

PURCHASE ORDER TERMS AND CONDITIONS: FOR ENCORE EVENT TECHNOLOGIES GROUP PURCHASERS

Application

1. These terms and conditions (**these Terms**) apply to the supply of:
 - (a) the products and goods (if any) including all services required to deliver and make the products and goods operational (**Goods**); and
 - (b) the services (if any) including all goods and equipment required to provide the services (**Services**), specified in the Purchase Order overleaf (**PO**) from Encore Event Technologies Singapore Pte. Ltd. (**we/our/us**), to the party named as the supplier in the PO (**you/your**).
2. By supplying any Goods and/or Services to us, you agree to these Terms. You also agree that these Terms, the PO, and any specifications and/or warranty specified in the Quotation (as defined below), together comprise a legal contract (**this Contract**) between you as supplier and us as purchaser, to the exclusion of any terms or conditions you have notified to us. We do not consent to be bound by any terms or conditions which do not conform with this Contract, unless otherwise formally agreed by us in writing.

Delivery

3. You must supply the Goods to us and perform the Services in accordance with this Contract by the date (**Delivery Date**) to or at the address for delivery or performance (**Delivery Address**), specified in the PO or if not specified, as notified by us to you.
4. You must ensure that all Goods are packed to avoid damage in transit or in storage. Packaging must be marked with the PO number, item number, destination, contents, quantity, date and method of dispatch and weight of each package.
5. We may reasonably change the Delivery Address and/or Delivery Date, by reasonable advance notice in writing to you.

Title and Risk

6. Subject to clauses 7 & 8 of these Terms, you bear all risk in Goods until their delivery to us at the Delivery Address (**Delivery**). Delivery will not be taken to have occurred unless we receipt Delivery however receipt does not mean that we accept any Goods or Services.
7. Title to and risk in Goods passes to us on Delivery except for Goods which this Contract specifies are only hired to us for a limited time (**Hired Goods**).
8. Title to and risk in Hired Goods remains with you all times except that we are not released from liability for any theft, loss, shortage or damage to a Hired Good to the extent caused by our misuse, misconduct or negligent act or omission (or that of any of our servants, agents, contractors or permitted users (**Our Personnel**)) during the period of our hire of the Hired Good.

Supplier Obligations

9. You must properly, safely and professionally perform the Services and provide the Goods with all care and skill in accordance with all laws and all requirements for workplace safety, health and environment, all applicable industry standards for highest quality practices and our reasonable directions, and without interfering with our business or any person at the Delivery Address. You must also:
 - (a) hold all licences, permits and authorities required to perform all of your obligations under this Contract;
 - (b) provide all information and assistance, and do all things we reasonably require to comply with any applicable law or any workplace safety, health and environment or other investigation relating to, or to obtain the full benefit of, the Goods and Services;
 - (c) ensure that your employees, representatives, agents and contractors (**Your Personnel**) who enter our premises or other Delivery Address have permission to enter, are properly qualified and skilled and comply with applicable law, government requirements, and all notified policies and procedures; and
 - (d) discharge and comply with all applicable laws in regard to Your Personnel including for payment of taxes and other statutory charges, all minimum wages and all other entitlements, all of which you must pay, indemnify and hold us harmless from.

Insurance

10. You must hold and maintain current insurances at your cost for the full replacement value of the Goods until Delivery, all property used to provide the Goods and Services and:
 - (a) general liability for no less than SGD 20 mill for a single claim;
 - (b) for all liability in relation to or arising out of workmen injury compensation or other employment related claims for no less than is required by law or is customary; and
 - (c) for Services, professional negligence for no less than SGD 10 mill for a single claim, subject to any higher and/or additional insurance specified in the PO or represented by you and you must provide evidence of insurances on request.

Quality

11. The Goods and Services must, and you warrant to us that the Goods and Services will:
 - (a) match any specifications in any quotation you have given to us before issue of the PO for supply of the Goods and/or Services (**Quotation**) and/or the PO, and if different, the higher of them;
 - (b) be of the same nature and no less a quality as any sample, demonstration and/or representation made or provided by you;
 - (c) be fit for the purpose disclosed by us and if not disclosed, for which goods and/or services of the same kind are commonly supplied or purchased; and
 - (d) be merchantable and of high quality, and except for Hired Goods (unless specified otherwise in the PO or the Quotation), all Goods must be new.

Warranty

12. If within 12 months of the date of Delivery of the Goods or the date on which provision of the Services ends (**Warranty Period**), any aspect of the Goods and/or Services is found to be damaged (other than by us or Our Personnel after Delivery), deficient, faulty, inadequate, unsafe or incomplete (each called **Defective**), without limiting any other right we may have, you must at your cost promptly after notice from us:
 - (i) repair or replace the Defective Goods and/or re-perform or make good the Defective Services, as we require; or
 - (ii) reimburse us for our costs of arranging repair, replacement, re-performance or making good of the Defective Goods or Services.
- The Warranty under this clause is a minimum warranty and will be extended to the extent of any warranty provided or represented by you or the manufacturer of the Goods, and as required by applicable law. You must also ensure that all manufacturer's warranties are provided and assigned to us at Delivery.

Price

13. The Price of the Goods and Services is specified in the PO (**the Price**) and is inclusive of all costs, expenses, taxes and duties incurred by you in the supply of the Goods and Services including all charges for packing, insurance, shipping, delivery, and for Hired Goods, for collection of the Goods and the cost of any labour or items used or supplied, unless the PO specifies otherwise.
14. The Price may not be varied other than to the extent specified in the PO or as agreed by us with you in writing.

GST

15. The Price is inclusive of all Goods and Services Tax (**GST**) unless specified otherwise in the PO. If GST is applicable, you may invoice us for the GST payable in addition to the GST

exclusive Price, subject to you providing us with a valid tax invoice which complies with these Terms and applicable law and you must do all things reasonably required to enable or assist us to claim any credit or adjustment of any GST paid or payable by us.

Tax Invoices

16. Within 7 days of Delivery of the Goods and/or completion of the Services, you must provide us with a valid tax invoice which includes: (1) our PO number including line item numbers on the PO; (2) a description of the delivered Goods and Services, including date and place of Delivery and/or period of Services provided and quantities; (3) the Price, specified to reflect the same Price components on the PO; (4) the amount of any applicable GST; (5) the purchaser's name, contact name and Delivery Address matching the PO details; and (6) details of your bank account for payment; and be sent to our Delivery Address specified in the PO and by email to ap@encore-asia.com.
17. You must provide us with records to calculate and verify the amounts in any invoice, at our request.

Payment

18. Subject to these Terms and to our receipt of a valid tax invoice complying with these Terms, payment of the Price will be by direct deposit to your nominated bank account within 30 days after the later of (1) the date of Delivery of the Goods and Services in accordance with this Contract; and (2) the date of our receipt of a valid tax invoice. We are not required to make any payment by cheque or cash.
19. However we may withhold payment of the Price or a reasonable part to the extent :
 - (a) we reasonably determine that the Goods and/or Services have not been completed and delivered as required by this Contract;
 - (b) the Goods and/or Services or any aspect are Defective; and/or
 - (c) there is a discrepancy between your tax invoice and this Contract's requirements; until you have remedied the reason for our withholding, or until any dispute is resolved. We may also deduct by way of set-off any amount you owe to us on any account.

Intellectual Property

20. You warrant that all copyright, trademarks, patents, designs, applications for any of the same and any similar rights (all called **IP**) contained in or supplied with the Goods and/or Services are lawfully able to be used and reproduced by us and Our Personnel without infringement of any person's rights. Except to the extent this Contract expressly only licences us to use any IP, all IP in anything created or produced by you or on your behalf to provide the Goods and/or Services to us shall belong to us on Delivery of the Goods and/or Services. You must sign and ensure that any author of any such IP signs any additional document we reasonably require to fully exercise our rights in any IP without infringing any other person's rights.
22. Subject to any other term of this Contract, nothing in these Terms affects your pre-existing IP (**Pre Existing IP**) however you irrevocably grant a perpetual, worldwide, and royalty free licence to us and our sub licensees to use Pre Existing IP to the extent necessary for us to use and obtain the full benefit of the Goods and/or Services.

Confidential Information

23. You must not and must ensure that none of Your Personnel, directly or indirectly disclose (except as required by law), make use of or obtain any advantage from any information disclosed to or which comes to the knowledge of you or Your Personnel in connection with this Contract or any dealings with us, and which may reasonably be regarded as confidential, including but not limited to information about the operations, products, processes, services, business, finances, dealings, transactions or affairs of us, our related parties, or any of our suppliers or customers, and all details of this Contract, and you must protect the security and confidentiality of such information.

Privacy

24. You hereby consent and undertake to procure the consent of Your Personnel involved in the supply of any of the Goods and/or Services, to our collection, storage, use and disclosure of any of your or their personal information for the purposes of enabling us to communicate with you or Your Personnel regarding the Goods or Services or our requirements and as notified in our privacy policy on our website at www.encore-asia.com/privacy-policy-encore. In procuring the consent of Your Personnel under this clause, you must expressly inform them of your disclosure of their personal data to us for these purposes and to the extent permitted by applicable law, you must indemnify, defend, and hold us harmless from any claims or damages arising from any use, collection or storage of such personal information. If you have any questions about personal information given to us, please contact our personal data protection officer at privacy.officer@encore-asia.com.
25. You must comply with and ensure Your Personnel comply with all laws and our notified policies relating to personal information which you or Your Personnel may collect or handle in connection with the PO and/or supply of the Goods or Services.

Termination and Liability

26. Either party may terminate this Contract by written notice to the other if the other (**defaulting party**):
 - (a) breaches any provision or warranty under this Contract which is capable of remedy and does not remedy the breach within a reasonable time of written notice to remedy, or breaches any material obligation under this Contract which is not reasonably capable of remedy; or
 - (b) ceases to carry on business, or in your case, if there is a material adverse change in your ability to deliver the Goods and/or Services either of which will be deemed to be a breach of the defaulting party's material obligations under this Contract.
- Termination will not terminate a right which arose before termination or terminate a clause intended to survive termination including clauses 9(d), 12, 17, 19 to 25, 27, and 29 to 35, which will all survive termination.
27. You must indemnify, defend and hold us harmless from and against any loss, damage, cost, (including our legal costs on an indemnity basis) expense or liability suffered or incurred by us to the extent caused or contributed by (a) any breach by you of any provision or warranty under this Contract; (b) any wrongful, unlawful or negligent act or omission by, or any misconduct of, you or any of Your Personnel; and/or (c) by reason of the Goods and/or Services being Defective.
 28. Your Personnel and all equipment and property used by you or Your Personnel in providing the Goods and/or Services are at your risk at all times even if located on our premises.

General

29. You must not assign or transfer, or purport to assign or transfer, or deal with your rights or obligations under this Contract, and must not without our prior written consent subcontract any obligation under this Contract.
30. This Contract will be governed by and construed in accordance with the laws of Singapore and each party submits to the jurisdiction of the courts of Singapore.
31. All references to a currency are to Singapore Dollars unless specified otherwise in the PO.
32. You have no authority to incur any liability for us or in our name. You agree that you are an independent contractor and not our employee or agent.
33. These Terms are subject to any applicable law which cannot lawfully be excluded and any part of any clause that is illegal or unenforceable will be severed and the remaining provisions will continue in force.
34. In these Terms words importing the singular include the plural and vice versa, no rules of construction will apply to the disadvantage of a party on the basis that party put forward these Terms or any part, the words "including" and "includes" are not words of limitation, and headings do not affect interpretation.
35. If there is any conflict between any of the documents comprising this Contract the following order of priority will prevail (1) the PO, (2) these Terms and (3) the Quotation.