

Millenia Walk 20 - 26 November 2017

House Rules / Terms and Conditions by Expat Fairs

Eligibility to take part:

- 1)** vendors who are Dependent pass holders who have a valid Letter of Consent from a local company, Singaporeans and PRs are welcome.
- 2)** Foreigners with Visitor / TOURIST passes are not allowed to operate or help you at your booth at the Bazaar (due to restrictions of NEA & MOM Regulations), STRICTLY. However, foreigners with a business visa or on a business trip is allowed to take part at the Bazaar.
- 3)** Work permit/ S pass/E pass holders, please note that your eligibility to book depends on your employer's contractual agreement with you. Expat Fairs shall not be held liable in the event the vendor is found to be violating any employment agreement with their employer or governed laws.
- 4)** When booking, it is compulsory to fill up your full name, NRIC, Work Pass number or Business Registration number.

Your personal particulars will be kept in strictest confidence

PAYMENT & CANCELLATION POLICY

An invoice will be issued via email to acknowledge acceptance of booking. No cancellation is accepted once payment is made unless the bazaar is cancelled due to unforeseeable circumstances such as nature or security threat.

TABLE SET-UP AND DISPLAY

The Organizer will provide table or booth (size 1.465 Meter in length x 0.36 M width with 3 shelving and a lockable door), sitting cubicle and sufficient space behind table(s). Please indicate in the above if no table is required. Vendors shall bring their own tablecloth and one extra cloth to cover. Vendors shall provide their own equipment such as extension cords, adapters, spot light, etc. The Organizer will allocate the table location and reserves the final right for the selection of product mix. Your organization name will be posted on the assigned table/space on the day of set up. All displays, goods & accessories such as racks, shelves & chairs must be confined to the contracted area. No equipment or signs to be attached or affixed to any walls, windows or floors of the Ballroom. No combustible and unsafe products shall be displayed or used at any time during the fair. Selling of products/services other than stated in this booking contract will not be permitted. Subletting or transferring of contracted area has to be approved by the Organizer, or

otherwise, the transferred vendor will not be allowed to join the fair. Participating vendors are responsible to abide by the laws & regulations of Singapore for their own products/services. Vendors must finish set up at least 30 minutes before opening hour Domestic helpers are not allowed to enter the club due to club's rules.

Should vendor need to bring rack or shelving, changing room or mannequins, this has to be pre-approved by organizer in writing and subject to final approval from venue owner during booking.

UNLOADING/LOADING & PARKING

For bulky items such as rack, shelving or products need to use industrial trolley, Vendors need to use the loading and unloading area of the Mall after 10pm. For small hand carried items and luggage cases, you can drop off and enter from Mall's main entrance during the set-up period between 8.30 to 10am. All booth / tables must not left empty without vendors' representative and all vendors shall open their booth on time by 11am and not later. Repeating vendors who are opening late for their booth will be asked to be removed without refund.

CREDIT CARD FACILITIES

We don't provide credit card facility at the Mall's Fair.

IMPORTANT CONDITIONS

The Organizer is the owner of all Media, Copy or Intellectual Rights, and Advertising/Promotional Materials associated with this Event. The Organizer and employees shall not be responsible for any matter arising from any claims for all transactions/sales made between vendors and their customers. The Organizer, its agents and employees shall not be held liable for any goods lost, stolen, damaged or for any personal injuries encountered as well as fire, accidents, mishap or any other natural cause while participating in the fair. The Organizer reserves the right to cancel the event and the total liability in such conditions is limited to the booking fee already been paid by the vendors. Any unethical action that can damage the commercial goodwill of Expat Fairs Pte Ltd. is prohibited and can serve as cause for termination of contract I have read and accepted the above terms and conditions in this contract and agree to join the above Fairs @ Millennia Walk and abide all conditions stated in this contract.