

WELCOME NOTE

Dear Exhibitor,

Welcome to SINGAPORE FOOD EXPO 2019!

This is your personal copy of the Exhibitor Service Manual, which has been compiled to assist you in your preparation for the event. We recommend a careful study of its content to ensure that Singapore Food Expo 2019 will be a successful experience for your company. This manual will provide you with information required for the preparation of your exhibition stand. General guidelines, marketing aides and useful addresses are also included in the manual for your easy reference.

Please send us the order forms by due date so that we can ensure that the services you required are duly arranged before the exhibition. Do remember to make a copy for your own reference.



STEVEN NG, JP, BBM

MANAGING DIRECTOR

FOOD CORPORATION MARKETING PTE LTD

EXHIBITOR SERVICE MANUAL

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| <i>All information in this manual are correct at the time of printing as the Organisers have done their utmost to ensure accuracy. The Organiser apologise for any misprint or error, and regret that we cannot be held liable on any account whatsoever for them.</i> | |

EXHIBITOR SERVICE MANUAL

LIST OF CONTACTS

ORGANISER

SINGAPORE FOOD MANUFACTURERS'
ASSOCIATION
9 Jurong Town Hall Road
#04-13
Singapore 609431
Tel: +65 6221 2438
Fax: +65 6223 7235
Email: enquiries@sfma.org.sg

EVENT MANAGEMENT

FOOD CORPORATION MARKETING PTE LTD
9 Jurong Town Hall Road, #04-13
Singapore 609431
Tel: +65 6221 2438
Fax: +65 6223 7235
Email: foodcorp@sfma.org.sg

OFFICIAL CONTRACTOR

SUNYAU EXPO PTE LTD
6 Soon Lee Road, Jurong
Singapore 628072
Website: www.sunyauexpo.com.sg

Contact: Ms Mindy Goh
Tel: +65 6266 6728
Fax: +65 6266 2896
Email: gsy1@sunyauexpo.com.sg

OFFICIAL CLEANING CONTRACTOR

CLEAN SOLUTIONS PTE LTD
71, Ayer Rajah Crescent, #04-18
Singapore 139951
Tel: +65 6471 0880
Fax: +65 6474 0880
Contact: Madam Tan

VENUE OWNER

SINGEX VENUES PTE LTD
Singapore Expo, 1 Expo Drive
#01-01
Singapore Expo 486150
Tel: +65 6580 8308
Fax: +65 6580 8300

FILMS & PUBLICATION DEPARTMENT

45 Maxwell Road
#07-11/12 URA Centre East Wing
Singapore 069118
Tel: +65 6372 2800
Fax: +65 6221 0340

PUBLIC ENTERTAINMENT LICENSING UNIT

391 New Bridge Road, #02-701
Police Cantonment Complex
Singapore 088762
Tel: +65 6557 5832/5819/5818
Fax: +65 6226 1089

SINGAPORE FOOD AGENCY

52 Jurong Gateway Road
JEM Office Tower
#14-01
Singapore 608550
Tel: +65 6805 2871
Website: www.sfa.gov.sg

SCHEDULE OF EVENTS

| BUILD-UP PERIOD | DATE | TIME |
|---------------------------------------|--|--|
| Exhibitor's Contractor Move-In | 29 May 2019 <i>(No Electrical Supply)</i> | 1300hrs |
| Exhibits Move-In and Stand Decoration | 30 May 2019 | 1200hrs |
| EXHIBITION PERIOD | DATE | TIME |
| Opening Hours of Exhibition | 31 May to 4 June 2019 | 1100hrs – 2200hrs |
| DISMANTLING PERIOD | DATE | TIME |
| Electrical Power off | 4 June 2019 | 2300hrs |
| Water supply off | 4 June 2019 | 2300hrs |
| Exhibits Move-Out & Stand Dismantling | 4 June 2019 5 June 2019 | 2230hrs – 2359hrs 0830hrs – 1100hrs |

Notes:-

- Exhibitors can be admitted to the exhibition hall two hour prior to opening hours.
- During the exhibition days, Exhibitors are permitted to remain in their booth for an hour after the exhibition closes.
- Exhibitors must complete their stall set-up and decoration ½ hour prior to the opening of the exhibition, i.e. 1030hrs daily.
- Exhibits not cleared by 1000hrs on 4 June 2019 will be disposed of accordingly. Cost of disposal will be charge to exhibitors.

GENERAL INFORMATION

NAME OF EVENT

SINGAPORE FOOD EXPO 2019

VENUE

Singapore Expo Hall 4
1 Expo Drive, #01-01
Singapore 486150

OPENING HOURS

Date: 31 May to 4 June 2019

Time: 11: 00am to 10: 00pm

ORGANISER

SINGAPORE FOOD MANUFACTURERS' ASSOCIATION
9 Jurong Town Hall Road, #04-13
Singapore 088324
Tel: (65) 6221 2438 Fax: (65) 6223 7235
Email: enquiries@sfma.org.sg Website: www.sfma.org.sg

Managed by:

FOOD CORPORATION MARKETING PTE LTD
Email: lynnchloh@sfma.org.sg Website: www.singaporefoodexpo.org.sg

SUPPORTING ORGANIZATIONS

- Health Promotion Board
- People's Association
- Singapore Food Agency

PAYMENT

Total sum of stand rental shall be paid to the Organiser before **26 April 2019**.

The Organiser reserves the right to prohibit and restrict Exhibitor(s) from admission if full settlement of payment is not received by the stipulated deadline.

FACILITIES

Expo Business Centre offering secretarial services, printing and rental of equipment is located in Foyer 1. It is open during weekdays from 0900hrs to 1800hrs.

Nearest banking facilities is located in Foyer 1.

The first Aid room manned by the St. John Ambulance is located near the entrance of the Hall.

WASHING AREA

The Organiser will be providing washing areas to clean cooking equipment at the back of exhibition hall.

Cooked food booths or any other booths required by the Ministry of Environment must be fitted with their own water supply and drainage system, washbasin etc.

Wastewater must be discharged into authorized sewer.

CARPARKS

Exhibitors are encouraged to use Carpark J at the entrance and exit at Changi South Avenue. You may wish to purchase season tickets (\$20/day) directly from the ticketing booth located outside Hall 5.

PUBLIC ADDRESS SYSTEM

The Organiser and Authorities will use the Public Address System in the hall for official announcement only.

SECURITY

While every reasonable precaution is taken and the premises adequately patrolled both day and night, the Organiser expressly decline responsibility for any losses or damages which may befall on the person or property of the Exhibitor from any clause whatsoever.

INSURANCE

The Exhibitor is required to insure his legal liability in connection with the exhibition for negligence under a General Third Party Policy. It is particularly advised that the Exhibitor having small valuables which he wishes to leave at his stand should provide himself with lock-up steel cabinets or other safe storage, or cover insurance at his own cost. The Organiser will not be held liable for any damages or losses occurred during the exhibition period.

APPLICATION FOR NECESSARY LICENSING

Exhibitors who wish to display video or slides must obtain prior permission from the Films & Publication Dept and Public Entertainment Licensing Unit.

Further Clarification can be obtained from:

Films & Publication Dept.
45 Maxwell Road
#07-11/12 URA Centre East Wing
Singapore 069118
Tel: +65 6372 2800
Fax: +65 6221 0340

Public Entertainment Licensing Unit
391 New Bridge Road, #02-701
Police Cantonment Complex
Singapore 088762
Tel: +65 6557 5832/5819/5818
Fax: +65 6226 1089

LOADING AND UNLOADING

The service road via Changi South Ave 1 is primarily accessible to goods vehicles only. Only goods vehicles will be allowed to enter this road for loading / unloading purposes.

A \$50 deposit will be collected from cars which need to enter the service yard, the money will be refunded in full if the vehicle leaves within 1 hour and no refund for vehicle that stays beyond the one hour duration.

TECHNICAL INFORMATION

BOOTH CONSTRUCTION & REGULATION

OFFICIAL CONTRACTOR

SUNYAU EXPO PTE LTD has been appointed as the Official Contractor for this event. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. However, contact details of contractor appointed by the Exhibitor must be forwarded to the Organiser before 10 May 2019.

SUNYAU EXPO PTE LTD

6 Soon Lee Road, Jurong

Singapore 628072

Website: www.sunyauexpo.com.sg

Contact: Ms Mindy Goh

Tel: +65 6266 6728

Fax: +65 6266 2896

Email: gsy1@sunyauexpo.com.sg

STANDARD SHELL SCHEME CONSTRUCTION

The basic design for each Shell Scheme booth (12 sqm) consists of:-

- Partition walls of white powder coated finish. Height at 2.5m
- Fascia board in vinyl sticker cut out. (350mm ht)
- 2 units of 40 watt, 4 feet fluorescent tube lights
- Needle-punch carpet laid onto existing flooring
- 2 units of white plastic chairs
- 1 unit of white reception desk, 750mm ht
- 1 unit of 15-amp single phase power point
- 1 wastepaper basket

Booth facilities listed above are subject to change at the discretion of the Organisers without prior notice. Should Exhibitors not require any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

Additional furniture and electrical items can be rented from the Official Contractor. Please place your order by completing the respective forms and returning these by the stipulated deadline.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable to any damage to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Official Contractor and charged accordingly to the exhibitor. The Organiser, together with the venue owners, will inspect the hall before and after the event.

RAW SPACE/SPECIAL DESIGN

Exhibitors taking Raw Space only are advised to use the service of the Official Contractor to undertake the special booth design as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organiser before any of their own contactors are allowed to work onsite. Failure to obtain written approval can result in costly alterations onsite such as when designs or installation violate fire and safety requirements, stand height and boundary or any space contract rules and regulation.

All nominated contractor will be required to lodge with the Organiser a refundable performance deposit of \$2,000.00. This deposit will serve to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organiser may have on the contractor if the damages exceed the deposit.

Each booth must have its own panel and it is not permissible to use the neighboring booth panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.

CONSTRUCTION HEIGHT

No exhibits, display materials and dividing walls are allowed to exceed 4m in height. Any construction higher than 4m must be submitted for approval.

POWER SUPPLY AND LIGHTING

The Organiser will provide general lighting in the exhibition hall during show time only.

"The standard electrical current supplies available for use are: Single-Phase Alternating Current at 230V, 50Hz (@ Max. 5Amp usage for 13Amp Power Point) and Three-Phase with Neutral Alternating Current at 400V, 50Hz. Exhibitors requiring different voltages/frequency or special connections to equipment must arrange directly with the appointed Contractor" Any additional cost, will be borne by the Exhibitor.

For safety reasons, all electrical installation works at the exhibition must be carried out solely by the Organiser's appointed Contractor. The Organiser reserves the rights to cut off power supplies in case of improper connections. Multi Plugs are not allowed. All sockets are for machine use only and not for lighting. For safety reasons, please use one socket for one machine only.

Exhibitors requiring overnight electricity supply are to register their requirement with the Contractor prior to the show. This is to ascertain that electricity supply to your booth is not turned off during non-operational hours.

WATER SUPPLY INSTALLATION

For operational safety reasons, only the Official Contractor is permitted to carry out the installation works required.

STORAGE OF EXHIBITS

STORAGE

Direct arrangements should be made with the exhibitor's appointed freight forwarder. Otherwise, Exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organiser reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

RULES AND REGULATIONS

ALLOCATION OF STAND

The Organiser shall allocate the stand on first come, first served basis. The Organiser shall reserve the right to change the stand allocated to the Exhibitor or layout plan at any time prior to the commencement of the build-up of the Exhibition should exceptional circumstances demand, and to alter the size and dimensions of the stand, to transfer or close entrances and exits to the Exhibition hall and to undertake other structural alterations they deem fit. Such changes shall be at the discretion of the Organisers and the Exhibitor shall have no claim for compensation as a result of the changes.

USE OF STAND

Exhibitors are bound to exhibit solely food products and to man the stand with competent personnel during the opening hours of the Exhibition. The Organiser reserves the right to refuse admittance to any visitor to the Exhibition or access to the stand.

Exhibitors will be liable for any change to walls or the Exhibition hall in which their exhibits are placed and shall not paint or otherwise alter the floors, ceilings, pillars or walls without prior consent of the Organiser.

SUBLET AND TRANSFER

No stand space shall be sub-letted or transferred by the Exhibitor without the prior written permission from the Organiser.

ENFORCEMENT

The Organiser reserves the right: -

- i) to sanction/stop any sales promotion should such approach caused disciplinary problems or inconvenience to the general public and other Exhibitors.
- ii) to bill the Exhibitor for any additional costs incurred, i.e. manpower, barricades etc.

PASSAGE WAY

Passageway between and around the stands shall not be used for any display or sale of goods. The passageway must be free at all times for visitors to use.

SPEED OF VEHICLES IN HALLS

All types of vehicles operating in the halls must observe safety rules and obey the speed limit of 5km/hr. Strictly no vehicles are allowed in the hall during exhibition hours.

GENERAL CLEANING

The Organiser will provide general cleaning service of the show area. This only includes cleaning of carpet / flooring and rubbish disposal. It excludes cleaning of exhibits and displays. It is the responsibility of the exhibitor to maintain the cleanliness of his booths at all times.

REMOVAL OF WASTE

During the setting-up and tearing-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths are responsible for moving their own debris from the site at the end of each day. At the end of the exhibition, contractor must remove from the site all the materials from their client's booth. Should they not do so, the performance deposit paid will be used to pay for removal by the official cleaning contractor.

Waste oil must be disposed in oil drums provided in the washing areas at the back of exhibition hall.

MOVEMENT OF EXHIBITS

- a) Exhibitors shall bear the responsibility and expenses for the transport of exhibits to the exhibition venue.
- b) Exhibitors shall make their own arrangements for storage and warehousing of their exhibits.
- c) No exhibits will be allowed in or out of the exhibition hall without a delivery order or clearance chit.
- d) Exhibitors shall remove all exhibits from the exhibition hall within the period stipulated by the organizer and shall indemnify the organizer against any loss by reason of the delay or damage to the exhibition hall.

INSURANCE, LIABILITY AND RISKS

General insurance will be covered and handled by the Organiser. However, it is the responsibility of each Exhibitor to arrange insurance coverage for their exhibits during the exhibition.

All Exhibitors must arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take out public liability and comprehensive protection.

All Exhibitors shall insure, indemnify and hold the Organiser and the Venue, Singapore Expo, harmless in respect of all costs, claims, demands and expenses to which they may be subjected as a result of loss or injury to any person howsoever caused while the said person are upon or examining or passing the said exhibition stand, during the tenancy of the exhibition. The liability or risk of the employees, agents or exhibits shall be responsibilities of the Exhibitors. Exhibitors are advised to fully insure all exhibits during the tenancy of the exhibition.

Though the organiser maintain security surveillance at all times, Exhibitors are reminded that goods / exhibits will still, nevertheless, be at risk, especially during the final day of the show.

Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

Please contact the Organiser if you should wish to hire security personnel to attend to your stand exclusively for off show hours. Kindly note that you are not allow to hire staff or personnel from any other security agency.

GENERAL SECURITY

Organisers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area outside of official hours. All personnel in the exhibition area must wear their identification badges. Temporary passes are available from the Organiser's office on-site.

For security and safety reasons, exhibits movement in and out of the exhibition area during the show opening hours are not permitted.

CUSTOMS & EXCISE REGULATIONS

Foreign Exhibitors shall adhere to the Singapore Customs & Excise Regulations for importation of their exhibits. Failure to do so is in contravention to the Singapore Customs and Excise Regulations. Exhibitors should bear their own liability on all consequences. The Organiser shall not be held responsible in the event of any loss incurred by the Exhibitor.

INDEMNITY

All Exhibitors' indemnify and will keep indemnified the Organiser in full from: -
All claims, demand, actions, suits, proceedings, order, damages, costs, losses and expenses of any nature whatsoever which the Exhibitors may suffer or incur from out of any occurrences, upon or at the Exhibition or any of thereof causes by the Exhibitors.

FAILURE TO EXHIBIT

Any organization/company which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organiser shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organiser.

GROUPS AND NATIONAL PAVILIONS

Organisers of group and national pavilions are responsible for ensuring that all Exhibitors and or / co-Exhibitors on their stand are fully aware of and agrees to and abide with all the rules & regulations stated herein.

FIRE SAFETY BUREAU'S REGULATION

All materials used in the stands and exhibition construction must be properly fireproofed in accordance with Singapore Government's regulations. Fire marshals will patrol the exhibition area and will be authorized to limit any demonstration that is potential to fire hazard.

Exhibitors requiring specific fire precautions must make arrangements at their own costs for provision of such equipment/service.

- i) Corridors leading to exits shall be kept free of obstructions at all times.
- ii) No false ceiling or otherwise is allowed without the approval of the Fire Safety Bureau.
- iii) Partitions or display boards should not obstruct the discharge pattern of the sprinkler heads. A clearance of at least 0.5m should be maintained below the level of the sprinklers detectors. No objects are to be attached or suspended from the fire sprinklers. Heat devices that will trigger the sprinklers are strictly prohibited in the exhibition hall. Heat generating equipment used for display as well as spotlights must be isolated from the fire sprinklers.
- iv) **Open fire cooking is not allowed!** No gas cylinder, naked lights, petrol or gasoline, dangerous gases, explosives or highly flammable substances are allowed in the exhibition halls. Exhibitors are advised to use hotplate, electrical oven and microwave for cooking demonstration.
- v) Please ensure that there is no collection of unwanted combustible materials such as cartons, debris etc. behind the exhibition booth.
- vi) Please ensure that fire extinguishers / hosereels, manual fire alarm, call points, passageway, 'Exit' and roller shutters are clear of obstruction.

NATIONAL ENVIRONMENT AGENCY'S REGULATIONS

- i) **Preparation, cooking of food (egs. grilling, frying, mixing etc) and washing activities are not allowed at the site unless proper supporting facilities are provided i.e. Wash basin with direct connections to water supply and waste water discharge, chiller etc.**
- ii) **If proper supporting facilities are not provided, only pre-packed/pre-cooked food obtained from licensed sources are allow to be sold. Sale of homemade cooked food is strictly not permitted.**
- iii) **Food on display should be placed in proper showcases and properly covered.**
- iv) Food handlers are to practice a high standard of food and personal hygiene. Where it is not practical to use utensils such as tongs to handle cooked food, disposable gloves must be worn.
- v) Raw meat/sushi must be kept in a chiller.
- vi) Ice-cream must be obtained from licensed source and kept in freezer. Ice-cream handlers must put on mouth mask and gloves.
- vii) Sale of food involving grating of ice is not permitted.
- viii) Foreigners on social visit passes are not allowed to set up stalls to conduct business at the site.
- ix) Unauthorised stalls are not to be set up at the site.
- x) All activities must be confined within the approved site as indicated in the layout plan.
- xi) All debris and refuse must be removed immediately from the site upon the daily conclusion of the event.
- xii) The site shall be kept clean at all times
- xv) Strictly no sale of expired products.
- xvi) Please note that appropriate enforcement action will be taken against the individual Exhibitor upon non-compliance with the above conditions or breaches of public health requirements. In these regards, please refer to the Environmental Public Health (Food Hygiene) regulations. (www.nea.gov.sg)

OTHER OPERATIONAL GUIDELINES

- a. No flickering lights are allowed.
- b. No posters or signs are allowed on pillars / walls / floor.
- c. Distribution of brochures, leaflets, promotional items and surveys are strictly not allowed in the common and public areas within the center.
- d. Exhibits brought into the exhibition halls should not exceed the floor loading area of the exhibition halls.
- e. No smoking is allowed in the hall.
- f. Strictly no small helium balloons are allowed.
- g. Nails, screws or drilling of holes on walls, doors, pillars or other parts of the structure of the premises are strictly not allowed.
- h. Erection of partitions or display boards which hamper the air-conditioning diffuser and airflow inside the halls are prohibited.
- i. When clear glass or acrylic panels are used as partitions, adequate markings must be provided to ensure that visitors do not mistake it as a pathway.
- j. The Organiser reserves the right to stop any of the sale promotion carried out by Exhibitors should such approach causes disciplinary problems or inconvenience to the general public and other Exhibitors.

SINGAPORE FOOD EXPO 2019
PROMOTIONAL ACTIVITIES

In order for you to incorporate your promotional activities with ours, we would appreciate if you could complete the short questionnaire below and forward it to us before **30 April 2019** to enable us to feature your company in all necessary publicity.

1. Please be informed that we will be providing an EXHIBITORS LISTING Directory Signage for the visiting general public to allow them easier access to your booth. As such, please let us have the following: -
 - Company Name to be displayed: _____
 - List of Main Products: _____ **(Maximum 60 letters)**
 - Soft copy of your company logo (*please email to: sfmafoodexpo@gmail.com*)

2. Product/Promotion Information
Please kindly forward us your products listing (*please email to: sfmafoodexpo@gmail.com*) or any special offers your company may be having as we will be sending press releases to the various media bodies while updating our facebook page periodically.

3. Any other suggestions

All proposals will be reviewed. In view of the constraints in time and resources, please accept our apologies if we are unable to accede to all your request(s). We will, however, like to assure all exhibitors that a fair chance will be accorded to them on promotional activities.

We thank you for your support and participation.

| |
|------------------------------|
| FOR OFFICIAL USE ONLY |
| REMARKS: |
| Date Received: _____ |

**SINGAPORE FOOD EXPO 2019
CENTRAL STAGE SLOTS**

| TIME | 31 MAY FRIDAY | 1 JUNE SATURDAY | 2 JUNE SUNDAY | 3 JUNE MONDAY | 4 JUNE TUESDAY |
|---------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 1200hrs | | | | | |
| 1300hrs | | | | | |
| 1400hrs | | | | | |
| 1500hrs | | | | | |
| 1600hrs | | | | | |
| 1700hrs | | | | | |
| 1800hrs | | | | | |
| 1900hrs | Organiser's Programme | Organiser's Programme | Organiser's Programme | Organiser's Programme | Organiser's Programme |
| 2000hrs | | | | | |

Please fill in the time slot required in the above schedule.

COMPANY _____ BOOTH NO.

CONTACT PERSON _____ CONTACT NO(s). _____ (O) _____ (HP)

Program Details

DATE OF SUBMISSION _____

Note:

- *Priority for Weekends & Public Holidays will be given to Exhibitors who are engaging the services of celebrities or presenting special programs.
- Confirmation of your programme slot will be forwarded to you after 3 May 2019.
- Professional DJ service is available at S\$150.00 per 45mins slot. Please contact us for more details.

FOR OFFICIAL USE ONLY

Date Received: _____

Slot Given: _____

REMARKS



PAssion Collaboration Application Form

PAssion Card Collaboration Form for Singapore Food Expo 2019

Yes, I am taking up PAssion Card Package to extend privileges to over 2.89 Million PAssion Card Members for Singapore Food Expo, 31 May – 4 June 2019

Fax to **6346 1182** or email to **jessie_sim@pa.gov.sg** latest by 23 April 2019.

| Contact Information | | | |
|-----------------------------------|----------------------------|----------------------------|----------------------------|
| Name of Company: | | | |
| Company Name to print on posters: | | | |
| Contact Person: | | Designation: | |
| Contact Details: | <input type="checkbox"/> O | <input type="checkbox"/> H | <input type="checkbox"/> F |
| Email Address: | | | |
| Booth Number & Booth Size: | | Using Shell Scheme? | YES / NO |

Yes, I would like to support in the following:-

1) Exclusive offer for PAssion Card Members when they present the card at your booth:

- Privilege(s) OR discount(s) (Indicate Terms & Conditions, if any)

2) Sponsorship of Gifts for NEW PAssion Card Sign-ups / Renewal Members at our PAssion Card Recruitment Booth

| No. | Product / cash voucher | Retail Value | Qty | Total Amt |
|-----|------------------------|--------------|-----|-----------|
| | | | | |
| | | | | |

(Kindly attach a separate list if necessary)

3) Sponsorship worth up to \$300 of products and/or cash vouchers at our PAssion Card Recruitment Booth

* People's Association reserves the right to allocate the sponsored products and vouchers as it deems fit according to quantity and perceived value.

| No. | Product / cash voucher | Retail Value | Qty | Total Amt |
|-----|------------------------|--------------|-----|-----------|
| | | | | |
| | | | | |

(Kindly attach a separate list if necessary)

Terms & Conditions

1. The privilege(s) or discount(s) stated should be exclusive for PAssion Card Members from 31 May – 04 June 2019 at Singapore Food Expo
2. I (participating merchant) agree to accord PAssion Card Members the relevant offer as stated upon presentation of the PAssion Card.
3. I will ensure that all our front-line staff are well briefed on the promotion mechanics for PAssion Card Members.
4. I agree to display the A3 Promotion Foam board which will be given by PAssion Card stating my offer (as above) prominently at my booth/s

On behalf of my company, I wish to participate in PAssion Card package and agree to the Terms & Conditions as per stated above.

Applicant's Signature & Company Stamp

Date



FASCIA LETTERING

Deadline for Submission: **10 MAY 2019**

Please complete and return to:

SUNYAU EXPO PTE LTD
6 Soon Lee Road, Jurong
Singapore 628072

Contact: Ms Mindy Goh
Tel: +65 6266 6728 Fax: +65 6266 2896
Email: sfe2019@sunyauexpo.com.sg

THIS SERVICE IS ONLY FOR EXHIBITOR WHO HAVE CONTRACTED FOR SHELL SCHEME

COMPANY DETAILS

Name (*Prof/Dr/Mr/Ms*): _____ Designation: _____

Company: _____ Booth No. _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Please complete and return to sfe2019@sunyauexpo.com.sg

FASCIA NAME

For standard shell scheme stands, the fascia lettering will be provided free-of-charge. Please fill in the company name you wish to display in the fascia panel.

Company name (English only) will be displayed in standard capital letters with white background and color text. Logos and other fancy print will be at Exhibitor's own expense.

COMPANY NAME TO BE PRINTED (Entries to be made in block letters or type setting)

LOGO

SIZE: (MAX. 200MM HEIGHT X 420MM LENGTH)

Your corporate logo may be attached at *your own expense*. If you wish to have your logo on the fascia, please send the logo in Ready Cast format in high resolution TIFF, JPG or EPS together with your company details to sfe2019@sunyauexpo.com.sg. Price of each logo is:

- Single-tone colour logo on vinyl sticker S\$100.00 / unit / logo
- Colour toning logo on vinyl sticker S\$150.00 / unit / logo
- Request for Artwork before production S\$100.00 / unit / logo / Artwork (subsequent change, additional of SD\$50.00 / unit / logo / artwork).

_____ DATE

_____ SIGNATURE & COMPANY STAMP



RAW SPACE EXHIBITOR

Deadline for Submission: 10 May 2019

Please complete and return to:

SINGAPORE FOOD MANUFACTURERS' ASSOCIATION
9 Jurong Town Hall Road, #04-13
Singapore 609431
Fax: + 65 6223 7235

THIS FORM IS ONLY APPLICABLE FOR 'RAW SPACE' EXHIBITOR

COMPANY DETAILS

Name (*Prof/Dr/Mr/Ms*): _____ Designation: _____

Company: _____ Booth No. _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Please complete and return via fax +65 6223 7235

INDEPENDENT CONTRACTOR

Exhibitors have to indicate address and contact person of their stand-fitting contractor to the Organiser before **10 MAY 2019**. All independent contractors are required to lodge with the Organiser a refundable performance deposit of S\$2,000.00. The contractor will only be allowed to commence work in the exhibition hall when the Organiser receives the deposit.

All on site personnel of the stand contractor are required to apply an entry badge for move-in period. Exhibitors and their stand contractors must understand that for security reasons, all workmen onsite must wear contractor passes for identification purposes.

Stand Contractor: _____ Contact: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

FORM SUBMISSION

The independent contractor has to submit all plans in duplicate by **10 May 2019** for approval. This includes detailed drawings of elevations, layout and perspective with dimensions illustrating the design of the stand. Locations of all equipment/machinery on display have to be included on the layout.

Raw Space Exhibitors are advised to order at least one power main box for their lighting purpose. For safety reasons, all electrical installation work at the exhibition must be carried out solely by the Organiser's appointed Contractor.

DATE

SIGNATURE & COMPANY STAMP



SERVICE LOCATION PLAN

Deadline for Submission: **10 MAY 2019**

Please complete and return to:

SUNYAU EXPO PTE LTD
6 Soon Lee Road, Jurong
Singapore 628072

Contact: Ms Mindy Goh
Tel: +65 6266 6728 Fax: +65 6266 2896
Email: sfe2019@sunyauexpo.com.sg

COMPANY DETAILS

Name (Prof/Dr/Mr/Ms): _____ Designation: _____

Company: _____ Booth No. _____

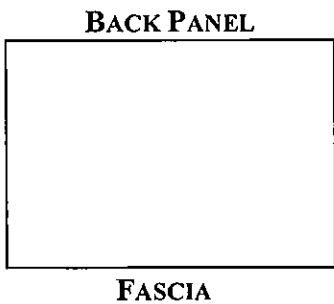
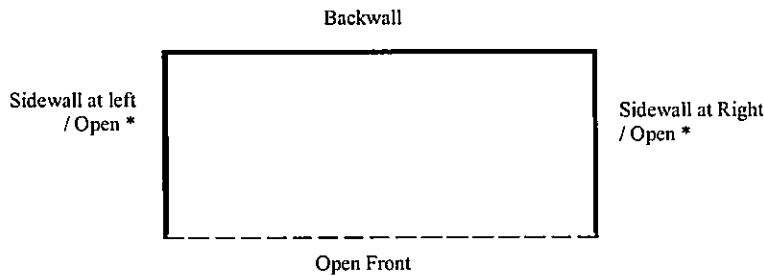
Address: _____

Tel: _____ Fax: _____ Email: _____








Please complete and return to sfe2019@sunyauexpo.com.sg

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of service will be at the discretion of the Official Stand Contractor. Any relocation after installation will be at the expense of the Exhibitor.

Sketch your orders such as fluorescent, spotlights etc on the plan below.



KEY

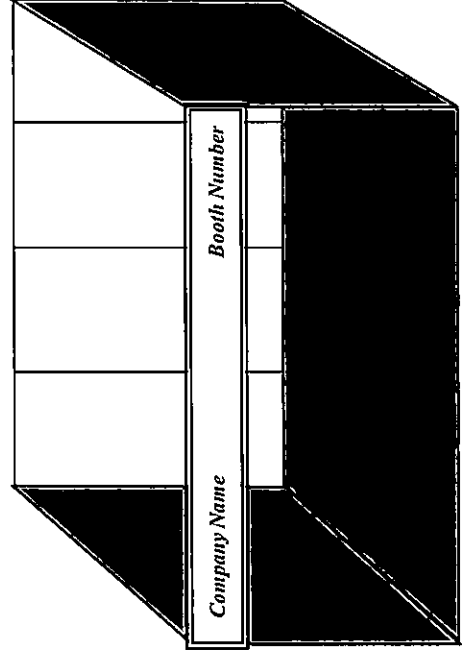
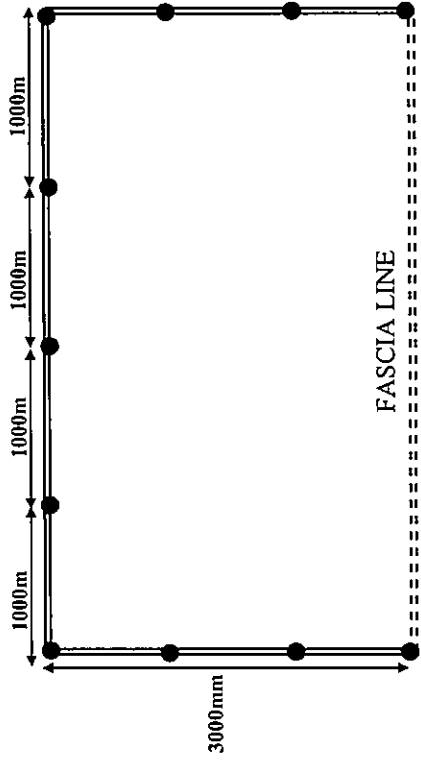
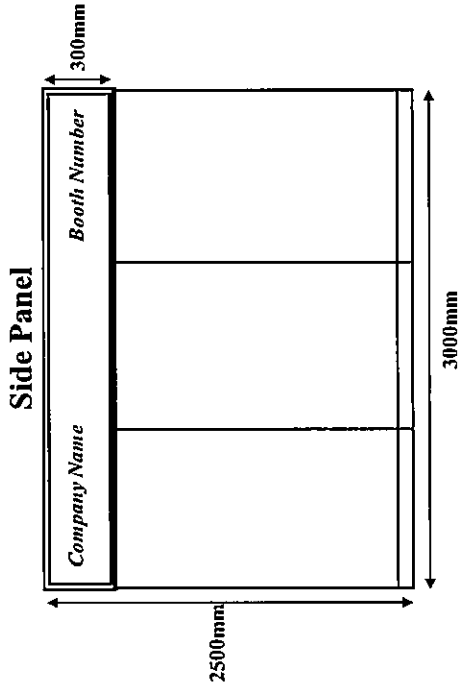
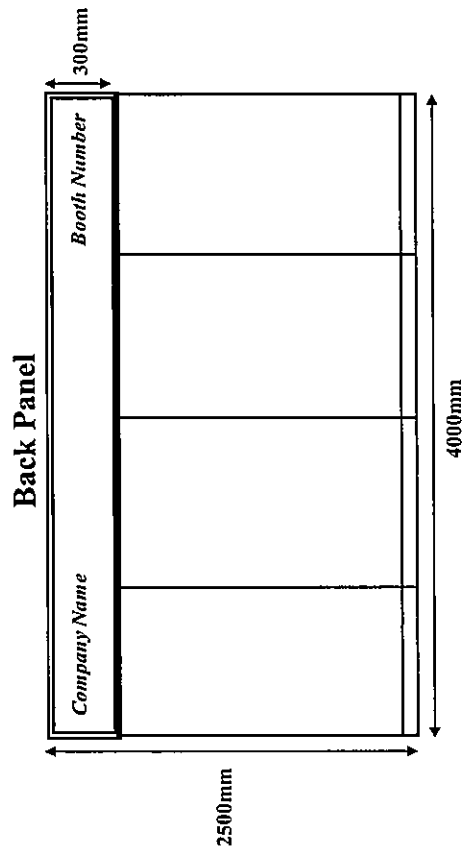
-  40 Watt, (4FT length) Fluorescent Tube
-  15/30/60Amp (3 Phase Power Isolator/415 Volt)
-  100 Watt, Spotlights
-  13/15Amp Power Socket/230 Volt
-  Telephone
-  Water Point
-  Compress Air

DATE

SIGNATURE & COMPANY STAMP

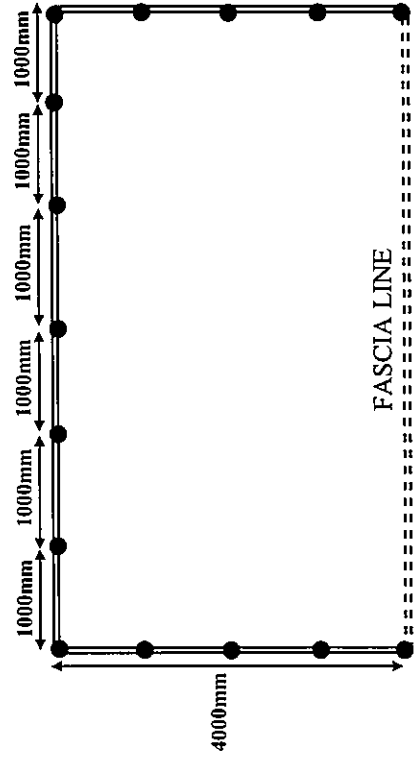
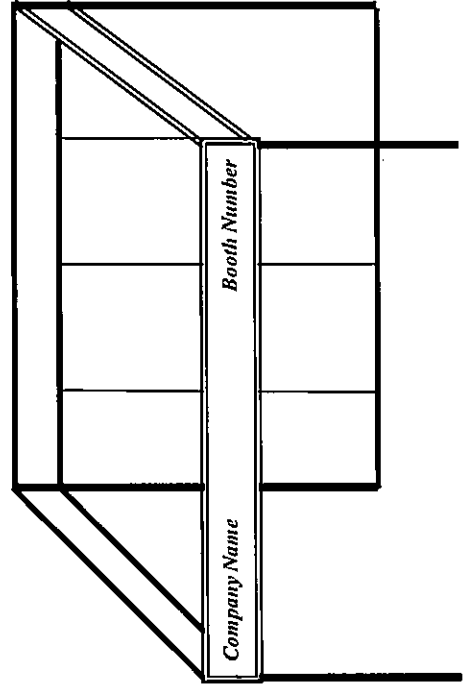
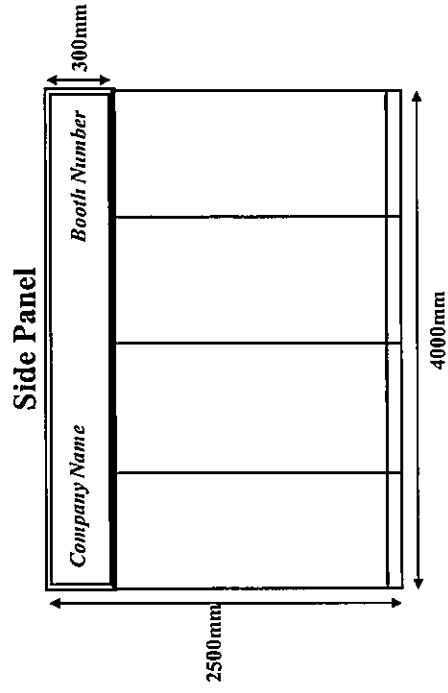
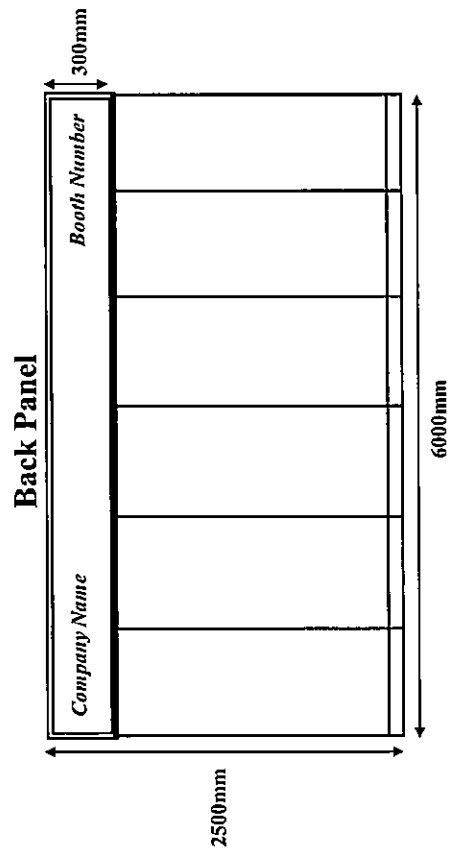


SERVICE LOCATION PLAN...continued (Specification for Standard Shell Scheme @ 4m x 3m)



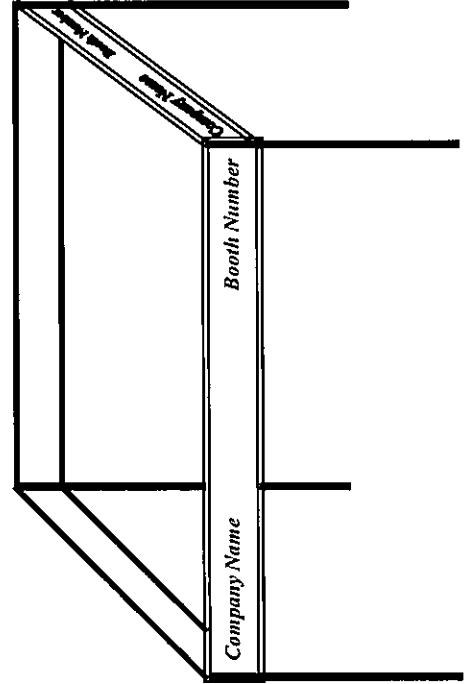
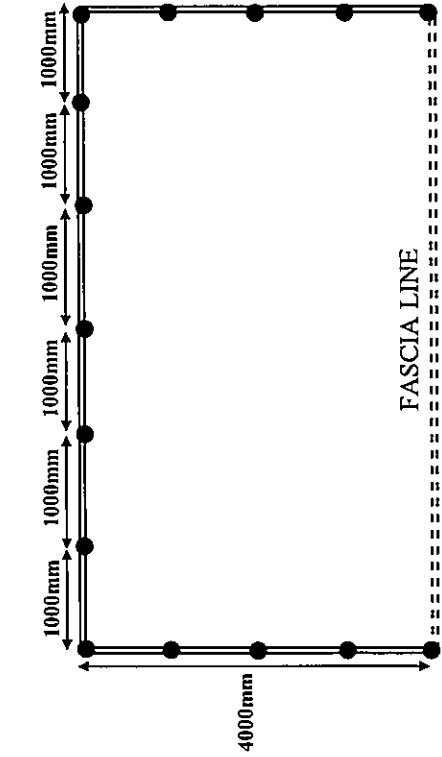
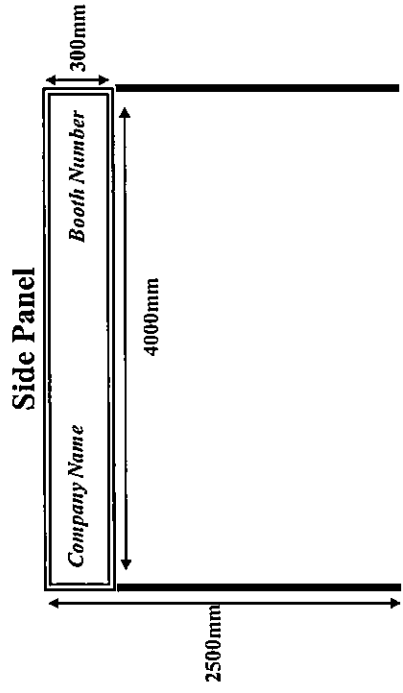
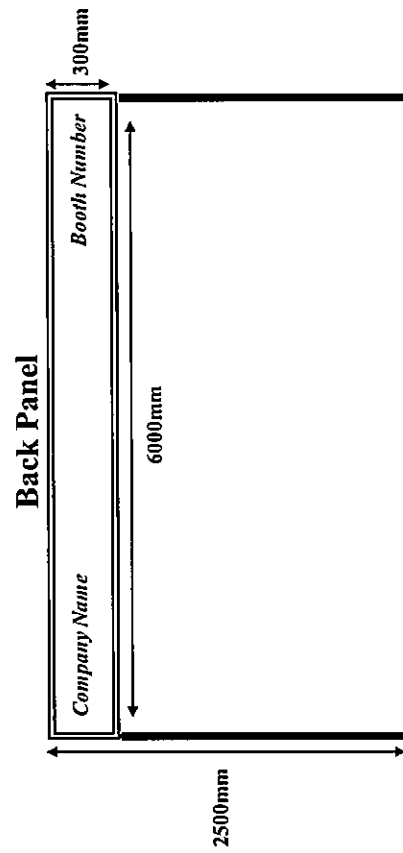


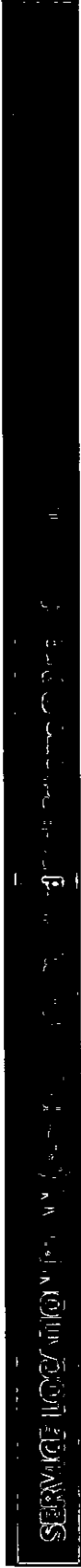
SERVICE LOCATION PLAN...continued (Specification for Standard Shell Scheme @ 4m x 6m)



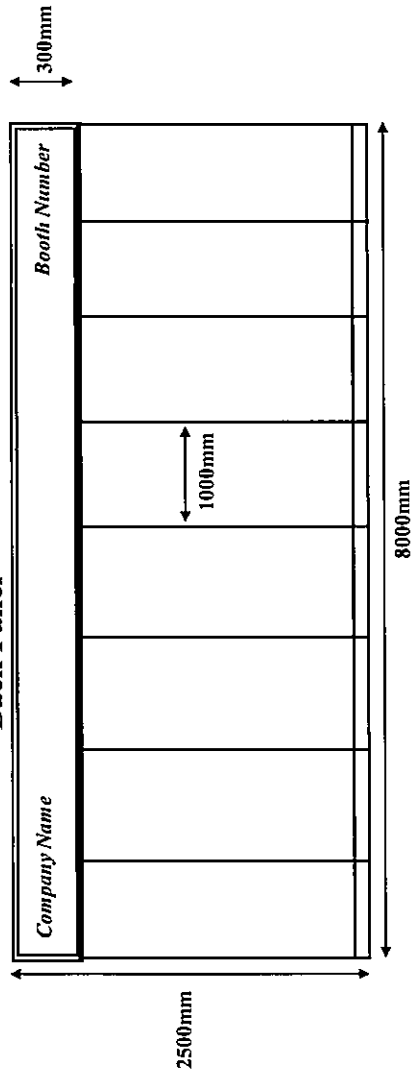


SERVICE LOCATION PLAN...continued (Specification for Standard Shell Scheme (Super Prime) @ 4m x 6m)

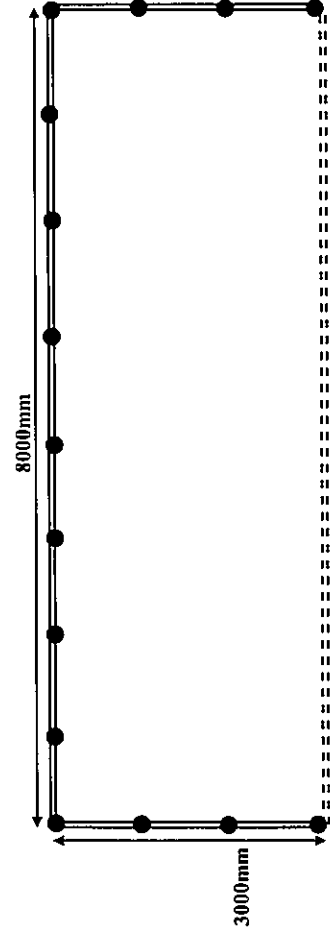
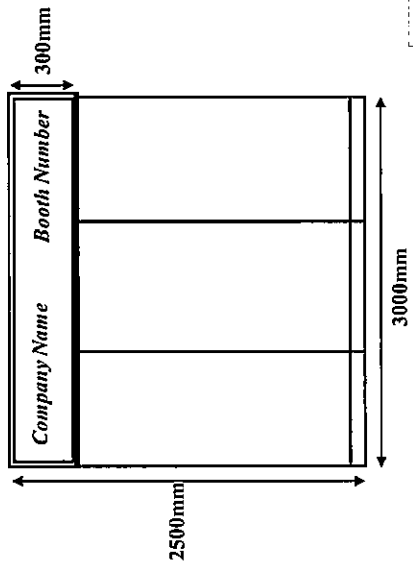




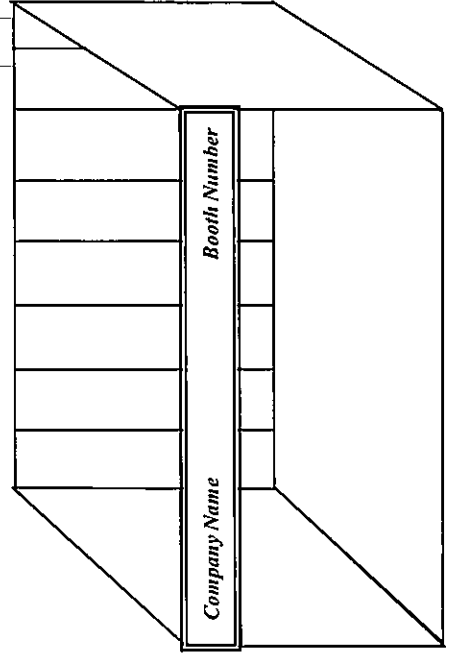
Back Panel



Side Panel



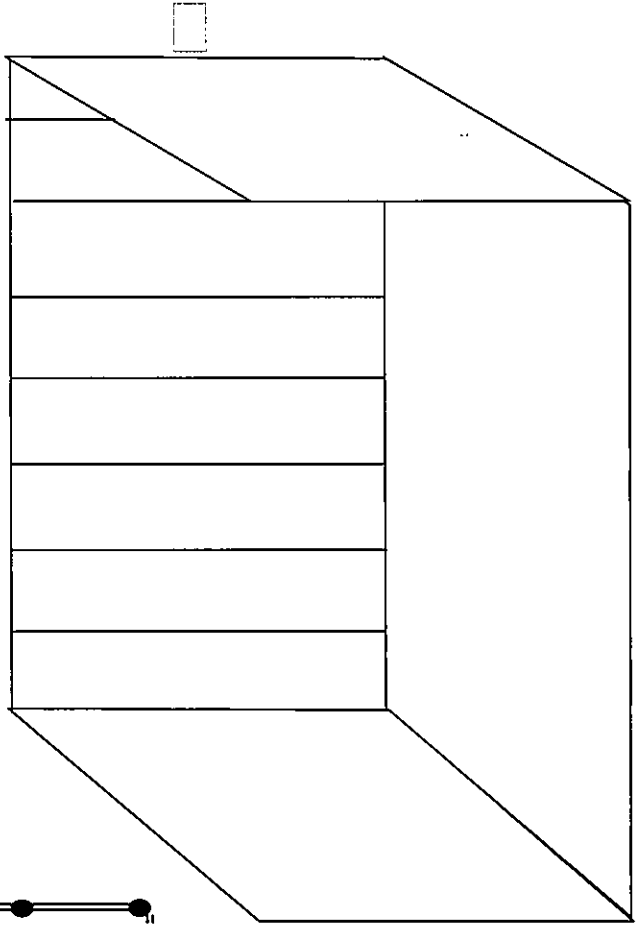
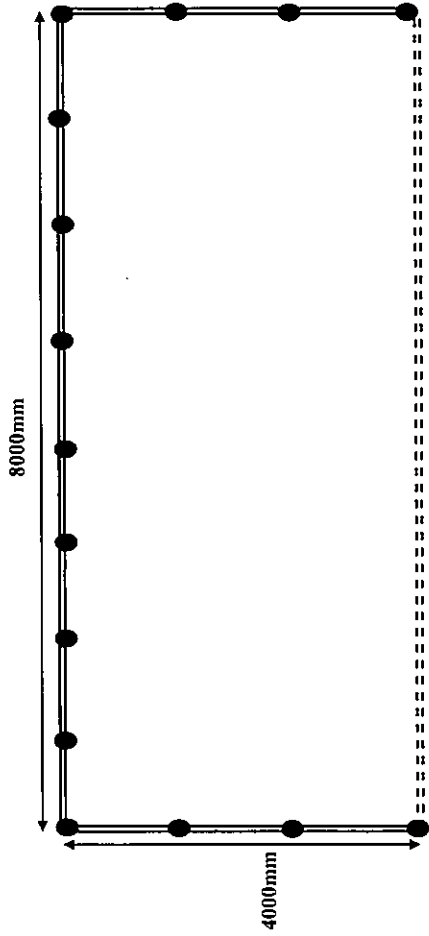
FASCIA LINE





新加坡食品厂联合会
Singapore Food Manufacturers' Association

SERVICE LOG/TYPE (FOR ALL TYPES OF SERVICE LOGS)





FURNITURE & FITTINGS

Deadline for Submission: 10 MAY 2019

Please complete and return to:

SUNYAU EXPO PTE LTD
6 Soon Lee Road, Jurong
Singapore 628072
Contact: Ms Mindy Goh
Tel: +65 6266 6728 Fax: +65 6266 2896
Email: sfe2019@sunyauexpo.com.sg

NOTE:

- All power points/isolator related items do not include connection to machinery and/or equipment.
- Order will only be processed when full payment is received.
- Quantity specified on the latest submitted forms will be taken as the final order. Previous orders, if any, will be superceded and not accumulated to the latest submission.)

COMPANY DETAILS

Name (*Prof/Dr/Mr/Ms*): _____ Designation: _____

Company: _____ Booth No. _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Please complete and return to sfe2019@sunyauexpo.com.sg

ELECTRICAL & FURNITURE (RENTAL ONLY)

| DESCRIPTION | UNIT PRICE (\$S) | QTY | AMOUNT (\$S) |
|---|----------------------------|-----|--------------|
| 40W Fluorescent Tube (4ft length) | \$50.00 | | |
| 50W Halogen Down Light | \$80.00 | | |
| 100W Spotlight | \$50.00 | | |
| 100W Long Arm Spotlight | \$60.00 | | |
| 70W Arm Metal Halide | \$120.00 | | |
| Lighting Fitting Connection (max 100W per fitting) | \$25.00 | | |
| 13amp/230V Single Phase Power Socket | \$65.00 | | |
| 15amp/230V Single Phase Power Socket (Square Pin) | \$80.00 | | |
| 15amp/230V Single Phase Power Socket (Round Pin) | \$80.00 | | |
| 30amp/230V Single Phase Isolator | \$280.00 | | |
| 30amp/380V Three Phase Isolator | \$420.00 | | |
| 60amp/380V Three Phase Isolator | \$850.00 | | |
| C Form Plug <input type="checkbox"/> Single Phase <input type="checkbox"/> Three Phase | \$80.00 | | |
| Information Counter (1000mmLx500mmDx750mmHt) | \$45.00 | | |
| Lockable Cabinet (1000mmLx500mmDx750mmHt) | \$60.00 | | |
| Round Table <input type="checkbox"/> Black <input type="checkbox"/> White | \$55.00 | | |
| Square Table | \$55.00 | | |
| Round Bistro Table <input type="checkbox"/> Black <input type="checkbox"/> White | \$50.00 | | |
| Folding Chair | \$20.00 | | |
| Folding Door | \$120.00 | | |
| System Panel – 1000mm(L) x 2440mm(H) | \$35.00 | | |
| Extend Height above Fascia Board <input type="checkbox"/> 500mmHt <input type="checkbox"/> 750mmHt <input type="checkbox"/> 1000mmHt | \$20.00 (per meter run) | | |

DATE

SIGNATURE & COMPANY STAMP



SHOWCASE & SHELVING

Deadline for Submission: 10 MAY 2019

Please complete and return to:

SUNYAU EXPO PTE LTD
6 Soon Lee Road, Jurong
Singapore 628072

Contact: Ms Mindy Goh
Tel: +65 6266 6728 Fax: +65 6266 2896
Email: sfe2019@sunyauexpo.com.sg

NOTE:

- All power points/isolator related items do not include connection to machinery and/or equipment.
- Order will only be processed when full payment is received.
- Quantity specified on the latest submitted forms will be taken as the final order. Previous orders, if any, will be superceded and not accumulated to the latest submission.)

COMPANY DETAILS

Name (*Prof/Dr/Mr/Ms*): _____ Designation: _____


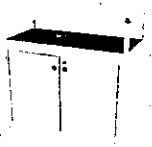
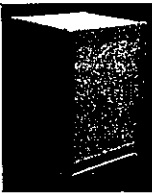


Company: _____ Booth No. _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Please complete and return to sfe2019@sunyauexpo.com.sg

SHOWCASE & SHELVING (RENTAL ONLY)

| | |
|--|--|
| <input type="checkbox"/> Tall Glass Showcase - 2000mm (H) x 1000mm (L) x 500mm (W) - S\$275.00 (without downlights) - S\$375.00 (with downlights) No. of units _____ Cost S\$ _____ | PX05  |
| <input type="checkbox"/> Low Glass Showcase – 1000mm (H) x 1000mm (L) x 500mm (W) - S\$220.00 (without lights) - S\$332.00 (with lights) No. of units _____ Cost S\$ _____ | PX06  |
| <input type="checkbox"/> Low Display Cube – 500mm(L) x 500mm (W) x 500mm (H) - S\$60 <input type="checkbox"/> High Display Cube – 500mm(L) x 500mm (W) x 750mm (H) - S\$90 No. of units _____ Cost S\$ _____ |  |
| <input type="checkbox"/> Wood Pattern Rectangular Table - FES2005B 1220mm (L) x 610mm (W) x 770mm (H) S\$80.00 - FES2006 910mm (L) x 910mm (W) x 770mm (H) S\$100.00 |  |
| <input type="checkbox"/> System Shelving (Slope/Flat) per metre run - S\$40 No. of units _____ Cost S\$ _____ |  |

6



WATER INLET/OUTLET

Deadline for Submission: **10 May 2019**

Please complete and return to:

SUNYAU EXPO PTE LTD

6 Soon Lee Road, Jurong
Singapore 628072

Contact: Ms Mindy Goh

Tel: +65 6266 6728 Fax: +65 6266 2896

Email: sfe2019@sunyauexpo.com.sg

NOTE:

- Order will only be processed when full payment is received.
- Quantity specified on the latest submitted forms will be taken as the final order. Previous orders, if any, will be superseded and not accumulated to the latest submission.)

COMPANY DETAILS

Name (*Prof/Dr/Mr/Ms*): _____ Designation: _____

Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Please complete and return to sfe2019@sunyauexpo.com.sg

WATER INLET/OUTLET (RENTAL ONLY)

Exhibitors who require this service need to complete this form and return with full payment by 10 May 2019. Cheque should be crossed and made payable to SUNYAU EXPO PTE LTD.

| DESCRIPTION | UNIT PRICE (S\$) | UNIT PRICE (S\$) | QTY | AMOUNT (S\$) |
|--|---|---|-----|--------------|
| | <i>Orders before 10 MAY 2019 (SUBSIDISED)</i> | <i>Orders after 10 May 2019</i> | | |
| ❖ To supply and provide tap unit, accessories complete with all necessary connection (inlets / outlets) to the sewage point but exclude accessories for connection to Exhibitor's machine or other equipments. | \$350.00 (inclusive of PSA charges of S\$50.00/pt) | \$450.00 (inclusive of PSA charges of S\$50.00/pt) | | |
| ❖ To submit drawings to the relevant authority if require. | | | | |
| | Add 7% GST | Add 7% GST | | |
| | TOTAL | TOTAL | | |

IMPORTANT

- All items ordered are on rental basis and Exhibitor will therefore have to make good for any damages or losses.
- A 50% surcharge will be levied by the Official Contractor for orders received on site.

DATE

SIGNATURE & COMPANY STAMP

7



TELEPHONE INSTALLATION

Deadline for Submission: 10 MAY 2019

Please complete and return to:

SINGAPORE FOOD MANUFACTURERS' ASSOCIATION
9 Jurong Town Hall Road, #04-13
Singapore 609431
Fax: + 65 6223 7235

COMPANY DETAILS

Name (*Prof/Dr/Mr/Ms*): _____ Designation: _____

Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Please complete and return via fax +65 6223 7235

REQUEST FOR TELEPHONE

Exhibitors who require this service need to complete this form and return with full payment by 10 May 2019. Cheque should be crossed and made payable to FOOD CORPORATION MARKETING PTE LTD.

| DESCRIPTION | UNIT PRICE (S\$) | QTY | AMOUNT (S\$) |
|--|------------------|--------|--------------|
| ❖ Rental, installation, service charge and government tax for telephone. | \$210.00 | | |
| | | GST 7% | |
| | | TOTAL | |

EXHIBITOR WILL BE RESPONSIBLE FOR:

- The loss or damage of the instrument including the socket under our custody.
- The maintenance and order of the instrument.
- All additional charges for overseas or trunk call arising from the use of this telephone.
- The return of this instrument in its original conditions at the conclusion of the exhibition.

DATE

SIGNATURE & COMPANY STAMP



APPLICATION FOR HELIUM BALLOON

Deadline for Submission: 10 MAY 2019

Please complete and return to:

SINGAPORE FOOD MANUFACTURERS' ASSOCIATION
9 Jurong Town Hall Road, #04-13
Singapore 609431
Fax: + 65 6223 7235

COMPANY DETAILS

Name (*Prof/Dr/Mr/Ms*): _____ Designation: _____

Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Please complete and return via fax +65 6223 7235

BALLOON APPLICATION

Exhibitors who wish to erect helium balloon need to complete this form together with the balloon specifications. (**Note: Diameter of balloon must not exceed 3m**) and return with full payment by 10 May 2019.

Due to fire safety requirements, the numbers of balloons allowed in hall are limited and applications are subjected to a *first-come-first-served* basis.

| DESCRIPTION | DIAMETER | QTY |
|-----------------------------|----------|-----|
| ❖ Display of helium balloon | | |

DATE

SIGNATURE & COMPANY STAMP

Useful Contact Numbers

Emergency

| | |
|------------------------------------|-----------------|
| Police | 999 (toll-free) |
| Emergencies/Ambulance/Fire Brigade | 995 (toll-free) |

Important

| | |
|----------------------------|-----------|
| Police Hotline | 6225 0000 |
| Traffic Police | 6547 0000 |
| AAS Emergency Road Service | 6748 9911 |
| Non-emergency ambulance | 1777 |

Hospital

| | |
|------------------------------|-----------|
| Changi Hospital | 6788 8833 |
| Singapore General Hospital | 6222 3322 |
| National University Hospital | 6779 5555 |
| Tan Tock Seng Hospital | 6357 8866 |

Information

| | |
|--------------------------------|--|
| Flight Information (24-hours) | 1800-542 4422 (toll-free) |
| Tourism Information (24-hours) | 1800-736 2000 (toll-free) |
| Directory Assistance | 6777 7777 or 100 |
| Time of day | 1711 |
| Weather | (65) 6542 7788 |
| International Calls | 104 for operator assistance or 001 for direct dial. |
| Trunk Calls to Malaysia | Dial 109 for operator assistance, or 02 for direct dial. |

Dial-A-Cab

| | |
|-----------------|-----------|
| Comfort CabLink | 6552 1111 |
| TransCab | 6555 3333 |
| Yellow-top cab | 6552 2828 |
| SMART | 6555 8888 |
| Silver Cab | 6363 6888 |
| PRIME Taxi | 6778 0808 |