

# MOBILE CAFÉ VOUCHER APPLICATION FOR ORGANISERS

The Mobile Café is an add-on service provided by Suntec Singapore for café services (Food and Beverage) within your license area to the attendees of an Exhibition or Confex event.

The organiser may choose one of the options below.

- a) **Preferred** Mobile Café Menu – Daily Minimum spend of S\$1,100 (including GST)
- b) **Premium** Mobile Café Menu – Daily Minimum spend of S\$1,900 (Including GST)

The daily minimum spend is to be tabulated daily and **cannot** be combined across multiple event days. Invoices will be issued at the end of each day. The organiser is to top up the shortfall of the daily minimum spend within 5 days from invoicing date.

The Mobile Café accepts cashless payments only. Cashless payment options are:



## Organisers' Vouchers

Suntec Singapore recognises the need for organisers to offer F&B vouchers to cater for staff meals or as goodwill offers to event attendees.

Any vouchers used for purchases will be charged to the organiser at the voucher values, irrespective of the value of the items actually purchased.

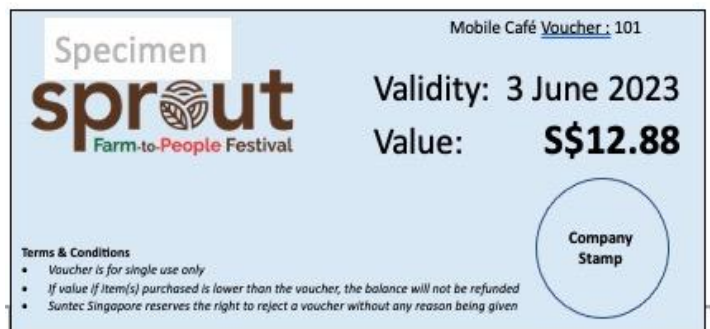
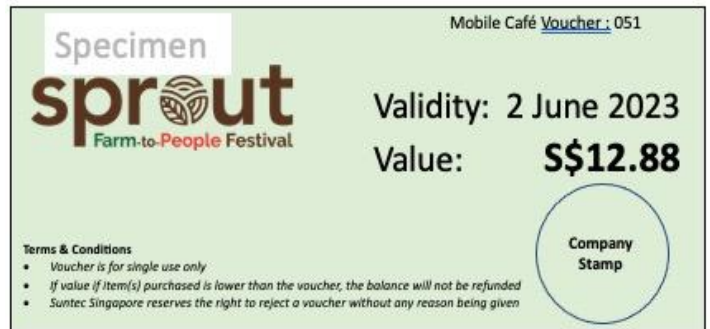
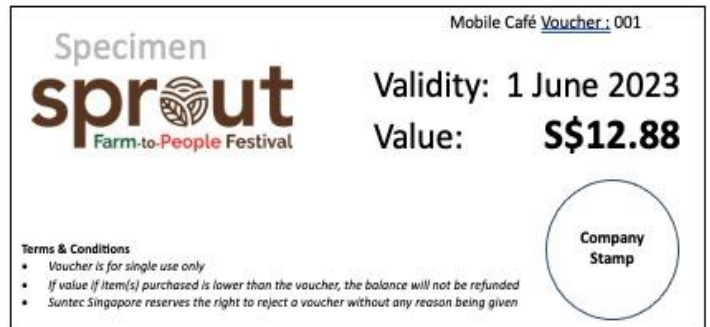
Vouchers will be accepted at the mobile café as a form of payment only when the application has been approved.

The voucher **MUST** include following information:

1. Event Name
2. Validity (By Day/Date)
3. Value of Voucher
4. Serial Number
5. Company Stamp
6. Terms and Conditions of use
7. Organiser to inform number of vouchers issued (E.g. Day 1: 001 – 050 / Day 2: 050 – 100)

Mobile Café Voucher application form must be submitted to Suntec Singapore at least 14 days prior to the start of the event. Suntec Singapore reserves the right to reject any incomplete submission or voucher specimen that does not include all the required information.

The organiser must provide the voucher specimen at point of application and produce all vouchers after approval.



## Contact Details

Licensee/Company's Name:


Licensing Agreement Number:

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Contact Name:


Contact Number:


Company Address:


Email Address:


## Event Details

Event Name:


Event Location (Hall/Room Number):


Event Start:

DATE	D	D	M	M	Y	Y
TIME	H	H	M	M	AM/PM	

Event End:

DATE	D	D	M	M	Y	Y
TIME	H	H	M	M	AM/PM	

DAY	Quantity	Serial # (Start)	Serial # (End)
Day 1			
Day 2			
Day 3			

## Billing Details

Is the Billing Details the same as the Contact Details?

Yes

No

(please fill in below)

Company Name:


Contact Name:


Email Address:


Contact Number:


Company Address:


Country / Postal Code:


## Supporting Documents Required

The following documents are required to be submitted as part of this permit:

- Voucher Specimen

# MOBILE CAFÉ VOUCHER APPLICATION FOR ORGANISERS

## Declaration

I, the applicant, hereby acknowledge and agree to the technical and mandatory requirements set out by Suntec Singapore:

Signature & Company Stamp

D	D	M	M	Y	Y	Y	Y
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## For Internal Processing Only

Reasons for rejection:

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SPOC's Signature: