

AutomationSG
TRADE FAIR APPLICATION FORM (SINGAPORE PAVILION)

NOTE



Singapore Pavilion at : **Vietnam Industrial & Manufacturing Fair (VIMF) 2024**
 Date : **11 to 13 September 2024**
 Venue : **Da Nang Exhibition and Fair Center**



AutomationSG

9 Jurong Town Hall Road #02-23 TA Hub S609431

Contact : secretariat@automationsg.org or +65 6749 1822 for more information

www.automationsg.org

FINANCIAL ASSISTANCE AND PAYMENT			
Eligible Exhibiting companies will enjoy UP TO 70% OR UP TO 50% subsidy under the LEAD IFM scheme from Enterprise Singapore. Under LEAD IFM, Singapore Pavilion participants are eligible for UP TO 70% OR UP TO 50% subsidy of total eligible cost as follows :			
<ul style="list-style-type: none"> ☉ UP TO 70% OR UP TO 50% subsidy of space rental and Singapore pavilion stand construction. ☉ UP TO 70% OR UP TO 50% subsidy of group/common expenses. (eg. Audit fee, bank charges, common hospitality area, on-site consultancy fee, pavilion advertisement, etc) ☉ Participation fees must be paid at least four (4) weeks before the exhibition by the participating company only. ☉ Space/Booth is limited, AutomationSG reserves the right to allocate the space on First come, First served basis. 			
PARTICIPANT DETAILS			
Company Name :		UEN No :	
Tel :		Fax :	
1st Contact Person and Designation :		Mobile :	Email :
2nd Contact Person and Designation :		Mobile :	Email :
Address : _____ S (_____)			
CORE FUNCTION ELIGIBILITY			
To qualify for LEAD IFM grants, Participating companies must be based in Singapore and locally registered with at least 3 of the following core business functions and is incorporated and based in Singapore : (Please Tick at least 3)			
<input type="checkbox"/> Market development and planning		<input type="checkbox"/> Logistics and shipping management	
<input type="checkbox"/> Business and investment planning		<input type="checkbox"/> Research & development and design functions	
<input type="checkbox"/> Banking, financial and treasury functions		<input type="checkbox"/> Manufacturing and other value-added activities	
OBJECTIVE OF PARTICIPATING IN THE TRADE SHOW			
PARTICIPATION AND ADMINISTRATION FEE PACKAGE (Limited Space: Subject to First Confirm, First Get)			
Exhibition Space with Booth Costing : \$S\$650 Per Sqm		Minimum 9 sqm	
Singapore Pavilion Exhibition Package (Basic Furnished Booth)	<input type="checkbox"/> 9 Sqm	<input type="checkbox"/> 27 Sm	(Please tick)
	<input type="checkbox"/> 12 Sqm	<input type="checkbox"/> 36 Sqm	
	<input type="checkbox"/> 18 Sqm	<input type="checkbox"/> Others: _____ Sqm	
COMPANY ELIGIBILITY : Attach company profile from ACRA (valid for six months) showing at least 30% shareholdings by Singaporean or PR.		Administration Fee (NOT eligible for claim under the LEAD IFM scheme)	\$S\$300 for AutomationSG member \$S\$700 for Non-AutomationSG member
PREVIOUS PARTICIPATION IN THIS TRADE EXHIBITION TITLE (PREVIOUS EDITIONS)			
Indicate the number of times your company is participating in this exhibition title starting from April 2019 :		<input type="checkbox"/> 1st time	<input type="checkbox"/> 3rd time (Please tick)
		<input type="checkbox"/> 2nd time	<input type="checkbox"/> 4th time or more
DECLARATION			
I have read, understood and agree with the terms and conditions : (Please also read the next page) (Please fill and sign)			
Name :		Designation :	
Authorised Signature :		Company Stamp :	
Date :			
Note : Application of LEAD IFM is in progress. This registration form is valid only upon successful LEAD IFM grant allocation. (Result To Be Advised)			
AutomationSG OFFICIAL USE ONLY		AutomationSG Secretariat Name and Signature :	

Company eligibility confirmed by AutomationSG Secretariat :

Date :

Imprint AutomationSG Stamp

Company Stamp :

Singapore Pavilion at :	Vietnam Industrial & Manufacturing Fair (VIMF) 2025
Date :	18 to 20 June 2025
Venue :	Binh Duong, Vietnam

LEAD IFM SUPPORT OVERVIEW – Administered via Enterprise Singapore (ESG)

LEAD IFM supports eligible Singapore incorporated/registered and based in Singapore companies with **at least 3 core business functions.**

LEAD IFM does not support foreign based companies (inclusive principals/agents/branch offices etc).

Failure to comply with Singapore pavilion design regulations will result in non-eligibility for the grant.

The administration fee component is NOT claimable under LEAD IFM.

The LEAD IFM scheme supports a maximum of 36sqm per company per exhibition.

The association is responsible to send for audit and file the grant claims with ESG on the exhibiting company's behalf.

LEAD IFM operates on a group reimbursement basis for the Singapore pavilion, not as an individual company.

Reimbursement amount will be based on the final claim submitted on the above eligible expenses incurred by the association.

LEAD IFM Reimbursement is company and exhibition title-centric

From April 2019, a company will be entitled to an increase (**UP TO 70%**) reimbursement when the same eligible company participates in the same exhibition title for the first three (3) times.

The three (3) counts begin from April 2019.

From the fourth (4th) exhibition onwards, the reimbursement is UP TO 50% for the same exhibition title.

SINGAPORE PAVILION MANDATORIES – Exhibiting companies are responsible to comply.

Failure to comply will result in non-eligibility for the LEAD IFM grant.

- ⊗ **Payment to AutomationSG must be issued by the same eligible company applying and exhibiting in the exhibition.**
- ⊗ All participants must exhibit within the approved pavilion location.
- ⊗ **Company fascia name must replicate ACRA entry exactly.**
- ⊗ No blockage of "SINGAPORE" / "SG" branding on overhead pelmet/side pelmet.
- ⊗ **At least one (1) Singapore staff from the exhibiting company must be present at the booth throughout the exhibition,** and is required to fill in the online survey on the last day of the exhibition.
- ⊗ On day one of show, two (2) name cards of the Singapore staff on-site will be collected, containing **full Singapore company name, Singapore address and valid contact details.**
- ⊗ All exhibition/pavilion directories listings must reflect the eligible Singapore entity's name. **Foreign company name is not accepted.**
- ⊗ Trade Associations and Chambers of Commerce (TAC) is responsible for all expenses related to the exhibition and will seek reimbursement for eligible expenses from Enterprise Singapore on behalf of participating companies.
- ⊗ Enterprise Singapore will not be responsible to the participating company in the event that TAC defaults in making payment to the participating company.
- ⊗ Participating Company is only allowed to have one other related company in the same SG pavilion within the same exhibition.
- ⊗ **The LEAD IFM grant supports only eligible Singapore incorporated/registered companies with a minimum of 30% shareholdings by a Singaporean or PR.**

FAQ: REIMBURSEMENT MATTERS

The grant amount each company will be reimbursed after the exhibition depends on the following factors :

- ⊗ The approved and final reimbursed grant amount received.
- ⊗ Common costs incurred eg. audit fees, bank charges, on-site consultant fee, publicity, etc.
- ⊗ Space and construction costs, pavilion size and number of participating companies.
- ⊗ Occupied space, SG pavilion construction, design, graphic, furniture, lighting and electrical costs.
- ⊗ Number of times participating company has participated in the same exhibition title. **ie UP TO 70% or UP TO 50%**
- ⊗ Foreign taxes
- ⊗ Other mandatory and/or miscellaneous fees.

DOUBLE TAX DEDUCTION (DTD)

Companies may apply for Double tax Deduction (DTD) for qualifying expenses not covered by LEAD IFM.

Double tax deduction applicable for eligible expenses that is net of any government grants/subsidies/tax deduction, including those pending approval by the relevant government agency.

For more information, please visit: <https://www.enterprisesg.gov.sg/financial-support/double-tax-deduction-for-internationalisation>

TRADE EXHIBITION TERMS & CONDITIONS

- ⊗ Upon confirmation of participation in the Singapore pavilion, the participating company is irrevocably bound by the terms and conditions of the trade fair participation by the Organiser's participation agreement.
- ⊗ Participation fee paid by the exhibiting company to AutomationSG must be cleared by AutomationSG's bank to be considered fully paid.
- ⊗ All participation and administration fees paid are non-refundable.
- ⊗ The participating company agrees to indemnify and hold AutomationSG, its staff, on-site consultants, and council harmless from any and all claims, losses, cause of action, damage, liabilities, lawsuits, opportunity losses, arising from stand application or participation in the above stated Singapore Pavilion.

Please sign/stamp and return both pages with valid ACRA company profile

I have read, understood and agree with the terms & conditions :

(Please fill and Stamp)

Name :

Designation :

Authorised Signature :

Company Stamp :

Authorised Signature :

Company Stamp :