

CULTURE BY THE BAY ARTS FAIR PARTICIPATION FORM

Please fax form back to 6 735 3595

Programme Details

Venue: Asian Civilisation Museum, Singapore River

Date/ Time: Saturday, 28 July 2.00pm – 11.00pm
Sunday, 29 July 11.00am – 5.00pm

Specs of Booth: 2m x 2m sheltered space
Inclusive of 1 table and 2 chairs
Power supply will be provided upon request. Surcharge may apply.

Fee: Free of Charge

NB: To ensure the quality of the Arts Fair and due to space limitation, vendors would need to submit a short profile and photographs of some of the items on sale for review before participation is accepted. Kindly email this information to jo.wong@hatchone.net.

Booth will be allocated on a first come, first served basis. Organizer reserves the rights to assign the location of the booth for each vendor for the best interest of the exposition.

For enquiry, please contact: Ms Joelle Wong
Hatchone Events and Marketing Pte Ltd
330 River Valley Road Singapore 238362
Tel: 6732 2203/ Email: jo.wong@hatchone.net

[] Yes, I would like to participate in the Culture By The Bay Arts Fair.

Company Name: _____

Address: _____

Key Contact Person: _____

NRIC Number: _____

Contact Number: _____

Email Address: _____

Actual Day Contact Person: _____

Contact Number: _____

General Description of item: _____

Price Range: _____

Authorized Signature: _____ Date: _____

GENERAL GUIDELINE

Specifications

Size: Standard shelter space consisting of an in-line 2m x 2m space on floor.
Fittings: 1 table
2 chairs

Power supply will be provided upon request. Surcharge may apply. Vendors are advised to bring their own extension cords if they require extra power points.

Request for extra tables and chairs must be informed 2 weeks before event day. Kindly contact Joelle Wong at 6732 2203.

Set-up and Dismantling

Set-up will begin Saturday, 28 July 2007 at 12.00am and must be completed no later than 2.00pm.

Dismantling may not begin prior to the end of the programme, that is, Sunday, 29 July 2007 at 5.00pm, and must be completed and all display materials removed by 7.00pm on the same day.

If your booth requires additional time for set-up or dismantling, arrangements need to be made and approved by the organizer. Kindly contact Joelle Wong at 6732 2203.

Vendors are welcome to bring their own display materials and décor to decorate up their booth. However, vendors are not to engage in any conduct that will cause damages to the structure and fittings of the booth. For example, drilling of holes on pillars, nailing and stapling of display materials on the canopy, ceiling etc.

Vendors are restricted to the confines of the space reserved. Vendors cannot block access to or visibility of other exhibit booth.

Vendors are required to remain set-up and operational during the programme hours for all 2 days of the event.

No storage is available. Vendors are advised not to leave any valuable items at the booth after the programme ends at 10.00am on the first day.

Loading/Unloading and Parking

Loading/Unloading location: Raffles Landing Site (behind Asian Civilisation Museum). Kindly provide us your vehicle number 3 days before actual day.

Loading/Unloading time for set-up will begin Saturday, 28 July 2007 from 12.00am to 2.00pm.

Loading/Unloading time for dismantling will begin Sunday, 29 July 2007 from 5.00pm to 7.00pm.

Parking facilities are available at The Arts House, Parliament House, The Fullerton, on a first-come-first-services basis. Parking Fee applies accordingly.

Safety and Security

Organizer shall not be held responsible for any loss, damage, injury, or theft that may occur to the vendor or vendor's employees or property from any cause whatsoever, prior to, during, or subsequent to the period covered by programme.

Security guards will be on duty during the event but organizer or security firm do not guarantee Vendor against any loss of any kind.

Others

Organiser reserves the right to decline or prohibit any exhibit or part of an exhibit which, in the organizer's opinion, is not suitable for and/or in keeping with the theme or character of the programme.

No space shall be sublet unless otherwise approved by organizer.

Location Map



Culture By the Bay Arts Fair
Event Ground