

### EXHIBITION BOOTH CATERING

#### [EXCLUSIVELY FOR EXHIBITION ORGANISERS / EXHIBITORS]

#### PRODUCT, PRICING & BOOKING

**1. Where can I book this product?**

This product can be booked at [boothcatering.suntecsingapore.com](http://boothcatering.suntecsingapore.com).

**2. Can I order this product for all event types?**

No. Exhibition Booth Catering is created for exhibition-based events. This product is not available for non-exhibition events or general catering.

You can order Exhibition Booth Catering for booths located on Levels 2, 3, 4 and/or 6.

**3. Can I book multiple orders in the same booking?**

Yes, you can book multiple orders for different time slots / days using the same booking form.

**4. What is the lead time for an order?**

You should book Exhibition Booth Catering at least 10 calendar days prior to your event start date.

**5. Is there a minimum order quantity / minimum spend for this product?**

Yes, please refer to the respective tables below.

#### Full-Service Booth Catering

F&B Categories/Options	Minimum Order Quantity / Minimum Spend
<b>Morning Snacks</b> <ul style="list-style-type: none"> <li>Coffee &amp; Tea Break Package</li> <li>À la carte Platters</li> </ul>	<ul style="list-style-type: none"> <li>Minimum order for 50 people per menu</li> <li>Minimum quantity of 5 platters per menu item and minimum spend of \$1,000 per order</li> </ul>
<b>Lunch</b> <ul style="list-style-type: none"> <li>Exclusive Buffet Package</li> <li>Kai-Mei Meals</li> </ul>	<ul style="list-style-type: none"> <li>Minimum order for 50 people per menu</li> <li>Minimum quantity of 50 boxes per menu, for each service time and location</li> </ul>
<b>Afternoon Snacks</b> <ul style="list-style-type: none"> <li>Coffee &amp; Tea Break Package</li> <li>À la carte Platters</li> </ul>	<ul style="list-style-type: none"> <li>Minimum order for 50 people per menu</li> <li>Minimum quantity of 5 platters per menu item and minimum spend of \$1,000 per order</li> </ul>
<b>Cocktail</b> <ul style="list-style-type: none"> <li>Mix &amp; Mingle Package</li> <li>À la carte Platters</li> </ul>	<ul style="list-style-type: none"> <li>Minimum order for 50 people per menu</li> <li>Minimum quantity of 5 platters per menu item and minimum spend of \$1,000 per order</li> </ul>
<b>Dinner</b> <ul style="list-style-type: none"> <li>Exclusive Buffet Package</li> <li>Kai-Mei Meals</li> </ul>	<ul style="list-style-type: none"> <li>Minimum order for 50 people per menu</li> <li>Minimum quantity of 50 boxes per menu, for each service time and location</li> </ul>

<b>Beverages</b> <ul style="list-style-type: none"> <li>VIP Bar Package</li> <li>À la carte Beverages</li> </ul>	<ul style="list-style-type: none"> <li>Minimum spend of \$1,000 per bar package (Each bar package is based on 100 servings)</li> <li>Minimum spend of \$1,000 per order</li> </ul>
--	--

### Delivery to Booth

F&B Options	Minimum Order Quantity / Minimum Spend
Kai-Mei Meals Delivery	Minimum quantity of 50 boxes per menu, for each order time and location
Snacks Delivery	Minimum quantity of 5 boxes per menu item, for each order time and location
Beverages Delivery	No minimum quantity or minimum spend

### 6. What do the menus consist for the food options?

The composition of the menus for each food option is listed below.

#### Full-Service Booth Catering

F&B Categories	F&B Options	Menu
Morning Snacks Afternoon Snacks	Coffee & Tea Break Package	Chef's Selection Menu featuring <ul style="list-style-type: none"> <li>1x hot snack</li> <li>1x cold-savoury snack</li> <li>1x cold-sweet snack</li> </ul>
	À la carte Platters	A selection of sweet and savoury snacks
Lunch Dinner	Exclusive Buffet Package	Each lunch menu features 14 dishes: <ul style="list-style-type: none"> <li>4x appetisers</li> <li>1x soup</li> <li>5x mains</li> <li>4x desserts</li> </ul> Each dinner menu features 19 dishes: <ul style="list-style-type: none"> <li>5x appetisers</li> <li>1x soup</li> <li>7x mains</li> <li>6x desserts</li> </ul>
	Kai-Mei Meal	Customise your own menu or choose from Chef Recommended Menus each featuring: <ul style="list-style-type: none"> <li>Options for mains</li> <li>Options for sides</li> <li>1x dessert</li> <li>1x Suntec Bottled Water</li> </ul>

Cocktail	Mix & Mingle Package	Chef's Selection Menus featuring either of the four combinations of canapés: 1) 4x cold savoury; 4x hot savoury; 4x sweet 2) 6x cold savoury; 6x hot savoury 3) 6x cold savoury; 6x sweet 4) 6x hot savoury; 6x sweet
	À la carte Platters	A selection of sweet and savoury canapés

### Delivery to Booth

F&B Options	Menu
Kai-Mei Meals Delivery	Customise your own menu or choose from Chef Recommended Menus each featuring <ul style="list-style-type: none"> <li>Options for mains</li> <li>Options for sides</li> <li>1x dessert</li> <li>1x Suntec Bottled Water</li> </ul>
Snacks Delivery	A selection of sweet and savoury snacks

### 7. What is included in Exhibition Booth Catering?

If you are ordering F&B under the 'Full-Service Booth Catering' category, all logistics such as tables, linen, crockery, cutlery, glassware and service staff (where applicable) are included. For a full breakdown, please refer to the table below.

If you are ordering F&B under the 'Delivery to Booth' category, all items will be delivered directly to your booth. For your convenience, all orders include disposable ware

### 8. What kind of catering options does this product offer?

There are many F&B and service options available for your selection under Exhibition Booth Catering. These options are broadly split into two categories: 'Full-Service Booth Catering' and 'Delivery to Booth'. Please refer to the table below.

Booth Catering Category	Full-Service Booth Catering	Delivery to Booth
<b>General inclusions</b>	Crockery, cutlery, glassware and setup (except for Kai-Mei Meals)	All orders are delivered and provided with disposable cups and cutlery. Food orders are provided in disposable boxes, and do not require setting up.
<b>Service Staff</b>	Included where applicable, except for Kai-Mei Meals.	Not included.
<b>F&amp;B options under this category</b>	<ul style="list-style-type: none"> <li>Coffee &amp; Tea Break Package</li> <li>Mix &amp; Mingle Cocktail Package</li> <li>VIP Bar Package</li> <li>Kai-Mei Meals<sup>^</sup></li> <li>À la carte Platters</li> <li>À la carte Beverages</li> </ul>	<ul style="list-style-type: none"> <li>Kai-Mei Meals<sup>^</sup> Delivery</li> <li>Snacks Delivery</li> <li>Beverages Delivery</li> </ul>

*\*Kai-Mei Meals ordered under the "Full-Service Booth Catering" category will be distributed from a centralised service counter by Suntec's culinary team.*

*<sup>^</sup>Each Kai-Mei Meal (regardless of setup or mode of service) is a packaged set meal including disposable cutlery and Suntec Bottled Water served on trays with an ergonomic design.*

### 9. What are the service and delivery times?

Please refer to the respective tables below.

#### Full-Service Booth Catering

F&B Options	Service Times
<u>Morning Snacks</u> <ul style="list-style-type: none"> <li>Coffee &amp; Tea Break Package</li> <li>À la carte Platters</li> </ul>	9.30am – 11.30am
<u>Lunch</u> <ul style="list-style-type: none"> <li>Exclusive Buffet Package</li> <li>Kai-Mei Meals</li> </ul>	Between 11.30am – 3pm*
<u>Afternoon Snacks</u> <ul style="list-style-type: none"> <li>Coffee &amp; Tea Break Package</li> <li>À la carte Platters</li> </ul>	2pm – 4pm
<u>Cocktail</u> <ul style="list-style-type: none"> <li>Mix &amp; Mingle Package</li> <li>À la carte Platters</li> </ul>	Between 5pm – 8pm*
<u>Dinner</u> <ul style="list-style-type: none"> <li>Exclusive Buffet Package</li> <li>Kai-Mei Meals</li> </ul>	Between 6pm – 10pm*

<b>Beverages</b> <ul style="list-style-type: none"> <li>VIP Bar Package</li> <li>À la carte Beverages</li> </ul>	Between 7am – 10pm*
--	---------------------

### Delivery to Booth

F&B Options	Delivery Times^
Kai-Mei Meals Delivery	Lunch delivery between 11.30am – 3pm Dinner delivery between 6pm – 10pm
Snacks & Beverages Delivery	Delivery between 7am – 10pm

\*You may book your F&B based on these service start times and end times. For instance, you can book a buffet lunch to commence service at 11.30am earliest, or latest by 1pm latest in order to end by 3pm based on the maximum service duration of 2 hours.

^ You may indicate your preferred timing for delivery within this window.

### 10. Is there a maximum service duration?

For hygiene and safety reasons, the maximum service time for food and beverages is 2 hours. If you wish to have an extended duration, you can book multiple service periods. (Do note that the minimum quantity / spend apply for each order.)

For bar packages, the maximum service time is 4 hours.

### 11. Are complimentary car park coupons provided for Exhibition Booth Catering orders?

No, carpark coupons are not provided.

## VENUE & SPACE SETUP

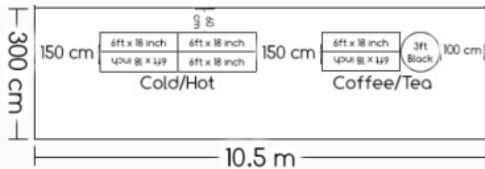
### 12. Are there any other requirements that I need to provide?

You will need to prepare power requirements for beverage equipment such as water dispensers, coffee machines and beer machines. Please order these power requirements from your stand contractor. You can find a list of the power requirements for each item / equipment (where applicable) in the order form.

### 13. What are the layout requirements for each F&B option under Exhibition Booth Catering?

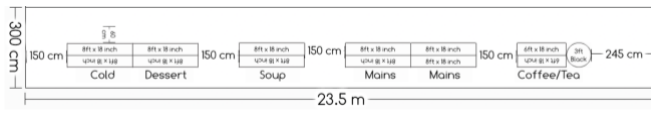
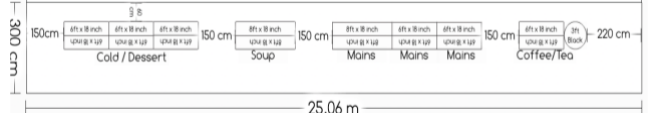
The F&B options under the 'Delivery to Booth' category, are designed for maximum convenience. There are no layout requirements and all items will be provided with disposable ware.

For F&B options under the 'Full-Service Booth Catering' category, please take note of the inclusions and setup area required for each product type table below:

Product Name: Coffee & Tea Break Packages (Morning/Afternoon)		
Menu	Layout Requirements	Inclusions
<p>Coffee &amp; Tea Break menus are based on our chef's selection. Here's an example of a menu below:</p> <ul style="list-style-type: none"> <li>- Raisin Swirl Danish (V)</li> <li>- Chicken Samosa</li> <li>- Coconut Tart (V)</li> <li>- Free-flow coffee and tea</li> </ul>	<p>Please take note of the minimum area required for each F&amp;B setup, as per measurements below:</p>  <p><b>Each buffet line can serve up to 100 people.</b></p>	<p>Coffee and tea will be served from canisters.</p> <p>Cups, saucers and teaspoons will be provided.</p> <p>Snack items will be placed on platters and served buffet-style.</p> <p>Paper napkins, cutlery and porcelain plates will be provided.</p>

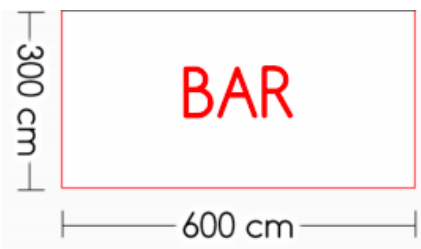


**Visuals of Coffee & Tea Break Packages** (Images for reference only, actual items and setup may differ)

Product Name: Exclusive Buffet Packages (Lunch/Dinner)		
Menu	Layout* Requirements	Inclusions
<p>Total of 5 lunch menus and 5 dinner menus are available.</p> <p>Each lunch menu features 14 dishes:</p> <ul style="list-style-type: none"> <li>• 4x appetisers</li> <li>• 1x soup</li> <li>• 5x mains</li> <li>• 4x desserts</li> </ul> <p>Each dinner menu features 19 dishes:</p> <ul style="list-style-type: none"> <li>• 5x appetisers</li> <li>• 1x soup</li> <li>• 7x mains</li> <li>• 6x desserts</li> </ul>	<p>Please take note of the minimum area required for each F&amp;B setup, as per measurements below:</p> <p><u>For Lunch</u></p>  <p><b>Each buffet line can serve up to 100 people.</b></p> <p><u>For Dinner</u></p>  <p><b>Each buffet line can serve up to 100 people.</b></p>	<p>Coffee and tea will be served from canisters.</p> <p>Cups, saucers and teaspoons will be provided.</p> <p>Food items will be placed on chaffing dishes or platters.</p> <p>Paper napkins, cutlery and porcelain plates will be provided.</p>

*\*The buffet will be set up within your booth. If you require a separate room for dining, please contact [sales@suntecsingapore.com](mailto:sales@suntecsingapore.com) to book a space.*

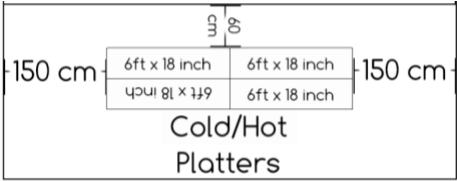


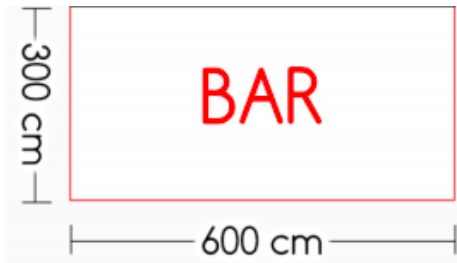
Product Name: Mix & Mingle Cocktail Package		
Menu	Layout Requirements	Inclusions
<p>Mix &amp; Mingle Cocktail Package menus are based on chef's selection. Here's an example of a menu below:</p> <p><u>Cold Savoury</u></p> <ul style="list-style-type: none"> <li>- Camembert with Tomato Marmalade (V)</li> <li>- Grilled Vegetables with Guacamole (V)</li> <li>- Thai-Style Chicken &amp; Shrimp Vermicelli</li> <li>- Watermelon with Pesto &amp; Feta (V)</li> </ul> <p><u>Hot Savoury</u></p> <ul style="list-style-type: none"> <li>- Duck Tsukune with Cranberry Sauce</li> <li>- Egg Frittata with Shrimps &amp; Aioli</li> <li>- Fried Tofu with Peanut Sauce (V)</li> <li>- Laksa Chicken Skewer</li> </ul> <p><u>Sweet</u></p> <ul style="list-style-type: none"> <li>- Coffee Opera Cake (V)</li> <li>- Éclairs (V)</li> <li>- Les Chouchous (V)</li> <li>- Pink Guava Mousse with Almond Panna Cotta (V)</li> </ul> <p>Free-flow soft drinks</p>	<p>Please take note of the minimum area required for each F&amp;B setup, as per measurements below:</p>  <p><b>Each bar can serve up to 200 people.</b></p>	<p>Cocktail canapés are bite-sized and served on platters, butler-style.</p> <p>There are no setup requirements for food, but a bar setup is required for soft drinks.</p> <p>Drinks will be served in glassware.</p>



**Visuals of Mix & Mingle Cocktail Package** (Images for reference only, actual items and setup may differ)

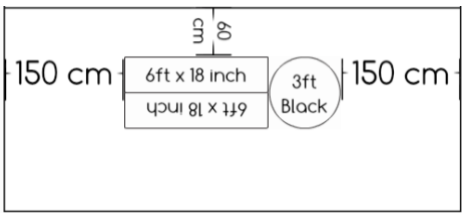
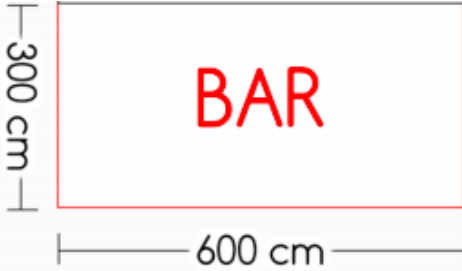


Product Name: À la carte Platters of Snacks / À la carte Platters for Cocktail		
Menu	Layout Requirements	Inclusions
<p>Selections can be found in the order form.</p> <p>Hot, cold and sweet snack/canapé options are available.</p>	<p>Please take note of the minimum area required for each F&amp;B setup, as per measurements below:</p>  <p><b>Each F&amp;B station serves up to 3 platters.</b></p>	<p>Coffee and tea will be served from canisters.</p> <p>Cups, saucers and teaspoons will be provided.</p> <p>Food items will be placed on platters and served buffet-style.</p> <p>Paper napkins, cutlery and porcelain plates will be provided.</p>

Product Name: VIP Bar Packages		
Menu	Layout Requirements	Inclusions
<ul style="list-style-type: none"> <li>- House White Wine^</li> <li>- House Red Wine^</li> <li>- House Beer</li> <li>- Soft Drinks &amp; Mixers               <ul style="list-style-type: none"> <li>• Coca-Cola</li> <li>• Sprite</li> <li>• Fanta Orange</li> <li>• Orange Juice</li> <li>• Evian Mineral Water</li> <li>• Badoit Sparkling Water</li> </ul> </li> </ul>	<p>Please take note of the minimum area required for each F&amp;B setup, as per measurements below:</p>  <p><b>Each bar can serve up to 200 people.</b></p>	<p>Each package consists of a maximum of 100 servings and is subject to a \$1,000++ minimum spend*.</p> <p>Drinks will be served in glassware.</p>

*\*You are required to make advanced payment of \$1,000++ per bar package ordered. On the event day, each drink will be totalled based on à la carte prices. If consumption exceeds \$1,000++, you are required to pay for additional costs. There is no refund if consumption value is below \$1,000++. The package is considered fully consumed when either one of the following occurs:*

- Minimum spend reaches \$1,000++
- 100 drinks have been served
- Service duration reaches 4 hours

Product Name: À la carte Beverages		
Menu	Layout Requirements	Inclusions
<p>Selections can be found in the order form.</p> <p>Hot and cold beverage choices available.</p> <p>Beverage equipment rental options are also available.</p>	<p>Please take note of the minimum area required for each F&amp;B setup, as per measurements below:</p>  <p><b>Each beverage station serves up to 100 people.</b></p>	<p>Coffee and tea will be served from canisters.</p> <p>Cups, saucers and teaspoons will be provided.</p>
	<p>Please take note that for orders of à la carte alcohol, a bar will be set up instead as per measurements below:</p>  <p><b>Each bar can serve up to 200 people.</b></p>	<p>Drinks will be served in glassware.</p>

#### 14. Will clearing / cleaning services be provided?

If you are ordering F&B under the 'Full-Service Booth Catering' category, our team will assist to clear leftover F&B items at the end of the service duration. Refuse bins will also be provided and placed near the service location.

If you are ordering F&B under the 'Delivery to Booth' category, only Kai-Mei Meals will be cleared at the end of the service duration. Refuse bins will also be provided and placed near the service location. However, for F&B items under the 'Snacks Delivery' and 'Beverages Delivery' option, no clearing services will be provided.

### ON-SITE COORDINATION

**15. What should I do on arrival?**

If you ordered F&B under the 'Full-Service Booth Catering' category, please ensure that you have provided adequate space for the setup. For exhibition-based events, where the power is not provided by Suntec Singapore, exhibitors should ensure power requirements (please see the above power requirements) are made available.

Then relax – our team will ensure that your setup is completed based on the specified timing in your order.

If you ordered F&B under the 'Delivery to Booth' category, just relax and wait for your order to be delivered directly to your booth.

**16. Is it possible for me to add on items on the event day itself?**

Yes, it is possible. Please approach your Experience Manager for any additional orders, but do note that items are subject to availability.

### PAYMENT & CANCELLATION

**17. What is the currency used, and are there any service charges / taxes?**

Prices are listed in Singapore Dollars [SGD] and are subject to 10% service charge and 7% goods and services tax [GST].

**18. What are the payment options and payment policy?**

Depending on the type of event you are organising, you can opt for either an invoicing option or instant payment.

Please take note that payment is required in full, prior to delivery based on the billing schedule specified in your order.

**19. How do I pay for my booking?**

You can make payment via the Suntec Online Order Form. Our platform accepts Visa, Mastercard and American Express. For some products, payment in full may be required at the time of the booking.

Alternatively, if you are an event organiser (and have an existing venue rental contract) you can choose the invoicing option.

**20. What is the cancellation policy?**

Amendments, cancellation or changes are not permitted once the order is submitted.