



Interspeech 2014  
14 – 18 September 2014  
Max Atria, Singapore Expo  
Singapore

Exhibitor Manual

Presented by:  
AGOG Expo Pte Ltd  
1 Pemimpin Drive #02-07  
One Pemimpin  
Singapore 576151  
Tel: (65) 6694-5255  
Fax: (65) 6694-5355  
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Email: [sereneshen@agogexpo.com](mailto:sereneshen@agogexpo.com)  
Contact: Ms Serene Shen

# INTERSPEECH 2014

14 – 18 September 2014

Max Atria  
Singapore Expo

## FASCIA FORM

**DEADLINE: 14 August 2014**

Please complete this form, retain one copy for your file and mail/  
email to :

**AGOG EXPO PTE LTD**

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Singapore 576151

Tel : (65) 6694-5255

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Attn : Ms Serene Shen (sereneshen@agogexpo.com)

### FASCIA BOARDS

- All fascia boards will come with red background and white helvetica text.
- Adding of any logos will be subjected to additional cost. Cost will vary depending on the complexity and colours of the logo(s).

**Our stand fascia wordings are (maximum 24 characters):**


\*\*Please email us your fascia name if it exceeds 24 characters. Font size will be reduced accordingly to accommodate the fascia board length should fascia name exceed 24 characters. All fascia names will come in UPPER CASE only.

### ENTITLEMENT FOR TABLE DISPLAY BOOTH

Stand Area in Sqm	Per Booth
40W Fluorescent Light	2
13amp/230V Power Outlet	1
Reception Desk 750H x 1000L x 500W	1
Folding Chair	2
Waste Basket	1

### SHELL STAND SPECIFICATIONS

- A) **Walls:** 2.44m (8ft) high in white laminated 3mm thick plywood panel joined by aluminium section.
- B) **Fascia:** 30cm (1ft) high, with exhibitor's name and stand number in cut-out PVC sticker in English.
- C) **Lighting:** 40W Fluorescent Light and 13amp/230V single-phase power outlet in accordance with the numbers stated in the table.
- D) **Furniture:** Reception Desk, Folding Chair and Waste Basket

Exhibiting Company :		
Booth No.	Contact Person:	
Address :		
Tel No :	Fax no. :	Email :

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## SERVICE LOCATION PLAN

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**Attn : Ms Serene Shen (sereneshen@agogexpo.com)**

### FOR TABLE DISPLAY BOOTH EXHIBITORS









- Indicate the following on the plan below (every one block is 0.5m): Power points and spotlights using the symbols below.
- Use a separate attachment if the plan given below is too small.
- All fixtures will be placed at the discretion of the Official Contractor if this form is received after the above deadline.

### FOR RAW SPACE EXHIBITORS

- Fax your design plans to Ms Serene Shen at (65) 6694-5355.
- Indicate your electrical and lightings requirements of your plans (every square is 500mm).

Backwall (2mL)


Fascia nameboard / Open Frontage

Symbol	Item	Symbol	Item
	Fluorescent Tube		100W Lighting Connection
	100W Spotlight		13amp/230V single phase (for machinery only)
	100W Longarm Spotlight		15amp/230V single phase (for machinery only)
	300W Floodlight		15amp/415V three phase (for machinery only)

Exhibiting Company :

Booth No.

Contact Person:

Address :

Tel No :

Fax no. :

Email :

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## FURNITURE RENTAL

**DEADLINE: 14 August 2014**

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Singapore 576151

Tel : (65) 6694-5255

Fax : (65) 6694-5355

Attn : Ms Serene Shen (sereneshen@agogexpo.com)

### Notes:

- If you have contracted the table display booth, please ensure that you are ordering only your additional requirements.
- As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a **30% surcharge after the deadline** and a **50% surcharge for on-site orders**.
- All items are on rental basis for the period of exhibition only.
- Cancellation of order is subjected to a 30% surcharge.

ITEM	UNIT COST S\$	QTY	COST
Easy Arm Chair	50		
Chrome Folding Chair	22		
Executive Chair	99		
Round/Square Table	61		
White Square Table	61		
Square Coffee Table	44		
Round Barstool	50		
Reception Desk	66		
Lockable Cabinet	88		
TV Rack	132		
Display Block (500mmH, 750mmH, 1000mmH)	66/ 99/ 132		
Low Showcase (w/o lightings)	253		
High Showcase (w/o lightings)	352		
Brochure Rack	200		
Tall Fridge – (w/o powerpoint)	242		
Bar Fridge – (w/o powerpoint)	200		
Wall Shelving – slope/flat	39		
Display Board	44		
Waste Basket	11		
Potted Plants (low)	17		
Potted Plants (high)	28		
Total Cost Before Tax			:
30% Late Order Surcharge			:
7% Goods & Services Tax			:
Total Cost inclusive of Tax			:

### MODE OF PAYMENT (Orders will only be processed when accompanied by FULL PAYMENT)

**Crossed cheque or bank draft** made payable to AGOG Expo Pte Ltd  
Mailing Address : 1 Pemimpin Drive #02-07, One Pemimpin Singapore 576151

**Telegraphic Transfer** – Please make payment in Singapore Dollars to the following account :  
AGOG Expo Pte Ltd, Account Number: 538-720855-001  
OCBC Bank - Bishan Branch, Blk 501, Bishan Street 11 #01-372/374 Singapore 570501  
Swift Code: OCBCSGSG, Bank Code: 7339

**American Express**

**MasterCard**

**Visa**

Card no. : \_\_\_\_\_ Expiry Date : \_\_\_\_\_ (dd-mm-yy)

Cardholder's name : \_\_\_\_\_

Signature: \_\_\_\_\_

Exhibiting Company :		
Booth No.	Contact Person:	
Address :		
Tel No :	Fax no. :	Email :

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## ELECTRICAL RENTAL

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**Tel : (65) 6694-5255**

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### Notes :

- If you have contracted the table display booth, please ensure that you are ordering only your additional requirements.
- If you have contracted bare space and using your own contractor to build your booth, you must order your electrical requirement from the Official Contractor. Only the Official Contractor is authorised to undertake all electrical works in the exhibition area.
- Please submit this form together with the service location plan.
- As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a **30% surcharge after the deadline** and a **50% surcharge for on-site orders**.

**Important:** Exhibitors and contractors are to note that electrical supplies are FOR EQUIPMENT DEMONSTRATION ONLY and **NOT FOR LIGHTING**. Please check that your equipment can operate on these electrical specifications, and bring along your own transformer or regulator if necessary.

ITEM	UNIT COST S\$	QTY	COST
40W Fluorescent Tube (4 feet)	61		
100W Spotlight	66		
100W Longarm Spotlight	72		
300W Floodlight	154		
500W Floodlight	275		
Lighting connection (max 100W)	55		
Lighting connection (max 300W)	88		
13amp/ 230V single-phase power outlet	66		
15amp/ 230V single-phase power outlet	88		
15amp/ 415V three-phase power outlet	308		
30amp/ 415V three-phase power outlet	550		
Total Cost Before Tax			:
30% Late Order Surcharge (if any)			:
7% Goods & Services tax			:
Total Cost with tax			:

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Booth No.	Contact Person:	
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