



The Fair, Spring 2019
Agreement of Participation

Fairs & Bazaars Pte Ltd
237 Arcadia Road, #06-03
Singapore 289844
Tel: 6235 3608 | Fax: 6465 5432
chumkie@fairsandbazaars.com

1. Company Details:

Company Name:		Registration no.:	
Contact name:		Email:	
Address:		Mobile / Phone:	
		Instagram:	
Website:		Facebook page:	

2. Registered Products for Sale: _____

(Please Note: Only products you state above can be sold at the event)

3. Timings: All event timings are indicated in the table below. **Kindly note that all participants need to be present for the entire duration of the event.**

4. Event details:

Event Date and timing	Venue	Half Table (3'x3')	Single Table (6x2.5')
<i>The Fair, Spring 2019</i> <i>Friday 3rd May 2019</i> <i>Time : 10:30am to 6:00pm</i>	<i>Orchard Rendezvous Hotel,</i> <i>Singapore</i>	\$280	\$450

***Tables are subject to availability. Sharing of tables is strictly prohibited**

NOTE: Dates are subject to change up to 6 weeks before the event due to unforeseen circumstances.

5. Other Requirements: _____

Note: Additional standing spotlights and extension cords can be provided for \$20/day or bring your own light with extension cord. No additional tables can be provided.

6. Parking: One car-parking coupon **per company** will be provided by the organizer upon request.

7. Payment: **This agreement should be accompanied by participation fees in full to be eligible. Payment can be made by cash or cheques made to Fairs & Bazaars Pte Ltd. Electronic transfers can be made to UOB account -1163162771 (Fairs and Bazaars Pte. Ltd). Tables cannot be put on hold for more than 3 days without receipt of payment.**

8. Sub Letting: Sub-letting of the table space by Exhibitors is strictly prohibited. Substitute vendors will not be permitted to participate.

9. Cancellation: **Last Date for Cancellation** should be by **30 days before** the event date, in writing to the above mailing address or by email to chumkie@fairsandbazaars.com. A **cancellation fee of S\$100** is applicable to any cancellation of a confirmed booking, **under any circumstances.** Cancellations made less than 30 days of the event **will not be eligible for any refunds, under any circumstances.** After the cancellation the exhibitor will have no claims on the table space.

10. Set Up: Doors for set-up for exhibitors will be opened from 8:30am on the day of the event. Kindly be early for set-up and avoid traffic congestion in the loading area. All Exhibitors must complete their table display by 30 minutes before the event start time on the same day. **Exhibitors are strictly**



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advised not to cart trolleys or cartons through the main hotel lobby, or via the guest lifts at anytime. Should you need assistance from any venue staff, please go through the Organizer. Vendors are required to stay till the closing time of the event.

11. Loading and Unloading: Loading and setup need to be complete at least 30 minutes before the event starts. Loading / unloading instructions will be provided prior to the event.

12. Advertising : Extensive advertising is done through advertisements in print publications and newsletters to relevant audiences and communities. Further advertising is ensured through SMS, Facebook and email marketing campaigns to over 10K database.

Please ensure you are added to the exhibitor mailing here - <http://www.fairsandbazaars.com/exhibitors/> to get all vendor updates and offers.
Please join our facebook page at <http://www.facebook.com/fairsandbazaars> to help cross promote your brand.

13. Chargeable price for table(s) selected (To be completed by the ograniser) _____

Signature: _____ (Client)

Signature: _____ (Organizer)

Name: _____

Name: Chumkie Banerji

Date: _____

Date: _____

Company Stamp below

Company Stamp below