

WORLD WORKPLACE ASIA 2014 Exhibit Space Application
30 – 31 October, Happy Valley Stand, Happy Valley
Racecourse
The Hong Kong Jockey Club

1. EXHIBITOR INFORMATION:

CONTACT NAME: _____
TITLE: _____
COMPANY NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____
ZIP/POSTAL CODE: _____ COUNTRY: _____
PHONE: _____ FAX: _____
MOBILE: _____
E-MAIL: _____
WEB ADDRESS: _____

2. SPACE ENTITLEMENTS:

The Exhibition Space Entitlements are as follows:

- Exhibit space is 2.5m x 2.5m length booth area
- 2 chairs and a long table
- 2 complimentary conference admissions
- Acknowledgement on the event website
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Notes to Exhibitors:

- Exhibitors are free to bring all promotional items (standing banners, brochures, posters, etc.) to be displayed at his/her designated space.
- Exhibitors are required to return all furniture and clear their respective areas latest by 18:00 on both exhibition days (30 & 31 Oct. 2014).
- Wi-fi shall be purchased separately from the hotel on site for basic email needs.
- Exhibit space will be on the terrace.

The organizers reserve the right to make modifications, adjust the floor plan and change or reallocate table space assignments as deemed necessary for the good of the overall Show. Management has the right to limit space if necessary.

3. EXHIBITION SPACE FEES:

- Exhibit space: HK\$ 12,000 (or USD 1,548.06) per table space (2.5m x 2.5m length) (Tax included).

4. EXHIBITOR TIMEFRAME:

- **Show Hours:** Thursday 30 Oct. from 8:00 – 17:00, Friday 31 Oct. 8:00 – 17:00.
- **Tear down:** Friday 31 Oct. from 17:00 – 18:00; note: space must be free and clear by 18:00.

5. PAYMENT INFORMATION:

☐ I enclose a check / bank draft payable to: International Facility Management Association Hong Kong Chapter. Send check payments to: P.O. Box. No. 65115, Tseung Kwan O Post Office, Hong Kong

Check No. _____ Amount HK\$ _____

☐ **By Telegraphic Transfer**

- Bank Sort Code: 024 (Hang Seng Bank)
- Swift Code: HASEHKHH
- Account No.: 222 – 005340 – 001
- Account name: International Facility Management Association Hong Kong Chapter
- Address: 83 Des Voeux Road, Central, Hong Kong

Notes:

1. All monies are due upon signing of booth application.
2. Surcharges induced by Telegraphic Transfer should be borne by the payer.
3. Participant who will pay by telegraphic transfer, please first return the completed registration form to Conference Secretariat to get the Payment Number before making transfer. Otherwise, the payment might not be recognized.
4. Please send the "Application for Funds Transfers (Overseas)" or any bank receipts with the name of delegate registered in the form for identification.

Note: A space will be officially secured by you upon successful payment and a notification from the Organizers on the confirmation of the space.

Cancellation/Refund Policy:

All payments are not refundable. Refunds will not be given for no-shows after the event.

REPLY SLIP

☐ ***I/We wish to purchase an exhibit space.***

I/We acknowledge receipt of the stated World Workplace Asia 2014 Exhibit Contract Terms and Conditions and agree to abide by them. I/We also understand and accept the Cancellation/Refund Policy as stated above.

AUTHORIZED NAME: _____

TITLE: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

SEND COMPLETED APPLICATION TO:

Ms. Annie Chong / Mr. Miles Wilson/ Ms. April Tone

E-mail: wwasia2014@creativegp.com, april.tone@ifma.org

Tel: +852 3159 2930 / +852 3159 2943/ +1-281-617-1338

EXHIBIT CONTRACT TERMS AND CONDITIONS

ADDITIONAL FUNCTIONS: No Exhibitor or group of Exhibitors may sponsor a meeting or present information as part of a planned attendee program any time prior to, during or after the event without prior written approval of The Organizers. Nor may Exhibitor host cocktail parties or similar functions without written approval.

ADMITTANCE DURING NON-SHOW HOURS: Booth representatives are not permitted to enter the exhibit hall until 1 hour before the scheduled opening time each day of the Show and will not be permitted to remain in the hall after hours, with the exception of the final night (during move-out). Exhibitors having special circumstances that require additional time should check with The Organizers.

ALCOHOL, FOOD & BEVERAGES: Dispensing, distributing, using alcoholic beverages or providing food in the Show is prohibited.

EXHIBIT SPACE SET-UPS: The exhibition space set up shall comply with rules and regulations stipulated by Raffles City Convention Centre. This applies to all display materials including, but not limited to, show cases, display and storage units, electrical fixtures, wires, conduits, signs, etc.

BOOTH REPRESENTATIVES: Exhibiting companies receive 2 free exhibition staff registrations per table space. The exhibit space must be staffed during all open exhibition hours stipulated. Representatives will, at all times, conduct themselves in a businesslike, professional manner. Lewd, obscene, disruptive or other inappropriate behavior may result in a representative being banned from the booth and/or the hall or in the shut-down of the exhibit. Nor may Exhibitors display or distribute lewd, obscene, pornographic or otherwise offensive materials in their booths or the hall. The Organizers shall be the sole and final judge of what does or does not fall into acceptable or unacceptable behavior and/or content. Exhibit staff activity is limited to the contracted space. Exhibit staff may not actively solicit business from other show exhibitors. Violation of this policy can result in the representative(s) being banned from the booth and/or the hall or in the shut-down of the exhibit.

CANCELLATION: All payments are not refundable. Refunds will not be given for no-shows after the event. The Organizers reserve the right to cancel this agreement at any time if it learns that the exhibitor has made any material false or misleading statements, has omitted any material information in obtaining this contract, or has violated any of the terms and conditions of this agreement. No refunds will be made in the event of cancellation by The Organizers.

FORCE MAJEURE: (1) In the event of fire, strikes or other uncontrollable circumstances beyond The Organizers' control rendering the exhibit hall unavailable or causing the exhibit to be canceled will relieve Exhibitor and the Organizers of any obligations under the contract. (2) In the event of force majeure or in any unforeseen circumstances the exhibition show may not be rendered viable, the Organizers have the right to cancel the space without further notice and Exhibitor will forfeit all payments made.

COSTUME PROMOTIONS: Exhibitors' representatives wearing distinctive costumes, carrying banners or signs separately, or as part of their apparel, must remain within their designated exhibit space. Demonstrations and discussions are limited to the exhibit space only. Clothing may not be lewd, obscene, indecent, sexually degrading or otherwise inappropriate. The Organizers shall be the sole judge of whether clothing is permissible or not. Exhibitors found to be wearing inappropriate clothing will be asked to change or leave and The Organizers will not be liable for damage of any kind if such action results in the booth being unattended.

DAMAGE TO PROPERTY: Exhibitors are liable for any damage caused by them or their agents to the building or property of other Exhibitors. Exhibitors may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.

DEFAULT OF OCCUPANCY: Exhibitors failing to occupy contracted space are not relieved of obligation to pay full space rental fees. The Organizers have the right to reassign or use such space in any manner deemed fit if not occupied by the set time making it available to other Exhibitors without releasing the original Exhibitor from its contracted obligations.

ELIGIBLE EXHIBITS: Exhibits are limited to companies whose products and services are of specific interest to attendees. The organizers have the right to determine eligibility of a company or product for inclusion and may reject any or all applications. The Organizers may prohibit, close, correct, remove or eliminate an exhibit or any part of an exhibit that it determines is not suitable to, or in keeping with, the Show's character.

EXHIBIT ADMITTANCE: The Organizers have the sole control over the admissions policy and the sole right to refuse admission to anyone.

INDEMNIFICATION: (1) Exhibitor agrees to indemnify, defend and protect The Organizers and the building owners and hold them harmless from any claims, demands, suits, liability, damages, loss, costs, attorney fees and expenses of whatever kind which result from any action, or failure to act, or negligence by the Exhibitor or any officers, agents, employees and representative, including but not limited to claims or personal injury, damage or loss of property; (2) **Exhibitor hereby assumes the risk of agrees to indemnify and save The Organizers (including its agents, servants and employees) and the building owners harmless against all liability, damages, expenses, attorneys' fees and cost for injuries to and deaths of persons whomsoever, and damages to and destruction of property whosoever, including property of The Organizers and the building owners, growing out of, incident to, or in any manner resulting from the construction, maintenance, operation and presence of the Exhibitor's booth, regardless of The Organizers' or the building owners' negligence;** (3) Exhibitor further assumes the risk of and agrees

to indemnify and hold harmless The Organizers, the building owner and any officer, agent, employee or other representative thereof for any damage, loss, harm or injury to person or any property of the Exhibitor or any of its officer, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause, regardless of The Organizers' or the building owners own negligence and neither The Organizers, nor the owners of the building will obtain insurance against any such damage, loss, harm, or injury.

JURISDICTION: Exhibitors must comply, at their expense, with all prevailing Singapore laws, rules, regulations and ordinances in force.

MUSIC AND COPYRIGHTS: Exhibitors must confine all activities to their designated areas during Show hours. Sound devices must be operated so as not to disturb other Exhibitors and not exceed 80 dB and read on the "A" scale of a sound level meter. Show management reserves the right to determine acceptable sound levels. If playing music, Exhibitors are responsible for obtaining all necessary copyrights or licenses to use copyrighted materials. Exhibitor will indemnify The Organizers for any copyright infringement claims.

PHOTOGRAPHY: Photography and camera equipment in the Show is strictly prohibited. Only professional, paid photographers paid by the exhibitor are allowed on the floor.

SAFETY DEVICES & FIRE PROTECTION: Exhibitors are fully responsible for complying with prevailing regulations in provision and maintenance of adequate safety devices and conditions to operate machinery and equipment. Flammable devices, fluids, decorations or display fixture coverings are prohibited. Fabrics, decorative materials, table covers or risers shall be flameproof and subject to Fire Marshal inspection. Fire hose cabinets, service entrances and exit signs must be accessible and in full view. Smoking is not permitted.

SECURITY: The Organizers will not be held liable for any damages or stolen items from individual exhibit spaces.

SHOW CLOSING: Exhibits must be removed from the building at the end of the Show no later than the time indicated. Exhibitors will be liable for storage and handling charges resulting from failure to remove materials at the end of installation and dismantling periods.

SHOW RULES: Any matters not specially addressed shall be subject solely to the decision of The Organizers.

SPECIAL NEEDS: Exhibitors shall notify The Organizers of any special requirements pertaining to their booth such as telephone, drains, water and power so Management may assist with such requests and advise if there are additional charges that may apply.