Singapore International Indian Expo 2017

Suntec Singapore

7 - 10 september '17 | 10 AM - 9 PM

Hall 401, 402 & 403, Suntec Singapore

Organised by தமிழ் முரசு | tabla! | de ideaz | An sph event

For Bookings:- Call: +65 90047112, +65 96756219 | Visit: www.siiexpo.com

Dear Exhibitor,

Welcome to the 7th edition of Singapore International Indian Expo.

Singapore International Indian Expo promises to be bigger and better in 2017. We thank you for supporting us every year.

This Exhibitors' Manual has crucial information and serves as a valuable tool in making your exhibition experience a success.

We request you to share this information with those who will be working with you in your booth during festival hours and individuals who would be responsible for setting up and tearing down your exhibit.

If you require additional information, please contact the Singapore International Indian Expo's On-site Co-ordinators:

Ganesh Kamath : ganesh@deideaz.com | +65 90047112
Prashant Sharma : prashant@deideaz.com | +65 85010490

We look forward to working with you.

SIIExpo 2017 Team

The manual is designed to provide information with regards to rules and regulations, display tips, as well as timings for set-up & dismantle.

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General Information

1) The Exhibition: Singapore International Indian Expo 2017

2) Organisers: Tabla / Tamil Murasu / De Ideaz

3) Dates & Venue:
7th Sept – 10th Sept
Suntec Singapore, Halls 401-403

4) Timings:

6th Sept	: Move-in at 5:00pm
7th Sept	: 10:00am to 9:00pm
8th Sept	: 10:00am to 9:00pm
9th Sept	: 10:00am to 9:00pm
10th Sept	: 10:00am to 9:00pm (midnight: Move-out)

5) Deadline for Stoppage of Set-up Work:
The stall set-up should be completed latest by 9:30am on 6th Sept.

6) Dismantling & Removal of Exhibits:
Exhibitors are advised to dismantle their stalls on 10th Sept. All exhibits must be packed and removed from the exhibition premises by midnight on the same day. Material not cleared beyond this deadline will remain at the risk and responsibility of the exhibitor and is liable to be removed / forwarded back at the cost of the exhibitor. Advance written permission should be obtained from the organiser for any delay in clearing the material.

7) Amendments to Regulations:
The organisers reserve the right to issue amendments / additions to the rules & regulations if required.

8) Shell Scheme Package Furniture & Fitting Entitlement:
Exhibitors, other than those with bare space will be provided with standard furniture, fitting, etc. at no extra cost, description is as follows:
Stalls will be constructed of powder coated modular system with white laminated panels & carpeting, furniture and fittings as per the respective stand areas.

Size	Info Counters	Chairs	Waste bins	Fluorescent Tube-lights	Plug Points (13 AMP)
3m X 3m	1	2	1	2	1
3m X 2m	1	2	1	2	1

General Information

9) Exhibitor's Name on Fascia:
Exhibitor's name will be put on fascia with computer cut English lettering. The name on the fascia will be depending on the length of the fascia. Standard abbreviations will be used.

10) Procedure for getting possession of stalls:
a) Payment : Possession of stalls will be given to those exhibitors who have made **full payment only** or have obtained necessary permission for occupying the stall from the organisers.
b) An approval on drawings / designs of the stall must be obtained from the organisers before commencement of work. (The above is required in case exhibitors use their own interior decorators other than the standard stall provided to them.)

11) Possession for Stalls:
Possession of Stall will be given to exhibitors for interior of stalls:
Bare Space Stall: One day prior to opening of the event at 5:00pm
Shell Scheme: Same as above

12) Additional Services:
Various optional requirements such as furniture, fittings etc. are listed in individual order forms. In case you wish to place your order for any of the optional requirements the form should be duly filled & sent to as directed on the forms latest by 15th August 2017. Organisers do not guarantee any supply of the above services if deadlines are not met.

13) Guidelines for Stall Construction and Display:
The Standard height of all stalls should not exceed 8 feet, however, a logo can extend maximum up to 2 feet, max on top of stall. Specific design and location of this needs prior approval by the organizers. No carpentry work is allowed inside the Suntec Halls. The special display stalls have to be pre-assembled at your workshops and then brought to the venue only for fixtures.
The following requirements should be strictly adhered to during the set-up :
I. Electrical and other technical service behind / adjacent to your stand must be kept accessible.
II. All display, exhibit, merchandise, fittings, etc. should be free-standing and self-supporting, to avoid damage to the panels.
III. No part of an exhibit should project out of the stall area, nor anything should be placed outside the stall area.

General Information

IV. Any display on the panels directly should be with easily removable self-adhesive material or two-sided tapes or with photo-clamps provided by the official contractor. The following are strictly prohibited:
   a) Holes, nails, drawing pins, screws on the laminated panels & furniture.
   b) Any pasting of wall paper or any kind of poster with glue or stick fast or araldite on the panels & furniture.
   c) Use of paint or other easily non-erasable material on the panels & furniture.
   d) Carrying out any type of welding work using naked flames.
   e) Grouting, digging in floors or walls is not permitted.

Please note: Any display on the panels should be with easily removable self -adhesive material or two-sided tapes or with photo-clamps for hanging heavy posters. All display should be self supporting to avoid damage to the panels. Any damage to the panels & non compliance to the above rules will attract a penalty between S$150 - S$700 depending on the severity of damage.

SIIExpo 2017 (September Edition) - Stall Layout

3m X 3m = 9sqm

Entitlements:

1. Info Counters: 1
2. Chairs: 2
3. Waste Bins: 1
4. Fluorescent Tube-lights: 2
5. Plug Points (13 AMP): 1

SIIExpo 2017 (September Edition) - Stall Layout

3m X 2m = 6sqm

Entitlements:

1. Info Counters: 1
2. Chairs: 2
3. Waste Bins: 1
4. Fluorescent Tube-lights: 2
5. Plug Points (13 AMP): 1

Furniture Order Form

Exhibiting Organisation:_____ Booth No.:_____

Contact Person's Name:_____ Designation:_____

Mailing Address:_____

_____

Country:_____ Postal Code:_____

Telephone:_____ Facsimile:_____

Mobile:_____ Email ID:_____

Code No.	Item	Unit Cost	Quantity	Cost
Section A: Chairs & Sofas				
F1 06	Brent, Visitor Chair	S$80.00		
2104	Nick, Folding Chair	S$20.00		
F1 10	Harrison, Sofa Chair	S$120.00		
F1 11	Harrison, 2-seater Sofa	S$180.00		
F1 12	Harrison, 3-seater Sofa	S$250.00		
Section B: Modular Systems				
601	Max, Reception Desk	S$60.00		
602	Max, Lockable Cabinet	S$80.00		
603	Max, High Lockable Cabinet	S$120.00		
611	Max, Low Glass Showcase without lights	S$250.00		
612	Max, High Square Showcase without lights	S$350.00		
613	Max, High Showcase	S$450.00		
616	Max, Wall Shelving (Slope)	S$15.00		
616	Max, Wall Shelving (Flat)	S$15.00		

Furniture Order Form

Code No.	Item	Unit Cost	Quantity	Cost
Section C: Tables				
504	Kelly, Discussion Table	S$60.00		
509	Vese, Coffee Table	S$90.00		
510	Dal, Coffee Table	S$80.00		
511	3ft X 3ft Table	S$15.00		
Section D: Bistro				
F1 32	Spectra, Bistro Table	S$80.00		
F1 33	Spectra, Bistro Table	S$80.00		
Section E: Eagle Safes (Keylock & Mechanical Combination Lock- Resettable): User can select / reset nos. of your own choice				
SS-035	H616 W491 D512 H389 W338 D304 100 1 shelf, 1 drawer	S$780.00		
SS-045	H703 W491 D512 H475 W338 D304 110 1 shelf, 1 drawer	S$850.00		
SS-065	H743 W549 D552 H519 W398 D346 137 1 shelf, 1 drawer	S$1050.00		
Section F: Eagle Safes (Keylock & Electronic Keypad- V4): 2 users' code				
ES-035	H616 W491 D512 H389 W338 D304 100 1 shelf, 1 drawer	S$980.00		
ES-045	H703 W491 D512 H475 W338 D304 110 1 shelf, 1 drawer	S$1050.00		
ES-065	H743 W549 D552 H519 W398 D346 137 1 shelf, 1 drawer	S$1300.00		
Section G: Accessories				
1.	Set of 10 clothing hangers	S$25.00		
2.	Clothing Rack	S$150.00		
			Total Cost before Tax	
			Goods and Services Tax (GST) @ 7%	
			Total Cost inclusive of Tax	

Furniture Order Form

Furniture Order Form Deadline: 3 Weeks before the Event (15th August 2017)

- Orders are valid only when accompanied with full remittance / payment.
- A confirmation of order and the details on available methods of payment will be sent to the Email ID stated in the booking form.
- Late orders received after the deadline mentioned above, are subjected to **35% Surcharge**.
- All on-site orders / build-ups are subjected to **50% Surcharge**.

Please return this form to:

De Ideaz Pte Ltd,
101 Cecil Street, Tong Eng Building #25-06, Singapore 069533
Tel: (+65) 62237782 / (+65) 62237276

Contact Person: Ganesh Kamath
Mob: (+65) 90047112
Email: ganesh@deideaz.com

Furniture Order Guide

Brent Visitor Chair
H850mm X W490mm X D520mm | F1 06

Nick Folding Chair
H800mm X W400mm X D400mm | 2104

Harrison Sofa Chair
H750mm X W750mm X D780mm | F1 10

Harrison 2-seater Sofa
H780mm X W1350mm X D770mm | F1 11

Harrison 3-seater Sofa
H780mm X W1950mm X D780mm | F1 12

Max Reception Desk
H750mm X W980mm X D480mm | 601

Max Lockable Cabinet
H870mm X W450mm X D400mm | 602

Max High Lockable Cabinet
H1000mm X W1000mm X D500mm | 603

Furniture Order Guide

Max Low Glass Showcase

H990mm X W1020mm X D520mm | 611

Max High Square Showcase

H2000mm X W500mm X D500mm | 612

Max High Showcase

H2000mm X W1020mm X D520mm | 613

Max Wall Shelving (Slope/Flat)

H20mm X W1000mm X D300mm | 616

Kelly Discussion Table

H740mm X W800mm X D800mm | 504.19

Vese Coffee Table

H550mm X W500mm X D500mm | 509

Dal Coffee Table

H400mm X W550mm X D550mm | 510

Spectra Bistro Table

H1100 mm X W600 mm X D600 mm | F1 32

Spectra Bistro Table

H1100 mm X W600 mm X D600 mm | F1 33

Furniture Order Guide

510 3ft X 3ft Table

SS-035 H616 W491 D512 H389 W338 D304 100 1 shelf, 1 drawer

SS-045 H703 W491 D512 H475 W338 D304 110 1 shelf, 1 drawer

SS-065 H743 W549 D552 H519 W398 D346 137 1 shelf, 1 drawer

Inside View of the Shelf

Electronic Keypad System for the models mentioned in Section F

Electrical Order Form

Exhibiting Organisation:_____ Booth No.:_____

Contact Person's Name:_____ Designation:_____

Mailing Address:_____

_____

Country:_____ Postal Code:_____

Telephone:_____ Facsimile:_____

Mobile:_____ Email ID:_____

Item	Unit Cost	Quantity	Cost
Part I: Individual Fittings			
40W Fluorescent Tube	S$50.00		
100W Spotlight	S$55.00		
100W Arm Spotlight	S$65.00		
150W Floodlight	S$80.00		
150W Arm Floodlight	S$100.00		
300W Floodlight	S$160.00		
300W Arm Floodlight	S$180.00		
500W Floodlight	S$220.00		
500W Arm Floodlight	S$250.00		
50W Halogen 12V Spotlight	S$60.00		
50W Halogen 12V Downlight	S$70.00		
70W Metal Halide	S$250.00		
150W Metal Halide	S$380.00		

Electrical Order Form

Item	Unit Cost	Quantity	Cost
Part II: Connections for Light Fittings ONLY **Exhibitors and their contractor are responsible for all wiring and maintenance**			
Lighting Connection Per Fitting (up to 100W)	S$50.00		
Lighting Connection Per Fitting (up to 300W)	S$135.00		
Lighting Connection Per Fitting (up to 500W)	S$220.00		
Part III: Electrical Power Supply **Exclude any connection to the exhibitors' exhibits, equipment or machine**			
13Amp/230V Single Phase Outlet	S$60.00		
13Amp/230V Single Phase Outlet (24hrs)	S$80.00		
15Amp/230V Single Phase Outlet	S$80.00		
30Amp/230V Single Phase Outlet	S$180.00		
		Total Cost before Tax	
		Goods and Services Tax (GST) @ 7%	
		Total Cost inclusive of Tax	

Furniture Order Form Deadline: 3 Weeks before the Event (15th August 2017)

- Orders are valid only when accompanied with full remittance / payment.
- A confirmation of order and the details on available methods of payment will be sent to the Email ID stated in the booking form.
- Late orders received after the deadline mentioned above, are subjected to **35% Surcharge**.
- All on-site orders / build-ups are subjected to **50% Surcharge**.

Please return this form to:
De Ideaz Pte Ltd,
101 Cecil Street, Tong Eng Building #25-06, Singapore 069533
Tel: (+65) 62237782 / (+65) 62237276

Electrical Order Form

Contact Person: Ganesh Kamath
Mob: (+65) 90047112,
Email: ganesh@deideaz.com

Note:

1. Socket points are meant for running equipment/exhibits only. If used for lighting purposes (light fittings brought in by the exhibitor), the lighting connection charges will apply on per bulb/per tube basis.
2. Electricity charges are additional for extra electrical equipment.
3. Lighting connections are charged as per the number of tubes and bulbs fitted on the stand.
4. Light boxes are charged according to the number of tubes in each light box, using the lighting connection or 40W fluorescent tube rate, whichever is applicable.
5. Power-point is not inclusive; each power-point is meant for 1 no. of device. Use of multi-plugs, to share electricity is not allowed.

Exhibitor's Product Information Form

Exhibiting Organisation:_____ Booth No.:_____

Contact Person's Name:_____ Designation:_____

Telephone:_____ Facsimile:_____

Mobile:_____ Email ID:_____

All product images have to be provided in JPG format ONLY

Company Details (60 - 80 words):_____

_____

_____

_____

_____

Product Details (60 - 80 words):_____

_____

_____

_____

_____

Please return this form and the supporting documents & images, on or before 15th August 2017 to:

Contact Person: Sashena Hassamal
Mob: (+65) 8411 0510
Email: sashena@deideaz.com

Venue Details

Venue Details

Reaching the Venue:

- **By Train:**

Follow these directions to get to Suntec Singapore:

- Esplanade MRT Station (3 minutes): Take Exit A and follow the signage to the Centre
- Promenade MRT Station (5 minutes): Take Exit C, walk through Suntec City Mall and follow the signage to the Centre
- City Hall MRT Station (8 - 10 minutes): Walk through City Link Mall and then Esplanade Exchange to get here

- **By Car:**

Choose from the following routes for access to our carpark:

• Nicoll Highway
• Raffles Boulevard (from Bras Basah Road)
• Temasek Avenue (from Raffles Boulevard)
• Rochor Road exit from East Coast Expressway (ECP)

To help you easily identify your parking location, the carpark is clearly divided into 3 colour zones and 24 distinct animal symbols. Park at West Wing (Green Zone) for quick access to Suntec Singapore.

- **By Taxi:**

Alight at the driveway of our Centre in front of The Big Picture on Level 1.
For taxi or private car bookings:
Comfort and CityCab: 6552 1111
TransCab: 6555 3333
SMRT Taxi: 6555 8888
Prime Taxi: 6778 0808
Premier Taxi: 6363 6888
Grab (iOS/Android)
Uber (iOS/Android)

Official Freight Forwarder

Movers International Pvt Ltd

Mr Munish Bhardwaj
Tel: +91 11 43412244 (204)
Mobile: + 91 9811024923
Email: pde@moversintl.com

Mr Kamaldeep Singh Bedi
Tel: +91 11 43412244 (216)
Mobile: +91 9811017818
Email: amss2@moversintl.com

Fax: +91 11 23411144

Address:
44 L.G.F, World Trade Centre
Babar Road, Connaught Place
New Delhi 110001

Payment Facilities

1. Nets
   - 2% of the sales amount will be deducted per successful transaction.
   - The total settlement amount will be consolidated and transferred after 12 working days of the last transaction date.
   - The organizer reserves the right to withhold pay-out or request for documents for proof of transaction prior to pay-out.

2. Credit Card – Amex, Diners, Master & Visa
   - 5% of the sales amount will be deducted per successful transaction.
   - The total settlement amount will be consolidated and transferred after 21 working days of the last transaction date.
   - The organizer reserves the right to withhold pay-out or request for documents for proof of transaction prior to pay-out.

If you need any further clarifications please call / e-mail our on-site coordinator - Mr Ganesh Kamath

Preferred Hotels & Hospitality Details

Preferred Hotels in Singapore

1) Park Avenue Changi
- Room: Twin/Double Sharing with breakfast
- Rate: *S$180++/night
- Address: 2 Changi Business Park Avenue 1, Singapore- 486015

2) The Claremont Hotel Singapore
- Room: Twin/Double Sharing with breakfast
- Rate: *S$100++/night
- Address: 301 Serangoon Road, Singapore-218224

3) Fort Canning Lodge
- Room: Twin/Double Sharing with breakfast
- Rate: *S$120++/night
- Address: 6 Fort Canning Rd, Singapore-179494

Websites offering best deals on hotel booking:

1) Booking .com: www.booking.com
2) Hotels.com: www.hotels.com
3) Agoda: www.agoda.com
4) Expedia: www.expedia.com.sg

*Note: Rates presented above are subject to availability of rooms and early confirmation of booking

Contact Details

SIIExpo 2017 Team

Ganesh Kamath
Project Manager & Logistics & On-site Coordinator
ganesh@deideaz.com | +65 90047112

Damodar Shenoy
Project Manager, India
damodar@deideaz.com | +91 9223308287

Sneha Mehd
Hospitality Coordinator
sneha@deideaz.com | +65 96503681

Office: +65 62237782 / 62237276
Office Address: 101 Cecil Street, #25-06 Tong Eng Building, Singapore 069533

Rules & Regulations

Aisle Space
Aisle space may not be used for exhibit purposes, general solicitation, or literature distribution. All exhibit material is strictly forbidden outside the immediate exhibit area.

Alcohol
Alcohol is not permitted in exhibits. Alcohol consumption is only permitted in designated areas.

Authority on Premises
In the event of any problems or disputes on-site, the decision of the organizer and event manager will be final. The organizer and event manager also reserve the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties.

Compliance with Terms
The exhibitor hereby agrees to observe and comply with all the terms and conditions of this agreement and to procure and ensure that all other parties present at or involved with, in any way whatsoever, at the event will observe and comply with all the terms and conditions of this agreement. Without limiting the generality of the foregoing, the exhibitor hereby agrees to pay the necessary fees, and not to do any act, matter or thing which would or might vitiate in whole or in part any insurance effected by the exhibitor in respect of the centre, to replace, rectify, remedy and make good any damage caused to the exhibitor's area and the centre arising out of the fitting-out or dismantling works, to comply strictly with all laws regarding copyrights, royalties and trademarks and not to infringe on any other related statutory law, common law or other right of any persons during its use of centre.

Damage & Defacing of Keystone Centre Property
Exhibitors are not permitted to paint, nail, drill or attach any items to the floors, walls, ceilings or any part of the centre buildings.

Dispute Resolution
In all cases of irresolvable dispute between exhibitors or between exhibitors and the event organiser concerning interpretation of these rules and regulations, the event organiser will request details of the complaint(s) in writing. The interpretation and subsequent decision of the event organiser will be final.

Dilapidation exhibitors must return the exhibits/displays/hospitality areas that have been licensed for the exhibition to the organizer and event manager/official suppliers in the condition that they were handed over to. Exhibitors are responsible for any damage or dilapidation to the exhibition premises, shell scheme structures and fittings and any hired items, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by their agents or contractors.

Rules & Regulations

Exhibitors occupying shell scheme stands are also responsible for the cost of making good, any damage to the contractor's stand structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of damages and losses will be stated by the relevant contractor and charged to the exhibitor concerned.

The cost of damages and losses will be assessed by the organizer and event manager/event managements relevant contractor and charged to the exhibitor concerned.

Exclusivity
The event organiser does not guarantee exclusivity to any exhibitor, unless specifically stated in writing.

First Aid
The exhibitors shall make their own arrangements to provide first aid during the event days within their booths.

Force Majeure
The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the organizer and event manager. In this event, the organizer and event manager shall not be held responsible for any loss sustained by the exhibitor, directly or indirectly attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. Fees paid by the exhibitor, or any part thereof, are refundable at the sole discretion of the organizer and event manager.

Liabilities & Insurance
All Exhibitors participating in this exhibition should arrange at their own cost an "all risk" insurance coverage from their country of origin up to their exhibition booth, including the duration of the exhibition period and return to domicile. Exhibitors are strongly advised to pack and remove all portable, attractive and valuable items from the exhibition halls at the end of each day when the exhibitions closes as this is the time where the risk of loss and theft is highest. All these items MUST NOT be left unattended or out of sight at any time. The organizer and event manager will not be responsible for the safety of articles of any kind brought into the exhibition by the exhibitors, their agents, contractors, visitors or any other person whosoever. The exhibitor shall insure, indemnify and hold the organizer and event manager and their staff and agents harmless in respect of all costs, claims, demand and expenses to which the organizer and event manager may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or invitees.

Rules & Regulations

Exhibitors shall also be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors, agencies and service providers. Exhibitors shall also take all necessary precautions to prevent any damage to their equipment, exhibits and display before

Payments For Exhibition Space
No exhibitor, their staff and agents and/or their contractors/vendors/suppliers may begin booth construction/decoration or move in their exhibits into the hall or surrounding area until full payment of fee, including deposits, has been received by the organizer and event manager.

Residual Matters
Any matters not expressed or covered in this document, rules and regulations adopted for the event shall be determined by the organiser/event manager.

Security
General security for the duration of the show including published move-in/out dates. However, we are not responsible for any theft, loss of material or damage to exhibitor's property. Please take appropriate measures to protect your booth and its contents.

Smoking & Tobacco Promotion Restriction
Smoking is prohibited inside the enclosed facilities/Gifts of tobacco products and other products bearing tobacco brand names are also not allowed.

Soliciting
Soliciting business and distributing samples or souvenirs (including costumed personnel) is not permitted in the aisles, other exhibitor's booths, or building entrances or exits anywhere on the grounds of the fair. In addition, exhibitors are not permitted to solicit patrons while the patron is standing in the licensed area of another exhibitor, conducting business, or speaking with another exhibitor. Sales people are prohibited from operating in the aisles and must conduct business within the confinements of their own booth space while not conflicting with other exhibitors.

Sound Systems
Exhibitors who are using amplifiers or similar devices for the purposes of attracting attention to the exhibitor's booth must contain the sound within their own exhibit. The provincial exhibition reserves the right to control sound in the event that it becomes a nuisance to adjoining exhibits.

Staffing Exhibits
Exhibitors are required to maintain staff in their exhibits at ALL times during the show hours. The buying public is on the floor until the last minute and expect exhibitors to be present. Security is certainly a concern when exhibits are not staffed at all times.

Rules & Regulations

Subletting

Exhibitors must not sublet, re-license or sell any portion of allocated exhibit space to another manufacturer, distributor, company or person without the written consent of the organiser.

Security Precautions

a) Do not leave briefcases, calculators, cameras, electronic equipment etc. in unattended booths
b) Secure all items in your display at the end of each day and remove all items of value
c) Cover your display(s) at night.
d) Never leave your exhibit unattended during the show
e) Report all damage, lost items, or any suspicious person's/activity to on-site security immediately.

Banking Facilities

There is no banking or coin change facilities on site. However, cash withdrawals or currency exchange can be made through the bank machines and money changer located throughout Singapore EXPO.

Statutory Requirements

Notwithstanding any other provisions in this document, The Exhibitor shall be responsible for compliance of all local authority requirement, legal obligations and regulations and codes of practice, where applicable, in advertising materials for use at the exhibition. Exhibitors shall indemnify the organizer and event manager for any claims, cost, expenses, liabilities and damages that the organizer and event manager may incur or suffer due to any breach of this obligation.

Exhibitors' Checklist

Product

- Your Right Product Mix ☐
- Your Sample Folder ☐
- Your Price Lists ☐
- Your Product Information ☐
- Your New Product Launches ☐

Display

- Display Panels ☐
- Catalogues / Brochures ☐
- Promotional Aids (posters / flyers, etc.) ☐
- Stationary Kits ☐

Promotion

- Freebies ☐
- Samples ☐

Visitor Relations

- Invite your Distributors and Dealers ☐
- Invite Visitors ☐
- Your Visiting Cards ☐
- Your Company Brochures ☐
- Visitors Book ☐

Administration

- Appointment Dairy ☐
- Stand Assistants ☐
- Interpreters ☐
- Staff Training ☐
- Freight Handling & Clearing ☐

An sph event

ORGANISERS

tabla!
THE HEARTBEAT OF THE INDIAN COMMUNITY

Tabla is aimed at the Indian Diaspora with 30,000 copies being given out free each Friday. The tabloid has extensive coverage of everything Indian, from politics to sports and Bollywood to Kollywood. It also provides local news to the growing community of expatriate Indians here, such as stories on education, property and transport. The paper is named after the popular two-piece Indian percussion instrument.

www.tabla.com.sg

தமிழ் முரசு
TAMIL MURASU
VOICE OF THE COMMUNITY

Launched in 1935, Tamil Murasu is Singapore's only Tamil language newspaper. Tamil Murasu is the main information source for the Tamil-speaking Indian community with its coverage of wide-ranging news, from current affairs to local and foreign news as well as the latest in sports and entertainment, and news from the Indian community and the sub-continent.

www.tamilmurasu.com.sg

de ideaz

De Ideaz is a leading event management company offering full spectrum of business solutions from marketing to integrated communications. Established in 2005, headquartered in Singapore, they have a growing presence in Southeast Asia. Their core strength comprises of constantly evolving innovative ideas, creative excellence and flawless results. They strive to communicate better with your target audience, elevating your experience to an even better level.

www. deideaz.com