



# WORLD STAMP EXHIBITION

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

## SHELL SCHEME BOOTH FASCIA INSCRIPTION

THIS FORM MUST BE RETURNED BY ALL SHELL SCHEME BOOTH HOLDERS

BOOTH NO:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Please indicate on the table below the name of the company and booth number to be reflected on the fascia board. This will be provided in upper case, white standard 100mm-high (4 inches) English alphabet (maximum 24 letters). Please use block letters.

COMPANY NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**The following items are provided within a 3m by 3m Shell Scheme Booth:**

- A. Walls: White laminated wall partition with aluminium frames
- B. Fascia: 210mm (ht) blue board with white letterings and numbers in vinyl sticker cut-out.
- C. Lighting: 2 fluorescent lights.
- D. Furniture: 1 reception desk, 1 lockable cabinet, 1 low glass showcase, 2 folding chairs and 1 waste basket.
- E. Electrical: 1 13amp single phase power point.
- F. Flooring: 9sqm blue needle punch carpet

**The following items are provided within a 6m by 6m Super Booth:**

- A. Walls: White laminated wall partition with aluminium frames c/w tower structure for logo branding.
- B. Fascia: 210mm (ht) blue board with white letterings and numbers in vinyl sticker cut-out.
- C. Lighting: 8 fluorescent lights.
- D. Furniture: 4 reception desks, 4 lockable cabinets, 2 low glass showcases, 2 high square glass showcase, 4 folding chairs and 2 waste baskets.
- E. Electrical: 4 13amp single phase power points.
- F. Flooring: 36sqm blue needle punch carpet

\* The above items cannot be exchangeable with other items. If exhibitors do not require any of the items, no refunds will be given.

Please check box if you would like a quotation to print your company logo on the tower structure.

# FORM 1 DEADLINE **10 July 2015**

**FAX TO**

**AGOG EXPO PTE LTD**  
1 Pemimpin Drive  
#02-07, One Pemimpin  
Singapore 576151

Fax: (65) 6694-5355  
Tel: (65) 6694-5255  
Email:  
sereneshen@agogexpo.com

**ATTN:**  
**Ms Serene Shen**



# WORLD STAMP EXHIBITION

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## FURNITURE RENTAL

BOOTH NO:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ITEM	UNIT COST (S\$)	QTY	AMOUNT (S\$)
Round Table (Black/ White)	80.00		
White Square Table	90.00		
Black Coffee Table	70.00		
White Folding Chair	30.00		
Black Leather Arm Chair	60.00		
White Leather Bar Stool	80.00		
Reception Desk	90.00		
Lockable Cabinet	120.00		
Waste Basket	10.00		
System Wall Shelving (Slope/ Flat)	50.00		
3-Tier Display Counter	250.00		
Low Showcase with Lightings	450.00		
High Showcase with Lightings	550.00		
High Square Showcase with Lightings	500.00		
Tall Fridge with Powerpoint	300.00		
Potted Plants (2 - 3 ft)	40.00		
Potted Palm (3 - 4 ft)	70.00		
<b>SUB TOTAL</b>			
<b>7% GST</b>			
<b>TOTAL COST</b>			

*All prices are quoted are in Singapore Dollars and are subject to 7% Goods & Services Tax (GST).*

**PLEASE NOTE:**

- A. Orders are valid only when accompanied with full payment. Payment should be made payable to:  
**AGOG Expo Pte Ltd**  
 OCBC Bank (Bishan Branch)  
 Blk 501, Bishan Street 11 #01-372/374, Singapore 570501  
 A/C No: 538-720855-001  
 Swift Code: OCBCSGSG, Bank Code: 7339  
**(Note: Cheque or bank draft should be drawn in a Singapore bank)**
- B. **Late orders received AFTER 10 July 2015** cannot be guaranteed and if accepted, will be subject to a 50% late order surcharge.

**FORM  
2  
DEADLINE  
10 July 2015**

FAX TO

**AGOG EXPO PTE LTD**  
 1 Pemimpin Drive  
 #02-07, One Pemimpin  
 Singapore 576151

Fax: (65) 6694-5355  
 Tel: (65) 6694-5255  
 Email:  
 sereneshen@agogexpo.com

**ATTN:  
Ms Serene Shen**



# WORLD STAMP EXHIBITION

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## ELECTRICAL SUPPLIES & FITTINGS RENTAL

BOOTH NO:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

- Prices include consumption (show hours only). For services not stated below, such as step-up / step-down transformers etc., please contact the Official Contractor for a quotation.

DESCRIPTION	UNIT COST	QTY	AMOUNT (S\$)
40W Fluorescent Tube	80.00		
100W Spotlight	90.00		
100W Arm Spotlight	100.00		
50W Halogen Spotlight	90.00		
50W Halogen Arm Spotlight	100.00		
100W Floodlight	200.00		
300W Floodlight	250.00		
70W Metal Halide	250.00		
70W Arm Metal Halide	300.00		
Lighting Connection (max 100W per feature)	70.00		
Lighting Connection (max 300W per feature)	180.00		
*13 Amp/220V Single Phase Power Outlet	90.00		
*13 Amp/220V Single Phase Power Outlet (24hrs)	150.00		
*15 Amp/220V Single Phase Power Outlet (max. 3Kw)	250.00		
<b>SUB TOTAL</b>			
<b>7% GST</b>			
<b>TOTAL</b>			

*\*Powerpoints are meant for running of equipment / exhibits only. If used for lighting purposes, the lighting connection charges will apply on per bulb / per tube fitted on the booth. Light boxes are charged according to the number of tubes in each light box, using the lighting connection or 40W fluorescent tube rate, whichever is applicable. Usage of extension plugs are not permitted in the exhibition.*

*All prices quoted are in Singapore Dollars and are subject to 7% Goods & Services Tax (GST).*

# FORM 3 DEADLINE

**10 July 2015**

FAX TO

**AGOG EXPO PTE LTD**  
1 Pemimpin Drive  
#02-07, One Pemimpin  
Singapore 576151

Fax: (65) 6694-5355  
Tel: (65) 6694-5255  
Email:  
sereneshen@agogexpo.com

ATTN:  
Ms Serene Shen



# WORLD STAMP EXHIBITION

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## **PLEASE NOTE:**

### **A. ELECTRICAL REGULATIONS**

- I. Electricity will be supplied through the Official Contractor only. The Official Contractor has been appointed to carry out all electrical works (wirings, connections, lightings, powerpoints etc) at the exhibition and the exhibitor thereof shall pay all charges.
- II. No installation work shall be carried out without the written permission of the Organiser or the Official Contractor.
- III. Non-compliance of the electrical regulations resulting in power disruption, a penalty charge will be levied to the Exhibitor or the appointed Special Design Booth Contractor.

- B. Orders are valid only when accompanied with full payment. Payment should be made payable to:

**AGOG Expo Pte Ltd**

OCBC Bank (Bishan Branch)

Blk 501, Bishan Street 11 #01-372/374, Singapore 570501

A/C No: 538-720855-001

Swift Code: OCBCSGSG, Bank Code: 7339

**(Note: Cheque or bank draft should be drawn in a Singapore bank)**

- C. **Late orders received AFTER 10 July 2015** cannot be guaranteed and if accepted, will be subject to a 50% late order surcharge.



# WORLD STAMP EXHIBITION

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## 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



# WORLD STAMP EXHIBITION

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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.



## FORM 5: TRADE BOOTH HOLDER INFORMATION FORM

**DEADLINE 30 May 2015** (For Booth Holders with Pre-paid Accommodation at MBS only)

Please email completed form to:  
Mr Charles Loong  
Trade Sub-Committee  
email: [charles@singapore2015.com](mailto:charles@singapore2015.com)

### BOOTH HOLDER INFORMATION

Mr/Mdm/Ms Last name (Surname): \_\_\_\_\_ First Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Assigned Booth Number: \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of Origin of Travel: \_\_\_\_\_

Passport number: \_\_\_\_\_ Passport expiry: \_\_\_\_\_

### CONTACT

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel (with country code): \_\_\_\_\_ Email: \_\_\_\_\_

Check-in date: \_\_\_\_\_ Check-out date: \_\_\_\_\_ Single / Double breakfast paid  
(Please delete accordingly)

Check-in time is from 3:00pm onwards and check-out time is by 11:00am. A credit card has to be presented during check-in and any other expenses will be charged to your own account.

Smoking / Non-smoking Room      1 King bed / 2 Twin Beds  
(Please delete accordingly. Subjected to availability.)

Full name of additional guest (if applicable): \_\_\_\_\_

Remarks \_\_\_\_\_

**Arrival** Flight no: \_\_\_\_\_ Date & Time of Arrival: \_\_\_\_\_

**Departure** Flight no: \_\_\_\_\_ Date & Time of Departure: \_\_\_\_\_

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

**IMPORTANT:** Companies that have paid for more than 1 MBS room please photocopy FORM 5 and fill in separate forms for different room guests.



## FORM 6: SECURITY PASS APPLICATION FORM

<p><b><u>DEADLINE 10 July 2015</u></b> Please email completed form to:</p> <p style="text-align: right;">Ms Kelly Ong Secretariat email: wse2015@singpost.com</p>
<p><b>Exhibition Company Name:</b> _____</p> <p><b>Booth No:</b> _____ <b>Contact Person:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Tel:</b> _____ <b>Email:</b> _____</p> <p><b>No of passes required:</b> _____ (maximum of <u>3</u> security passes will be issued per booth*)</p>

### Security Pass Information

No.	Title	Name
1		
2		
3		

\*For multiple booths holders, please photocopy Form 6 and fill in separately for each booth.

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

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

#### IMPORTANT:

- Booth holders are to report to SINGAPORE 2015 **Information Counter** outside Hall B and C of Sands Expo & Convention Centre on **Thursday 13 August 2015 between 1400-2100hrs** for registration and collection of security passes.
- Exhibitor badges are required for entry into and exit from the exhibition hall.
- Every member from each exhibiting company at the show **MUST** wear the exhibitor pass at all times throughout the show and throughout installation and dismantlement of booths and displays.





## FORM 7: BOOTH ASSISTANT APPLICATION FORM

**DEADLINE 10 July 2015** Please email completed form to:

Ms Jin Tan  
Jin Tan Events  
email: jin@jintanevents.com

Exhibiting Company: \_\_\_\_\_ Booth No: \_\_\_\_\_

Name of Main Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Remarks/Request: \_\_\_\_\_

**Rate: \$12 per hour\***

*\*Minimum booking of 6 hours per assistant per day. Additional charges will apply for special request for foreign language proficiency of assistant.*

Exhibition Dates and Timings

Number of Assistant/s Required per day:

- |   |                            |                            |                            |                            |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 14 Aug: 1000 - 1800 hrs ( hrs) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 15 Aug: 1200 - 2000 hrs ( hrs) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 16 Aug: 1000 - 2000 hrs ( hrs) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 17 Aug: 1000 - 1800 hrs ( hrs) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 18 Aug: 1000 - 1800 hrs ( hrs) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 19 Aug: 1000 - 1600 hrs ( hrs) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

Payment by

- Cheque  Telegraphic Transfer

*Payment details will be provided in the invoice*

Upon receipt of this application, an invoice will be emailed to you within 3 business days and payment will be due immediately, by either cheque or telegraphic transfer. Upon receipt of payment, all arrangements for Booth Assistant/s will be made accordingly. Please note that once payment has been made, should you need to cancel the application, there will be no refund.

**For more information, please call +65 81800931 or email to jin@jintanevents.com.**