



WORLD STAMP EXHIBITION

SANDS EXPO® & CONVENTION CENTRE • 14 - 19 AUG 2015

RAW SPACE EXHIBITORS OR UPGRADING OF SHELL SCHEME BOOTH

BOOTH NO:

COMPANY NAME: _____

ADDRESS: _____

POSTAL CODE: _____ COUNTRY: _____

EMAIL: _____

TEL: _____ FAX: _____

CONTACT PERSON: _____ SIGNATURE _____

JOB TITLE: _____ DATE: _____

If you are building your own booth or using a non-official contractor for booth construction and/or interior decoration, please fill in the following details:

NAME OF APPOINTED CONTRACTOR: _____

ADDRESS: _____

E-MAIL: _____

TEL: _____ FAX: _____

CONTACT PERSON: _____ DESIGNATION: _____

MOBILE NUMBER: _____

PLEASE NOTE

1. Two (2) copies of **TECHNICAL DRAWINGS** (plan & perspective view) of your booth design **MUST BE SUBMITTED** to the Organiser for approval no later than **10 July 2015**. Please refer to rules & regulations in this manual for more information.
2. ALL electrical connections must be done by the Official Contractor.
3. Booth height should not exceed 4m. Written approval must be obtained from the Organiser on any special design booths.
4. Approval must be obtained on hanging banner / framework / helium balloon and a charge of usage of airspace will be imposed.

FORM 4

DEADLINE **10 July 2015**

Email to
charles@singapore2015.com

ATTN:
Mr Charles Loong

SINGPEX PTE LTD
19 Kim Keat Road #01-03
Fu Tsu Building, Singapore
328804



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Performance Bond:-

All contractors, other than the Official Contractor, must place a refundable Performance Bond of S\$50.00 per sqm (minimum of S\$500.00, up to a maximum of S\$5,000.00) for individual booth and sign an undertaking, guaranteeing adherence to all rules and regulations laid down by the Organiser.

Payments must be made in local cheques only. Cheques should be made payable to "**SINGPEX PTE LTD**" and submitted in a self-address envelope to expedite the refund after the show.

To expedite the refund of your performance bond, cheque must be submitted together with a self-address envelope. An admin fee of S\$15.00 will be levied upon the contractor for submission without the self-address envelope.

For outside contractors, the Performance Bond must be submitted to the Official Contractor by 5pm on the day their booth build up commences (12 August 2015). Outside contractors who are found to breach this ruling are subject to a penalty of S\$100.00 to be deducted from their refundable performance bond.