



Association of Small & Medium Enterprises
 167 Jalan Bukit Merah Tower 4
 #03-13 Singapore 150167



Participation Form
HVACR VIETNAM
Saigon Exhibition & Convention Center [SECC]
31 March – 2 April
Closing Date: 31 December 2008



ASME/IR/F001

Company Profile

Name of Company:			
Business Registration No / ACRA No:		Year of Establishment:	
Address:			
Postal Code:			
Tel:	Fax:	Email:	Website:
Company Activities:			
Contact Person:		Designation:	

IMAP Requirements 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

Each company is eligible for IMAP support for participation in the Singapore Pavilion up to 6 times a year regardless of the organising trade association.
 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 Claim Form by ASME after the exhibition.

IMAP Financial Assistance & Double Tax Deduction Scheme

IMAP Financial Assistance
 With the support from International Enterprise Singapore (IE Singapore), the Singapore pavilion at this exhibition will be covered under the International Marketing Activities Programme (IMAP) successfully. IMAP enables participating company to receive up to 50% subsidy of total eligible in:
 * Up to 50% subsidies of space rental and stand construction and common marketing cost.

Double Tax Deduction
 Companies can also claim Double Tax-Deduction (DTD) for eligible expenses not covered by IMAP. Expenses for travel and accommodation costs for up to 2 representatives per participating company. For registration and more details, please refer to IE Singapore website: <http://dtd.iesingapore.gov.sg>.

Exhibition Space Application under the Singapore Pavilion

We would like to participate in: (Please tick and circle one options only)

HVACR Vietnam [] Booth Size @ Singapore Dollars 650/Sqm

12Sqm \$7800	15Sqm \$9750	18Sqm \$11,700	24Sqm \$15,600	36Sqm \$23,400
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Please note that amount is **before** reimbursement of IMAP's approved amount. Reimbursement to exhibitors will be made after ASME receives said amount from IE Singapore.
 Each company is eligible for IMAP support up to maximum of 36sqm. Companies may occupy space beyond 36sqm but IMAP support is only given up to 36sqm per company.

Registration and Administrative Charges

An admin charge of S\$300 (\$321 W/GST) per company is payable to ASME for registration and administration purposes.

Signed & Endorsed By

Name & Signature

Company Stamp



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 IIR Exhibitions Pte Ltd <small>an informa business</small>	Participation Form PS VIETNAM Saigon Exhibition & Convention Center [SECC] 31 March – 2 April <u>Closing Date: 31 December 2008</u>	
ASME/IR/F001		

Registration procedures:

1. Please prepare and make full cheque payment to "ASME". Mail or fax the following to ASME:
**Remember to indicate the Company's name at the back of the cheque.*
 - Participation Form duly signed and stamped
 - a. ASME/IR/F001
 - *Optional:* (If applicable) Business Matching Form (Ref: MF004)
2. **Optional:**
 - a. A half page write-up on the company or product profile for business matching/show directory purposes.
 - b. Company's logo in high-res and one product photo.

You may also email/fax the soft copy to ir@asme.org.sg for early processing.
 (Attn: Alex Teo / Daniel Chen)

Terms and Conditions

1. Upon receiving all the Participation Form in order, ASME will proceed to reserve exhibition space with show organiser.
2. All cancellation/replacements are to be in writing, signed and endorsed with a company's stamp. Cancellation and refunds will be on a case by case basis. ASME reserves the right to invoice the full amount to the participating company.
3. In the event of unforeseen circumstances, ASME reserves the right to alter/cancel the Singapore Pavilion before the closing date at its sole discretion. ASME will refund full amount to the participant.
4. All exhibitors are required to comply with the exhibition's terms and conditions stipulated by the organiser. A copy of which can be retrieved from IIR Exhibition Pte Ltd for references.

IMPORTANT- Closing Date: **31 December 2008**

1. We regret that no refund will be made for cancellation for non-attendance beyond the closing date
2. All participants will be deemed as confirmed and invoiced accordingly.

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

Signed & Endorsed By

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Name & Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Company Stamp
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