

A background image showing a large audience seated in a conference hall, facing a stage with multiple large screens displaying presentation slides. The text 'Exhibitor Manual Kit' is overlaid in large white font.

# Exhibitor Manual Kit

**21 & 22 August 2019**

**8:30 AM - 5:00 PM**

**Exhibition Halls 404 - 406, Level 4**

**Suntec Singapore**

Organized By



## SME EXPO EXHIBITION MANUAL KIT OVERVIEW

### Exhibition Operation Hours

Set-Up Day Move-in:	<b>Raw Space Exhibitors</b>	20 <sup>th</sup> August 2019, Tuesday 2.00pm – 7.30pm
	<b>Standard Booth Exhibitors</b>	20 <sup>th</sup> August 2019, Tuesday 4.00pm – 7.30pm
Exhibition Operating Hours:	Day 1 – 21 <sup>st</sup> August 2019, Wednesday 8.30am – 5.00pm	
	Day 2 – 22 <sup>nd</sup> August 2019, Thursday 8.30am – 5.00pm	
Move-Out:	22 <sup>nd</sup> August 2019, Thursday 5.00pm – 8.00pm	

### Exhibition Forms Checklist

Form	Content	Remarks	Deadline	Return to	Page
Form T1 <b><u>COMPULSORY</u></b>	Company Write-Up for Website Listing	For All	7 June 2019	SCCCI	11
<b><u>IMPORTANT NOTICE</u></b>	Technical Services Manual	For All	Reading Purpose only	-	12
	Standard Shell Scheme Fascia & Information	For Standard Booth Exhibitors		-	13
Form T2 <b><u>COMPULSORY</u></b>	Shell Scheme & Raw Space/Special Design Performance Bond	For All	28 June 2019	Cityneon & SCCCI	14 - 15
Form T3	Electrical Service	Optional		Cityneon	16 - 17
Form T4	Furniture Service				18 - 20
Form T5	Audio Visual Equipment				21 - 23
Form T6	Location of Internet Access Point	For All	5 July 2019	SCCCI	24
Form T7	Additional Internet Access Point	Optional			25 - 27
Form T9	Complimentary Passes	For All	26 July 2019		
Form T10	Facebook Post	Optional	1 August 2019	SCCCI	29

## ESSENTIAL GUIDE INFORMATION

### 1. Payment

Please note that **FULL** payment has to be made to **Singapore Chinese Chamber of Commerce & Industry (SCCCI)** for your participation in the SME Expo at the 21<sup>st</sup> Annual SME Conference & 22<sup>nd</sup> Infocomm Commerce Conference & SME Expo 2019 **no later than 20<sup>th</sup> May 2019** (90 days before event date as stated in the contract).

Your prompt payment will assist us to ensure that there will be no inconvenience caused to your participation and booth set-up on the eve and/or the actual day of the event. The Organiser reserves the right to withhold any exhibitor from their participation in the 21<sup>st</sup> Annual SME Conference & 22<sup>nd</sup> Infocomm Commerce Conference & SME Expo 2019 event if FULL payment has not been made.

### 2. Exhibition Booth

#### ➤ **Standard Booth (for exhibitors opting for standard booth schemes only)**

Your Standard Booth Package includes the following items:

- Green Fascia Board with Company Name and **Logo**
- Panel Counter - dimensions 3m (L) x 2.5m (H) x 3m (W)
- 02 nos fluorescent tubes
- 01 no 13amp electrical powerpoint (*Cost of additional powerpoints are to be borne by the respective exhibitors*)
- 01 no 1m (L) x 1m (H) x 0.5m(W) high lockable cabinet [603]
- 02 nos armchair [2103]
- 01 no wastepaper basket [707]
- 9sqm of new needle punched carpet

- **Exhibits should not exceed the height of 2.5 METRE**
- No fixtures are to be made to the walls. Brackets are suggested for the hanging of signs. Velcro or double-sided tape may be used for light items only.
- No fixtures or nails are permitted to any part of the Exhibition Centre and Exhibitors must ensure that arrangements are made in their own designs for all parts of their work to be self-supporting and secure.
- Corner booths will be opened on 2 sides unless otherwise specified by the Exhibitor and approved by the Organiser.

# 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

Below features an illustration of the Standard Booth:-



*\*For 1-sided opening Standard Booth and non-3m x 3m Standard Booths, actual booths will differ from the above diagram.*

## ➤ Raw Space / Customised Design Booth (Height Limit: 4 metres)

If you did not opt for the standard booth design, please refer to your contractor / liaison party for the actual booth specifications and details. Raw Space Exhibitors will be responsible for laying their own floor covering. All carpets and floor coverings can be affixed with double-sided tape. The use of paint or glue on the floor of the Exhibition hall is strictly forbidden.

**There must be a 0.5m setback from back panel for any structure above 2.5m high.**

Exposed sides of booth structure must be in proper finish and raw finish sides are not acceptable. Organizer remains the rights to dismantle or repair the raw finish structure onsite with additional charges to the exhibitor.

**No double storey booth is allowed.**

Please also liaise with your contractor for the official move-in timing. Please note that all customised booth designs and layout must be submitted to SCCCI and Cityneon by **28 June 2019** to ensure it meets the fire safety regulations.



## 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

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### 3. Official Contractor

The event official contractor is **Cityneon Events Pte Ltd**. Should you require any additional orders for “Furniture & Accessories”, “Lighting & Electrical” or “Audio Visual Equipment” for your booth, please contact **Cityneon Events Pte Ltd** directly:

**Contact Person** : Ms Jade Yang | Ms Venessa Tan  
**Tel** : (65) 6571 6271 | (65) 6571 6403  
**HP** : (65) 9821 7608 | (65) 9230 3477  
**Email** : [runqiu.yang@cityneongroup.com](mailto:runqiu.yang@cityneongroup.com) | [venessa.tan@cityneongroup.com](mailto:venessa.tan@cityneongroup.com)

Please note that any additional order requirements are chargeable by the official contractor accordingly. **Deadline submission for such request to Cityneon is 28 June 2019.**

### 4. Internet Access

There will be internet access provided by StarHub, the Platinum Sponsor & Official Internet Partner, at the SME Expo. Internet access will be available only during Official Exhibiting hours.

#### Internet Access ADSL Broadband

Exhibitor's entitlements to complimentary internet access point:

Type	No. of internet access point(s)
One access point per exhibitor	1
Exhibitors with more than 27sqm booth space	2

If you require **additional internet access points** (*cost to be borne by requesting exhibitor*), please submit **Form T7 by 29 June 2019** or contact the below SCCCI representative:-

**Contact Person** : Mr Chris Foo, SCCCI  
**Office Tel** : (65) 6430 8371  
**Email** : [chris@sccci.org.sg](mailto:chris@sccci.org.sg)

**\*Note: Exhibitors are not allowed to split internet access from existing point using switches or routers.** Kindly be informed that last minute request for additional internet points will be not be fulfilled onsite during the build-up period.

Free Wireless Wi-Fi Internet will be provided by Suntec Singapore. Please note that SCCCI will not be liable for the availability and reliability of the free service.



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## 5. Moving-In of Exhibits / Decoration of Booth

The SME Expo will be located at the Exhibition Halls 405-406, Level 4, Suntec Singapore International Convention & Exhibition Centre.

Please take note of the exhibitor move-in timing as follows:-

### Raw Space Exhibitors

**Move-in / Booth setup Date: 20 August 2019, Tuesday**

**Move-in / Booth setup Time: 1400hrs to 1930hrs**

### Standard Booth Exhibitors

**Move-in / Booth setup Date: 20 August 2019, Tuesday**

**Move-in / Booth setup Time: 1600hrs to 1930hrs**

*\*The organisers will advise the move-in date and time should there be any changes.*

For security reasons, the SME Expo will be closed at 2000hrs sharp on 20 August 2019. Exhibitors should complete their exhibit move-in within the given time frame as **no exhibit move-in will be allowed on the actual day of the event on 21 August 2019.**

The SME Expo will be opened to Conference delegates from 0830-1700hrs on 21 & 22 August 2019.

### ➤ **Logo Clause**

SCCCI reserves all rights to the event name and logo. The exhibition participation does not grant the Sponsor/Exhibitor the right to use the trademarks, trade names, services marks or other proprietary marks of event ("Marks") unless specifically provided for in writing between the parties.

### ➤ **Decoration of Booth, Company Banners & Stands**

Exhibitors are not allowed to place any display materials or exhibits, nor extend their stand structures and fittings, beyond their contracted exhibit space.

### ➤ **Exhibitor Passes / Entry to the 21<sup>st</sup> Annual SME & 22<sup>nd</sup> ICC**

Please note that each participating organisation will be issued **8 Exhibitor Passes** to man the booth during the duration of the event. Exhibitors will be issued with the passes on eve of the event. The passes are marked "**EXHIBITOR**" and are transferable among your staff manning the Booth. Access to the event is strictly by producing the exhibitor passes to the security officials. *(Please note that the exhibitor passes do not entitle exhibitors to the conference kits, materials and bags).*

No exhibitor passes are required for move-in and booth setup on the eve of the event.

### ➤ **Collection of Exhibitors' Passes**

You may collect your Exhibitor Passes on the eve of the event, **20 August 2019 from 1600hrs to 1800hrs.**

Please approach the Exhibitor Registration Counter located at the Entrance to the Exhibition Hall 405, Level 4, Suntec Singapore, between the above-mentioned hours and the SCCCI staff will attend to you.

## 6. Removal of Exhibits (Conference Closing)

The SME Expo will be officially closed on **22<sup>nd</sup> August 2019, 1700hrs**. Exhibitors are advised to remove their exhibits immediately following the closing of the Conference. Any exhibits left behind after that will be removed and disposed by the official stand contractor and Suntec Singapore and a disposal fee will be charged by the official stand contractor to the affected exhibitor.

## 7. Security

The Organiser will provide security surveillance from 20<sup>th</sup> August 2019, 1930hrs to 22<sup>nd</sup> August 2019, 0800hrs. However, all exhibitors are strongly advised NOT to leave valuable equipment unattended at all times. The Organiser will **NOT** be liable for any loss, theft or damage to items and exhibits left unattended during the eve of the event and the entire duration of the conference.

## 8. Food & Beverage (F&B)

No external F&B suppliers / caterers are allowed to supply and/or cater any form of food and beverage in the SME Expo. Suntec Singapore provides an extensive range of F&B services to suit any event. Please approach Suntec Singapore for all F&B requirements.

## 9. Product Demonstrations & Presentations

Loudspeakers / sound devices and / or image projection equipment are to be placed in such a way that sound / image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighbouring stands.

The Organiser may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after the consultations with the exhibitors involved.

Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

## 10. Storage

Exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition halls.

The Organiser reserves the right to remove / dispose of any carton, cases and / or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

## 11. Complimentary Conference Admission Pass

As part of your sponsorship package, you will receive complimentary passes to both 21<sup>st</sup> Annual SME Conference and 22<sup>nd</sup> Infocomm Commerce Conference.

You are advised to complete the Excel template emailed to you with reference from **Form T8**. Kindly submit the list of delegates to us by **19 July 2019** latest.



## 12. Key Contact Points

### SINGAPORE CHINESE CHAMBER OF COMMERCE & INDUSTRY (SCCCI)

9 Jurong Town Hall Road  
Trade Association Hub #04-01/02  
Singapore 609431

**Contact Persons** : Tiffany Shia | Chris Foo  
**DID** : (65) 6430 8312 (Tiffany) | 6430 8371 (Chris)  
**HP** : (65) 9620 9315 (Tiffany) | 9797 5689 (Chris)  
**Email** : [tiffany@sccci.org.sg](mailto:tiffany@sccci.org.sg) | [chris@sccci.org.sg](mailto:chris@sccci.org.sg)  
**Website** : [www.sccci.org.sg](http://www.sccci.org.sg) | [www.smeicc.org](http://www.smeicc.org)

### Official Stand Contractor

#### CITYNEON EVENTS PTE LTD

Cityneon Building,  
25 Tai Seng Avenue #06-01,  
Singapore 534104

**Contact Person** : Ms Jade Yang | Ms Venessa Tan  
**Tel** : (65) 6571 6271 | (65) 6571 6403  
**HP** : (65) 9821 7608 | (65) 9230 3477  
**Email** : [runqiu.yang@cityneongroup.com](mailto:runqiu.yang@cityneongroup.com) | [venessa.tan@cityneongroup.com](mailto:venessa.tan@cityneongroup.com)

### Exhibition Venue and F&B Arrangements

#### SUNTEC SINGAPORE

1 Raffles Boulevard  
Suntec City  
Singapore 039593

**Contact Person** : Ms Michelle Low  
**HP** : (65) 9859 2928  
**Email** : [michelle.low@suntecsingapore.com](mailto:michelle.low@suntecsingapore.com)

A photograph of a large conference hall. In the foreground, a large audience is seated, facing a stage. The stage has a large screen displaying a presentation with the text 'EMBRACING REALITIES CREATING OPPORTUNITIES'. The word 'Forms' is overlaid in large white letters across the center of the image.

# Forms

## Exhibitor Manual Kit

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**FORM T1 - COMPULSORY**

For Exhibitors

**Form Due: 7 June 2019**

Please email this form to:-

**SCCCI****Attn:** Ms Tiffany Shia | Mr Chris Foo**Email:** [tiffany@sccci.org.sg](mailto:tiffany@sccci.org.sg) | [chris@sccci.org.sg](mailto:chris@sccci.org.sg)**Tel:** +65 6430 8312 | +65 6430 8371**Form T1: Solutions Offering and Company Write-Up for Website Listing**


This information will be published under each Exhibitors' information on the SME ICC website ([www.smeicc.org](http://www.smeicc.org)).

**Solutions Offering** (up to 10 Products/Solutions Listing):-

*e.g. ERP Software; CRM System; Cloud Solutions; Technical Support*

*\*Please insert a semi-colon “;” in between each product and/or solution.*

**Sample of Website Listing**



**Booth C13**  
11 Lorong 3 Toa Payoh #04-11/15  
Jackson Square Block B  
Singapore 319579  
**Tel:** 6516 0088  
**Email:** [bizsales@myrepublic.net](mailto:bizsales@myrepublic.net)  
**Website:** [www.myrepublic.net/sg/business](http://www.myrepublic.net/sg/business)

**Solutions Offering**  
Telecommunications Services; Fibre Broadband; LTE Broadband; VOIP; SIP Trunking; Cloud Plox; Security; Cloud Firewall; Managed WiFi Services; L2VPN; Cloud VPN

**Solutions Offering**

**CLOSE**

# Technical Services Manual

## ***\*\*Special Note to all Exhibitors\*\****

Please abide to the various deadlines.

Late Orders received after **28 June 2019** will be subjected to a **30% Late Surcharge.**

A **50% Late Surcharge** will be imposed for orders received after **12 July 2019** if the order is still available. Full cost of order shall apply for cancellation received after **12 July 2019.**

## **DOs and DON'Ts for Exhibitors**

### **Rules & Regulations**

All items entitled in the package are not interchangeable. Exhibitors may opt for all or part of the items listed. Pictures shown are only artist's impressions. Exact number of sidewalls and furniture will depend on each individual location and/or exhibitors' own indicated preferences.

### **Damage to Stand Structures and Exhibition Premises**

- ❌ No nailing or use of glue onto the System Panel is allowed. ONLY removable tape is allowed.
- ❌ For hanging of heavy material, please contact the appointed contractor for arrangement. Should there be any damaged, the exhibitor will be liable for all the cost involve in reinstalling the damages.



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## For Reading

For Standard Booth  
Exhibitors

**Reading Purpose Only**

## Important Information to Take Note.

### Standard Shell Scheme Fascia & Information

Company Name reflected on the Fascia Board will be according to the name provided in the SME Expo Participation Form under the “**Particulars of Participating Sponsor/Exhibitor for Marketing Purpose**” portion.

Should there be a need to change the name on the Fascia Board, please contact SCCCI by **28 June 2019**.

### Standard Shell Scheme Booth

- Fascia boards are available in Standard Colours only.
- For additional requests, please refer to order forms for Furniture, Electrical, AV & Plumbing. Alternatively, you may contact the appointed official contractor (Cityneon Events) for further assistance for booth set-up.
- **Please take note that screwing, drilling, painting or nailing on any of the aluminium frames and existing panels of the standard shell schemes is NOT allowed.**
- For Company Logo placement on the Fascia Board, logo previously submitted to SCCCI will be used for the printing. Should there be a need to revise the logo, please contact SCCCI.

### Entitlement for Standard Shell package:



*\*For 1-sided opening Standard Booth and non-3m x 3m Standard Booths, actual booths will differ from the above diagram.*

Stand Area in m <sup>2</sup>	9sqm	18sqm	27sqm
Fascia Board Background	Green	Green	Green
Fascia Board Lettering	White	White	White
Booth Carpet	Blue	Blue	Blue
40W Fluorescent Light	2	3	4
13amp Power Socket ( <b>NOT used for lighting purpose</b> )	1	2	3
Lockable Reception Counter [603]	1	2	3
Armchair [2103]	2	4	6
Wastepaper Basket [707]	1	2	3

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## **FORM T2 - COMPULSORY**

For All

**Form Due: 28 June 2019**

Please email this form to:-

**Cityneon Events Pte Ltd**

**Cityneon Building, 25 Tai Seng Avenue #06-01, Singapore 534104**

**Attn:** Ms Jade Yang

**Email:** [runqiu.yang@cityneongroup.com](mailto:runqiu.yang@cityneongroup.com)

**Tel:** +65 6571 6271

## **Form T2: Submission of Performance Bond**

- **Exhibits should not exceed the height of 2.5metre.**
- No fixtures are to be made to the walls. Brackets are suggested for the hanging of signs. Velcro or double-sided tape may be used for light items only.
- No fixtures or nails are permitted to any part of the Exhibition Centre and Exhibitors must ensure that arrangements are made in their own designs for all parts of their work to be self-supporting and secure.
- Corner booths will be opened on 2 sides unless otherwise specified by the Exhibitor and approved by the Organiser.

Please take note that a proper flooring protection such as carpet, timber underlay or raised platform is requested for all custom booths before they could construct the booth. Please contact official contractor Jade ([runqiu.yang@cityneongroup.com](mailto:runqiu.yang@cityneongroup.com)) from Cityneon if you need a quote for custom flooring.

### **REFUNDABLE PERFORMANCE BOND**

Before a contractor/exhibitor is permitted to start work, it is required to place a refundable Performance Bond of S\$100.00 per square metres for Raw Space Booth (subject to a minimum of S\$1000.00 and maximum of S\$5,000.00) and S\$200.00 for Shell Scheme Booth with the Event Manager and sign an undertaking to guarantee to conduct proper schedule of production and observance of the exhibition hall regulations. The Performance Bond is to be placed in cash (for Singapore & overseas companies) or cheque (for Singapore companies only). The contractor will only be allowed to bring in exhibits and commence work when this Performance Bond is placed with the Event Manager.

Provided that the booth is completed on time and no damage is caused during the build-up, show days and tear-down, the Performance Bond will be returned to the contractor/exhibitor, in full, within 30 days upon completion of the exhibition.

### **RAW SPACE BOOTH**

Name of Contractor / Exhibitor	Cost per sqm	Booth Area(sqm)	Total
_____	S\$100.00	X _____sqm	S\$_____

### **SHELL SCHEME BOOTH**

Name of Contractor / Exhibitor	Cost per booth	Total
_____	S\$200.00	S\$_____



### COMPANY PROFILE

Exhibiting Company	_____	Booth No.	_____
Address _____			
Contact Person	_____	Designation	_____
Tel	_____	Fax	_____
Email _____			

- All orders must be accompanied with full remittance. Orders without payment will not be entertained.
- This order form also serves as an original invoice. No further invoice will be presented.
- Unless otherwise stated, the prices are for the duration of the exhibition.
- All prices are current and subject to change without prior notice.

## FORM T3 - Optional

For Exhibitors

**Form Due: 28 June 2019**

Please email this form to:-

**Cityneon Events Pte Ltd**

**Cityneon Building, 25 Tai Seng Avenue #06-01, Singapore 534104**

**Attn:** Ms Jade Yang

**Email:** [runqiu.yang@cityneongroup.com](mailto:runqiu.yang@cityneongroup.com)

**Tel:** +65 6571 6271

### Form T3: Electrical Service

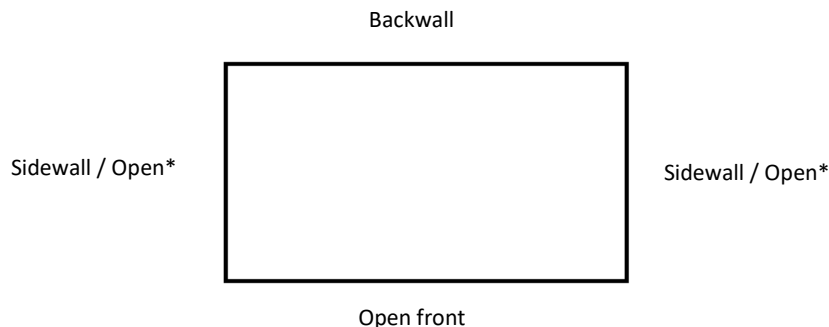
- Electrical layout plan or fitting plan must be provided while submitting this order form.
- Location of your electrical requirements will be installed at the discretion of the official stand fitting contractor if the layout plan is submitted after the deadline. Any relocation after installation will be at the expense of the exhibitor.
- Orders will only be processed upon receipt of full payment.
- The electrical power outlets are strictly for single exhibit / machinery usage only. The power outlets are not for lighting purposes. If used for lighting purposes, the lighting connection charges will apply.

#### The below prices:

- Includes professional electrical engineer's endorsement & submission of single-line drawings to the relevant authorities upon receiving full detail on electrical applications from the individual exhibitors.
- Excludes consumption and sub-main distribution board & any other charges or commission relating to electrical items are imposed by the venue owners for the entire event.
- Late surcharge of **30%** will be imposed on additional orders made after **28<sup>th</sup> June 2019** and a **50%** late surcharge for any orders made on-site.
- Cancellation clause: full cost shall apply for any cancellation received after **12<sup>th</sup> July 2019**.

Description of service / items	Unit Cost	Qty	Total
<b>A) INDIVIDUAL FITTINGS (inclusive of electricity consumption)</b>			
40W fluorescent tube light	\$60.00		
100W spotlight	\$70.00		
100W arm spotlight	\$75.00		
50W halogen downlight	\$75.00		
70W metal halide	\$180.00		
70W arm metal halide	\$220.00		
150W floodlight	\$180.00		
300W floodlight	\$200.00		
500W floodlight	\$300.00		
13 amp 230v single phase power outlet (fused to 5 amp, not for lighting use)	\$75.00		
13 amp 230v single phase power outlet (fused to 5 amp, not for lighting use) <b>24hr</b>	\$100.00		
15 amp 230v single phase power outlet (not for lighting use)	\$110.00		
<b>B) FOR CONNECTION TO LIGHT FITTINGS ONLY</b>			
<b>(Supply inclusive of electricity consumption terminating in a fused switch or connector. All wiring and maintenance are the responsibilities of the Exhibitor and their contractor.)</b>			
Per Light fitting up to 100W each	\$55.00		
Per Light fitting up to 300W each	\$100.00		
Per Light fitting up to 500W each	\$180.00		
<b>Total Cost without GST</b>			
<b>Total cost inclusive of prevailing GST</b>			

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**\*Indicate the position of various lighting and electrical power you have ordered.**

## Mode of Payment

### For Singapore Exhibitors:

Cheque Payment should be made payable to **Cityneon Events Pte Ltd**

### For Overseas Exhibitors:

By Telegraphic Transferring, our details are as follow:

#### **CITIBANK, N.A.**

8 Marina View,

#17-01 Asia Square Tower 1,

Singapore 018960

ACCOUNT NO.: **0-853373-117**

ACCOUNT NAME: **CITYNEON EVENTS PTE LTD**

SWIFT CODE: **CITISGSG**

BANK CODE: **7214**

BRANCH CODE: **001**

<b>Exhibiting Company</b>	_____	<b>Booth No.</b>
_____		
<b>Address</b>	_____	
_____		
<b>Contact Person</b>	_____	<b>Designation</b> _____
<b>Tel</b>	_____	<b>Fax</b> _____
<b>Email</b>	_____	

### Important Notes:

- Orders are valid when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card.
- All prices quoted shall include local licensing fees, installation (where applicable) and power consumption.
- If you have contracted bare space and using your own contractor to build your booth, you must order your electrical requirement from the Official Stand Contractor. Only the Official Contractor will be permitted to undertake electrical works from the source of supply up to the booth in the exhibition.
- All electrical works must be handled by licenced electricians
- Electricity is only supplied during exhibition days unless 24hrs supply is requested to the Official Contractor.
- Amount paid are non-refundable should the event be cancelled or withdrawn.
- All bank charges (including beneficiary) must be borne by the exhibitor.
- On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- All items are on rental basis for the period of the exhibition only

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## FORM T4 - Optional

For Exhibitors

**Form Due: 28 June 2019**

Please email this form to:-

**Cityneon Events Pte Ltd**

**Cityneon Building, 25 Tai Seng Avenue #06-01, Singapore 534104**

**Attn:** Ms Jade Yang

**Email:** [runqiu.yang@cityneongroup.com](mailto:runqiu.yang@cityneongroup.com)

**Tel:** +65 6571 6271





## Form T4: Furniture Service

Exhibiting Company _____	Booth No. _____
Address _____	
Contact Person _____	Designation _____
Tel _____	Fax _____
Email _____	











**TIP: Do plan in advance the type of furniture you require. You may bring your own furniture but do note to factor in the additional transport and logistics costs and arrangements.**

### Note:

- If you have contracted the shell stand package, please ensure that you are ordering only your additional requirements.
- Orders will only be processed upon receipt of full payment.
- Late surcharge of **30%** will be imposed on additional orders made after **28<sup>th</sup> June 2019**, and a **50%** late surcharge for any orders made on-site.

ITEM	DESCRIPTION	UNIT COST (SGD)	QTY	AMOUNT (SGD)
2103	Easy Arm Chair 	45		
2104	Folding Chair 	20		
502	1-Tier Bistro Table (white) 	80		
504	Round Table (white) 	55		

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512	<b>Square Table (white)</b>		55		
402	<b>Round Bar Stool</b>		50		
601	<b>Reception Desk</b> 750mmH x 980mmW x 480mmD		60		
602	<b>Lockable Cabinet</b> 750mmH x 980mmW x 480mmD		65		
603	<b>Lockable Reception Cabinet</b> 1000mmH x 500mmW x 1000mmD		120		
605/ 606/ 607	<b>Display Block</b> 500mmH x 500mmW x 500mmD 750mmH x 500mmW x 500mmD 1000mmH x 500mmW x 500mmD		<input type="checkbox"/> 60 <input type="checkbox"/> 90 <input type="checkbox"/> 120		
709	<b>Metal Brochure Rack</b>		90		
708	<b>Ziggy Brochure Rack</b>		110		
604F/S	<b>Wall Shelving – Slope/Flat</b> 2000mmH x 1000mmW x 300mmD		40		
707	<b>Wastepaper Basket</b> 300mmH x 290mmW x 290mmD		10		
SUB-TOTAL					
(*GST is not applicable for foreign-based exhibitors) 7% GST					
TOTAL AMOUNT					

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## Mode of Payment

### For Singapore Exhibitors:

Cheque Payment should be made payable to **Cityneon Events Pte Ltd**

### For Overseas Exhibitors:

By Telegraphic Transferring, our details are as follow:

#### **CITIBANK, N.A.**

8 Marina View,  
#17-01 Asia Square Tower 1,  
Singapore 018960

ACCOUNT NO.: **0-853373-117**

ACCOUNT NAME: **CITYNEON EVENTS PTE LTD**

SWIFT CODE: **CITISGSG**

BANK CODE: **7214**

BRANCH CODE: **001**

<b>Exhibiting Company</b> _____	<b>Booth No.</b> _____
<b>Address</b> _____	
<b>Contact Person</b> _____	<b>Designation</b> _____
<b>Tel</b> _____	<b>Fax</b> _____
<b>Email</b> _____	

### Important Notes:

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card.
- Amount paid are non-refundable should the event be cancelled or withdrawn.
- All bank charges (including beneficiary) must be borne by exhibitor.
- On-site orders may not be provided and, if available, will be subject to a 50% surcharge. Priority will be given to advance orders.
- All items are on rental basis for the period of the exhibition only.



## FORM T5 - Optional

For Exhibitors

**Form Due: 28 June 2019**

Please email this form to:-

**Cityneon Events Pte Ltd**

**Cityneon Building, 25 Tai Seng Avenue #06-01, Singapore 534104**

**Attn:** Ms Jade Yang

**Email:** [runqiu.yang@cityneongroup.com](mailto:runqiu.yang@cityneongroup.com)

**Tel:** +65 6571 6271

## Form T5: Audio Visual Equipment

- Price quoted DOES NOT include the **power sockets** or **software** for the equipment. Please order the power points for the equipment by submitting Electrical Services Form.
- Orders will only be processed upon receipt of full payment.
- Late surcharge of **30%** will be imposed on additional orders made after **28<sup>th</sup> June 2019** and a **50%** late surcharge for any orders made on-site.
- Cancellation clause: Full cost shall apply for any cancellation received after **12<sup>th</sup> July 2019**.

Description of service / items	Unit Cost SGD	Quantity	Total SGD
<b>A) SLIM-LINE PLASMA VIDEO WALL – Per panel size: 686mm X 1215mm</b>			
2 x 2	\$6,000.00		
3 x 3	\$10,000.00		
<b>B) LED Wall (min. 3x3) – Per panel size : 768mm X 960mm / size: 960mm X 960mm</b>			
6mm per panels (indoor)	\$750.00		
<b>C) LED TV &amp; Touch Screens</b>			
32" LED TV c/w USB input	\$400.00		
32" TouchScreen c/w Laptop	\$1,500.00		
42" LED TV c/w USB input	\$600.00		
42" TouchScreen c/w Laptop	\$1,900.00		
50" LED TV c/w USB input	\$800.00		
50" 4K LED TV c/w USB input (UHD)	\$1200.00		
55" LED TV c/w USB input	\$1,000.00		
60" LED TV c/w USB input	\$1,200.00		
60" 4K LED TV c/w USB input (UHD)	\$1,400.00		
<b>D) TV Accessories</b>			
HDMI Cable	\$80.00		
VGA Cable	\$80.00		
Plasma Floor Stand	\$150.00		
<b>E) PROJECTORS</b>			
LCD Projector (4000 Lumen)	\$880.00		
LCD Projector (6000 Lumen)	\$1,850.00		
LCD Projector (13000 Lumen)	\$3,200.00		
<b>E) PROJECTORS SCREENS</b>			
Kramer Switcher (VP-724)	\$375.00		
6 ft X 6 ft Tripod Screen	\$180.00		
6 ft X 8 ft Fast-fold Screen	\$270.00		
7.5 ft X 10 ft Fast-fold Screen	\$500.00		

## 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

8 ft X 8 ft Tripod Screen	\$300.00		
9 ft X 12 ft Fast-fold Screen	\$600.00		
10.5 ft X 14 ft Fast-fold Screen	\$700.00		
15 ft X 20 ft Fast-fold Screen	\$1, 600.00		
<b>F) LAPTOP &amp; Desktop</b>			
Laptop I7	\$530.00		
Ipad/Tablet	\$600.00		
<b>F) Sound System</b>			
PA system including 16-Channels built-in effect Mixer, Dual CD Mixer , Power Amplifier, 1 pair of EVZX5 Speaker/Stand & 2 x SLX Wireless Microphone	\$2, 000.00		
1 Pair of Speakers	\$300.00		
Microphone (Wireless Hand-held)	\$120.00		
Microphone (Lapel)	\$120.00		
Gooseneck (Rost)	\$75.00		
1 Pair of Mounting Speakers	\$450.00		
Conference Microphone	\$120.00		
Power Unit	\$375.00		
Promic (1 x Handheld, 1 x Headset, CD Player)	\$300.00		
DJ (per Day)	\$600		
<b>G) Lighting</b>			
Moving Light with controller programmer	S\$1, 200.00		
Light Board	\$600.00		
Programmer	\$375.00		
Parcan 330W	\$105.00		
Parcan 1000W	\$180.00		
Moving Heads	\$600.00		
LED Par	\$300.00		
LED Bar	\$200.00		
Source 4	\$180.00		
Dimmer	\$300.00		
Follow Spot	\$675.00		
<b>G) Accessories</b>			
Platform/Stage per square meter	\$120.00		
Truss per meter	\$80.00		
Technician Standby	\$360.00		
<b>Total Cost without GST</b>			
<b>Total cost inclusive of prevailing GST</b>			

### Mode of Payment

#### For Singapore Exhibitors:

Cheque Payment should be made payable to **Cityneon Events Pte Ltd**

# 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

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## For Overseas Exhibitors:

By Telegraphic Transferring, our details are as follow:

\*NOTE: Applicable to overseas companies, please add 40 SGD for bank charges.

### **CITIBANK, N.A.**

8 Marina View,  
#17-01 Asia Square Tower 1,  
Singapore 018960

ACCOUNT NO.: **0-853373-117**

ACCOUNT NAME: **CITYNEON EVENTS PTE LTD**

SWIFT CODE: **CITISGSG**

BANK CODE: **7214**

BRANCH CODE: **001**

<b>Exhibiting Company</b> _____	<b>Booth No.</b> _____
<b>Address</b> _____ _____	
<b>Contact Person</b> _____	<b>Designation</b> _____
<b>Tel</b> _____	<b>Fax</b> _____
<b>Email</b> _____	

## Important Notes:

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card.
- Amount paid are non-refundable should the event be cancelled or withdrawn.
- All bank charges (including beneficiary) must be borne by exhibitor.
- On-site orders may not be provided and, if available, will be subject to a 50% surcharge. Priority will be given to advance orders.
- All items are on rental basis for the period of the exhibition only.

# 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

## **FORM T6**

For Exhibitors

**Form Due: 5 July 2019**

Please email this form to:-

**SCCCI**

**Attn:** Ms Tiffany Shia | Mr Chris Foo

**Email:** [tiffany@sccci.org.sg](mailto:tiffany@sccci.org.sg) | [chris@sccci.org.sg](mailto:chris@sccci.org.sg)

**Tel:** +65 6430 8312 | +65 6430 8371

### Form T6: Internet Access Point

Please note that if we do not receive this form by 5<sup>th</sup> July 2019, the Internet Access Point will not be provided.

**Company Name:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

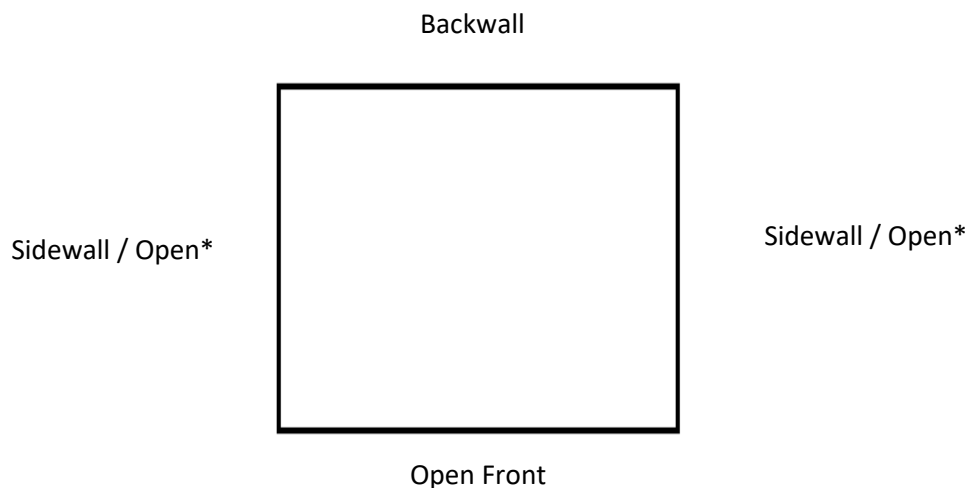
**Contact Number:** \_\_\_\_\_

Please assist to submit the following information below:-

**I \*want / \*do not want to have the internet access point at my booth.**

(\*Please delete accordingly)

Please indicate an "X" on the diagram below for the preferred access point location.



# 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

## FORM T7 - Optional

For Exhibitors

**Form Due: 5 July 2019**

Please email this form to:-

**SCCCI**

**Attn:** Mr Chris Foo

**Email:** [chris@sccci.org.sg](mailto:chris@sccci.org.sg)

**Tel:** +65 6430 8371

## Form T7: Additional Internet Access Point



### StarHub Ltd

StarHub Green  
67 Ubi Avenue 1 #05-01 S(408942)  
Tel: (65) 6822 6014  
Fax: (65) 6822 6002  
Email: [telecom@suntecsingapore.com](mailto:telecom@suntecsingapore.com)

### ORDER FORM – IT & TELECOMMUNICATIONS SERVICES

Event Name : \_\_\_\_\_ Company Name: \_\_\_\_\_ ("Customer")

Period of Event: \_\_\_\_\_ ("the Term") Hall & Booth No: \_\_\_\_\_

#### TELEPHONE LINE

- A) Telephone Line (Local Access Only – Free Local Call)<sup>^</sup>  
B) Telephone Line (Local & IDD Access – IDD Usage is Chargeable)<sup>^</sup>

- Surcharge – Buildup period (Less than 48hrs notice)
- Surcharge – Show Day (Less than 12 hrs notice)
- Relocation charge
- Telephone Extension (Within Booth Area)
- Fault Rectifying (3<sup>rd</sup> Party Issue)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$200.00	\$60.00	-		
\$200.00	\$60.00	-		
\$100.00		-		
\$200.00		-		
\$60.00		-		
\$90.00		-		
\$60.00		-		

#### ISDN

- A) ISDN2 (Local Access Only) <sup>^</sup>  
B) ISDN2 (Local & IDD Access) <sup>^</sup>

- Surcharge – Buildup period (Less than 48hrs notice)
- Surcharge – Show Day (Less than 12hrs notice)
- Relocation charge

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$270.00	\$60.00	-		
\$270.00	\$60.00	\$200.00		
\$135.00		-		
\$270.00		-		
\$60.00		-		

#### BROADBAND

- A) 1MB ADSL (Dynamic IP, with Internet access) #  
B) 2MB ADSL (Dynamic IP, with Internet access) #  
C) 4MB ADSL (Dynamic IP, with Internet access) #  
D) 1MB ADSL (8 Static IP, with Internet access) #  
E) 2MB ADSL (16 Static IP, with Internet access) #  
F) 4MB ADSL (16 Static IP, with Internet access) #

- Surcharge – Buildup period (Less than 48hrs notice)
- Surcharge – Show Day (Less than 12hrs notice)
- Relocation Charge

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$1,300.00	\$800.00	-		
\$3,200.00	\$800.00	-		
\$3,600.00	\$800.00	-		
\$1,700.00	\$1,000.00	-		
\$3,500.00	\$1,000.00	-		
\$4,000.00	\$1,000.00	-		
\$300.00		-		
\$500.00		-		
\$140.00		-		

#### Ethernet Leased Line

- A) 2MB ELL (16 Static IP, With Internet access)  
B) 4MB ELL (16 Static IP, With Internet access)  
C) 6MB ELL (16 Static IP, With Internet access)  
D) 8MB ELL (16 Static IP, With Internet access)  
E) 10MB ELL (16 Static IP, With Internet access)  
F) 20MB ELL (16 Static IP, With Internet access)  
G) 30MB ELL (16 Static IP, With Internet access)  
H) 40MB ELL (16 Static IP, With Internet access)  
I) 50MB ELL (16 Static IP, With Internet access)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$6,300.00	\$2,000.00			
\$7,700.00	\$2,000.00			
\$9,900.00	\$2,000.00			
\$13,000.00	\$2,000.00			
\$15,300.00	\$2,000.00			
\$17,500.00	\$2,000.00			
\$19,900.00	\$2,000.00			
\$21,200.00	\$2,000.00			
\$25,400.00	\$2,000.00			

# 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

## Switched Ethernet

- A) 2MB SWE (16 Static IP, With Internet access)
- B) 4MB SWE (16 Static IP, With Internet access)
- C) 6MB SWE (16 Static IP, With Internet access)
- D) 8MB SWE (16 Static IP, With Internet access)
- E) 10MB SWE (16 Static IP, With Internet access)
- F) 20MB SWE (16 Static IP, With Internet access)
- G) 30MB SWE (16 Static IP, With Internet access)
- H) 40MB SWE (16 Static IP, With Internet access)
- I) 50MB SWE (16 Static IP, With Internet access)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$3,900.00	\$1,548.00			
\$5,200.00	\$1,548.00			
\$5,700.00	\$1,548.00			
\$6,200.00	\$1,548.00			
\$6,600.00	\$1,548.00			
\$7,300.00	\$1,548.00			
\$8,400.00	\$1,548.00			
\$10,500.00	\$1,548.00			
\$11,700.00	\$1,548.00			

## SERIAL DIGITAL INTERFACE

- A) SDI 270MB (1 Way Transmission)

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$10,000.00	\$4,000.00			

## STARHUB TV\*

- A) News Package (CNN, CNBC, BBC, Bloomberg TV)
- B) Sports Package (ESPN, Football Channel, Golf Channel)
- C) Entertainment Package  
(Discovery, MTV SEA, STARWORLD)

\*Price excludes cabling cost

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
\$690.00	\$345.00			
\$1,200.00	\$600.00			
\$550.00	\$275.00			

## WIFI SERVICES

Free Wifi

Per day	Deposit	Qty	Total (\$)
Complimentary			

## EQUIPMENT RENTAL & CABLING

- A) Telephone Set
- B) CAT-3 Cable (for Telephone line)
- C) CAT-5 UTP Cable (for Data/ Leased line)
- D) CAT-5 UTP Computer Network Cabling Outlet (within same booth)
- E) CAT-6 UTP

1 <sup>st</sup> block of 1 – 7 days	Subsequent 7 days block	Deposit	Qty	Total (\$)
Upon Request	-	\$100.00		
\$200.00		-		
\$400.00		-		
\$150.00		-		
\$535.00		-		

### Important Information to Note:

1. All charges stated above are exclusive of the 7%GST.
2. Starhub is strictly on prepayment term; kindly ensure that all payment is received by Starhub before events commence.
3. "A" Telephone set(s) and telephone cord(s) are excluded.
4. "H" Hub(s)/switch(s) and internal cabling are excluded.
5. "Build up Period" refers to the set up period of the exhibition as informed by the organizer of the exhibition to StarHub in writing.
6. "Show Day" refers to the day upon which Customer requests for the Equipment and/or Services to be provisioned on event days.
7. Switched Ethernet (SWE) and Ethernet Leased Line (ELL) orders requires a standard lead time of 18 working days for order to be processed. Orders which come in later requiring express charges will be reviewed before order can be committed.
8. Lead time to provide onsite orders is estimated at 4 hours, and subject to site condition and organizer approval
9. Overnight charge is applicable for any installation done between 00:00 and 07:59.
  - a. 1 – 10 Circuits = \$300.00
  - b. 11 – 50 Circuits = \$500.00
  - c. More than 50 circuits = \$900.00



## TERMS & CONDITIONS

- 1) Notwithstanding any prior representation, promises, arrangement, agreement, covenant or understanding, whether written or oral, the provisions stated herein read with StarHub's General Terms & Conditions and Specific Terms & Conditions for Info-communications Services at [www.starhub.com](http://www.starhub.com) (collectively "Terms and Conditions") form the entire Agreement between Customer and StarHub Ltd (Reg No. 199802208C) ("StarHub") and/or StarHub's Affiliate(s) providing Customer the use and/or access of the Equipment and/or Services. If any conflict shall arise between and the provisions stated herein and the Terms & Conditions, the provisions of this Agreement shall prevail.
- 2) Customer shall submit its orders by way of this form for the Equipment and/or Services with all necessary details to allow StarHub to set up and/or provision the Equipment and/or Services to Customer. The details to be provided include such markings in relation to the booth plan(s) of the respective exhibition hall(s) ("Premises") at the Suntec Convention Centre, (""). StarHub may be unable to provision the Equipment and/or Services to Customer if StarHub is unable to determine the Premises with certainty. StarHub shall only provision the Equipment and/or Services to the Customer at the Premises.
- 3) Customer shall submit its orders for the Equipment and/or Services to StarHub's Telecommunications Office at the Suntec Convention Centre ("Telecommunications Office") five (5) working days or such number of working days as may be informed by StarHub to Customer before the provisioning of the Equipment and/or Services to Customer ("Order Submission Date"). Customer shall pay StarHub such surcharge for the Equipment and/or Services, as may be determined by StarHub from time to time, for orders submitted by Customer to StarHub after the Order Submission Date. Customer shall contact the Telecommunications Office if Customer does not receive written acknowledgement of its orders two (2) working days after its orders have been submitted to StarHub.
- 4) Customer shall pay StarHub all Charges for the deposit, rental and provisioning of the Equipment and/or Services in full **prior** to the collection or provision of the Equipment and/or Services. Customer shall always pay StarHub for the Equipment and/or Services the amount that would have been paid to StarHub had Taxes not been imposed on the Equipment and/or Services. Customer acknowledges and agrees that unless otherwise stated in this form, there shall be no refund of any payment made to StarHub for Customer's cancellation of the provisioned Equipment and/or Services. Customer shall pay StarHub all Charges for the use and/or access of the Equipment and/or Services by the payment date of the invoice or within thirty (30) days from the date of the invoice, whichever is earlier. The deposit or such remaining sum of moneys after its appropriation towards any unpaid Charges, if any, will be returned to Customer after Customer has paid all Charges in relation to the Equipment and/or Services.
- 5) Customer shall collect the Equipment and/or Services from the Telecommunications Office one (1) working day before the Equipment and/or Services are required to be provisioned at the Premises or on such other collection date as may be informed by StarHub to Customer from time to time. Customer will be informed by StarHub of the date upon which the Equipment and/or Services will be provisioned to Customer. StarHub will not provision any Equipment and/or Services until StarHub receives full payment of the Charges for deposit, rental and provisioning of the Equipment and/or Services. Customer shall pay StarHub a relocation charge, as may be determined by StarHub from time to time, if the provisioned Equipment and/or Services are to be provisioned at a location other than the Premises as shall be agreed by StarHub in writing.
- 6) At the end of the Term, Customer shall return the Equipment and/or Services to the Telecommunications Office during normal business hours, and if not possible for reason of the closure of the Telecommunications Office, the following working day.
- 7) The Equipment and/or Services are provided to Customer on an "as-is" and "as available" basis. Customer acknowledges receipt of the Equipment in good working condition and agrees to return StarHub the provisioned Equipment in the same condition. Unless otherwise expressly agreed to by StarHub as stated as such in this form, Customer shall be responsible for any equipment or services required to use or access the Equipment and/or Services. Customer shall indemnify StarHub for any loss or damages to, or arising from or in relation to the use and/or access of the Equipment and/or Services during the Term.

## CONFIRMATION & AGREEMENT

We hereby confirm and agree to be bound by all provisions herein:

Company Name: \_\_\_\_\_ BRN/ ROC No: \_\_\_\_\_

Company Address: \_\_\_\_\_ Postal Code (\_\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

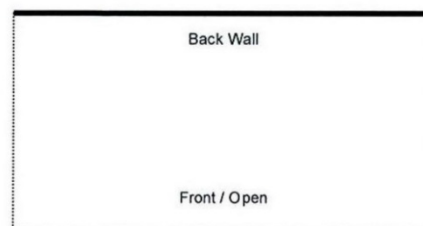
### Booth Plan

Company Stamp : \_\_\_\_\_

Signature : \_\_\_\_\_

Date of submission : \_\_\_\_\_

Side  
Wall /  
Open



Side  
Wall /  
Open

*\*Please indicate the location of the line at the plan /  
provide the booth plan with the location*

# 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

## FORM T9

For Exhibitors

**Form Due: 19 July 2019**

Please email this form to:-

**SCCCI**

**Attn:** Ms Tiffany Shia | Mr Chris Foo

**Email:** [tiffany@sccci.org.sg](mailto:tiffany@sccci.org.sg) | [chris@sccci.org.sg](mailto:chris@sccci.org.sg)

**Tel:** +65 6430 8312 | +65 6430 8371

## Form T9: Complimentary Delegate Passes

Please submit the list of names for the **Complimentary Delegate Passes** by completing the attached Excel Sheet with the Registration Template.

This is meant for Exhibitors to invite their Management Team, Business Partners, Clients and Associates to attend the SME ICC 2019 as a Delegate.

Upon submission of the list of names for the pass, participants will be receiving a **Confirmation Email** and the **Conference Delegate Pass** directly from SCCCI. There is **no limit** to the number of Complimentary Delegate Passes each Exhibitor is entitled to.

For Exhibitors manning the booths in the SME Expo, an Exhibitor Pass will be issued for identification purposes – these passes are generically marked “**EXHIBITOR**” and can be shared amongst colleagues manning the booths during the exhibition.

Early access to the Exhibition Hall before the event begins is strictly limited to those holding the “**EXHIBITOR**” passes – Conference Pass holders will be allowed in only during the official opening hours.

**TIP:** It is important to plan for adequate manpower stationed at the booth, especially on Day 1 of SME ICC in order to ensure maximum exposure and outreach.

## Sample of Complimentary Delegate Pass and Exhibitor Pass



# 21<sup>st</sup> SME Conference, 22<sup>nd</sup> ICC & SME Expo 2019

## **FORM T10 - Optional**

For Exhibitors

**Form Due: 1 August 2019**

Please email this form to:-

**SCCCI**

**Attn:** Ms Tiffany Shia | Mr Chris Foo

**Email:** [tiffany@sccci.org.sg](mailto:tiffany@sccci.org.sg) | [chris@sccci.org.sg](mailto:chris@sccci.org.sg)

**Tel:** +65 6430 8312 | +65 6430 8371

## **Form T10: Facebook Post**

Sponsors and Exhibitors are entitled to **ONE (1) Facebook Post** on the official SME ICC Facebook Page. Submitted posts must be related to SME ICC and the Exhibiting Company – content of the posts can be directed at Sales Promotion, Raising Awareness for the Company etc and will be subjected to review by SCCCI.

The post will be scheduled by SCCCI based on the current availability of slots on the SME ICC Facebook. Any posts received after the stipulated deadline will not be entertained.

Please submit the following content for the post:-

- **Image** (Dimensions: 1,200 pixels by 628 pixels)
- **Content Write-Up** (maximum 100 words)
- **Link** (either to Company Website or Facebook Page)

## **Sample of Facebook Post**



**SME ICC**

Published by Felicia Koh [?] · 14 August 2018 ·

Want to future-proof your business?

Join the 99%SME Movement at the SCCCI SME Expo! Enjoy FREE advertising space on the ecommerce platform with up to 4.5million traffic when you do so. Plus, connect your business to digital expertise, free training workshops and other business tools!

Head down to the [DBS](#) booth, D01/D02 at the SMEICC 2018 to sign up!...

[See more](#)

