|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Event | : | **SINGAPORE INTERNATIONAL JEWELRY EXPO 2023** |
| Venue | : | **Marina Bay Sands Expo & Convention Centre, Halls A & B (Level 1)** |
| Country | : | **Singapore** |
| Date: | : | **13 – 16 July 2023** |

|  |
| --- |
| **Applicant’s Particulars** |
| Company | : |       |
| Address | : |       |
| Country | : |       | Postal Code | : |       |
| Telephone | : |       | Fax | : |       |
| Person In Charge | : |       | Mobile | : |       |
| Designation | : |       | Email | : |       |
| Principals Co. | : |       |
| Agents Co. *Optional* | : |       |

|  |
| --- |
| **Participation Fee** |
|  |  | **Currency** | **Unit Cost** | **For Official Use** |
|[ ]  **Raw Space** only(min. 18sqm) | SG$ | **550** per sqm | Location:      Remarks:       |
|[ ]  **Singapore** Shell Scheme(min. 9sqm) | SG$ | **800** per sqm |  |

|  |
| --- |
| **Newspaper Advertising Add-Ons** |
|  | **Panel Advertisement** in Straits Times / Lianhe Zaobao*(Dimensions: 5.3cm x 9cmH)*We would like to book       panels:[ ]  **$1,100 per panel** in the **Straits Times** (English)[ ]  **$1,000 per panel** in the **Lianhe Zaobao** (Chinese) |
| I would like to request **Quarter Page** advertising rates in: [ ]  The Straits Times[ ]  Lianhe Zaobao | I would like to request **Other Size** advertising rates in: [ ]  The Straits Times[ ]  Lianhe Zaobao |

|  |
| --- |
| **Payment Details** |
| **Area required** | : |       sqm |
| **Dimensions** *if specific length is required* | : |       mL x       mW |
| **Total Space Cost** | : | SG$       |
| **Additional Cost(s)** *if any* | : | SG$        | Item(s):       |
| **8% GST** *(for Singapore-registered companies)* | : | SG$       |
| **Total Cost** | : | SG$       |
| **40% deposit** due upfront | : | SG$       |
| **Balance due** *(to be paid within 60 days before the show)* | : | SG$        |

**Product Listing** *(please tick all boxes that apply)*

|  |
| --- |
| **Finished Products** |
| [ ]  Antique Jewelry | [ ]  Gemset Jewelry | [ ]  Pearl Jewelry | [ ]  Silver Jewelry  |
| [ ]  Bead Jewelry | [ ]  Jadeite Jewelry  | [ ]  Platinum Jewelry | [ ]  Steel Stone Jewelry |
| [ ]  Diamond Jewelry | [ ]  Opal Jewelry | [ ]  Semi-Precious Stone Jewelry | [ ]  White Gold Jewelry |
| [ ]  Fashion Jewelry | [ ]  Others:       |
| **Gemstones** |
| [ ]  Amber | [ ]  Emeralds | [ ]  Opals | [ ]  Sapphires |
| [ ]  Diamonds | [ ]  Jade | [ ]  Rubies | [ ]  Tanzanite |
| [ ]  Others:       |
| **Pearls** |
| [ ]  Akoya Pearls | [ ]  Freshwater Pearls | [ ]  Natural Pearls | [ ]  Tahiti Pearls |
| [ ]  Black Pearls | [ ]  Imitation Pearls | [ ]  Shell Products | [ ]  Others:       |
| [ ]  Cultured Pearls | [ ]  Maru Pearls | [ ]  South Sea Pearls |  |
| **Timepieces** |
| [ ]  Antique Watch | [ ]  Gemset Jewelry Watch | [ ]  Mechanical Watch | [ ]  Others:       |
| [ ]  Fashion Watch | [ ]  Luxury Watch | [ ]  Quartz Analogue Watch |  |
| **Machinery, Equipment and other Services** |
| [ ]  Cleaning Apparatus | [ ]  Gemological Lab | [ ]  Jewelry Boxes & Cases | [ ]  Publications |
| [ ]  Display & Packaging Materials | [ ]  Jewelry Accessories | [ ]  Jewelry Mounting Tools | [ ]  Others:       |

**IMPORTANT NOTES:**

1. For exhibitors constructing their own stands in the first 2 rows of the hall, the **overall height of the stand must not exceed 5 metres**. If you wish to exceed the height, a qualified engineer must be engaged to certify the integrity of the structure and **submit your stand drawing to the Organiser for approval at least one month before the commencement of SIJE**.
2. Exhibitors bringing their own lights **must order lighting / electrical connections from the Official Contractor**.
3. **The Organiser is not liable for any losses, damage, claims or injury to goods and/or person(s) suffered by/claimed against the exhibitors before, during or after SIJE**. Exhibitors are responsible to undertake all necessary precautions/procedures/insurance policies to ensure the safety of their goods and to indemnify against possible legal liabilities.
4. **Please remit payment for stand reservations directly to the Organiser**. Our sales agents and representatives are not authorised to invoice or collect any payments from exhibitors.
5. The Organiser reserves the right to **remove any exhibitors from the venue/prevent future participation if the products are found to differ from claimed**.

**By signing below, you confirm your participation in SIJE and agree to abide by all terms and conditions *(outlined overleaf)* set out by the Organiser.**

|  |  |  |
| --- | --- | --- |
|       |  |  |
| Date |  | Signature & Company Stamp |

Please complete and return to **IEG ASIA Pte. Ltd.**
1 Maritime Square #09-56 Harbourfront Centre Singapore 099253
Tel: (65) 6278 8666 • Fax: (65) 6278 4077

|  |
| --- |
| **For Official Use Only** |
| Exhibition Dept | : |  |  |  | Reviewed by | : |  |
| Remarks | : |  |  |  |  |  |  |
| Finance Dept | : |  |  |  |  |  |  |
| Deposit Received | : |  | Invoice No.: |  | Copy to | : |  |

**Terms & Conditions**

|  |  |
| --- | --- |
| **Article 1: Definitions**1. “Exhibitor” is a person, company, association or any organisation that registers to exhibit at SIJE 2023.
2. “Exhibition” shall mean SIJE 2023.
3. “Organiser” refers to IEG ASIA Pte Ltd.

**Article 2: Offer to Participate in the Exhibition**An offer to participate in the Exhibition shall be made in the prescribed booking form (overleaf) which is to be submitted to the Organiser with the required deposit (see Article 3: Terms of Payment for details) and shall constitute an irrevocable offer for a period of 14 days from the date of receipt by the Organiser, to be accepted at the Organiser’s sole discretion. At the expiry of the foresaid 14 days, the offer remains valid unless expressly withdrawn by the Exhibitor. In the event that the Exhibitor submits the booking form without or with insufficient deposit, the Organiser may still accept the offer and demand the Exhibitor to pay the shortfall with such period as deemed fit.**Article 3: Terms of Payment**1. 40% deposit of the stand rates payable upon booking/signing application form.
2. The balance shall be paid 60 days before the event dates.
3. Payment of all additional fees shall be payable by the Exhibitor immediately upon presentation of the invoice by the Organiser to the Exhibitor.
4. All fees payable by the Exhibitor shall be due on the aforesaid dates without formal demand from the Organisers and in the event of late or non-payment, the Organiser shall be entitled at their sole discretion to treat such acts as withdrawal by the Exhibitors under Article 15 and to forfeit the Exhibitor’s right to participate in the Exhibition.

**Article 4: Allocation of Stands**1. Stands at the Exhibition shall be allocated by the Organiser on a first-come-first-served basis, and reserve the right to relocate any Exhibitor at any time prior to the commencement of the build-up of the Exhibition without being in any way liable to any claim for loss or damages suffered by the Exhibitor.
2. The area that the Organiser agrees to hire to the Exhibitor under this agreement is only accurate to within 95% of the stated area. If the space allocated to the Exhibitor has to be reduced under the directions of the Fire Prevention Authority, the Organiser shall not be liable for any claim by or refund to the Exhibitor.

**Article 5: Change of Venue**The Organiser shall be entitled to change the venue, date and/or duration of the Exhibition by giving to the Exhibitor a notice in writing at least one (1) month before the present proposed date of the Exhibition without being liable for any loss or damages suffered by the Exhibitor, or for the return of the deposit or any part thereof.**Article 6: Use of the Stand**1. All Exhibitors shall only exhibit the products specified in their booking form. All products, banners/signs brought by the Exhibitor and all demonstrations shall be displayed or conducted within the area allocated by the Organiser.
2. All Exhibitors shall not assign, sublet or permit the stand or any part thereof to be used by any other party without the written consent of the Organiser.
3. All Exhibitors shall not exhibit any goods of which they do not have the full legal power to sell, and shall indemnify the Organiser against all claims arising from any alleged breach of the aforementioned.
4. All Exhibitors shall be liable for all damages caused to the Venue as a result of their usage for the purpose of the Exhibition and in particular, shall not paint or affix to the walls, pillars, ceiling and floor of the Venue any matter that cannot be readily removed without damage to the aforesaid.

**Article 7: Construction & Decoration of Stand**All Exhibitors shall construct and decorate their Stand in accordance with the schedule provided in the Information & Order Manual in a timely manner. The Exhibitor shall be liable for damages caused by their staff, agent(s) and/or contractor(s). Exhibitors may not place any signs, display materials or exhibit, nor construct overhead structures that encroach upon the common air space outside the area booked. If overhead signage/decoration(s) are constructed above 2.44m, it must not adversely affect adjacent stands. Signage should not be located immediately next to another stand but must be set back at least 1m within the allocated stand area. All stands must have at least half of the frontage facing an aisle open or fitted with transparent material. Any extra charge of double-storey stands will be levied. No banners must be displayed above the stands without express permission of the Organiser. The Organiser reserves the right to authorise the dismantling or rebuilding any stand which does not meet the stipulated regulations.**Article 8: Lighting & Power Supply**All Exhibitors will be provided with stand services as per schedule in the Information & Order Manual. Exhibitors are to order any electrical fittings, particularly lighting apparatus, from the Official Contractor appointed by the Organiser, in accordance with the charges outlined in the Information & Order Manual. The Organiser shall be entitled to charge twice the aforesaid rates for electrical fittings which were not ordered within the stipulated time limits. The Organiser and Official Contractor shall not be liable for the failure or insufficiency of power supply to stands that were not completed within the stipulated time limit.**Article 9: Movement of Exhibits**1. All Exhibitors shall make their own arrangements for the transport of their exhibits to the Venue, and shall bear all risks and costs involved.
2. All exhibitors must submit to the Organiser a complete list of their exhibits at least ten (10) weeks before the Exhibition.
3. No exhibits will be allowed to leave the Venue of the Exhibition without a clearance chit duly issued by the Organiser.
4. All Exhibitors shall remove all exhibits and other materials brought by them into the Venue in accordance with the schedule provided in the Information & Order Manual, or be liable to indemnify the Organiser against all costs and expenses incurred for the late removal. The Organiser shall not be responsible to any loss or damage to said exhibits and shall be entitled to sell said exhibits in any matter they deem fit, pass good title to the buyer, in order to reimburse themselves for all monies due from the Exhibitors.
 | **Article 10: Security**The Organiser shall be liable for any losses, damage, claim or injury to goods/or person(s) suffered by/claimed against the Exhibitor before, during or after the Exhibition. Exhibitors are responsible to undertake all necessary precautions/procedures/insurance policies to ensure the safety of their goods and to indemnify against possible legal liabilities.**Article 11: Liabilities & Insurance**Every reasonable precaution will be undertaken by the Organiser to ensure the safety and security of the Exhibition Hall and the adjacent area. However, the Organiser will not accept liability and will not be liable to any Exhibitor, including but not limited to their personnel and exhibits, with respect to any direct and/or indirect damage, loss, or theft arising out of or in any way connected to the Exhibition. Exhibitors must insure their exhibits against such loss, theft and/or damage, including risk of fire. Exhibitors will be held responsible for damage and/or injury to property or person(s) caused by themselves, their employees, contractors, and/or agents. This includes loss of rented furniture, equipment or instruments. Exhibitors are required to provide their own third-party insurance with respect to their participation in the Exhibition, and to provide evidence upon the Organiser’s request. **Article 12: Fire Regulations**All materials used in the construction of the stand and ancillary apparatus shall be approved by the relevant Fire Authorities. Fire marshals on duty at the Exhibition shall be authorised and empowered to restrict or forbid any demonstration which in their professional opinion may constitute a fire hazard without incurring any liability to the Exhibitors. **Article 13: Laws & Regulations**All Exhibitors are required to strictly comply with and observe all Laws and Government or Statutory Rules and Regulations. In the event that the Organiser is penalised in any manner due to the failure of the Exhibitors to observe any of the aforementioned, the Exhibitors shall indemnify the Organiser against all loss incurred. **Article 14: Cancellation or Reduction of Exhibition**The Organiser shall not be required to refund the consideration paid for taking part in the Exhibition or any part thereof to the Exhibitors, or be held liable for any loss or damage suffered by the Exhibitors in the event of cancellation, suspension or reduction of the duration of the Exhibition due to circumstances beyond the Organiser’s control, including but not limited to:1. Outbreak of war or civil unrest
2. Orders of governmental or statutory authorities
3. Fire, flood and/or other Acts of God
4. Strikes or lockouts by workmen

The Organiser reserves the right to cancel the Exhibition or reduce the area accordingly, and will not be in any way liable to any claim for loss or damages suffered by the Exhibitor.**Article 15: Supplementary Rules**To ensure the success and smooth operation of the Exhibition, the Organiser shall be entitled to make supplementary rules which shall be binding on the Exhibitors. **Article 16: Withdrawal by the Exhibitor**Upon submission of a signed booking form, the Exhibitor shall not be entitled to withdraw from the Exhibition, except as provided for in this Article. Notice to withdraw shall be made in writing to the Organiser and shall not be effective unless written consent is given by the Organiser. Exhibitors intending to withdraw shall pay to the Organiser the following, unless alternative terms have been consented to by the Organiser in writing: 1. 6 months or more……………………...40%
2. Between 3 and 6 months……………..50%
3. Between 2 and 3 months……………..80%
4. Between 1 and 1 months……………..100%
5. Within 30 days of start of exhibition…100%

Should Exhibitors withdraw their participation two (2) weeks before the commencement of the Exhibition, the Organiser reserves the right to claim the full amount reflected in the contract, and any other loss or damages suffered by the Organiser. **Article 17: Exclusion of Warranties** Apart from the terms and conditions herein, all conditions, warranties and representations, whether expressed or implied in oral or written statements made by or on behalf of any person as an agent or representative of the Organiser are hereby excluded. **Article 18: Authority on the Premises**In the event of any problem or dispute during the Exhibition, the decision of the Organiser will be final. **Article 19: Force Majeure**The Exhibition may be postponed, cancelled or shortened due to any cause whatsoever outside the control of the Organiser. In this WEAVE, the Organiser shall not be responsible for any loss sustained by the Exhibitor: directly and/or indirectly attributable to the elements of nature, force majeure, or orders and directives imposed by any governmental authority, any fees paid by the Exhibitor or part thereof are refundable at the sole discretion of the Organiser. **Article 20: Photography of Exhibits**Commercial photographers representing the appropriate media, or individual visitors to the Exhibition may wish to photograph your stand or an individual exhibit which you are displaying. Exhibitors reserve the right to request any such person not to carry out photography and/or videography without your specific permission. A general photograph taken along the length of the aisle would not require specific permission, whilst “head-on” photography or a “close-up” of any exhibits lies within the Exhibitor’s jurisdiction. Exhibitors wishing to restrict photographs for any reason should place a notice to that effect adjacent to the exhibit, and are advised to hire their own security team to enforce the restriction. |