



Registration of Interest Form
(Pending LEAD IFM Funding – up to 70%)
SIGEP Asia 2024
 Marina Bay Sands, Singapore
 26 – 28 June 2024
 Closing date: First-come-first served



Company Profile						
Name of Company: (Please write clearly & follow registered name on ACRA, details will be used for your fascia board at your booth, invoicing/reimbursements; do inform ASME of any changes in your company name.)						
Business Registration No / ACRA No:				Year of Establishment:		
Company Activities:						
Tel:		Fax:		Email:		
Website:						
Address: (Please inform ASME of any changes in your mailing address. All correspondences including reimbursement will be mailed to the stated address. ASME is not liable for any loss of documents/ information due to wrong or changed contacts.)						
Postal Code:	Name	Designation		Direct Phone / Email		
Main Contact for all general enquiries	Mr/Ms					
Billing Accounts & Payment Contact	Mr/Ms					
Exhibition Space Application						
Exhibition Package	Cost/sqm	Total Size		Pylon Stand (Compulsory for Raw Space) – SGD300/pc	Total Cost (SGD)	
A: Raw Space	S\$550/sqm	<input type="checkbox"/>	18sqm	S\$9,900	S\$300	\$10,200
		<input type="checkbox"/>	27sqm	S\$14,850	S\$300	\$15,150
		<input type="checkbox"/>	36sqm	S\$19,800	S\$600	\$20,400
		<input type="checkbox"/>	Others:			
B: Singapore Pavilion Package	S\$670/sqm	<input type="checkbox"/>	9sqm	S\$6,030	NA	\$6,030
		<input type="checkbox"/>	18sqm	S\$12,060		\$12,060
		<input type="checkbox"/>	27sqm	S\$18,090		\$18,090
		<input type="checkbox"/>	36sqm	S\$24,120		\$24,120
		<input type="checkbox"/>	Others:			
C: Registration and Administrative Charge by ASME					\$500	
D: GST (prevailing rate)						
Grand total (A or B + C + D)						
To qualify for LEAD IFM Support, companies must be incorporated (excludes branch of a foreign company) and based in Singapore and must have at least three of the following core business functions/ activities as below: Please tick at least 3 options:						
<input type="checkbox"/> Market Development and Planning <input type="checkbox"/> Logistics and Shipping Management <input type="checkbox"/> Businesses and investment planning			<input type="checkbox"/> Research and development and design functions <input type="checkbox"/> Business Banking, Financial & Treasury <input type="checkbox"/> Manufacturing and other value-added activity			
<input type="checkbox"/> I hereby confirmed that my company does have at least three of the above core business functions/activities						
<input type="checkbox"/> Yes <input type="checkbox"/> No – Please confirm if your company have at least 30% local Singaporean/Singapore PR shareholding.						
<input type="checkbox"/> Yes, I am interested in participating in the Trade Fair organised by ASME and agree to pay the amount as stated in the Registration of Interest Form. I acknowledge that the Registration of Interest Form endorsed here forth shall be binding upon <u>acceptance by ASME</u> and will be invoiced accordingly.						
<input type="checkbox"/> I hereby confirm and certify that the above information is true and accurate at the time of this application. Upon submitting this application form, I agree to give ASME permission to use my business data for the purpose of ASME's Trade Show Participation, and any other related purposes that will assist ASME to do so in accordance with the Personal Data Protection Act 2012 and ASME's Data Protection Policy .						

Signed & Endorsed By

Name & Signature

Company Stamp



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Terms & Conditions
<p>Each company is eligible for LEAD IFM support up to a maximum of 36sqm and reimbursement schemes does not support additional furniture orders beyond the standard package items unless stated otherwise.</p> <p>Total amount invoiced is before reimbursement of LEAD IFM's approved funds in which registration and administrative charges to ASME are not included in the claims.</p> <p>Reimbursement will be made after disbursement from Enterprise Singapore which will take approx. 4 – 6 months after the show. Please note that Enterprise Singapore reserves the right to verify information provided by the companies. Eligibility and subsidy reimbursement of individual companies is subject to final approval by Enterprise Singapore upon submission of LEAD IFM claims by ASME after the exhibition.</p>
LEAD International Fairs and Mission (IFM) & Double Tax Deduction (DTD) Scheme
<p><i>NOTE: This activity is still pending for LEAD IFM approval. ASME will inform company in writing upon approval.</i></p> <p>LEAD IFM LEAD IFM is not a direct subsidy for expenses incurred by the participating companies and is intended to offset the bona fide eligible costs (space rental & standard stand packages) paid by ASME to 3rd party suppliers in organising the activity. It supports up to 70% of eligible expenses for new companies and up to 50% for repeated companies (more than 3 times in a single show) incurred by ASME for organising the activity. Participating fees collected under the Exhibition Package from participating companies shall not be misappropriated by ASME. ASME is responsible for all expenses related to the activity and will seek reimbursement for eligible expenses from Enterprise Singapore on behalf of participating companies. Enterprise Singapore will not be responsible to the participating companies in the event that ASME defaults in making payment to the participating companies.</p> <p>With effect from Jan 2023, please note that there is a new criteria by Enterprise Singapore that to run the SG Pavilion, the pavilion must have at least 70% locally owned companies and only allowing 30% foreign-owned companies in the pavilion, if not we will not be able to run under the funding</p> <p>DTD Companies can also claim DTD for eligible expenses not covered by LEAD IFM. Expenses for travel and accommodation costs for up to 2 representatives per participating company. For more details, please refer to Enterprise Singapore websites here. DTD Scheme is an opt-in scheme administered by Enterprise Singapore.</p>
Role of ASME
<p>The role of ASME is to administer and facilitate LEAD IFM. ASME shall not be liable or responsible for any costs, losses, claims, proceedings, demands, expenses and liabilities of whatsoever nature arising as a result of, or in connection with, any failure of the appointed exhibitor to observe their obligations under any contract or any laws and regulations under any jurisdiction.</p> <p>The acceptance as an exhibitor is issued in the form of written confirmation giving details of the Exhibition Package. This constitutes to a Participation Form endorsed between exhibitor and ASME which is legally binding. The Participation Form will be valid for the period of time specified.</p>
Payment Terms
<p>Upon validity of this Participation Form, ASME will proceed to reserve exhibition space with the show organiser. The participating companies are required to make payment to ASME according to the payment schemes: 50% of full amount and 100% of the registration fee are payable to ASME upon receipt of the invoice. The standard credit term for the first payment is 30 days.</p> <p>Full payment shall be made at least 120 days before the commencement of the trade fair. Late payments are subjected to penalties of up to 5% of the balance amount which will be offset against the final reimbursement. Cheques should be crossed and payable to "ASME". In the event that payment is made by remittance mode, bank charges are to be borne by applicant</p>
Cancellation Policy
<p>All cancellations or replacements are to be informed in writing, signed and endorsed by the authorised party and subjected to approval by ASME. If the exhibitor, although registered and accepted, at any point in time does not participate or withdraws the participation for any reason whatsoever, ASME is entitled to allocate the stand to another interested company and exhibitors are required to make payment for the administrative charges due to ASME. If the exhibitor notifies the organiser of his withdrawal, and ASME is unable to reallocate the stand, the Exhibitor will be liable for all or part of the cost stated in the Participation Form overleaf as set out below:</p> <p>More than 4 months prior to exhibition: 50% participation cost + full admin fee Less than 4 months prior to exhibition: 100% participation cost + full admin fee</p> <p>This scale of charges will apply only from the date ASME receives written notice by letter, email or fax and eligibility to claim under LEAD IFM shall be compromised. In addition to this scale, the exhibitor is fully liable for the whole stand rental, construction costs and any specific cost incurred on his/her behalf by ASME. The obligation of ASME to limit avoidable consequences is not prejudiced thereby.</p> <p>In the event of unforeseen circumstances, ASME can alter the terms or cancel the participation of the Singapore Pavilion before the closing date at its sole discretion. In such circumstances, ASME will refund full amount to the participating company and all exhibitors are required to comply with the exhibition's terms and conditions stipulated by the Organiser.</p> <p><i>NOTE: The show is still pending LEAD IFM grant approval. However, this interest form shall be taken as a formal agreement upon grant approval. In the event that LEAD IFM grant is not approved, ASME has to withdraw the participation of Singapore Pavilion and this form will be deemed as void. ASME will then inform companies in writing and companies can still choose to participate as an individual exhibitor and still be able to utilized DTD Scheme administered by LEAD IFM.</i></p>

Signed & Endorsed By

Name & Signature

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Singapore Pavilion Package Entitlements				
Booth Entitlements:	9sqm	18sqm	27sqm	36sqm
Folding Chair	3	6	9	12
Lockable Cabinet – 980mm (L) X 480mm (W) x 750mm (H)	1	2	3	4
Round Table – 600mm (D) X 740mm (H)	1	2	3	4
Fluorescent Light	2	4	6	8
Single Phase Power Outlet (230V / 13A)	1	2	3	4
Waste paper Basket	1	2	3	4
Fascia Board with company name & booth number	Included			
Coloured-needle punch carpet	Included			
White Laminated plywood partition	Included			
Singapore Pavilion Signage	Included			

Raw Space Booth Requirements

Companies taking raw space booth will need to incorporate the following Singapore Branding onto their booth design. There are **3 SG branding** that you need to incorporate onto your design:

1. Singapore Branding Logo

Fig. 1: Clear space



Overhead Pelmet (Long), Artwork View

Pelmet is based on three 3m (Length) x 3m (Breadth) x 2.44m (Height) booths. Actual artwork is to be resized proportionately.

SG Mark with Singapore Text (Graphic Sticker on wood structure)
 - Size of "SG Singapore" should be 50% height of pelmet

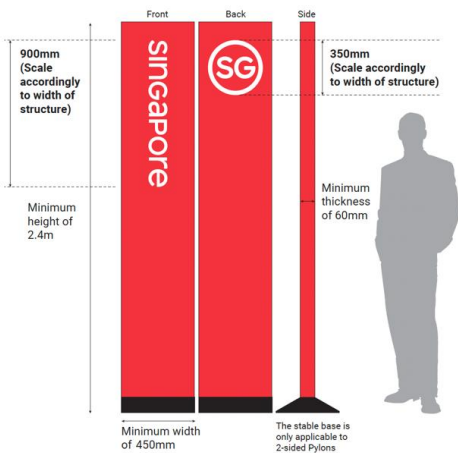


2. Compulsory Pylon Stand

- Ensure Singapore Brand Mark to be seen in all sides visible
- Free-standing fixtures must be firmly secured

Option 1: In 2-sided, 3-sided or 4-sided standing fixtures

OPTION 1a Acrylic Box-up (or Light box) in red background
 Free-standing fixture which must be firmly secured



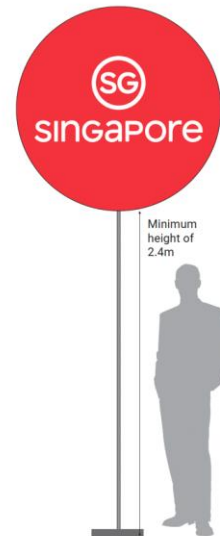
Singapore brand mark to be seen from all sides visibly



OPTION 1b Acrylic Box-up (or Light box) in white background



Option 2: In Free Standing Balloon format



3. Fascia Name

- Fascia with full registered company name and booth number

Example:

