

Kindly complete the following information on your requirement at Changi Exhibition Centre. We will review your requirements and get in touch with you shortly. For any enquiries, please contact:

CHUA Lai Soon - Tel: 6542 8660, Ext 183, Mobile: 93637433, email: laisonchua@experiaevents.com

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 - East	1,000				
Mezzanine - West	1,000				
Mezzanine - Viewing Deck (Outdoor)	1,300				
Outdoor Area	Area	Build-up	Show Days	Tear-down	Notes
SADA (min 25,200 sqm)	75,600				
Plaza	25,200				
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 \$0.40 per kwh
4	Venue Approved Contractors:	The following services must be provided by the venue approved contractors only. a) Electrical Requirements b) Telephone and Internet Connections c) Cleaning Contractor
5	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.
6	Insurance :	A copy of the insurance certificate covering 3rd party liability and indemnifying Experia Events Pte Ltd (EE) must be given to EE
7	Payment Terms:	20% security deposit or S\$2,000 whichever is higher (refundable) due on signing
		50% due
		50% due

Authorised Person: _____

Job Title: _____

Company Name: _____

Signature/Date: _____

Tel (Office): _____

Tel (Mobile): _____

Fax: _____

Email: _____

Attach Business Card or input address here.