





## TERMS AND CONDITIONS FOR VENDORS

### 1. CONTRACT:

1.1. This application for booth space, when and if accepted by SPOC Solutions Pte Ltd (Organizer), shall constitute a contract between the Vendor and SPOC Solutions Pte Ltd.

1.2. The terms and conditions are as outlined herein.

1.3. The organizer will honor location requests, but reserves the right, if necessary, to amend and modify up to and including the day of Singapore River Market.

1.4. The Organizer reserves the right to change an assigned booth space to another location at any time it deems necessary.

### 2. QUALIFICATIONS TO EXHIBIT:

2.1. The Organizer reserves the right to remove, decline, or prohibit any exhibit, or part of an exhibit or proposed exhibit which, in its opinion, is not suitable to or in keeping with the character of the market.

2.2. Vendors should only sell goods specified in the Agreement Form. Selling goods other than those specified in the Agreement Form is not permitted. Should the Vendor wish to add to the list, the Vendor should contact the Organizer before the market.

2.3. Exhibits must be constructed so they do not obstruct the public aisles or general view in the adjoining spaces

2.4. Exhibits shall not contain audio, visual or other devices that cause interference with other vendors. Vendors shall not use any form of public address system.

2.5. Any manner of vendor display beyond the assigned space is strictly prohibited. It must be within the 6ft by 6ft space provided.

2.6. Exhibits shall be open during the times noted in the published market hours. Your booth must be open for business by 5pm on all three days. Strictly no closing or packing up before the appointed fair dates and times. The security deposit of \$50 will not be refunded should this term be breached.

2.7. Each paid booth gets one 6 feet by 2.5 feet table with two chairs.

### 3. SUB-LEASE OF SPACE:

3.1. The Vendor shall not sub-lease, transfer or apportion any part of its allotted space unless specifically approved by the Organizer, and shall not exhibit or permit to be exhibited in its space any merchandise not part of its known regular products, and shall not exhibit any advertising material not directly pertaining to the products being exhibited.

### 4. NON-DELIVERY:

4.1. The Organizer will not be liable for failure to deliver the space in the event of the building becoming unavailable through fire, act of God, public enemy, strikes, the authority of the law or any other cause beyond its control.

4.2. The Organizer will not be liable for any cancellations or refunds should any unexpected weather conditions such as rain happens. It is up to the Vendors to make their own necessary arrangements to shelter or have contingency for this circumstance.

### 5. PAYMENTS AND REFUNDS:

5.1. To be accepted as a Vendor for the Singapore River Market, the Acceptance Form must be received before the market applied for, unless otherwise agreed with the organizer.

5.2. FULL PAYMENT OR INSTALLMENT must be made at the time of application together with the Acceptance Form.

5.3. Priority in booth selection will be determined on a first-come, first-served basis and subject to Organizer approval.

5.4. If a Vendor, with or without notification, withdraws from its commitment, cancels or no-shows at any time after full payment and confirmation is made, or if there are unexpected weather conditions such as rain, there will strictly be no

refund on the full payment made, except for the S\$50 refundable security deposit.

### 6. CANCELLATION OF CONTRACT:

6.1. SPOC Solutions Pte Ltd reserves the right to terminate this contract and to withhold from the Vendor possession of the exhibit space if the Vendor fails to comply with the terms and conditions described herein.

### 7. DAMAGES:

7.1. SPOC Solutions Pte Ltd is not and shall not be liable for any damages, theft or losses, damages caused by rain, whether direct, indirect, consequential or otherwise, to the Vendors, its agents and employees or visitors to its exhibits.

### 8. SECURITY:

8.1. Security is provided from 1159pm on the first market night to 2 p.m. on the second market day, and the same on the second night. This is not an insurance policy. Vendors are advised to contact their business insurance agent for appropriate coverage.

8.2. Organizer assumes no responsibility or liability for theft, losses or damages, however caused.

### 9. SET-UP AND REMOVAL OF BOOTH AND EXHIBIT MATERIALS:

9.1. Set-up of exhibit materials is between 3pm to 5pm at the River Promenade. All exhibit materials and display structures must be removed from the market area no earlier than 10pm on Sunday and no later than 11pm, on Sunday. Booth materials not removed by the deadline imposed shall be removed and disposed. The full costs of removal will be invoiced to the Vendors.

9.2. Vendors are responsible for the shipping, storage, set up, tear down and return of all exhibit materials.

### 10. LICENSES, PERMITS, COPYRIGHTS ETC.

10.1. Displaying and selling of exhibits, products and services promoting objectionable behavior including but not limited to obscenity and nudity are STRICTLY PROHIBITED in the market.

10.2. Vendors are to ensure that the exhibits/publications/films/audio materials on display or sale are not objectionable on racial or religious grounds or are detrimental to national interests.

10.3. Vendors shall comply strictly with all the relevant applicable laws and shall indemnify and save SPOC Solutions Pte Ltd and Central harmless against all losses claims demands liabilities actions costs expenses including legal fees arising out of in connection with any contravention of any such laws by the Vendors.

10.4. All exhibits and giveaways are to be registered and approved by the Organizer prior to the market.

### 11. GENERAL RULES, RIGHTS AND DUTIES.

11.1. The Vendors agree to indemnify and hold harmless the Organizer, Central, their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to person or property caused by the Vendors, their agents' representatives, employees or any other such person.

11.2. SPOC Solutions Pte Ltd and the Market Coordinator shall have sole authority to enforce and interpret these rules.

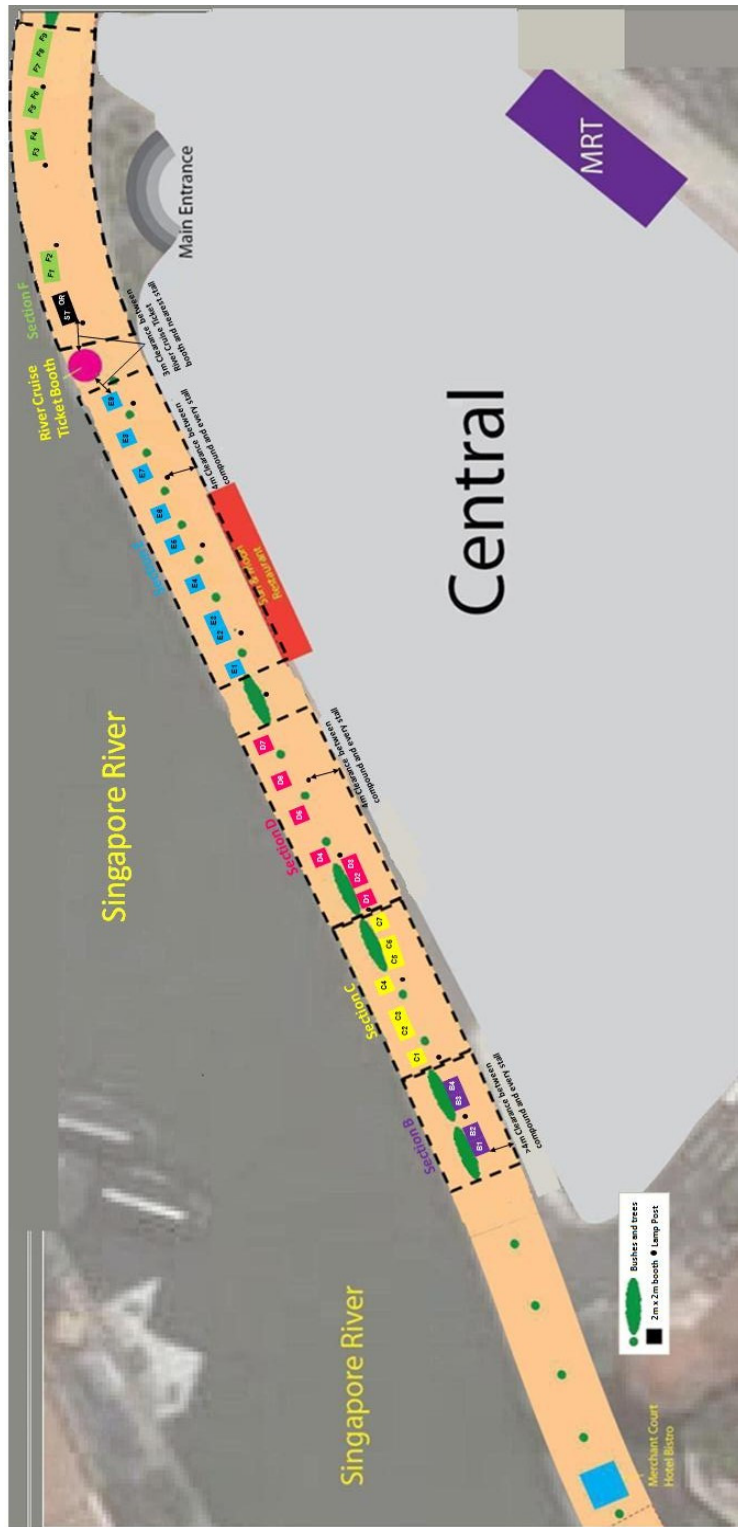
11.3. Any vendor who fails to abide by the rules and regulations of the Organizer, may, in the sole discretion of the Organizer, not be invited to exhibit at any further expositions or any other sanctions deemed appropriate by the Organizer.

**BY SIGNING THIS AGREEMENT, the vendor acknowledges and accepts all Singapore River Market terms, conditions, regulations, and procedures and certifies that the vendor has the authority to commit this agreement to abide by these as well as any additional regulations deemed necessary by SPOC Solutions Pte Ltd management on site. I agree to inform all other company representatives attending the market of these terms, conditions, regulations and procedures.**

**Authorized Signature & Name:**

**Date:**

## SRM 2011 Floorplan



For Official Use:  
Assigned Booth:



## Singapore River Market

# Application Form

All forms should be duly completed and submitted by latest **TWO WEEKS BEFORE** your requested time slot (E.g If u start on 3<sup>rd</sup> Dec, please send it in by 19<sup>th</sup> Nov) to ensure that all your needs are catered to. All spaces are allocated based on first-come, first-serve basis and on the organiser's discretion. Submit your forms in early!!

### Registration Particulars:

(\*) denotes mandatory field. Please ensure all mandatory fields are completed.

#### 1) \*Contact Details

Company Name: \_\_\_\_\_ Co. Reg. No.: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact personnel (1): \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact personnel (2): \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*Weekend Slots Requested (Please State): \_\_\_\_\_

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**2) Booth Activity**

2.1) Brief summary of product / services / activities to be conducted at your booth:

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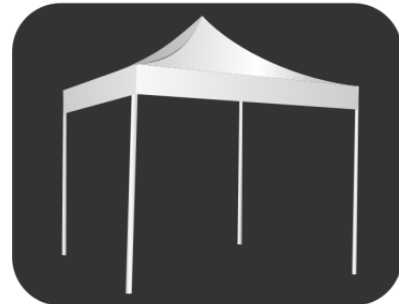
*NOTE: Participants / exhibitors are strongly encouraged to create promotional mechanics that actively engage and interact with audiences e.g. give talks/demonstrations to promote programmes/activities; provide hands-on opportunities for audiences to try out services etc.*

2.2) Booth Space (2m by 2m space)

Standard Furniture includes:

- 4. 02 x foldable chairs
- 5. 01 x 6ft by 2.5ft table
- 6. 01 x 13amp power point
- 7. 01 x fluorescent light
- 8. Comes in an ezy tent with side flaps

Visual of 2x2M Tent



2.3) Advertising and Promotional Materials:

Structures / Banners/ Collaterals (*if any, please indicate size and attach pictures if possible*)

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2.4) Electrical appliances / Electrical wiring:

*(Please provide in detail, the list of items / electrical setup that you will be executing at your booth)*

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**TERMS AND CONDITIONS FOR EXHIBITORS**

**1. CONTRACT AGREEMENT:**

- 1.1. This application for booth space, when and if accepted by the agencies appointed by the SPOC Solutions for Singapore River Market (hereinafter called Organiser), shall constitute a contract between the participant and SPOC Solutions for Singapore River Market.
- 1.2. The terms and conditions are as outlined herein.
- 1.3. The final floor plan and booth assignment will be provided at a later date.
- 1.4. The organiser will honour location requests, but reserves the right, if necessary, to amend and modify up to and including the day of the event.
- 1.5. The Organiser reserves the right to change an assigned booth space to another location at any time it deems necessary.
- 1.6. Each slot consists of 3 days (Fri, Sat, Sun) of the weekend with 5hours (5pm-10pm) minimum. Vendor has to accept all 3 days to obtain one slot.
- 1.7 Set-up and Tear-down timings must be strictly adhered to (refer to point 13 below).

**2. QUALIFICATIONS TO EXHIBIT:**

- 2.1. The Organiser reserves the right to remove, decline, or prohibit any exhibit, or part of an exhibit or proposed exhibit which, in its opinion, is not suitable to or in keeping with the character of the Market
- 2.2. Exhibits must be constructed so they do not obstruct the public aisles or general view in the adjoining spaces.

2.3. Exhibits shall not contain audio, visual or other devices that cause interference with other exhibitors. Exhibitors shall not use any form of public address system, unless permitted by the organisers with the provision that this will not cause a disturbance to neighbouring exhibitors.

2.4. Any manner of vendor display beyond the assigned space is strictly prohibited.

2.5. Exhibits shall be open only during the times noted in the published event hours

### 3. *SUB-LEASE OF SPACE:*

3.1. The Vendor shall not sub-lease, transfer or apportion any part of its allotted space unless specifically approved by the Organiser, and shall not exhibit or permit to be exhibited in its space any merchandise not part of its known regular products, and shall not exhibit any advertising material not directly pertaining to the products being exhibited.

### 4. *NON-DELIVERY/ Force Majeure:*

4.1. The Organiser will not be liable for failure to deliver the space in the event of the event space becoming unavailable through fire, act of God, public enemy, strikes, medical pandemic, and the authority of the law or any other cause beyond its control.

4.2. The Organiser will not be liable for any cancellations or refunds should any unexpected weather conditions such as rainy days. It is up to the Exhibitors to make their own necessary arrangements to shelter or have contingency for this circumstance.

4.3 Right To Cancel: In the event that the exhibition is postponed, shortened or extended due to any cause whatsoever outside/beyond the control of the Organiser, the Organiser 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 government authority.

4.4 Authority On Site - The Organiser shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. In the event of a dispute, the Organiser's decision will be final.

### 5. *CONFIRMATION:*

5.1. To be accepted as a participant for the Singapore River Market, the Application Form must be received two weeks before requested timeslots.

5.2. If the Organiser accepts, you will receive a Letter of Acceptance with your booth allocation.

5.3. Booth allocation will be solely based on the Organiser's discretion. Prime areas nearer to The Central might be allocated to vendors based on a first-come, first-serve basis.

5.4 To confirm your slot and participation, you must return the Letter of Acceptance signed, with full payment and a \$50 security deposit within **three working days**.

5.5 Organiser reserves the right to release your booth and cancel participation if you do not revert within stipulated deadline.

5.6 If a Vendor withdraws from its commitment with or without notification, withdraw, cancel or no-show at any time after confirmation, is made, or if there are unexpected weather conditions such as rain, there will strictly be no refund or compensation.

### 6. *CANCELLATION OF CONTRACT:*

6.1. SPOC Solutions for Singapore River Market reserves the right to terminate this contract and to withhold from the Vendor possession of the exhibit space if the Vendor fails to comply with the terms and conditions described herein.

### 7. *DAMAGES:*

7.1. Singapore River Market & SPOC SOLUTIONS PTE LTD are not and shall not be liable for any damages, theft or losses, damages caused by rain, whether direct, indirect, consequential or otherwise, to the Exhibitors, its agents and employees or visitors to its exhibits.

7.2) Neither the Organiser, Venue Sponsor, nor its agents or representatives, will be liable for any loss, injury or damage that may occur to the Exhibitor or to the Exhibitor's employees / exhibits / equipments / properties from any cause whatsoever. Exhibitors shall obtain, at its own expense, adequate insurance against such injury, loss or damage.

7.3) Exhibitors must draw down the canvas every night before leaving the booth. Valuables are also not recommended to be left at the booth overnight. The Organiser shall not be liable for any loss or damage.

7.4) Exhibitors are to ensure that tents / canvas and its stands are not vandalised or damaged.

#### 8. SECURITY:

8.1. Please secure side flaps every night before you leave.

8.2. There will be security for the entire night to keep all the logistical items safe.

8.3. Organiser assumes no responsibility or liability for theft, losses or damages, however caused.

8.4. The Exhibitor is solely and fully responsible for its own exhibit materials and should insure its exhibit against loss or damage from any cause whatsoever. All property of an Exhibitor is understood to remain in its care, custody and control in transit to or from or within the confines of the event venue.

#### 9. SET-UP AND REMOVAL OF EXHIBIT MATERIALS:

9.1. Set-up of exhibit materials is on Friday 3pm onwards. All exhibit materials and display structures must be removed from the event on every Sunday from 10pm onwards. Booth materials not removed by the deadline imposed shall be removed and disposed. The full costs of removal will be invoiced to the Exhibitors.

9.2. Exhibitors are responsible for the storage, set up, tear down and return of all exhibit materials.

#### 10. LICENSES, PERMITS, COPYRIGHTS ETC.

10.1. Displaying and selling of exhibits, products and services promoting objectionable behaviour including but not limited to obscenity and nudity are STRICTLY PROHIBITED in the Market. Organiser reserves the right to stop vendor's activities under any such violation.

10.2. Exhibitors are to ensure that the exhibits/publications/films/audio materials on display or sale are not objectionable on racial or religious grounds or are detrimental to national interests.

10.3. Exhibitors shall comply strictly with all the relevant applicable laws and shall indemnify and deem the organiser / contractor harmless against all losses claims demands liabilities actions costs expenses including legal fees arising out of in connection with any contravention of any such laws by the Exhibitors.

10.4. All exhibits and giveaways are to be registered and approved by the Organiser prior to the event.

#### 11. GENERAL RULES, RIGHTS AND DUTIES.

11.1. The Exhibitors agree to indemnify and hold harmless the Organiser, their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to person or property caused by the Exhibitors, their agents' representatives, employees or any other such person.

11.2. SPOC Solutions for Singapore River Market shall have sole authority to enforce and interpret these rules.

11.3. Any vendor who fails to abide by the rules and regulations of the Organiser, may, in the sole discretion of the Organiser, not be invited to exhibit at any further expositions or any other sanctions deemed appropriate by the Organiser.

#### 12. EVENT DETAILS:

12.1) Venue: Singapore River Promenade, from outside The Central towards Read Bridge.

#### 13) SET-UP AND TEAR-DOWN SCHEDULE DETAILS

##### Set up

- Every Friday 3pm onwards and ready by 4.30pm for SPOC Solutions to inspect.

##### Tear down

Every Sunday 10pm onwards and ready by 12am for SPOC Solutions to inspect.

13.1) All exhibitors are to ensure booth areas are clean and litter-free and that the property provided for is not abused / vandalised / destroyed while under their administration.

13.2) All exhibitors are to ensure that there is adequate protection to the floor and other existing structures of the premises during building-up and tearing-down of the structures to prevent scratching / staining / damaging the floor; and to the base of all the structures other than tentage structures which may cause rust stain. Exhibitors who fail to comply will incur the cost of removing such articles from their booths.

13.3) Exhibitors and / or Contractors must clear out items unintended for display purposes (i.e.containers, pack

ing items) by 12am on every Sunday of each weekend and remove all exhibits and decoration materials immediately after the event closes accordingly to the tear-down schedule. Exhibitors who fail to comply will incur the cost of removing such articles from their booths.

#### *14) Booth Layout and Design*

14.1) All booth designs are subjected to approval of the Fire Safety Bureau, Venue Owner and the Organiser. Written approval must be obtained from the Organiser on all special designed booths before construction proceeds.

14.2) Booth contractors will be notified if stand structure is required for Fire Safety Bureau application. Exhibitors / contractors will also be notified on any structures not in accordance to safety rules and regulations. Upon notification, contractor **must** expedite necessary action.

#### *15) Electrical Supply*

Electrical supply to booths will be available from 3pm every market day after adequate tests are performed to ensure safety. In the event where early electrical supply is required, Exhibitors are advised to make prior arrangement with their respective contractors for portable generators.

#### *16) Exhibits Consignment*

Exhibits consigned to the Organiser's site office **will not** be entertained nor accepted. The Organiser will not be responsible for or receive such consignments.

#### *17) General Cleaning*

17.1) The Venue only permits the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the existing flooring panels. Adhesive-backed (stick-on) decals and similar promotional items are not permitted. No adhesives are to be used on permanent carpeted floors, stone floors and walls. The Exhibitor will be responsible for the removal of all tapes and residue marks within the Licensed Area. Any costs incurred by the Organiser for the removal of these items and repair of any damage caused will be chargeable to the Exhibitor.

17.2) Exhibitors are reminded that it is the responsibility of their appointed stand-fitting contractor to clean and vacuum the booth upon completion of construction, before handing it over to the Exhibitor.

#### *18) Storage and Waste Materials*

18.1) Fire and safety regulations require that neither goods nor packing materials may be stored in access areas behind or between booths, or block aisles and entry / exit points. The Organiser will not be liable for any loss which may occur for storage within the booth.

18.2) Exhibitors are requested to dispose of their refuse at the end of each day at the waste disposal centre. The Organiser reserves the right to request for the removal or charge exhibitors for the cost of removing excessive packing materials and discarded articles.

#### *19) Activities*

19.1) All activities are to be confined within your designated booth space and shall not loiter, seek donations from the public, distribute promotional leaflets or whatsoever inside the shopping centre, Promenade area or along the public areas.

19.2) No pets, animals or livestock of any description shall be admitted to the Premises unless approved by the Organiser.

#### *20) Crowds*

20.1) Crowding along the River Promenade, unnecessary lane hogging and intentional demonstrative acts in the middle of the Promenade are not allowed.

20.2) Organisers reserve the right to halt or reject any activities that may cause undesired crowding.



21) *Relevant Contacts*

**Official Organiser/Contractor:**

SPOC Solutions Pte Ltd  
390 Race Course Road Singapore 218690  
T: +65 6796 9347, F: +65 6796 9333

BY SIGNING THIS AGREEMENT, the vendor acknowledges and accepts all terms, conditions, regulations, and procedures and certifies that the vendor has the authority to commit this agreement (of 6 Pages) to abide by these as well as any additional regulations deemed necessary by SPOC Solutions Pte Ltd management on site. I agree to inform all other company representatives attending the market of these terms, conditions, regulations and procedures.

Contact:

**Singapore River Market**

Azizah – srm@spoc.com.sg

<p><b>*Authorised signature / Name :</b></p>   <hr/> <p><b>Date:</b></p>	<p><b>*Company Stamp:</b></p>
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