



WUTC 2010 Secretariat  
 c/o AV Consultants Pte Ltd  
 336-C King George's Avenue  
 King George's Building  
 Singapore 208572  
 Phone: (65) 6735 6255, Fax: (65) 6392 4090  
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## World Urban Transit Conference 2010

Contact person: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

### Exhibition Confirmation Form

Please complete and return form with full payment to the conference secretariat.

WUTC 2010 Secretariat  
 c/o AV Consultants Pte Ltd  
 King George's Building, King George's Avenue  
 Singapore 208572  
 Tel: (65) 6735 6255 / Fax: (65) 6392 4090  
 Email: secretariat@wutc2010.com

#### Price Plan

- ✓ Zone 1: SGD6000/9SQM
- ✓ Zone 2: SGD5200/9SQM
- ✓ Zone 3: SGD5400/9SQM

#### My Choice:

(Please refer to Annex 2 for stand shell scheme entitlements and Annex 3 for floor-plan, subject to booth availability)

- 1<sup>st</sup> choice : \_\_\_\_\_  
 2<sup>nd</sup> choice : \_\_\_\_\_  
 3<sup>rd</sup> choice : \_\_\_\_\_

#### Entitlement:

- ✓ List as exhibitor on the website and in the conference final programme
- ✓ 1 full conference registration, including welcome reception

(Note: Buying of exhibition space does not entitle you to sponsorship recognition)

#### Payment

All payments are to be made payable to **'MSI-WUTC2010'**. All bank charges are to be paid by applicant.

Account details as follows:

Account Name	Account Number	Bank	SWIFT CODE
MSI-WUTC2010	01-0-220776-3	Standard Chartered Bank 6 Battery Road, #23-00, Singapore 049909	SCBLSGSGXXX

- 1) No financial credits or exchange of items are allowed should the stand shell scheme items or exhibitor's entitlements not be utilised.
- 2) The terms and conditions and the exhibition layout plan are subject to change at the organizer's discretion without notice. The organizers will not be held liable for any inconveniences caused.
- 3) Exhibition placement will only be processed and confirmed upon receipt of full payment. Exhibitors who have indicated choice placement but has yet to make payment has the first right of refusal should another company be interested to take up the same booth placement.
- 4) Please see Annex 1 for the exhibition terms and conditions, Annex 2 for the stand shell scheme and Annex 3 for the exhibition hall floor plan.
- 5) I accept the terms and conditions by signing below and shall return the duplicate to the conference secretariat.

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

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

Name: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Organised by:



## World Urban Transit Conference 2010

Annex 1

### Exhibition Terms and Conditions

1) The official booth contractor is:

**AGOG Expo Pte Ltd**

63 Bishan Street 21, #01-11

Singapore 574045

Contact person: Raymond Tong / David Loh

Email: raymondton@agogexpo.com / davidloh@agogexpo.com

2) When planning the interior design of your booth, please take note of the following regulations :

- a. Exhibitors are to engage AGOG Expo Pte Ltd only, the official booth contractor.
- b. For standard shell scheme, the maximum height of the stand is 2.44m (8ft).
- c. The walls have laminated white finish. Hence no nailing, drilling or painting to these walls are allowed. Panels/posters can be affixed with the use of double sided tapes, velcro, blue tac etc. The exhibitor will be held responsible for any damages caused to the exhibition centre fittings.
- d. Aisle-ways indicated on the floor plan must be kept clear of all exhibition goods or decorative materials.
- e. Exhibitors occupying corner booths have the choice of a wall or an open side on the aisle.
- f. Exhibitors must clear out items not for display purposes (e.g. containers, packing items) on the day before the opening of the exhibition.

Please refer to table 1 for exhibitors' move-in and move-out. Exhibitors must remove and clear all exhibits and decorative materials when moving out. Exhibitors who fail to clear the exhibition hall by the stated time will be charged a removal fee by the organiser.

Table 1: WUTC 2010 General Programme

Day/Date	Time	Description
Tuesday/19 <sup>th</sup> October 2010	0700hrs – 1300hrs	Booth contractor move-in
	<b>1300hrs – 1900hrs</b>	<b>Exhibitors move-in &amp; set-up</b>
Wednesday/20 <sup>th</sup> October 2010	0830hrs – 1030hrs	Opening ceremony & tour of exhibition
	1030hrs – 1100hrs	Morning Tea-break
	1230hrs – 1400hrs	Lunch
	1530hrs – 1600hrs	Afternoon Tea-break
	1730hrs	End of day 1
Thursday/21 <sup>st</sup> October 2010	0830hrs	Opening of day 2 exhibition
	1030hrs – 1100hrs	Morning Tea-break
	1230hrs – 1400hrs	Lunch
	1530hrs – 1600hrs	Afternoon Tea-break
	1730hrs	End of day 2
Friday/22 <sup>nd</sup> October 2010	0830hrs	Opening of day 3 exhibition
	1030hrs – 1100hrs	Morning Tea-break
	1330hrs	End of Conference/Exhibition
	<b>1330hrs – 1630hrs</b>	<b>Exhibitors to move-out &amp; clear area.</b>

Note: The timing of morning and afternoon tea-breaks and lunches are subjected to change.

Organised by:

## World Urban Transit Conference 2010

### 3) Exhibitors are to note the following booth operations:

- a. The exhibition stand must be staffed and operational at all times during the operational hours per table 1. Exhibitors must wear exhibitors' badges issued by the organiser for identification.
- b. No activities, tantamount to inconveniences or annoyance to the public or to other exhibitors, are allowed within the vicinity of the exhibition hall. Examples include noisy equipment demonstration/audio visual presentations.
- c. The weight of the exhibit items must not exceed the floor loading limit. All precautions must be taken by the exhibitor against fire and at their own cost, make provision for fire protection.
- d. Exhibitors are not allowed to move-in or remove exhibits once the exhibition is opened, unless with special permission from the organiser.
- e. Stage shows are not allowed at the exhibition.
- f. Exhibitors are not allowed to distribute promotional materials outside their stands. This is to observed fairness to other exhibitors and to prevent inconveniences to visitors.
- g. Fire & safety regulations require that no goods or packing materials may be stored in access areas behind or in-between booths. Exhibitors should design proper storage areas with adequate access within their own booth.
- h. Exhibitors are responsible for indemnifying the organiser and their agents against liability to the owner of the exhibition premise (Resorts World Sentosa, Singapore), and public authority or departments of the Singapore Government and each and every other exhibitors in respect of any action, cost, claim, and demand of whatever nature consequential to any act or omission of the exhibitor, his staff or agents.
- i. Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the exhibition hall, the property of the organiser, and to any other exhibitors caused by his staff in transportation, removal of exhibits, and/or decorative works.

### 4) Electrical contractor and installations

- a. Electricity will be supplied through the organiser only. The official contractor has been appointed to carry out all electrical works (wiring and connections, lightings, etc.) on all stands (standard shell scheme and special designs) at the exhibition hall. **For safety reasons, no other electrical contractor will be permitted to carry out any electrical works onsite.**
- b. Exhibitors are to contact AGOG Expo Pte Ltd for additional electrical fittings and installations. A quotation will be submitted on receipt for unscheduled fittings or installations. Exhibitors are to pay for all additional and unscheduled charges.
- c. Electrical installation is not allowed to be suspended from the roof of the exhibition hall or affixed to any parts of the the building structure. Fittings must be within the installation boundaries and must be adequately protected against excess current.
- d. Any designs or plans of electrical installation must be submitted to the organiser for approval. No installation works can be carried out without the written permission of the organiser. The organiser reserves the right to disconnect electrical supply to any exhibitors whose installation violate the organiser's regulations, is deemed dangerous, or is likely to cause annoyance to visitors and other exhibitors.
- e. **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operations only and not for lightings. For safety reasons, please use one socket for one machine only.