitor will be allowed to move out or dismantle any part of the exhibits before the official closing time at 5:00pm on November 24, 2010. The Fair Management will issue move-out permits to all exhibitors on the last event day (November 24) after 4:30pm. Only during the official move-out period (November 24 after 5:00pm) will exhibitors be allowed to remove exhibits from the exhibition halls.

Exhibitors are responsible for well arranging their schedule to avoid possible conflict with official move-out time. Any expenses arising from the conflict shall be born by exhibitors.

#### 1.6.4 Early Packing / Move-out from Exhibition Booth Space

If an exhibitor commences move-out packing or removal activities or moves-out from its exhibition booth space at or before 5:00pm on the last day of the Fair ("Early Packing / Move-out"), it shall be liable to pay to the Fair Management, immediately upon demand, the following respective amount as compensation ("Compensation Amount"), by way of liquidated damages (and not as a penalty):

---

Time of Early Packing / Move-out

Compensation Amount

In addition, the Fair Management shall be entitled (in its sole and absolute discretion) to ban the Exhibitor from any or all future participation in the Fair Management's trade shows.

**1.7 Exhibitor access**

Exhibitors will be allowed to enter the exhibition halls before the Fair opening hours to conduct preparation work. Exhibitors are reminded to deploy staff to man and open their booths before 10:00am on each fair day.

---

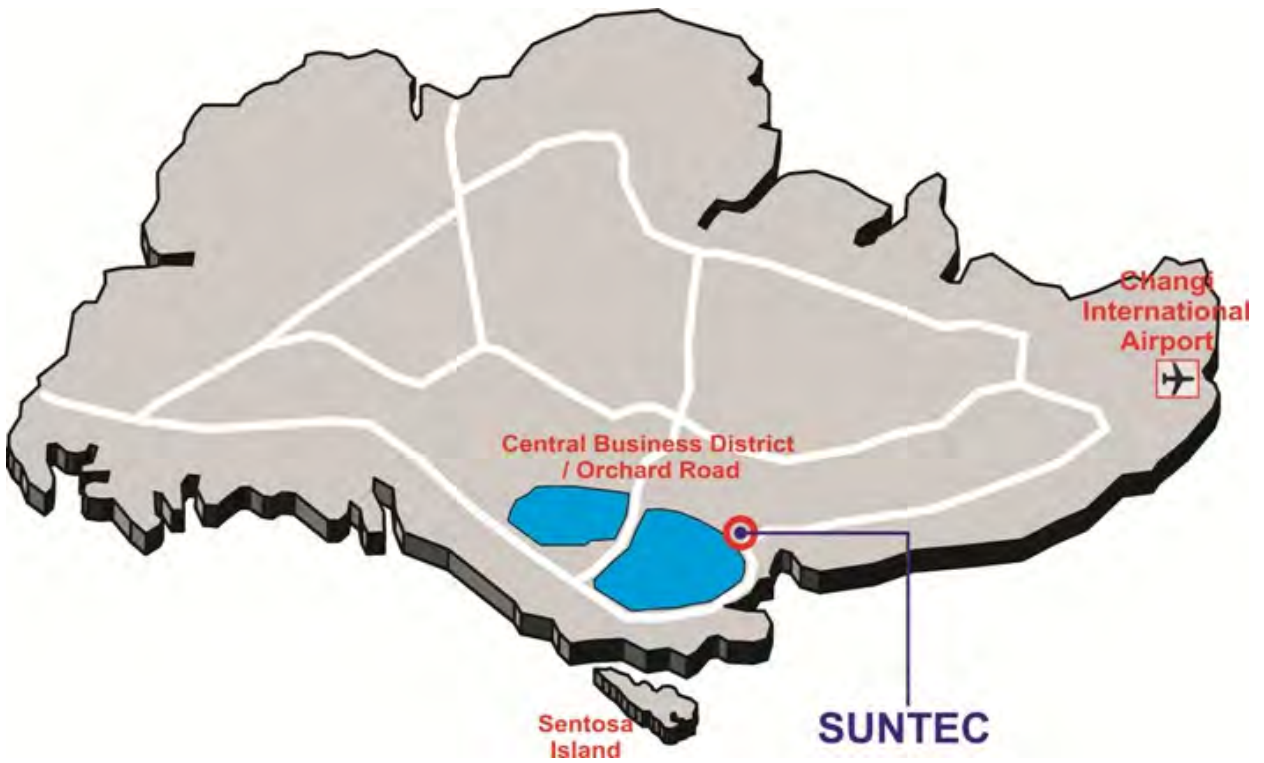
	<b>Exhibitor Access</b>
November 21 (Move-in Day)	9:00am - 8:00pm
November 22 (Event Day 1)	9:00am - 6:30pm
November 23 (Event Day 2)	9:30am - 6:30pm
November 24 (Event Day 3)	9:30am - 10:00pm

---

All exhibitors are reminded to wear their exhibitors' badges when entering the venue. No exhibitors under 18 will be admitted.

[Back to top](#)

**1.8 Location Map**



[Back to top](#)

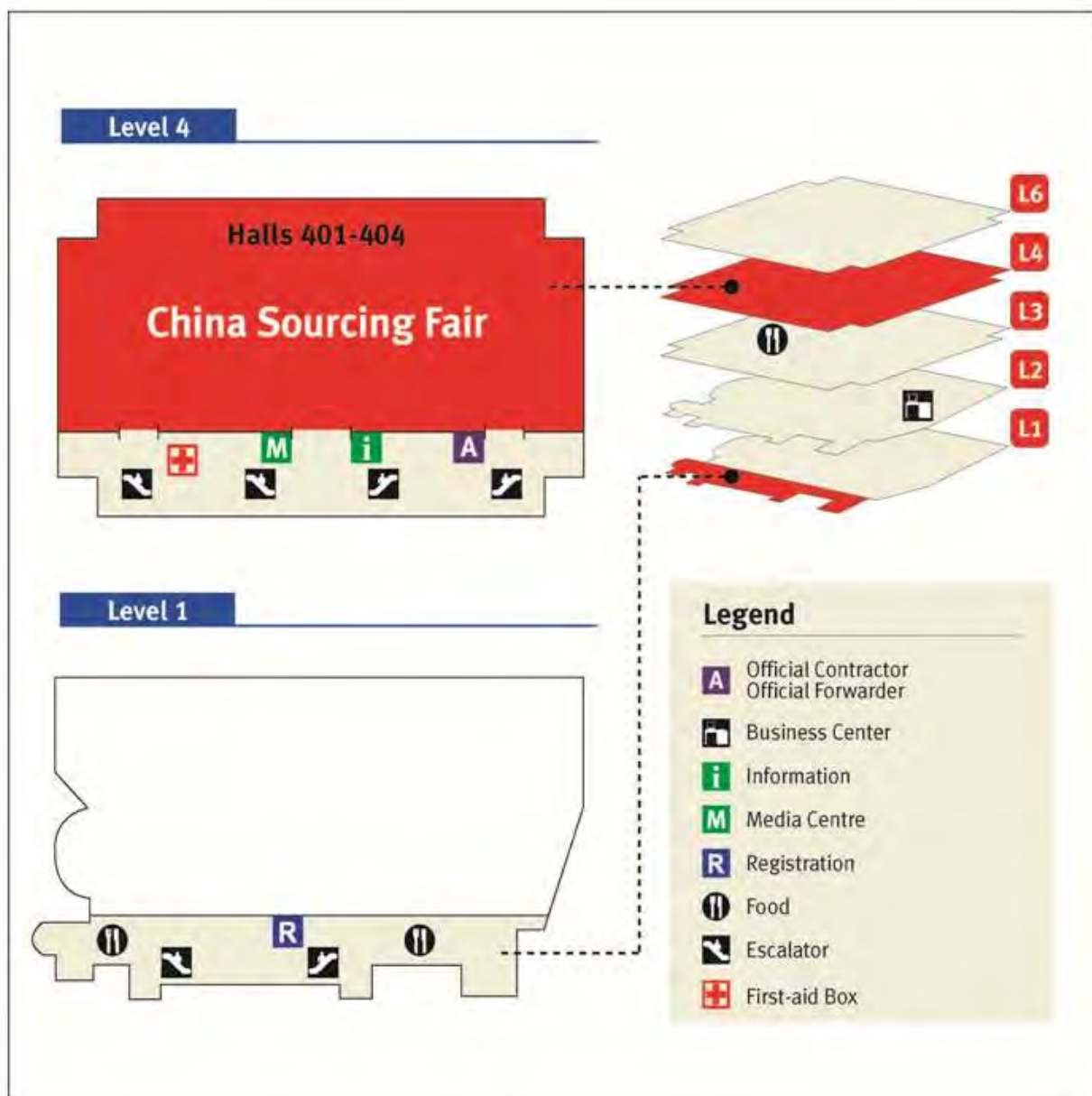
**1.9 City Map**

[Download city map](#)



[Back to top](#)

1.10 Venue Map



# China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

China Sourcing Fair: Food & Beverages  
China Sourcing Fair: Gifts & Premiums  
China Sourcing Fair: Home Products  
China Sourcing Fair: Garments & Textiles  
China Sourcing Fair: Hardware & Building Materials  
China Sourcing Fair: Machinery & Industrial Supplies

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

English | [简体版](#) | [繁體版](#)

## 2. Rules and regulations

- 2.1 [Exhibitor badges and contractor badges](#)
- 2.2 [Traffic and vehicles](#)
- 2.3 [Exhibits delivery, unpacking, storage and removal](#)
- 2.4 [Move-out permit](#)
- 2.5 [Heavy/large machines or exhibits](#)
- 2.6 [Food and beverage products](#)
- 2.7 [Photography and video](#)
- 2.8 [Use of music or films at the show](#)
- 2.9 [Sound level](#)
- 2.10 [Product demonstration](#)
- 2.11 [Operation of working exhibits and machines](#)
- 2.12 [Distribution of promotional materials](#)
- 2.13 [Retail sales of exhibits](#)
- 2.14 [Admission](#)
- 2.15 [Assignment or sub-licensing of the right to use the booth space](#)
- 2.16 [Insurance](#)
- 2.17 [Smoking, naked flame and dangerous substances](#)
- 2.18 [Caution on third party promotional offers](#)
- 2.19 [Cleaning](#)

[Close this window](#)

### 2.1 Exhibitor badges and contractor badges

All exhibitors and their staff are strictly requested to wear official exhibitor badges at all times during move-in/move-out and throughout the Fair. Each exhibiting company will be given a certain number of exhibitor badges according to their booth size. Only badge holders are allowed to enter the exhibition halls. For security reasons, exhibitors should pass the badges to their staff only.

All non-official contractors should apply for badges by returning Form 3 to the Fair Management on or before September 24, 2010. Please note that contractor badges are only valid during move-in (November 20, 9:00am - 8:00pm and November 21, 9:00am - 8:00pm) and move-out periods (November 24, 5:00pm - 10:00pm), and are not valid during the Fair period.

### 2.2 Traffic and vehicles

All vehicles entering the road system of the venue must conform to speed limits, road signs and instructions given by venue security officers and Transport Police. No vehicle will be



allowed into the hall without the prior written consent from the Fair Management. Vehicles must not be taken through any of the emergency pedestrian exit doors from the hall. No vehicles used for delivery of materials or exhibits are permitted to remain in the hall over night.

Exhibitors with any petrol fuelled motor vehicles or other petrol engined equipment must apply to the Fair Management 6 weeks prior to the Fair opens.

### **2.3 Exhibits delivery, unpacking, storage and removal**

Under no circumstances will the Fair Management be responsible for receiving or storing any exhibits or stand materials for exhibitors. All exhibitors are advised to make their own arrangements.

Exhibits and similar materials shall only be delivered and unpacked, or packed and collected, at times when visitors are not admitted to the hall. Stand materials must be brought to the hall via the marshalling yard / service yard. No such items can be brought in via the hall entrance.

To ensure the safety and security at the exhibition halls during move-in and move-out periods, all on-site exhibits which require the operation of mechanical equipments, such as pallet jack and forklift must be handled by the Official Freight Forwarder, APT Showfreight Ltd (APT). APT is the exclusive agent to handle such exhibits **from arrival at the loading bay (Level 4) to the booth and/or vice versa**. Exhibitors using their designated freight forwarders are requested to inform their own forwarders of this arrangement and submit their details to APT using the "Acceptance Form" on or before **November 11, 2010**. Please refer to "[Onsite handling services and rates](#)" for the Acceptance Form and more details. A surcharge will be added to the service after the deadline. Non official freight forwarders are also advised to contact APT as soon as possible for better arrangement and facilitate co-ordination.

Boxes, cartons, exhibits, food or any other items are not allowed to be stored behind the partitions, in the gangways or any other area except the stand space.

[Back to top](#)

### **2.4 Move-out permit**

The Fair Management will issue move-out permits to all exhibitors on the last Fair day (November 24) at 4:30pm.

No exhibit is allowed to be removed from the venue during the exhibition opening hours. Only during the official move-out period will the exhibitors be allowed to remove exhibits from the exhibition halls by presenting the move-out permits to the security guards. Please refer to [1.6.2](#) for more details.

Exhibitors are responsible for well arranging their schedule to avoid possible conflict with official move-out time. Any expenses arising from the conflict shall be born by exhibitors.

### **2.5 Heavy/large machines or exhibits**

Exhibitors with any heavy/large machine or exhibit (**each that exceeds 1,000 kgs in weight and/or 1.8m (L) X 1.8m (W) X 1.8m (H) in dimension**) will be required to move in their machines or exhibits on **November 19, 2010**. Exhibitors should provide the details of all their heavy/large machines or exhibits to the Official Freight Forwarder using Form 8 no later than **October 15, 2010**.

Exhibitors, their agents or contractors are responsible for the early installation and arrival of their heavy/ large machines or exhibits at the venue on November 19, 2010. Please note that only the Official Freight Forwarder - APT is allowed to perform mechanical handling within the exhibition halls. Forklifts, cranes and pallet trucks from exhibitors and other forwarders will not be permitted into the exhibition halls. **If such heavy/large machines or exhibits arrive later than the scheduled move-in date (November 19), they will not be**

## **permitted entry into the exhibition halls.**

The exhibition hall at Suntec has a floor loading capacity of 17.5 KN/m<sup>2</sup> with a ceiling height of 8.5m. For safety reasons, the venue will review both the net weight of the exhibits and the "imposed loading of machine/exhibit". Pointed or dynamic loads will need special permits by the venue and are restricted to special locations. On a case-by-case basis subject to the approval of the venue, special arrangements including the provision of steel plate maybe required for any exhibits exceeding the limit.

The venue has the right to ask for submission of machinery or exhibit details even if the weight/dimension of the machine or exhibit is within 1000 kg and/or 180cm (L) x 180cm (W) x 180cm (H). Such final permission will be granted by the venue.

## **2.6 Food and beverage products**

Under the terms of the China Sourcing Fair exhibition contract, exhibitors are solely responsible for checking and verifying that each and every product they bring to and exhibit at the fair complies with applicable laws and regulations.

In this regard, please note that the **exporting/importing of certain food and/or beverage products into Singapore may be prohibited, restricted or regulated, or may be subject to various licensing, approval, registration, certification, customs and/or other applicable requirements, under Singapore laws and regulations.**

Any failure to abide by such laws, regulations and requirements could constitute a legal offence and result in potential fines and/or imprisonment.

Exhibitors are strongly advised to check the applicable laws, regulations and requirements of Singapore and to ensure that they comply with them. If exhibitors have any queries, please check directly with the relevant Singapore government authorities (e.g. the Agri-Food & Veterinary Authority of Singapore, <http://www.ava.gov.sg>) and/or to seek independent legal advice from a lawyer in Singapore.

There are different requirements, procedures and regulations for importing different types of food and beverage products into Singapore. Please be aware that Singapore government authorities are very strict on enforcing these food importation regulations. **Exhibitors are strongly advised to use the services of the [Official Freight Forwarder \(APT\)](#) to handle the application for an import permit and shipment of these products into Singapore.**

[Back to top](#)

## **2.7 Photography and video**

No photo or video shooting and sound recording will be allowed at the venue, unless prior written approval is obtained from the Fair Management.

## **2.8 Use of music or films at the show**

Any use, reproduction, public performance, playing or displaying of musical works, films, movies or videos (including for demonstration or background usage purposes) may be subject to licenses or consents being obtained from the relevant licensors, distributors or licensing organizations ("Licenses") and/or licenses, permits or approvals being granted by the relevant governmental or regulatory authorities ("Governmental Approvals").

Exhibitors who intend to or do use, reproduce, publicly perform, play or display musical works, films, movies or videos at the trade show are responsible for ensuring that all applicable Licenses and Governmental Approvals are obtained in advance of the trade show, and shall indemnify, defend and hold harmless the Fair Management and its affiliates (and their respective representatives and contractors) from and against any claims and/or complaints arising from or in connection with any failure to do so.

In addition, the Fair Management reserves the right to prohibit the exhibitor from, or to require the exhibitor to cease and desist from, any use, reproduction, public performance,

playing or displaying of any musical work, film, movie or video at the trade show, if:

- (a) the exhibitor is unable to provide the Fair Management with copies of appropriate Licenses and/or Governmental Approvals, upon request by the Fair Management (whether or not any related claim or complaint is received by the Fair Management); or
- (b) in the sole and absolute opinion of the Fair Management, the musical work, film, movie or video, or the subject matter, nature, context or any content thereof (i) is or is likely to be unlawful, obscene, pornographic, immoral, offensive, provocative, in poor taste, against public policy, politically sensitive, disruptive, a nuisance, excessively noisy or distracting, inappropriate, unsuitable, defamatory, derogatory or disparaging of the Fair Management or its trade show(s), product(s) or service(s), or any other person, entity, product or service; (ii) is or is likely to encourage, or has or is likely to have as its purpose or effect the encouragement of, any unlawful, immoral or inappropriate activity or behaviour; (iii) does or is likely to, or is alleged to, infringe or violate any intellectual property or other rights or any applicable law or regulation; or (iv) does not or is unlikely to conform to, or does or is likely to detract from or adversely affect, the subject matter, nature, purpose, image and/or reputation of the trade show.

[Back to top](#)

## **2.9 Sound level**

All audio/visual equipment must be positioned and be kept at an appropriate level of volume in order not to cause any inconvenience to other exhibitors or visitors. It is the exhibitor's responsibility to ensure that the demonstration sound should not exceed a level deemed reasonable by the Fair Management. The Fair Management reserves the right to intervene and stop demonstrations immediately if the sound level causes undue disturbance to other exhibitors and visitors. In this case the exhibitor will not receive a refund or damage compensation from the Fair Management. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio/visual equipment located in their booth areas.

## **2.10 Product demonstration**

Exhibitors are allowed to conduct product demonstrations only within their booth areas. For standard and furnished booth exhibitors, their product demonstrations must not exceed the height of 2.5m, which is the height of the panel walls. Exhibitors are not allowed to conduct any product demonstrations in the public areas of the venue, and their product demonstrations must not cause any disturbance to other exhibitors and visitors.

## **2.11 Operation of working exhibits and machines**

1. Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are not in operation and disconnected from the source of power.
2. Working machines must be placed at a relatively safe distance from the audience.
3. All pressure vessels or equipment under pressure must conform to the safety standards and regulations. Prior approval must be sought from the Fair Management before operating such equipment.
4. No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.
5. The operation of any machinery must not interfere with, or be an annoyance to other exhibitors or visitors. The Fair Management has the discretion in determining an acceptable noise level and reserves the right to impose limitation on the operation of the exhibit or presentation if the noise level causes undue disturbances to other exhibitors or visitors. Such noisy machines will only be authorized to operate in accordance to a timetable such as to operate no longer than 10 minutes for every half hour.
6. No inflammable or toxic industrial gas is to be used in the working exhibits or exhibition halls at any time.
7. Exhibitors will be responsible for the removal and disposal of waste materials generated by the working exhibits during demonstration.

## **2.12 Distribution of promotional materials**

Exhibitors can only distribute promotional materials such as product catalogues, brochures and souvenirs within their own booths, but not in the public areas of the venue.

## **2.13 Retail sales of exhibits**

Exhibitors are strictly prohibited from conducting retail sales at the Fair. The Fair Management reserves the right to terminate the participation of any exhibitor conducting retail sales at the Fair and their participation fee will not be refunded under such circumstances.

## **2.14 Admission**

The Fair Management reserves the right to refuse admission to the Fair of any visitors, exhibitors or their agents who are, at the absolute discretion of the Fair Management, regarded as unfit, intoxicated or in anyway likely to create any disturbance or discomfort to the Fair, other exhibitors or visitors. No exhibitor or visitor under 18 will be admitted. All trade visitors must provide three (3) copies of their business card to gain entry to the event.

[Back to top](#)

## **2.15 Assignment or sub-licensing of the right to use the booth space**

It is strictly forbidden for exhibitors to assign, transfer, sell or sublicense to any third parties, or share with any third parties the right to participate in the Fair or the right to use their exhibition space or permit a third party to occupy their booth space (or any part thereof), unless a written approval is granted from the Fair Management. The Fair Management reserves the right to terminate the participation of any exhibitor assigning or sub-licensing their booth space without obtaining prior approval and their participation fee will not be refunded under such circumstances.

## **2.16 Insurance**

The Fair Management undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties.

## **2.17 Smoking, naked flame and dangerous substances**

Smoking and use of naked flame in any part of Suntec Singapore International Convention and Exhibition Centre is prohibited. Explosive, radioactive and poisonous articles are not allowed to be stored, used, and displayed in the exhibition halls

## **2.18 Caution on third party promotional offers**

The Fair Management has learnt that certain third parties have been contacting the exhibitors to try to promote their directory listings, by misrepresenting and/or giving an incorrect or confusing impression that they are somehow associated with or endorsed by Global Sources and/or are responsible for the exhibitors' directory of China Sourcing Fairs or other Global Sources trade shows.

In response to the above, please note that:

- 1.Global Sources does not have any relationship with and is not in any way associated with any third parties who purport to publish directory listings of exhibitors such as "Expo-Guide"**(<http://www.expo-guide.com>).
- 2.Global Sources has not appointed or authorized any such third party publishers of exhibition directory listings to contact, solicit and/or obtain or confirm any information from exhibitors.** Nor are any such third parties in any way endorsed by Global Sources.

**Exhibitors are strongly advised to exercise caution when receiving or dealing with any solicitations, promotional offers, requests and/or correspondence from any such third party publishers of exhibition directory listings.** If you have any doubts, uncertainties or suspicions or require any clarification, please do not hesitate to contact your Global Sources Account Executive or Exhibitor Support Executives.

### **2.19 Cleaning**

After each Fair open period, exhibitors must place any dry refuse from their stand into plastic bags. The plastic bags must then be placed in the gangways within one hour after the closing of the fair for removal by the cleaning staff. Under no circumstances must refuse be placed in the gangways other than in plastic bags or at times expressly agreed otherwise.

# China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**  
**China Sourcing Fair: Gifts & Premiums**  
**China Sourcing Fair: Home Products**  
**China Sourcing Fair: Garments & Textiles**  
**China Sourcing Fair: Hardware & Building Materials**  
**China Sourcing Fair: Machinery & Industrial Supplies**

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

### 3. Exhibition stands styles and regulations

#### 3.1 [Standard and Furnished booths](#)

- 3.1.1 [Facilities of standard booths \(shell scheme\)](#)
  - 3.1.1.1 [Standard booths with shelves](#)
  - 3.1.1.2 [Standard booths with pegboards](#)
  - 3.1.1.3 [Standard booths with horizontal garment rails](#)
- 3.1.2 [Facilities of furnished booths](#)
  - 3.1.2.1 [Furnished booths with shelves](#)
  - 3.1.2.2 [Furnished booths with pegboards](#)
- 3.1.3 [Standard booth designs](#)
  - 3.1.3.1 [China Sourcing Fair: Food & Beverages](#)
  - 3.1.3.2 [China Sourcing Fair: Gifts & Premiums / China Sourcing Fair: Home Products](#)
  - 3.1.3.3 [China Sourcing Fair: Garments & Textiles](#)
  - 3.1.3.4 [China Sourcing Fair: Hardware & Building Materials](#)
  - 3.1.3.5 [China Sourcing Fair: Machinery & Industrial Supplies](#)
- 3.1.4 [Furnished booth designs](#)
  - 3.1.4.1 [China Sourcing Fair: Food & Beverages](#)
  - 3.1.4.2 [China Sourcing Fair: Gifts & Premiums / China Sourcing Fair: Home Products](#)
  - 3.1.4.3 [China Sourcing Fair: Garments & Textiles](#)
  - 3.1.4.4 [China Sourcing Fair: Hardware & Building Materials](#)
  - 3.1.4.5 [China Sourcing Fair: Machinery & Industrial Supplies](#)
- 3.1.5 [Changes to fascia boards in standard and furnished booths](#)
- 3.1.6 [Changes to booth format](#)
- 3.1.7 [Additional electrical services](#)
- 3.1.8 [Additional booth facilities](#)
- 3.1.9 [Changes to facilities in standard and furnished booths](#)
- 3.1.10 [Standard and furnished booth exhibitors must adhere to the following](#)

#### 3.2 [Custom-built booths on raw space](#)

- 3.2.1 [Plan and design proposal](#)
- 3.2.2 [Raw space contractors](#)
- 3.2.3 [Site work deposit](#)
- 3.2.4 [Height limit](#)
- 3.2.5 [Backside construction](#)
- 3.2.6 [Suspended fittings](#)
- 3.2.7 [Two-storey structure](#)
- 3.2.8 [Electricity](#)
- 3.2.9 [Fire precautions](#)
- 3.2.10 [Local and site regulations](#)
- 3.2.11 [Raw space exhibitors and contractors must adhere to the following](#)

[Close this window](#)

### 3.1 Standard and Furnished booths

### **3.1.1 Facilities of standard booths (shell scheme)**

#### **3.1.1.1 Standard booths with shelves**

The standard booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One power socket (13amp/220V single phase-max 500w, square pin)
7. Three 100w spotlights
8. One waste basket
9. One lockable cabinet
10. Display shelves (3m-run)
11. Carpeted floor

Please refer to [3.1.3](#) for standard booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (October 15, 2010), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

#### **3.1.1.2 Standard booths with pegboards**

This standard booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One power socket (13amp/220V single phase-max 500w, square pin)
7. Three 100w spotlights
8. One waste basket
9. One lockable cabinet
10. One pegboard with 10 hooks
11. Carpeted floor

Please refer to [3.1.3](#) for standard booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (October 15, 2010), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

### **3.1.1.3 Standard booths with horizontal garment rails**

This standard booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One power socket (13amp/220V single phase-max 500w, square pin)
7. Three 100w spotlights
8. One waste basket
9. One lockable cabinet
10. Horizontal garment rail (3m-run)
11. Carpeted floor

Please refer to [3.1.3](#) for standard booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (October 15, 2010), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

## **3.1.2 Facilities of furnished booths**

### **3.1.2.1 Furnished booths with shelves**

The furnished booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One power socket (13amp/220V single phase-max 500w, square pin)
7. Three 100w spotlights
8. One waste basket
9. One lockable cabinet
10. Display shelves (6m-run)
11. Carpeted floor

Please refer to [3.1.4](#) for furnished booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (October 15, 2010), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name



and booth number.

[Back to top](#)

### **3.1.2.2 Furnished booths with pegboards**

The furnished booth package [Unit Size: 3m (W) X 3m (D) X 2.5m (H)] includes:

1. Panel walls
2. Fascia board with booth number, company name and country name in English
3. One information counter
4. One round table
5. Two chairs
6. One power socket (13amp/220V single phase-max 500w, square pin)
7. Three 100w spotlights
8. One waste basket
9. One lockable cabinet
10. Display shelves (3m-run)
11. One pegboard with 10 hooks
12. Carpeted floor

Please refer to [3.1.4](#) for furnished booth drawings.

A fascia board with company and country name and booth number will be provided free of charge. Exact wordings of the company and country names will be provided by the exhibitor using Form 1. If you submit Form 1 or request changes on Form 1 information later than the deadline (October 15, 2010), the company information on your booth contract or previously submitted Form 1 will be used for the company name on your fascia board. An exhibitor occupying a corner booth will have two sides of its booth open, with a fascia board on each side featuring its company name, country name and booth number.

### **3.1.3 Standard booth designs**

#### **3.1.3.1 China Sourcing Fair: Food & Beverages**

##### **Standard booths with shelves**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

##### **Standard booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

##### **Standard booths with horizontal garment rails**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

### 3.1.3.2 China Sourcing Fair: Gifts & Premiums / China Sourcing Fair: Home Products

#### Standard booths with shelves

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

#### Standard booths with pegboards

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

#### Standard booths with horizontal garment rails

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

### 3.1.3.3 China Sourcing Fair: Garments & Textiles

#### Standard booths with shelves

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

#### Standard booths with pegboards

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

#### Standard booths with horizontal garment rails

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

### 3.1.3.4 China Sourcing Fair: Hardware & Building Materials

#### Standard booths with shelves

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)

- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

**Standard booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

**Standard booths with horizontal garment rails**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

**3.1.3.5 China Sourcing Fair: Machinery & Industrial Supplies**

**Standard booths with shelves**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

**Standard booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

**Standard booths with horizontal garment rails**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

**3.1.4 Furnished booth designs**

**3.1.4.1 China Sourcing Fair: Food & Beverages**

**Furnished booths with shelves**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

**Furnished booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

#### **3.1.4.2 China Sourcing Fair: Gifts & Premiums / China Sourcing Fair: Home Products**

##### **Furnished booths with shelves**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

##### **Furnished booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

#### **3.1.4.3 China Sourcing Fair: Garments & Textiles**

##### **Furnished booths with shelves**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

##### **Furnished booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

#### **3.1.4.4 China Sourcing Fair: Hardware & Building Materials**

##### **Furnished booths with shelves**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

##### **Furnished booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)

- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

### **3.1.4.5 China Sourcing Fair: Machinery & Industrial Supplies**

#### **Furnished booths with shelves**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

#### **Furnished booths with pegboards**

- [9 sq. m.](#)
- [9 sq. m. Corner booth](#)
- [18 sq. m.](#)
- [18 sq. m. Corner booth](#)
- [36 sq. m.](#)

[Back to top](#)

### **3.1.5 Changes to fascia boards in standard and furnished booths**

Standard and furnished booth exhibitors are prohibited from making any changes to their fascia boards, which includes changing designs, structures, colors or adding any additional structures to them.

### **3.1.6 Changes to booth format**

Exhibitors are not allowed to change the booth format by dismantling the standard or furnished booth structure or removing any integral part of it without prior written approval from the Fair Management. Such applications should be submitted to the Fair Management for approval before October 22, 2010. The Official Contractor will not accept such requests made onsite at the Fair.

### **3.1.7 Additional electrical services**

The power outlet (13amp/220V, max. 500W) in the standard and furnished booth package is only for single electrical appliance other than lighting. Exhibitors who require additional lighting or lighting connections for their own lighting equipment can order directly from the Official Contractor using Form 4A before October 22, 2010. A surcharge will be added to the order after the deadline.

### **3.1.8 Additional booth facilities**

Exhibitors requiring additional facilities (such as showcase, furniture, etc) can order directly from the Official Contractor using Form 5 before October 22, 2010. Full advance payment is required. A surcharge will be added to the order after the deadline.

### **3.1.9 Changes to facilities in standard and furnished booths**

Exhibitors are allowed to change the positions of their booth facilities and furniture (e.g. display shelf, spotlight, and power socket) inside their booths. Exhibitors should send their requests to the Official Contractor using Form 5 before October 22, 2010. The Official Contractor will charge for this service if the requests are made onsite at the show. Please contact the Official Contractor for more details.

[Back to top](#)

### **3.1.10 Standard and furnished booth exhibitors must adhere to the following:**

1. No additional booth fittings or facilities are allowed to be attached to the booth structure.

2. No nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling or any hall structure. Exhibitors are liable for any damage caused.
3. No free standing fitment may exceed a height of 2.5m or extend beyond the booth boundaries of the booth allocated. This includes exhibits, company names, advertising material and logos of the exhibitor.
4. Lockable cabinets will be attached to the back panels of the booth. Corner booths will have their lockable cabinets in the same position as other booths in the same row.
5. All exhibits, stand materials and the like shall be removed immediately after the closing of the Fair on the last event day according to the arrangement and within the time limits specified by the Fair Management. Any exhibit or stand material left behind at the venue shall be deemed abandoned, and the exhibitor will be liable for the expenses of disposing these materials.
6. Exhibitors are advised to exercise highest level of safety precautions and engage services of only qualified personnel for electrical wiring and installations, including lighting fixtures. Exhibitors may engage their own electrical contractor for this work subject to the condition that they are duly licensed to undertake electrical work.
7. All electrical fitting and wiring work must conform to IEE Wiring Regulations and will be subject to inspection and approval before connection to the mains supply. Exhibitors are advised not to use electrical fittings, which may contain sub-standard circuits in their booth(s). The Fair Management reserves the right to disconnect any installation that in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors.
8. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
9. All the standard items and additional orders must be checked by the exhibitors on the last move-in day. Any incomplete order must be informed to the official contractor before the Fair opening. Refund request will not be accepted after the Fair opening.

[Back to top](#)

### **3.2 Custom-built booths on raw space**

Raw space exhibitors will be given a floor space without booth facilities, carpet and power supply. They must design and construct their own booths, lay the carpet and adhere to the regulations stated below, as well as any other rules stipulated by the Fair Management before or during the Fair.

#### **3.2.1 Plan and design proposal**

Original plans and design proposals in duplicate must be submitted to the Fair Management for approval together with Form 3 no later than September 24, 2010. Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain side, top and perspective views and electrical installation plans. The Fair Management reserves the right to disapprove any booth plans or design proposals, without giving any reason. Any booth structure not built according to the approved layout may be subjected to on-site alterations at the exhibitor's expense.

[Back to top](#)

#### **3.2.2 Raw space contractors**

Raw space exhibitors may appoint any competent stand contractor to design and construct their booths; provided however that (i) the contractor is approved by the Fair

Management; (ii) the booth design drawings and electrical installation plans are submitted to and approved by the Fair Management; (iii) a "Site Work Deposit" is paid in accordance with paragraph [3.2.3](#) below; and (iv) Form 3 has been duly completed, signed and submitted as stated below.

If exhibitors appoint overseas contractors or contractors with overseas workers, please ensure that they have valid Singapore working visas/permits. Exhibitors shall be solely responsible for, and shall indemnify the Fair Management against, any liability arising from or in connection with any such contractors or workers failing to hold valid Singapore working visas/permits.

Exhibitors should provide their appointed contractor's company name, address, contact persons and telephone number to the Fair Management using Form 3 for the Fair Management's approval by no later than September 24, 2010. The Fair Management reserves the right to disapprove any contractor or any booth design drawings or electrical installation plans, without giving any reason.

[Back to top](#)

### **3.2.3 Site work deposit**

All raw space exhibitors and their contractors are responsible for ensuring that at the end of the Fair, their raw space sites are clean and clear of any rubbish or litter and no damage whatsoever (including without limitation any damage to the raw space sites or any part of the venue building(s), structure(s) or content(s)) is caused by or in the course of their dismantling, cleaning and/or clearing activities.

All raw space contractors are required to place with the Fair Management a refundable and interest-free deposit in an amount calculated at a rate of US\$50 per sq. m. to secure the aforesaid obligations ("Site Work Deposit").

If, in the Fair Management's opinion, a raw space site is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the Fair Management shall have the right to (i) withhold and forfeit the Site Work Deposit in full; and (ii) if the amount of the Site Work Deposit is insufficient to cover all costs, expenses, damages and/or liabilities incurred by the Fair Management and/or venue management as a result thereof or in connection therewith, charge to and recover from the exhibitor and/or contractor the amount of the shortfall.

The interest-free Site Work Deposit (after deducting the bank handling charges) shall be returned to the contractor after the Fair, only if the raw space site concerned is, in Fair Management's view, clean and clear of any rubbish or litter and no damage as aforesaid has been caused.

Raw space exhibitors and their contractors are required to comply with the rules and regulations of the Fair Management and the venue management as stipulated in the Exhibitors' Manual as well as before or during the Fair. If the exhibitor/contractor fails to comply, the Fair Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty.

The payment due date, method, procedures and terms for the Site Work Deposit are set out in Form 3. Access to the site and/or construction of the booth shall not be permitted until the Site Work Deposit has been paid as required hereunder.

### **3.2.4 Height limit**

The maximum booth height limit is 4 meters.

[Back to top](#)

### **3.2.5 Backside construction**

Raw space exhibitors and their contractors are responsible to provide, set up and decorate their booth participations facing their own booth areas, aisles, and adjacent booths. The size of these partition walls should not exceed the maximum booth

height/width allowed and the walls must be furnished and/or covered with plain white fire-proof panel, or KT panel or other materials approved by the Fair Management. No logos, pictures, words are allowed on this back panel board. If the exhibitor/contractor fails to accomplish this requirement, the Fair Management reserves the right to rectify this at the respective exhibitor/contractor's costs. Such costs and/or expense will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Fair Management will charge to and recover from the exhibitor/contractor the amount of the shortfall.

### **3.2.6 Suspended fittings**

Suspended stand fittings will not be permitted. However, the Fair Management may permit that suspension from the hall roof of banners, lighting fittings or other decorative materials provided that (i) they form part of an overall scheme of decoration proposed by the exhibitors and (ii) the proposed suspended units do not overstress the roof structure and further more, (iii) time is available after the beginning and before the end of the move-out period or the approved contractor to remove the suspension wires, with free unobstructed access at floor level for hoist vehicles, cranes, as may be required. Applications should be submitted to the Fair Management for approval together with Form 3 no later than September 24, 2010. The work has to be carried out by the Fair Management at the expense of the exhibitor.

### **3.2.7 Two-storey structure**

Two-storey construction is permitted in the halls with approval by the Fair Management. The second level of the structure should only be used as a meeting room or lounge area for limited invited guests only. Exhibitors must accept full responsibility for the safety of the structure.

Exhibitors shall ensure that the booth is installed and dismantled in a safe, systematic and organized manner, within the designated move-in / out time period. The Fair Management reserves the right to prohibit access to the second level if exhibitors fail to comply with these rules. With regards to other issues in general, the rules and regulations stipulated in this Exhibitors' Manual are still to be complied with.

### **3.2.8 Electricity**

Raw space does not come with electricity supply. All raw space exhibitors should have their contractors order appropriate electricity supply from the Official Contractor using Form 4B no later than October 22, 2010. For safety reasons, all electrical works shall be carried out only by the Official Contractor.

[Back to top](#)

### **3.2.9 Fire precautions**

Raw space contractors, with wooden materials construction involved, are required to have a fire extinguisher within the assigned area during the construction period for safety reasons. All materials used in the construction and the decoration of exhibition stands or set-ups shall be flame retardant. Exhibitors having other materials or equipment on their stands which may likely be a source of danger must submit details of such materials or equipment to the Fair Management prior show.

### **3.2.10 Local and site regulations**

Exhibitors and their contractors must abide by the local and site regulations with respect to safety, law and order:

- (a) Make sure the workplace is safe;
- (b) Provide safe working equipment;
- (c) Appoint a person to supervise the on-site construction and dismantling works.

[Back to top](#)

### **3.2.11 Raw space and contractors must adhere to the following:**

The Fair Management may require amendments to be made to the design plans before giving approval. No custom-built stand will be permitted at the Fair without the



approval from the Fair Management.

Raw space exhibitors must ensure that their contractors are aware of the following rules and regulations. Failure to observe these rules and regulations can result in costly on-site alterations being required by the Fair Management, which will be entirely at the exhibitors' expense.

1. Site measurements are given in meters. Exhibitors or their contractors, upon arrival and before commencing their construction work, are required to check if the site is set out as per the plan issued by the Fair Management, and are required to report any errors or discrepancies to the Fair Management immediately.
2. No structure may extend beyond the boundaries of the site allocated. This includes exhibits, the exhibitor's name and logo.
3. Suspension from the ceiling of the exhibition hall is subject to the approval of the Fair Management and Venue management.
4. Fixtures of any kind are strictly forbidden to be affixed to the floor, wall or any part of the hall structure. Exhibitors are liable for any damage caused.
5. The company name and booth number of the exhibitor must be prominently displayed facing to the aisle(s). If this rule is not observed, the Fair Management reserves the right to affix the company name and booth number as they consider fit and to charge the cost incurred to the exhibitor.
6. Exhibitors should provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths. These partition walls must be finished and/or covered to a standard acceptable to the Fair Management. If the exhibitor/contractor fails to accomplish this requirement, the Fair Management reserves the right to rectify this at the respective exhibitor/contractor's costs. Such costs and/or expense will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Fair Management will charge to and recover from the exhibitor/contractor the amount of the shortfall.
7. Any signage at the height over 2.5m facing to adjacent booth must be set back from 0.5m of booth boundary.
8. Exhibitors are advised to exercise highest level of safety precautions and engage services of only qualified personnel for electrical wiring and installations, including lighting fixtures. Exhibitors may engage their own electrical contractor for this work subject to the condition that they are duly licensed to undertake electrical work.
9. All electrical fitting and wiring work must conform to IEE Wiring Regulations and will be subject to inspection and approval before connection to the mains supply. Exhibitors are advised not to use electrical fittings, which may contain sub-standard circuits in their booth(s). The Fair Management reserves the right to disconnect any installation that in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors.
10. All lighting fixtures should be installed at least 2.2m above the ground. Otherwise, they should be well protected so as not to cause danger to the general public.
11. Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.

12. All materials used in the construction and decoration of the exhibition stands or set-ups must be flame retardant and subject to inspection by the Fair Management.
13. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the venue and all exhibition halls.
14. All booth areas must have either carpet or other suitable floor covering. These can be affixed with adhesive tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Exhibitors are liable for any damage caused.
15. Contractors should strictly follow the move-in and move-out schedule and arrangement set by the Fair Management.
16. Removal of construction waste and packaging materials is the responsibility of the exhibitors and their nominated contractors. The Fair Management reserves the right to charge the exhibitor for the removal of excessive waste and garbage.

# China Sourcing Fair

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

China Sourcing Fair: Food & Beverages  
China Sourcing Fair: Gifts & Premiums  
China Sourcing Fair: Home Products  
China Sourcing Fair: Garments & Textiles  
China Sourcing Fair: Hardware & Building Materials  
China Sourcing Fair: Machinery & Industrial Supplies

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

### 4. Intellectual property compliance policy

As a professional manager of an international trade show, we observe, and would expect our exhibitors to observe, high standards of legal compliance. This means we are committed to ensuring that the lawful rights of intellectual property owners are respected and that complaints of intellectual property violations are investigated and appropriately dealt with in a timely manner.

This section sets out our intellectual property compliance policy. Our aim is to uphold and safeguard the legitimate rights of intellectual property owners, as well as the rights and interests of our exhibitor participants, who should not be unduly interfered with by unfounded infringement complaints. The procedures and requirements in this policy are designed to help facilitate a fair, prompt and expeditious handling of Infringement Complaints.

All exhibitors are required to comply with this policy, and all exhibitor participation at our trade show shall be subject to the provisions of this policy.

[Close this window](#)

#### 4.1 [Definitions](#)

4.1.1 [Unless the context otherwise requires, words and expressions used in this policy shall have the following respective meanings](#)

#### 4.2 [Exhibitor's warranty and indemnity](#)

4.2.1 [Exhibitor's representation and warranty](#)

4.2.2 [Exhibitor's indemnity](#)

4.2.3 [Infringements by other exhibitors](#)

#### 4.3 [Procedure for handling Infringement Complaints](#)

4.3.1 [If you receive an Infringement Complaint](#)

4.3.2 [If you have an Infringement Complaint against another exhibitor](#)

4.3.3 [Our handling of Infringement Complaints](#)

4.3.4 [Relevant Information](#)

4.3.5 [Relevant Documents](#)

4.3.6 [Timetable](#)

4.3.7 [Repeated Infringement Complaints](#)

#### 4.4 [Rights of investigation and co-operation](#)

#### 4.5 [Non-compliance by exhibitor](#)

#### 4.6 [Right to require proof or assurances](#)

### 4.1 Definitions

**4.1.1 Unless the context otherwise requires, words and expressions used in this**

**policy shall have the following respective meanings:**

1. "Exhibitor Material(s)" means any exhibit and/or sponsorship and/or advertising material(s), good(s) or product(s) (including any packaging thereof), as the case may be, and any other material(s), good(s) or product(s) used, displayed, exhibited, advertised, marketed, promoted, reproduced, published, distributed, circulated, offered, sold or provided by an exhibitor at or in connection with our trade show, collectively.
2. "Indemnitees" means the Fair Management and its affiliates, and its and its affiliates' directors, officers, employees, agents, representatives, contractors and service providers (including but not limited to any legal advisors), collectively.
3. "Infringement Complaint" means any complaint that any Exhibitor Material and/or any Relevant Activity infringes the Intellectual Property Right(s) of a third party (including but not limited to any other exhibitor at our trade show).
4. "Infringement Evidence" has the meaning ascribed thereto in section [4.3.5.4](#) below.
5. "Intellectual Property Right" means any type of intellectual property right, including (but not limited to) any copyright, trademark right or patent right.
6. "Law" means any applicable law or regulation.
7. "Liabilities" means any claims, demands, damages, losses, liabilities, suits, actions, proceedings, judgments, fines, penalties, costs and/or expenses (including legal fees and expenses on a full indemnity basis), collectively.
8. "Relevant Activities" means the use, display, exhibit, advertising, marketing, promotion, reproduction, publication, distribution, circulation, offer, sale and/or provision of any Exhibitor Material, collectively.
9. "Relevant Information" means relevant information pertaining to an Infringement Complaint, as listed in section [4.3.4](#) below.
10. "Relevant Documents" means relevant documents pertaining to and in support of an Infringement Complaint, as listed in section [4.3.5](#) below.
11. "Territory" means the jurisdiction in which our trade show is held.
12. The words "we", "us", "our", "ourselves" and "Fair Management" are used to refer to us, the fair management of this trade show.
13. The words "you", "your" and "Exhibitor" are used to refer to you, an exhibitor at this trade show.

[Back to top](#)

## **4.2 Exhibitor's warranty and indemnity**

### **4.2.1 Exhibitor's representation and warranty**

You represent and warrant that your Exhibitor Materials and your Relevant Activities do not and shall not: (a) infringe any Intellectual Property Right or any other right of a third party (including but not limited to any other exhibitor at our trade show); or (b) violate any Law.

#### **4.2.2 Exhibitor's indemnity**

You shall indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with: (i) any Infringement Complaint; and/or (ii) any complaint that any of your Exhibitor Materials and/or Relevant Activities violates any Law; and/or (iii) any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) pursuant to, or in relation to, an Infringement Complaint and/or this policy (or the implementation thereof).

#### **4.2.3 Infringements by other exhibitors**

You agree that neither we nor any other Indemnitee shall be responsible or liable for or in connection with, and you hereby waive any claim you may have against us or any other Indemnitee in respect of, any actual or alleged infringement of any of your Intellectual Property Rights arising from or in connection with any Exhibitor Material or any Relevant Activity of any other exhibitor at our trade show.

In addition, you agree to indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with, any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) pursuant to, or in relation to, your Infringement Complaint and/or this policy (or the implementation thereof).

[Back to top](#)

### **4.3 Procedure for handling Infringement Complaints**

#### **4.3.1 If you receive an Infringement Complaint**

In the event you receive an Infringement Complaint, please refer the complainant directly to us, at our designated office located in the exhibition venue. We shall then handle the Infringement Complaint in accordance with the procedure set out in section [4.3.3](#) below.

#### **4.3.2 If you have an Infringement Complaint against another exhibitor**

In the event you have an Infringement Complaint against another exhibitor, you must contact us at our designated office located in the exhibition venue, and provide us with all Relevant Information and Relevant Documents. We shall then handle your Infringement Complaint in accordance with section [4.3.3](#) below.

[Back to top](#)

#### **4.3.3 Our handling of Infringement Complaints**

In the event we receive an Infringement Complaint, we may require the complainant to complete and sign a complaint form (as prescribed by us) and shall check to see if all Relevant Information and Relevant Documents have been provided.

If the complainant refuses or fails to satisfactorily complete and sign any complaint form prescribed by us, or if, in our sole and absolute opinion, any of the Relevant Information and/or Relevant Documents provided are or appear to be incorrect, incomplete, invalid, inapplicable, unsatisfactory or insufficient, we reserve the right to refuse to handle the Infringement Complaint unless and until the complaint form has been satisfactorily completed and signed or all further clarification, details or documents requested by us are provided by the complainant.

If a complaint form is prescribed by us and is satisfactorily completed and signed, and if we, in our sole and absolute opinion, are satisfied that correct, complete, valid, applicable, satisfactory and sufficient Relevant Information and Relevant Documents have been provided, we shall then handle the Infringement Complaint as follows:

1. If the Infringement Complaint was received directly by us from the complainant, we shall notify the exhibitor concerned of the Infringement Complaint and provide the exhibitor concerned with the Relevant Information and Relevant Documents received by us.
2. The exhibitor concerned shall be required, upon our request, to provide us with either one of the following:
  - (i) A declaration that it has already removed (or intends to remove) the Exhibitor Material(s) concerned and ceased (or intends to cease) all Relevant Activities relating to the Exhibitor Material(s) concerned, in which case, it must confirm the date and time at which it has done so (or intends to do so).

In this case, we may (in our sole and absolute discretion) require the exhibitor concerned to sign a written undertaking that it shall cease and desist from carrying on any further infringing activity in relation to the Exhibitor Material(s) concerned or any other written undertaking as may be requested by the complainant or by us. In such event, we shall have the right to furnish the complainant with a copy of such undertaking.

- (ii) An explanation as to why the Infringement Complaint is unfounded, together with all relevant details, information and documents evidencing that the Infringement Complaint is unjustified and without merit, e.g. an explanation of how and why the Exhibitor Material(s) and/or Relevant Activities concerned do not infringe, or documentary proof that the exhibitor concerned owns the Intellectual Property Right(s) in the Exhibitor Material(s) concerned or has the intellectual property owner's permission to use the Exhibitor Material(s) concerned.

In this case, we shall consider and assess the explanation in the light of the Infringement Complaint, and if we (in our sole and absolute opinion) determine that the exhibitor concerned has not adduced satisfactory and sufficient evidence to prove that the Infringement Complaint is unjustified and without merit, then the exhibitor concerned shall, upon request by us, immediately remove the Exhibitor Material(s) concerned and cease all Relevant Activities. In addition, we may (in our sole and absolute discretion) require the exhibitor concerned to sign a written undertaking that it shall cease and desist from carrying on any further infringing activity in relation to the Material(s) or any other written undertaking as may be requested by the complainant or by us. We shall have the right to furnish the complainant with a copy of such undertaking.

3. We shall notify the complainant of the response from the exhibitor concerned and the status and outcome of the matter. If there is any written undertaking provided by the exhibitor concerned (as referred to in subsection (2) above), we shall also provide the complainant with a copy thereof.

[Back to top](#)

#### **4.3.4 Relevant Information**

Relevant Information shall include the following:

1. The date and time the Infringement Complaint was received.
2. The name of the person submitting the Infringement Complaint, together with his/her company's name, address and contact number(s). If the complainant is also an exhibitor at our trade show, then the complainant's booth number should also be provided.
3. The company name and booth number of the exhibitor whose Exhibitor Material(s) and/or Relevant Activities are alleged to infringe the complainant's Intellectual

Property Right(s).

4. The specific Exhibitor Material(s) and/or Relevant Activities complained of.
5. The specific Intellectual Property Right(s) on which the Infringement Complaint is based (e.g. copyright, trademark right or patent right).
6. Such other relevant information as may be reasonably requested by us or by the exhibitor concerned.

#### **4.3.5 Relevant Documents**

Relevant Documents shall include the following:

1. Evidence of the complainant's Intellectual Property ownership.
  - i. In the case of copyright, this would be: evidence of the original creation and initial publication of, and the complainant's ownership of copyright in, the work or other subject matter concerned.
  - ii. In the case of trademark rights, this would be: the certificate of trademark registration and other relevant documents issued by the applicable authorities in the Territory.
  - iii. In the case of patent rights, this would be: the certificate of patent grant (complete with all relevant claims, specifications and drawings), and other relevant reports, issued by the applicable authorities in the Territory.
  - iv. In the case of any other type of Intellectual Property Right, we shall have the right to determine what shall constitute appropriate evidence of ownership.
  - v. In all cases, if the registrant named in an intellectual property registration certificate is other than the complainant, evidence must be provided that the registrant has assigned its ownership to the complainant (e.g. an assignment agreement or deed) or has appointed the complainant to handle the Infringement Complaint on the registrant's behalf (preferably, a power of attorney, duly executed so as to have legal effect and recognition in the Territory, e.g. by notarization, if required).
2. Certificate of due incorporation or registration of the complainant company.
3. Evidence of the Exhibitor Material(s) and Relevant Activities concerned e.g. photographs, samples, brochures, sales contracts or invoices, etc.
4. If applicable and available, legally valid and binding evidence (either originating from or legally recognized in the Territory) that the Exhibitor Material(s) and/or Relevant Activities concerned have infringed the complainant's Intellectual Property Right(s), or that the exhibitor concerned has admitted to such infringement, or that the exhibitor has undertaken to or agreed with the complainant not to carry on any Relevant Activities in relation to the Exhibitor Material(s) concerned. Examples of such evidence ("Infringement Evidence") would be:
  - a court judgment, decision or order granted to the complainant against the exhibitor concerned;
  - an arbitration decision or award granted to the complainant against the exhibitor concerned;

- an administrative decision obtained by the complainant against the exhibitor concerned, from an applicable governmental authority;
- a written admission of infringement from the exhibitor concerned; or
- a settlement agreement between the complainant and the exhibitor concerned.

5. Such other relevant documents as we may reasonably request.

[Back to top](#)

#### **4.3.6 Timetable**

In order to facilitate the timely handling of Infringement Complaints, the time-table and requirements set out below shall apply. However, this is only meant as a general guideline, and we reserve the right to adapt or revise it, as circumstances warrant.

1. All Infringement Complaints, together with all Relevant Information and Relevant Documents, must be received by us at latest by the second (2nd) last day of our trade show.
2. We would require at least half a day (within the trade show duration) to complete our review of the Infringement Complaint, the Relevant Information and the Relevant Documents, and to request and receive further clarifications, details or documents from the complainant.
3. We shall then give the exhibitor concerned at least half a day (within the trade show duration) to respond appropriately, in accordance with the requirements set out in section [4.3.3](#) above.
4. Thereafter, we shall notify the complainant of the response from the exhibitor concerned and the status and outcome of the matter, either before the end of the trade show (if time permits), or after the end of the trade show.

As the trade show duration is limited, we reserve the right to reject, or to suspend or discontinue our handling of, any Infringement Complaint if: (i) any of the timing or other requirements set out above are not complied with; or (ii) in our sole and absolute opinion, such requirements cannot (or it is likely that such requirements cannot be) met or achieved; or (iii) in our sole and absolute opinion, there is (or it is likely that there would be) insufficient time for us to complete our handling of the Infringement Complaint, for whatever reason. In such event, we shall not be required to account for, nor shall we be liable or responsible for or in connection with, such rejection, suspension or discontinuance.

[Back to top](#)

#### **4.3.7 Repeated Infringement Complaints**

We reserve the right not to entertain any Infringement Complaint at this trade show, which is identical or similar to, or based upon, an earlier complaint already received by us at or in connection with one of our previous trade shows, if:

1. the earlier complaint was rejected by us for reasons or circumstances which are similarly recurring at this trade show; and/or
2. at the time of our previous trade show, appropriate Infringement Evidence was not available, and has still not been obtained before or at the time of this trade show.

### **4.4 Rights of investigation and co-operation**



- 4.4.1** In the course of investigating any Infringement Complaint, we shall have the right to take samples or photographs of the Exhibitor Material(s) concerned, and may furnish the same to the complainant.
- 4.4.2** The complainant and the exhibitor complained of shall provide all reasonable cooperation, assistance, information, clarification and documents as may be requested by us, for the purposes of or in connection with any such investigation.
- 4.4.3** We shall be entitled to co-operate with the complainant and/or any governmental, regulatory, judicial, police, prosecution or enforcement authorities, in connection with their investigations into, or in connection with any suit, action or proceeding taken by them relating to, the alleged infringement, in any manner that we (in our sole and absolute discretion) may deem fit. Such co-operation may include (without limitation) our provision to them of any relevant information, details, documents and Material(s), relating to the exhibitor concerned, the Exhibitor Material(s) and/or Relevant Activities concerned, and/or the exhibitor's participation at the show, which we (in our sole and absolute discretion) may deem appropriate.

[Back to top](#)

#### **4.5 Non-compliance by exhibitor**

- 4.5.1** If the exhibitor who is the subject of an Infringement Complaint fails to comply with any of the requirements or provisions of this policy, then (in addition to any other rights and/or remedies which we may have) we shall have the right to:
1. remove the Exhibitor Material(s) concerned and do all things appropriate or necessary to prevent the continuance of all Relevant Activities; and/or
  2. suspend or terminate the right of the exhibitor concerned to participate in the trade show for the rest of the trade show's duration, without being required to refund any payments already made by such exhibitor, whether in whole or part; and/or
  3. ban the exhibitor concerned from any or all future participations in trade shows organized by us or our affiliates.
- 4.5.2** In addition, you shall indemnify, defend and hold harmless each Indemnitee from and against any and all Liabilities arising from or in connection with, and neither we nor any other Indemnitee shall be liable or responsible for or in connection with:
- (i) your failure to comply with any of the requirements or provisions of this policy; and/or
  - (ii) any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of ourselves (and/or any other Indemnitee) as a consequence of or in connection with such failure.

[Back to top](#)

#### **4.6 Right to require proof or assurances**

At any time before and/or during our trade show, we shall be entitled to request that you produce and provide (i) such documentation or other evidence as may be satisfactory to us, in order to verify your intellectual property ownership or license status in respect of any of your proposed or actual Exhibitor Material(s); and/or (ii) such written representations, indemnities and/or undertakings, signed by you, as may be required by us, in order to provide us with satisfactory assurances against any actual or potential claim of intellectual property infringement in relation to any of your proposed or actual Exhibitor Material(s).

If you fail to comply with such request, we shall be entitled to: (i) refuse to allow any Relevant

Activities in relation to, or remove, the Exhibitor Material(s) and do all things appropriate or necessary to prevent the commencement and/or continuance of any Relevant Activities; and/or (ii) terminate your contract and your right to participate in this trade show, without being required to refund any payments already made by you, whether in whole or in part; and/or (iii) ban you from any or all future participations in trade shows organized by us or our affiliates.

Copyright © 2010 Trade Media Holdings Ltd. Copyright © 2010 Trade Media Ltd. [All rights reserved.](#) [Terms of Use](#) [Privacy Policy](#)  
[Security Measures](#) [IP Policy](#) More [manufacturers](#)

# China Sourcing Fair

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**

English | [简体版](#) | [繁體版](#)

**China Sourcing Fair: Gifts & Premiums**

**China Sourcing Fair: Home Products**

**China Sourcing Fair: Garments & Textiles**

**China Sourcing Fair: Hardware & Building Materials**

**China Sourcing Fair: Machinery & Industrial Supplies**

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre

Singapore

### 5. Fair security

The Fair Management would like to remind all exhibitors to pay special attention to the security of their booths and belongings. Please do not leave your laptop computers, mobile phones, exhibits or other belongings unattended. You are also advised to bring all valuable items with you when you leave the venue at the end of each event day. In displaying valuable exhibits during the Fair opening hours, please keep them secured in your booth at all times (e.g. place them inside a lockable glass showcase).

The Fair Management will arrange security guards to patrol the exhibition halls and to be stationed at the main entrances. However, the Fair Management does not guarantee the effectiveness of such security arrangements and will not be responsible or liable for any damage to or loss of any property during the Fair. In the event of any emergency and suspicious circumstances occurring during the Fair opening hours, exhibitors are advised to report the matter immediately to the Fair Management.

[Close this window](#)

# China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**  
**China Sourcing Fair: Gifts & Premiums**  
**China Sourcing Fair: Home Products**  
**China Sourcing Fair: Garments & Textiles**  
**China Sourcing Fair: Hardware & Building Materials**  
**China Sourcing Fair: Machinery & Industrial Supplies**

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

## 6. Publicity

### 6.1 Floor Plan Map

The Fair Management will publish an official Floor Plan Map to feature all exhibitors' company information. Your information on the Floor Plan Map comes from the Form 1 - Floor Plan Map Entry Form that you submit to us while applying for booth(s). The Fair Management cannot ensure that your information be featured on the Floor Plan Map if Form 1 is submitted after October 15, 2010.

### 6.2 Advertising and sponsorship items

Exhibitors can promote their company's unique selling points with high-profile marketing sponsorship and advertising items. Please refer to Form 2 for details.

### 6.3 Event website

The official event website is [www.chinasourcingfair.com](http://www.chinasourcingfair.com). The company information provided by exhibitors will be featured on this website by the Fair Management.

### 6.4 Promotion and marketing of the Fair

Through targeted, global marketing campaigns across multiple media such as eDM campaign, direct mail kits, advertising campaign, web banners, advertorials in publications, PR coverage in industry press, telemarketing and newspaper advertising, exhibitors at the China Sourcing Fairs – Singapore will be able to meet with international buyers and generate more sales leads from buyers worldwide.

[Close this window](#)

# China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**  
**China Sourcing Fair: Gifts & Premiums**  
**China Sourcing Fair: Home Products**  
**China Sourcing Fair: Garments & Textiles**  
**China Sourcing Fair: Hardware & Building Materials**  
**China Sourcing Fair: Machinery & Industrial Supplies**

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

English | [简体版](#) | [繁體版](#)

### 7. Services for exhibitors

- 7.1 [Official Contractor](#)
- 7.2 [Official Freight Forwarder](#)
  - 7.2.1 [Contact information for APT Showfreight Ltd](#)
  - 7.2.2 [General cargo - shipment rate and deadlines](#)
    - 7.2.2.1 [Hong Kong](#)
    - 7.2.2.2 [Shanghai](#)
    - 7.2.2.3 [Guangzhou / Shenzhen](#)
    - 7.2.2.4 [Taiwan](#)
  - 7.2.3 [Food & beverage products - shipment rate and deadlines](#)
    - 7.2.3.1 [Hong Kong](#)
    - 7.2.3.2 [Shanghai](#)
    - 7.2.3.3 [Guangzhou / Shenzhen](#)
    - 7.2.3.4 [Taiwan](#)
- 7.3 [Official travel agent](#)
  - 7.3.1 [Official travel agent for exhibitors from Hong Kong](#)
  - 7.3.2 [Official travel agent for exhibitors from mainland China](#)
  - 7.3.3 [Official travel agent for exhibitors from Taiwan](#)
  - 7.3.4 [Hotel booking](#)
- 7.4 [Audio-visual equipment rental](#)
- 7.5 [Compressed air and water & drainage](#)
- 7.6 [Telephone and internet access](#)
- 7.7 [Temporary staff](#)
- 7.8 [Food and beverage](#)
- 7.9 [Business Centre](#)
- 7.10 [First aid service](#)
- 7.11 [Stand cleaning](#)
- 7.12 [Parking](#)

[Close this window](#)

#### 7.1 Official Contractor

The Fair Management has appointed Pico IES Group Ltd. as Official Contractor of this Fair.

##### **Pico IES Group Ltd.**

Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Tel: (852) 3713 0570 / 3713 0497

Fax: (852) 2660 4671 / 2660 6312

E-mail: [cs.vb@hk.pico.com](mailto:cs.vb@hk.pico.com) / [terry.ng@hk.pico.com](mailto:terry.ng@hk.pico.com) / [fiona.fung@hk.pico.com](mailto:fiona.fung@hk.pico.com)

Contact: Terry Ng / Fiona Fung

[Back to top](#)

#### 7.2 Official Freight Forwarder

The Fair Management has appointed APT Showfreight Ltd as the Official Freight Forwarders of this Fair.

The Fair Management or SSICEC will not be responsible for receiving or storing any exhibits sent by the exhibitors.

Please do not consign shipments to the Fair Management or SSICEC.

Exhibitors or authorized agents should apply to the Official Freight Forwarder for full information on forwarding procedures. Individual Exhibition Transport Guidelines will be issued to exhibitors.

#### **On-site handling services**

To ensure the safety and security at the exhibition halls during move-in and move-out periods, all on-site exhibits which require the operation of mechanical equipments, such as pallet jack and forklift must be handled by the Official Freight Forwarder, APT Showfreight Ltd (APT). APT is the exclusive agent to handle such exhibits **from arrival at the loading bay (Level 4) to the booth and/or vice versa**. Exhibitors using their designated freight forwarders are requested to inform their own forwarders of this arrangement and submit their details to APT using the "Acceptance Form" on or before **November 11, 2010**. Please refer to "[Onsite handling services and rates](#)" for the Acceptance Form and more details. A surcharge will be added to the service after the deadline. Non official freight forwarders are also advised to contact APT as soon as possible for better arrangement and facilitate co-ordination.

#### **Food & Beverages exhibitors**

Under Singapore laws and regulations, the importing of certain food and beverage products into Singapore may be restricted or regulated, or may be subject to various licensing, approval, certification, customs and/or other applicable requirements.

Please be aware that Singapore government authorities are very strict on enforcing food importation regulations. As there are different requirements, procedures and regulations for importing different types of food and beverage products into Singapore, exhibitors are advised to use the services of the Official Freight Forwarder to handle the application for an import permit and shipment of these products into Singapore. Please contact the Official Freight Forwarder to find out more details on import requirements or check the website <http://www.ava.gov.sg>.

#### **7.2.1 Contact information for APT Showfreight Ltd**

The below contact information is subject to change. Please visit [www.aptshowfreight.com](http://www.aptshowfreight.com) for the most updated contact information.

##### **Hong Kong**

APT Showfreight Ltd  
Office A, 20/F, Loyong Court Commercial Building, 212 - 220 Lockhart Road, Wanchai, Hong Kong  
Tel: (852) 2877 0258  
Fax: (852) 2877 0173  
E-mail: [yoky.lee@aptshowfreight.com](mailto:yoky.lee@aptshowfreight.com)  
Contact: Yoky Lee

##### **Shanghai**

APT Showfreight Shanghai Co., Ltd  
Room 901 - 902, Modern Plaza Tower 1, 369 Xian Xia Road, Changning District, Shanghai 200336, China  
Tel: (86-21) 6124 0090 (ext. 323)  
Fax: (86-21) 6124 0091  
E-mail: [jennings.xu@aptshowfreight.com](mailto:jennings.xu@aptshowfreight.com)  
Contact: Jennings Xu

##### **Guangzhou / Shenzhen**

APT Showfreight Shanghai Co., Ltd - Shenzhen Branch  
Room 917 - 920, Building A, South Int'l Plaza, No. 5088, Yi Tian Road, Futian District, Shenzhen 518048, China  
Tel: (86-755) 8282 4434  
Fax: (86-755) 8282 4514  
E-mail: [jacky.xue@aptshowfreight.com](mailto:jacky.xue@aptshowfreight.com)  
Contact: Jacky Xue

##### **Taiwan**

Triumph Trans-Link Logistics Co Ltd  
Room 5-2, 5/F, No. 99 Chung Shan (North) Road, Section 2, Taipei, Taiwan  
Tel: (886-2) 2581 1133  
Fax: (886-2) 2523 9449 / 2581 9635  
E-mail: [frances@trans-link.com.tw](mailto:frances@trans-link.com.tw)  
Contact: Frances Lin

[Back to top](#)

#### **7.2.2 General cargo - shipment rate and deadlines**

##### **7.2.2.1 Hong Kong - [Download Shipping Manual](#)**

**Deadline for documents**

Seafreight consignment	October 28, 2010
Airfreight consignment	November 1, 2010

**Consignment deadline**

Seafreight consignment	November 4, 2010
Airfreight consignment (inclusive of films & video tapes)	November 8, 2010

**From arrival at APT's Hong Kong warehouse to delivery to booth in Singapore or vice versa****Basic handling rate:**

Seafreight consignment: HKD1,400 per cbm or 1000 kgs whichever is the greater (minimum charge: 1.5 cbms per consignment per exhibitor)

Airfreight consignment: HKD32 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is HKD3.30 per kg based on actual weight or volumetric weight whichever is the greater. Actual cost will be billed to exhibitor as per outlay at the time being.

The above rates are for reference only. Additional costs such as Temporary Import Bond Fee, Permanent Import / Giveaways & Consumables Handling, Duties / Taxes will incur. Please check with the Official Freight Forwarder, APT, for full tariff.

[Back to top](#)

**7.2.2.2 Shanghai****Deadline for documents**

Seafreight consignment	October 18, 2010
Airfreight consignment	October 29, 2010

**Consignment deadline**

Seafreight consignment	October 25, 2010
Airfreight consignment (inclusive of films & video tapes)	November 1, 2010

**From arrival at APT's Shanghai warehouse to delivery to booth in Singapore or vice versa****Basic handling rate:**

Seafreight consignment: RMB1,250 per cbm or 1000 kgs whichever is the greater (minimum charge: 1.5 cbms per consignment per exhibitor)

Airfreight consignment: RMB29 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is RMB6.50 per kg based on actual weight or volumetric weight whichever is the greater. Actual cost will be billed to exhibitor as per outlay at the time being.

The above rates are for reference only. Additional costs such as Temporary Import Bond Fee, Permanent Import / Giveaways & Consumables Handling, Duties / Taxes will incur. Please check with the Official Freight Forwarder, APT, for full tariff.

[Back to top](#)

**7.2.2.3 Guangzhou / Shenzhen****Deadline for documents**

Seafreight consignment	October 18, 2010
Airfreight consignment	October 29, 2010

**Consignment deadline**

Seafreight consignment	October 25, 2010
Airfreight consignment (inclusive of films & video tapes)	November 1, 2010

**From arrival at APT's Shenzhen warehouse to delivery to booth in Singapore or vice versa****Basic handling rate:**

Seafreight consignment: RMB1,250 per cbm or 1000 kgs whichever is the greater (minimum charge: 1.5 cbms per consignment per exhibitor)

Airfreight consignment: RMB29 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is RMB6.50 per kg based on actual weight or volumetric weight whichever is the greater. Actual cost will be billed to exhibitor as per

outlay at the time being.

The above rates are for reference only. Additional costs such as Temporary Import Bond Fee, Permanent Import / Giveaways & Consumables Handling, Duties / Taxes will incur. Please check with the Official Freight Forwarder, APT, for full tariff.

[Back to top](#)

#### 7.2.2.4 Taiwan - [Download Shipping Manual](#)

**Deadline for documents**

Seafreight consignment	October 15, 2010
Airfreight consignment	November 2, 2010

**Consignment deadline**

Seafreight consignment	October 20, 2010
Airfreight consignment (inclusive of films & video tapes)	November 9, 2010

**From arrival at APT's / Triumph Trans-Link's Taiwan warehouse to delivery to booth in Singapore or vice versa**

**Basic handling rate:**

Seafreight consignment:	USD190 per cbm or 1000 kgs whichever is the greater (minimum charge: 1.5 cbms per consignment per exhibitor)
Airfreight consignment:	USD5 per kg, based on actual weight or volumetric weight whichever is the greater (minimum charge: 125 kgs per consignment per exhibitor). Fuel and insurance surcharge is USD0.30 per kg based on actual weight or volumetric weight whichever is the greater. Actual cost will be billed to exhibitor as per outlay at the time being.

The above rates are for reference only. Additional costs such as Temporary Import Bond Fee, Permanent Import / Giveaways & Consumables Handling, Duties / Taxes will incur. Please check with the Official Freight Forwarder, APT, for full tariff.

#### 7.2.3 Food & beverage products - shipment rate and deadlines

The below shipment deadlines are applicable for food & beverages / perishable items / wine & alcohol / meat & meat products.

##### 7.2.3.1 Hong Kong - [Download Shipping Manual](#)

**Deadline for documents**

Seafreight consignment	October 15, 2010
Airfreight consignment	October 15, 2010

**Consignment deadline**

Seafreight consignment	November 4, 2010
Airfreight consignment	November 8, 2010

For food & beverage products, handling rates will be quoted on individual case as per different commodity, quantity and mode of transport. Please check with the Official Freight Forwarder, APT, for more information.

[Back to top](#)

##### 7.2.3.2 Shanghai

**Deadline for documents**

Seafreight consignment	October 15, 2010
Airfreight consignment	October 15, 2010

**Consignment deadline**

Seafreight consignment	October 25, 2010
Airfreight consignment	November 1, 2010

For food & beverage products, handling rates will be quoted on individual case as per different commodity, quantity and mode of transport. Please check with the Official Freight Forwarder, APT, for more information.

[Back to top](#)

##### 7.2.3.3 Guangzhou / Shenzhen



<b>Deadline for documents</b>	
Seafreight consignment	October 15, 2010
Airfreight consignment	October 15, 2010

<b>Consignment deadline</b>	
Seafreight consignment	October 25, 2010
Airfreight consignment	November 1, 2010

For food & beverage products, handling rates will be quoted on individual case as per different commodity, quantity and mode of transport. Please check with the Official Freight Forwarder, APT, for more information.

[Back to top](#)

#### 7.2.3.4 Taiwan - [Download Shipping Manual](#)

<b>Deadline for documents</b>	
Seafreight consignment	October 15, 2010
Airfreight consignment	October 15, 2010

<b>Consignment deadline</b>	
Seafreight consignment	October 20, 2010
Airfreight consignment	November 9, 2010

For food & beverage products, handling rates will be quoted on individual case as per different commodity, quantity and mode of transport. Please check with the Official Freight Forwarder, APT, for more information.

[Back to top](#)

### 7.3 Official travel agent

The Fair Management has appointed different agencies for exhibitors from Hong Kong, mainland China and Taiwan. Please apply for your travel visa and book the trip directly through your travel agency by using Form 10 no later than the deadline specified on the respective forms.

#### 7.3.1 Official travel agent for exhibitors from Hong Kong

##### **Swire Travel Ltd.**

6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

Tel: (852) 3151 8798 / 3151 8790

Fax: (852) 2590 0011

E-mail: [ritawong@swiretravel.com](mailto:ritawong@swiretravel.com) / [teresayuen@swiretravel.com](mailto:teresayuen@swiretravel.com)

Contact: Rita Wong / Teresa Yuen

Swire Travel Ltd. will provide the travel package service for Hong Kong exhibitors and assist in round-trip air tickets, hotel accommodations and transportation in Singapore.

Click here for the "[Hong Kong exhibitors - Singapore Travel Package](#)". Please submit [Form 10A](#) directly to Swire Travel Ltd. before **October 22, 2010** to book the travel package.

For alternative air ticket offer, please click [here](#) and contact Swire Travel for reservation or more details

#### 7.3.2 Official travel agent for exhibitors from mainland China

##### **Shanghai CITS Outbound Travel Center**

3/F, Shanghai CITS Building, 1277 Beijing Road (West), Shanghai, 200040, China

Tel: 400 630 4630 (Toll free)

(86-21) 6289 8555 / 6289 6375

Fax: (86-21) 6247 2377

E-mail: [2010csf@scits.com](mailto:2010csf@scits.com)

Contact: Fang Yiting / Liu Liang

[Back to top](#)

#### 7.3.3 Official travel agent for exhibitors from Taiwan

**Thomasland Travel Service Co. Ltd.**  
5/F, No.51, Sung Chiang Road, Taipei, Taiwan  
Tel: (886-2) 2517 2366  
Fax: (886-2) 2507 9019 / 2508 4994  
E-mail: [fair2@ms74.hinet.net](mailto:fair2@ms74.hinet.net)  
Contact: Alan Chang

#### 7.3.4 Hotel booking

**Swire Travel Ltd.** will assist you with your hotel reservation, and provide you with special room rates on selected hotels near the venue, Suntec Singapore International Convention and Exhibition Centre.

If you would like to reserve hotel rooms at the below special rates, please complete and submit the hotel booking form ([Form 10D](#)) directly to Swire Travel Ltd. by **October 22, 2010**. All reservations are on first-come-first-served basis.

For details or enquiries, please contact:

**Swire Travel Ltd.**  
6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay  
Tel: (852) 3151 8798 / 3151 8790  
Fax: (852) 2590 0011  
E-mail: [ritawong@swiretravel.com](mailto:ritawong@swiretravel.com) / [teresayuen@swiretravel.com](mailto:teresayuen@swiretravel.com)  
Contact: Rita Wong / Teresa Yuen

---

Hotels	Rates — per room per night
<b>Link Hotel Singapore</b> Distance to venue: within 10 minutes by coach 50 Tiong Bahru Road, Singapore 168733 <a href="http://www.linkhotel.com.sg">www.linkhotel.com.sg</a>	November 20 - 25, 2010  Single: HKD1,100 per room per night Twin: HKD1,100 per room per night  <b>Breakfast included</b>
<b>Marina Mandarin Hotel</b> Distance to venue: within walking distance 6 Raffles Boulevard, Marina Square, Singapore 039594 <a href="http://www.meritus-hotels.com">www.meritus-hotels.com</a>	November 20 - 25, 2010  Single : HKD2,030 per room per night Twin : HKD2,030 per room per night  <b>Breakfast included</b>

---

[Back to top](#)

#### 7.4 Audio-visual equipment rental

If you need to rent any audio-visual equipment or require other audio-visual services, please submit your request to **Pico IES Group Ltd.** directly using Form 6 no later than October 22, 2010. All orders must be accompanied with full payment.

#### 7.5 Compressed air and water & drainage

If you need to order compressed air supply or install water & drainage in the exhibition booth, please submit your request to **Pico IES Group Ltd.** directly using Form 7 no later than October 22, 2010. All orders must be accompanied with full payment.

#### 7.6 Telephone and internet access

All telecommunication installation work can only be carried out by **Suntec Singapore International Convention & Exhibition Centre**. If you need to install telephone/fax/Internet lines or other communications facilities in the exhibition booth, please submit your request to Suntec Singapore International Convention & Exhibition Centre directly using Form 9 no later than October 22, 2010. All orders must be accompanied with full payment.

#### 7.7 Temporary staff

If you need to hire any temporary staff, please submit your request to **Kelly Services (Singapore) Pte Ltd** directly using Form 11 no later than September 20, 2010. All orders must be accompanied with full payment.

#### 7.8 Food and beverage

Cafeterias and restaurants will be available in the venue during the Fair.

## 7.9 Business Centre

Business Centre will be available throughout the Fair period at Level 2 Admin Office (8:30am - 6:00pm) and can provide services including fax and photocopying at a charge.

[Back to top](#)

## 7.10 First aid service

First Aid Box will be available at the venue. In times of emergency, venue staff will be able to provide simple first aid assistance and support. There are also clinics located near the venue.

Bethesda Medical Centre  
3 Temasek Boulevard #02-280 Suntec City Mall  
Tel: 6337 8933

Raffles Medical - Marina SQ  
6 Raffles Boulevard #01-205 Marina Square  
Tel: 6339 6644

Raffles Medical - Millenia  
9 Raffles Boulevard #02-24B Millenia Walk  
Tel: 6337 6000

Raffles Medical - Raffles City  
252 North Bridge Road #02-17 Raffles City Shopping Centre  
Tel: 6339 6911

## 7.11 Stand cleaning

The Fair Management will arrange for the general cleaning of the exhibition floor aisles and stands (excluding exhibits), prior to the opening of the Fair and daily thereafter.

## 7.12 Parking

Public parking space is available at the venue.

Hourly rate (7am - 5pm) is \$2.20 for the first one hour; \$1.10 per ½ hour and part thereof.

Flat fare (5pm - 12 midnight) is \$2.20

# China Sourcing Fairs – Singapore 2010

## November 22–24, 2010

### Hong Kong Exhibitors – Singapore Travel Package

Thank you for your participation in China Sourcing Fairs: Singapore 2010. In order to facilitate your participation at the show, Swire Travel Ltd. has been appointed as the official Hong Kong travel agency that will provide you the travel package service to assist you in round-trip air tickets, hotel accommodations and transportation in Singapore.

Please refer to the travel package information listed below. Tour fees are inclusive of Hong Kong to Singapore round trip air ticket, hotel accommodation and round trip airport / hotel transfer.

November is the Singapore peak season and the demand for air ticket and hotel is extremely high during this period. Please complete the attached booking form and fax it back to Swire Travel on or before **September 20, 2010**. Should you have any questions, please feel free to contact:

**Swire Travel Ltd.**

6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

Contact:

Rita Wong (852) 3151-8798

[ritawong@swiretravel.com](mailto:ritawong@swiretravel.com)

Teresa Yuen (852) 3151-8790

[teresayuen@swiretravel.com](mailto:teresayuen@swiretravel.com)

Fax: (852) 2590-0011

## **6 Days 5 Nights Travel Packages (November 20-25, 2010)**

### **A. Flight Schedule – Cathay Pacific Airways (CX)**

Date	From / To	Flight	Departure / Arrival Time	Flying Hours
November 20, 2010	Hong Kong / Singapore	CX739	1135 / 1525	3.50 Hours
November 25, 2010	Singapore / Hong Kong	CX734	1625 / 2010	3.45 Hours

**Conditions of group fare**

1. Air ticket is NON-endorsable, NON-reroutable, NON-refundable
2. Fixed date departure
3. Return date can be changed with surcharge of HKD600 (subject to availability)
4. Validity: Minimum 5 days, Maximum 45 days
5. Group fare only applies to economy class
6. Air ticket will be issued 14 working days before departure
7. Flight schedule is subject to change without prior notice

**Baggage allowance**

Hong Kong / Singapore	CX739	20kgs
Singapore / Hong Kong	CX734	20kgs

## B. Hotel Accommodation

### 1. Link Hotel Singapore

50 Tiong Bahru Road Singapore 168733

Tel: +65 6622 8585

Fax: +65 6622 8558

Distance to Suntec Singapore International Convention & Exhibition Centre: within 10 minutes by coach



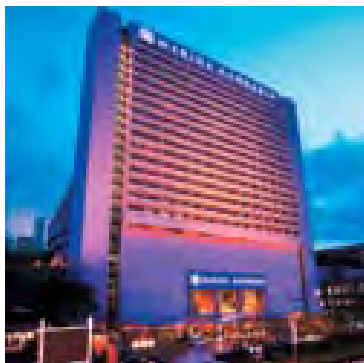
### 2. Marina Mandarin Hotel

6 Raffles Boulevard, Marina Square, Singapore 039594

Tel: +65 6845 1000

Fax: +65 6845 1001

Distance to Suntec Singapore International Convention & Exhibition Centre: within walking distance



## C. Itinerary

### Package A: 6 Days 5 Nights stay at Link Hotel Singapore

#### Day 1 – November 20, 2010 (Depart for Singapore)

1135	Depart Hong Kong to Singapore by CX739
1525	Meet and greet at airport and transfer to hotel for check-in
	Free time for leisure
	Overnight at Link Hotel Singapore

#### Day 2 – November 21, 2010 (Move-in)

AM	Breakfast at hotel
	Coach transfer from hotel to Suntec Singapore for move in arrangement
PM	Lunch by own arrangement
	Free time for leisure
	Overnight at Link Hotel Singapore

**Day 3 – November 22, 2010 (Exhibition Period)**

<b>AM</b>	Breakfast at hotel
	Hotel to Suntec Singapore by own arrangement
	Exhibition period
<b>PM</b>	Lunch by own arrangement
	Exhibition period
	Dinner by own arrangement or join optional group dinner (optional with extra cost)
	Overnight at Link Hotel Singapore

**Day 4 – November 23, 2010 (Exhibition Period)**

<b>AM</b>	Breakfast at hotel
	Hotel to Suntec Singapore by own arrangement
	Exhibition period
<b>PM</b>	Lunch by own arrangement
	Exhibition period
	Dinner by own arrangement or join optional group dinner (optional with extra cost)
	Overnight at Link Hotel Singapore

**Day 5 – November 24, 2010 (Exhibition Period)**

<b>AM</b>	Breakfast at hotel
	Hotel to Suntec Singapore by own arrangement
	Exhibition period
<b>PM</b>	Lunch by own arrangement
	Exhibition period and move out
	Coach pick up and transfer to hotel
	Dinner by own arrangement
	Overnight at Link Hotel Singapore

**Day 6 – November 25, 2010 (Return to Hong Kong / Optional tour)**

<b>AM</b>	Breakfast at hotel
<b>PM</b>	Coach transfer from hotel to airport or join optional tour to Santosa (optional with extra cost)
<b>1625</b>	Flight depart for Hong Kong by CX734
<b>2010</b>	Arrive Hong Kong

**Package B: 6 Days 5 Nights stay at Marina Mandarin Hotel****Day 1 – November 20, 2010 (Depart for Singapore)**

<b>1135</b>	Depart Hong Kong to Singapore by CX739
<b>1525</b>	Meet and greet at airport and transfer to hotel for check-in
	Free time for leisure
	Overnight at Marina Mandarin Hotel

**Day 2 – November 21, 2010 (Move-in)**

<b>AM</b>	Breakfast at hotel
	Coach transfer from hotel to Suntec Singapore for move in arrangement
<b>PM</b>	Lunch by own arrangement
	Free time for leisure
	Overnight at Marina Mandarin Hotel

**Day 3 – November 22, 2010 (Exhibition Period)**

<b>AM</b>	Breakfast at hotel
	Hotel to Suntec Singapore by own arrangement
	Exhibition period
<b>PM</b>	Lunch by own arrangement
	Exhibition period
	Dinner by own arrangement or join optional group dinner (optional with extra cost)
	Overnight at Marina Mandarin Hotel

**Day 4 – November 23, 2010 (Exhibition Period)**

<b>AM</b>	Breakfast at hotel
	Hotel to Suntec Singapore by own arrangement
	Exhibition period
<b>PM</b>	Lunch by own arrangement
	Exhibition period
	Dinner by own arrangement or join optional group dinner (optional with extra cost)
	Overnight at Marina Mandarin Hotel

**Day 5 – November 24, 2010 (Exhibition Period)**

<b>AM</b>	Breakfast at hotel
	Hotel to Suntec Singapore by own arrangement
	Exhibition period
<b>PM</b>	Lunch by own arrangement
	Exhibition period and move out
	Dinner by own arrangement
	Overnight at Marina Mandarin Hotel

**Day 6 – November 25, 2010 (Return to Hong Kong / Optional tour)**

<b>AM</b>	Breakfast at hotel
<b>PM</b>	Coach transfer from hotel to airport or join optional tour to Santosa (optional with extra cost)
<b>1625</b>	Flight depart for Hong Kong by CX734
<b>2010</b>	Arrive Hong Kong

**D. Package fare****6 Days 5 Nights tour package**

Package	Sharing Twin Room (per person)	Single Room (per person)
<b>(A) Stay at Link Hotel Singapore</b>	HKD5,000	HKD7,450
<b>(B) Stay at Marina Mandarin Hotel</b>	HKD7,650	HKD12,700

**Package fare includes**

1. Hong Kong – Singapore – Hong Kong round trip economy class air ticket (group ticket)
2. Five (5) nights hotel accommodation with daily breakfast
3. One way transfer from hotel to exhibition venue on Nov 21 and from exhibition venue to hotel on Nov 24
4. Round trip airport transfer to and from hotel
5. Meet & greet services on arrival
6. 0.15% levy franked by Travel Industry Council of Hong Kong (TIC)
7. Basic group travel insurance

**Package fare does not include**

1. Hong Kong & Singapore airport taxes, security charges and airlines fuel surcharge (approx. HKD496 per person)
2. Travel document and visa fee
3. Optional tour & activities, transfers and other services not specified in the itinerary
4. Expenditure of personal nature such as meals, drinks, telephone calls, mini bar, laundry etc...
5. Cost incurred due to the delay of air/land carriers that are beyond our control

**E. Visa Requirement**

Hong Kong passport holders (both SAR and BNO) and Taiwan passport holders are exempted from the Visa application. Exhibitors holding China passport are required to apply for Singapore Visa before arriving Singapore.

\* Please kindly contact Swire Travel for more details.

## F. Travel Insurance

Swire Travel can arrange Travel Safe Insurance for exhibitors. This provides protection against unpredictable expenses and losses that can occur while you are traveling. For details, please contact Swire Travel.

## G. Registration and Payment

November is the Singapore peak season and the demand for air flight and hotel is extremely high during this period. Please complete the attached booking form and fax it back to Swire Travel on or before **September 20, 2010**. All services reserved must be guaranteed by a non-refundable deposit HKD3,000 and please send it to Swire Travel no later than **September 20, 2010**. All reservations are on first-come-first-serve basis.

The cheque should be payable to:

Pay to: Swire Travel Ltd.  
Address: 6/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong  
Attention: Ms. Rita Wong / Ms. Teresa Yuen

**Balance payment** should be made to Swire Travel in according to the final invoice no later than **October 18, 2010**. Swire Travel Ltd. reserves the right to release your reservation for any case of late payment without full refund. For any special requests or inquiries, please contact Swire Travel Ltd.

\*\* There are other travel packages available. Please check with Swire Travel Ltd. for details.



# China Sourcing Fair

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**  
**China Sourcing Fair: Gifts & Premiums**  
**China Sourcing Fair: Home Products**  
**China Sourcing Fair: Garments & Textiles**  
**China Sourcing Fair: Hardware & Building Materials**  
**China Sourcing Fair: Machinery & Industrial Supplies**

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

### 8. Liability

1. The Fair Management and its affiliates, employees, representatives, agents and contractors, shall not be responsible or liable for any delay, theft, loss, damage or injury suffered by or caused to any exhibitor (or any of its employees, representatives, agents, contractors, customers or visitors) or any of its exhibits or other materials.
2. The exhibitor shall be responsible and liable for, and shall indemnify, defend and hold harmless the Fair Management and its affiliates, and their directors, officers, employees, agents, representatives and contractors from and against, any and all property loss or damage (including but not limited to damage caused to the building installation or equipment within the event venue) or any personal injury or death, caused by or arising from any of its exhibits or any act or omission of the exhibitor (or any of its employees, representatives, agents, contractors, customers or visitors). The Fair Management and its affiliates, and their directors, officers, employees, agents, representatives and contractors, shall not be liable or responsible for any such property loss or damage or personal injury or death.
3. The Fair Management reserves the right to postpone, curtail, suspend, extend, abandon, cancel, or alter the character or scale of, the event, or to close individual or all event sections temporarily or permanently, without any liability to the exhibitor, if in the Fair Management sole and absolute opinion it is necessary, appropriate or expedient to do so, due to any emergency, or any cause, reason or event which is unforeseen or beyond the Fair Management's reasonable control. In such event, the exhibitor shall not be entitled to a refund of any fees already paid for its event participation (whether in full or in part) or to claim any compensation from the Fair Management.
4. Should the event be suspended or cancelled, for whatever reason, the Fair Management shall not be liable for any damage or loss whatsoever (including but not limited to any direct, indirect, consequential, incidental, secondary, special, punitive or exemplary damage or loss; or any loss of use, business, opportunity, revenue or profit; or any financial or economic loss) suffered by any exhibitor as a result thereof. In such cases, the Fair Management may require exhibitors to bear a reasonable share of the cost incurred by the Fair Management in preparing for the event.
5. The Fair Management shall be responsible for, and shall be entitled to act as, the party in possession and control of the event premises throughout the event period. This shall include (without limitation) the right to issue instructions, rules and regulations regarding the use by exhibitors of their booths or any other part of the event premises, or the conduct of exhibitors at the event premises.

6. The decision of the Fair Management in relation to any problem or dispute arising at or in connection with the show shall be final and binding upon all exhibitors.
7. The Fair Management shall not be liable for any error or omission in the Floor Plan Map.
8. The Fair Management shall not be liable for any loss of or damage to, or any delay in, the exhibitor's shipments to or from the event venue (including but not limited to any loss, damage or delay arising from or in connection with the transportation, delivery or customs clearance of the exhibitor's shipments). The exhibitor shall be responsible for making, at its own cost and expense, all appropriate and adequate arrangements for its shipments to and from the event venue (including but not limited to transportation, delivery, customs clearance and insurance arrangements).
9. The Fair Management shall have the right to exercise a general lien over any property the exhibitor has in the event venue in respect of all monies due to the Fair Management (including claims for damages) in connection with the event.
10. The Fair Management shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the event.

[Close this window](#)

# China Sourcing Fair

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

China Sourcing Fair: Food & Beverages  
China Sourcing Fair: Gifts & Premiums  
China Sourcing Fair: Home Products  
China Sourcing Fair: Garments & Textiles  
China Sourcing Fair: Hardware & Building Materials  
China Sourcing Fair: Machinery & Industrial Supplies

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

### 9. Information about Singapore

- 9.1 [Profile](#)
- 9.2 [Languages](#)
- 9.3 [Banks and currencies](#)
- 9.4 [Local time](#)
- 9.5 [Electricity](#)
- 9.6 [Climate and clothing](#)
- 9.7 [Customs and prohibited goods](#)
- 9.8 [Goods & Services Tax \(GST\)](#)
- 9.9 [International Airport](#)
- 9.10 [Local transportation \(for reference only\)](#)
- 9.11 [Visas](#)
- 9.12 [Mobile phone \(for reference only\)](#)
- 9.13 [Smoking and spitting](#)
- 9.14 [Tourist spots](#)

[Close this window](#)

#### 9.1 Profile

Singapore is located 137 km north of the Equator and is linked to Malaysia by two causeway bridges. The key islands of Indonesia are just a quick ferry trip away, and Thailand and the Philippines are a short plane journey away. Singapore, with an airport served by more than 69 airlines, is very much the gateway to Southeast Asia.

Singapore's economy depends heavily on exports and refining imported goods, especially in manufacturing. Singapore has one of the busiest ports in the world and is one of the world's major oil refining and distribution centers. It has also become one of the most important financial centers of Asia, with more than 130 banks. Singapore's strategic location, excellent facilities, fascinating cultural contrasts and tourist attractions contribute to its success as a leading destination for both business and pleasure.

#### 9.2 Languages

The official languages in Singapore are Malay, Chinese (Mandarin), Tamil and English. Malay is the national language and English is the key language of communication.

#### 9.3 Banks and currencies

The local currency is Singapore dollar. Notes come in denominations of \$1, \$2, \$5, \$10, \$20, \$50, \$100, \$500, \$1,000 and \$10,000. Coins come in denominations of 1, 5, 10, 20 and 50 cents and 1 dollar.

Most banks in Singapore open from 9:30am to 3:00pm from Monday to Saturday. The current Singapore dollar trades at around S\$1.4 to US\$1. Visitors can exchange foreign currencies at most banks or exchange shops, or at the cashier counters of hotels. Major credit cards are widely accepted in Singapore.

#### **9.4 Local time**

The local time of Singapore is 8 hours ahead of GMT.

[Back to top](#)

#### **9.5 Electricity**

230 volts, 50Hz. Singapore uses the three-pin rectangular socket.

#### **9.6 Climate and clothing**

As a city located very close to the Equator, Singapore has a tropical rainforest climate with no distinctive seasons. Its climate is characterized by abundant rainfall, relatively uniform temperature and high humidity throughout the year. Temperatures range from 23°C to 31°C. Most rainfall occurs between November and January. It is recommended to bring along an umbrella or raincoats at all times.

#### **9.7 Customs and prohibited goods**

Intoxicating liquors, cigarettes and other tobacco products, motor vehicles including motor cycles/scooters and gasoline are dutiable goods in Singapore. There is no duty-free allowance on cigarettes and other tobacco products. A person arriving from countries other than Malaysia and have spent 48 hours and more outside Singapore before arrival will be granted duty-free allowance on 1 litre of spirits, 1 litre of wine and 1 litre of beer.

It is an offence to bring prohibited goods such as chewing gum, chewing tobacco and imitation tobacco products, cigarette lighters of pistol or revolver shape, reproduction of copyright video tapes/discs into Singapore.

#### **9.8 Goods & Services Tax (GST)**

A Goods & Services Tax (GST) of 7% is levied on the purchases of goods and services in Singapore. Generally, the price that is displayed on goods should be inclusive of GST. However, for goods and services subject to service charge, prices displayed maybe GST exclusive.

Under the Tourist Refund Scheme, tourists who buy goods in Singapore from participating GST registered retailers can claim a refund of the GST paid if the goods are brought out of Singapore through Changi International Airport / Seletar Airport within two months from the date of purchase. Goods or services which are wholly or partly consumed in Singapore (e.g. hotel stay in Singapore) are not eligible. The Tourist Refund Scheme is a voluntary program; hence not all retailers operate the scheme.

#### **9.9 International Airport**

Singapore Changi Airport ([www.changiairport.com](http://www.changiairport.com)) is recognized as one of the best airports in the world. With 80 airlines serving 200 cities in 60 countries, Changi Airport has established itself as a major aviation hub in the Asia Pacific region. The airport has 3 main terminals and now has a handling capacity of 70 million passengers a year.

The Airport is easily accessible by taxis, Mass Rapid Transit (MRT), Airport Shuttle Buses, limousine taxis and large taxis.

Taxi is available at the taxi pick-up points at the Arrival levels of both Terminals 1 and 2. The flag-down rate of taxi is S\$2.8/S\$3 and an airport surcharge of S\$3-S\$5 will be added. Normally it costs S\$18 to S\$38 from the airport to the city center and the journey takes about 30 minutes.

The Changi Airport MRT Station is located under Terminals 2 and 3 and trains run from 5:30am to 11:18pm daily with an average frequency of 12 minutes. A single fare to the city costs about S\$2.7 (inclusive of S\$1 refundable deposit) and the journey takes about 27 minutes.

There are also Airport Shuttle Buses connecting to major hotels in the city at an affordable price. You may also approach airport staff for more options like limousine taxis or large taxis.

### **9.10 Local transportation (for reference only)**

Singapore has an efficient public transportation network of taxis, buses and the modern Mass Rapid Transit (MRT) rail system which is managed by the SMRT Corporation Ltd ([www.smrt.com.sg](http://www.smrt.com.sg)).

#### **Mass Rapid Transit (MRT)**

The Singapore railway network – Mass Rapid Transit (MRT) has stations at almost all major locations and enables tourists to move around easily. MRT consists of three main rail lines, namely:

- North South Line (from Marina Bay Station to Jurong East)
- East West Line (from Changi Airport/Pasir Ris to Boon Lay)
- North East Line (from Harbour Front to Punggol)

Passengers travelling on the North East Line can interchange at City Hall Station and Outram Station to connect to the Changi Airport.

Trains operate at intervals of between two and a half minutes and eight minutes from 05:30 to 00:30 daily. Fares are cheap, with rides ranging from S\$0.80 to S\$1.70.

#### **Buses**

Operate from 06:00 to midnight daily, bus routes cover almost all over Singapore. Fares are low and based on distance traveled.

#### **Taxis**

Taxi fares are charged by metered tariff and the basic flag-down fare is S\$2.8/S\$3. There are different types of surcharges applicable to the basic fare such as peak hour surcharge, midnight surcharge, Central Business District surcharge, public holiday surcharge and location surcharge.

[Back to top](#)

### **9.11 Visas**

Most nationalities can enter Singapore without a visa. Please visit the Immigration & Checkpoints Authority at [www.ica.gov.sg](http://www.ica.gov.sg) for list of nationalities that require visa to enter Singapore.

HKSAR and Taiwan passport holders do not require a visa to enter Singapore for an intended stay of up to 30 days. Passport holders of the People's Republic of China will require a visa to enter Singapore. Applicants may submit their visa applications directly to:

#### **Singapore Embassy in Beijing**

No. 1 Xiu Shui Bei Jie, Jian Guo Men Wai, Chaoyang District, Beijing 100600

Tel: (86-10) 6532 1115

Fax: (86-10) 6532 9405

Website: [www.mfa.gov.sg/beijing](http://www.mfa.gov.sg/beijing)

#### **Singapore Consulate-General in Shanghai**

89 Wan Shan Road, Shanghai 200336

Tel: (86-21) 6278 5566

Fax: (86-21) 6295 6099

Website: [www.mfa.gov.sg/shanghai](http://www.mfa.gov.sg/shanghai)

#### **Singapore Consulate-General in Guangzhou**

Unit 2418, CITIC Plaza Office Tower, 233 Tianhe North Road, Tianhe District, Guangzhou 510613

Tel: (86-20) 3891 2345

Fax: (86-20) 3891 2123  
Website: [www.mfa.gov.sg/guangzhou](http://www.mfa.gov.sg/guangzhou)

**Singapore Consulate-General in Xiamen**

No. 189 Xiahe Road, #05-07/08, The Bank Centre Xiamen, Fujian 361003  
Tel: (86-592) 268 4691  
Fax: (86-592) 268 4694  
Website: [www.mfa.gov.sg/xiamen](http://www.mfa.gov.sg/xiamen)

**Singapore Consulate-General in Chengdu**

31-D First City Plaza, No 308, Shuncheng Street, Chengdu, Sichuan 610017  
Tel: (86-288) 652 7222  
Fax: (86-288) 652 75555

**9.12 Mobile phone (for reference only)**

The major mobile service providers in Singapore are M1, Singtel and StarHub. Pre-paid SIM cards are easily available at respective providers' shops / distributors. International exhibitors are reminded to contact your local mobile operator to activate the roaming service before traveling to Singapore.

[Back to top](#)

**9.13 Smoking and spitting**

Smoking is prohibited at all indoor public places, lift and hotel lobbies, public service vehicles, markets, playgrounds and within 5 meters of entrances and exits to buildings and facilities. Offenders can be fined up to S\$1,000. Spitting in public places is an offence.

**9.14 Tourist spots**

The most popular tourist attractions include Chinatown, Clarke Quay, Esplanade, ION Orchard, Little India, Merlion Park, Singapore Zoo, Night Safari, Jurong Bird Park, Sentosa, Singapore Flyer, Singapore River, Vivo City.

# China Sourcing Fairs

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**  
**China Sourcing Fair: Gifts & Premiums**  
**China Sourcing Fair: Home Products**  
**China Sourcing Fair: Garments & Textiles**  
**China Sourcing Fair: Hardware & Building Materials**  
**China Sourcing Fair: Machinery & Industrial Supplies**

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

### 10. Order Forms

---

Order Form	Form Name	Deadline
1	<a href="#">Fascia Board / Floor Plan Map Entry Form</a>	October 15, 2010
2	<a href="#">Sponsorship and advertising</a>	October 18, 2010
3	<a href="#">Raw space exhibitor-appointed contractor</a>	September 24, 2010
4A	<a href="#">Additional electrical services (standard and furnished booths only)</a>	October 22, 2010
4B	<a href="#">Additional electrical services (raw space only)</a>	October 22, 2010
5	<a href="#">Additional furniture rental</a>	October 22, 2010
6	<a href="#">Additional AV equipment</a>	October 22, 2010
7	<a href="#">Compressed air and water &amp; drainage</a>	October 22, 2010
8	<a href="#">Heavy/large machines or exhibits</a>	October 15, 2010
9	<a href="#">Additional communications facilities</a>	October 22, 2010
10A	<a href="#">Travel package booking form</a> (for <b>Hong Kong exhibitors</b> only)	October 22, 2010
10D	<a href="#">Hotel booking form</a>	October 22, 2010
11	<a href="#">Temporary staff request form</a> <a href="#">Singapore Visa invitation letter</a> <a href="#">On-site handling services acceptance form</a>	September 20, 2010

---

[Close this window](#)

# China Sourcing Fair

Asia's premier trade shows helping buyers source from Greater China

## Exhibitor Manual

---

**China Sourcing Fair: Food & Beverages**  
**China Sourcing Fair: Gifts & Premiums**  
**China Sourcing Fair: Home Products**  
**China Sourcing Fair: Garments & Textiles**  
**China Sourcing Fair: Hardware & Building Materials**  
**China Sourcing Fair: Machinery & Industrial Supplies**

English | [简体版](#) | [繁體版](#)

November 22-24, 2010

Suntec Singapore International Convention and Exhibition Centre  
Singapore

### 11. Application for Singapore Visa Invitation Letter

This Letter of Invitation is for you to use as supporting document when applying for an appropriate Singapore entry visa. You will not need to apply for this Invitation Letter if you have already applied your Singapore Visa through our [Official Travel Agents](#).

To apply, please submit the completed [Invitation Letter application form](#) to the Exhibitor Support Executives on or before the deadline, **October 15, 2010**. The application may take up to 14 working days to process provided that the submitted form is complete and information is accurate.

**Dina Zhang / Vicky Ren**

Exhibitor Support Executives

Tel: (86-755) 8282 7555

Fax: (86-755) 8282 7575

E-mail: [singapore-csf-service@globalsources.com](mailto:singapore-csf-service@globalsources.com)

**Hong Kong exhibitor hotline:** (852) 8127 0250

**Taiwan exhibitor hotline:** (886-2) 2712 6877 ext. 377

For enquiries, please contact the Exhibitor Support Executives.

[Close this window](#)



### Form 1 (Fascia board / Floor Plan Map Entry Form)

- You have submitted Form 1 - Fascia Board / Floor Plan Map Entry Form previously with your booth contract.
- The information provided in this form will be featured in the fascia board and official Floor Plan Map. Please contact the Exhibitor Support Executives for any change on this form before the deadline, **October 15, 2010**.  
Exhibitor Support Executives: Ms. Dina Zhang / Ms. Vicky Ren  
Tel: (86-755) 8282 7555  
Fax: (86-755) 8282 7575  
E-mail: [singapore-csf-service@globalsources.com](mailto:singapore-csf-service@globalsources.com)
- The Fair Management cannot ensure that the information be featured on the Fascia board and Floor Plan Map if Form 1 or request changes on Form 1 is submitted after October 15, 2010.

[Close this window](#)

**Form 2**

Promote your company's unique selling points with high-profile marketing sponsorship and advertising item.

**Sponsorship and advertising**

**Deadline:**  
**October 18, 2010**

Return to: Dina Zhang/  
Vicky Ren  
Global Sources

Tel: (86-755) 8282 7555  
Fax: (86-755) 8282 7575  
E-mail:  
singapore-csf-service@  
globalsources.com

**Display Panel**

- Place your company's poster or ad on the panel and brochures in the holders of this free standing display unit to provide buyers with more details on your products and services. Interested buyers can drop their name cards in a locked box, making it easy for you to contact them.
- Actual size: 1m (W) x 2.5m (H) x 0.5m (D)
- Size of poster: 0.84m (W) x 1.19m (H)
- Printed poster to be supplied by exhibitor

**Please check the box if you would like to book the above item.**  
**Contact your Global Sources Account Executive today to get details and rates of the sponsorship and advertising items.**

**Submitted by**

Exhibiting company \_\_\_\_\_ Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form 3 (page 1 of 3)**

**Raw space exhibitor – appointed contractor**

**Deadline:  
September 24, 2010**

Return to: Dina Zhang/  
Vicky Ren  
Global Sources

Tel: (86-755) 8282 7555  
Fax: (86-755) 8282 7575  
E-mail:  
singapore-csf-service@  
globalsources.com

- This form must be signed and returned by the exhibitor occupying raw space and by their appointed contractor by September 24, 2010.
- Raw space does not come with electricity supply. Please have your contractor order the appropriate electricity supply from the official contractor by using Form 4B.
- Please return this form together with your booth design drawings with dimensions and electrical installation plans for the Fair Management’s approval.
- Raw space contractors are required to place with the Fair Management a refundable and interest-free Site Work Deposit in an amount calculated at a rate of US\$ 50/sqm. The Site Work Deposit shall be returned in full to the contractor after the Fair, only if the raw space site is, in the Fair Management’s view, clean and clear of any rubbish or litter and no damage whatsoever has been caused (including without limitation any damage to the raw space site or any part of the venue building(s), structure(s) or content(s)).
- Site Work Deposit will be collected by the official contractor. Raw space contractors are required to pay the Site Work Deposit to the official contractor before they move in for booth construction. The onsite official contractor service counter will be located on Level 4, near the entrance of Hall 401 and will only accept cash payment.
- Please indicate in the form below the number of contractor badges you are applying. The badges will be given only to approved contractors who have paid the Site Work Deposit. They will be available for collection on November 20, 2010 at the official contractor service counter located on Level 4, near the entrance of Hall 401.
- By signing this form, we, as Exhibitor and Contractor respectively, acknowledge that we understand and agree to abide and be bound by all the rules and regulations of the exhibition (including those contained in the Exhibitor’s Manual), the matters set out above and the terms and conditions on the following page. If Exhibitor or Contractor fails to comply, the Fair Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty.

**Submitted by**

Exhibiting company \_\_\_\_\_ Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form 3 (page 2 of 3)**

**Raw space exhibitor – appointed contractor**

**Deadline:  
September 24, 2010**

Return to: Dina Zhang/  
Vicky Ren  
Global Sources

Tel: (86-755) 8282 7555  
Fax: (86-755) 8282 7575  
E-mail:  
singapore-csf-service@  
globalsources.com

Name of contractor	
Contact person	
Position	
Address	
Telephone	
Fax	
E-mail	
On-site supervisor	
On-site supervisor mobile phone	
No. of contractor badges required	
Deposit amount	
Signature	

**Terms & Conditions for raw space exhibitors & appointed contractors:**

1. All workers employed in the construction of the exhibition stand shall wear contractor badges at all times when they are at the venue.
2. The contractor is required to place with the Fair Management a refundable and interest-free "Site Work Deposit" in accordance with the terms set out on the previous page. Access to the site and/or construction of the booth shall not be permitted until the Site Work Deposit has been paid.
3. During the move-in period, the contractor shall be responsible for the day-to-day removal of rubbish (e.g. empty paint cans, lumber scrap, etc.) and shall be liable for the rubbish removal fees charged or costs incurred by the Fair Management if they fail to do so.

**Submitted by**

Exhibiting company \_\_\_\_\_ Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form 3 (page 3 of 3)**

**Raw space exhibitor – appointed contractor**

**Deadline:  
September 24, 2010**

Return to: Dina Zhang/  
Vicky Ren  
Global Sources

Tel: (86-755) 8282 7555  
Fax: (86-755) 8282 7575  
E-mail:  
singapore-csf-service@  
globalsources.com

4. At the end of the exhibition, it shall be the responsibility of the contractor to dismantle and remove the exhibition stand in accordance with the dismantling schedule. They shall also be responsible for the removal of all rubbish and litter at our site, and shall ensure that no damage whatsoever (including without limitation any damage to the raw-space site or any part of the venue building(s), structure(s) or content(s)) is caused by or in the course of their dismantling, cleaning and/or clearing activities.
5. If, in the Fair Management's opinion, the site is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, the Fair Management shall have the right to (i) withhold and forfeit the Site Work Deposit in full; and (ii) if the amount of the Site Work Deposit is insufficient to cover all costs, expenses, damages and/or liabilities incurred by the Fair Management or Venue Management as a result thereof or in connection therewith, charge to and recover from either the exhibitor and/or contractor the amount of the shortfall.
6. The Fair Management has the right to alter or remove parts of the raw space booth should its construction fail to meet the requirements or acceptable standards of the Fair Management and/or Venue Management. Any such on-site alteration costs will be entirely at the exhibitors' expense.
7. Exhibitors/contractors should provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths. These partition walls must be finished and/or covered to a standard acceptable to the Fair Management. If the exhibitor/contractor fails to accomplish this requirement, the Fair Management reserves the right to rectify this at the respective exhibitor/contractor's costs. Such costs and/or expenses will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Fair Management will charge to and recover from the exhibitor/contractor the amount of the shortfall.
8. If the exhibitors/contractors fail to comply to the rules and regulations of the exhibition (including those as contained in the Exhibitors' Manual), the Fair Management reserves the right to withhold and forfeit the Site Work Deposit as a penalty and prohibit their participation in any future events.
9. The raw space exhibitor and its appointed contractor agree to be jointly and severally responsible and liable to the Fair Management for all matters stated herein.

**Submitted by**

Exhibiting company \_\_\_\_\_ Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form 4A (page 1 of 3)**

**Additional electrical services – Standard and furnished booths only (Singapore)**

**Deadline:  
October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

- Orders must be faxed or e-mailed directly to the Official Contractor. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, Pico reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and Pico.
- Payment can be made by:
  - (i) Cheque or bank draft (payable to “Pico IES Group Ltd.”). Please put the show name, booth number and company name at the back of the cheque when sending, or
  - (ii) Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 5, 2010.

Bank name: Hong Kong & Shanghai Banking Corp Ltd,  
No. 1 Queen's Road, Central, Hong Kong  
A/C no: 037-880606-001 (HK\$)  
037-0-606469 (Other Currency)  
Swift Code: HSBCHKHCHK  
Payees name: Pico IES Group Ltd. or

- (ii) Payment made thru credit card:

Name of card holder \_\_\_\_\_  
Signature \_\_\_\_\_  
AMEX/VISA/MASTER card no. \_\_\_\_\_  
Amount \_\_\_\_\_  
Expiry date \_\_\_\_\_

- 30% surcharge will be added for all orders received after the deadline.
- 50% surcharge will be added for all orders received after November 5, 2010.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 22, 2010, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 5, 2010. In any event, no cancellation shall be effective unless Pico confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- Any request to dismantle or remove the standard or furnished booth facilities and furniture (e.g. shelf, spotlight, cabinet) must be made to Pico in writing before October 22, 2010. Requests made after the deadline or on-site may result in a service delay.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form 4A (page 2 of 3)**

**Additional electrical services – Standard and furnished booths only (Singapore)**

**Deadline:  
October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

	Ref.	Description	Unit cost US\$	Qty	Amount
*	1	40W Fluorescent tube	40		
*	2	100W Spotlight	40		
*	3	100W Long-arm spotlight	49		
*	4	300W Floodlight	107		
*	5	50W Halogen downlight	40		
*	6	Light fitting connection (max 100W per fitting)	32		
*	7	Light fitting connection (max 300W per fitting)	58		
<b>Power socket for single machine only:</b>					
*	8	13amp/220V SP socket (not for lighting)	49		
*	9	15amp/220V SP socket (not for lighting)	72		
*	10	30amp/220V SP socket (not for lighting)	191		
*	11	24hr 1000W socket (not for lighting)	96		
*	12	15amp/400V 3 phase 50Hz AC (for machine)	206		
*	13	30amp/400V 3 phase 50Hz AC (for machine)	392		
*	14	60amp/400V 3 phase 50Hz AC (for machine)	759		
*	15	100amp/400V 3 phase 50Hz AC (for machine)	1,337		
<b>Sub-total</b>					
<b>30% surcharge for orders received after October 22, 2010</b>					
<b>50% surcharge for orders after November 5, 2010</b>					
<b>Total amount</b>					

**Submitted by**

Exhibiting company \_\_\_\_\_ Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form 4A (page 3 of 3)**

**Additional electrical services – Standard and furnished booths only (Singapore)**

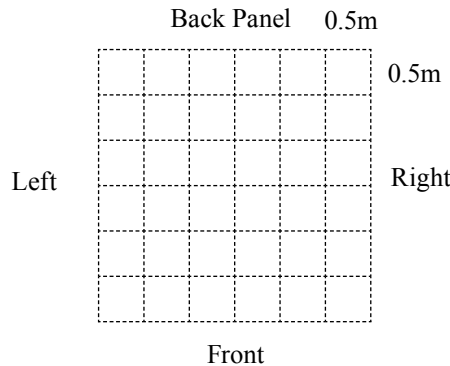
**Deadline:  
October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

Please indicate the location of items with "\*" on the plan below. Pico IES Group Ltd. will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$25 per piece per item.

**Top Elevation**



**Key:**

- |                  |  |                    |  |                    |  |
|------------------|--|--------------------|--|--------------------|--|
| Fluorescent tube |  | Long-arm spotlight |  | Flat / Slope shelf |  |
| 13Amp socket     |  | Spotlight          |  | Wall panel         |  |
| Pin board        |  |                    |  |                    |  |

**Remarks:**

- All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable.
- If exhibitors or non-official contractors bring their own lighting devices, they must submit all lighting distribution details and pay the lighting connection charges to the official contractors. Exhibitors/non-official contractors are not allowed to install any additional lighting devices without prior application/notification to the official contractors. Penalty fee will be applied if such situation is found.
- Connectors or joints and wiring from the power supply to the exhibits/machines must be prepared by exhibitors/appointed contractor.
- One socket or power supply is for the use of one electrical appliance/machinery only. No multi-plug is allowed.
- One power main is not allowed to be connected to both the machinery and lighting at the same time. Separate power mains must be ordered for machinery and lighting use.
- The DB box is not included in the three phase power main. Exhibitors/appointed contractors must bring their own DB boxes or rent from official contractor.
- Single line drawing is required for three phase lighting power main electrical order. Exhibitors must submit single line drawings and indicate details on the usage of the three phase lighting power main. Single line drawing must be endorsed by a certified LEW registered under Singapore's Energy Market Authority (EMA).
- All complaints must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.

**Submitted by**

Exhibiting company \_\_\_\_\_  
 \_\_\_\_\_  
 Booth no. \_\_\_\_\_  
 Contact person \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_





# Furniture, Electrical Catalogue



**White Folding Chair**



**Easy Arm Chair**



**Bar Stool**



**White Round Table**  
800D x 730H mm



**Black Square Table**  
900Wx900Dx760mmH



**Black Coffee Table**  
800mmWx500mmDx500mmH



**Information Counter**  
975Wx520Dx760Hmm



**Lockable Cabinet**  
975Wx520Dx760Hmm



**High / Low Display Cube**  
535Wx535Dx500Hmm  
535Wx535Dx760Hmm  
535Wx535Dx1030Hmm



**Low Showcase**  
975Wx520Dx1030Hmm



**High Showcase**  
975Wx520Dx2000Hmm



**Pegboard**  
1mW x 2 mH



**Wall Shelving**  
1000L x 300Wmm



**Bar size Fridge**



**Medium Fridge**



**Wastepaper Basket**  
290Dmm x 300H

All rights reserved. No part of this publication may be reproduced in any form or by any means, including photocopying and recording without the written permission of the publisher.



**R8 Coat Hanger with  
2 Vertical Garment Hook**



**Horizontal Coat Hanging Roll**



**Wheeled Coat Hanger**

## LIGHTING



**40W Florescent Tube**



**100W Standard Spotlight**



**100W Long-arm Spotlight**



**150W/300W Floodlight**



**50W Halogen Downlight**

## POWER SUPPLY



**13 amp / 220V  
single phase power point**



**15 amp / 220V  
single phase power point**

**Form 4B (page 1 of 3)**

**Additional electrical services – Raw space only (Singapore)**

**Deadline: October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

- Orders must be faxed or e-mailed directly to the Official Contractor. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, Pico reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and Pico.
- Payment can be made by:
  - (i) Cheque or bank draft (payable to “Pico IES Group Ltd.”). Please put the show name, booth number and company name at the back of the cheque when sending, or
  - (ii) Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 5, 2010.

Bank name: Hong Kong & Shanghai Banking Corp Ltd,  
No. 1 Queen's Road, Central, Hong Kong  
A/C no: 037-880606-001 (HK\$)  
037-0-606469 (Other Currency)  
Swift Code: HSBCHKHCHK  
Payees name: Pico IES Group Ltd. or

(iii) Payment made thru credit card:

Name of card holder \_\_\_\_\_  
Signature \_\_\_\_\_  
AMEX/VISA/MASTER card no. \_\_\_\_\_  
Amount \_\_\_\_\_  
Expiry date \_\_\_\_\_

- 30% surcharge will be added for all orders received after the deadline.
- 50% surcharge will be added for all orders received after November 5, 2010.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 22, 2010, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 5, 2010. In any event, no cancellation shall be effective unless Pico confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- All raw space exhibitors should have their contractors order appropriate electricity supply from the Official Contractor, Pico IES Group Ltd.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.

**Submitted by**

Exhibiting company \_\_\_\_\_  
\_\_\_\_\_  
Booth no. \_\_\_\_\_  
Contact person \_\_\_\_\_  
\_\_\_\_\_  
Title \_\_\_\_\_  
Tel \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Form 4B (page 2 of 3)**

**Additional electrical services –  
Raw space only  
(Singapore)**

**Deadline:  
October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat  
Street, Tai Po Industrial Estate,  
Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Ref.	Description	Unit cost US\$	Qty	Amount
<b>Lighting connection:</b>				
* 1	Light Fitting Connection (max 100W per fitting)	32		
* 2	Light Fitting Connection (max 300W per fitting)	58		
<b>Power for single machine only:</b>				
* 3	15amp/220V SP socket (not for lighting)	72		
* 4	30amp/220V SP socket (not for lighting)	191		
* 5	15amp/400V 3 phase 50Hz AC (for machine)	206		
* 6	30amp/400V 3 phase 50Hz AC (for machine)	392		
* 7	60amp/400V 3 phase 50Hz AC (for machine)	759		
* 8	100amp/400V 3 phase 50Hz AC (for machine)	1,337		
<b>Power main for lighting only:</b>				
* 9	15amp 3 phase power outlet (Strictly for lighting only)	535		
* 10	30amp 3 phase power outlet (Strictly for lighting only)	1,070		
* 11	60amp 3 phase power outlet (Strictly for lighting only)	1,606		
* 12	100amp 3 phase power outlet (Strictly for lighting only)	2,997		
<b>DB box (if the contractor needs to rent from official contractor):</b>				
* 13	DB for 15amp 3 phase	128		
* 14	DB for 30amp 3 phase	178		
* 15	DB for 60amp 3 phase	357		
* 16	DB for 100amp 3 phase	714		
<b>Single line drawings for the 3 phase power main:</b>				
* 17	Single Line drawing for 15amp/30amp 3 phase power outlet	196		
* 18	Single Line drawing for 60amp	357		
* 19	Single Line drawing for 100amp	535		
<b>* Note: Exhibitors will require single line drawing with certified LEW endorsement if the 3 phase power is for lighting.</b>				
			<b>Sub-total</b>	
			<b>30% surcharge for orders received after October 22, 2010</b>	
			<b>50% surcharge for orders after November 5, 2010</b>	
			<b>Total amount</b>	

**Form 4B (page 3 of 3)**

**Additional electrical services – Raw space only (Singapore)**

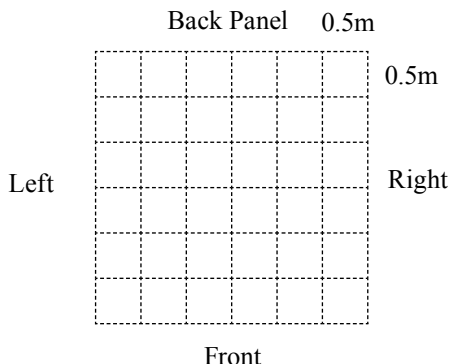
**Deadline: October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

Please indicate the location of items with "\*" on the plan below. Pico IES Group Ltd. will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$25 per piece per item.

**Top Elevation**



**Key:**

- |                  |  |                    |  |                    |  |
|------------------|--|--------------------|--|--------------------|--|
| Fluorescent tube |  | Long-arm spotlight |  | Flat / Slope shelf |  |
| 13Amp socket     |  | Spotlight          |  | Wall panel         |  |
| Pin board        |  |                    |  |                    |  |

**Remarks:**

1. If exhibitors or non-official contractors bring their own lighting devices, they must submit all lighting distribution details and pay the lighting connection charges to the official contractors. Exhibitors/non-official contractors are not allowed to install any additional lighting devices without prior application/notification to the official contractors. Penalty fee will be applied if such situation is found.
2. Connectors or joints and wiring from the power supply to the exhibits/machines must be prepared by exhibitors/appointed contractor.
3. One socket or power supply is for the use of one electrical appliance/machinery only. No multi-plug is allowed.
4. One power main is not allowed to be connected to both the machinery and lighting at the same time. Separate power mains must be ordered for machinery and lighting use.
5. The DB box is not included in the three phase power main. Exhibitors/appointed contractors must bring their own DB boxes or rent from official contractor.
6. Single line drawing is required for three phase lighting power main electrical order. Exhibitors must submit single line drawings and indicate details on the usage of the three phase lighting power main. Single line drawing must be endorsed by a certified LEW registered under Singapore's Energy Market Authority (EMA).
7. All complaints must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form 5 (page 1 of 2)**

**Additional furniture rental (Singapore)**

**Deadline: October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

- Orders must be faxed or e-mailed directly to Pico. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, Pico reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and Pico.

• Payment can be made by:

- (i) Cheque or bank draft (payable to "Pico IES Group Ltd.").  
Please put the show name, booth number and company name at the back of the cheque when sending, or
- (ii) Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 5, 2010.

Bank name: Hong Kong & Shanghai Banking Corp Ltd,  
No. 1 Queen's Road, Central, Hong Kong  
A/C no: 037-880606-001 (HK\$)  
037-0-606469 (Other Currency)  
Swift Code: HSBCHKHCHK  
Payees name: Pico IES Group Ltd. or

(iii) Payment made thru credit card:

Name of card holder \_\_\_\_\_  
Signature \_\_\_\_\_  
AMEX/VISA/MASTER card no. \_\_\_\_\_  
Amount \_\_\_\_\_  
Expiry date \_\_\_\_\_

- 30% surcharge will be added for all orders received after the deadline.
- 50% surcharge will be added for all orders received after November 5, 2010.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 22, 2010, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 5, 2010. In any event, no cancellation shall be effective unless Pico confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- Any request to dismantle or remove the standard or furnished booth facilities and furniture (e.g. shelf, spotlight, cabinet) must be made to Pico in writing before October 22, 2010. Requests made after the deadline or on-site may result in a service delay.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.
- Any complaints regarding rental furniture/installation must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.
- All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable.

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form 5 (page 2 of 2)**

**Additional furniture rental (Singapore)**

**Deadline: October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

Ref.	Description	Unit cost US \$	Qty	Amount
1	Information counter	40		
2	Lockable cupboard	49		
3	White system panel per metre run	34		
4	White round table	49		
5	Black square table	43		
6	Black coffee table	32		
7	White folding chair	13		
8	Easy arm chair (black leather chair)	46		
9	Bar stool	35		
10	Waste paper basket	4		
*	System shelving (per metre run)	25		
12	Low display cube (535L x 535W x 500Hmm)	36		
13	High display cube (535L x 535W x 760Hmm)	72		
*	Pegboard with 30 hooks (per metre run of board)	143		
15	Low showcase (without downlights)	125		
16	High showcase (without downlights)	178		
*	Vertical garment hooks (per set with 2 pair of hooks)	71		
*	Horizontal garment rail (per meter-run)	40		
19	Wheeled coat hanger	63		
20	Mannequin – full body (male / female)	300		
21	Mannequin – half body (male / female)	240		
*	Bar size fridge (without power supply)	120		
*	Medium size fridge (without power supply)	178		
24	Potted plants (3ft-without flowers)	7		
25	Potted palm (4-5ft)	16		
<b>Sub-total</b>				
<b>30% surcharge for orders received after October 22, 2010</b>				
<b>50% surcharge for orders after November 5, 2010</b>				
<b>Total amount</b>				

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

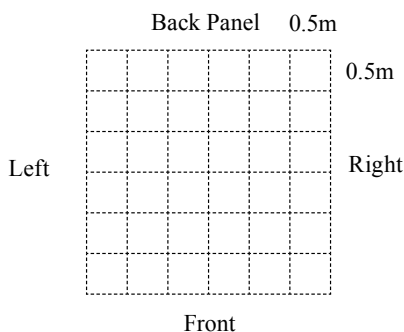
Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please indicate the location of items with "\*" on the plan below. Pico IES Group Ltd. will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$25 per piece per item.

**Top Elevation**



**Key:**

- Fluorescent tube
- 13Amp socket
- Pin board

- Long-arm spotlight
- Spotlight

- Flat / Slope shelf
- Wall panel



# Furniture, Electrical Catalogue



**White Folding Chair**



**Easy Arm Chair**



**Bar Stool**



**White Round Table**  
800D x 730H mm



**Black Square Table**  
900Wx900Dx760mmH



**Black Coffee Table**  
800mmWx500mmDx500mmH



**Information Counter**  
975Wx520Dx760Hmm



**Lockable Cabinet**  
975Wx520Dx760Hmm



**High / Low Display Cube**  
535Wx535Dx500Hmm  
535Wx535Dx760Hmm  
535Wx535Dx1030Hmm



**Low Showcase**  
975Wx520Dx1030Hmm



**High Showcase**  
975Wx520Dx2000Hmm



**Pegboard**  
1mW x 2 mH



**Wall Shelving**  
1000L x 300Wmm



**Bar size Fridge**



**Medium Fridge**



**Wastepaper Basket**  
290Dmm x 300H

All rights reserved. No part of this publication may be reproduced in any form or by any means, including photocopying and recording without the written permission of the publisher.





**R8 Coat Hanger with  
2 Vertical Garment Hook**



**Horizontal Coat Hanging Roll**



**Wheeled Coat Hanger**

## LIGHTING



**40W Florescent Tube**



**100W Standard Spotlight**



**100W Long-arm Spotlight**



**150W/300W Floodlight**



**50W Halogen Downlight**

## POWER SUPPLY



**13 amp / 220V  
single phase power point**



**15 amp / 220V  
single phase power point**

**Form 6 (page 1 of 2)**

**Additional AV equipment (Singapore)**

**Deadline:  
October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

- Orders must be faxed or e-mailed directly to Pico. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, Pico reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and Pico.

• Payment can be made by:

- (i) Cheque or bank draft (payable to “Pico IES Group Ltd.”). Please put the show name, booth number and company name at the back of the cheque when sending, or
- (ii) Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 5, 2010.

Bank name: Hong Kong & Shanghai Banking Corp Ltd,  
No. 1 Queen’s Road, Central, Hong Kong  
A/C no: 037-880606-001 (HK\$)  
037-0-606469 (Other Currency)  
Swift Code: HSBCHKHCHK  
Payees name: Pico IES Group Ltd. or

(iii) Payment made thru credit card:

Name of card holder \_\_\_\_\_  
Signature \_\_\_\_\_  
AMEX/VISA/MASTER card no. \_\_\_\_\_  
Amount \_\_\_\_\_  
Expiry date \_\_\_\_\_

- 30% surcharge will be added for all orders received after the deadline.
- 50% surcharge will be added for all orders received after November 5, 2010.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 22, 2010, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 5, 2010. In any event, no cancellation shall be effective unless Pico confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- The prices listed include installation charges but do not include power supply.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.
- Any complaints regarding AV equipment must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.
- All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable.

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form 6 (page 2 of 2)**

**Additional AV equipment (Singapore)**

**Deadline: October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

Ref.	Description	Unit rate US\$	Qty	Amount
* 1	17" LDC monitor	161		
* 2	19" LDC monitor	223		
* 3	32" plasma display monitor	579		
* 4	42" plasma display monitor	848		
* 5	50" plasma display monitor	1,427		
* 6	Free standing plasma stand	200		
* 7	DVD player	71		
<b>Sub-total</b>				
<b>30% surcharge for orders received after October 22, 2010</b>				
<b>50% surcharge for orders after November 5, 2010</b>				
<b>Total amount</b>				

Please indicate the location of items with "\*" on the plan below. Pico IES Group Ltd. will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$25 per piece per item.

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

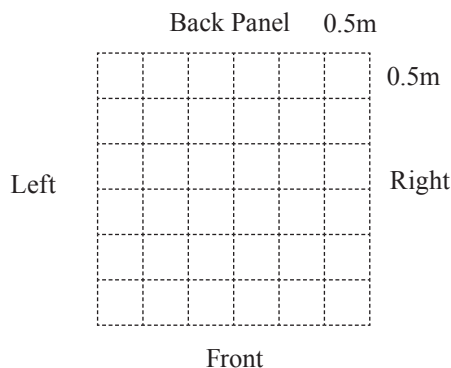
E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Top Elevation**



**Key:**

- |                  |  |                    |  |                    |  |
|------------------|--|--------------------|--|--------------------|--|
| Fluorescent tube |  | Long-arm spotlight |  | Flat / Slope shelf |  |
| 13Amp socket     |  | Spotlight          |  | Wall panel         |  |
| Pin board        |  |                    |  |                    |  |

**Form 7 (page 1 of 2)**

**Compressed air and water & drainage (Singapore)**

**Deadline:  
October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

- Orders must be faxed or e-mailed directly to Pico. Submitted orders will be processed within 7 days.
- All payments must be settled on or before the date shown on the invoice, failing of which, Pico reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and Pico.

• Payment can be made by:

- (i) Cheque or bank draft (payable to "Pico IES Group Ltd.").  
Please put the show name, booth number and company name at the back of the cheque when sending, or
- (ii) Remit or T/T payment directly to the account below. Please send notification (bank statement/receipt of your T/T payment) to us by fax or mail within one week after the issue date of invoice. We will only accept cash or credit card payment after November 5, 2010.

Bank name: Hong Kong & Shanghai Banking Corp Ltd,  
No. 1 Queen's Road, Central, Hong Kong

A/C no: 037-880606-001 (HK\$)  
037-0-606469 (Other Currency)

Swift Code: HSBCHKHCHK

Payees name: Pico IES Group Ltd. or

(iii) Payment made thru credit card:

Name of card holder \_\_\_\_\_

Signature \_\_\_\_\_

AMEX/VISA/MASTER card no. \_\_\_\_\_

Amount \_\_\_\_\_

Expiry date \_\_\_\_\_

- 30% surcharge will be added for all orders received after the deadline.
- 50% surcharge will be added for all orders received after November 5, 2010.
- Orders submitted with company chop and signature shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after October 22, 2010, will be subject to a cancellation fee of 30% of the order amount. No cancellation or request for refund will be entertained after November 5, 2010. In any event, no cancellation shall be effective unless Pico confirms the same in writing. Orders not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due.
- Please make a copy of this form for your own record. All items ordered are on a rental basis and exhibitors are liable for any damages or loss incurred.
- Any complaints regarding compressed air and water and drainage facilities must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.
- All furniture and electrical items included in the standard and furnished booths are not exchangeable or refundable.

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form 7 (page 2 of 2)**

**Compressed air and water & drainage (Singapore)**

**Deadline: October 22, 2010**

Return to:  
Pico IES Group Ltd.  
Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T., Hong Kong

Terry Ng/Fiona Fung  
Tel: (852) 3713 0570/3713 0497  
Fax: (852) 2660 4671/2660 6312  
E-mail:  
cs.vb@hk.pico.com/  
terry.ng@hk.pico.com/  
fiona.fung@hk.pico.com

Ref.	Description	Unit cost US \$	Qty	Amount
<b>Water and drainage:</b>				
* 1	Water inlet (12mm) and outlet (35mm) pipe, inclusive of up to 20 meters length of piping with sink	535		
* 2	Water inlet (12mm) and outlet (35mm) pipe, inclusive of up to 20 meters length of piping without sink	357		
* 3	Every additional meters run of pipe	32		
<b>Compressed air supply:</b>				
* 4	1Hp/0.75KW, 3Bar/45PSI, 82LPM/2.89CFM	500		
* 5	2Hp/1.50KW, 4Bar/60PSI, 164LPM/5.78CFM	642		
* 6	3Hp/2.24KW, 5Bar/70PSI, 246LPM/8.67CFM	749		
* 7	5Hp/3.73KW, 6Bar/85PSI, 410LPM/14.45CFM	856		
<b>Sub-total</b>				
<b>30% surcharge for orders received after October 22, 2010</b>				
<b>50% surcharge for orders after November 5, 2010</b>				
<b>Total amount</b>				

Please indicate the location of items with "\*" on the plan below. Pico IES Group Ltd. will install at its discretion if no drawing/sketch is received. Requests for re-positioning will be subject to an extra charge of US\$25 per piece per item.

**Submitted by**

Exhibiting company \_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

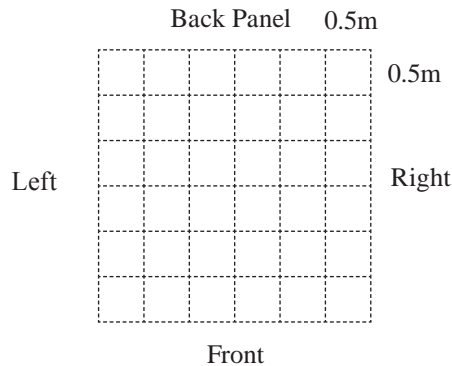
E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Top Elevation**



**Key:**

Fluorescent tube

Long-arm spotlight

Flat / Slope shelf

13Amp socket

Spotlight

Wall panel

Pin board

**Form 8 (page 1 of 2)**

**Heavy/large machines or exhibits**

**China Sourcing Fairs – Singapore 2010**

**Deadline:  
October 15, 2010**

Return to: Yoky Lee  
APT Showfreight Limited  
Office A, 20/F, Loyong Court  
Commercial Building, 212 –  
220 Lockhart Road, Wanchai,  
Hong Kong

Tel: (852) 2877 0258  
Fax: (852) 2877 0505  
E-mail:  
yoky.lee@aptshowfreight.com

- Exhibitors with any heavy/large machine or exhibit (**each that exceeds 1,000 kgs in weight and/or 1.8m (L) x 1.8m (W) x 1.8m (H) in dimension**) should complete this form and provide the details of all their heavy/large machines or exhibits to APT no later than **October 15, 2010**.
- Exhibitors will be required to move in their heavy/large machines or exhibits on **November 19, 2010**. Exhibitors, their agents or contractors are responsible for the early installation and arrival of their heavy/ large machines or exhibits at the venue on November 19. **If such heavy/large machines or exhibits arrive later than the scheduled move-in date (November 19), they will not be permitted entry into the exhibition halls.**
- **Please note that only the Official Freight Forwarder — APT is allowed to perform mechanical handling within the exhibition halls.** Forklifts, cranes and pallet trucks from exhibitors and other forwarders will not be permitted into the exhibition halls.
- The exhibition hall at Suntec has a floor loading capacity of 17.5 KN/m<sup>2</sup> with a ceiling height of 8.5m. For safety reasons, the venue will review both the net weight of the exhibits and the “imposed loading of machine/exhibit”. Pointed or dynamic loads will need special permits provided by the venue and are restricted to special locations. On a case-to-case basis subject to the approval of the venue, special arrangements including the provision of steel plate may be required for any exhibits exceeding the limit. There might be heavy lifting surcharge and/or provision of steel plate levied for heavy/large machines or exhibits and such charge will be quoted upon receiving detailed cargo dimension and weight on a case-by-case basis.
- The venue has the right to ask for submission of machinery or exhibit details even if the weight/dimension of the machine or exhibit is within 1,000 kgs and/or 180cm (L) x 180cm (W) x 180cm (H). Such final permission will be granted by the venue.
- If exhibitors fail to submit the details of all their heavy/large machines or exhibits to APT on or before October 15, 2010 for the approval of the venue, all such machines or exhibits will not be permitted entry into the exhibition halls.
- It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by APT Showfreight Limited, and also ensure that Transport Insurance is arranged for exhibits sold locally.

**Submitted by**

Exhibiting company \_\_\_\_\_ Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form 8 (page 2 of 2)**

**Heavy/large machines or exhibits**

**China Sourcing Fairs – Singapore 2010**

**Deadline:  
October 15, 2010**

Return to: Yoky Lee  
APT Showfreight Limited  
Office A, 20/F, Loyong Court  
Commercial Building, 212 –  
220 Lockhart Road, Wanchai,  
Hong Kong

Tel: (852) 2877 0258  
Fax: (852) 2877 0505  
E-mail:  
yoky.lee@aptshowfreight.com

Please tick ✓ the selected arrangement and complete the detailed machines/exhibits dimension and weight. A quote will be provided by APT based on the submitted details and requested arrangement.

1. To arrange transportation and delivery of machines or exhibits from the below address/country to the exhibition booth or vice versa

**Inbound**                       **Outbound**

Address \_\_\_\_\_

Country \_\_\_\_\_ Contact person \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

2. To arrange transportation and delivery of the machines or exhibits from arrival at the loading bay to the exhibition booth or vice versa

**Inbound**                       **Outbound**

Item no.	Description of machines or exhibits	Bare or packed	Dimensions L x W x H (cm)	Gross weight (kg)

**Submitted by**

Exhibiting company

\_\_\_\_\_

\_\_\_\_\_

Booth no. \_\_\_\_\_

Contact person \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please submit below items for each of the listed machines or exhibits:**

- Footprint of all machine/exhibit
- Brochure/picture of the machine/exhibit
- Plan indicating position of machine/exhibit on the booth
- Whether machine/exhibit is operating during show
- Dynamic loading when machine/exhibit is operating

\* If your exhibits' details exceed the space provided above, please make a copy of this page and complete as necessary.

Event ID No.:

**TELECOMMUNICATION ORDER FORM**

Name of Event: **China Sourcing Fairs - November 22-24, 2010**

Booth No.

Exhibitor / Co. Name:

Address:

Telephone : (Office)

(Mobile)

(On-site Mobile)

Fax:

E-mail:

S/N	Source Code	Service Description	Rental / Week / Event (\$\$)	Quantity	Total Price (\$\$)
<b>Phone Lines</b>					
1	LOCDIR01	Local Direct Line (for Voice / Fax/ Credit/ NETS)*	285.00		
2	IDDDIR01	IDD Direct Line (for Voice / Fax/ Credit/ NETS)*	285.00		\$S200 IDD Call Deposit*
3	ISDNLN02	ISDN2 Line (for Video Conferencing)*	300.00		\$S200 IDD Call Deposit*
4	DIRLAT01	Late Order Surcharge for Local/IDD Line	60.00		Less Than 2 Working Days
<b>Internet</b>					
5	ADSLLN01	ADSL with Internet Access (512kb/256kb, LAN IP, Non-VPN)	1100.00	Refer to item 4 on page 2 for more details	
6	ADSLLN02	ADSL with Internet Access (1Mb/512kb, LAN IP, Non-VPN)	2000.00		
7	ADSLLN03	ADSL with Internet Access (2Mb/768kb, LAN IP, Non-VPN)	2600.00		
8	ADSLLN04	ADSL with Internet Access (4Mb/768kb, LAN IP, Non-VPN)	3500.00		
9	ADSLLN05	ADSL with Internet Access (6Mb/768kb, LAN IP, Non-VPN)	4000.00		
10	ADSLLN06	ADSL with Internet Access (512kb/256kb, 5 PUBLIC IP)	1550.00		
11	ADSLLN07	ADSL with Internet Access (1Mb/512kb, 5 PUBLIC IP)	2700.00		
12	ADSLLN08	ADSL with Internet Access (2Mb/768kb, 13 PUBLIC IP)	3200.00		
13	ADSLLN09	ADSL with Internet Access (4Mb/768kb, 13 PUBLIC IP)	4600.00		
14	ADSLLN10	ADSL with Internet Access (6Mb/768kb, 13 PUBLIC IP)	5000.00		
15	ADSLLN12	Upgrade to Cisco Router 877 * ( 2 weeks to pre-order)	150.00		Support up to 100 connections
16	ADLLAT01	Late Order Surcharge for ADSL line	500.00		Less Than 2 Working Days
<b>Wireless Internet</b>					
17	ADSLLN11	StarHub Wireless Internet 802.11 B/G (Single User) SSID: Wireless@StarHub)	420.00		Activate via Mac Address for Wifi card
<b>Mobile Internet</b>					
18	35GHSPA3	StarHub 3.5G HSPA Mobile Internet With USB Dongle (Single User)	400.00		3 Days. \$\$300 Device Deposit*
19	35GHSPA7	StarHub 3.5G HSPA Mobile Internet With USB Dongle (Single User)	500.00		7 Days. \$\$300 Device Deposit*
<b>Cable TV</b>					
20	SCVNEWS	Starhub Cable TV News Package	800.00		Includes CNN,CNBC, BCC,Bloomberg
<b>Line Relocation</b>					
21	LINEREC01	ADSL / Local / IDD / ISDN2 - Line Relocation Charge	50.00		

**Note:**

a. All service rentals are based on per event or up to a maximum of 7 days

b. All charges quoted are subject to 7% GST

Sub-Total

7% GST

IDD Call / 3.5G Device Deposit

Total

DATE AND TIME OF INSTALLATION

REMARKS

ORDERED AND CONFIRMED BY CLIENT

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AUTHORISED PERSON ON-SITE (ONLY APPLICABLE, IF DIFFERENT AND CONFIRMED BY CLIENT)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE CHARGE THE TOTAL AMOUNT OF \$\$ \_\_\_\_\_

INCLUSIVE OF PREVAILING TAXES TO:

CREDIT CARD TYPE: AMEX / DINERS / MASTER / VISA / JCB

V-CODE:

CREDIT CARD NO.:

EXPIRY DATE:   /   (MM/YY)

NAME AS ON CREDIT CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Please Note:**

a) Please fax completed form to: **+65 6825 2099** or email us at: **telecom@suntecsingapore.com**

b) For more information please call our service hotline at Tel: **+65 6825 2016**

c) Photocopy of the front & back of the credit card is required for payment made via credit card. For other mode of payment, please refer to item 8 on page 2 for more details.





## Form 9 (page 2 of 2) Additional communications facilities

### TERMS & CONDITIONS

1. Local call charges are included in the rental cost of Local Direct Lines and IDD Direct Lines. \*Phone set will be provided upon request.
2. \*Call deposit of S\$200 will be imposed on each IDD Direct Line ordered. Refund of call deposit (less IDD International call charges incurred) will be made after international call charges are confirmed (by third party billing).
3. \*Device deposit of S\$300 will be imposed on each 3.5G HSPA dongle. Refund of device deposit will be made within 14 working days, subject to the return of the leased equipment in good condition.
4. ADSL Packages will include ADSL line & ADSL router (Single Port) only. SpeedTouch HomePlus 511e Single Port Router will be used for ADSL 512k / 1Mb/ 2Mb. SpeedTouch ST536 Single Port Router will be used for ADSL 4Mb/ 6Mb. **All SpeedTouch Routers are recommended for up to 10 connections. Upgrade to Cisco Router 877 is recommended, for support of up to 100 connections.** Customers must provide their own Switch/Hub for the Local Area Network connection. For Wireless Network setups, please do not use Wireless Channels 1, 6 and 11. Please note that actual bandwidth is dependent on hardware, software, internet traffic and destination server.
5. All orders should accompany with a floor plan with exact line location and submitted to Suntec Singapore 3 working days before the installation date. A surcharge will be imposed for late orders. Lines will be placed inside the booth if the exact location is not given. Re-location charge will apply after installation.
6. Equipment issued must be returned as per the agreed date and in good working condition. Any lost equipment or accessories will be charged according to Suntec Singapore's rack rates.
7. The full rental price will be charged for cancellation notice received less than 2 working days before the installation date.
8. Payment may be made by crossed cheques payable to "**Harmony Convention Holding Pte Ltd – Revenue Account**" or via Telegraphic Transfers(T/T) to the following bank account, prior to the installation date. Orders without remittance **will not** be processed.

**Telegraphic Transfers To:**

Standard Chartered Bank  
Battery Road Branch, 6 Battery Road, Singapore 049909  
MAS A/C No. 7144  
Swift Code: SCBLSGSG

9. For on-site orders, only cash or credit card payment will be accepted.
10. Due to the nature of the services, the Centre cannot guarantee that the services will be free from any faults, software viruses, errors or interruptions. Suntec Singapore will not be liable or be deemed to be in default for any delay or failure in performance under this Agreement resulting from matters beyond our control.

**Suntec Singapore International Convention & Exhibition Centre**

1 Raffles Boulevard, Suntec City, Singapore 039593

Main line: 65 6337 2888 Fax: 65 6825 2099

Website: [www.suntecsingapore.com](http://www.suntecsingapore.com)

(Reg. No.: 198802598N)

**Form 10A**

**Singapore Travel Package booking form (For Hong Kong exhibitors only)**

**China Sourcing Fairs – Singapore 2010**

**Deadline: September 20, 2010**

Return to:  
Rita Wong / Teresa Yuen  
Swire Travel Ltd

Tel: (852) 3151 8798 /  
3151 8790

Fax: (852) 2590 0011

E-mail:  
ritawong@swiretravel.com /  
teresayuen@swiretravel.com

Please fax back the completed booking form to Rita Wong / Teresa Yuen on/before **September 20, 2010**.

Company name \_\_\_\_\_ Booth no. \_\_\_\_\_

Company address \_\_\_\_\_

Fair attending:  Food & Beverages  Gifts & Premiums  Home Products  
 Garments & Textiles  Hardware & Building Materials  
 Machinery & Industrial Supplies

Contact person \_\_\_\_\_ Position \_\_\_\_\_

Contact number \_\_\_\_\_ Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

**6 Days 5 Nights Package (November 20-25, 2010)**

Please  the selected itinerary

**Package A: Accommodation at Link Hotel Singapore**

Single Room (HKD7,450 per person) X \_\_\_\_\_ (Person) = HKD \_\_\_\_\_

Twin Room (HKD5,000 per person) X \_\_\_\_\_ (Person) = HKD \_\_\_\_\_

**Package B: Accommodation at Marina Mandarin Hotel**

Single Room (HKD12,700 per person) X \_\_\_\_\_ (Person) = HKD \_\_\_\_\_

Twin Room (HKD7,650 per person) X \_\_\_\_\_ (Person) = HKD \_\_\_\_\_

Please settle the non-refundable deposit HKD3,000 per person on/before **September 20, 2010** to Swire Travel Ltd for reservation.

The above listed package prices do not include Hong Kong & Singapore airport taxes, security charges and airlines fuel surcharge (approx. HKD496 per person).

		Passenger Name (as shown in Passport)	Room Type	Date of Return Flight	Hotel Check-out Date	Type of Passport	Require Visa (Yes/No)
Room 1	Mr / Ms		Single Room/ Twin Room				
	Roommate Mr / Ms						
Room 2	Mr / Ms		Single Room/ Twin Room				
	Roommate Mr / Ms						
Room 3	Mr / Ms		Single Room/ Twin Room				
	Roommate Mr / Ms						
Room 4	Mr / Ms		Single Room/ Twin Room				
	Roommate Mr / Ms						

Signature \_\_\_\_\_ Date \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD)  
(with company chop)

**Form 10D**

**Hotel booking form**

**China Sourcing Fairs – Singapore 2010**

**Deadline: September 20, 2010**

Return to:  
Rita Wong / Teresa Yuen  
Swire Travel Ltd  
6/F, Cambridge House,  
Taikoo Place, 979 King's  
Road, Quarry Bay,  
Hong Kong

Tel: (852) 3151 8798 /  
3151 8790

Fax: (852) 2590 0011

E-mail:  
ritawong@swiretravel.com /  
teresayuen@swiretravel.com

**Booking form**

Please fax back the completed booking form to Rita Wong / Teresa Yuen **on or before September 20, 2010.**

Company Name		Booth No.	
Company Address			
Contact Person		Position	
Contact Number		Fax Number	
E-mail Address			

Please  the selected itinerary

**A: Accommodation at Link Hotel Singapore**

Single Room (HK\$1,100 per room) x \_\_\_\_\_ (nights) = HK\$ \_\_\_\_\_

Twin Room (HK\$1,100 per room) x \_\_\_\_\_ (nights) = HK\$ \_\_\_\_\_

**B: Accommodation at Marina Mandarin Hotel**

Single Room (HK\$2,030 per room) x \_\_\_\_\_ (nights) = HK\$ \_\_\_\_\_

Twin Room (HK\$2,030 per room) x \_\_\_\_\_ (nights) = HK\$ \_\_\_\_\_

**Once booking is confirmed, non-refundable full payment is required on/before September 20, 2010.**

		Passenger Name (as shown in Passport)		Room Type	Check-in date	Check-out Date
		Last Name	First Name			
Room 1	Mr / Ms			Single Room / Twin Room		
	Roommate Mr / Ms					
Room 2	Mr / Ms			Single Room / Twin Room		
	Roommate Mr / Ms					
Room 3	Mr / Ms			Single Room / Twin Room		
	Roommate Mr / Ms					
Room 4	Mr / Ms			Single Room / Twin Room		
	Roommate Mr / Ms					

Remarks: All exhibitors must ensure that they have the valid travel documents (including Singapore Visa) before entering Singapore. Swire Travel and the event organizer will not be liable for any cost incurred on trip cancellation or delay due to invalid travel documents.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD)  
(With company chop)

**Form 11 (page 1 of 2)**

**Temporary staff request form**

**Deadline:  
September 20, 2010**

Return to:  
Kane Gan / Vicki Sim  
Kelly Services (Singapore)  
Pte Ltd

Tel: (65) 6223 3362  
Fax: (65) 6222 3433

E-mail: kane\_gan@  
kellyservices.com.sg /  
vicki\_sim@kellyservices.  
com.sg

- Rates: The rate is SG\$14.50 per hour per temp staff (minimum 4 hours per day) and payable prior to the event. The rate is exclusive of 7% GST tax.
- The above is the flat rate for Stand Show hostess. Please note that other requests such as Translators or Models will be counted separately and the invoice will be made accordingly.
- Payment:  
Full payment (exempt from any bank charges) must be made by bank transfer within 1 week after the issue date of invoice. Orders without remittance will be treated as invalid. Payment must be made by bank transfer directly to the account below. Please send back transfer receipt / notification to Kelly Services by fax or e-mail.  
Beneficiary name: Kelly Services (Singapore) Pte Ltd  
Account number: 010-900094-1  
Bank: DBS Bank Ltd,  
Blk 531 Upper Cross Street, #01-51,  
Hong Lim Complex - South Bridge Road Branch  
Branch code: 7171/010  
SWIFT code: DBSSSGSG
- Cancellation of order will be accepted in writing before October 20, 2010. No cancellation or request for refund will be entertained on or after October 20, 2010.
- Please indicate in the table below the number of temporary staff required as well as their main duties / tasks to be performed (such as host / hostesses, receptionist, data entry operator, secretary, sales person, etc.) in order to enable us to allocate individuals with the appropriate skills.

**Form 11 (page 2 of 2)**

**Temporary staff request form**

**Deadline:  
September 20, 2010**

Return to:  
Kane Gan / Vicki Sim  
Kelly Services (Singapore)  
Pte Ltd

Tel: (65) 6223 3362  
Fax: (65) 6222 3433

E-mail: kane\_gan@  
kellyservices.com.sg /  
vicki\_sim@kellyservices.  
com.sg

Duties	Languages	No. of staff	Dates		Temp staff timings
			From	To	
Hostess					
Registration					
Ushers					
Translator (Subject to languages required)					
Qualified Personnel / Supervisors					
Models					
Others (Please specify)					
Dress code					
Specific requirements					

**Submitted by:**

Exhibition name <b>China Sourcing Fairs – Singapore</b>	Exhibition date <b>November 20-22, 2010</b>
Type of event <b>Sourcing Fair</b>	Place of event <b>Suntec Singapore International Conventional and Exhibition Centre</b>
Company name	
Company industry field	Booth no.
Contact person	Title
Address	PO Box number
City	Country
Telephone	Mobile
E-mail	Fax
Signature	Date