

TERMS & CONDITIONS OF SAFRA ENTREPRENEURS' MARKETPLACE

The Applicant(s) agree/agrees to abide by the following terms and conditions when participating in SAFRA Entrepreneurs' Club's SAFRA Entrepreneurs' Marketplace, upon full payment of the booth(s) rental.

1.0 DEFINITIONS

- 1.1 "Vendor/Vendors" refers to the applicant(s) who rents a booth space at the Event. "Organizer" refers to SAFRA Entrepreneurs Club (SEC) who is Organizer of the Event. "Event" refers to the SAFRA Entrepreneurs' Marketplace.

2.0 ELIGIBILITY OF VENDOR(S)

- 2.1 As an exclusive privilege to SEC members, priority will be given to SEC members in the selection of booths, in shortlisting the award of booths, and page placement of voucher slots in the Event Voucher Booklet, where applicable.
- 2.2 All vendors are entitled to 1 free voucher slot in the Event Voucher Booklet.

3.0 FEES

- 3.1 The rental fees will be collected in full by Organizer upon acceptance of this agreement.
- 3.2 Booth rental(s) are strictly non-refundable unless Event is cancelled by the Organizer. If the Event is cancelled one (1) to two (2) months before the Event day, 80% of the rental fees will be refunded.
- 3.3 A refundable deposit of S\$50 will be collected via cheque during the set up duration on 9 Nov.

4.0 OPERATION AND BOOTH SPACE

- 4.1 Booth locations will be allocated by the Organiser unless Vendor pays for the option to select a preferred booth location. Sponsors of the event will have priority in choosing their preferred booth locations at no additional cost.
- 4.2 Booth operating hours during the Event are from 10am to 8pm daily, and all Vendors must adhere to these timings
- 4.3 Each Vendor is entitled to a 1.5m x 1.5m booth space that consist of 1 table (2ft D x 4ft L) and 2 chairs.
- 4.4 Vendor(s) must provide their own skirting / table cloth.
- 4.5 Vendor(s) are not permitted to deface or damage the venue and properties provided by the Organiser (e.g. hanging or sticking anything). The deposit may be forfeited and additional compensation may also be sought from the Vendor for repair and replacement of such damage of properties.

- 4.6 Vendor(s) are not allowed to bring in their own tables, power point extensions and chairs. Organiser may ask for the immediate removal of the abovestated items, and the Deposit may be forfeited.
- 4.7 Due to space constraints, Vendor(s) are to inform the Organiser if additional items or features (such as clothes rack or stools), other than those provided by the Organiser, will be added to the booth. Approval is required from the Organiser for the extra properties due to space constrains. Vendors must write in to inform the Organizer at least one (1) month before the Event for approval. Failure to do so may result in the forfeiture of the deposit.
- 4.8 No properties within the venue shall be removed or shifted unless prior approval is given by the Organizer.
- 4.9 Vendors who wish to put up marketing banners can only use pull-up banners within the designated booth space.
- 4.10 Set up will commence on 9 Nov, from 8am to 9:30am (30 mins before the Event commencement time of 10am). Vendors who arrive later than the Event commencement time/ did not show up will have their booth cleared or replaced with another vendor, and all booth rental fee and deposit paid will not be refunded.
- 4.11 Vendor(s) must be present at the booth at all times during the marketplace. Vendor(s) can start packing up half an hour before the marketplace ends.
- 4.12 Vendor(s) are to adhere to the allocated booth space and to maintain reasonable space between booths.
- 4.13 Please keep your allocated booth space and venue clean and tidy. The area must be cleared and kept clean after tear down of Event, all waste and litter should be properly disposed of in the nearest rubbish bins.

5.0 RESTRICTED or PROHIBITED ITEMS

- 5.1 RESTRICTED or PROHIBITED ITEMS: Food and beverages which requires handling/ cooking at the venue, food and beverages without NEA approval, counterfeit items, copyright infringed products, damaged items, second hand products, financial and/ or insurance services, MLM associated products, items with offensive or derogatory or racially discriminative slogans or messaging, products with utilisation of dangerous implements and materials, as well as any products in violation of Singapore's Law.

6.0 SAFEKEEPING AND SECURITY

- 6.1 Vendor(s) are allowed to place their products overnight in their allocated booth space after Event operating hours at their own risk. Vendor(s) are advised to store their products in luggage/ boxes with a lock and cover it with a canvas sheet. All costs and materials are to be provided by the Vendor(s).

- 6.2 Security guards will be present at the venue but Organiser will not be held responsible for any damage or loss of items.

7.0 PARKING AND/OR LOADING/UNLOADING

- 7.1 No complimentary parking will be provided at the Event.
- 7.2 Vendor(s) may proceed to the loading bay to load/unload their products. The vehicle must not be left unattended. Parking is not permitted at the loading bay.

8.0 TERMS & TERMINATION

- 8.1 Vendor(s) are hereby given notice to act in the best interest of Organizer at all times and shall not do or permit anything that may damage or prejudice the reputation of Organizer or bring Organizer into disrepute.
- 8.2 Vendor(s) are to conduct their business at the venue in a professional manner so as not to give cause for complaints from merchants in the venue or the public and to ensure that the image of Organizer is not adversely affected.
- 8.3 Organizer reserves the right to reject any application based on its absolute sole discretion without assigning any reasons.
- 8.4 The Organizer is not responsible for poor sales or bad response during the Event. Vendors are not allowed to solicit business outside of their designated booth location (i.e. giving out flyers at the entrance of the event).
- 8.5 The Organizer reserves the right to make changes, including changes in content, description, terms and conditions, location of the event, etc. at any time without prior notice or bearing any legal cost.