Exhibitor Manual

NTU CAREER FAIR 2003
NANYANG AUDITORIUM
17-18 SEPTEMBER 2003

www.ntu.edu.sg/opawww/careerfair/

Office of Professional Attachments
Nanyang Technological University
Administration Annex Building, Level 4
42 Nanyang Avenue
Singapore 639815

Forde Media International Pte Ltd
Forde House, 9 Tannery Lane
Singapore 347772
Tel : 62581411
Fax : 62501411
1. Welcome ....................................................................................... 2
2. General Information ..................................................................... 3
3. Exhibition Rules and Regulations .................................................. 7
4. Forms ............................................................................................. 11
5. Contact Information........................................................................ 21

NTU CAREER FAIR 2003
NANYANG AUDITORIUM
17-18 SEPTEMBER 2003
www.ntu.edu.sg/opawww/careerfair/
Welcome

Welcome to the NTU Career Fair 2003: Be Seen, Be Heard, Be Hired. This exhibitor manual will assist our exhibitors and sponsors in creating an exciting and successful exhibition. Please take some time to read through the manual and take note of the deadlines for the services that you require.

Exhibitors should take note of the following:

1. The exhibition hall is open from 9.00am till 8.00pm during the build up and teardown days. Thereafter, all persons must leave the hall for security reasons.

2. Exhibitors and contractors are advised to adhere to the stand regulations as stated, under the reference 3, Exhibition Rules and Regulations.

3. “Space Only” layout, designs and elevation drawings (2 copies) must be submitted to the Organiser by 15th August 2003 for approval.

4. During the exhibition days, the Organiser will be responsible for the general cleaning of stand carpets and gangways daily. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis.

5. Exhibitors must acquire insurance coverage against any events throughout the whole duration of the exhibition for their personnel, equipment, third party liability claims, and the movement of the equipments, in and out of the exhibition hall.

If you have further enquiries, please contact the following:

Forde Media International Pte Ltd
Forde House
9 Tannery Lane
Singapore 347772
Tel : 62581411
Fax : 62501411

Patrick Lim
Senior Manager
Event Services Division
Email : patricklim@fordemedia.com

Office of Professional Attachments
Nanyang Technological University
Administration Annex Building, Level 4
42 Nanyang Avenue
Singapore 639815

Miss Chiam Poh Ling
Assistant Manager (Career Services)
Email : plchiam@ntu.edu.sg
Tel : 67905852
Fax : 67925576
GENERAL INFORMATION

1. Venue

NANYANG AUDITORIUM

Date: 17 & 18 September 2003, Wednesday & Thursday
Time: 10am to 5pm
Venue: Nanyang Auditorium

2. Date & Time

Build-up: 15-16 September 2003 0900hrs - 2000hrs
Showdays: 17-18 September 2003 1000hrs - 1700hrs
Teardown: 19 September 2003 0900hrs – 1500hrs

3. Exhibitors' Check-In

All exhibitors should register at the Exhibitors' Check-In counter on arrival at the venue to collect badges, the career guide kit, lunch coupons and also car park labels.

4. Exhibits Move-In

Cargos/crates or equipments which are consigned to the exhibition site should not arrive at the exhibition hall earlier than 15th September 2003, 1400hrs.

Forklifts, cranes and pallet trucks from exhibitors will not be permitted into the exhibition hall. All heavy equipments should be made known to the Organiser prior to moving in to the venue.

Exhibitors must provide sufficient insurance coverage against personnel or equipment. It is not the responsibility of the Organiser for the insurance coverage.

5. Smoking

In accordance with the Smoking (Prohibition in Certain Places) Act, it is prohibited by law to smoke in the exhibition halls, meeting places, atrium, air-con walkways, function areas and restaurant with food services.
GENERAL INFORMATION

6. Admission

Exhibitors are allowed to gain access an hour before and after during the official hours each day to service their stands. For exhibitors who wish to extend the hours, kindly approach the Show Management Office, located at B1, to apply for the extension (subject to a case-by-case basis).

7. Official Contractor

Macro Events is responsible for all Shell Scheme construction, rental of furniture, electrical fitting installation, audio visual etc....

Macro Events Pte Ltd #04-01/02,
MacPherson Industrial Complex
5, Lorong Bakar Batu
Singapore 348742
Tel : 67431677
Fax : 67494368

Ms Chua Poh Suan
Project Manager
Email : macroevt@singnet.com.sg
HP : 96711818

If you choose not to take the shell scheme, the charges for the booth will remain the same for the respective booth size. Further enhancement of the booth can be done by the official contractor or any other contractor appointed by your organisation.

Exhibitors may also appoint their own contractor for stand design and construction. A performance bond will be required to be lodged with the Official Contractor, which is a refundable deposit equivalent to S$20.00 per square metre on contracted space, subject to a minimum of S$500.00 per stand.

All other furniture besides those provided under the shell scheme booth package can be requested as additional item(s) from the Official Contractor at a rental rate. Please contact the Official Contractor for your additional requirements.

8. Security

Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual demonstration pedestals.

The Organiser will provide general security round the clock. Exhibitors and their staff will not be allowed in the exhibition hall after the stipulation hours given.

All personnel in the exhibition hall must wear identification badges.

For safety reasons, exhibit movement in or out of the exhibition hall during the show hours is not permitted.
9. Cleaning

The Organiser will arrange for general cleaning of the exhibition hall and the exhibitors will be responsible for the maintenance and cleanliness of the stands.

10. Food and Beverages (Lunch)

The lunch area inside the exhibition hall (Level 3) will be operational on 17-18 September 2003 from 1100hrs to 1400hrs.

11. LAN connection

LAN point is available upon request from the Official Contractor.

12. Additional lunch coupons

Additional lunch coupons can be procured via the organisers @ S$ 12 per head


Participating organizations are requested to submit a soft copy write-up of your company and company logo to the Organiser 14 days upon confirmation of packages, to be published on the career fair website and career guide.

Please take note of the following when preparing and submitting the write-up:

i. The write-up should not be more than 50 words.

ii. The company URL should be clearly defined.

iii. Number of vacancies and positions available.

iv. The logos should be submitted in the following format:
   a) Jpeg logo on white background. (not gif file)
   b) The logo should be at a minimum of 4cm X 4cm.

Submission to:

Patrick Lim
Senior Manager
Event Services Division
Email: patricklim@fordemedia.com
EXHIBITION RULES AND REGULATIONS
EXHIBITION RULES AND REGULATIONS

1. Brochures / Printed materials and Souvenirs

Exhibitors are required to seek approval from the Organiser all brochures / printed materials and souvenirs that are meant to be distributed at the show floor.

2. Promotions during the Show

Exhibitors are asked not to place stickers, signs or posters anywhere in the exhibition hall other than within their own stand. Likewise, exhibitor’s representatives may not distribute brochures, invitations etc at the registration areas, entrances/exits of the exhibition halls, or any other areas which, in the opinion of the Organisers, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.

Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighboring stands.

3. Power supply and Lighting

The following rules must be complied with:

All electrical installation work from source of supply at the exhibition must be carried out solely by the Organiser’s Official Contractor.

Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc and keep the Organiser informed.

All electrical equipment should be tested and approved by the Organiser’s Official Contractor, upon request.

4. Damage to Stand Structures and Exhibition premises

No person under any circumstances shall cut into or through any flooring covering or wall nor alter stand service structure except when authorized by the Organiser. Any such damage to stand service structures will be invoiced to the exhibitor.
5. **Stand Boundaries and Restriction**

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for “island” booths (4-side open), a back wall must be installed for every stand.

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. Likewise, any display of programmable moving lights is restricted within the perimeter of their stand. The prevailing rate per square metre basis will be charged to exhibitors who fail to comply to the above.

6. **Height Restriction**

The permitted stand height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height must be submitted for approval to the Organiser, at least 4 weeks prior to the exhibition and will be considered on a case-by-case basis. If approved, this structure will be restricted to a distance of 1 metre away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceiling. The maximum height for any construction is 4m(Ht).

7. **Building Material**

Materials for the construction of the exhibition booths shall have a minimum flame spread rating of Class 2.

8. **Exhibitors Payment**

The payment for the sponsorship and packages must be accompanied with full remittance to the payment instruction below, within 14 days upon confirmation of packages.

By cheque (drawn on a Singapore bank account) in SINGAPORE DOLLARS only made payable to

“FORDE MEDIA INTERNATIONAL PTE LTD”

Forde Media International Pte Ltd
Forde House, 9 Tannery Lane #02-00
Singapore 347772

9. **Storage**

Exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not allowed to store such items with the exhibition hall, unless they are within the storage area of the booth.

The Organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition hall. Any cost incurred will be borned by the exhibitor.

10. **Photography and Videotaping of Exhibits**

Photography and Videotaping of exhibits (other than your own) is strictly prohibited. Exhibitors and the Organiser have the right to request that photographs taken without permission will be confiscated.
11. Regulatory Authorities

When applicable, the above rules and regulations are additional to the rules and regulations set by the Regulatory Authorities. All exhibitors and their contractors must abide by the code of practices set by the relevant Regulatory Authorities.

12. Copyright Fees/ Licences & Permits

The exhibitor shall be responsible for obtaining its own cost and expense all appropriate permits for the playing of all music and use of performance materials protected by copyright, whether played live or pre-recorded.

The exhibitor is responsible for obtaining all licenses, permits and approvals from the appropriate government departments, statutory boards or competent authority that may be required for staging the performance. A copy of the license obtained must be submitted to Forde prior to the event.
ELECTRICAL ORDERS

Deadline: 15 August 2003

Exhibiting company: .......................................................... Stand no: ..........................................................

• Cancellation clause: Full cost shall apply for any cancellation after 15 August 2003.
• Orders are VALID ONLY upon receipt of full remittance prior to the event.
• Payment should be made out to “MACRO EVENTS PTE LTD”.

MacPherson Industrial Complex #04-01/02,
5, Lorong Bakar Batu
Singapore 348742
Tel: 67431677
Fax: 67494368

• Late orders after 15 August 2003 will be subjected to 50% surcharge.
• Orders on site are subjected to 100% surcharge & subject to availability.

<table>
<thead>
<tr>
<th>Description of Items</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlight (w/o arm)</td>
<td>$70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spotlight (w/arm)</td>
<td>$85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 amp power point</td>
<td>$70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochure Holder</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free standing brochure stand</td>
<td>$90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting connection</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost before GST
Add: GST 4%
Total Cost (inclusive of GST)

Person in charge: ____________________________________________________________
Signature: ____________________________________________________________________ Date: _________________________________
Tel: __________________________________________________________________________ Fax: __________________________________________________________________
E-mail: _______________________________________________________________________

Company Address (or company stamp)

Official Contractor

Macro Events Pte Ltd
MacPherson Industrial Complex #04-01/02,
5, Lorong Bakar Batu
Singapore 348742
Tel: 67431677
Fax: 67494368

Ms Chua Poh Suan
Project Manager
Email: macroevt@singnet.com.sg
HP: 96711818
Deadline: 15 August 2003

Exhibiting company: ____________________________ Stand no: ____________________________

- Cancellation clause: Full cost shall apply for any cancellation after 15 August 2003.
- Orders are VALID ONLY upon receipt of full remittance prior to the event.
- Payment should be made out to "MACRO EVENTS PTE LTD".
- Late orders after 15 August 2003 will be subjected to 50% surcharge.
- Orders on site are subjected to 100% surcharge & subject to availability.

<table>
<thead>
<tr>
<th>Description of Items</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info Table (1m x 0.5m x 0.75mH)</td>
<td>$ 50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall Counter (1m x 0.5m x 1m)</td>
<td>$ 70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Table (900mm dia)</td>
<td>$ 70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Show-case (1m x 0.5m x 1mH)</td>
<td>$ 180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall showcase (0.5m x 0.5m x 2mH)</td>
<td>$ 210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tall showcase (1m x 0.5m x 2mH)</td>
<td>$ 280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable Cabinet (1m x 0.5m x 0.75mH)</td>
<td>$ 70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel Stand</td>
<td>$ 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bistro Table</td>
<td>$ 50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar-Stool</td>
<td>$ 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Folding Chair</td>
<td>$ 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelf (1m x 0.3m)</td>
<td>$ 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potted Plant (min 5 pots)</td>
<td>$ 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40W Flourescent tubes</td>
<td>$ 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50W Halogen</td>
<td>$ 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>150W Floodlights</td>
<td>$ 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300W Floodlights</td>
<td>$ 180</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost before GST ____________________________
Add: GST 4% ____________________________
Total Cost (inclusive of GST) ____________________________

Person in charge: _______________________________________________________________
Signature: __________________________________________________________ Date: __________
Tel: ____________________________ Fax: ____________________________ E-mail: ____________________________

Company Address (or company stamp) ____________________________________________________________

---

Official Contractor

Macro Events Pte Ltd
MacPherson Industrial Complex #04-01/02, 5, Lorong Bakar Batu
Singapore 348742
Tel: 67431677
Fax: 67494368

Ms Chua Poh Suan
Project Manager
Email: macroevt@singnet.com.sg
HP: 96711818
LAN ACCESS

Deadline: 15 August 2003

Exhibiting company: .......................................................... Stand no: ..........................................................

- Cancellation clause: Full cost shall apply for any cancellation after 15 August 2003.
- Orders are VALID ONLY upon receipt of full remittance prior to the event.
- Payment should be made out to “MACRO EVENTS PTE LTD”.

MacPherson Industrial Complex #04-01/02,
5, Lorong Bakar Batu
Singapore 348742
Tel: 67431677
Fax: 67494368

- Late orders after 15 August 2003 will be subjected to 50% surcharge.
- Orders on site are subjected to 100% surcharge & subject to availability.

<table>
<thead>
<tr>
<th>INTERNET ACCESS</th>
<th>Unit Cost (SGD)</th>
<th>Qty</th>
<th>Please specify purpose or usage &amp; No. of IP addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethernet (LAN) connection (Desktop PC)</td>
<td>S$ 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NTU Domain Account (For Notebook with Wireless Card)</td>
<td>S$ 50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NTU Domain Account &amp; Wireless Card Rental (For Notebook without Wireless Card)</td>
<td>S$ 80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Person in charge: .................................................................................................................................
Signature: ...................................................................................................................................................
Tel: .........................................................................................................................................................
Fax: .........................................................................................................................................................
E-mail: ...................................................................................................................................................

Company Address (or company stamp)

Official Contractor

Macro Events Pte Ltd
MacPherson Industrial Complex #04-01/02,
5, Lorong Bakar Batu
Singapore 348742
Tel: 67431677
Fax: 67494368

Ms Chua Poh Suan
Project Manager
Email: macroevt@singnet.com.sg
HP: 96711818
Deadline: 15 August 2003

Exhibiting company: ____________________________ Stand no: ____________________________

Our Company Name on the booth fascia is (in capitals):

<p>| | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only one fascia name is allowed on each exhibiting stand. However, approval for more than one fascia name may be granted by the Organiser for individual stand sizes of 18 square metres & above.

Person in charge: ____________________________

Signature: ____________________________ Date: ____________________________

Tel: ____________________________ Fax: ____________________________ E-mail: ____________________________

Company Address (or company stamp)

Official Contractor

Macro Events Pte Ltd
MacPherson Industrial Complex #04-01/02, 5, Lorong Bakar Batu
Singapore 348742
Tel: 67431677
Fax: 67494368

Ms Chua Poh Suan
Project Manager
Email: macroevt@singnet.com.sg
HP: 96711818
Deadline: 15 August 2003

Exhibiting company: .......................................................... Stand no: ..........................................................

This form is applicable to exhibitors who will be engaging their own stand fitting contractor or are building their own stands.

In adherence to safety requirements, only the Organiser’s official contractor may carry out electrical installations. Exhibitors may appoint their own contractor for stand design and/or construction subject to them being approved by the organiser.

All approved contractors must lodge a refundable deposit equivalent to SGD 20 per square metre based on contracted space, subject to a minimum of S$500 per booth.

Please enclose detailed drawings (elevations, layout plans & perspective views) with dimensions and heights, illustrating the design of our stand for the exhibition.

Person in charge: ..............................................................................................................................................

Signature: .......................................................................................................................................................... Date: ......................................................................................................................................................
Tel: .................................................................................................................................................................. Fax: ...........................................................................................................................................................
E-mail: ..............................................................................................................................................................

Company Address (or company stamp)
Deadline: 15 August 2003

Exhibiting company: .......................................................... Stand no: ..........................................................

Exhibitor’s badges are to be collected from the Site Office from the first day of build-up.

Please provide below details (in BLOCK LETTERS).

<table>
<thead>
<tr>
<th>Name of exhibitor</th>
<th>Position in company</th>
<th>NRIC Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Person in charge: ..................................................................................................................

Signature: .................................................................................................................. Date: ...........................

Tel: ........................................................................................................ Fax: ...................................................

E-mail: ..........................................................................................................................

Company Address (or company stamp)

Co-Organiser

Forde Media International Pte Ltd
Forde House
9 Tannery Lane
Singapore 347772
Tel: 62581411
Fax: 62501411

Patrick Lim
Senior Manager
Event Services Division
Email: patricklim@fordemedia.com
**Contractor’s Passes**

**Deadline: 15 August 2003**

Exhibiting company: ____________________________ Stand no: ____________________________

- All foreigners involved in exhibition works on short-term basis, must secure a Temporary Work Permit (for Malaysians), Temporary Employment Pass/Professional Visit Pass or exemption from Singapore Immigration & Registration (SIR).

- Personnel working in the exhibition must carry the ORIGINAL work pass (Work Permit Card / Employment Pass / Professional Visit Pass) with them at all times and to produce it for inspection upon request. Photocopied work passes are not allowed.

<table>
<thead>
<tr>
<th>Name of Contractor</th>
<th>No. of passes required</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/ No</td>
<td>Name of employee</td>
</tr>
<tr>
<td></td>
<td>NRIC / Passport Number</td>
</tr>
<tr>
<td></td>
<td>Nationality</td>
</tr>
<tr>
<td></td>
<td>Work Permit / Professional Visit / Employment Pass No.</td>
</tr>
</tbody>
</table>

Person in charge: ____________________________________________

Signature: __________________________________________________________________ Date: __________________________________________________________________

Tel: ___________________________________________________________________ Fax: __________________________________________________________________ E-mail: __________________________________________________________________

Company Address (or company stamp)

---

Co-Organiser

**Forde Media International Pte Ltd**

Forde House

9 Tannery Lane

Singapore 347772

Tel: 62581411

Fax: 62501411

---

Patrick Lim

Senior Manager

Event Services Division

Email: patricklim@fordemedia.com

---

18
COMPANY LOGO, URL ADDRESS & WRITE UP

Deadline: 14 days upon confirmation of packages

Exhibiting company: ........................................................................................................ Stand no: .................................................................

Participating organizations are requested to submit a soft copy write-up of your company and company logo to the Organiser 14 days upon confirmation of packages, publishing on the career fair website and career guide.

Please take note of the following when preparing and submitting the write-up:

i. The write-up should not be more than 50 words.
ii. The company URL should be clearly defined.
iii. Number of vacancies and positions available.
iv. The logos should be submitted in the following format:
   a) Jpeg logo on white background. (not gif file)
   b) The logo should be at a minimum of 4cm X 4cm.

Exhibiting company’s website address:


Your Company’s Write-up

Please send your write-up in Microsoft Word format
to: Patrick Lim
patricklim@fordemedia.com

Please put the subject as: NTU Career Fair ’03 - Form 8, (your company name) write up

Person in charge: ........................................................................................................ Date:

Signature: ........................................................................................................ Tel: ........................................ Fax: ........................................ E-mail: ........................................

Company Address (or company stamp)

Co-Organiser

Forde Media International Pte Ltd
Forde House
9 Tannery Lane
Singapore 347772
Tel: 62581411
Fax: 62501411

Patrick Lim
Senior Manager
Event Services Division
Email: patricklim@fordemedia.com

19
**ADDITIONAL LUNCH COUPONS**

**Deadline: 15 August 2003**

Exhibiting company: 

<table>
<thead>
<tr>
<th>Description of items</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Coupons</td>
<td>S$ 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Payment should be made out to "FORDE MEDIA INTERNATIONAL PTE LTD".

---

**Co-Organiser**

**Forde Media International Pte Ltd**

Forde House

9 Tannery Lane

Singapore 347772

Tel: 62581411

Fax: 62501411

**Patrick Lim**

Senior Manager

Event Services Division

Email: patricklim@fordemedia.com

---

**Person in charge:**

Signature: __________________________ Date: __________________________

Tel: __________________________ Fax: __________________________ E-mail: __________________________

Company Address (or company stamp)

---
CONTACT INFORMATION

Be Seen, Be Heard, Be Hired

NTU Career Fair ‘03 • Be Seen

NTU Career Fair ‘03 • Be Heard

NTU Career Fair ‘03 • Be Hired

NTU CAREER FAIR 2003
NANYANG AUDITORIUM
17-18 SEPTEMBER 2003

www.ntu.edu.sg/opawww/careerfair/

Office of Professional Attachments
Nanyang Technological University
Administration Annex Building, Level 4
42 Nanyang Avenue
Singapore 639815

Miss Chiam Poh Ling
Assistant Manager (Career Services)
Email : plchiam@ntu.edu.sg
Tel : 67905852
Fax : 67925576

Forde Media International Pte Ltd
Forde House, 9 Tannery Lane
www.fordemedia.com
Singapore 347772
Tel : 62581411
Fax : 62501411

Patrick Lim
Senior Manager
Event Services Division
Email : patricklim@fordemedia.com
HP : 96711818

Macro Events Pte Ltd
MacPherson Industrial Complex #04-01/02,
5, Lorong Bakar Batu
Singapore 348742
Tel : 67431677
Fax : 67494368

Ms Chua Poh Suan
Project Manager
Email : macroevt@singnet.com.sg
HP : 96711818