

Deadline: Friday, 7 May 2010

Return Form to :

REED EXHIBITIONS

The Signature, 51Changi Business Park Central 2, # 07-01Singapore 486066

A division of Reed Elsevier (Singapore) 2008 Pte Ltd

Tel : (65) 6780 4685

Fax : (65) 6588 3779

Attn : Ms Sharon Lim

Email : sharon.lim@reedexpo.com.sg

Form E10

TELEPHONE AND FACSIMILE MACHINE RENTAL

Contracted Exhibitor Details :

Company Name : _____ Stand No : _____
Address 1 : _____ City : _____
State : _____ Postal Code : _____
Tel : _____ Country : _____
E-mail : _____ Fax : _____
Authorised By : _____ Signature : _____ Date : _____

DEPOSIT - A deposit (amount stated below) must be placed for each telephone line ordered. This deposit will be used to off-set the cost of lost instrument/s and expenses incurred for the local / overseas calls, directory assistance, etc. If these charges exceed the deposit, we will invoice you accordingly. The balance of the deposit will be refunded, if the instrument is returned in good condition, and if traffic charges do not exceed the total. This can only be done after all calls & traffic charges are detailed/billed by the telco in 2 - 3 months after Exhibition closure.

- CANCELLATION FEE & SURCHARGE** - If a cancellation is received on/after **Friday, 7 May 2010**, the Exhibitor will be liable for the full cost as indicated below (excluding deposit). **All orders received after the deadline are subject to the prevailing surcharges** upon application imposed by the service provider and availability.
- POSITIONING OF TELEPHONE/FACSIMILE** - Please remember to mark the plan on the reverse of this Form, and indicate the location/s of the telephone/facsimile machines.
- COLLECTION OF INSTRUMENTS/MACHINES** - Telephone instruments and facsimile machines can be collected from the Exhibitor Service Centre on-site after 1400 hours on **Sunday, 6 June 2010**, provided payment is made or evidence of payment can be shown, and they should be returned to the same office by 1630 hours on **Tuesday, 8 June 2010**.

| DESCRIPTION OF SERVICE | RENTAL AND INSTALLATION COST* + CALL CHARGE DEPOSIT | | |
|---|---|--|------------|
| LINE ONLY (UNLESS OTHERWISE STATED) | | | |
| Local Direct line with phone set | S\$350.00 | | |
| IDD Direct line with phone set | S\$350.00 * + S\$500.00 = S\$850.00 | | |
| Fax machine with IDD Direct line w/ 24-hour power socket | S\$750.00 * + S\$500.00 = S\$1,250.00 | | |
| INTERNET CONNECTION | | | |
| Wireless LAN (Single User) | S\$800.00 | | |
| ADSL line with internet access (512K, DHCP, Router) | S\$1,500.00 | | |
| ADSL line with internet access (512K, 5 Public IP, Router) | S\$1,850.00 | | |
| ADSL line with internet access (1MB, DHCP, Router) | S\$2,500.00 | | |
| ADSL line with internet access (1MB, 5 Public IP, Router) | S\$3,200.00 | | |
| * Subject to 7% Goods & Services Tax (GST) | Total cost before GST | | S\$ |
| GST is not applicable for foreign-based exhibitors | 7% GST * | | S\$ |
| | Total cost including GST | | S\$ |
| PLEASE INDICATE THE LOCATIONS OF THE ABOVE REQUIREMENT/S ON THE REVERSE OF THIS FORM | | | |

PLEASE NOTE:

Orders are valid only when accompanied by full remittance. Payment could be made either by credit card, or by bank draft or telegraphic transfer to REED ELSEVIER (SINGAPORE) 2008 PTE LTD, A/C No.: 0 - 707792 - 019; Bank Swift Code: CITISGSG, Citibank NA, 3 Temasek Avenue, #14-00 Centennial Tower, Singapore 030190.

Payment made by credit card, Kindly fax us the details to Fax (65) 6588 3808, attention Ms Joy Chiew.

Card Holder's Name on Credit Card : _____

Signature : _____ Date : _____

Credit Card : Visa MasterCard Amex Expiry Date : _____

Credit Card No : _____ CVC2 No : _____

