

# Exhibit Booth Reservation & Agreement Form

EVENT DATE: March 22-24, 2023

VENUE: Marina Bay Sands Singapore, Sands Expo and Convention Center, 10 Bayfront Avenue, Singapore

Please complete and return to: Kerry Benik, Marketing & Events Manager | [benik@flightsafety.org](mailto:benik@flightsafety.org)

## Company Information

Name:

Address:

City:

State:

Country:

Zip  
Code:

Billing  
Address:

City

State:

Country:

Zip  
Code:

## Your Information

Name:

Job title:

Phone:

Email:

## Billing Contact

Name:

Job title:

Phone:

Email:

## Person(s) who we be at the booth:

1. Name:

Job title:

Phone:

Email:

2. Name:

Job title:

Phone:

Email:

## Your Company Marketing Contact

*We will reach out to this person for your company logo and any marketing related information needed.*

Name:

Job title:

Phone:

Email:

## Booth Pricing – All costs are in USD dollars - Please select your booth size.

10'x10'

\$4,500 | FSF Member

\$6,000 | Non-Member

**Booth Location Selection**

Booth selection is on a first come, first served basis. Please reference the **exhibitor floor plan and** indicate your chosen booth number in order of preference. Please note: **booth choices are not guaranteed at the time you complete this form**, therefore a 2<sup>nd</sup> choice is requested. Upon receipt of this signed reservation form, a member from the FSF events team will confirm your booth number with you.

Choice #1 \_\_\_\_\_ | Choice #2 \_\_\_\_\_

**Exhibitor Benefits**

1. One complimentary registration per exhibit space.
2. Breakfasts, breaks and lunches held in the exhibit hall.
3. Company logo listed on the conference website and mobile app.
4. Option to purchase up to two additional registrations for a discounted rate of US\$400 each.
5. Pre-conference and post-conference attendee roster.  
(In compliance with the PDPA Personal Data Protection Act)
6. As an exhibitor, you will have access to all general session programming and breakout sessions.

**What's Included in Your Standard Booth**

- 3m x 3m Paneled Booth
- Two overhead spotlights
- Two 13amp power points
- Two chairs OR two barstools
- One table with locking storage compartment (1mL x 0.5mW x 1mH)
- One overhead signage with company name (no logo/branding)

**Note:** you have the option to upgrade and modify your booth directly with the exhibit management company. Once you sign this contract, you will receive an **exhibitor welcome packet** with all the information you need for upgrades and logistics.

## Cancellation and Terms & Conditions

**Cancellation Policy:** Refund less a US \$250 administrative fee, will be given for exhibit cancellations received by January 31, 2023. **No refund will be given for cancellations received on or after February 1, 2023.** Canceled booths also forfeit exhibitor benefits such as complimentary registration and attendee lists. **All cancellation requests should be sent by email to Kerry Benik at benik@flightsafety.org.** Exhibitors who do not attend the meeting and have not sent an email cancellation by the deadline, will forfeit the entire exhibitor fee.

**Terms & Conditions:** FSF reserves the right to cancel or reschedule all or any part of this event if there is insufficient registration or for other internal reasons. Should FSF cancel the event, and elect not to reschedule, all exhibitors will be notified via email and refunded the exhibitor fee in full.

Should FSF reschedule the event, exhibitors will have the option to transfer any paid exhibitor fees to the new event dates or receive a refund in full (minus administrative fees). Should FSF need to cancel and/or reschedule the event, FSF is not responsible for cancellation charges assessed by hotels, airlines or travel agencies, or other losses incurred due to the cancellation or rescheduling of the event.

Should external circumstances such as weather, acts of God, or other factors beyond FSF's control delay or prevent the event from occurring, FSF will consider the situation and advise exhibitors accordingly by email.

**Conflicting Event Policy – Meetings, Entertainment and Social Functions:** No entertainment, social functions or meetings may be scheduled to conflict with the Flight Safety Foundation AP-SAS program, events, or specific exhibit hours. No event after the program may start until 30 minutes after the last event of each day.

**YES. I understand the Flight Safety Foundation's Exhibit Booth Cancellations Policy and Terms & Conditions.**

Signature: \_\_\_\_\_ (type or sign your name)

Today's date: \_\_\_\_\_

## PAYMENT INFORMATION – Select Credit Card or Invoice

### CREDIT CARD

In the "total to be charged" field below, please fill in the total amount of your booth, plus any additional registrations you may wish to purchase.

TOTAL TO BE CHARGED \$	Please email me an invoice for approval <b>PRIOR</b> to running this charge			YES or	NO
Please charge my credit card for the amount above	VISA	MASTERCARD	AMEX		
Card #:					
Expiration date:			Security code:		
Billing address for the card:					
City/State/Zip Code:					

**Name on card**

**Signature of cardholder**

*Note: If an invoice is not required for approval prior to FSF charging your card, a paid invoice will be emailed to you with your credit card receipt upon completion.*

**INVOICE** – Please email me an invoice and FSF will receive payment within 30 days

**Payment can be mailed to:**

Flight Safety Foundation, 701 N. Fairfax Street, Suite 250, Alexandria, VA 22314-2058 USA