



EXPO HALL RIGGING / HANGING SERVICE ORDER FORM

E-mail or fax forms to:

MARINA BAY SANDS – ATTN: SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE
10 BAYFRONT AVENUE ■ SINGAPORE 018956
P: +65 6688 3888 ■ F: +65 6688 3889 ■ E: secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: Money 20/20 Asia (32242)		EVENT DATES: 25 – 27 August 2020		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION: Expo Hall A, B, C & Level 3		
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:	
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (DR/HON/PROF/MDM/MISS/MRS/MS/MR) (Print Name)	JOB TITLE:	SIGNATURE:		
BY SIGNING AND DELIVERING THIS FORM TO SECC, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.				
IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SECC. TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) SANDS EVENT SERVICES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM SGT 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. FULL PAYMENT MUST BE INCLUDED TO RECEIVE ADVANCE RATES, UNLESS OTHERWISE STATED. PAYMENT RECEIVED AFTER THE CUT-OFF WILL BE INVOICED AT THE STANDARD RATE WHERE APPLICABLE. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS/REFUND WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE.				

The rates in this order form apply to exhibition booth rigging work only. For Audio-visual / Stage rigging and production, let us work with you and assist you with all of your production requirements. From the smallest to the largest, we can provide it all!

- Motorized Hoists / Trussing
- Robotics and Conventional Lighting
- Dimmers and Controls
- No Shipping Costs for In-house Products
- Fully Trained and Professional Staff
- Lighting Design Services

☐ Please check this box if you require professional solution for your production requirements in your event. Our professional production team will approach you for further assistance.

The rates below apply to work carried out during Normal Working hours (Monday – Friday 7am – 7pm). Works outside Normal Working hours are subjected to surcharge upon request.

DESCRIPTION OF SERVICE	QTY	ADVANCED RATE	STANDARD RATE	SUBTOTAL
a. 300mm x 300mm x 3.05mL(10 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$240	\$332	
b. 300mm x 300mm x 2.44 mL(8 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$200	\$277	
c. 300mm x 300mm x 1.52 mL(5 ft) Square Aluminium Truss (include labour for assembly, lifting, de-rig during normal working hours)		\$120	\$166	
d. 300mm x 300mm Truss connection block (include labour for assembly, lifting, de-rig during normal working hours)		\$80	\$111	
e. Chain Master 1 ton Motor Hoist (c/w motor controller) (inclusive of use of rigging eyelet, labour for lifting, de-rig during normal working hours)		\$650	\$900	
f. Rigging Point (inclusive of use of rigging eyelet, 1 ton manual chain hoist, labour for lifting, de-rig during normal working hours)		\$450	\$623	
g. Hook Up ONLY (inclusive of use of rigging eyelet, and de-rig during normal working hours only, labour for lifting of manual chain hoist and accessories to be provided by customer)		\$200	\$277	
RIGGING WORK SCHEDULE				TOTAL
Please indicate in the box below for the rigger booking schedule and contact person requested by the customer to carry out the work above. 'Normal Working Hours' stated in the order form above refers to Monday – Friday 7am – 7pm . The Centre will allocate a time slot if it is not specified below. The Centre reserves the right to charge customer for additional labour if work cannot commence as per schedule due to no show of the customer or delay in customer's own setup schedule. Rescheduling will be allocated based on the next available slot if there is a no show of 30minutes or more from the stipulated schedule. On-site or overtime charges will prevail. No refund is allowed.				GST 7%
				GRAND TOTAL (SINGAPORE DOLLARS)

Rigger Booking Schedule			
Customer Company Name	Contact Person On Site	Rig Location / Booth No.	Preferred handover date & time (Subject to final schedule of Marina Bay Sands)
Email Contact	Local Contact No. (if any)		
Special Request (if any)			
Customer is reminded to submit booth visual and rigging point layout plan with this rigging order form. Professional Engineer (PE) load calculation should be submitted three working days prior to commencement of work. No rigging work will commence without PE endorsement and compliance to Health & Safety rules and regulations. Any payment paid will not be refunded due to non-compliance of customers' obligations. ☐ Please check this box if you have sent your booth visuals to us.			
All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice. All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover the service outside the license period.			
All Services will be delivered within normal operating hour of Monday-Friday 7am-7pm. Delivery outside normal operating hour is subject to surcharges at applicable labour rates • Straight Time - \$50 per hour, Monday-Friday 7am-7pm with minimum of 4 hours straight time. After 8 hours of work, 1.5x rate applies on subsequent man-hours • Any work from Monday-Friday 7pm-11pm, and Saturday, Sunday, Public Holiday 7am-11pm at Premium rate of \$75 per hour will apply • Midnight rate of \$150 per hour will apply for work Monday - Sunday including Public Holidays required from 11pm – 7am next day			

PAYMENT MODE Credit card information will be used to guarantee the service request on this order form. (Will be used for any and all Sands Event Services you order in addition to those listed on this form.)

☐ Cheque/ Telegraphic No. _____ **MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. MUST BE RECEIVED 14 DAYS PRIOR TO EVENT**

START DATE.

☐ **Cheque Payment:**

All cheques should be crossed and made payable to
Marina Bay Sands Pte Ltd
All payments must be sent directly to:
Marina Bay Sands Pte Ltd
Accounts Receivable
Finance Non-Gaming Department
10 Bayfront Avenue
Singapore 018956
Reference: Please include the show name at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

☐ **Telegraphic Transfer:**

Please make payment to:
Bank Name: DBS Bank Ltd
A/C No.: 003-909346-2
A/C Name: Marina Bay Sands Pte Ltd
Swift Code: DBSSSGSG
Reference: Please include the event/event date during Telegraphic Transfer. Failure to do so will result with the wire transfer not properly crediting to your event account.
NOTE: Organisation will be responsible for the payment of all charges incurred from the bank.

☐ **Credit Card Payment:**

Please complete and submit the Credit Card Authorization Form.

☐ **Cash** (only applicable for onsite orders)



RIGGING: HANGING SIGN SERVICES ORDER FORM - 2020

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INFORMATION AND INSTRUCTIONS – HANGING ITEMS

- Rigging and hanging is an exclusive service of Sands Expo & Convention Centre. Display companies or exhibitor's representative may supervise these activities.
- For safety reasons, all signs will be hung by Marina Bay Sands in-house rigging team.
- All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover the service outside the license period.
- Items must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, and assembly instructions.
- All items must be in working order, structurally sound, and in accordance with applicable codes.
- There will be a 30% service charge for orders for hanging applications that are placed on site.
- **IMPORTANT:** You should contact your general service contractor for shipping instructions for all hanging items.

BASIC BANNER/SIGN PACKAGES

ITEM	QTY	ADVANCED RATE	STANDARD RATE	TOTAL (QTY X PRICE)
Signware Banner Hanging Service (applicable to banners produced by Marina Bay Sands only) A lead time of 10 working days required. Wire and supporting tube included. Total weight less than 20kg and smaller than 4Mx4M in size with two hanging points only. Production of banner excluded.		\$200	N.A.	
Single-sided digital vinyl prints for signware banner (per sqm). A lead time of 10 working days required, artwork to be provided by client.		\$80 /m ²	N.A.	
Double-sided digital vinyl prints for signware banner (per sqm) A lead time of 10 working days required, artwork to be provided by client.		\$140 /m ²	N.A.	
Banners hanging charge for self-bringing banner (Total weight less than 20kg and smaller than 4MX4M in size) with two hanging points only		\$425	\$715	
Additional hanging point for banner more than 4mL		\$200/pt	\$277/pt	
Kindly indicate your preferred banner hanging time: _____ The above rates apply to work carried out during Normal Working hours (Monday-Friday 7am – 7pm). Works outside Normal Working hours are subjected to surcharge upon request. Labour to dismantle will be based on half of the installation time and will be automatically applied to your invoice. Supervision – A 20% supervision fee will be charged when Sands Event Services personnel are not working under the direct supervision of the exhibitor or exhibitor representative.				TOTAL
				GST 7%
				GRAND TOTAL (SINGAPORE DOLLARS)

- Brought in banners must be delivered to MBS before the preferred banner hanging time
- MBS reserves the right to apply a surcharge if the self-brought banner is delivered after the stated banner hanging scheduled time.
- Please provide drawing with detailed information, including engineering approval, booth dimensions, orientation, pick points, and assembly instructions.
- In order for us to hang your sign to the proper height, please provide the measurements from the floor to the top of the sign.
- MBS Event Services reserves the right to refuse to hang any application if they deem it unsafe, for specific questions concerning hanging applications, please call +65 6688 3888.

All Services will be delivered within normal operating hour Monday - Friday 7am-7pm. Delivery outside normal operating hour is subject to surcharges at applicable labour rates.

- Straight Time - \$50 per hour, Monday - Friday 7am-7pm with minimum of 4 hours straight time. After 8 hours of work, 1.5x rate applies on subsequent man-hours
- Any work from Monday - Friday 7pm – 11pm, and Saturday, Sunday, Public Holiday 7am-11pm at Premium rate of \$75 per hour will applies
- Midnight rate of \$150 per hour will apply for work required from 11pm – 7am next day

All orders are subject to a cancellation fee if CANCELLED within 7 calendar days prior to show opening date. All services delivered on site cannot be cancelled nor be refunded. All prices are subject to change without prior notice.

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STREET ADDRESS:		CITY:		STATE:
TELEPHONE:		FAX:		E-MAIL:
ORDERED BY: (Print Name)			SIGNATURE:	
IMPORTANT: TO RECEIVE ADVANCE RATES (UNLESS OTHERWISE STATED) MARINA BAY SANDS PTE LTD ("MBS") MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM UTC 12 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE STANDARD RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 7% GST & CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION. ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

☐ Credit Card (please complete information below)

☐ Personal Credit Card: ☐ American Express ☐ MasterCard ☐ VISA

☐ Company Credit Card: ☐ American Express ☐ MasterCard ☐ VISA

Credit Card Number:

[illegible]

Expiration Date: _____ Cardholder's Name: _____

Cardholder's Signature: _____

Cardholder's Billing Address:

City/State/Zip:

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORISED TO SIGN ON YOUR BEHALF.

OTHER AUTHORISED SIGNER(S):

Print Name _____

Signature _____

Print Name _____

Signature _____

I, Cardholder of the credit card (whose details are set out above) / the authorized signatory of the cardholder of the credit card (whose details are set out above), hereby authorise MBS to charge the above-referenced credit card for the services as set out in this Credit Card Authorisation and/or the order forms which are acknowledged by me and/or the authorized signatory of the cardholder of the credit card (the "Amounts"):

Accordingly, I hereby irrevocably and unconditionally authorize MBS to charge to the credit card all the Amounts due and payable and I shall be liable for the payment of all the Amounts so charged to the credit card.

I understand and acknowledge that the primary liability for payment of the Amounts due and payable by [name of contracting party] to MBS resides with [name of contracting party] and any and all liability in respect of the Amounts shall continue and shall only be discharged upon, and only to the extent that MBS has received, payment in full of such Amounts, whether by me or otherwise.

Further, I agree and acknowledge that MBS may, in its sole discretion, have recourse to any other lawful means of obtaining payment and/or securing performance of this undertaking at any time and in any manner whatsoever as MBS may require. I understand that this authorization is irrevocable save with the consent of MBS.

We recommend that this form be sent to us via Fax or secured/encrypted email. While we have implemented procedures to safeguard and secure your information, we are unable to verify the security of electronic transmissions of such information to us and shall not be liable or responsible for any unauthorised access or loss of information submitted to us.

SERVICES TO BE COVERED BY THIS CARD: ☐ ALL

☐ AUDIO/VISUAL	☐ HIGH REACH EQUIPMENT	☐ PIPED SERVICES (AIR, WATER, DRAIN)
☐ BOOTH CLEANING SERVICES	☐ INTERNET	☐ TELECOMMUNICATIONS – ICT
☐ BUSINESS CENTRE SERVICES	☐ LABOR	☐ TELEVISION PROGRAM SERVICES
☐ CATERING	☐ LOGISTIC SERVICES	☐ TRUSS/LIGHTING RENTAL
☐ ELECTRICAL	☐ MAIL CENTRE SERVICES	☐ OTHER _____
☐ HANGING APPLICATIONS/RIGGING	☐ MATERIAL HANDLING EQUIPMENT	

OTHER INFORMATION

All invoices need to be settled prior to show close unless special billing privileges have been established with MBS. Credits will not be issued on services installed as ordered even though not used. All orders are subject to a CANCELLATION FEE. Please review all work orders and invoices prior to leaving show site. For credit consideration, all service concerns must be made known during the show. Please read all forms thoroughly for all instructions and conditions prior to placing orders.