

# STANDFITTING CONTRACTOR

## FORM 5

Deadline: 31 December 2016

Please read the following carefully before completing the form overleaf.

- The Organiser has appointed **PICO ART INTERNATIONAL PTE LTD** as the Official Standfitting Contractor for all shell scheme standfitting, stand interior, electrical and plumbing.
- All electrical works and plumbing are to be carried out by the Official Standfitting Contractor only.
- Exhibitors may appoint any contractor of their choice to construct and install additional standing displays or fittings that they may require (with the exception of electrical and plumbing).
- Before a contractor is permitted to start work, either the contractor or the employing Exhibitor is required to place a refundable performance bond with the Organiser (Please refer to Page 27). Exhibitor must sign an undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and hall regulations.
- Exhibitors are required to provide the Organiser with full bank details for refund purposes, so that this refund can be processed accordingly within 90 days, after **12 March 2017**, subject to the conditions that the stand is completed within the stipulated "In Hall Operation Schedule" and any unused materials or debris disposed off properly and no damage caused, or any claims made during build-up, exhibition and dismantle period.
- Exhibitors or the appointed contractor will bear all bank charges for the transfer of refundable performance bonds to the Organiser.
- The Exhibitor and their appointed contractor/s are responsible for the complete removal of all goods and materials used by them, together with all the waste materials. Any goods and/or materials not removed by **13 March 2017 at 1800 hrs** will be disposed off and charges incurred will be billed to the Exhibitors concerned.
- It is the responsibility of the appointed Standfitting Contractor to clean and vacuum the stand upon completion of construction, before handing over to the Exhibitor.
- Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.

Please tick  the appropriate box to indicate the show(s) you are participating:

IFFS / AFS 2017       Nook Asia 2017

**Details of Standfitting Contractor / Stand Decorator**

Company Name: (please print/type)

Address:	Country:
	Postal Code:
Telephone: (please include country & area codes)	Fax: (please include country & area codes)
Contact Person:	Email:

**Details of Standfitting Contractor/Stand Decorator (if different from above)**

Company Name: (please print/type)

Address:	Country:
	Postal Code:
Telephone: (please include country & area codes)	Fax: (please include country & area codes)
Contact Person:	Email:

**Refundable Performance Bond**

Size of Stand:	Stand no.:
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Amount Payable for "Bare Space" Stand:       S\$2,000 (Below 80sqm)       S\$4,000 (80sqm & above)

Amount Payable for "Shell Scheme" Stand:       S\$500 (Below 80sqm)       S\$1,000 (80sqm & above)

Company Paying Performance Bond

Cheque / Draft / BG No.:

Exhibiting Company: (please print/type)	Stand no.:
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Address:	Country:	
	Postal Code:	
Telephone: (please include country & area codes)	Fax: (please include country & area codes)	
Contact Person:	Email:	Designation:

**For Official Use Only**

Performance Bond Received On:	Remarks:
Amount to be Refunded:	Date of Refund:



Send this form to:  
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 62 Sungei Kadut Loop, #04-19, Singapore 729507  
 Tel: (65) 6569 6988 Fax: (65) 6569 9939 Website: www.IFFS.com.sg | www.NookAsia.com.sg