



Management Office:
The MCST Plan No. 2719
10 Ubi Crescent #02-05
Singapore 408564
Tel : 6743 9163 (During Office Hour)
6743 1375 (After Office Hours)
Fax : 6743 9816
Email : feedback@ubitechpark.com
Website : <http://www.ubitechpark.com>

To: Ubi Techpark Management Office

APPLICATION FOR LIFT ADVERTISING AT UBI TECHPARK

TO BE COMPLETED BY APPLICANT		
Name		
Company Name		
Mailing Address		
Contact No.	(Office)	(Fax)
Date and Time of Booking		
Proposed Trade		

CHARGES; \$150.00 (Subjected to GST) per week. Duration period minimum 1 week to 4 weeks
\$80.00 (Subjected to GST) per week. Duration period minimum 5 weeks and above
PAYMENTS BY NETS; PAYNOW- UEN NO. T02MC2719D; CHEQUE MADE PAYABLE TO MCST 2719

DEPOSIT: \$200.00 by cheque made payable to MCST 2719.

NOTE: The lift advertisement must be REMOVED on the next working day after the due date. Otherwise, additional advertising fee will be charged.

I/We consent to the collection of my Personal/Company Data for the above purpose.

I/We agree that I/We understand and agreed to abide by the attached terms and conditions.

MCST 2719 will not be responsible/liable for any dealing between the advertiser and his clients for any transaction of the business

Name and Signature /Company Stamp

Date

For Official Use

Date of Received	
Amount Chargeable	
Receipt No.	
Remarks	

For booking enquiries, please call the Centre Management Office at 6743 9163. Application MUST be made personally to our office at Lobby A #02-05 for submission. Thank you

TERMS AND CONDITIONS FOR LIFT ADVERTISING

1. Application

- a. The fee payable by Nets, PayNow – UEN no. T02MC2719D or Cheque payment Only. Once paid, this fee is non-refundable.
- b. Only walk-in application is allowed. Priority will be given to unit occupiers of Ubi Techpark.
- c. Incomplete application will be rejected immediately.
- d. No reservation is allowed.
- e. All approved application must be made with full payment.
- f. Failure to comply with terms and conditions 1(d), the space will be reallocated to the next applicant and your application will be cancelled immediately.
- g. The applicant is not allowed to change the date once accepted and approved by the Management.
- h. All the cheque payment must be made payable to MCST 2719.
- i. All applications are subject to the Management's Approval and are non-transferable and non-assignable. Thus, no further correspondences will be entertained.

2. Cancellation Charges

- a. Full payment made will be forfeited should there be any cancellations of the booking before the use.

3. Duration

The duration of the advertisement is subject for approval.

4. Receipt

- a. Receipts will be issued to all applicants upon approval of the proposed trade.
- b. All applicants are requested to produce the receipt to the security guard or the Management Staff when requested.
- c. Deposit receipt has to be returned to our MA office upon request for refund.

5. Rental Advertising

- a. Applicants have to arrange their own contractor for artwork design and to put up on lift door for the advertising period.
- b. The Management reserves the right to revoke the permit of use should there be any unauthorized trade(s) or item(s).
- c. Applicants are not allowed to extend the operations beyond the designated area. Failing which, action will be taken and debarment from application in future.
- d. Applicant must clean and reinstate the designated areas to its original condition immediately after the period of use and subject to Management's satisfaction.
- e. Applicant shall be responsible for their own property.
- f. The Management also reserves the right to debar any future application for use of space.