



EXHIBITOR CATERING FORMS

Deadline: 22nd Feb 2018

CATERING ORDER FORM (EXHIBITORS)

Event Name (the "Event"): International Furniture Fair Singapore 2018

Company Name (the "Exhibitor"): _____

Event Venue: _____

Booth Number: _____

(Note: All F&B items ordered will be delivered to the booth stated above.)

Billing Details

Salutation (please underline): Mr / Ms / Mrs

First Name: _____ Last Name: _____

Designation: _____

Company Name: _____

Company Address: _____

Tel No.: (+) _____ Mobile No.: (+) _____

Email Address: _____

On-site Contact Person's Name: _____

On-site Contact No.: (+) _____

CATERING TERMS & CONDITIONS

1. All F&B requirements of the Exhibitor shall be exclusively provided by SingEx and made through the Catering Order Form ("**Order Form**"). All catering orders ("**Orders**") shall be governed by these Terms & Conditions.
2. All Order Forms must be finalized and submitted by the deadline stated overleaf ("**Deadline**"). Once an Order Form has been received and successfully processed by SingEx Venues Pte. Ltd. ("**SingEx**"), an Exhibitor Order Confirmation will be issued.
3. Full payment must be made within the deadline stated in the Exhibitor Order Confirmation, failing which, the Order shall be deemed cancelled and cancellation charges equivalent to the total cost of the Order shall apply.
4. Payment shall only be accepted by credit card. The Credit Card Payment Authorisation Form will be attached to the Exhibitor Order Confirmation.
5. Unless expressly provided otherwise under these Terms & Conditions, all payments for Orders are non-refundable.
6. In the event that SingEx is unable to fulfil the Order for any reason whatsoever after the issuance of the Exhibitor Order Confirmation, SingEx shall notify the Exhibitor as soon as practicable. In this case, SingEx may:
 - (a) by giving the Exhibitor at least 7 days' written notice, cancel the Order in whole or in part. Upon such cancellation, a full or partial refund (as the case may be) will be made to the Exhibitor; or
 - (b) where applicable, replace any unavailable Order item with another item of similar or equivalent value.
7. Any amendment to the items placed in the Order after the issuance of the Exhibitor Order Confirmation shall be regarded as follows:
 - (a) No refund shall be made by SingEx for any reduction in the quantity of items placed in the Order.
 - (b) The Exhibitor shall place a new Order for any increase in the quantity of items ordered and/or inclusion of any additional item.
8. The Exhibitor shall indemnify SingEx from and against all claims, losses, damages, costs and expenses which arise out of or relate to the Exhibitor's breach of obligation under these Terms & Conditions or negligent act or omission.
9. All prices quoted are subject to prevailing Goods and Services Tax (GST).
10. These Terms & Conditions shall be governed by and construed in accordance with the laws of Singapore.

I/we hereby acknowledge that we have read and understood the Terms & Conditions and agree to abide by it.

(Authorised Signature)

(Company Stamp)

Name of Company: _____

Name of Company Representative: _____

Designation: _____

SNACKS

ORDER FORM



	Unit	Price/Pax	Quantity	Sub-Total
PRE-PACKED FOOD				
Potato Chips (50gm)	1 packet	\$ 5.00	<input type="text"/>	<input type="text"/>
Mixed Nuts (500gm)	1 packet	\$ 8.00	<input type="text"/>	<input type="text"/>
Assorted Chocolate Bars	1 dozen	\$ 30.00	<input type="text"/>	<input type="text"/>
Mints (100 pcs)	1 packet	\$ 8.00	<input type="text"/>	<input type="text"/>
PASTRIES				
Cookies Jar (50 pcs)	1 jar	\$ 55.00	<input type="text"/>	<input type="text"/>
Mini Chicken Pies (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
Mini Tuna Pies (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
Chicken Nuggets with Mayo Dip (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
Prawn Wantons with Dip (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
Mini Spinach Quiches (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
Vegetarian Mini Potato Curry Puffs (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
Vegetarian Mini Potato Samosas (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
Vegetarian Spring Rolls (30 pcs)	1 platter	\$ 60.00	<input type="text"/>	<input type="text"/>
MINI SANDWICHES				
Tuna Sandwiches (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Egg Mayo Sandwiches (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Chicken Ham Sandwiches (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Vegetarian Tomato and Cucumber Sandwiches (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
SWEETS				
Assorted Danish Pastries (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Mini Cheesecakes (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Mini Chocolate Éclairs (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Mini Cream Puffs (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Chocolate Chip Muffins (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
Blueberry Muffins (30 pcs)	1 platter	\$ 55.00	<input type="text"/>	<input type="text"/>
TOTAL PRICE				<input type="text"/>

DATE / TIME OF DELIVERY

REMARKS

GOURMET SANDWICH

ORDER FORM

MINIMUM ORDER FOR 30 PAX

	Price/Pax	Quantity	Sub-Total
NON-VEGETARIAN			
Focaccia with Smoked Chicken and Pickle Raisin <i>served with German Potato and Fresh Spring Salad</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
Focaccia with Turkey Ham and Cheese <i>served with German Potato and Fresh Spring Salad</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
Focaccia with Seafood Mix <i>served with German Potato Salad and Fresh Greens</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
Baguette with Smoked Salmon <i>served with German Potato Salad and Fresh Greens</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
Ciabatta with Spicy Tuna <i>served with Tomato, Cheese and Cold Penne Pasta Salad</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
Ciabatta with Cajun Spice Chicken Breast <i>served with Tomato, Cheese and Cold Penne Pasta Salad</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
VEGETARIAN			
Whole Grain Bread with Roasted Vegetables <i>served with German Potato and Fresh Spring Salad</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
Baguette with Potato and Mustard <i>served with Cold Penne Pasta and Fresh Spring Salad</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
Focaccia with Corn and Spinach Leaves <i>served with German Potato Salad and Fresh Greens</i>	\$ 7.00	<input type="text"/>	<input type="text"/>
TOTAL PAX			<input type="text"/>
TOTAL PRICE			<input type="text"/>

DATE / TIME OF DELIVERY

REMARKS

TEABREAK MENU

ORDER FORM

MINIMUM ORDER FOR 30 PAX

CHOOSE ANY 3 ITEMS AT \$12+ PER PAX WITH ADDITIONAL ITEM AT \$2+/ PAX PER ITEM

SAVOURIES: NON-VEGETARIAN

Please Tick

- Finger Sandwiches (*Choice of 2: Egg Mayo / Tuna / Ham / Cheese*)
- Shrimp Dumpling (*Har Kow*)
- Black Pepper Chicken Siew Mai
- Chicken Karaage
- Chicken Nuggets with Mayo Dip
- Mini Spinach Quiche
- Breaded Crab Claw
- Mini Chicken Pie
- Honey Prawn Dumpling
- Mini Tuna Pie
- Chicken Frank Bun
- Hawaiian Mini Pizza
- Deep Fried Prawn Wanton with Wasabi Mayo

SAVOURIES: VEGETARIAN

Please Tick

- Vegetarian Dumpling
- Lotus Bean Bun
- Mini Hash Brown
- Finger Vegetable Sandwiches
- Pan Fried Carrot Cake
- Vegetable Spring Rolls
- Potato Samosa
- Potato Curry Puff
- Deep Fried Vegetarian Beancurd Roll
- Vegetarian Mini Pizza

STAPLE

- Nasi Lemak
- Mee Goreng
- Ikan Bilis Fried Rice
- Fried Mee Siam (Vegetarian)
- Fried Bee Hoon (Vegetarian)
- Aglio Olio (Vegetarian)

SWEETS

- Mini Chocolate Éclair
- Mini Cream Puff
- Mini Cheesecake
- Assorted Muffins
- Danish Pastries
- Fresh Fruit Platter (Vegetarian)
- Mini Pancake with Honey Syrup (Vegetarian)

TOTAL PAX
TOTAL PRICE

DATE / TIME OF DELIVERY

REMARKS

COCKTAIL RECEPTION*

ORDER FORM

MINIMUM ORDER FOR 40 PAX

**CHOOSE ANY 6 ITEMS AT \$35+ PER PAX WITH ADDITIONAL \$5+/ PAX PER ITEM
(INCLUSIVE OF CHOICE OF 2 CARBONATED DRINKS FOR ONE HOUR)**

SAVOURIES

Please Tick

- Baby Vine-Ripened Tomato with Mozzarella and Basil
- Seaweed Crust Tuna Tataki
- Shrimp and Citrus Fruit Cocktail
- Compressed Watermelon with Crab Salad
- Norwegian Smoked Salmon Tartar with Dil Crème
- Beef Slider with Cheddar Cheese and Tomato, Pommery Mustard Dressing
- Prawn with Mango Salsa and Wasabi Dressing
- Wild Mushroom in Savory Tart
- Chicken Teriyaki with Capsicum and Onion
- Golden Potato Croquette *(Vegetarian)*
- Marinated Angel Hair Pasta with Kalamata Olive and Olive Oil *(Vegetarian)*
- Bruschetta with Marinated Baby Vine-Ripened Tomato and Cheese on Pesto
- Focaccia Toast *(Vegetarian)*

SWEETS

- Chocolate Parfait in Shooter Glass
- Mini Sweet Chocolate Éclair
- Lychee Panna Cotta
- Mini Cheesecake
- Chilled Mango Pudding with Sago
- Crème Brûlée
- Mini Apple Crumble
- Lemongrass Jello on Shooters

MISCELLANEOUS CHARGES

			Sub-Total
Service Staff <i>(per 4 hrs block between 8am - 10pm)</i>	per staff	\$ 140.00	<input type="checkbox"/>
Subsequent hour	per hour	\$ 30.00	<input type="checkbox"/>
Cocktail Napkins <i>(250 pcs)</i>	1 box	\$ 8.00	<input type="checkbox"/>
		TOTAL PAX	<input type="checkbox"/>
		TOTAL PRICE	<input type="checkbox"/>

DATE / TIME OF DELIVERY

REMARKS

* ALL FOOD ORDER IS INCLUSIVE OF BUTLER SERVICE BASED ON 1 SERVER TO 35 GUEST SERVICE RATIO, UP TO 1 HOUR.
ALL DRINKS INCLUDED IN THE PACKAGE WILL REQUIRE A WORKSPACE OF 6FT X 6 FT PER 100 GUEST.
Exhibitor Catering Form. Terms & Conditions Apply.

PACKED MEAL

ORDER FORM



MINIMUM ORDER FOR 30 PAX PER MENU SELECTION

NON-VEGETARIAN

	Price/Pax	Quantity	Sub-Total
Sweet & Sour Fish Fillet, Sauteed Chicken with Mushroom and Wok Fried Broccoli served with Steamed Fragrant White Rice	\$ 8.00	<input type="text"/>	<input type="text"/>
Curry Chicken with Potatoes, Steamed Egg Beancurd with Seafood & Vegetables and Sautéed Long Beans & Minced Chicken in Black Bean Sauce served with Steamed Fragrant White Rice	\$ 8.00	<input type="text"/>	<input type="text"/>
Wok Fried Sesame Chicken, Breaded Fish Fillet and Stir Fried Kai Lan served with Steamed Fragrant White Rice	\$ 8.00	<input type="text"/>	<input type="text"/>
Black Pepper Chicken, Assam Fish, Braised Beancurd with Mushroom served with Steamed Fragrant White Rice	\$ 8.00	<input type="text"/>	<input type="text"/>
Yang Chow Fried Rice, Sweet & Sour Chicken and Braised Beancurd with Vegetables served with Steamed Fragrant White Rice	\$ 8.00	<input type="text"/>	<input type="text"/>
Black Pepper Chicken and Mixed Seasonal Vegetables served with Fried Vegetarian Bee Hoon	\$ 8.00	<input type="text"/>	<input type="text"/>
Stir Fried Hong Kong Noodles, Wok Fried Sesame Chicken and Sautéed Assorted Vegetables served with Steamed Fragrant White Rice	\$ 8.00	<input type="text"/>	<input type="text"/>
Shrimp Paste Chicken and Stir Fried Kai Lan served with Mee Goreng	\$ 8.00	<input type="text"/>	<input type="text"/>
Baked Cajun Chicken and Sautéed Seasonal Vegetables served with Pilaf Rice & Raisins	\$ 8.00	<input type="text"/>	<input type="text"/>
Pesto Butter Fish and Oven Baked Summer Vegetables served with Butter Garlic Rice	\$ 8.00	<input type="text"/>	<input type="text"/>
	TOTAL PAX	<input type="text"/>	<input type="text"/>
	TOTAL PRICE	<input type="text"/>	<input type="text"/>

DATE / TIME OF DELIVERY

REMARKS

PACKED MEAL

ORDER FORM

MINIMUM ORDER FOR 30 PAX PER MENU SELECTION

VEGETARIAN

Spinach with Assorted Mushroom, Sweet & Sour Mock Chicken and Braised Beancurd Roll served with Steamed Fragrant White Rice

Price/Pax Quantity Sub-Total

\$ 8.00

Stir Fried Long Beans, Black Pepper Mock Chicken and Mixed LoHan served with Steamed Fragrant White Rice

\$ 8.00

Sautéed Seasonal Vegetables and Vichy Baby Carrots served with Baked Tomato Rice

\$ 8.00

Black Pepper Mock Fish, Braised Nonya Cabbage and Tau Pok with Assorted Mushrooms served with Steamed Fragrant White Rice

\$ 8.00

TOTAL PAX
TOTAL PRICE

DATE / TIME OF DELIVERY

REMARKS

BEVERAGES

ORDER FORM

Unit Price Quantity Sub-Total

SCOTCH

Johnnie Walker Black Label (750ml)

1 bottle \$ 240.00

Chivas Regal (18 years) (750ml)

1 bottle \$ 340.00

BOURBON / RYE

Jack Daniels (700ml)

1 bottle \$ 240.00

GIN / VODKA

Bosford Gin (700ml)

1 bottle \$ 200.00

Eristoff Vodka (700ml)

1 bottle \$ 200.00

RUM

Barcadi Black (700ml)

1 bottle \$ 210.00

BEER

Tiger Beer (330ml)

24 cans \$ 160.00

Heineken Beer (330ml)

24 cans \$ 200.00

Carlsberg Beer (330ml)

24 cans \$ 200.00

Tiger Beer* (20L Barrel) per day (approx. 60 cups)

1 barrel \$ 560.00

**13 Amp power point at the booth to be provided by Client*

HOUSE CHAMPAGNE / WINES

House White

1 bottle \$ 40.00

House Red

1 bottle \$ 40.00

Moet & Chandon Brut Champagne

1 bottle \$ 150.00

MINERAL WATER

Bottled Still Water (500ml)

24 bottles \$ 45.00

Evian (1.5L)

12 bottles \$ 100.00

Evian (500ml)

24 bottles \$ 85.00

St Pellegrino Sparkling Water (330ml)

24 bottles \$ 90.00

Water Dispenser* + 1 unit Water Gallon (18.9L)

1 set \$ 150.00

+ 100 disposable cups (6Oz)

100 pcs \$ 10.00

**13 Amp power point at the booth to be provided by Client*

**Water dispenser dispense hot and cold option*

Additional Gallon (18.9L) of Distilled Water

1 unit \$ 35.00

Additional Cups (6Oz)

100 pcs \$ 10.00

(Must be accompanied with water dispenser order)

TOTAL PRICE

DATE / TIME OF DELIVERY

REMARKS

BEVERAGES

ORDER FORM



	Unit	Price	Quantity	Sub-Total
COFFEE / TEA**				
5 Gal Coffee Cambro (approx. 90 cups)	1 unit	\$ 145.00	<input type="text"/>	<input type="text"/>
5 Gal Tea Cambro (approx. 90 cups)	1 unit	\$ 145.00	<input type="text"/>	<input type="text"/>
Rental of Coffee Machine* per day (100 capsule)	1 unit	\$ 470.00	<input type="text"/>	<input type="text"/>
*13 Amp power point at the booth to be provided by Client				
Subsequent Day Rental	1 unit	\$ 180.00	<input type="text"/>	<input type="text"/>
Additional 100 capsules	1 unit	\$ 240.00	<input type="text"/>	<input type="text"/>
Rental of Coffee Machine per day (100 cups)	1 set	\$ 350.00	<input type="text"/>	<input type="text"/>
Subsequent Day Rental	1 unit	\$ 150.00	<input type="text"/>	<input type="text"/>
Additional Coffee Powder (approx. 70 cups)	1 unit	\$ 120.00	<input type="text"/>	<input type="text"/>
Lipton Red Tea (100 bags) with hot water decanter	1 set	\$ 65.00	<input type="text"/>	<input type="text"/>
SOFT DRINKS				
Coca Cola (330ml)	24 cans	\$ 50.00	<input type="text"/>	<input type="text"/>
Sprite (330ml)	24 cans	\$ 50.00	<input type="text"/>	<input type="text"/>
Coke Zero (330ml)	24 cans	\$ 50.00	<input type="text"/>	<input type="text"/>
Coke Light (330ml)	24 cans	\$ 50.00	<input type="text"/>	<input type="text"/>
JUICES				
Orange Juice Cambro	1 unit	\$ 200.00	<input type="text"/>	<input type="text"/>
Apple Juice Cambro	1 unit	\$ 200.00	<input type="text"/>	<input type="text"/>
Fruit Punch Cambro	1 unit	\$ 200.00	<input type="text"/>	<input type="text"/>
Orange Juice (2L)	1 unit	\$ 15.00	<input type="text"/>	<input type="text"/>
Lime Juice (2L)	1 unit	\$ 15.00	<input type="text"/>	<input type="text"/>
Apple Juice (2L)	1 unit	\$ 15.00	<input type="text"/>	<input type="text"/>
ICE CUBES (COMES IN ICE BOX)				
Ice	18 kg	\$ 35.00	<input type="text"/>	<input type="text"/>
Ice	36 kg	\$ 56.00	<input type="text"/>	<input type="text"/>
TOTAL PRICE				<input type="text"/>

DATE / TIME OF DELIVERY

REMARKS

MISCELLANEOUS CHARGES

ORDER FORM

	Unit	Price	Quantity	Sub-Total
GLASSES & CUPS				
Water Goblet (25 pcs)	1 set	\$ 28.00	<input type="text"/>	<input type="text"/>
Highball Glass (25 pcs)	1 set	\$ 28.00	<input type="text"/>	<input type="text"/>
Wine Glass (25 pcs)	1 set	\$ 28.00	<input type="text"/>	<input type="text"/>
Champagne Flute (25 pcs)	1 set	\$ 28.00	<input type="text"/>	<input type="text"/>
Coffee Cup, Saucer, Teaspoon Set (25 pcs)	1 set	\$ 28.00	<input type="text"/>	<input type="text"/>
Disposable 8 Oz Cup (40 pcs)	1 set	\$ 7.00	<input type="text"/>	<input type="text"/>
Disposable Stirrer (100 pcs)	1 set	\$ 6.00	<input type="text"/>	<input type="text"/>
Disposable Wine Glass (6 pcs)	1 set	\$ 12.00	<input type="text"/>	<input type="text"/>
Disposable Champagne Flute (6pcs)	1 set	\$ 12.00	<input type="text"/>	<input type="text"/>
CONDIMENTS				
White Sugar Sachets (100 pcs)	1 set	\$ 10.00	<input type="text"/>	<input type="text"/>
Brown Sugar Sachets (100 pcs)	1 set	\$ 11.00	<input type="text"/>	<input type="text"/>
Equal Sachets (100 pcs)	1 set	\$ 16.00	<input type="text"/>	<input type="text"/>
Creamer (100 pcs)	1 set	\$ 20.00	<input type="text"/>	<input type="text"/>
SERVICE AND UTENSILS				
Service Staff (per 4 hours block between 8am - 10pm)	per staff	\$ 140.00	<input type="text"/>	<input type="text"/>
Subsequent Hour	per hour	\$ 30.00	<input type="text"/>	<input type="text"/>
Side Plate (20 pcs)	1 set	\$ 27.00	<input type="text"/>	<input type="text"/>
Dessert Fork (30 pcs)	1 set	\$ 20.00	<input type="text"/>	<input type="text"/>
Dessert Spoon (30 pcs)	1 set	\$ 20.00	<input type="text"/>	<input type="text"/>
Dessert Knife (30 pcs)	1 set	\$ 20.00	<input type="text"/>	<input type="text"/>
Disposable 6" Plate (20 pcs)	1 set	\$ 13.00	<input type="text"/>	<input type="text"/>
Disposable Fork (20 pcs)	1 set	\$ 9.00	<input type="text"/>	<input type="text"/>
Disposable Spoon (20 pcs)	1 set	\$ 9.00	<input type="text"/>	<input type="text"/>
Disposable Knife (20 pcs)	1 set	\$ 9.00	<input type="text"/>	<input type="text"/>
Cocktail Napkins (250 pcs)	1 box	\$ 8.00	<input type="text"/>	<input type="text"/>

TOTAL PRICE

DATE / TIME OF DELIVERY

REMARKS

TERMS & CONDITIONS

- All food and beverage orders are subject to prevailing Goods and Services Tax (GST) at 7%
- All cost for food and beverage waste disposal is borne by client
- SingEx will impose a charge for any storage of items associated with the catering orders
- Damaged / Missing glassware is chargeable at \$2+ per piece
- All food & beverage order exclude the provision of service staff, unless otherwise stated. Service staff requested for is available at additional cost.
- All snacks orders (except pre-packed food) is inclusive of 1 dozen of disposable plates, disposable forks and cocktail napkins per platter
- Teabreak Menu is inclusive of disposable plates, disposable forks and cocktail napkins based on the number of pax ordered
- Beverage Menu is inclusive of disposable cups based on the type of beverage ordered
- All food and beverage services to be contained within the Exhibitor's booth



SingEx

Powering Your Business Events

CONTACT DETAILS FOR MORE INFO

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