

NATAS HOLIDAYS 2018
Friday, 17 August to Sunday, 19 August 2018
Singapore EXPO Halls 3 & 4
10am to 9:30pm



Booth Booking Form

Notes to Exhibitors

1. Exhibitors are required to complete all fields in this booking form.
 2. Each Company is entitled to ONLY One (1) Booking.
 3. Submission of completed Original Booking Form with a 50% (NON-REFUNDABLE) deposit which must reach NATAS office at 120, Lower Delta Road, #03-16 Cendex Centre, Singapore 169208 by **5pm on Friday, 1 June 2018.**
 4. NATAS Members will enjoy an 8% early bird discount on the rates indicated herein for Completed Booth Booking Form to be submitted on or before 5pm on Friday, 1 June 2018.
 5. Booth Booking Forms received after the Closing Date stipulated herein, shall be accepted at the discretion and prerogative of NATAS Executive Committee and subject to booth availability after booth selection exercise has been conducted.
 6. All Cheques or Remittance payments must be exempt from any Bank Charges.
 7. Cheques should be crossed and payable in Singapore Dollars to "NATAS".
 8. All Rates are inclusive of 7% GST as indicated herein unless otherwise stated
- NOTE - "Exhibitors with Coach or Tour Bus Exhibits MUST book a minimum Booth area of 483 Square Meters. This is to accommodate the Coach or Tour Bus(es) with estimated size of 12 Meters x 3 Meters.*

Organization: _____
(for billing purposes)

Booth Name: _____
(for booth fascia display and all publications)

Address: _____
_____ Post Code: _____

Contact Person (1) _____ Designation: _____

Tel (Office): _____ (Mobile): _____ (Fax) _____

Contact Person (2) _____ Designation: _____

Tel (Office): _____ (Mobile): _____ (Fax) _____

Email (1): _____

Email (2): _____

Category: { } Airlines { } Cruises
 { } Hotels & Resort { } National Tourist Organization
 { } Travel Agent (Please indicate TA License No _____)
 { } Tourist Attraction
 { } Travel Related (Please Specify) _____

Booth Sizes

Category 1		Category 2	Category 3	Category 4
<input type="checkbox"/> 09 Sqm	<input type="checkbox"/> 18 Sqm	<input type="checkbox"/> 54 Sqm	<input type="checkbox"/> 162 Sqm	<input type="checkbox"/> 483 Sqm
<input type="checkbox"/> 36 Sqm		<input type="checkbox"/> 81 Sqm	<input type="checkbox"/> 252 Sqm	
<input type="checkbox"/> Shell Stand add \$30.00 Per Sqm (\$32.10 Per Sqm with GST)		<input type="checkbox"/> 108 Sqm		

Note

* Please tick one box only

* Booths are sold as Raw Space Only - except for Category 1 where Shell Scheme Stand may be added at \$ 30.00 per Square Meter (\$32.10 Per Sqm with GST)

* Booth space is allocated on "First Come First Served" basis and subject to availability only

Categories	Non-NATAS Member Per Square Meter	NATAS Member Per Square Meter	8% early Bird Discount* NATAS Member Per Square Meter
Category 1	SGD 235.40 with GST SGD 220.00 without GST	SGD 165.85 with GST SGD 155.00 without GST	SGD 152.58 with GST SGD 142.60 without GST
Category 2		SGD 160.50 with GST SGD 150.00 without GST	SGD 147.66 with GST SGD 138.00 without GST
Category 3		SGD 149.80 with GST SGD 140.00 without GST	SGD 137.82 with GST SGD 128.80 without GST
Category 4	SGD 197.95 with GST SGD 185.00 without GST	SGD 101.65 with GST SGD 95.00 without GST	SGD 93.52 with GST SGD 87.40 without GST

*Completed Booking Form must reach NATAS office on or before 5pm on Friday, 1 June 2018 to be entitled 8% Early Bird Discount.

We enclose Bank/Cheque no _____ for SGD _____ being Non-Refundable Deposit / Full Payment of Booth Booking Fee for Booth Size _____ Square Meters and (if applicable) amount of SGD _____ being payment of S\$ 32.10 (with GST) per Square Meter for Shell Stand.

[The remaining 50% of Booth Booking Fee must be paid 5 working days prior to schedule Booth Selection date.]

(Full Name)

(Signature)

(Designation)

(Company Stamp / Date)

Terms and Conditions

1. ELIGIBILITY

1.1. The NATAS Holidays 2018 is opened to companies and organisations under the following categories:

1. Local Travel Agents (NATAS Members Only)
2. Airlines
3. Cruises
4. National Tourist Organizations
5. Tourist Attractions
6. Hotels & Resorts
7. Banks
8. Companies with Travel Related Services and Products (Subject to approval)

Note

- Only ACRA Registered Companies in Singapore are permitted to take part as Exhibitors in the NATAS Holidays 2018
- Participation for Companies and Organizations based outside Singapore shall be accepted at the sole discretion and approval by the NATAS Executive Committee

1.2. The following organisations are **NOT** eligible to participate in the NATAS Holidays 2018:

- i. Local Travel Agents who are NOT NATAS Members
- ii. Foreign Travel Agents and Tour Operators

1.3. Participation in the NATAS Holidays 2018 shall be subject to the final approval from the NATAS Executive Committee without having to assign any reasons for its decision.

2. BOOTH BOOKING CONDITIONS

2.1. BOOTH SIZES

2.1a. Each Company is entitled to One (1) Booking Only.

Category 1	9 Square Meters	18 Square Meters	36 Square Meters
Category 2	54 Square Meters	81 Square Meters	108 Square Meters
Category 3	162 Square Meters	252 Square Meters	
Category 4	483 Square Meters		

2.1b. Changes in Booth sizes are strictly **NOT** permitted after submission of Booth Booking Form and Payment has been made.

2.1c. Due to space limitations not all Exhibitors will be granted the requested Booth sizes. The allocation of the Booth sizes will be at the sole discretion of the NATAS Executive Committee.

2.2. BLOCK BOOKING

2.2a. Block Booking is strictly **NOT** permitted.

2.3. NATIONAL TOURIST OFFICE

2.3a. **NATIONAL TOURIST OFFICES (NTOs)** – are required to strictly adhere to the following Terms and Conditions governing their participation in the NATAS Travel Fairs

- i. NTOs are permitted to only **"PROMOTE"** the destination that the organization represents and in strict compliance with the Travel Agents Act (Refer to {Chapter 334} by the Singapore Tourism Board) as described in **Annex 1** {last page}
- ii. NTOs **MUST** provide NATAS with a complete list of Supporting Exhibitors & Delegates that will be participating the fair at least One (1) month before the date of the Fair
- iii. NTOs are strictly **NOT PERMITTED** to conduct any **"Direct"** or **"Indirect"** sale to the visitors and consumers.
- iv. Business Transactions and/or Collection of monies at the Booth and / or within the hall is strictly **NOT** permitted

2.3b NATAS reserves the right to impose any of the following sanctions on any National Tourist Organizations and/or their Overseas Tour Operators found to be in violation of any of the conditions in Clause 2.3a without any Refund to the Exhibitors:

- i. *Terminate the "Overseas Tour Operator's" and/or "Supporting Exhibitor's" and/or the "National Tourist Office's" participation in the Fair and requiring it to vacate the National Tourist Organization's Designated Booth IMMEDIATELY.*
- ii. *IMMEDIATE Removal of all items and exhibits belonging to the "Overseas Tour Operators" and/or "Supporting Exhibitors" and/or "National Tourist Organization"*

2.4. BOOTH SELECTION & ALLOCATION

2.4a. Exhibitors that have duly completed and signed the original Booth Booking forms and paid **100% payment** shall be invited to attend the Booth selection session to be held on **June 2018** at the Singapore EXPO.

2.4b. Exhibitors shall draw one registration number to select the Booth location in ascending order of their drawn registration numbers.

2.4c. The Draw shall be conducted in the following sequence:

- a) Local Travel Agents (NATAS Members Only)
- b) Airlines + Cruises + National Tourist Organizations
- c) Tourist Attractions + Hotels & Resorts
- d) Banks
- e) Companies with Travel Related Services and Products

2.4c. Exhibitors who are "Absent" or "Late" at the Booth Selection forfeit their right to the Booth Selection Draw. Booth Allocation shall be strictly at the discretion of NATAS.

2.4e. Exhibitors are **NOT** permitted to "EXCHANGE" or "TRADE" their allocated Booth Spaces without the prior written consent of NATAS Executive Committee.

2.4f. The decision to "ALLOW" or "DISALLOW" such "EXCHANGE" or "TRADE" shall rest solely in the hands of the NATAS Executive Committee without having to assign any reason whatsoever. The decision of the NATAS Executive Committee is Final and CANNOT be appealed.

2.5. BOOTH SPECIFICATIONS

2.5a. All Booths are sold as "Raw Space".

2.5b. Exhibitors taking up Booth Space of 36 Square Meter or less may choose to convert to Shell Stand with an additional payment of **\$ 30.00 Per Square Meter (without GST).**

2.5c. "Shell Stand" Booths shall include:

- a) Three (3) Sets of Wall Panels with 3mm thick white laminated plywood encased with octomom structure
- b) One (1) Set of Facia Board with Coloured PVC Cut Out Letterings in English for Company Name
- c) Needle Punch Carpet
- d) One (1) Information Counter
- e) Two (2) Foldable Chairs
- f) One (1) Waste Basket
- g) One (1) 13 Amp Power Point
- h) Two (2) Fluorescent Light Tubes

2.5d. Exhibitors are required to seek the approval of NATAS in writing before any changes to the Booth Booking can be made. The decision to "ALLOW" or "DISALLOW" such "CHANGES" rests solely in the hands of the NATAS Executive Committee without having to assign any reason whatsoever. The decision of the NATAS Executive Committee is Final and CANNOT be appealed.

2.5e. All Booths must comply with and conform to the Height Restrictions indicated in the Floorplan.

Note: Height Restrictions may vary for each Fair and Hall Layout

2.5f. All Booth Designs must be submitted to NATAS **No Later than 30 Days** prior to the date of Fair

2.5g. All Booth Designs must obtain the Written Approval of the "VENUE OWNER", "FIRE & SAFETY BUREAU" and "NATAS" before any construction can be carried out.

2.5h. NATAS and/or its Representatives and/or Employees shall NOT be held liable in the event that the Exhibitor has been denied the "APPROVAL" for their Booth Design and are "DISALLOWED" from carrying out Construction of the Exhibitor Booth by "VENUE OWNER", "FIRE & SAFETY BUREAU" and "NATAS"

2.5i. NATAS and/or its Representative and/or Employees reserve the right to instruct the Exhibitors to change, modify the Approved Booth Design if the NATAS deems the Approved Booth Design to potentially reduce the visibility to other Exhibitors.

2.5j. All Full Wall structures (except mandatory back walls separating adjoining Exhibitors must **NOT** exceed 50% of the Booth Width or Depth. (Booth Frontage refers to any Frontage or "Booth Perimeters" facing an "Aisle Way" – i.e sharing with another Exhibitor).

2.5k. NATAS and/or its Representatives and/or its Employees reserve the right to adjust the "Width" of the Aisle Way in accordance with the specification stipulated by the "VENUE OWNER", "FIRE & SAFETY BUREAU" and "NATAS"

2.5l. Ceiling Banners and Helium Balloons are strictly NOT permitted within the Halls and Booth areas.

2.5m. All Exhibitors are required to comply with the following:

- a) Keep all belongings including furniture, banners and exhibits etc. within the confines of their Booths and not encroach on common areas.
- b) Confine promotional activities including but not limited to flyer distribution and canvassing of business within their Booths.
- c) Abide by the Rules and Regulations of the "VENUE OWNER", "FIRE & SAFETY BUREAU" and "NATAS"
- d) The "VENUE OWNER" and/or "FIRE & SAFETY BUREAU" and/or "NATAS" reserve have the right to terminate the Exhibitor's participation at the Fair for non-compliance of rules.

2.5n. The "VENUE OWNER" and/or "FIRE & SAFETY BUREAU" and/or "NATAS" reserve the right to impose the following on Exhibitors found in to be in violation of Clauses 2.5a to 2.5n herein without any Refund to the Exhibitors:

- i. *Terminate the Exhibitor's participation in the Fair and requiring it to vacate the Designated Booth IMMEDIATELY.*
- ii. *IMMEDIATE Removal of all items and exhibits belonging to the Exhibitors*
- iii. *Bar the Exhibitor from continuing their participation in the NATAS Travel Fair and any subsequent Fairs.*

2.6. BOOTH SHARING / SUB-LETTING

2.6a. Exhibitors are strictly NOT permitted to "Share" or "Sub-Let" in whole or part of their Booths.

2.6b. NATAS reserves the right to impose the following on Exhibitors found in to be in violation of Clauses 2.5a herein without any Refund to the Exhibitors:

- i. *Terminate the Exhibitor's participation in the Fair and requiring it to vacate the Designated Booth IMMEDIATELY.*
- ii. *IMMEDIATE Removal of all items and exhibits belonging to the Exhibitors*
- iii. *Bar the Exhibitor from continuing their participation in the NATAS Travel Fair and any subsequent Fairs.*

2.7. MERGING OF BOOTHS

2.7a. Exhibitors are strictly **NOT** permitted under any circumstances to merge two or more Booths – either wholly or in part, booked under two separate entities into one and to carry out activities as one Booth under one sole entity or name.

(The term "Merge" in this clause includes but is not limited to, constructing and / or erecting any form of arch and / or structure connecting and / or conjoining two or more Booths by the Exhibitors)

2.7b. NATAS reserves the right to impose the following on Exhibitors found in to be in violation of Clauses 2.7a to 2.7b herein without any Refund to the Exhibitors:

- i. *Terminate the Exhibitor's participation in the Fair and requiring it to vacate the Designated Booth IMMEDIATELY.*
- ii. *IMMEDIATE Removal of all items and exhibits belonging to the Exhibitors*
- iii. *Bar the Exhibitor from continuing their participation in the NATAS Travel Fair and any subsequent Fairs.*

2.8. BOOTH MANNING

2.8a. Exhibitors **MUST** ensure that their Booths are manned at all times during the opening hours of the Fair.

2.9. BOOTH SET UP & TEAR DOWN

2.9a. All Booth construction, move-in / move-out of exhibits and/or tear-down must take place within the date and time stipulated NATAS.

2.9b. Any approved "Last Minute" Work in Progress must be halted during Official Opening Ceremony and may only resume after the ceremony so as not to cause any disruption.

2.9c. Exhibitors are required to request in writing to NATAS for any works beyond the stipulated date and time.

2.9d. NATAS reserves the right to reject such request without assigning any reason.

3. BRANDING & PROMOTION

3.1. OFFICIAL PARTNERS & SPONSORS

3.1a. Exhibitors are **NOT** permitted to engage in Branding and Marketing Activities conflicting with the **OFFICIAL PARTNERS** and **OFFICIAL SPONSORS** of the NATAS Travel Fair i.e. Conflicting Brands, Products etc.

3.2. PROMOTIONAL PARTNERS

3.2a. Exhibitors **MUST** submit a full list of all their "Promotional Partners" to NATAS no later than **30 Days** prior to the date of the Fair.

3.2b. NATAS reserve the right to accept or reject any "Promotional Partners" proposed by the Exhibitors without assigning any reasons.

3.2c. Only Promotional Partners that are Registered and Approved by NATAS shall be permitted to participate in the Fair.

3.2d. Exhibitors are solely responsible for ensuring that their Promotional Partners abide by the Rules and Regulations of the Travel Fair.

3.2e. NATAS reserves the right to impose the following penalties for Exhibitors found to be in violation of Clause 3.1a, 3.2a to 3.2e:

- i. *Immediate removal of all Logos and Items belonging to the non-approved Promotional Partners or the Exhibitor*
- ii. *Immediate removal of all employees of the non-approved Promotional Partner(s) from the Exhibitor's Booth*
- iii. *Bar the Exhibitor from continuing their participation in the NATAS Travel Fair and any subsequent Fairs.*

3.3. DISTRIBUTION OF FLYERS / USE OF MASCOTS

3.3a. Exhibitors are required to confine promotional activities including but NOT limited to the Distribution of Flyers within their Booths.

3.3b. Exhibitors may engage the use of "Mascots" for the Distribution of Flyers within the confines of the Booth only.

3.3c. Where the Exhibitors have been allocated specific "slots" for presentation at the Main Stage, the use of Mascot and Distribution of Flyers is permitted within the Main Stage and Audience Seating areas **only** during the specific "slots" allocated.

3.3d. Mascots are NOT permitted to walk around the Hall at any time

3.3e. Promotional Activities including but NOT limited to the Distribution of Flyers in common areas including Walkway Aisle, Entrance and Exit Gates are strictly NOT permitted.

3.3f. NATAS reserves the right to impose following penalties for Exhibitors found to be in violation of Clause 3.3a to 3.3f

- i. *Terminate the Exhibitor's participation in the Fair and requiring it to vacate the Designated Booth IMMEDIATELY.*
- ii. *IMMEDIATE Removal of all items and exhibits belonging to the Exhibitors*
- iii. *Bar the Exhibitor from continuing their participation in the NATAS Travel Fair and any subsequent Fairs.*

3.4. SALE OF SOUVENIR ITEMS

3.4a. Sale of all Souvenir Items, Travel Related and Non-Travel Related Items must be approved by NATAS.

3.4b. Exhibitors **MUST** provide NATAS with the full details of all items to be sold including the Selling Prices for approval by NATAS.

3.4c. NATAS reserves the right to impose following penalties for Exhibitors found in violation of Exhibitors found in violation of Clause 3.4a. to 3.4c:

- i. *Terminate the Exhibitor's participation in the Fair and requiring it to vacate the Designated Booth IMMEDIATELY.*
- ii. *IMMEDIATE Removal of all items and exhibits belonging to the Exhibitors*
- iii. *Bar the Exhibitor from continuing their participation in the NATAS Travel Fair and any subsequent Fairs.*

4. ACTIVITIES

4.1. PROMOTIONAL FILMS, VIDEOS & CDs

4.1a. Exhibitors using any audio-visual equipment in their Booths will be required to set their equipment at the lowest possible volume so as not to disturb other Exhibitors.

4.2. CENSORSHIP BOARD LICENCES

4.2a Exhibitors who are screening any promotional video films, etc. are required to submit the censorship board license certificate no. to NATAS NO LATER than two weeks prior to the Fair.

4.2b. Only upon receipt of the certificate would the Exhibitor be allowed to screen the films etc. during the Fair.

4.2c. NATAS shall NOT be held responsible for any films, video tapes, etc. screened by Exhibitors which are not certified by the censorship board

4.3. LUCKY DRAW, GAMES & QUIZZES

4.3a. Lucky Draw, Games and Quizzes can be organized by Exhibitors within their Booths provided that such activities do not cause any nuisance, inconvenience or obstruction to other Exhibitors or to the public.

4.3b. NATAS reserves the right to impose following penalties for Exhibitors found in violation of Exhibitors found in violation of Clause 4.3a:

- i. Immediate termination of all activities from the Exhibitor's Booths

4.4. STAGE ENTERTAINMENT

4.4a. Exhibitors staging any form of entertainment performances at the main stage during the Fair must individually apply for the relevant entertainment license.

4.4b. A copy of the license must be submitted to NATAS NO LATER than Two (2) weeks before the Fair.

4.4c. Exhibitors are not allowed to erect stage platforms nor conduct performances within their Booths.

4.4d. Performances must be conducted at the stage area provided by NATAS, subject to available time slots.

4.4e. NATAS reserves the right to stop or reject or cancel any performance without reason.

4.4f. NATAS reserves the right to impose the following penalties for Exhibitors found in violation of clauses 4.4a. to 4.4f:

- i. *Immediate termination of all the Exhibitor's stage entertainment*
- ii. *Cancel all other performance and activities by the Exhibitor*

5. GENERAL SECURITY

5.1 NATAS shall engage an Independent Agency to provide security services throughout the duration of the Fair.

5.2. The Security Agency shall provide General Security Services as follows:

24-hour general area security will be provided during the exhibition. Exhibitors are responsible for the physical security of their respective booth decorations and contents during the Fair. Exhibitors can arrange for their own security services through the Official Security Agent for any exclusive security services for their own stand. The Organiser will not be responsible for any loss or damage which may befall the person or property of the exhibitors from any clause whatsoever.

6. CONTRACTOR INSURANCE

6.1. Exhibitors must ensure that the appointed sub-contractors are insured for

- i. Worker Injury
- ii. Public Liability

6.2. Copies of above Policies must be submitted to NATAS prior to any work carried out on the Booth construction.

6.3. The Insurance Policies must include NATAS and the Exhibitor as "Joint Insured" with "Cross Liability" Waiver or subrogation Clause in NATAS and the Exhibitor.

6.4. NATAS reserves the right to bar any Exhibitors found to be in violation of Clauses 6.1 to 6.4 without any refund to the Exhibitors and from participating in the subsequent Fairs.

7. CANCELLATION / NO SHOW

7.1. There shall be NO refund for any Cancellation or No Show.

7.2. Notice of Cancellation must be made in writing to NATAS via email to events@natas.travel. All communications transmitted shall not be deemed as received without a written confirmation from NATAS.

7.3. NATAS reserves the right to Reject or Bar the Exhibitor for participating in the future travel Fairs.

8. RIGHT TO CANCEL

8.1. NATAS has the right to cancel the Fair if, in the opinion of the association, the total number of Booths sold does not meet the minimum required to justify the staging of the Fair.

8.2. NATAS reserves the right to cancel the Fair in the event of any unforeseen circumstances that is beyond the control of the Association.

8.3. Under the above conditions, all refunds on full payments shall be at the sole and exclusive discretion of NATAS.

9. ON-SITE MANAGER & SECRETARIAT

9.1. NATAS shall appoint an "On- Site" Manager for the duration of the Fair and shall operate a Secretariat Office On-Site throughout the duration of the Fair.

9.2. The Secretariat shall provide assistance to the Exhibitors and Visitors to the Fair.

9.3. Only authorized personnel shall have access to the Secretariat.

9.4. The "On-Site Manager" and / or the "Secretariat Personnel" appointed by NATAS at the Fair venue shall be responsible for enforcing the rules and regulations including but not limited to the applicable terms and conditions stated herein and therefore are empowered with the full authority of NATAS including to demand the immediate compliance from the Exhibitors, its agents and staff and to impose the sanctions that NATAS reserves the right to impose in respect of any violation of rules and terms and conditions herein.

10. AUTHORITY

10.1. In the event of a dispute or conflict of an Exhibitor's entitlement to participate in the Fair, NATAS Executive Committee has the absolute right and discretion to determine if such an Exhibitor shall be permitted to participate in the Fair.

10.2. In the event that it is found that the Exhibitor has flouted the Rules and Regulations and / or failed to comply with the Terms and Conditions herein, NATAS Executive Committee reserves the right to bar the Exhibitor from further participation in the Fair.

10.3. NATAS Executive Committee has the absolute right to direct the Security personnel to remove all items belonging to the Exhibitor and to bar such Exhibitor from remaining within the Exhibition Hall.

11. INDEMNITY

11.1. NATAS and / or its Representatives and / or its Employees shall not be held liable for any Loss or Damage to Goods and Property of the Exhibitors and / or Death or Injury to any Exhibitor and / or its Representatives and / or Employees howsoever caused resulting from the Exhibitor's participation in the Fair.

11.2. The Exhibitor hereby indemnifies NATAS and / or its Representatives and / or Employees against any and all Claims, Charges, Demands, Action or Proceedings by another Exhibitor and / or their representatives and / or employees and visitors to the Fair in respect of the Exhibitor's and / or their representatives and / or employees and actions.

12. DISCLAIMER

NATAS does NOT accept responsibility for any errors, inaccuracies, omissions, or for any loss which might result directly or indirectly from reliance on the content it contains.

Declaration

This is to confirm that I, _____
(Name of Representative)

Representing _____
(Name of Company)

have read, clearly understood and agree to abide by the all the Terms and Conditions governing the participation of my company in the NATAS Holidays 2018 Fair from 17 to 19 August 2018 at the Singapore Expo Halls 3 & 4.

I further agree that in the event where we have been found and proven to be in violation of any other Terms and Conditions herein, NATAS and/or its Representatives and/or Employees are empowered to take the appropriate actions as stipulated herein.

(Full Name)

(Signature)

(Designation)

(Company Stamp / Date)

To : (1) National Association of Travel Agents Singapore
("NATAS"); and

(2) Navitas Management Pte Ltd

LETTER OF UNDERTAKING

In consideration of NATAS agreeing to accept our booking for booth space and enabling us to participate as an exhibitor in the forthcoming NATAS Holidays 2018 (hereinafter called "Event") which is scheduled to be held from 17 – 19 August 2018, we hereby confirm that we will abide by all the terms and conditions imposed by you on exhibitors and participants and in particular we acknowledge that our attention has been drawn to the relevant provisions in Travel Agents Act (Cap 334) which regulates the carrying on of travel agent business in Singapore.

We hereby undertake that we will faithfully observe and abide by the terms, conditions and legislative provisions and will not allow or permit any other party to conduct any activity or business to be conducted at our booth in contravention thereof.

In the event of any breach of the said terms, conditions or legislative provisions on our part or on the part of those for whom we are responsible which causes any loss or damage to you as the organizer of the Event, we hereby undertake to indemnify you and keep you fully and completely indemnified against all losses, damage, fines or penalties which may be suffered or incurred by you as a result of or arising from our breach.

This Letter of Undertaking is governed by the laws of the Republic of Singapore and we expressly submit ourselves to the exclusive jurisdiction of the Singapore courts.

Yours faithfully,

Organisation/Company Stamp:

Name:

Designation/Title:

Signature:

Date:

ADVICE TO EXHIBITORS

For Immediate Attention

Under the Travel Agents Act (Chapter 334), any person who conducts any travel agent business activities must possess a valid travel agents licence issued by the Singapore Tourism Board (STB).

Only STB licensed travel agents (TAs) are allowed to conduct TA activities defined under Section 4(1) of the Travel Agents Act and the conduct of unlicensed travel agent activities is an offence under Section 6 of the Travel Agents Act.

Enforcement officers from STB will be conducting checks and they will not hesitate to take enforcement action against any exhibitor conducting unlicensed activities.

Exhibitors are advised to observe and abide by the following provisions.

Selling of travel packages is considered as travel agent business activities and as such the exhibitor need to possess a valid travel agents licence issued by the Singapore Tourism Board. Please see the Travel Agents Act which is available at www.visitsingapore.com/trust. Appended below is the relevant section for your easy reference:

Section 4 (1) – Subject to this section, a person carries on the business of travel agent if he -

- (a) sells tickets entitling an individual to travel, or otherwise arranges for a person a right of passage on any conveyance (not being a prescribed conveyance);
- (b) sells to, arranges or makes available for, a person rights of passage to, and hotel or other accommodation at, one or more places (being places within or outside Singapore, or some of which are within and others of which are outside Singapore);
- (c) purchases for resale the right of passage on any conveyance (not being a prescribed conveyance);
- (d) carries out such activity as may be prescribed; or
- (e) holds himself out as, or advertises that he is willing to carry on any activity referred to in paragraph (a), (b), (c) or (d).

Section 6(1) - No person shall carry on the business of a travel agent unless he is the holder of a licence granted to him or any person on his behalf.

Section 6(2) - Any person who contravenes or fails to comply with subsection (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 2 years, or both.

Exhibitors are obliged to familiarize themselves with the legislative provisions and seek clarifications if in doubt. Under no circumstances shall the foregoing be treated as or deemed to be legal advice from the organizers.