



Participation Form
Vietnam International Retail & Franchise Show 2018
 Ho Chi Minh City, Vietnam
 Saigon Exhibition & Exhibition Center (SECC)
 1 – 3 November 2018



Closing Date: First come first served

Company Profile

Name of Company: (Please write clearly, details will be used for invoicing / cheque reimbursements. Do inform the Secretariat if there are any changes.)

Business Registration No / UEN No: _____ Year of Establishment: _____

Company Activities:

Tel: _____ Fax: _____ Email: _____

Website: _____

**Note that this address will be used for invoicing & disbursement of grants, please inform the Secretariat if there are any changes.*

Address:

Postal Code:	Name	Designation	Direct Phone / Email
Main Contact for all general enquiries	Mr/Ms		
Billing Accounts & Payment Contact	Mr/Ms		

Exhibition Space Application

Exhibition Package	FLA Registration & Admin Fee	Booth Space & Construction Cost per sqm	Total Booth Size (sqm)	Total Fees (SGD)
*please tick the correct box below				
<input type="checkbox"/> FLA Member	S\$350	S\$580		
<input type="checkbox"/> Non-FLA Member	S\$800			

iMAP Requirements and Information for Companies

To qualify for iMAP support, companies must be incorporated (excludes branch of a foreign company) and based in Singapore and must have at least three of the following core business functions/ activities as below:

Please tick at least 3 options:

<input type="checkbox"/> Market Development and Planning	<input type="checkbox"/> Research and development and design functions
<input type="checkbox"/> Logistics and Shipping Management	<input type="checkbox"/> Business Banking, Financial & Treasury
<input type="checkbox"/> Businesses and investment planning	<input type="checkbox"/> Manufacturing and other value-added activity

Yes, I am interested in participating in the Trade Fair organised by FLA and agree to pay the amount as stated in the Participation Form. I acknowledge that the Participation Form endorsed hereforth shall be binding upon acceptance by FLA and will be invoiced accordingly.

Signed & Endorsed By

Name & Signature Company Stamp



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iMAP Guidelines

Total amount is before reimbursement of iMAP's approved funds in which registration and administrative charges to FLA are not included in the claims. Reimbursement will be made after disbursement from IE Singapore. Each company is eligible for iMAP support up to a maximum of 36sqm and this reimbursement scheme does not support additional furniture orders beyond the standard package items unless stated otherwise. Please note that IE Singapore reserves the right to verify information provided by the companies. Eligibility and subsidy reimbursement of individual companies is subject to final approval by IE Singapore upon submission of iMAP claims by FLA after the exhibition.

International Marketing Activities Programme (iMAP) & Double Tax Deduction (DTD) Scheme

This activity is supported under the International Marketing Activities Programme (iMAP), an initiative led by International Enterprise (IE) Singapore.

iMAP

iMAP is not a direct subsidy for expenses incurred by the participating companies and is intended to offset the bona fide eligible costs (space rental & standard stand packages) paid by FLA to 3rd party vendors in organising the activity. It supports up to 50% of eligible expenses incurred by FLA for organising the activity. Participating fees collected under the Exhibition Package from participating companies shall not be misappropriated by FLA. FLA is responsible for all expenses related to the activity and will seek reimbursement for eligible expenses from IE Singapore on behalf of participating companies. IE Singapore will not be responsible to the participating companies in the event that FLA defaults in making payment to the participating companies.

DTD

Companies can also claim DTD for eligible expenses not covered by iMAP. These include expenses for travel and accommodation for up to 2 representatives per participating company. For more details, please refer to IE Singapore websites [here](#). DTD Scheme is an opt-in scheme administered by IE Singapore.

Role of FLA

The role of FLA is to administer and facilitate iMAP. FLA shall not be liable or responsible for any costs, losses, claims, proceedings, demands, expenses and liabilities of whatsoever nature arising as a result of, or in connection with, any failure of the appointed parties to observe their obligations under any contract or any laws and regulations under any jurisdiction.

The acceptance as an exhibitor is issued in the form of written confirmation giving details of the Exhibitor Package. This constitutes to a Participation Form endorsed between exhibitor and FLA which is legally binding. The Participation Form will be valid till the disbursement of claims, unless otherwise specified.

Payment Terms

Upon validity of this Participation Form, FLA will proceed to reserve exhibition space with the Organiser. The participating companies are required to make payment to FLA according to the payment schemes: 50% of full amount and 100% of the registration fee are payable to FLA upon receipt of the invoice. The standard credit term for the first payment is 30 days.

Full payment shall be made at least 60 days before the commencement of the trade fair. Late payments are subjected to penalties of up to 5% of the balance amount which will be offset against the final reimbursement. Cheques should be crossed and made payable to "FLA (Singapore)". In the event that payment is made by remittance mode, bank charges are to be borne by applicant.

Cancellation Policy

All cancellations or replacements are to be communicated in writing, signed and endorsed by the authorised party at least 90 days before the trade fair and subjected to approval by FLA. If the exhibitor notifies his withdrawal within 90 days of the start date of the event, he / she will be liable for the total participation fee.

If an exhibitor, although registered and accepted, at any point in time does not participate or withdraws the participation for any reason whatsoever, FLA is entitled to allocate the stand to another interested company. If FLA is unable to reallocate the stand that has become free, it has the right to design it at the exhibitor's expense. In the event of non-participation after the submission of forms, exhibitors are required to make payment for the administrative charges due to FLA. Where cancellation is not possible, the full amount of the exhibition package will be charged to the company and eligibility to claim under iMAP shall be compromised. Under all circumstances, the exhibitor is fully liable for the whole stand rental and construction costs incurred. The obligation of FLA to limit avoidable consequences is not prejudiced thereby.

In the event of unforeseen circumstances, FLA can alter the terms or cancel the participation of the Singapore Pavilion before the closing date at its sole discretion. In such circumstances, FLA will refund full amount to the participating companies and all participating companies are required to comply with the exhibition's terms and conditions stipulated by the Organiser.

Signed & Endorsed By

 Name & Signature

 Company Stamp