



**CEC ENQUIRY FORM**

Your requirement at Changi Exhibition Centre. We will review your requirements and get in touch with you shortly. For any

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Event Title:	
Brief Description of Event:	
Event Organiser	
Event Organiser's Address	
Event Manager (if different from Organiser)	
Event Date:	
Opening Hours:	
Type of Event:	Website, if Public: -
Expected turn-out:	

Indoor Area	Area	Build-up	Show Days	Tear-down	Notes
Hall 1A	14,000				
Hall 1B	3,200				
Hall 1C	16,000				
Foyer	660				
VIP Lounge	145				
Room 1	250				
Room 2	330				
Room 3	170				
Room 4	90				
Room 4A	60				
Room 5	170				
Room 6	330				
Room 7	250				
Room 8	110				
Mezzanine	Area	Build-up	Show Days	Tear-down	Notes
Mezzanine - Centre	1,500				
Mezzanine - West	1,000				
Mezzanine - East	1,000				
Mezzanine - Viewing Deck (Outdoor)	1,300				
Outdoor Area	Area	Build-up	Show Days	Tear-down	Notes
SADA (min 20,000 sqm)	75,600				
Plaza	25,200				
Car Park	2,000 lots				
Other Requirements	Area	Build-up	Show Days	Tear-down	Notes
Aviation Park Road - 1.24km (L) x 32m (W)					
Hall freight marshalling area					

1	Licence Area, Period & Fee Based on Standard Working Hours of 9am - 6pm.	
2	Should the Licensee use areas not indicated in the Licence Agreement, the Licensor reserves the right to charge for the areas used.	
3	Utility Charges	To be recharged based on actual usage (based on meter reading) for aircon. Current rate is at \$0.20 per kwh
4	Venue Approved Contractors:	The following services must be provided by the venue approved contractors only (see Appendix A) a) Electrical Requirements (Order Form attached) b) Telephone and Internet Connections (Order Form attached) c) Cleaning Contractor
5	Cleaning Services:	Only the venue appointed cleaning contractor is allowed to work at the Changi Exhibition Centre. Please contact May Chan from CTM at mobile 93886843.
6	Other Incidental Costs:	Licensee will arrange and be responsible for the cost of cleaning, transportation, catering and security of exhibits/items brought into the site.
7	Insurance :	A copy of the insurance certificate covering 3rd party liability and indemnifying Singapore Airshow & Events Pte Ltd (SAE) must be given to SAE
8	Payment Terms:	20% security deposit or S\$2,000 whichever is higher (refundable) due on signing
		50% due ; include 20% non-refundable deposit
		50% due

Authorised Person: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Signature/Date: \_\_\_\_\_  
 Tel (Office): \_\_\_\_\_  
 Tel (Mobile): \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Attach Business Card or input  
address here.