

# MRO ASIA 2023

## Exhibitor's Checklist

Dear Exhibitor,

Please use this checklist of forms to help you plan your work schedule and participation. **ALL** forms (regardless of whether the service is required or not) must be completed, endorsed, and returned by the exhibitors by the deadline stated on the form. Services cannot be guaranteed for forms that are submitted after the stipulated deadline.

Thank you.

| Order Form | Item Name                          | Deadline      | Completed? |
|------------|------------------------------------|---------------|------------|
| Form 1     | Fascia Name – shell scheme package | 4 August 2023 |            |
| Form 2     | Electrical Services                |               |            |
| Form 3     | Furniture Rental                   |               |            |
| Form 4     | AV Equipment Rental                |               |            |
| Form 5     | Graphics Production                |               |            |
| Form 6     | Carpet Order                       |               |            |
| Form 7     | Cleaning Service                   |               |            |
| Form 8     | Rigging Service                    |               |            |
| Form 9     | Service Location Plan              |               |            |

### Informative Guide

#### 1. Cleaning

- During the exhibition days, the Organiser will be responsible for the general cleaning of the aisle and general areas daily.
- During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear.

#### 2. Electrical Services

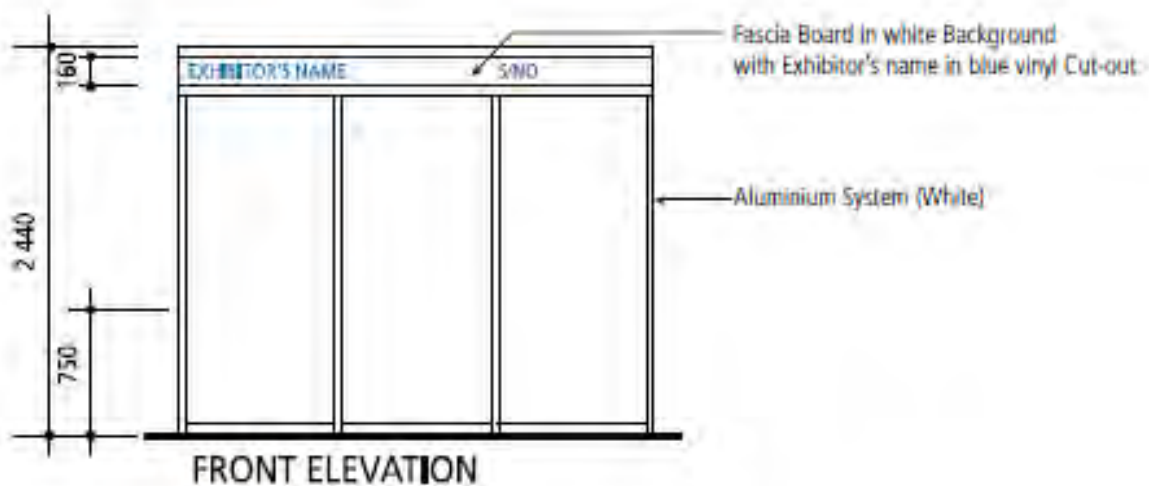
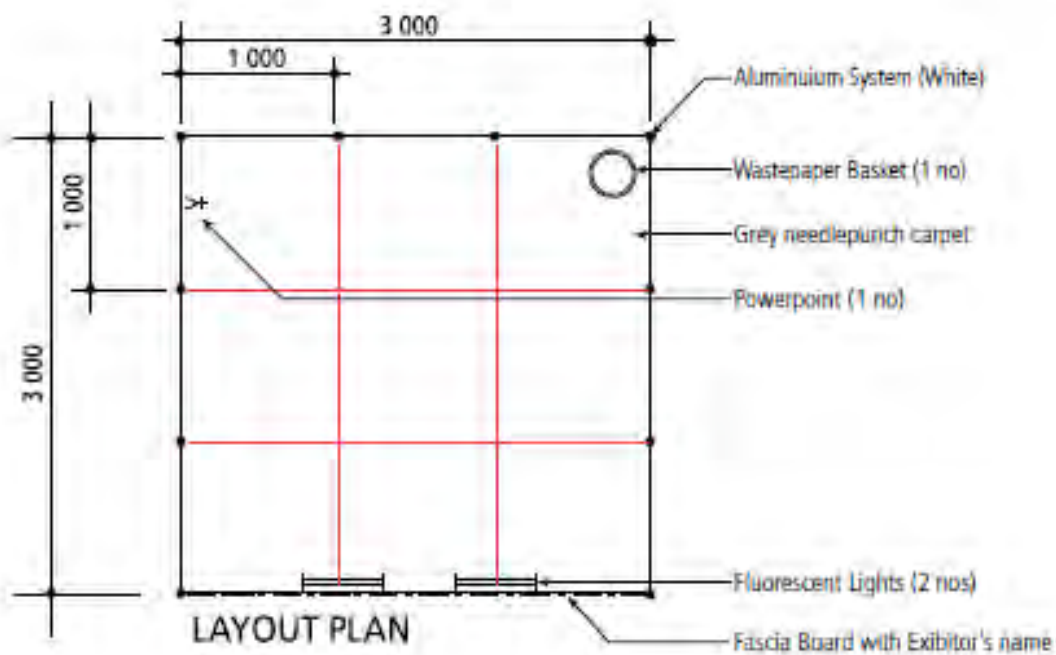
- All electrical installation work from source of supply at the exhibition is only allowed to be carried out solely by the Organiser's official contractor.
- All electrical equipment & connections downstream from Organiser's supply should be tested and appropriately grounded and approved by the Exhibitor's (or Exhibitor's appointed contractor's) local licensed electrical engineers prior to turning on the electrical supply.
- Supply voltage
  - 3 phase 4 wire system (plus earth), 400 volts +/- 6%
  - Single phase 3 wire system, 230 volts +/- 6%
- Frequency: 50 Hz with variation maintained within +/- 5%

#### 3. Rigging Services

- Rigging using the existing hall ceiling structure is only allowed for banners, lighting trusses and any decorative items provided if the item to be suspended is endorsed by a local professional engineer. Due to safety concerns, rigging of booth structures is strictly not allowed.
- Rigging is only allowed to be carried out solely by the Organiser's official contractor. All rigging orders must be ordered using Form 7. Pls contact Kelly Ng from Kingsmen Exhibits Pte Ltd at [kellyng@kingsmen-int.com](mailto:kellyng@kingsmen-int.com) for all rigging enquiries.

# STANDARD SHELL SCHEME SPECIFICATION

STANDARD SHELL SCHEME 3MD X 3MW



kingsmen

# SHELL SCHEME BOOTH SPECIFICATIONS

|                     |  |
|---------------------|--|
| <b>Fascia</b>       | The fascia board will be erected across the front side of your stand as per diagram above. Exact wording of your company name is to be supplied on <b>Form 1</b> .   |
| <b>Flooring</b>     | Basic grey needle punch carpet is provided for all shell scheme booths. No change of colour is allowed. Aisle carpet is red colour.  |
| <b>Walling</b>      | All walls are white laminated panels of 1m width and 2.5m height each. You are not allowed to make alterations to the structure of your stand or remove any integral parts from it. Any damages caused to the panel(s) will be charged to you. |
| <b>Furniture</b>    | 1 no wastepaper basket will be provided. Please use <b>Form 3</b> if you require additional furniture.   |
| <b>Lighting</b>     | 2 nos fluorescent light will be provided (mounted behind fascia). Please use <b>Form 2</b> if you require additional lighting.   |
| <b>Power socket</b> | 1 no 13amp/230v single-phase will be provided. Please use <b>Form 2</b> for additional requirement.  |

## **IMPORTANT!**

All lighting connection & electrical outlets **Must be ordered** from the official contractor using Form 2.  
Exhibitors using 'pop-up' display stand with fitted lights **Must Order** lighting connection using the same form.

**DEADLINE: 4 August 2023**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)

**FORM 1**

**MRO ASIA 2023**

## STAND CONSTRUCTION

**This form must be completed and returned by all Exhibitors. (Please type / write in block letters.)**

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### 1. EXHIBITION STAND

We have signed up for a (Please tick one)

- ☐ **Shell Scheme Package** (Please complete Part 2 only)  
☐ **Raw Space Package** (Please complete Part 3 only)

### 2. SHELL SCHEME PACKAGE ONLY

#### 2.1. FASCIA NAME (PLEASE USE BLOCK LETTERS)

Please enter below the Company Name which you require on the fascia. This will be provided in upper case with English alphabets (maximum 24 letters).

Note: Fascia names that are more than 24 letters will be represented in 2 lines, and the font size will be minimized accordingly.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

#### 2.2. FASCIA LOGO

If you wish to add a colour logo on the fascia board, please place your order in Form 5 and check the box below.

- ☐ We are ordering a colour logo.

### IMPORTANT!

The company name to appear will be as per contract if this form is received later than the given deadline. Any changes made after the deadline of **4 August 2023** will be subjected to an administrative charge.

#### PLEASE NOTE:

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of SGD50.00.
- Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- Amount paid are non-refundable should the event is being cancelled or withdrawn.

## REVERSE OF FORM 1 - STAND CONSTRUCTION

### 3. RAW SPACE PACKAGE

Both the exhibitor and contractor are responsible for dismantling and removing the stand structure, in accordance with the stipulated timing on "Exhibition Schedule". All debris and carpets must be cleared by the exhibitors and/or their contractor by the time stated. Failure to do so may result in the exhibitors and/or their contractors being liable for service fees incurred.

All contractors must place a refundable performance bond of S\$50.00/sqm (minimum of S\$500.00, up to maximum of S\$5,000.00) and sign an undertaking, guaranteeing adherence to all the rules and regulations laid down by the Organizer/Venue. Payments are to be made to **Kingsmen Exhibits Pte Ltd** by the deadline for forms submission.

The contractor must submit all plans for approval. This includes detailed drawings of elevations, layout and perspective with dimensions illustrating the design on the stand. Locations of all equipment/machinery on display must be included on the layout. Any booths with coverage ceilings will require special approval by the relevant authorities.

Pls submit all stand designs and detailed drawings to Ms Allison Gold at [Allison.gold@informa.com](mailto:Allison.gold@informa.com) and Ms Kelly Ng at [kellyng@kingsmen-int.com](mailto:kellyng@kingsmen-int.com) no later than **4 August 2023**.

| Per SQM                                       | Booth Size | Total Amount |
|---|------------|--------------|
| SGD \$50                                      |            | \$           |
| <i>Note: Minimum S\$500, Maximum \$5,000.</i> |            |              |

#### PAYMENT (Please select preferred method of Payment)

- ☐ **For Local Companies: Crossed cheque** made payable to Kingsmen Exhibits Pte Ltd.  
Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032  
Attn: Ms Kelly Ng
- ☐ **For Foreign Companies: Telegraphic Transfer** – Please make payment in USD to the following account: **Kingsmen Exhibits Pte Ltd**  
Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685  
Account No.: **106-900-026-1**, Swift Code: **UOVBSGSG**

Nominated Contractor : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**DEADLINE: 4 August 2023**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)

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**FORM 2**

**MRO ASIA 2023**

## ELECTRICAL SERVICE

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Only the official contractor is permitted to undertake electrical work from the source of supply in the exhibition hall.

The Standard Shell Scheme Package includes one (1) 13Amp/230V SP 50Hz AC Socket and two (2) 40W Fluorescent Lights. Kindly order only your additional requirements.

| DESCRIPTION OF SERVICES / ITEMS   | UNIT COST*               | QTY | COST* |
|---|--------------------------|-----|-------|
| <b>SECTION A – INDIVIDUAL FITTINGS</b>  |                          |     |       |
| 10W LED Spotlight   | SGD 85.00                |     |       |
| 10W LED Arm Spotlight   | SGD 95.00                |     |       |
| LED T8 Light Tube, 1.2mL  | SGD 65.00                |     |       |
| Downlight, 3 inches   | SGD 95.00                |     |       |
| 70W LED Arm Floodlight  | SGD 210.00               |     |       |
| 150W HQI Floodlight   | SGD 210.00               |     |       |
| 13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)  | SGD 95.00                |     |       |
| 13Amp/230V SP 50Hz AC Socket with 24hrs Supply (Max 800W) (Not for lighting use)  | SGD 180.00               |     |       |
| 15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)   | SGD 140.00               |     |       |
| <b>SECTION B – FOR CONNECTION TO LIGHTING ONLY</b>  |                          |     |       |
| Per Light Fitting Connection (Up to 100W)   | SGD 75.00                |     |       |
| Per Light Fitting Connection (Up to 300W)   | SGD 140.00               |     |       |
| Per Light Fitting Connection (Up to 500W)   | SGD 210.00               |     |       |
| Per metre run LED Connection  | SGD 75.00                |     |       |
| <i>Note: Each fluorescent tube inside a lightbox is considered <u>ONE</u> 100W lighting connection. Please place your orders accordingly.</i> |                          |     |       |
| * Subject to 8% Goods & Services Tax (GST)<br>** GST is not applicable for foreign-based exhibitors.  | Total Cost Before GST    |     |       |
|   | 8% GST**                 |     |       |
|   | Total Cost Including GST |     |       |
| Please indicate the locations of the above requirement on the Service Location Plan (Form 6)  |                          |     |       |

### PAYMENT (Please select preferred method of Payment)

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.

Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in USD to the following account: **Kingsmen Exhibits Pte Ltd**

Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685

Account No.: **106-900-026-1**, Swift Code: **UOVBSGSG**

☐ **For All Exhibitors: Payment via Amex Credit Card**

Pls check the box and an authorization form will be sent to you for Amex Credit Card payment.

## ELECTRICAL CATALOGUE

### LIGHTING



10W LED Spotlight



10W LED Arm Spotlight



LED T8 Tube Light, 1.2mL



Downlight, 3 inches



70W LED Arm Floodlight



150W HQI Floodlight

### POWER SUPPLY



13A/230V SP 50/60 Hz  
Powerpoint (Not for lighting  
use)



15A/230V SP 50/60 Hz  
Powerpoint (Not for lighting  
use)

#### PLEASE NOTE:

- (1) Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- (2) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of SGD50.00.
- (3) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (4) Amount paid are non-refundable should the event is being cancelled or withdrawn.

**DEADLINE: 4 August 2023**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)

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**FORM 3**

**MRO ASIA 2023**

## FURNITURE SERVICE

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

The Standard Shell Scheme Package includes one (1) Wastepaper Basket. Kindly order only your additional requirements.

| CODE   | DESCRIPTION OF SERVICES / ITEMS | UNIT COST *              | QTY | COST * |
|--|---------------------------------|--------------------------|-----|--------|
|  |                                 |                          |     |        |
|  |                                 |                          |     |        |
|  |                                 |                          |     |        |
|  |                                 |                          |     |        |
|  |                                 |                          |     |        |
|  |                                 |                          |     |        |
|  |                                 |                          |     |        |
| * Subject to 8% Goods & Services Tax (GST)<br>** GST is not applicable for foreign-based exhibitors. |                                 | Total Cost Before GST    |     |        |
|  |                                 | 8% GST**                 |     |        |
|  |                                 | Total Cost Including GST |     |        |

### PAYMENT (Please select preferred method of Payment)

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.  
Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in USD to the following account: **Kingsmen Exhibits Pte Ltd**  
Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685  
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☐ **For All Exhibitors: Payment via Amex Credit Card**

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- (4) Amount paid are non-refundable should the event is being cancelled or withdrawn.



## FURNITURE PRICE LIST

| Chairs |                        |       |       |                    |       |        |                        |        |
|--------|------------------------|-------|-------|--------------------|-------|--------|------------------------|--------|
| Code   | Description            | S\$   | Code  | Description        | S\$   | Code   | Description            | S\$    |
| C1C    | Arm Chair (Black)      | 55.00 | C8U   | Low Stool (Black)  | 35.00 | C16P   | Bistro Chair           | 50.00  |
| C1D    | Arm Chair (Silver)     | 55.00 | C8X   | Low Stool          | 70.00 | C16Q1  | Bistro Chair           | 60.00  |
| C1E1   | Arm Chair (Black)      | 70.00 | C8X1  | Low Stool          | 70.00 | C16Q2  | Bistro Chair           | 65.00  |
| C1E2   | Arm Chair (White)      | 75.00 | C8X2  | Low Stool          | 70.00 | C16R   | Bistro Chair           | 50.00  |
| C1E3   | Arm Chair (Brown)      | 75.00 | C9B   | Bar Stool (Chrome) | 45.00 | C16S   | Bistro Chair           | 55.00  |
| C1W    | Arm Chair              | 75.00 | C9B1  | Bar Stool          | 60.00 | C16T1  | Bistro Chair (Brown)   | 50.00  |
| C1W3   | Bistro Chair (Black)   | 95.00 | C9B2  | Bar Stool          | 60.00 | C16V2  | Arm Chair (White)      | 65.00  |
| C1X    | Arm Chair              | 65.00 | C9B3  | Bar Stool          | 55.00 | C16W   | Bistro Chair           | 55.00  |
| C1X1   | Arm Chair (Black)      | 65.00 | C9B4  | Bar Stool          | 65.00 | C16X   | Bistro Chair           | 55.00  |
| C1Y    | Arm Chair (White)      | 85.00 | C9B5  | Bar Stool          | 55.00 | C16X1  | Bistro Chair           | 55.00  |
| C1Y1   | Arm Chair (Blue)       | 85.00 | C9C   | Bar Stool          | 45.00 | C16Z   | Bistro Chair           | 50.00  |
| C1Y2   | Arm Chair (Yellow)     | 85.00 | C9J   | Bar Stool          | 55.00 | C22    | Folding Chair (Black)  | 15.00  |
| C1Z2   | Bistro Chair           | 85.00 | C9M   | Bar Stool          | 55.00 | C23    | Folding Chair (White)  | 15.00  |
| C1Z3   | Bistro Chair (White)   | 65.00 | C9P   | Bar Stool          | 65.00 | C29K   | Conference Chair       | 55.00  |
| C2A    | Arm Chair              | 65.00 | C9Q1  | Bar Stool (Wooden) | 55.00 | C29L   | Conference Chair       | 75.00  |
| C6     | Banquet Chair          | 40.00 | C9R   | Bar Stool (White)  | 60.00 | C29L1  | Conference Chair       | 85.00  |
| C7H    | Banquet Chair (Silver) | 40.00 | C9R1  | Bar Stool (Black)  | 60.00 | C30D1  | Typist Chair           | 60.00  |
| C7J    | Banquet Chair (White)  | 65.00 | C9S   | Bar Stool (White)  | 60.00 | C30D2  | Typist Chair           | 65.00  |
| C7K    | Banquet Chair (White)  | 75.00 | C9S1  | Bar Stool (Yellow) | 60.00 | C39AB  | Leather Sofa (White)   | 75.00  |
| C7P    | Banquet Chair          | 50.00 | C10S  | Bar Stool (White)  | 65.00 | C39AD3 | Fabric Sofa            | 150.00 |
| C7P1   | Banquet Chair          | 75.00 | C10T  | Bar Stool (Black)  | 75.00 | C39AP3 | Leather Sofa           | 200.00 |
| C7P2   | Banquet Chair          | 75.00 | C10V  | Bar Stool (White)  | 65.00 | C39AQ  | Leather Sofa (Black)   | 85.00  |
| C7P3   | Banquet Chair          | 75.00 | C10V1 | Bar Stool (Black)  | 75.00 | C39AQ2 | Leather Sofa (Black)   | 160.00 |
| C7U    | Bistro Chair           | 60.00 | C10W  | Bar Stool (Green)  | 75.00 | C39F   | Fabric Sofa (Red)      | 70.00  |
| C7U1   | Bistro Chair           | 60.00 | C10X  | Bar Stool (White)  | 65.00 | C39N   | Fabric Sofa (NavyBlue) | 70.00  |
| C7U2   | Black                  | 60.00 | C10Y  | Bar Stool (Red)    | 65.00 | C39R1  | Leather Sofa           | 85.00  |
| C7Z    | Bistro Chair           | 60.00 | C10Z1 | Bar Stool          | 65.00 | C39R2  | Leather Sofa           | 160.00 |
| C7Z1   | Bistro Chair (White)   | 60.00 | C10Z4 | Bar Stool (White)  | 55.00 | C39R3  | Leather Sofa           | 240.00 |
| C7Z2   | Blue                   | 65.00 | C12   | Bistro Chair       | 65.00 | C39S   | Fabric Sofa (White)    | 70.00  |
| C7Z3   | Yellow                 | 65.00 | C12A  | Bistro Chair       | 65.00 | C39T   | Fabric Sofa (Red)      | 70.00  |
| C7Z4   | Black                  | 65.00 | C12A1 | Bistro Chair       | 55.00 | C39U   | Fabric Sofa (Black)    | 70.00  |
| C8D    | Low Stool (White)      | 55.00 | C12B  | Bistro Chair       | 60.00 | C39W1  | Leather Sofa           | 75.00  |
| C8F    | Low Stool (White)      | 55.00 | C12C  | Bistro Chair       | 55.00 | C39W2  | Leather Sofa           | 150.00 |
| C8G    | Low Stool (Green)      | 55.00 | C16C1 | Bistro Chair       | 55.00 | C39Y   | Fabric Sofa (White)    | 100.00 |
| C8G1   | Low Stool (Yellow)     | 55.00 | C16M6 | Bistro Chair       | 75.00 | C39Z   | Black                  | 55.00  |
| C8I    | Low Stool (Blue)       | 55.00 | C16N  | Bistro Chair       | 55.00 |        |                        |        |
| C8K    | Long Stool (White)     | 90.00 | C16N1 | Bistro Chair       | 55.00 |        |                        |        |
| C8K1   | Long Stool (Black)     | 90.00 | C16N2 | Bistro Chair       | 55.00 |        |                        |        |
| C8K2   | Long Stool (Red)       | 90.00 |       |                    |       |        |                        |        |

| Tables               |                        |        |  |                        |        |   |                    |        |
|----------------------|------------------------|--------|--|------------------------|--------|---|--------------------|--------|
| Code                 | Description            | S\$    | Code   | Description            | S\$    | Code  | Description        | S\$    |
| T2                   | Coffee Table           | 65.00  | T6B  | Coffee Table           | 65.00  | T19F  | Round Table        | 65.00  |
| T2A                  | Coffee Table           | 55.00  | T6C  | Coffee Table           | 55.00  | T19F1   | Round Table        | 75.00  |
| T2F1                 | Coffee Table           | 75.00  | T6D  | Coffee Table           | 60.00  | T19F2   | Round Table        | 65.00  |
| T2G                  | Coffee Table           | 75.00  | T7   | Information Table      | 65.00  | T19F3   | Round Table        | 75.00  |
| T2G1                 | Coffee Table           | 55.00  | T7A  | Information Table      | 75.00  | T21/15  | Round Table        | 55.00  |
| T2H                  | Coffee Table           | 65.00  | T10C   | Cocktail Table (Brown) | 65.00  | T21B/13A  | Round Table        | 55.00  |
| T2J                  | Coffee Table           | 55.00  | T10D   | Cocktail Table (Black) | 75.00  | T21A/14   | Round Table        | 65.00  |
| T2K                  | Coffee Table           | 55.00  | T10D1  | Cocktail Table         | 65.00  | T21B/14   | Round Table        | 65.00  |
| T3                   | Coffee Table (Black)   | 40.00  | T10F   | Cocktail Table (White) | 65.00  | T21C/15   | Conference Table   | 55.00  |
| T3A                  | Coffee Table (Wooden)  | 40.00  | T10H   | Cocktail Table         | 75.00  | T26/15  | Square Table       | 55.00  |
| T3A2                 | Coffee Table (White)   | 40.00  | T10H4  | Round Table            | 65.00  | T26B/13A  | Square Table       | 55.00  |
| T3B                  | Coffee Table           | 40.00  | T10J   | Cocktail Table (Glass) | 75.00  | T26D  | Square Table       | 65.00  |
| T3B2                 | Coffee Table           | 40.00  | T10K   | Cocktail Table (White) | 75.00  | T26E  | Square Table       | 55.00  |
| T3C                  | Coffee Table (Wooden)  | 40.00  | T10K1  | Cocktail Table (White) | 65.00  | T28D/13A  | Conference Table   | 85.00  |
| T3D                  | Coffee Table           | 50.00  | T10M   | Cocktail Table         | 65.00  | T28E/15   | Conference Table   | 85.00  |
| T3E                  | Coffee Table           | 50.00  | T12/15   | Conference Table       | 90.00  | T28G/15   | Conference Table   | 100.00 |
| T3E1                 | Coffee Table           | 55.00  | T19A   | Round Table (Glass)    | 55.00  | T29K  | Conference Table   | 90.00  |
| T3E2                 | Coffee Table           | 60.00  | T19B/21  | Round Table            | 50.00  | T29K1   | Conference Table   | 110.00 |
| T3E4                 | Coffee Table           | 65.00  | T19C   | Round Table (Glass)    | 65.00  | T29K2   | Conference Table   | 110.00 |
| T3E5                 | Coffee Table           | 75.00  | T19D   | Round Table (Glass)    | 65.00  | T29K3   | Conference Table   | 110.00 |
|                      |                        |        | T19E   | Round Table            | 65.00  | T29K4   | Conference Table   | 110.00 |
|                      |                        |        |  |                        |        |   |                    |        |
| Cabinets & Showcases |                        |        | Cabinets & Showcases                               |                        |        | Cabinets & Showcases                            |                    |        |
| Code                 | Description            | S\$    | Code   | Description            | S\$    | *halogen downlight will be charged separately   |                    |        |
| A21                  | Display Cube (500mm)   | 85.00  | A38  | Sink With Cabinet      | 90.00  | S5  | Counter Showcase   | 250.00 |
| A22                  | Display Cube (750mm)   | 110.00 | <i>*Plumbing socket will be charged separately</i> |                        |        | S6  | Square Showcase    | 350.00 |
| A23                  | Display Cube (1mHt)    | 140.00 | A50  | 2-Tier Counter         | 80.00  | S7  | Showcase           | 500.00 |
| A37                  | Lockable Cabinet       | 110.00 | A51  | 3-Tier Counter         | 110.00 | S8  | Showcase           | 500.00 |
| A37A                 | Curved Info Counter    | 140.00 | S3   | Counter Showcase       | 250.00 | S10C  | Showcase           | 400.00 |
| A37AA                | Lockable Cabinet       | 140.00 |  |                        |        |   |                    |        |
| Miscellaneous        |                        |        | Miscellaneous                                      |                        |        | Miscellaneous                                   |                    |        |
| Code                 | Description            | S\$    | Code   | Description            | S\$    | Code  | Description        | S\$    |
| A4                   | Wastepaper Basket      | 5.00   | A20E   | Coat Rack              | 80.00  | A49A  | Signage Stand      | 100.00 |
| A5C                  | Barricade (1m per set) | 40.00  | A20F   | Coat Stand             | 80.00  | A49B  | Signage Stand      | 100.00 |
| A9B                  | Barricade (1m per set) | 35.00  | A33A   | Easel                  | 60.00  | A49C  | Signage Stand      | 100.00 |
| A15B                 | Brochure Stand         | 80.00  | A42  | Refrigerator           | 280.00 | A49D  | Signage Stand      | 100.00 |
| A15C                 | Brochure Stand         | 80.00  | <i>*Power socket will be charged separately</i>    |                        |        | A55   | Plastic Bags Stand | 45.00  |
| A15D                 | Brochure Stand         | 80.00  | A43  | Refrigerator           | 415.00 | L05   | Table Lamp         | 65.00  |
| A15E                 | Brochure Stand         | 80.00  | <i>*Power socket will be charged separately</i>    |                        |        | <i>*Power socket will be charged separately</i> |                    |        |
| A15G                 | Brochure Stand         | 80.00  |  |                        |        | L06   | Standing Lamp      | 95.00  |
| A15H                 | Brochure Stand         | 80.00  |  |                        |        | <i>*Power socket will be charged separately</i> |                    |        |
| A15J                 | Brochure Stand         | 80.00  |  |                        |        |   |                    |        |

# Chairs

Arm Chair



C1C | 400L x 430W x 460H



C1D | 400L x 430W x 470H



C1E1 | 560L x 580W x 460H



C1E2 | 470L x 565W x 480H



C1E3 | 650L x 600W x 495H



C1X1 | 545L x 520W x 450H



C2A | 545L x 520W x 450H



C1W | 580L x 580W x 460H



C1W3 | 700W X 700D X 450H



C1X | 560L x 510W x 510H



C1Y | 600W x 625D x 440H



C1Y1 | 600W x 625D x 440H



C1Y2 | 600W x 625D x 440H



C16V2 | 445W x 420D x 480H

Bistro Chair



C1Z2 | 500W x 500D x 440H



C1Z3 | 500Wx 500D x 450H

Stocks are subjected to availability. Dimensions are approximately in millimetres.

# Chairs

## Bistro Chair



C6 | 480L x 430W x 450H



C7K | 490L x 560W x 560H



C7H | 450L x 450W x 450H



C7J | 545L x 520W x 460H



C7P | 400L x 420W x 450H



C7P1 | 530L x 465W x 460H



C7P2 | 560L x 540W x 490H



C7P3 | 560L x 540W x 490H



C7U | 350L x 400W x 490H



C7U2  
Black



C7U1 | 550W x 560D x 440H



C7Z | 400L x 470W x 450H



C7Z1 | 570L x 465W x 440H



C7Z2  
Blue



C7Z3  
Yellow



C7Z4  
Black



C12 | 580W x 550D x 440H



C16C1 | 430L x 520W x 440H



C16N | 680L x 680W x 450H



C16N1 | 680L x 680W x 450H



C16N2 660L x 580W x 480 / 560H



C16P | 490L x 450W x 450H



C16Q1 | 490L x 490W x 430H



C16Q2 | 520L x 500W x 460H

Stocks are subjected to availability. Dimensions are approximately in millimetres.

# Chairs

## Bistro Chair



C16S | 660L x 660W x 450H



C16R | 400L x 440W x 440H



C16T1 | 400L x 440W x 440H



C12A | 510L x 505W x 460H



C12A1 | 490L x 540W x 450H



C12B | 485L x 535W x 435H



C12C | 600L x 520W x 450H



C16M6 | 550L x 480W x 500H



C16W | 460L x 460W x 450H



C16X | 460L x 460W x 450H



C16X1 | 460L x 540W x 450H



C16Z | 550D x 520W x 890H



C23 | 460L x 400W x 450H

C22  
Black

## Folding Chair

## Conference Chair



C29K  
600L x 500W x 420 / 520H



C29L  
480L x 520W x 495 / 558H



C29L1  
480L x 635W x 495 / 558H

## Typist Chair



C30D1  
486L x 430W x 450 / 500H



C30D2  
670L x 600W x 450 / 500H



# Stools

Low Stool



C8U Black  
(400H)

C8D | DIA 380 X 460H



C8G  
Green

C8I  
Blue

C8G1  
Yellow

C8F | 400L x 400W x 400H



C8K1  
Black

C8K2  
Red

C8K | 1200L x 440W x 400H



C8X | 1000L x 800W x 450H



C8X2 | 1000L x 800W x 450H



C9B | 400L x 440W x 740H



C9B1 | 430L x 430W x 750H

Bar Stool



C9B2 | 430L x 430W x 750H



C9B3 | 480L x 410W x 680H



C9B4 | 435L x 405W x 750H



C9B5 | 545L x 550W x 750H



C9C | 320L x 330W x 730H



C9J | 440L x 430W x 780H



C9M | 350L x 400W x 520 / 770H



C9P | DIA 470 x 730H

# Stools

## Bar Stool



C9Q1 | 400W x 450D x 740H



C9R | 440W x 400D x 770H



C9R1 | 440W x 400D x 770H



C9S | 465W x 510D x 1110H



C9S1 | 465W x 510D x 1110H



C10S | 440L x 400W x 520 / 770H



C10T Dark Brown  
C10W Green



C10V | 360L x 360W x 520 / 760H



C10V1 Black



C10X  
460L x 420W x 580 / 790H



C10Y  
460L x 420W x 580 / 790H



C10Z1  
400L x 410W x 560 / 820H



C10Z4  
520L x 545W x 570 - 760H

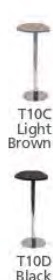


T10H  
DIA 600 x 670 / 910H

## Cocktail Table



T10F DIA 550 x 1110H



T10C Light Brown  
T10D Black



T10D1 DIA 700 x 1110H



T10J (Glass)  
DIA 600 x 1070H



T10K | DIA 700 x 1100H

## Cocktail Table

# Tables

## Cocktail Table



**T10K1** | DIA 600 x 1000H



**T10M** | 650L x 650W x 1060H



**T2** | DIA 520 x 440H



**T2A** | 500L x 500W x 350H

## Coffee Table



**T3** | 550L x 550W x 450H



**T3A** | 500L x 500W x 420H



**T3A2** | 550L x 550W x 450H



**T3C** | 500L x 500W x 420H



**T3D** | 1140L x 640W x 370H



**T3E** | DIA 400 X 450H  
**T3E1** | DIA 500 X 520H  
**T3E2** | DIA 600 X 580H



**T3B** | 1000L x 500W x 420H



**T3B2** | 900L x 550W x 450H



**T2F1** | DIA 620 x 350H



**T2G** | DIA 500 x 460H



**T2G1** | DIA 450 x 530H



**T2H** | DIA 500 x 450H



# Tables

## Coffee Table



T2J | DIA 500 x 510H



T2K | DIA 500 x 550H



T3E4 | 400L x 420W x 390H  
T3E5 | 500L x 520W x 420H



T6B | 600L x 600W x 390H



T6C | DIA 800 x 450H



T6D | DIA 600 x 370H

## Round Table



T19A | DIA 750 x 750H



T19B/21 | DIA 760 x 750H



T19C | DIA 750 x 750H



T19D | DIA 900 x 750H



T19E | DIA 700 X 730H



T21B/13A | DIA 760 x 700H



T21A/14 | DIA 760 x 700H



T21/15 | DIA 760 x 700H



T19F | DIA 800 X 735H  
T19F1 | DIA 1000 X 735H



T19F2 | DIA 800 X 745H  
T19F3 | DIA 1000 X 745H



T10H4 | DIA 710 X 720H

## Tables / Miscellaneous

### Sqaure Table



T26/15 | 760L x 760W x 700H



T26B/13A | 760L x 760W x 700H



T26D | 800L x 800W x 730H



T26E | 800L x 800W x 740H

### Conference Table



T21C/15 | DIA 1200 x 700H



T12/15 | 1200L x 800W x 700H



T28D/13A | 1200L x 800W x 700H



T28G/15 | 1900L x 900W x 700H



T29K | 1200L x 800W x 730H  
T29K1 | 2000L x 800W x 730H



T29K2 | 1200L x 800W x 740H



T29K3 | 1200L x 800W x 730H



T29K4 | 1200L x 800W x 730H

### Information Table



T7 | 1000L x 500W x 750H  
T7A | 1000L x 500W x 1000H



A37A | 1000L x 500W x 1000H

### Lockable Cabinet



A37 | 1000L x 500W x 750H

# Miscellaneous

## Lockable Cabinet



**A37AA (with shelf)**  
1000L x 500W x 1000H

## Tiered Counter



**A50**  
1000L x 300W x 1000 / 750H  
(without lockable cabinet)



**A51**  
1000L x 300W  
x 1000H / 750H / 500H

## Counter Showcase



**S3** | 1000L x 500W x 900H



**S5** | 1000L x 500W x 900H

## Sink with Cabinet



**A38** | 1000L x 400W x 1000H

## Display Cube



**A21** | 500L x 500W x 500H  
**A22** | 500L x 500W x 750H  
**A23** | 500L x 500W x 1000H

## System Shelf



**A47A** | 1000L x 500W x 2000H



**A47B** | 1000L x 500W x 1500H



**A47C** | 500L x 500W x 2000H



**A47D** | 500L x 500W x 1500H

## Showcase



**S6** | 500L x 500W x 2100H  
(with 2 halogen downlights)



**S7** | 1000L x 500W x 2100H  
(with 4 halogen downlights)



**S8** | 1000L x 500W x 2100H  
(with 4 halogen downlights)



**S10C** | 430L x 370W x 1620H  
(with 1 halogen downlights)

# Miscellaneous

## Lamp



L05 Table Lamp



L06 Standing Lamp

## Barricade



A9B | 900H



A5C | 900H

## Brochure Stand



A15B | 260L x 1270H



A15C | 260L x 1270H



A15D | 235L x 1500H



A15E | 300L x 1610H



A15G  
270L x 280W x 1380H



A15H  
Black



A15J | 240L x 1500H

## Refrigerator



A42  
420L x 400W x 820H



A43  
550L x 550W x 1440H

## Signage Stand



A49A | 570L x 1620H



A49B | 270L x 1280H



A49C | 220L x 1200H



A49D  
Max: 2.4mH (incl. of pole base)  
Mid: 1.7mH (incl. of pole base)  
Min: 0.9mH (incl. of pole base)

## Miscellaneous



A20E  
1220L X 1225 /1650H



A20F | 550L x 1700H



A33A | 1000L x 450W x 1050H



A55 | 440L x 990H



A4 | DIA 230 x 280H



**DEADLINE: 4 August 2023**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)
**FORM 4**
**MRO ASIA 2023**
**AV EQUIPMENT RENTAL**
**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

- Standard cables for equipment connection not exceeding 2m will be provided. Should you require the cable to be longer than 2m, it will be quoted separately.
- The below quoted price does not include electrical supply.

| DESCRIPTION OF SERVICES / ITEMS  | UNIT COST *              | QTY | COST * |
|--|--------------------------|-----|--------|
| USB Media Player   | SGD 160.00               |     |        |
| Notebook Intel i5 2.0Ghz   | SGD 350.00               |     |        |
| Notebook Intel i7 3.0Ghz   | SGD 580.00               |     |        |
| Floor Stand (For 32" or 42" Screens only)  | SGD 140.00               |     |        |
| 22" LCD TV Monitor (Without Speaker)   | SGD 280.00               |     |        |
| 32" LCD TV Monitor (With Speaker – Full HD)  | SGD 650.00               |     |        |
| 42" LCD TV Monitor (With Speaker – Full HD)  | SGD 1,100.00             |     |        |
| 55" LCD TV Monitor (With Speaker – Full HD)  | SGD 1,700.00             |     |        |
| 32" Multi Touch Overlay Panel, c/w LED Monitor & i7 Processor  | SGD 1,680.00             |     |        |
| 43" Multi Touch Overlay Panel, c/w LED Monitor & i7 Processor  | SGD 2,240.00             |     |        |
| * Subject to 8% Goods & Services Tax (GST)<br>** GST is not applicable for foreign-based exhibitors. | Total Cost Before GST    |     |        |
|  | 8% GST**                 |     |        |
|  | Total Cost Including GST |     |        |

**PAYMENT (Please select preferred method of Payment)**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>For Local Exhibitors: Crossed cheque or bank draft</b> made payable to Kingsmen Exhibits Pte Ltd.<br>Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032  |
| <input type="checkbox"/> | <b>For Overseas Exhibitors: Telegraphic Transfer</b> – Please make payment in USD to the following account: <b>Kingsmen Exhibits Pte Ltd</b><br>Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685<br>Account No.: <b>106-900-026-1</b> , Swift Code: <b>UOVBSGSG</b> |
| <input type="checkbox"/> | <b>For All Exhibitors: Payment via Amex Credit Card</b><br><br>Pls check the box and an authorization form will be sent to you for Amex Credit Card payment.   |

**PLEASE NOTE:**

- Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of SGD50.00.
- Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- Amount paid are non-refundable should the event is being cancelled or withdrawn.

**DEADLINE: 4 August 2023**

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22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)

**kingsmen**

A communication design & production group

**FORM 5**

**MRO ASIA 2023**

## GRAPHICS PRODUCTION

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

| ITEM   | DESCRIPTION OF SERVICE   | UNIT COST *              | QTY | COST * |
|--|--|--------------------------|-----|--------|
|                     | Fascia logo mounted onto compressed foam<br>(Size: 300mmL to 600mmL x 300mmH)            | SGD 140.00               |     |        |
|                    | Fascia logo mounted onto compressed foam<br>(Size: 3000mmL x 300mmH)                     | SGD 210.00               |     |        |
|                    | Digital print graphic mounted directly onto<br>system panels<br>(Size: 950mmL x 2340mmH) | SGD 210.00               |     |        |
|                    | Seamless wall graphic<br>(Size: 3000mmL x 2500mmH)                                       | SGD 945.00               |     |        |
|                    | Seamless wall graphic<br>(Size: 6000mmL x 2500mmH)                                       | SGD 1890.00              |     |        |
|                    | Digital print logo on front of T7 750mmH counter<br>(Size: 950mmL x 630mmH)              | SGD 140.00               |     |        |
| * Subject to 8% Goods & Services Tax (GST)<br>** GST is not applicable for foreign-based exhibitors. |  | Total Cost Before GST    |     |        |
|  |  | 8% GST**                 |     |        |
|  |  | Total Cost Including GST |     |        |

**All artwork to be provided by client in high resolution PDF or illustrator format.  
Minimum 72dpi at actual size.**

|  |  |
|--|--|
| <b>PAYMENT (Please select preferred method of Payment)</b> |  |
| <input type="checkbox"/>                                   | <b>For Local Exhibitors: Crossed cheque or bank draft</b> made payable to Kingsmen Exhibits Pte Ltd.<br>Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032  |
| <input type="checkbox"/>                                   | <b>For Overseas Exhibitors: Telegraphic Transfer</b> – Please make payment in USD to the following account: <b>Kingsmen Exhibits Pte Ltd</b><br>Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685<br>Account No.: <b>106-900-026-1</b> , Swift Code: <b>UOVBSGSG</b> |
| <input type="checkbox"/>                                   | <b>For All Exhibitors: Payment via Amex Credit Card</b><br><br>Pls check the box and an authorization form will be sent to you for Amex Credit Card payment.   |

**PLEASE NOTE:**

- (5) Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- (6) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of SGD50.00.
- (7) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (8) Amount paid are non-refundable should the event is being cancelled or withdrawn.

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**FORM 6**

**MRO ASIA 2023**

## CARPET ORDER

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

| CODE   | DESCRIPTION OF SERVICES / ITEMS | UNIT COST PER SQM*       | SQM | COST * |
|--|---------------------------------|--------------------------|-----|--------|
|  | Needle Punch Carpet (2mm Thick) | SGD 10                   |     |        |
|  | Velour Carpet (5mm Thick)       | SGD 35                   |     |        |
|  |                                 |                          |     |        |
|  |                                 |                          |     |        |
| * Subject to 8% Goods & Services Tax (GST)<br>** GST is not applicable for foreign-based exhibitors. |                                 | Total Cost Before GST    |     |        |
|  |                                 | 8% GST**                 |     |        |
|  |                                 | Total Cost Including GST |     |        |

### PAYMENT (Please select preferred method of Payment)

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.

Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in USD to the following account: **Kingsmen Exhibits Pte Ltd**

Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685

Account No.: **106-900-026-1**, Swift Code: **UOVBSGSG**

☐ **For All Exhibitors: Payment via Amex Credit Card**

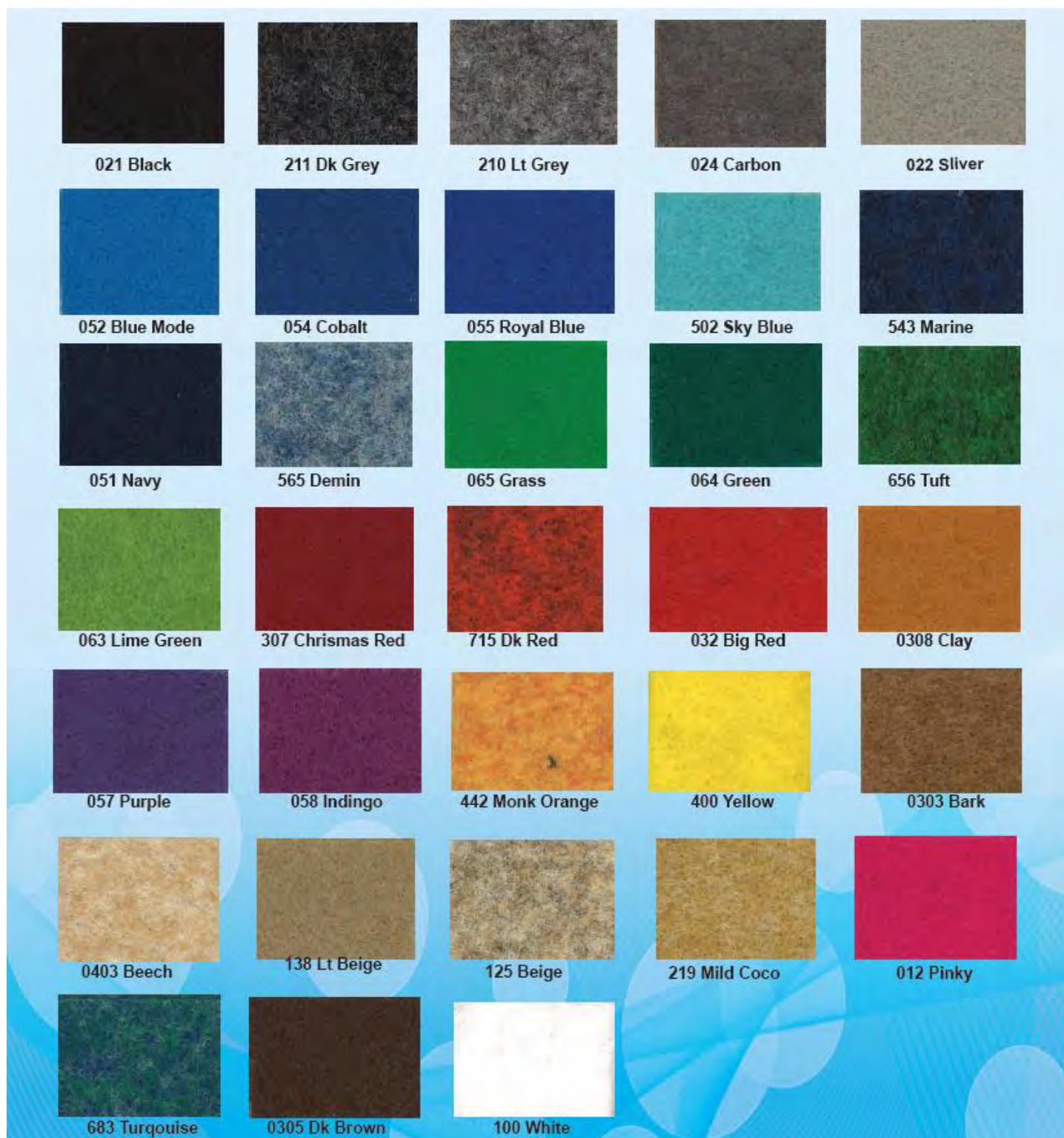
Pls check the box and an authorization form will be sent to you for Amex Credit Card payment.

### PLEASE NOTE:

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- (10) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of SGD50.00.
- (11) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (12) Amount paid are non-refundable should the event is being cancelled or withdrawn.



## Needle Punch Carpet



## Velour Carpet



NC 8947 Lt Grey



NC 8974 Mid Grey



NC 8970 Dk Grey



NC 8220 Cream



NC 8877 Royal Blue



NC 8860 Lt Blue



NC 8540 Dk Red



NC 8547 Red



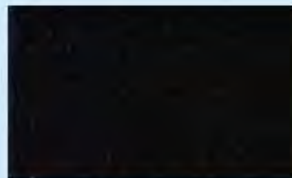
NC 8873 Lt Purple



NC 8554 Navy Blue



NC 55 Blue



NC 9003 Black



NC 8725 Green



NC 45 Lt Green



NC 8640 Orange



NC 9445 Brown

**DEADLINE: 4 August 2023**

Please Return Form to:

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22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)
**FORM 7**
**MRO ASIA 2023**

## CLEANING SERVICE

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

| Cost/sqm/day   | Area (Minimum order of 9sqm) | No. of days              | COST * |
|--|------------------------------|--------------------------|--------|
| SGD 14   |                              |                          |        |
|  |                              |                          |        |
| * Subject to 8% Goods & Services Tax (GST)<br>** GST is not applicable for foreign-based exhibitors. |                              | Total Cost Before GST    |        |
|  |                              | 8% GST**                 |        |
|  |                              | Total Cost Including GST |        |

### PAYMENT (Please select preferred method of Payment)

☐ **For Local Exhibitors: Crossed cheque or bank draft** made payable to Kingsmen Exhibits Pte Ltd.  
Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in USD to the following account: **Kingsmen Exhibits Pte Ltd**  
Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685  
Account No.: **106-900-026-1**, Swift Code: **UOVBSGSG**

☐ **For All Exhibitors: Payment via Amex Credit Card**

Pls check the box and an authorization form will be sent to you for Amex Credit Card payment.

### PLEASE NOTE:

- (13) Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card. Due to the Merchant bank new regulations, we will not be able to charge to VISA & Mastercard without the physical card. Apologies for any inconveniences caused.
- (14) Please note that withholding & government taxes, if any, shall be borne by the Exhibitors. For Foreign Exhibitors, each invoice will be subjected to a bank charge of SGD50.00.
- (15) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (16) Amount paid are non-refundable should the event is being cancelled or withdrawn.



**DEADLINE: 4 August 2023**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)

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A communication design & production group

**FORM 8**

**MRO ASIA 2023**

## HALL RIGGING SERVICE

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

1. Only the official contractor is permitted to undertake the installation and dismantling of suspended structures or aluminum truss in the exhibition hall.
2. Booth visual and rigging point layout plan must be submitted within one week after the deadline for approval.
3. All designs and drawings are subjected to approval and fees by Singapore's Building and Construction Authority.
4. Professional Engineer (PE) Endorsement must be submitted at least 10 working days prior to commencement of work. No rigging work will commence without PE Endorsement and compliance to Health and Safety rules and regulations. Any payment made will not be refunded due to non-compliance of clients' obligations.
5. The below costs does not include Professional Engineer (PE) Endorsement.

| DESCRIPTION OF SERVICES / ITEMS   | UNIT COST *              | QTY | COST * |
|---|--------------------------|-----|--------|
| Rigging point for Client's Overhead Structure or Aluminium Box Truss (per point)<br>• Prices are not inclusive of truss | SGD 200.00               |     |        |
| Manual Chain Hoist (per point)  | SGD 400.00               |     |        |
| Rental of Boom Lift for Rigging (Mandatory charge per booth)  | SGD 500.00               |     |        |
| Rental of 300mm x 300mm Aluminium Box Truss (per meter run)   | SGD 80.00                |     |        |
| Advertising Charge from Venue (Mandatory charge per hanging structure)  | SGD 1,200.00             |     |        |
|   |                          |     |        |
|   |                          |     |        |
| * Subject to 8% Goods & Services Tax (GST)<br>** GST is not applicable for foreign-based exhibitors.                    | Total Cost Before GST    |     |        |
|   | 8% GST**                 |     |        |
|   | Total Cost Including GST |     |        |

### PAYMENT (Please select preferred method of Payment)

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Mailing Address: 22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032
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Bank Name: United Overseas Bank (Novena Branch), 238A Thomson Road, #01-38, Novena Square, (S) 307685  
Account No.: **106-900-026-1**, Swift Code: **UOVBSGSG**
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**DEADLINE: 4 August 2023**

Please Return Form to:

**KINGSMEN EXHIBITS PTE LTD**

22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : [mroasia2023@kingsmen-int.com](mailto:mroasia2023@kingsmen-int.com)

**kingsmen**

A communication design & production group

**FORM 9**

**MRO ASIA 2023**

## SERVICE LOCATION PLAN

**This form must be completed and returned by all Exhibitors. (Please type / write in block letters.)**

Company Name : \_\_\_\_\_ Stand No : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Authorised by : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

1. Indicate clearly the location of your utilities such as power outlets, spotlights, water and compressed air on this Form.
2. It is imperative that you complete this Form as it will be used to install your requirements in the correct locations before you arrive on-site.
3. Please ensure that the positions of the lights are on the wall or fascia (unless your booth has an interior structure to which the lights can be attached).
4. If the location plan of any service is not submitted with the order form before the stated deadline, it will be placed at the discretion of the Official Contractor.

|  | Left | Back of Booth          |  |  |  |  |  | Right |  |
|--|------|------------------------|--|--|--|--|--|-------|--|
| Indicate Adjacent Booth No. in this direction. |      |                        |  |  |  |  |  |       | Indicate Adjacent Booth No. in this direction. |
|  |      |                        |  |  |  |  |  |       |  |
|  |      |                        |  |  |  |  |  |       |  |
|  |      |                        |  |  |  |  |  |       |  |
|  |      |                        |  |  |  |  |  |       |  |
|  |      |                        |  |  |  |  |  |       |  |
|  | Left | Front of Booth (Aisle) |  |  |  |  |  | Right |  |

Legend (Use only the items applicable):



SPOTLIGHT

SOCKET POINT



FLUORESCENT LIGHT

FLOODLIGHT

### PLEASE NOTE:

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