

STAND

REGISTRATION



ITB *Asia*

Asia's Leading Travel Trade Show

25–27 October 2017, Singapore
itb-asia.com



Supported by:



Held in:



Official Hotel Partner:



Messe Berlin
Singapore

Contact Details

www.itb-asia.com/contact
exhibitor@itb-asia.com

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10 Anson Road
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Important Information

Venue

Sands Expo and Convention Center, Marina Bay Sands, Singapore

Event duration

25–27 October 2017

Registration deadline

15 May 2017

Opening hours

Exhibition 10:00 a.m. - 6:00 p.m.

Set-up

23–24 October 2017

8:00 a.m. - 10:00 p.m.

Dismantling

27 October 2017 after 6:00 p.m.

27 October 2017 until 10:00 p.m.

We reserve the right to make alterations to this schedule. Please note any subsequent updates.

For further questions and assistance please contact Messe Berlin (Singapore).

1. Product group index 2017



- 1. Accommodation**
 - 1.1 Apartments
 - 1.2 Guest House
 - 1.3 Hotels
 - 1.4 Luxury Hotel Chains
 - 1.5 Private Game Reserve or Safaris
 - 1.6 Resort
 - 1.7 Service Apartments
 - 1.8 Spas
 - 1.9 Villas
- 2. Association**
- 3. Consulting Services**
 - 3.1 Financial Service
 - 3.2 Hospitality Management Companies
 - 3.3 Real Estate Services
 - 3.4 Schools, Universities & Institutes of Higher Learning
 - 3.5 Travel Insurance
 - 3.6 Travel Recruitment Services
- 4. Destination Management Companies**
- 5. Golf Related Services**
- 6. Media**
- 7. Meetings Industry**
 - 7.1 Convention Visitor Bureau
 - 7.2 Event Management Company
 - 7.3 Incentive House / Agency
 - 7.4 Independent Meeting Planner
 - 7.5 MICE (Events) Agency
- 7.6 Professional Conference Organiser
- 7.7 Professional Exhibition Organiser
- 7.8 Venues
- 8. Tour Agencies**
 - 8.1 Business Travel
 - 8.2 Group Travel
 - 8.3 Online Travel Agency
 - 8.4 Retail Travel Agency
- 9. Tour Operators**
 - 9.1 Domestic
 - 9.2 Inbound
 - 9.3 Outbound
 - 9.4 Special Interest Tours
- 10. Tourism Organisation**
 - 10.1 City Tourist Board
 - 10.2 National Tourist Board
 - 10.3 Regional Tourist Board
- 11. Tourist Attraction and Entertainment Services**
 - 11.1 Integrated Resorts
 - 11.2 Casinos
 - 11.3 Leisure Parks
 - 11.4 Museum
 - 11.5 Musicals
 - 11.6 Theatres
- 12. Transportation**
 - 12.1 Airlines
 - 12.2 Airports
 - 12.3. Airport Services
 - 12.4 Car Rental
 - 12.5 Charter Operators
 - 12.6 Coach Travel
 - 12.7 Cruise Lines
 - 12.8 Ground Handling Services
 - 12.9 Ports
 - 12.10 Trains/ Rail
 - 12.11 Yachts
- 13. Travel Management Companies**
- 14. Travel Technology Services**
 - 14.1 Hotel Technology
 - 14.2 Mobile / App Provider
 - 14.3 Payment Solutions
 - 14.4 Reservation System
 - 14.5 Tour Operator/ Travel Agency Systems
 - 14.6 Transport Technology
- 15. Wholesalers**

Registration deadline: 15 May 2017

2. Stand registration ITB Asia

(Point 1 – 8 for catalogue entry)



ITB Asia

ITB Asia
The Trade Show
for the Asian Travel Market

25–27 October 2017

Messe Berlin (Singapore) Pte. Ltd
10 Anson Road
#23-08 International Plaza
Singapore 079903

Singapore
Tel. +65 6635-1188
Fax +65 6635-1189

Germany
Tel. +49(0)30 / 3038-2307
Fax +49(0)30 / 3038-2330

www.itb-asia.com
exhibitor@itb-asia.com

For Messe Berlin (Singapore) – ITB Asia, Fax +65 6635-1189 / +49(0)30 3038-2330

1 Exhibitor Name

2 Street

3 Postal Code 4 City 5 Country

6 Country / Destination for catalogue entry

7 Internet address 8 Company Email

9 Tel. 10 Fax

11 Contact person Ms. Mr. 12 Personal Email

Cell phone Contact Tel./Fax

13 CEO Surname, First name Ms. Mr. 16 Chief Marketing/CMO Surname, First name Ms. Mr.

14 Specific job title (if different) 17 Specific job title (if different)

15 Email CEO 18 Email CMO

19 Product(s)
Important! Please define your product(s) in accordance with the index on page 2.
Please select at most 5 products, additional indications will be charged.

Important: The details requested above (point 1 - 19) are obligatory!

Invoice address

Street

Postal Code City Country

Phone Email

Mailing address for invoice (if different)

Street

Postal Code City Country

Internet address Email

Phone Fax

We hereby agree to the exhibitor information being made available to interested parties and members of the press and also consent to online publication of the information.
We hereby consent to having information send to us by Messe Berlin (Singapore) Pte. Ltd. and its business associates.
We hereby agree to all exhibition terms and conditions and to the Messe Berlin (Singapore) Pte. Ltd. general terms and conditions for trade shows and exhibitions. The place of performance is Singapore. Any disputes arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration in Singapore in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC Rules") for the time being in force, which rules are deemed to be incorporated by reference in this clause. The Tribunal shall consist of one arbitrator to be appointed by the Chairman of the SIAC. The language of the arbitration shall be English.
Payment fees for exhibition stand space will be invoiced on receipt of the completed stand registration form. Please refer to page 15, paragraph 7 for terms of payment.

Place and date

Stamp and legally binding signature

Print

Delete

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Registration deadline: 15 May 2017

3. Choice of stand space & complete stand packages

3.1. Complete stand packages



ITB
Asia

ITB Asia
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Messe Berlin (Singapore) Pte. Ltd.
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Fax +49(0)30 / 3038-2330
www.itb-asia.com
exhibitor@itb-asia.com

Exhibitor Name _____

In accordance with exhibition terms and conditions, we would like to order the following (please checkmark):

Please Note:

- It is mandatory to choose a complete stand package when renting 9sqm.
- Every 9sqm package includes the following entitlements :
 - o One (1) Appointment Set*
 - o One (1) Entity Listing in ITB Asia Show Catalogue (Printed and Online Version)**
 - o Two (2) Exhibitor Badges
- Every 9sqm package allows the following maximum additional purchases:
 - o One (1) Appointment Set including Entity Listing (@ US\$1,250/set)*/**
 - o Two (2) Entity Listings (@ US\$100/listing)*
 - o Four (4) Exhibitor Badges (@ US\$90/badge)

* For information on appointment sets included please refer to page 15, paragraph 5.
 ** Only ONE (1) Company Name is allowed per listing . In an event that two or more company names are provided, only the FIRST Company Name will be used.

Desired Size: _____ m Front × _____ m Depth = _____ sqm Total (multiples of 9 only)

► Shell Scheme Booth, complete stand package

	Listed Price	Early Bird 5% Discount*	Super Early Bird 10% Discount**
<input type="checkbox"/> Basic shell scheme per 9sqm	US\$ 5,549.00	US\$ 5,271.55	US\$ 4,994.10
<input type="checkbox"/> Premium shell scheme per 9sqm	US\$ 6,863.00	US\$ 6,519.85	US\$ 6,176.70

► Enhanced Shell Schemes

<input type="checkbox"/> 27sqm Peninsula Basic Package Scheme	US\$ 21,511.00	US\$ 20,435.45	US\$ 19,359.90
<input type="checkbox"/> 27sqm Peninsula Premium Package Scheme	US\$ 23,717.00	US\$ 22,531.15	US\$ 21,345.30
<input type="checkbox"/> 36sqm Island Basic Package Scheme	US\$ 31,991.00	US\$ 30,391.45	US\$ 28,791.90
<input type="checkbox"/> 36sqm Island Premium Package Scheme	US\$ 33,094.00	US\$ 31,439.30	US\$ 29,784.60

* Sign up until 31 March 2017
 ** Sign up until 31 October 2016

We are interested in concluding a 2 years contract (get 15% off regular 2017 rates and 2017 "Super Early Bird Discount" rates for participation in 2018). Please contact our team for further information: exhibitor@itb-asia.com.

All of the above prices are subjected to 7% value-added tax (GST).

We are a company/organization with NO legal entity in Singapore and want to apply for the GST exemption by providing the GST exemption letter to Messe Berlin (Singapore).

Print

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For Messe Berlin (Singapore) – ITB Asia, Fax +65 6635-1189 / +49(0)30 3038-2330

Place and date _____

Stamp and legally binding signature _____



3. Choice of stand space & complete stand packages

3.2. Space only



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 Fax +49(0)30 / 3038-2330
 www.itb-asia.com
 exhibitor@itb-asia.com

Exhibitor Name _____

In accordance with exhibition terms and conditions, we would like to order the following (please checkmark):

Please Note:

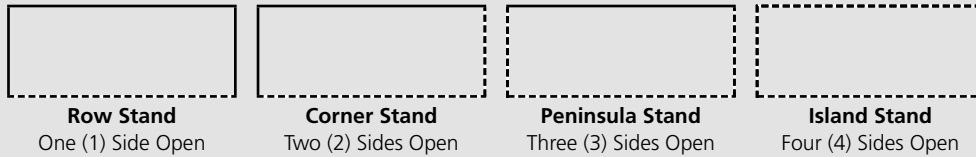
- Raw space options are only available when renting 18sqm and above.
- Every 9sqm of raw space includes the following entitlements :
 - o One (1) Appointment Set*
 - o One (1) Entity Listing in ITB Asia Show Catalogue (Printed and Online Version)**
 - o Two (2) Exhibitor Badges
- Every 9sqm of raw space allows the following maximum additional purchases:
 - o One (1) Appointment Set including Entity Listing (@ US\$1,250/set)*/**
 - o Two (2) Entity Listings (@ US\$100/listing)**
 - o Four (4) Exhibitor Badges (@ US\$90/badge)

* For information on appointment sets included please refer to page 15, paragraph 5.
 ** Only ONE (1) company name is allowed per listing. In an event that two or more company names are provided, only the FIRST company name will be used.

- US\$100 per sqm will be applicable for two-storey structures

For Messe Berlin (Singapore) – ITB Asia, Fax +65 6635-1189 / +49(0)30 3038-2330

Desired Size: _____ m Front × _____ m Depth = _____ sqm Total (multiples of 9 only)



— Sides that are Closed ---- Sides that are Open
 * Selection of sides be open may vary based on Organizer's discretion

► Raw Space, 18sqm and above

	Listed Price	Early Bird 5% Discount*	Super Early Bird 10% Discount**
<input type="checkbox"/> (1) Row stand per 9sqm	US\$ 5,282.00	US\$ 5,017.90	US\$ 4,753.80
<input type="checkbox"/> (2) Corner stand per 9sqm	US\$ 5,837.00	US\$ 5,545.15	US\$ 5,253.30
<input type="checkbox"/> (3) Peninsula stand per 9sqm	US\$ 6,746.00	US\$ 6,408.70	US\$ 6,071.40
<input type="checkbox"/> (4) Island stand per 9sqm	US\$ 7,847.00	US\$ 7,454.65	US\$ 7,062.30

* Sign up until 31 March 2017
 ** Sign up until 31 October 2016

Row stand price is applicable for exhibitors taking raw space larger than 400sqm.

► Additional Space Only

	Price
<input type="checkbox"/> Space Only per 9sqm*	US\$ 3,000.00

* Important:

- Only applicable for exhibitors with 18sqm raw space and above
- Not entitled to additional purchases of Appointment Sets, Listings and Badges

We are interested in concluding a 2 years contract get 15% off regular 2017 rates and 2017 "Super Early Bird Discount" rates for participation in 2018). Please contact our team for further information: exhibitor@itb-asia.com.

All of the above prices are subjected to 7% value-added tax (GST).

We are a company/organization with NO legal entity in Singapore and want to apply for the GST exemption by providing the GST exemption letter to Messe Berlin (Singapore).

Print

Delete

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Place and date _____

Stamp and legally binding signature _____



The Basic Shell Scheme includes the following:

System walls / Octanorm, orange Fascia panel 35 cm, with Company's name and booth no. in vinyl sticker cut-out Carpet grey

- (1) Lockable information counter
- (1) Barstool
- (1) Round discussion table
- (2) Black Leather Armchairs
- (1) Waste paper basket
- (1) Free-standing coat hanger
- (1) 13amp/220V power point
- (3) 100W Spotlights
- (1) 3-pin multiplug



The Premium Shell Scheme includes the following:

System walls / Octanorm, 500mmH curved fascia board with Company's name and booth no. in vinyl sticker cut-out Carpet grey

- (1) Lockable info counter, 100 x 50 x 100 cm white
- (1) Barstool
- (1) Round discussion table height: 72 cm
- (3) Black Leather Armchairs
- (1) Waste paper basket
- (1) Brochures rack
- (1) System shelf
- (1) Free-standing coat hanger
- (1) 13amp/220V power point
- (3) 100W Spotlights
- (1) 3-pin multiplug
- (1) digital print on front counter (exhibitor's logo or graphic)

Enhanced Shell Schemes

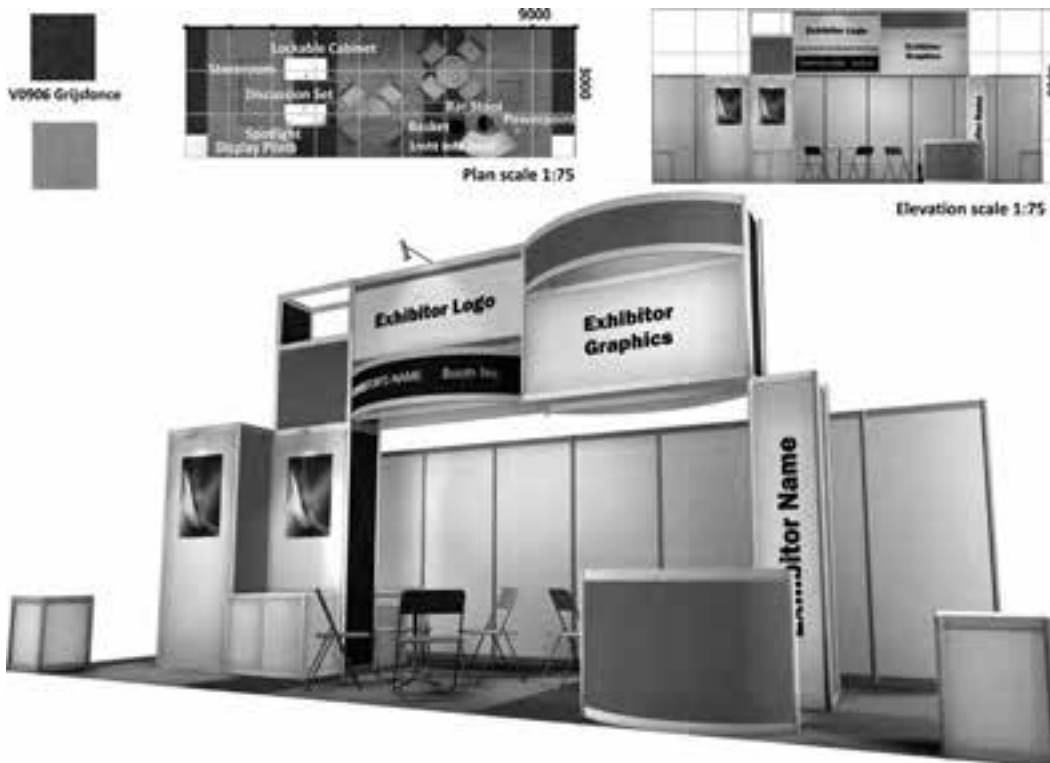


27sqm Peninsula Basic Package Scheme



Standard Entitlement List	27 sqm
1 mht Curve Info Desk	1
Bar Stool	1
Round Discussion Table	3
White Folding Chair	9
Lockable cabinet	1
Waste Paper Basket	1
13 Amp Sockets	3
Spotlight	6

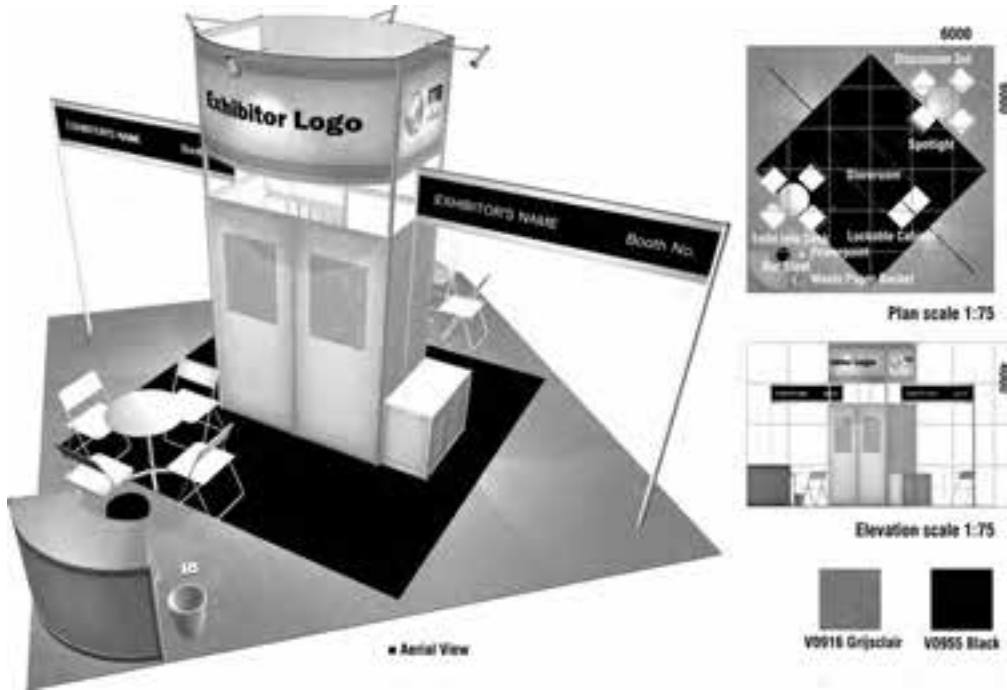
27sqm Peninsula Premium Package Scheme



Standard Entitlement List	27 sqm
1 mht Curve Info Desk	1
Bar Stool	1
Round Discussion Table	2
White Folding Chair	8
Lockable cabinet	2
Waste Paper Basket	1
13 Amp Sockets	3
Spotlight	6
Display Plinth	2

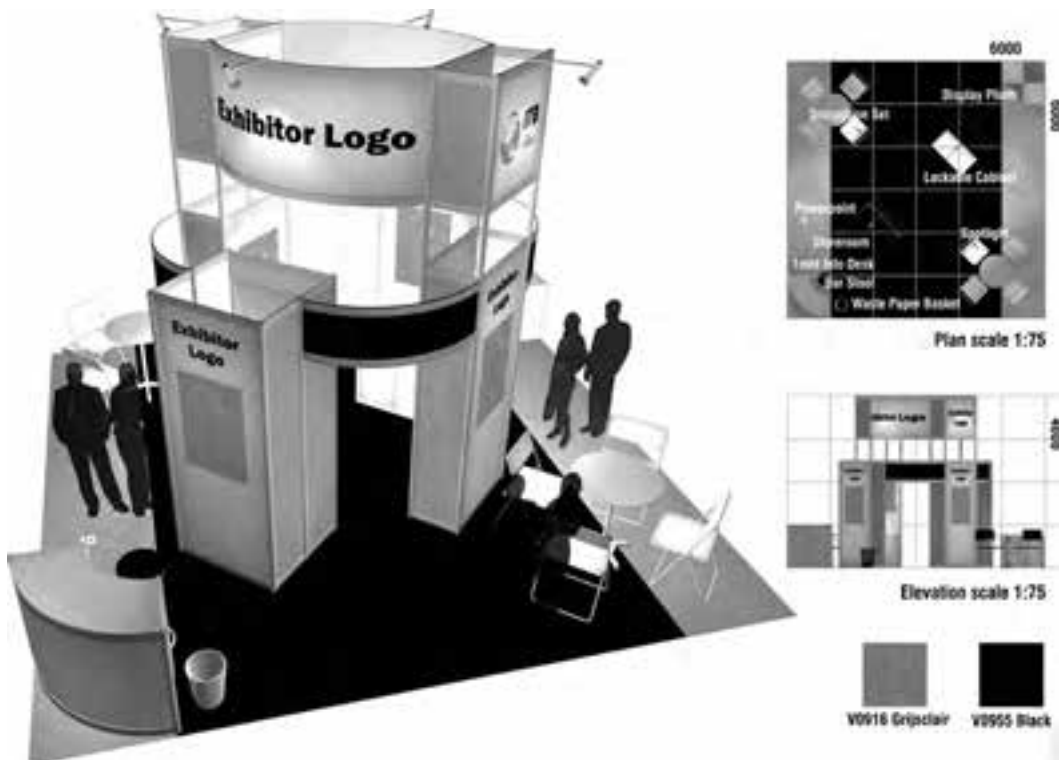
Note: The visuals are examples and may be subjected to changes.

36sqm Island Basic Package Scheme



Standard Entitlement List	36 sqm
1 mht Curve Info Desk	1
Bar Stool	1
Round Discussion Table	2
White Folding Chair	8
Lockable cabinet	1
Waste Paper Basket	1
13 Amp Sockets	4
Spotlight	4

36sqm Island Premium Package Scheme



Standard Entitlement List	36 sqm
1 mht Curve Info Desk	1
Curve Info Desk	1
Bar Stool	1
Round Discussion Table	2
White Folding Chair	8
Lockable cabinet	1
Waste Paper Basket	1
13 Amp Sockets	4
Spotlight	4
Display Plinth	2

Note: The visuals are examples and may be subjected to changes.

Deadline: 31 July 2017

4. Co-exhibitors



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 Germany
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 Fax +49(0)30 / 3038-2330
 www.itb-asia.com
 exhibitor@itb-asia.com

Exhibitor Name _____

Please note:

Any co-exhibitor listed here will appear in the ITB Asia Show Catalogue (printed and online version). Only ONE (1) company name is allowed per listing. In an event that two or more company names are provided, only the FIRST company name will be used.

For the included entitlements with your selected space option and maximum additional purchases of entity listings and/or appointment sets kindly refer to '3. Choice of stand space & complete stand packages' of the stand registration.

If you wish to also purchase additional exhibitor badges, listings or appointment sets for these co-exhibitors please check the appropriate field on the right.

For Messe Berlin (Singapore) – ITB Asia, Fax +65 6635-1189 / +49(0)30 3038-2330

<p>1. Company name _____</p> <p>Street _____</p> <p>Postal code, city, country _____</p> <p>Company Email _____ Internet Address _____</p> <p>Contact Person _____ Personal Email _____</p>	<p>_____</p> <p>Branch-No. Booth-No.</p> <p><input type="checkbox"/> 1 Listing (US\$ 100)</p> <p><input type="checkbox"/> 1 Set of Appointments incl. entity listing (US\$ 1,250)</p> <p><input type="checkbox"/> 1 Badge (US\$ 90)</p>
<p>2. Company name _____</p> <p>Street _____</p> <p>Postal code, city, country _____</p> <p>Company Email _____ Internet Address _____</p> <p>Contact Person _____ Personal Email _____</p>	<p>_____</p> <p>Branch-No. Booth-No.</p> <p><input type="checkbox"/> 1 Listing (US\$ 100)</p> <p><input type="checkbox"/> 1 Set of Appointments incl. entity listing (US\$ 1,250)</p> <p><input type="checkbox"/> 1 Badge (US\$ 90)</p>
<p>3. Company name _____</p> <p>Street _____</p> <p>Postal code, city, country _____</p> <p>Company Email _____ Internet Address _____</p> <p>Contact Person _____ Personal Email _____</p>	<p>_____</p> <p>Branch-No. Booth-No.</p> <p><input type="checkbox"/> 1 Listing (US\$ 100)</p> <p><input type="checkbox"/> 1 Set of Appointments incl. entity listing (US\$ 1,250)</p> <p><input type="checkbox"/> 1 Badge (US\$ 90)</p>
<p>4. Company name _____</p> <p>Street _____</p> <p>Postal code, city, country _____</p> <p>Company Email _____ Internet Address _____</p> <p>Contact Person _____ Personal Email _____</p>	<p>_____</p> <p>Branch-No. Booth-No.</p> <p><input type="checkbox"/> 1 Listing (US\$ 100)</p> <p><input type="checkbox"/> 1 Set of Appointments incl. entity listing (US\$ 1,250)</p> <p><input type="checkbox"/> 1 Badge (US\$ 90)</p>
<p>5. Company name _____</p> <p>Street _____</p> <p>Postal code, city, country _____</p> <p>Company Email _____ Internet Address _____</p> <p>Contact Person _____ Personal Email _____</p>	<p>_____</p> <p>Branch-No. Booth-No.</p> <p><input type="checkbox"/> 1 Listing (US\$ 100)</p> <p><input type="checkbox"/> 1 Set of Appointments incl. entity listing (US\$ 1,250)</p> <p><input type="checkbox"/> 1 Badge (US\$ 90)</p>

(If necessary please duplicate this form.)

Important! Please define your product(s) in accordance with the index on page 2. Please indicate at most 2 products, additional indications will be charged.

Print

Delete

Send

5. ITB Asia Listing Package

Included in the entitled and additional purchased listings for main- and co-exhibitors are the following promotional services.

Please note:

For the included entitlements with your selected space option and maximum additional purchases of entity listings kindly refer to '3. Choice of stand space & complete stand packages' of the stand registration.

Main exhibitor service
ITB Asia Print Catalogue <ul style="list-style-type: none">■ Basic entry (company name, country, postcode, city, mailing address, hall and stand number, at most 5 products in accordance with the index on page 2, email and internet address)
ITB Asia Online Catalogue <ul style="list-style-type: none">■ Basic entry (company name, country, postcode, city, mailing address, hall and stand number)■ Email address■ Company profile (max. 4,000 characters)■ Company logo■ Link to company website■ Link to video if available■ Entry in up to 5 product groups■ Presentation of up to 4 products with texts and pictures plus link to products on company's website (max. 4,000 characters per product)
Additional services can be booked if required. Detailed information on media performance will be available in June 2017 for download from: www.itb-asia.com

Listings for co-exhibitors include the following services.

Co-exhibitor services
ITB Asia Print Catalogue <ul style="list-style-type: none">■ Basic entry (company name, country, postcode, city, mailing address, hall and stand number, at most 2 products and email)
ITB Asia Online Catalogue <ul style="list-style-type: none">■ Basic entry (company name, country, postcode, city, mailing address, hall and stand number)■ Email address/company website■ Company profile (max. 4,000 characters)■ Company Logo
Additional services can be booked if required. Detailed information on media performance will be available in June 2017 for download from: www.itb-asia.com

The ITB Asia Online Catalogue will be launched with your data in July 2017. After having registered your stand, you can send your data directly to the Online Catalogue Editorial Team, email to: exhibitor@itb-asia.com.

6. Exhibition Terms and Conditions

ITB Asia 2017



1. Event and Organizer

ITB Asia is organized by Messe Berlin (Singapore), at Sands Expo and Convention Center, Marina Bay Sands, Singapore.

2. Dates and Times

- a) Duration of ITB Asia 2017: Wednesday, 25 October - Friday, 27 October
- b) Daily opening hours: 10:00 a.m. – 6:00 p.m.
- c) Deadline for application: 15 May, 2017
- d) Submission of building plans: 28 August 2017
- e) Orders for entries in the catalogue (company names and addresses of exhibitors): 03 July 2017
- f) Commencement of construction: 23 October 2017
- g) Commencement of dismantling: after 6 p.m. on the final day of the exhibition
- h) Conclusion of dismantling: 27 October 2017 (until 10:00 p.m.)
- i) Other important dates regarding applications and orders can be found in the following folders:
 - Exhibitor Service Manual
 - Advertising Services

3. Application

Applications can only be made by using the official stand applications forms. Applicants are requested to fill in the forms carefully, preferably typed. Receipt of the application form does not imply any subsequent entitlement to participate in the exhibition.

Applications received after the application deadline can only be considered in case of remaining available spaces. The application is binding. To permit automated processing of applications, the details submitted will be filed in a data storage system and may be passed on to third parties as required to fulfill the agreement.

4. Stand Rental

Minimum stand size 9 sqm

The prices include the rent for the exhibition space for the entire duration of the event, the registration fee,

a specific number of exhibitor and construction/dismantling passes, the use of all general technical and service facilities in the fair halls like hall lighting, ventilation, air conditioning and cleaning of the aisles.

The prices do not include electricity and water utilisation on the stand.

Maximum two co-exhibitor listings may be registered per 9 sqm.

4.1 Raw space (18 sqm and above)

Row stand (area only)	US\$ 5,282 / 9 sqm
Corner stand (area only)	US\$ 5,837 / 9 sqm
Peninsula stand (area only)	US\$ 6,746 / 9 sqm
Island stand (area only)	US\$ 7,847 / 9 sqm

Two-storey stands will be subject to an additional charge of US\$ 100 for each square meter of upper structure. For **raw space** which is larger than 400 sqm, the **row stand price** is applicable for the multiple open side options.

Additional space only at US\$ 3,000/9sqm can be booked from exhibitors with a selected raw space option (not entitled to additional purchases of listings, appointment sets and badges).

4.2 Complete stands

It is mandatory to choose a complete stand package when renting 9 sqm.

Basic Package Scheme	US\$ 5,549 / 9 sqm
Premium Package Scheme	US\$ 6,863 / 9 sqm
Peninsula Basic Package Scheme	US\$ 21,511 / 27 sqm
Peninsula Premium Package Scheme	US\$ 23,717 / 27 sqm
Island Basic Package Scheme	US\$ 31,991 / 36 sqm
Island Premium Package Scheme	US\$ 33,094 / 36 sqm

All of the above prices are subject to 7 % (GST). Due to the Singapore legislation, Messe Berlin (Singapore) Pte. Ltd. is obliged to charge GST.

5. Appointments

Per 9sqm each exhibitor receives one set of appointments (of up to 30 appointments). The Match Making System helps to match the supply and demand of both the buyers and exhibitors. However, as a technical facilitator,

Messe Berlin (Singapore) cannot be held responsible if buyers are not interested to meet up with some of the exhibitors and thus exhibitors may not be able to get their targeted number of appointments and vice versa. A certain number of accepted appointments is not guaranteed, neither 30 nor any other number of targeted appointments. The exhibitor agrees to indemnify both Messe Berlin (Singapore) and its Secretariat against non fulfilment of exhibitor's target number of appointments.

Additional appointment sets incl. entity listing may be purchased at US\$ 1,250 each with a maximum of ONE additional set per 9 sqm.

6. Cancellation

If exhibitors withdraw after the official application deadline, 15 May 2017, a charge equivalent to 20% of the stand rental will be payable. This increases to 30% for withdrawals after 01 July 2017, and after 31 August 2017 the full stand rental is payable.

7. Terms of payment

The period of payment is specified in the stand rental invoice.

Please quote invoice number and client number. All payments should be made to one of the accounts indicated on the invoice. **Exhibitors are to pay all money remittance charges on top of the invoiced amounts.**

In no circumstances will the exhibitor be permitted to erect or occupy a stand or site if the participation cost has not been paid in full.

8. Official Catalogue

An official catalogue will be issued; the Organisers do not accept any responsibilities for any omissions, misquotations or other errors, which may occur in the compilation of this catalogue.

9. Regulations Governing Halls and Indoor Places

- a) **Night work ban and early stand set-up**
There is a general night work ban during the set-up phase. The work period is from 8:00 a.m. - 10:00 p.m.
- b) **Events at the stand must be**



registered using the appropriate form in the Exhibitor Service Manual. According to the size of the event, the exhibitor is charged extra costs for additional security personnel (compulsory) and additional services, e.g. barriers, personnel for providing sanitary fittings, checkroom, sanitary services, etc. The technical department will coordinate with you on the details.

Events can take place at the stand from 10:00 a.m. - 6:00 p.m.

- c) Direct sale like food, drinks, typical souvenir at ITB Asia is not permitted.
- d) Product presentations and events during the trade show may not be so loud as to disturb other exhibitors. In order that exhibitors can conduct meetings and appointments undisturbed, the voice level resulting from presentations on the stand must remain **below 60 decibels**.
- e) Advertising of all kinds is only permitted within the exhibitor's official stand area.
- f) No information material of a political nature may be distributed in the form of posters, information material etc.
Moreover, no political statement may be included in the design and decoration of the stands.
- g) It is forbidden to stick posters and other stickers on the wall and the floor outside the hired stand.
- h) No animals are admitted to the exhibition grounds.
- i) Exhibitors must comply with Messe Berlin (Singapore) Pte. Ltd. and Sands Expo and Convention Center, Marina Bay Sands, Singapore Rules & Regulations, technical guidelines including operation, fire safety, construction. For further details on the Rules & Regulations please refer to the Exhibitor Service Manual.
Exhibitors must also comply with rules and regulations as specified by work and safety laws of Singapore.

10. Installations, partition walls

Installations of electricity and water, partition walls, according to requirements, must in all cases be expressly ordered (see Exhibitor Service Manual).

11. Exhibitors Passes

Exhibitors receive two badges free for stands of 9 sqm and two for each additional 9 sqm or fraction thereof.

Additional exhibitor passes may be purchased, up to 4 per 9 sqm, at US\$ 90 each.

It is not permitted to use the pass to give another person access to the exhibition ground.

Lost, forgotten passes will not be replaced.

12. Admission for exhibitors

Exhibitors passes provide access to the exhibition grounds from 09:00 a.m. - 7:00 p.m.

13. Change of the form of company

The lessee undertakes to notify the lessor immediately about any change in the form of the company (merger of transformation), even if the change only affects the legal form, with no devolution of property. The obligation to provide such information also applies to links between companies and structural changes to the company's legal form (changes in holdings resulting from the inclusion or withdrawal of shareholders and holdings by the lessee in other or previous companies which have or have had a contractual relationship with Messe Berlin (Singapore) etc.

In the above cases the lessor is entitled to withdraw from the rental agreement with immediate effect. Any down payments made up to that time will be reimbursed. No claims for damages by the lessee will be entertained, regardless of their legal basis.

14. Copyright Fees / Licenses & Permits

Permission must be obtained for all public presentations by copyrighted music, either on records or other sound carriers or for musical presentations involving the reproduction of radio or television broadcasts. (Please note item 7. b).

Applications should be made to:
Composers & Authors
Society of Singapore Ltd.
(Compass Ltd.)
37 Craig Road
Singapore 089675
Tel. (65) 6232 6630
Fax (65) 6232 6639

15. Terms of Business

The enclosed Regulations contained in the Exhibitor Service Manual apply to these Special Conditions of Participation as well as the General Terms of Business for Trade Fairs and Exhibitions by Messe Berlin (Singapore).

16. Federal Data Protection Law (BDSG)

Personal data about anyone with whom we are involved in business will be stored and processed in accordance with §§ 28 and 29 BDSG within the terms of the contractual arrangement.

7. General Terms of Business for Trade Fairs and Exhibitions organised by Messe Berlin (Singapore) Pte. Ltd.

General Regulations

1. Applications
2. Joint Exhibitors
3. Conclusion of the Agreement
4. Allocation of Stands
5. Exhibits
6. Terms of Payment
7. Liability, Insurance
8. Withdrawal from the Contract
9. Force Majeure
10. Workers and Exhibitors Passes
11. Photographs and Film, Video and Sound Recordings
12. Advertising
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Stand Construction

15. General Regulations, Deadlines
16. Stand Design

Other Services

17. Exhibitor Service Manual
18. General Inspection, Cleaning
19. Technical Installations
20. Photography
21. Catering Services
22. Data Protection

Concluding Regulations

1 Applications

1.1 Stand Applications

Applications to participate in a trade fair or exhibition (event) must be made using the form marked "Application Form". This form should be completed carefully and should include a legally binding signature. The application is an irrevocable offer to enter into a contractual agreement with Messe Berlin (Singapore), to which the exhibitor is committed until the commencement of the event.

1.2 Details of the Contract

The main sections of the contract are

- a) the Application Form,

- b) the Special Conditions of Participation,

- c) the Regulations as contained in the Exhibitor Service Manual,

- d) the General Terms of Business.

Where there is conflict between these various regulations they shall apply in the order listed above.

1.3 Conclusion of the Contractual Regulations

By signing the stand application the exhibitor recognises as binding the Terms of

Business and Conditions of Participation, as well as the Regulations contained in the Exhibitor Service Manual. He is responsible for ensuring that those persons employed by him during the event also comply with the terms of the contract in every respect.

2 Joint Exhibitors

If a number of exhibitors intend to hire a stand jointly, they must name one of their number in their application who will be authorised to negotiate with Messe Berlin (Singapore) on their behalf. The authorised party bears the same liability for any faults or cases of negligence on the part of those whom he is authorised to represent as he does for his own faults and negligence. The participating exhibitors are liable jointly and severally to Messe Berlin (Singapore).

3 Conclusion of Contract

3.1 Confirmation of Order

Messe Berlin (Singapore) will confirm its decision to accept an offer with a written confirmation of order (acceptance of the exhibitor and the exhibits for which application has been made).

3.2 Restrictions on the Exhibitor and Exhibits

If relevant grounds exist, and in particular if there is insufficient space, Messe Berlin (Singapore) may exclude individual exhibitors from participating, and may also limit the event to specific groups of exhibitors, if this becomes necessary in order to attain the objectives of the event. This also applies to exhibits.

3.3 Deviations from the Application

If Messe Berlin (Singapore) accepts the application for display space or for exhibits, subject to extensions, restrictions or other alterations, it is obliged to abide by this offer for a period of two weeks.

4 Allocation of Stands

4.1 Principle

In allocating the stand Messe Berlin (Singapore) will take into account the subject and the way in which a particular event is subdivided, as well as the space that is available. Messe Berlin (Singapore) will endeavour to meet specific requirements for stand locations wherever possible.

4.2 Changes to Adjoining Stands

The exhibit should accept that changes may take place in the situation on other stands at the beginning of the event, compared with

the time at which initial acceptance was granted. No claims for damages by either party can be entertained.

4.3 Exchanging Stands or Transferring them to Third Persons

The allocated stand may not be exchanged for that of another exhibitor, nor may it be transferred either partially or completely to a third person unless agreement has been reached with Messe Berlin (Singapore).

5 Exhibits

5.1 Removal, Exchange

Only the agreed exhibits may be displayed. Furthermore they may only be removed subject to the approval of Messe Berlin (Singapore). Exhibits may only be replaced by other items if written agreement has been obtained from Messe Berlin (Singapore), and replacement must take place at least one hour before the official daily opening time, or one hour after the official closing time.

5.2 Exclusions

Messe Berlin (Singapore) is entitled to demand that exhibits should be removed if these were not included in the stand hire contract, or if they subsequently prove to cause annoyance or danger, or are incompatible with the objectives of the event. In the event of non-compliance, Messe Berlin (Singapore) is entitled to have recourse to law in removing the exhibits at the exhibitor's expense.

5.3 Direct Sales

Unless expressly permitted, no items may be sold directly. If such approval is given the exhibits must be marked with clearly legible price tickets. It is the exhibitor's responsibility to obtain the necessary approval from the trading and health authorities, and to observe these regulations. The Exhibitor Service Manual contains further details.

5.4 Protection of Copyrights and Patents

It is the responsibility of the exhibitor to ensure that copyrights and other laws governing industrial patents in Singapore are complied with.

6 Payment Conditions

6.1 Date when Payment becomes Due

According to the confirmation of order, the stand rental is up until the Messe Berlin (Singapore) bank accounts listed on the invoice. These payments must be made within the time period specified in the special conditions of participation and be annotated with the invoice and customer number. The amounts are due for payment at the time the

invoice is issued. A final invoice will be sent after the event ends.

6.2 Transfer of Claims, Offsetting Claims
Claims against Messe Berlin (Singapore) are not transferable. Claims may only be offset in the case of uncontested counter-claims or counter-claims which have been ruled valid.

6.3 Objections
Objections to invoices will only be considered if submitted to Messe Berlin (Singapore) in writing within 14 days following issue of the invoice.

6.4 Hirer's Rights of Lien
In order to secure any claims it may have, Messe Berlin (Singapore) shall be entitled to exercise its rights of lien as hirer, and to sell the items thus withheld as it wishes, following notification in writing. Messe Berlin (Singapore) is only liable for any damage to the items held in lien if such damage was caused maliciously or by gross negligence.

7 Liability, Insurance

7.1 Messe Berlin (Singapore) assumes full liability for all damages resulting from intention or gross negligence on the part of Messe Berlin (Singapore), its legal representatives or managing staff.

7.2 Messe Berlin (Singapore) is fundamentally liable for damages caused due to gross negligence on the part of assistants employed by Messe Berlin (Singapore). This liability is limited to damages that are generally associated with this type of contract.

7.3 Messe Berlin (Singapore) is fundamentally liable for every breach of contract with regard to major contractual obligations. Major contractual obligations are defined as those that are vital to achieving the objectives of the contract (cardinal obligations). For breaches of cardinal obligations, provided they do not fall under Section 7.1, liability is limited to damages that are generally associated with this type of contract.

7.4 The limits of liability according to Paragraphs 1 through 3 do not apply to liability for insufficient warranted quality, liability according to German product liability laws, and liability for loss of life, limb, or health.

7.5 Messe Berlin (Singapore) is not liable for pre-existing deficiencies associated with rented space and equipment (guarantee liability), regardless of fault.

7.6 The exhibitor is liable in accordance with legal regulations. It is recommended

that exhibitors carry sufficient insurance. For further details, see the Exhibitor Service Manual.

8 Cancellation, Non-participation on the Part of the Exhibitor; Withdrawal from the Contract by Messe Berlin (Singapore)

8.1 Cancellation, Non-participation on the Part of the Exhibitor

The full stand rental charge shall still be payable if the exhibitor cancels or fails to take part in the event without notification of cancellation. If the exhibitor cancels and another lessee can be found for the stand, Messe Berlin (Singapore) retains the right to demand 25% of the invoiced stand rental charge from the original lessee to cover costs. The full stand rental must be paid when Messe Berlin (Singapore) Pte. Ltd. rents the agreed upon stand space, although the overall area is reduced as a result of the cancellation/non-participation. The lessee retains the right to submit evidence to prove that no such costs were incurred by Messe Berlin (Singapore), or that they were lower than stated. The right to assert additional claims remains unaffected.

8.2 Withdrawal by Messe Berlin (Singapore)

Messe Berlin (Singapore) is entitled to withdraw under the following circumstances:

- a) if the rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of any extension period that may be granted;
- b) if the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours of the official opening;
- c) if the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so;
- d) if the registered exhibitor, as a private or corporate entity, no longer conforms to the requirements for granting acceptance, or if Messe Berlin (Singapore) subsequently becomes aware of any reasons which, had they been known before, would have excluded that person from participation. This applies in particular when bankruptcy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. Exhibitors are required to inform Messe Berlin (Singapore) immediately in such circumstances.

In that cases, referred to above, Messe Berlin (Singapore) is entitled to claim damages. No. 8.1 may be applied accordingly.

9 Force Majeure

9.1 Cancellation of the Event

If Messe Berlin (Singapore) is prevented from holding the event for reasons outside its own control or that of the exhibitor, all claims to the stand rental become void. However, Messe Berlin (Singapore) may still invoice the exhibitor for work carried out in the latter's instructions, to cover any expenses already incurred, if the exhibitor is unable to furnish evidence that the results of this work are of no interest to him.

9.2 Rescheduling of the Event

If Messe Berlin (Singapore) is in a position to hold the event at a later date it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided such cancellation is given within one week following receipt of this notification. In such cases claims for payment of stand rental no longer apply.

9.3 For Events that have Already Commenced

If Messe Berlin (Singapore) is obliged to shorten or cancel an event that has already begun, as a result of force majeure, exhibitors are not entitled to assert claims for repayment or for exemption from the stand rental charge.

10 Exhibitors Passes

10.1 Exhibitors Passes

Exhibitors will receive a limited number of special passes valid for the duration of the exhibition or fair, for use by themselves and their employees, and entitling them to admission free of charge. Additional details can be found in the conditions of participation.

10.2 Regulations Applying to Both Types of Passes

Passes are issued in the holder's name, or must be filled in correctly by the holder, who should also sign them. They are not transferable and are only valid in conjunction with an official ID document. In cases of misuse the passes will be withdrawn without compensation. In the case of joint participation by a number of exhibitors, only the authorised exhibitor will receive the required passes. Additional passes are available, for which a charge will be made.

11 Photographs and Film, Video and Sound Recordings

Messe Berlin (Singapore) is entitled to take photographs, make drawings, or to make films or video recordings of events taking place at the fair, of structures and stands, or of exhibits, and to use these for advertising purposes or for publication in the media. No objections for whatever reason by exhibitors will be entertained. This also applies to photographs or recordings made directly by the press or television with the approval of Messe Berlin (Singapore).

12 Advertising

12.1 Scope

Advertising of all kinds is permitted but only within the stand hired by the exhibitor, on behalf of the exhibitor's own company, and only for exhibits manufactured or distributed by the exhibiting firm.

12.2 Approval

Advertising by means of loudspeakers, the display of slides or films, or the inclusion of performances or shows require the written approval of Messe Berlin (Singapore). Written approval must also be obtained for the use of other equipment and installations intended to enhance the impact of advertising either optically or acoustically. Advertising of a political nature is strictly prohibited.

13 Official Approval, Legal Regulations, Technical Guidelines

In all cases it is the responsibility of the exhibitor to obtain official approval. Exhibitors are responsible for ensuring the compliance with performing rights regulations, as well as with regulations pertaining to trading and industrial law, police regulations, health regulations and other legal requirements. Moreover, exhibitors must observe the "Technical Guidelines" as specified in the Exhibitor Service Manual, in particular with regard to the regulations contained therein relating to stand construction and design, and the extensive safety regulations also specified in this folder.

14 Regulations for the Maintenance of Order

14.1 Domiciliary Rights

During the event exhibitors are subject to the domiciliary rights of Messe Berlin (Singapore) and Sands Expo and Convention Center, Marina Bay Sands, Singapore apply throughout the Exhibition grounds. Exhibitors must comply with instructions given by employees of Messe Berlin

(Singapore) and Sands Expo and Convention Center, Marina Bay Sands, Singapore, who will prove their identity by means of an appropriate identification document.

14.2 Parking Spaces

The parking spaces offered through Sands Expo and Convention Center, Marina Bay Sands, Singapore are available to exhibitors and need to be paid individually. Messe Berlin (Singapore) is not responsible for any vehicle parked in all parking facilities provided by Marina Bay Sands.

14.3 Access to the Exhibition Grounds

Vehicles which do not have the correct authorisation or a document entitling them to park within the Exhibition Grounds will not be allowed access to the grounds during the event. Regulations pertaining to the delivery of goods and other items are covered by the conditions of participation.

14.4 Leaving the Grounds

Exhibitors and accompanying persons must leave the halls within one hour following the official closing time each day. Any persons wishing to leave the exhibition with packages must furnish proof that they are entitled to do so to the security staff at the exits.

14.5 Miscellaneous

No animals are permitted on the Exhibition Grounds. Water required for use in connection with foodstuffs or for the cleaning of utensils coming into immediate contact with foodstuffs may only be obtained from taps supplying hygienic water. Water for such purposes may not be obtained from toilet facilities.

14.6 Environmental Protection

Exhibitors are required to make every effort to protect the environment. In this respect they should also observe the Environmental Guidelines of Messe Berlin (Singapore) which are enclosed with the Exhibitor Service Manual.

15 General Regulations, Deadlines

15.1 Deadlines

The construction and dismantling periods will be specified in the Special Conditions of Participation.

15.2 Construction, Services for Exhibitors

The Exhibitor Service Manual contains a list of services available from companies authorized by Messe Berlin (Singapore), regarding planning, construction and design of stand and individual stands.

15.3 Dismantling Period

Stands may not be cleared before the end of the event. Dismantling must be completed by the end of the allotted dismantling period. On expiry of this period Messe Berlin (Singapore) is entitled to undertake dismantling, removal of exhibits and their storage at the exhibitor's expense, or to order such arrangements to be made at the exhibitors' expense. Messe Berlin (Singapore) will only be liable for losses or damage to exhibits when such losses or damages are due to deliberate action or gross negligence. Messe Berlin (Singapore) is entitled to impose liabilities to cover any expenses thus incurred.

16 Stand Design

16.1 Authorization Certificate

Exhibitors with ground-level, single-story stands without roofs are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. Any other type of stand, mobile stand, or special constructions require approval. Construction plans (floor plan and front view) must be submitted in duplicate to Messe Berlin (Singapore) for approval.

Complete details can be found in the Exhibitor Service Manual.

16.2 General Appearance

The exhibition stand must comply with the overall plan for the exhibition. Messe Berlin (Singapore) reserves the right to prohibit construction of unsuitable or inadequately designed stands.

16.3 Stand Equipment and Fittings during the Hours that the Event is Open

The stand must be correctly equipped and furnished, and staffed by competent personnel throughout the duration of the fair or exhibition, between the stipulated opening times.

16.4 Penalty Clause

If the exhibitor fails to comply with the regulations as stated above (No. 16, Item 2, 3), Messe Berlin (Singapore) is entitled to impose a penalty of US\$ 1,000.00 per day if its instructions and warnings are not heeded.

17 Exhibitor Service Manual

Together with the confirmation of order exhibitors will be supplied with the Exhibitor Service Manual, containing information about the following: Technical guidelines, technical equipment standards in the halls, installations, stand constructions, design and furnishing, as well as about other services at trade fairs

provided by Messe Berlin (Singapore), insurance, PR work, the catalogue, room reservations and other services. It also contains the necessary forms.

18 General Inspection, Cleaning

- a) Messe Berlin (Singapore) will provide security cover for the halls. However, it will only be liable for damages in the case of gross negligence.
Security cover for the exhibition stand itself is a matter for the exhibitors. They are advised to take out appropriate insurance cover against such risks. During the night valuable and easily removed items should be securely locked up. Private security staff to guard the stands during the night-time may only be employed subject to written agreement by Messe Berlin (Singapore).
- b) Messe Berlin (Singapore) will provide general cleaning on the grounds and in the aisles. Exhibitors are responsible for cleaning their own stands. Such cleaning work must be completed each day prior to the opening of the event.
- c) If the exhibitors do not employ their own personnel, stand cleaning and security must be arranged through the relevant company appointed by Messe Berlin (Singapore).
- d) The exhibitor or his appointed stand constructor are responsible for disposing of any waste materials resulting from their work. In this respect the rules laid down in the environmental guidelines in the Exhibitor Service Manual must be observed.

19 Technical Installations

Regular supplies of electricity, water, gas and telephone services, along with other services in the halls, will be provided by companies authorised by Messe Berlin (Singapore). Further details are contained in the conditions of participation.

20 Photography

The taking of photographs, films or videos on behalf of exhibitors during the daily opening hours of the event may only be carried out by photographers, film or video production companies thus authorised by Messe Berlin (Singapore) and in possession of the appropriate pass. Such authorisation also applies prior to and after the daily opening hours of the event. No other photographers or production companies will be permitted access to the Exhibition Grounds.

Information on this matter can be obtained from the Messe Berlin (Singapore).

21 Catering Services

Catering services are provided exclusively by companies authorized by Messe Berlin (Singapore).

22 Data Protection

The exhibitor expressly agrees that Messe Berlin (Singapore) may store, process, or disseminate personal information – including electronically processed data – for business purposes in accordance with Singapore data protection laws.

The exhibitor expressly agrees that Messe Berlin (Singapore) may store, process or disseminate business information – including electronically processed data – as long as necessary to achieve the objectives of Messe Berlin (Singapore) or its affiliates, or to fulfill any other justifiable needs.

23 Concluding Regulations

23.1 Changes and Amendments in Writing

Any changes to the contents of this agreement (No. 1 Item 2), and ancillary agreements, are only legally binding if they have been confirmed in writing by Messe Berlin (Singapore).

23.2 Singapore Law

The mutual rights and obligations deriving from this contractual arrangement and resulting from this contract are subject to the law of the Republic of Singapore.

23.3 Place of Performance and Venue

Place of fulfillment is Singapore. If the defendant is a businessman or a legal entity in the public domain, or if the defendant has no general place of jurisdiction within Singapore, the place of jurisdiction is Singapore or the defendant's own place of jurisdiction.

23.4 Statute of Limitations

Claims by exhibitors against Messe Berlin (Singapore) expire after 6 months if not precluded by cogent legal regulations.

23.5 Redemptory Clause

If any individual provisions in these conditions of participation become void, this shall not affect the validity of the other regulations. The void provision should be altered in such a way as to fulfil the intended purpose.

