

**Table to be used for quotation**

All specifications are approximations.

Legends

PA: Please Advise

NA: Not Applicable

<b>FutureChina Global Forum 2020</b>					
<b>Mandatory Items and Services</b>					
<b>No.</b>	<b>Item</b>	<b>Description</b>	<b>Quantity Required / Suggested</b>	<b>Amount (per unit, if applicable)</b>	<b>Amount (Total)</b>
1	Staging and set production for <b>main ballroom</b>	a) Conceptualisation and designing	1		
		b) Speakers Rostrums	1		
		c) Sofa seats or arm chairs - with max up to 7 speakers for each plenary and panel session - Number of speakers to be confirmed nearer to event date	5		
		d) Coffee tables between the arm chairs - Number of speakers to be confirmed nearer to event date	4		
		e) Speakers name plates - Number of speakers to be confirmed nearer to event date - with max up to 7 speakers for each plenary and panel session	20		
		f) Session signages - To be confirmed	4		
		g) Directional banners	PA		
		h) Lighting equipments	1 lot		
		i) Graphic prints	PA		
		j) Event space planning and layout for approximately 30 to 60 tables			

FutureChina Global Forum 2020					
Mandatory Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
		- totaling up to approximately 300 tp 600 pax, subjected to changes pertaining to actual situation			
2	Conceptualise, design, production and digitisation/printing of marketing materials and conference collaterals	a) Branding of event venue	1		
		b) Design and production of delegates lanyards and badges	Please quote for the following qty: a) 300 b). 600		
		c) Design of event programme booklet of 30pp	1		
		d) Digitisation of event programme booklet - to be given to BC in soft copy	1		
3	Conference AV equipment & services requirements for <b>main ballroom</b>	a) On-site AV coordination			
		b) Live streaming services			
		c) Live streaming facilities			
		d) Rental of simultaneous interpreters booth	2		
		e) Rental of simultaneous interpreters equipments/headsets - Actual qty to be confirmed	Please quote for the following qty: a) 200 b) 400		
4	Event management services	a) Photocopy machine in secretariat office	1		
		b) Provision of on-site registration team & services	PA		
		c) Provision of on-site ushers	PA		
5	Video production	a) Video Footages of the entire event by			

FutureChina Global Forum 2020					
Mandatory Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
	- to include items AI to AVI.	segments for main ballroom			
		b) Video Footages of the entire event by segments for 2 breakout panels each session			
6	Staging and set production for <b>2 panel sessions in parallel</b>	a) Conceptualisation and designing			
		b) Stage set-up and venue décor based on indicative stage size of 18ft x 8ft x 2ft - to be confirmed			
		c) Stage Set-up and venue décor			
		d) Fabricate stage backdrop	2		
		e) Sofa seats or arm chairs - with max up to 7 speakers for each plenary and panel session - Number of speakers to be confirmed nearer to event date	10		
		f) coffee table between the arm chairs - Number of speakers to be confirmed nearer to event date	12		
		g) Speakers name plates - Number of speakers to be confirmed nearer to event date - with max up to 7 speakers for each plenary and panel session	20		
		h) Session signages	8		

FutureChina Global Forum 2020					
Mandatory Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
		i) Directional banners	PA		
		j) Lighting equipments			
		k) Graphic prints	PA		
		l) Event space planning and layout for 2 panel sessions - approx. 150 to 180 pax			
7	Conference AV equipment & services requirements for <b>2 panel sessions in parallel</b>	a) Rental of AV equipment			
		b) Rental of sound equipment			
		c) Rental of simultaneous interpreters booth - 2 for each breakout session	4		
		d) Rental of simultaneous interpreters equipment/headsets - Actual qty to be confirmed	PA		
		e) Live streaming services			
		f) Live streaming facilities	PA		
8	Registration at the foyer area outside main ballroom	a) Registration counters and 1 help desk with badge printing and QR code scan facilities - to be confirmed based on number of pax	PA		
		b) Manpower crew for manning of booths - preferably Mandarin speaking	PA		
		c) Management of Invitation and Registration system processes as well as			

## FutureChina Global Forum 2020

### Mandatory Items and Services

No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
		database throughout the entire event (including pre-event)			
		d) Pre-event registration analytics (eg. weekly registration profile reports of participants)			
		e) Pre-event reminder email to participants			
9	Event Management Services Fee	Please quote based on the following scenarios  a) 1 day b) 1.5 day			

FutureChina Global Forum 2020					
Optional Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
1	Staging and set production for <b>main ballroom</b>	a) Stage Set-up and venue décor with indicative size of 32' W x 16' D x 2' H (Stage platforms from hotel); stage carpet and plywood hoarding for the above size stage Stage should be able to sit up to 7 speakers max			
		b) Custom made platform (semi-circle shape) in ply. c/w needle punch carpet wrap on top, side in painted finish. Size: 16' W x 5' D x 2' H - To be added to the front of the existing hotel stage platform			
		c) Custom made staircase in ply at the front of the stage on both sides of the semi circle stage platform, to include carpeting for the staircase with concealed LED lighting for each step			
		d) Handrails for the stage, 1 on each side	2		
		e) LED Wall 28m x 3.5m	1		
		f) LED artwork and animation backdrop visual settings (eg. entrance visuals and holding)			
		g) Heavy Duty Platform for LED Wall 28mWx1.22mDx1.628m H	1		
		h) Branding Panel below LED Wall - Branding panel in ply with sticker print, size: 28m W x 2.44m H			

FutureChina Global Forum 2020					
Optional Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
2	Conceptualise, design, production and digitisation/printing of marketing materials and conference collaterals	a) LED wall of size 3.5m x 2m for purposes of screening social media platform, live feed or other video content at the foyer area			
		b) LED artwork and visual settings (eg. visuals for photo taking)			
		c) Layout design and digitisation of report on forum proceedings (soft copy)			
		d) Printing of report on forum proceedings (hard copy)	200		
3	Services of technical crew/engineers	As required			
4	Video-conferencing facilities for <b>main ballroom</b> and <b>breakout sessions</b>	a) Full video conferencing for speakers and participants	Please quote for the following scenarios a) Main ballroom only b) Breakout sessions only c) Both main ballroom and breakout sessions		
		b) Partial video conferencing for speakers or participants only	Please quote for the		

# FutureChina Global Forum 2020

## Optional Items and Services

No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
			following scenarios a) Main ballroom only b) Breakout sessions only c) Both main ballroom and breakout sessions		
5	Event space management and design at the foyer area	a) Fabrication and installation of customised wooden structure complete with paint finish and needle-punch carpeted underlay (10mW x 6.3mD x 3mH)			
		b) Rental of furniture for foyer lounge - 1 set of sofa, 4 ottomans and 2 coffee table			
6	Photography and video production	a) Photographers to take photos for entire event	PA		
		b) Duplication of session recordings of the plenary and breakout sessions into 100pcs of thumb drive			
		c) 3-mins highlight video of the entire event			



FutureChina Global Forum 2020					
Optional Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
7	Event Mobile app development To include the following functions: - speakers profile - Speakers pigeon hole - Approx. 300 to 600 delegates profile subjected of changes based on actual situation - Approx. 15 sponsors information - Programme - Survey & poll (during and post event) by event company - Push notification	a) Third party app			
		b) In-house proprietary app			
		c) Customised event app for FCGF			
8	Publicity of event on social media	a) Pre-event social engagements i. Starting from <b>1 July 2020 till 16 September 2020</b> ii. Please suggest the total number of posts and timeline for the posts iii. Social media channels include Facebook, Wechat, Youtube, Weibo	PA		
		b) Actual day live streaming of highlights on Facebook			

FutureChina Global Forum 2020					
Optional Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
		c) Actual day live streaming of highlights on Youtube			
		d) Actual day live streaming of highlights on Weibo			
		e) Actual day content generation of social media engagements i. Social media channels include Facebook, Wechat, Youtube, Weibo			
		f) Post-event social media engagements i. Starting from <b>19 September 2020 till 30 September 2020</b> ii. Please suggest the total number of posts and timeline for the posts iii. Social media channels include Facebook, Wechat, Youtube, Weibo	PA		
9	Construction of sponsors booth	a) Booth space - indicative space dimension of 3m x 2m.	2		
		b) Fabricated backdrop - approx. 3m x 2.5m - to be confirmed	2		
10	Rental of iPads for event management dashboard	For all speakers - Number of iPads to be confirmed based on number of speakers	20		
11	Interview room, bilat room, and VIP holding room	a) Portable spider backdrop (3m x 4m)	1		
		b) Interview room arm chairs	4		
		c) Interview room round coffee table	1		
		d) Bilat room arm chairs	10		
		e) Bilat room coffee table	1		

<b>FutureChina Global Forum 2020</b>					
<b>Optional Items and Services</b>					
<b>No.</b>	<b>Item</b>	<b>Description</b>	<b>Quantity Required / Suggested</b>	<b>Amount (per unit, if applicable)</b>	<b>Amount (Total)</b>
		f) Bilat room name tents	10		
		g) VIP holding room 3-seater sofa	2		
		h) VIP holding room coffee table	1		
12	Copywriting and translation	a) Copywriting in both English and Mandarin - 500 words for each article -To quote per article price	10		
		b) 2 way translation services between English and Mandarin  To quote per 100 words	5000 words		
13	Sponsorship	a) Managing and securing sponsorship sales amount of \$800,000 (subjected to changes)	P.A		
		b) Conduct due diligence on sponsors			
14	Production of event programme booklet (hard copy) of 30pp	Please quote for the quantity stated	200/400 /600		
15	Speakers engagement	a) Airport Transfer	PA		
		b) Hotel accommodation	PA		
		c) Orientation of event	PA		
16	Temperature scanning facilities and contact tracing of event participants	a) Equipment	PA		
		b) Manpower	PA		

Business China Commemorative Gala Dinner					
Mandatory Items and Services					
No.	Item	Description	Quantity Required / Suggested	Amount (per unit, if applicable)	Amount (Total)
1	Staging and set production for <b>main ballroom</b>	a) Conceptualisation and designing			
		b) Speakers rostrums - change in branding	1		
		c) Directional banners	PA		
		d) Lighting equipments			
		e) Graphic prints			
		f) Event space planning and layout - for approximately 30 to 60 tables, totaling up to approximately 300 to 600 pax, subjected to changes pertaining to actual situation.			
2	Conceptualise, design, production and digitisation/printing of marketing materials and conference collaterals	a) Branding of event venue			
		b) Design of invitation card			
		c) Digitisation of invitation card (soft copy)			
		d) Production of invitation card (hard copy)	Please quote for the following qty 1. 300 2. 600		
		e) Design of event booklet			
		f) Digitisation of event booklet, to be given to BC in soft copy			
3	Conference AV equipment & services requirements	a) Onsite AV coordination			
		b) Live streaming services			
		c) Live streaming facilities			
		d) Rental of simultaneous interpreters booth	2		
		e) Rental of simultaneous interpreters equipment/headsets	PA		

<b>Business China Commemorative Gala Dinner</b>					
<b>Mandatory Items and Services</b>					
<b>No.</b>	<b>Item</b>	<b>Description</b>	<b>Quantity Required / Suggested</b>	<b>Amount (per unit, if applicable)</b>	<b>Amount (Total)</b>
4	Event management services	Coordination with organiser and others for bomb sweep, event flow and emcee rehearsal			
5	Registration at the foyer area (similar to FutureChina Global Forum Mandatory Item No.8)	a) Registration counters - to be confirmed based on number of pax			
		b) Manpower crew for manning of booths - preferably Mandarin speaking			
		c) Management of Invitation and Registration system processes as well as database throughout the entire event			
		d) Pre-event reminder email to participants			
		e) Pre-event registration analytics (eg. weekly registration profile reports of participants)			

<b>Business China Commemorative Gala Dinner</b>					
<b>Optional Items and Services</b>					
<b>No.</b>	<b>Item</b>	<b>Description</b>	<b>Quantity Required / Suggested</b>	<b>Amount (per unit, if applicable)</b>	<b>Amount (Total)</b>
1	Staging and set production for main ballroom	a) Branding panel in ply with sticker print, size: 28m W x 2.44m H for LED wall			
2	Pre and Post Event Management Services on <b>16 and 18 September 2020 afternoon</b>	a) Staging and set production			
		b) Rental of Conference AV equipment & services			
		c) Other services and equipment requested by the Organiser			
3	Photography Services	Photographers to take photos of the entire event			
4	Video production - to include items AI to AVI	a) Video Footages of the entire event			
		b) A 3-mins highlight video of the entire event			
		c) Video footages and 3 mins highlights videos to be saved in the mass storage device as stated in FCGF optional item number 6b.			
5	Video conferencing facilities for the dinner	For speaking engagements during the event			
6	Sourcing for performances for gala dinner	a) AV facilities and equipment required			
7	Publicity of event on social media	a) Period: 1 July 2020 - 30 September 2020 To quote per post price i. Please suggest the total number of posts and timeline for the posts ii. Social media channels include Facebook, Wechat, Youtube, Weibo and Youku			

		b) Actual day live streaming of highlights on Facebook			
		c) Actual day live streaming of highlights on Youtube			
		d) Actual day live streaming of highlights on Weibo			
8	Services of technical crew/engineers	As required			
9	Production of event booklet (hard copy) of 20pp	Please quote as per the various quantity stated	200/400/600		
10	Temperature scanning facilities and contact tracing of event participants	a) Equipment	PA		
		b) Manpower	PA		
11	Sourcing for companies for purchase of gala dinner tables	a) Managing and securing table sales (number of tables to be sold to be confirmed)	PA		
		b) Conduct due diligence on the companies	PA		

Photos of last year's sponsors booth





2019's Business China Awards Invitation Letter





BusinessChinaAwards  
通商中国奖  
2019

**Business China**  
cordially invites

to

**Business China Awards  
Presentation Gala Dinner 2019**

**7 June 2019, Friday, 6.30pm**  
Sands Expo and Convention Centre, Marina Bay Sands,  
Roselle-Simpdor Ballroom (Level 4)  
10 Bayfront Avenue, Singapore 018956

**Guest-of-Honour  
PRIME MINISTER LEE HSIEN LOONG**

**通商中国  
诚邀您出席  
2019年通商中国奖颁奖典礼**

**2019年6月7日（星期五）晚上6时30分**  
滨海湾金沙会议展览中心第四楼层宴会厅  
(Roselle-Simpdor Ballroom)  
10 Bayfront Avenue, Singapore 018956

**主宾  
李显龙总理**

恭候光临  
通商中国敬约

**PROGRAMME 节目表**

- 6.15pm **ARRIVAL OF GUESTS 嘉宾莅临**  
**PRE-EVENT COCKTAIL 宴前美点暨鸡尾酒会**
- 6.45pm **GUESTS TO BE SEATED 嘉宾入席**
- 7.00pm **ARRIVAL OF GUEST-OF-HONOUR,  
MR LEE HSIEN LOONG**  
Prime Minister, Singapore  
主宾新加坡总理李显龙先生莅临
- WELCOME REMARKS BY MR LEE YI SHYAN,**  
Chairman of Business China  
通商中国主席李奕贤先生致欢迎辞
- WELCOME REMARKS BY  
CO-PRESENTER MR SAMUEL TSIEN**  
Group Chief Executive Officer, OCBC Bank  
华侨银行集团行政总裁钱乃骥先生致辞
- 7.25pm **FIRESIDE CHAT WITH PRIME MINISTER**  
总理对话会
- 8.25pm **PRESENTATION OF BUSINESS CHINA  
AWARDS 2019 通商中国奖颁奖仪式**  
Young Achiever Award 通商中国青年奖  
Enterprise Award 通商中国企业奖  
Excellence Award 通商中国成就奖
- 9.15pm **DINNER CONTINUES 筵席继续**
- 10.00pm **END OF EVENING 晚宴结束**

**ADVISORY NOTES**

1. Security screening will start at 6.15pm, kindly arrive early with minimal personal belongings.
2. Invitations are non-transferable and admission is by invitation card only. Kindly present the original invitation card for admission.
3. Cocktail reception starts at 6.20pm. Guests to be seated by 6.45pm.
4. Dress code: Lounge suit/Evening gown

**注意事项**

1. 安检于晚上6时15分开始，请携带最少个人随身物品并提早抵达会场接受安检。
2. 晚宴仅限受邀嘉宾，谢绝转让，敬请携带此正式邀请卡出席。
3. 鸡尾酒会于晚上6时20分开始，所有嘉宾敬请于晚上6时45分之前就座。
4. 服装：正装/礼服