



ASIA PACIFIC MARITIME 2018

14th – 16th March 2018

Marina Bay Sands Expo & Convention Centre, Singapore

A DIT TAP grant may be available to eligible SMEs joining the UK group.

Asia Pacific Maritime (APM) is the premier marine trade exhibition in South East Asia during 2018. It is particularly strong in showcasing the latest marine equipment, products and services as well as incorporating workboat and offshore technology and services. Reasons to attend:

- Leading shipbuilders, and refit yards from all over Asia will be at the show
- Ship owners, Operators and Ship managers visit the show with their procurement teams
- 16th edition of the show
- A true maritime exhibition supported by conferences and seminars

Added Value of the UK Pavilion

Seminars - SMI is working with Reed International on the conference programme so UK firms can maximise their presence by presenting at seminars.

British High Commissioner Residence Reception - We hope to secure funding for a large networking reception to take place at APM one evening (date to be confirmed).

Following discussions with the exhibition organisers, the following Pavilion entitlements will apply for companies participating under the SMI Pavilion:

- Free buyers/ visitor invitation flyers
- Complimentary invitation to "APM 2018 Exhibitors Reception Night"
- Complimentary company listing and write-up in Show Preview
- Company listing 100 words write-up in Show Directory
- Nomination of up to 20 Event Hosted Buyers (EHB) (subject to selection by Committee)
- APM will be running a Hosted Buyers Programme again
- Media information contact point for assistance with press releases

THE UK GROUP AT APM 2018

The Society of Maritime Industries (SMI) is the organiser for the UK Group. Companies are hereby invited to join the UK Group.

The advantages of joining the UK Group are:

- SMI as the group organiser, deals direct with the APM 2018 exhibition organisers, co-ordinates payments, appoints agents and stand contractors, produces the UK Group catalogue, briefs the exhibitors, etc.
- Participants exhibit as a co-located Group in the UK pavilion with strong visual UK branding which attracts visitors and international delegations.
- A business lounge exclusive to the UK Group will be provided and a prime location within the exhibition hall for the UK Group has already been reserved.
- SMI facilitates exhibitors, where eligible, in obtaining DIT TAP grants for offsetting the costs of their participation in the exhibition.

STAND & GRAPHICS

The UK Pavilion is located in a prime location in the exhibition hall and each stand will be finished to a high standard with strong visual UK branding. Each stand will be carpeted and fitted with furniture as per the entitlement table below. Further items can be ordered direct from the contractor.

APM 2018 - UK Pavilion Entitlements				
Entitlement / Sqm	9sqm - 17.9sqm	18sqm - 26.9sqm	27sqm - 35.9sqm	36sqm
Information Counter (750mmH)	1	2	3	4
Arm Chair	3	6	9	12
Round table	1	2	3	4
Wastepaper basket	1	2	3	4
13 Amp Power point	1	2	3	4
Long Arm Spotlight	2	4	6	8

Graphics

The cost of the backwall graphic is included in your stand. Advantages for you include:

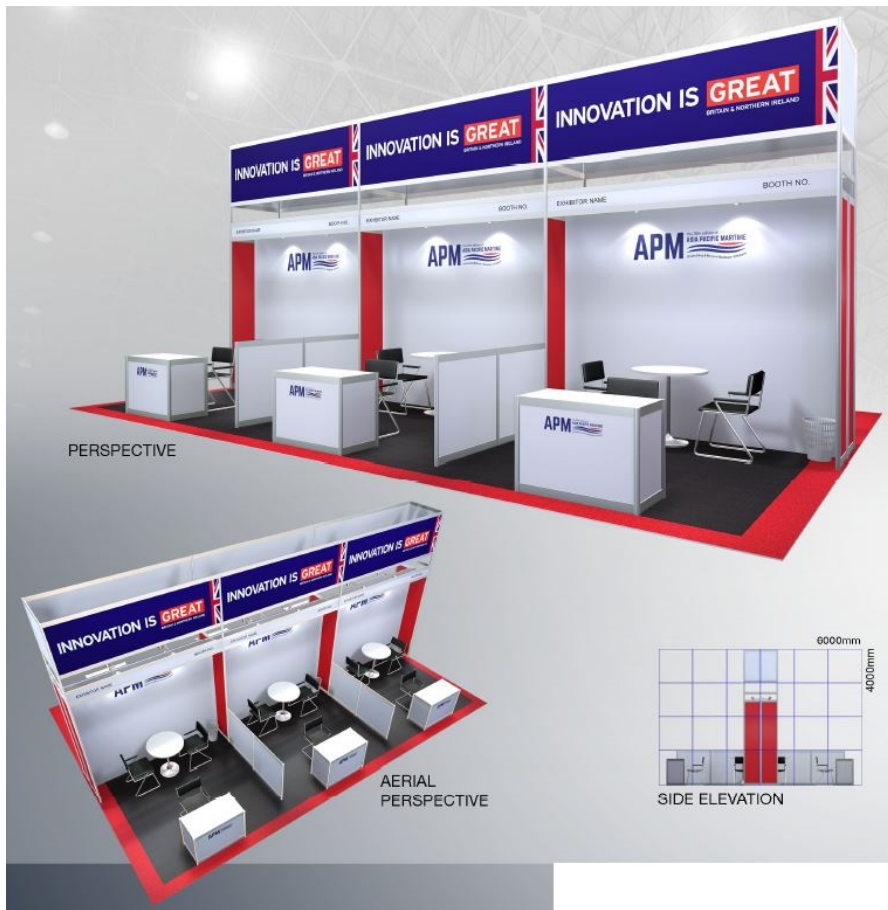
- Professionally produced graphic which enhances the presentation of your company
- Cost saving by not needing to produce graphics in the UK and ship to Singapore
- Reduced burden on staff in terms of stand build

No extra pop-ups or stand systems will be allowed as they will interrupt the open sight line format of the pavilion. It will also cause your neighbouring stand to see the unfinished back of it which would be unacceptable.

If you would like graphics on the 1 meter high dividing sidewall there will be a fee of £110 for each sidewall (2 meter long graphic)

Your company logo will be put on the information counter as part of the package.

The minimum stand size is 9m² however larger stand sizes are available at your request. If you wish to exhibit on a corner stand, please make your request at the time of booking. Corner stands will be available in strict order of booking, while we will do our best to fulfil any requests; locations cannot always be guaranteed and are strictly first-come, first-served.



COST OF PARTICIPATING

- Stand in UK pavilion (minimum 9 sqm) including backwall graphic production, furniture, carpets, lights etc as per the entitlement table.

▪ 9 square metres	£4,057
▪ 12 square metres	£5,396
▪ 15 square metres	£6,735
▪ 18 square metres	£8,074
▪ 21 square metres	£9,413
- Management fee for UK Group exhibitors in UK pavilion: **£699** (£838.80 inc VAT)
(SMI members benefit by a discount through their membership of the Society of Maritime Industries and therefore pay a management fee of **£499** (£598.80 inc. VAT)).

TRADE ACCESS PROGRAMME (TAP) GRANTS – A TAP grant based upon a flat rate of £2,500 will be claimed on behalf of each qualifying (SME) exhibitor (All UK-based SME businesses and organisations involved in exporting from the UK are eligible to apply for grants as determined by DIT).

ADDITIONAL INFORMATION

All relevant costs have been calculated using current exchange rates at time of issue, we reserve the right to adjust the charges in the event of any significant change.

The SMI Management fee covers the costs of all aspects of securing government funding, pre-event preparations, recruitment and administration prior to, during and after the event. In all cases, the Management Fee is non-refundable and cannot be included in your claim.

Terms and Conditions of Contract

The provision of space, agreements for individual stands, arrangements for design and construction of the UK pavilion stands and the administration of the UK Group, including additional charges, are covered in the attached Society of Maritime Industries (SMI) Terms and Conditions. These Terms and Conditions together with this “Offer” and the Rules and Regulations issued by the exhibition organiser are deemed to be incorporated in and form part of this contract.

Details given are subject to any changes with particular regard to the exhibition organiser’s charges, government legislation, etc.

Liability

No liability shall be attached to the Society of Maritime Industries or any of its constituent trade associations or groups or any member of its staff in respect of any accident, injury, loss or damage arising out of, or in any way connected with, the display of goods in pursuance of this event or in any other way whatsoever.

Action

To reserve a place in the UK Group, please complete and return the booking form to Clementina Upton or Tom Chant, Society of Maritime Industries, at the address shown.

For further information on the exhibition/UK Group please contact **Clementina Upton** or **Tom Chant** on:

Switch Board: 020 7628 2555 - Direct tel Clementina: 020 7448 7023 - Fax: 020 7638 4376

Email: events@maritimeindustries.org or tom.chant@maritimeindustries.org

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BOOKING FORM FOR EXHIBITORS JOINING THE UK GROUP

Please complete and return this registration form by **Tuesday 16 January 2018**
to Clementina Upton at the Society of Maritime Industries, 28-29 Threadneedle Street, London EC2R 8AY

A receipted invoice together with further details of the event will be sent
to you with an acknowledgement of your booking.

Company: _____

Address: _____

Town: _____ Post Code: _____ Country: _____

Contact: _____ Position: _____

Phone No: _____ Fax No: _____

E-mail: _____

Our company/organisation wishes to join the UK Group at Asia Pacific Maritime 2018 and requests an invoice for the following:

Stand:	For a pre-constructed enhanced "shell scheme" stand in the UK badged pavilion of _____ sq m	£
Plus: (compulsory)	SMI management fee for UK Group exhibitors in the UK pavilion: <i>*The company is a member of the Society of Maritime Industries and the fee payable is £499 + UK VAT @ 20% (£598.80)</i> <i>*The company is NOT a member of the Society of Maritime Industries and the fee payable is £699 + UK VAT @ 20% (£838.80)</i>	£
TOTAL		£

We accept the Society of Maritime Industries (SMI) Terms & Conditions (overleaf) and will settle any minor follow-on charges including additional furniture or fittings for exhibitors in the UK Pavilion, etc. when advised.

We acknowledge that once completed this form represents a commitment by the company/organisation and if we subsequently withdraw from the UK Group we will be liable for the full costs (in accordance with the SMI Terms & Conditions of participation at exhibitions) unless a replacement can be recruited.

Name: _____ Signed _____ Date: _____

SOCIETY OF MARITIME INDUSTRIES (SMI)

TERMS AND CONDITIONS OF PARTICIPATION AT EXHIBITIONS

1. All stands must be in the name of a UK registered company.
2. SMI may acknowledge receipt of an unsupported application to participate in the exhibition. Such acknowledgement does not commit SMI to consider allocation of stand space nor provide any further service. Such commitment by SMI to consider allocation of space will apply only to those applications from an exhibitor that have been supported by payment in full.
3. Stand fees include rental of space, provision of a fully constructed shell-scheme stand and display aids as part of a group of stands and SMI's administrative charges.
4. Exhibitors must pay in full all invoices for stand fees as they fall due. Failure to do so may be regarded as a breach of this contract. In such cases articles 16, 17, 18 and 23 of these terms and conditions apply.
5. Exhibitors applying for stands with an UK pavilion must take the shell-scheme provided.
6. No additional construction to the shell-scheme is permitted, except by prior and written agreement from SMI.
7. Companies having received such agreement from SMI are themselves responsible for seeking quotes, commissioning and payment of additional construction to the shell-scheme.
8. SMI will make every effort to provide the size of stand requested, but cannot guarantee in advance either the hall, position, configuration of stand, or total area that can be provided.
9. Where it is necessary to offer an area varying by greater than 20% of the area requested, SMI will first seek the agreement of the applicant.
10. If compromise cannot be reached, exhibitors party to this agreement remain responsible for payment of the whole stand available, but SMI will make all reasonable effort to find a replacement company.
11. Should it be necessary to allocate a stand area greater than originally requested, the exhibitor must pay in full on receipt of invoice for additional areas. Should it be necessary to allocate a stand area less than originally requested, SMI will refund the difference in stand fees should a reduced area only be available.
12. Every reasonable care will be taken in the allocation of space to companies to avoid inclusion of pillars and fire hydrant access points on stands. Where this is not possible, companies will not be charged for net stand area displaced by pillars, or hydrants.
13. SMI is unable to guarantee that it is able to offer sufficient space to satisfy the total UK group requirement. Space will therefore be allocated strictly in order of receipt of applications supported by payment in full for stands.
14. Where there is insufficient space to be able to confirm allocation of a stand, companies will be refunded their stand fees in full.
15. Exhibitors withdrawing from the group after SMI is committed to payments on the company's behalf will forfeit their stand fees in full unless a replacement company can be found to take all of the withdrawing company's stand.
16. SMI will make all reasonable effort to find replacement companies, but will not guarantee to secure replacement.
17. Where a replacement exhibitor can be found, a charge of 20% of stand fees, up to a maximum of £1,000 will be charged to the withdrawing company to cover the additional administrative costs incurred.
18. SMI undertakes, on behalf of the exhibitors, to forward all applications for DIT grant to the DIT. Grant application forms and DIT terms and conditions of support are available on request from SMI.
19. SMI is not able to guarantee that an exhibitor is eligible for DIT support.
20. SMI will make all reasonable effort to check to see that a company is eligible for DIT support before contracting for space and construction on behalf of a company.
21. Where it is not possible to confirm that an exhibitor is eligible for DIT support in advance of contracting for payments, or in instances where an exhibitor may have DIT support withdrawn after SMI has contracted for payment on behalf of an exhibitor, the exhibitor will remain liable to pay for the full cost of the stand it has been allocated.
22. SMI will not authorise payment of any DIT grant monies for any exhibitor that has not previously paid stand fees and invoices for provision of services in full to SMI.
23. SMI and DIT shall not be held liable for ensuring that the exhibitor, its personnel, and exhibits are adequately insured against all risks.
24. In submitting this application, exhibitors accept responsibility for ensuring that they are adequately insured against all accident, claims arising from negligence and that their exhibits are also insured against loss, or damage.
25. No damage may be caused to the shell-scheme, or display aids supplied, particularly by use of nails, or tacks for attaching panels to the shell-scheme walls.
26. If damage is so caused, companies will be liable to meet the full cost of replacement of the damaged items.
27. Exhibitors are forbidden to further embellish the fascia panels of their stands by use of unauthorised additional graphics, or display aids.
28. Exhibitors are requested not to promote their presence and exhibits in a manner likely to cause offence, or nuisance to other exhibitors, or in contravention of the organisers' terms and conditions of participation.
29. From time to time, SMI may appoint service companies to offer group freight, travel, accommodation, promotion and other services as may be thought in the interests of the joint venture exhibiting companies.
30. Where SMI makes such appointments, joint venture exhibitors are free to make use of the services of such companies at their own risk.
31. Such appointments are made in the interests of reducing individual costs for joint venture participants. Exhibitors are not obliged to use such services.
32. SMI acts solely as an agent on behalf of the exhibitor and takes no liability for exhibitor's recovery of monies paid to a stand contractor who before the completion of the delivery and the build of the stands becomes bankrupt or otherwise ceases to trade.
33. SMI shall not be held liable for the performance, actions or negligence of appointed contractors by the organisers.
34. Exhibitors shall be liable for payment of all additional site services (use of group telephone and fax, stand cleaning).
35. Synopsis of Terms and Conditions for companies in DIT supported exhibition joint venture groups.
 - a. Stands must be in the name of a UK registered company.
 - b. Exhibits must be predominantly of UK origin.
 - c. Stand must be managed throughout the exhibition by personnel competent to best promote the company and product.
 - d. SMI, its employees, agents and sub-contractors, shall not be liable in any event for any economic loss, loss of profit, revenue, goodwill or anticipated saving or for indirect, special, incidental and consequential loss or damage of the exhibitors or others, however caused, whether SMI was aware that such loss or damage may arise.
 - e. Except as provided in these terms and conditions SMI, its five constituent Trade Associations, its employees, agents or contractors, the UK Secretary of State for Trade and Industry, DIT and its employees shall not be liable either in contract, tort (including negligence) or otherwise, for any claim, costs, demand or liability whatsoever and howsoever arising out of or in connection herewith of the supply of any services hereunder.
36. SMI reserves the right to raise a surcharge on stand fees, in the event of significant devaluation of Sterling.
37. In submitting this application, the exhibitor agrees to be bound by these terms and conditions and those of the Event Organisers.