

Exhibitor Advisory Note

Warning against dealings with [International Fairs Directory / Expo Guide / FairGuide.com / MULPOR Company S.R.L](#) and other questionable practices

The Singapore International Water Week (SIWW) would like to alert all exhibitors on a series of scams from independent organisations such as the International Fairs Directory (Inter-fairs), Expo Guide (Mexico), FairGuide.com, Mulpor Company S.R.L and its debt collecting company such as ICBM Ltd (International Business Convention Management Ltd). These scams have been recurring for several years now and many similar operations from around the world may spring up under different names. It has been brought to our attention that companies such as Inter-fairs have been approaching our exhibitors directly to request for information and payment for their Fair and Exhibition guides.

How does it work

These companies regularly publicise their services with forms that resemble an organiser's Free Catalogue Listing Service, inviting exhibitors to sign and return the form for a listing in a directory, which may contain fine print seeking payment for fees or subscriptions (refer to *Annex A*). The exhibitor will then be contracted into an agreement which require payment for the listing services (refer to *Annex B*). These companies will proceed to harass exhibitors for payment and threaten with lawsuit cases should the exhibitor refuse to pay (refer to *Annex C*).

You can find out more information on how the forms look like from this [article](#) by Fraud Help Desk, the Dutch national anti-fraud help desk, or this [article](#) by UFI, the Global Association of the Exhibition Industry. While such communications may bear our event, logo and/or company name, these companies are not affiliated to, and/or authorised by the SIWW. We have alerted the police and also issued an official warning letter to the company.

We urge our valued exhibitors to exercise caution when receiving such correspondence and avoid responding or making any payment.

Steps to take

If you are approached by any of these suspicious operations, these are the steps to take:

1. Do not complete the listings form and do not reply/return any mail acknowledging your information.
2. If you have mistakenly completed the form and returned it to the organisations, advice is to ignore the harassment for payment. Any replies to the organisation will show your company's existence and prompt them to harass you further.
3. Keep a record of the original emails and hardcopy letters as you receive them, and report them to the SIWW contact person you are in touch with.

Authorised Communication from the Singapore International Water Week (SIWW)

At SIWW, we ask for exhibitors to update their company profile via the Online Exhibitors Manual, which is circulated by our appointed [sales partners or sales office](#). SIWW works with trusted partners whom we will introduce personally to you based on your business needs. We respect your privacy and will never forward your details to third parties without prior consent. Hence, we would like to assure you that data list providers (e.g. expolists.com) who have claimed to have access to our event attendee lists do not have the data they claimed and for you to exercise caution against them.

If you need any clarifications or verifications on SIWW communications, please do not hesitate to contact Ms Germaine Low at germainelow@siww.com.sg.

Annex A - Example of the listing form



Return envelope enclosed.
No postage required.



This form is only for your correct listing as an individual payable advertisement entry.

Your entry has been published to date under the following event

SINGAPORE INTERNATIONAL WATER WEEK Singapore

Organised by:
SIWW - Singapore International Water Week Pte., Ltd., Singapore

Please confirm the accuracy of your details with:

Company name		Modification	
<input type="checkbox"/> correct			
Street		Modification	
<input type="checkbox"/> correct			
Postal code	Modification	City	Modification
<input type="checkbox"/> correct			<input type="checkbox"/> correct
Telephone	Modification	Telefax	Modification
<input type="checkbox"/> correct			<input type="checkbox"/> correct
Website (required)	Modification		
<input type="checkbox"/> correct			
E-mail (required)	Modification		
<input type="checkbox"/> correct			
Social media			
Facebook:	Twitter:	Instagram:	others:
Contact person / Position (required)			
Description of business		Business activity	
		Import	% Export %
		Annual turnover	
		Annual fair budget	
		Established since	
VAT Reg. No.		Operation level:	
		Regional <input type="checkbox"/>	National <input type="checkbox"/> International <input type="checkbox"/>
Please send us any additional material of your company like business card, brochure, photos, video			

714-4449279

Order: We hereby confirm the accuracy of our companies' data as per the information given above and enter into a legally binding contract between our company and Mulpor Company S.R.L. (Publisher) for the purchase of advertising space (see overleaf) at www.inter-fairs.com. We authorize the Publisher to use contents found on our website such as photos, logos and text for the realization of our insertion. By signing, our company accepts this legally binding contract for the next three years unless it is terminated by registered letter within twelve days from the date of signature, the date of postage counts. A yearly invoice in the amount of 1212 euros - or its equivalent in any other currency chosen by the Publisher - will be issued once the ad is published and it shall be credited every year via bank transfer as soon as its been received. The cancellation of the contract is legally binding by registered letter at the latest three months before the contractual term ends only. Without that notice the contract will be annually and automatically renewed for a further year. The only applicable law is Costa Rican law and the competent courts and place of jurisdiction is Alajuela, Costa Rica. The Publisher reserves the right to transfer temporarily or permanently its rights and obligations to a third party. Company data will be handled and secured electronically.

Place, date

Stamp, legally binding signature

Annex B - Example of the payment invoice



INVOICE

Invoice no.:
Invoice date:
Order:
Customer no.:

Please indicate invoice, order or customer number in all correspondence.

Account Holder / Beneficiary: International Business Convention Management Ltd.
Reason of payment: Order Number
Bank: B3 TAKAREK SZOVETKEZET
Bank Address: HU - 1093 Budapest, Czuczor u. 2-10, Hungary
IBAN: HU37 7360 9155 0000 7629 0000 0000
Swift-Code: TAKBHUHB

Payment due: 03.01.2019

Description

Advert in International Fairs Directory	USD	4,098.00
Interest and fees for delay accrued to date	USD	334.85
Your payment	USD	0.00
Net value	USD	4,432.85
VAT	USD	0.00

Total due USD **4,432.85**



Annex C - Example of email from debt collecting company

From: IBCM - Management <csim@ibcm Ltd.com>
Date: 17 January 2019 at 5:06:11 PM SGT
To:
Subject: Claim # Re: Reminder Notice.

January 17, 2019

BY EMAIL

ALL RIGHTS RESERVED

WITHOUT PREJUDICE
TO WHOM IT MAY CONCERN

Re: Reminder Notice.

Dear Managing Director,

Following our previous correspondence, we must bring to your attention that although your company has been provided with all documentary regarding this long outstanding debt, we have not received payment confirmation of the pending amount that is severely overdue.

We request that you pay the amount due **within 5 days** from the date of this letter in order to settle your debt amicably outside of court thereby avoiding to your organization unnecessary additional expenditures for further interests, collection costs, legal fees and expenses. Failure to pay this overdue amount may result in recovery action being escalated.

If you really intend to resolve this matter amicably, **hereby avoiding lawsuit**, please contact us immediately regarding settlement of this account. If a lawsuit is commenced, you will be notified of the hearing date and you will be entitled to appear at the hearing and present any ~~defenses~~ you may have to this claim.

If you have already paid the overdue amount within the last few days, thank you and please disregard this letter.

1. Refusal of payment after the **23.01.2019** applies legal action against you.
2. Objections can be made **within FIVE (5) days** from the receipt of this notice.
3. Delay of payment has extra charges on your accounts outstanding balance.
4. Payment by wire transfer may only be accepted.

Yours sincerely,

Jeremy James
Senior Credit Manager