



# APICS 2023

18 – 20 August | Suntec Singapore Convention and Exhibition Centre

## EXHIBITOR ORDER FORMS

**Please forward this manual to the person responsible for exhibit arrangements**

All information in this manual is accurate at time of distribution.

For the latest information and updates, please visit the official APICS 2023 website at

<https://sg-apics.com/>



## Service Order Form Check List

FORM NO.	SERVICES	DEADLINE	COMPULSORY / OPTIONAL	RETURN TO:
01	Hall Indemnity & Authorised Signature	09 JULY 2023	COMPULSORY	MP
02	Fascia Name	09 JULY 2023	COMPULSORY	MP
03	<i>For Special Design Space <u>Only</u></i>	09 JULY 2023	COMPULSORY	MP
04	<i>Contractor Badges (Non-Official Contractors <u>Only</u>)</i>	09 JULY 2023	COMPULSORY	MP
05	Furniture Rental	09 JULY 2023	OPTIONAL	PICO
06	Power Supply	09 JULY 2023	OPTIONAL	PICO
07	Lighting	09 JULY 2023	OPTIONAL	PICO
08	Service Location Plan	09 JULY 2023	OPTIONAL	PICO
09	Graphics Printing	09 JULY 2023	OPTIONAL	PICO
10	Audio Visual	09 JULY 2023	OPTIONAL	PICO
11	Rigging Services	09 JULY 2023	OPTIONAL	PICO

PLEASE EMAIL FORM TO:

**ATTN: MP SINGAPORE PTE LTD**  
**LIM YING HUI / SOH BAO XUAN**  
[yinghui.lim@mpinetwork.com](mailto:yinghui.lim@mpinetwork.com) / [baoxuan.soh@mpinetwork.com](mailto:baoxuan.soh@mpinetwork.com)

**FORM 01 – COMPLUSORY**  
**HALL INDEMNITY & AUTHORISED**  
**SIGNATURE**  
DEADLINE: **09 JULY 2023**

STAND NO:

**EXHIBITING COMPANY NAME** \_\_\_\_\_  
**CONTACT PERSON, DESIGNATION** \_\_\_\_\_  
**COUNTRY** \_\_\_\_\_  
**OFFICE TELEPHONE NUMBER / MOBILE NUMBER** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_

This form may only be signed by the authorized person appeared in the official stand contract or above position.

I, \_\_\_\_\_ (Person-In-Charge) of \_\_\_\_\_ (Exhibiting Company, accept full responsibility for, and agree to indemnify **the Organizer** for any damage (including any consequential loss) to the **Suntec Singapore Convention & Exhibition Centre** exhibition space rented to your company for the exhibition purposes during the build-up and show days of **APICS 2023**. I hereby agree to ensure and shall not cause any damage to the floorings, or any other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or omission (whether negligently or otherwise) of my organization, servants, agents or any person attending the Exhibition.

I understand that, should any of my employees from my company fail to comply with any of these procedures, the Organizer reserves the right to prevent us from working on the premises, and to seek damage for any resultant loss or liability.

The Organizer shall take all reasonable security precautions in the interest of the Sellers / Exhibitors, Delegates and all Participants. However, the Organizer shall not for any reason whatsoever is held responsible for any loss or theft of exhibits at the Exhibition Hall during the build-up, exhibition and dismantling period. The Organizer shall also not be held responsible for any loss or damage to exhibits or any articles belonging to the Exhibitors.

It is imperative that the exhibitor insure, indemnify and hold the Organizer and the venue owners harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss of injury arising to any persons whatsoever caused while the said persons are upon examining or passing the exhibitor's stand, during the tenancy of the exhibitors.

**Authorized Signatories**

The names of the following personnel are authorized to place orders on behalf of this company with the organizer's while at the Exhibition. One specimen signature is given below

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature / Company Stamp, Date**