



ASIA CLEAN ENERGY SUMMIT

CONFERENCE & EXHIBITION

30 Oct – 31 Oct 2019
Sands Expo & Convention Centre, Marina Bay Sands

EXHIBITION BOOTH APPLICATION FORM

Exhibitor Information		
Company		
Company Address		
		Country
Person in Charge	Designation	
Telephone	Mobile	
Fax	Email	
Package	SGD	Remarks
Exhibition dates: 30 Oct – 31 Oct 2019 Exhibition Booth @ ACES Exhibition – ___ sqm; Booth No: See table below		
7% Goods & Services Tax [GST]		
TOTAL COST		

NOTE: The Organiser reserves the right to notify and reallocate your booth location should the need arise for efficient space plan purpose.

Raw Space	S\$800 + GST per sqm		
	9sqm	18sqm	36sqm
Booth Packages			
Entitlements / Cost before Subsidies	S\$8,000 + GST	S\$16,000 + GST	S\$32,000 + GST
White System Panel	3m length x 2.5m height (on all closed sides)	3m length x 2.5m height (on all closed sides)	3m length x 2.5m height (on all closed sides)
Company Name on Fascia	3m length x 0.3m height (on all open sides)		
1- tier Information Counter (Lockable)	1	2	4
Foldable Chairs	2	4	8
Wastepaper Basket	1	2	4
White Round Discussion Table	1	2	4
Brochure Rack	1	2	4
13 Amp Socket	1	2	4
Fluorescent Lamps	2	4	8
Company Listing	Online Catalogue and Event Locator		
Online advertising	Company hyperlink on event website		
Conference ticket (Full Access)	1	2	4

NOTE: 2 sets of F&B coupons are included in booth packages.



TO BE COMPLETED BY EXHIBITING COMPANY

Company		Company Stamp	
Name			
Signature		Date	

TO BE COMPLETED BY ORGANISER

Name		Designation	
Signature		Date	

This contract when signed by both parties will form the legally binding agreement between both companies.

PAYMENT

Instructions	All payments, exempt from any bank charges, should be crossed and made payable in Singapore Dollars [S\$] to: 'I-Promo Pte Ltd' • Telegraphic Transfer can be arranged to: I-PROMO Pte Ltd, United Overseas Bank, Novena Branch, 238A Thomson Road, #01-38 Novena Square, Singapore 307685. Account Number: 106-309-298-9.
Payment Terms	<ol style="list-style-type: none">1. Payment terms are 100% of total amount due in 30 days with the signing of this contract.2a. The Client is not permitted to cancel this Contract except with the written consent of SEAS2b. Where there is an agreed cancellation permitted by paragraph (a) above, the Client shall pay to I-Promo the amount, representing liquidated damages to compensate I-Promo for all losses incurred as a result of the cancellation, as follows:-<ol style="list-style-type: none">(i) 80% of the contract price for cancellation made more than 6 months prior to the start date of the event; or(ii) 100% of the contract price for cancellation made 6 months or less prior to the start date of the event.3. If SEAS cancels the event then a full refund (100%) will be made to the client4. SEAS may alter the event dates if it sees fit to do so. If the client is unable to meet the new dates then the client may cancel without penalty or loss



Company Information (For ACES Website and Conference Booklet)	
Company Name	
Company Profile/Write Up (100 words)	

Please attached a high resolution company logo (min 300 dpi) when you are sending across the signed contract.

Terms & Conditions of Participation

1) Terms of Reference

- In these terms and conditions for Participation, the term "Exhibitor" shall include all employees, servants and agents of any individual company, partnership firm or organisation who have applied for space for the purpose of Exhibiting.
- The term "Event" shall mean: Asia Clean Energy Summit (ACES 2019)
- The term "Organiser" shall be: Sustainable Energy Association of Singapore [SEAS]
- The term 'Event Consultant' shall be: I Promo Pte Ltd

2) Application for Participation

- All applications for participation shall be made on the prescribed exhibition space contract which shall be submitted to the Organiser, Event Manager or his representatives.
- The contract shall be established when the Exhibitor submits the application form duly signed and pays to the Organiser the required payment of the Exhibiting costs.

3) Allocation of Exhibition Space (If applicable)

- The Organiser shall allocate the space in accordance with the order of application, size of the space applied for, the nature of the exhibition or in the manner the Organiser deems fit.
- The Organiser shall reserve the right to change the location allocated to the Exhibitor at any time prior to the commencement of the build-up of the exhibition should exceptional circumstances demand and the Exhibitor shall have no claim for compensation as a result of the changes.

4) Use of Exhibition Space (If applicable)

- The Exhibitor is bound to exhibition the announced display and to man the exhibition with competent personnel during the whole period of the exhibition. All activities the Exhibitor must be conducted within 2 metres of their booth's parameters.
- All exhibition must accord with the description on the application form, and be related to the theme of the event
- Exhibitors must present their exhibits throughout the period of the exhibition. No Exhibitor shall be allowed to remove their display from the exhibition premises prior to the official closure of the exhibition.
- Modifications including decorations such as painting the floor, ceiling and pillars will not be permitted and consequent damage to the exhibition site shall be compensated to the Organiser by the Exhibitor

5) Opening Ceremony

- No work should be done during the Opening Ceremony and all Exhibitors are requested to send their representative(s) to the ceremony.
- Work in progress can only resume after the Opening Ceremony at the specified time (to be informed later).

6) Terms of Payment

- The required payment of the participation fee and/or relevant stand charges must be paid by the Exhibitor together with the return of this contract.

7) Breach of Contract and Withdrawal by Exhibitor

- In the event of abandonment or rejection of all allocated space, the Organiser has the right to cancel the Exhibitor's application. In this case, the participation fee already paid will not be refunded.
- In the event of partial abandonment or rejection of allocated space, the Exhibitor shall forfeit the participation fee already paid for the abandoned or rejected space.

8) Cancellation and Changes of the Event

- In the event of the cancellation of the event by the Organiser, the participation fee paid will be refunded. But if the cancellation was caused by force majeure, the fee will not be refunded. The Organiser reserves the right to change the venue and duration of the exhibition if exceptional circumstances demand. In this case, the fee paid will not be refunded and the Exhibitor shall have no claim for compensation as a result of the changes.

9) Construction and decoration of Stand and Display (If applicable)

- Exhibitors with exhibition stands must complete their construction and/or decoration, and move-in and display of exhibits by the date and time stipulated by the Organiser.

10) Movement of Display and Stand-fittings (If applicable)

- Exhibitors with exhibition shall remove all display and fittings from the exhibition site within the period stipulated by the Organiser and indemnify the Organiser against any cost incurred by reason of delay or damage to the exhibition site.

11) Security, Risk and Insurance (If applicable)

- The Organiser shall take reasonable security precautions in the interests of event participants.
- The Exhibitor shall be responsible to effect at his own costs and expenses all necessary insurances in connection with the Exhibitor's use of the exhibition space.
- The Exhibitor shall be held responsible for any loss or theft of or damage to display, stand-fittings or any article belonging to the Exhibitor during the construction, exhibition and dismantling periods.
- In the event that the Exhibitor intentionally or negligently causes a fire, theft, breakage or other accidents inflicting damages to the Organiser or others, the Exhibitor shall be responsible for damages. Exhibitors shall be responsible for insuring goods displayed.
- The Organiser shall not be held responsible for any restrictions or conditions which prevents the construction, alteration or dismantling of stands or moving in or removal of exhibits, or for the failure of any services provided by the hall landlords or other third parties.

12) Use of Exhibit Space (If applicable)

- The Exhibitor must not sublet or subcontract the whole or part of his stand.

13) Force Majeure

- The Organiser shall not be liable to the Exhibitor in the event of any cancellation, shortening of opening days and/or hours of the exhibition, for any non-performance of their obligations under this contract or for any amendment or alteration to all or any of the Rules and Regulations of the exhibition if such occurrence is due to any circumstance not within their control.

14) Indemnity (If applicable)

- The Exhibitor shall indemnify and keep the Organiser indemnified at all times against all actions, claims, demands, damages, expenses, compensation, costs, charges, liabilities and proceedings which the Organiser may suffer or incur arising out of or in connection with the use of the exhibition space by the Exhibitor

15) Communications

- Each communication under this Agreement shall be made in writing and may be sent by mail, e-mail, facsimile transmission or delivered by hand.
- Any communication to any party shall be deemed to have been received by the addressee,
 - i) if delivered by hand, at the time of such delivery
 - ii) if sent by mail, two (2) working days following posting if posted to a local address; and five (5) working days following posting if to a foreign address; and
 - iii) if sent by e-mail or facsimile transmission, at the time of transmission, and in providing service, it shall be sufficient to prove that such communication was duly delivered, posted or sent as the case may be.

16) Governing Law

- This Contract shall be governed by and construed in accordance with the laws of Singapore and the parties hereto hereby agree to submit to the exclusive jurisdiction of the Singapore courts.

17) Unforeseen Occurrences

- In the event of any occurrences not foreseen in the Terms and Conditions, the decision of the Organiser shall be final