



Architecture & Building Services 2022

Sustainability In A Digital Built Environment



Sands Expo & Convention Centre
16 – 18 November 2022

Exhibitor's Manual
INFORMATION & GUIDELINES

www.architecturebuildingservices.com.sg

Organised By



TABLE OF CONTENTS

INTRODUCTION/EVENT OVERVIEW	Page
	2
IN-HALL OPERATIONS SCHEDULE	3
CONTACTS:	4
1. Official Contractor	
2. Freight Forwarder	
3. Official AV Crew	
RULES AND REGULATIONS	5
- Non-Official Contractor	
- Registration of Contractor Personnel	
- Stand-Fitting Regulations	
- Shell Scheme Package (Specifications)	
RULES AND REGULATIONS	8
- Electrical	
LOCATION MAP	10
CARPARK PARKING	11
- Complimentary Casino Valet Parking	
- Daily \$8.56 MICE Self Park Coupon	
- Loading / Unloading Bay	
RULES AND REGULATIONS	12
➤ Hall Specifications	
➤ Security	
➤ Registration of Exhibitor Stand Personnel	
➤ Demonstration and Working Exhibits	
➤ Radio Transmission	13
➤ Film / Audio Video Demonstration	
➤ Fire Precautions	
➤ Liabilities and Insurance	
➤ Dilapidation	14
➤ Force Majeure	
➤ Authority on The Premises	
➤ Delivery of Exhibits	
➤ Lifting and Handling On-Site	
➤ Operation of Stands	15
➤ Storage and Waste Materials	
➤ Removal of Exhibits / Removal Chits	
➤ Stand Cleaning	
➤ Smoking and Tobacco Promotion Restriction	
➤ Furniture	16
➤ VISAS	
➤ Internet Access	
ORDER FORMS	17

INTRODUCTION

This Exhibitor's Manual is prepared by Conference & Exhibition Management Services Pte Ltd (CEMS), hereby known as "Organiser", to assist exhibitors in preparing for the Exhibition.

While every effort being made to maintain the stipulated procedures and rates quoted in this Manual, we seek the exhibitors' understanding that the same may vary according to the changes and fluctuations in the cost of labour or materials, which may be beyond the control of the Organiser prior to the Exhibition.

These manual forms part of your contract to exhibit. You are advised to read them carefully and comply with the terms accordingly. The relevant forms attached **must be** completed and sent back to the respective organisations indicated before the stipulated deadlines.

EVENT OVERVIEW

EXHIBITION	:	<u>Architecture & Building Services 2022</u> ArchXpo 2022 Design Asia 2022 Fire & Disaster Asia 2022 International Facility Management Expo 2022 Lighting Asia 2022 Safety & Security Asia 2022 Work Safe Asia 2022				
ORGANISER	:	Conference & Exhibition Management Services Ptd Ltd 1 Maritime Square, #09-56 Harbourfront Centre, Singapore 099253 Tel: +65 6278 8666 Fax: +65 6278 4077 Website: www.architecturebuildingservices.com.sg				
ENQUIRIES	:	<table><tr><td><u>Sales</u> Contact Person: Shirley Tan Designation: Project Manager Mobile : +65 9622 2070 Email: shirley@cems.com.sg</td><td><u>Operations</u> Office Number: 6278 8666 Email: Abs-operations@cems.com.sg</td></tr><tr><td colspan="2"><u>Publicity & Conferences</u> Contact Person: Eric Toh Designation: Marketing Communications Manager Mobile : +65 9680 0975 Email : erictoh@cems.com.sg</td></tr></table>	<u>Sales</u> Contact Person: Shirley Tan Designation: Project Manager Mobile : +65 9622 2070 Email: shirley@cems.com.sg	<u>Operations</u> Office Number: 6278 8666 Email: Abs-operations@cems.com.sg	<u>Publicity & Conferences</u> Contact Person: Eric Toh Designation: Marketing Communications Manager Mobile : +65 9680 0975 Email : erictoh@cems.com.sg	
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<u>Publicity & Conferences</u> Contact Person: Eric Toh Designation: Marketing Communications Manager Mobile : +65 9680 0975 Email : erictoh@cems.com.sg						
VENUE	:	Sands Expo & Convention Centre Marina Bay Sands, Singapore Exhibition Halls B & C, Level 1 10 Bayfront Avenue Singapore 018956 Website: www.marinabaysands.com				
EXHIBITION DATES & TIMINGS	:	16 – 17 November 2022 (Wednesday - Thursday) 1000 – 1800 hrs 18 November 2022 (Friday) 1000 – 1700 hrs				
ADMISSION	:	Trade Visitors and Delegates				

IN-HALL OPERATIONS SCHEDULE

BUILD-UP/MOVE-IN	DATE	TIME
1. Non-official Contractors begin to build stands on	14 November 2022 (Mon)	1400 hrs
2. Exhibitors move-in on	15 November 2022 (Tue)	0900 hrs
3. All electrical fittings to be completed by	14 November 2022 (Mon)	2000 hrs
4. All stands to be operational and exhibits on display by	15 November 2022 (Tue)	2000 hrs

Note:

For bare space exhibitors/non-official contractors and exhibitors doing booth enhancements, please submit performance bond & Admin Fee before collection of exhibitor/contractor pass at the Registration Counter outside Hall B.

EXHIBITION PERIOD	DATE	TIME
1. Exhibitors enter the halls on	16 November 2022 (Wed) 17 – 18 November 2022 (Thurs - Fri)	0800 hrs 0900 hrs
2. Exhibition ready for Official Opening	16 November 2022 (Wed)	0830 hrs
3. Official Opening	16 November 2022 (Wed)	0900 hrs
4. Exhibition hours for Trade Visitors	16 – 17 November 2022 (Wed - Thurs) 18 November 2022 (Fri)	1000 – 1800 hrs 1000 – 1700 hrs

DISMANTLING PERIOD	DATE	TIME
1. Removal of exhibits	18 November 2022 (Fri)	1700 hrs
2. Exhibits must be packed and removed by	18 November 2022 (Fri)	1730 hrs
3. Disconnection of all utilities	18 November 2022 (Fri)	1800 hrs
4. Collection of rented items	18 November 2022 (Fri)	1800 hrs
5. Dismantling of stands and fittings	18 November 2022 (Fri)	1800hrs
6. All debris must be cleared by*	18 November 2022 (Fri)	22.00hrs

*** On 18 November 2022 (Friday): Exhibitors / Official / Non-Official contractor their booths or display items must dismantled and cleared by 22.00 hours. Any leftover debris by contractors/exhibitors will be charged accordingly and deducted from the performance bonds.**

Important:

1. Exhibitor/ contractors are required to wear face mask properly all the time, except during drinking.
2. Please get ready your name card or document before proceed to registration counter in order to speed up the process of registration (collect exhibitor passes / contractor passes).
3. Exhibitor/ contractors are required to check-in Safe Entry before enter to exhibition hall; and check out from Safe Entry upon leaving the exhibition hall.

**Please bring along your Trace Together Token (make sure it's work) or download Trace Together App in your mobile phone (turn on the Bluetooth).

Safety Information (during move in and tear down):

1. All personnel entering the halls during build-up and tear down periods must ensure safety vest is worn at all time and only covered shoes are allowed. Slippers & Sandals are strictly **NOT allowed**.
2. Safety Helmet/ Hard Hats must be worn in all areas where there is work activity taking place overhead (but not limited to)
 - a. Area where any hoist, mobile elevating work platform (MEWP) or other overhead lifting device is in operation
 - b. Areas where us a possibility/ of falling objects; e.g., where persons are working overhead.
 - c. Areas where impact to a person's head may occur.

CONTACTS: OFFICIAL CONTRACTORS

1. Official Contractor – Stand Builders

Cityneon Events Pte Ltd

25 Tai Seng Street,
Singapore 534104



Contact : Ms. Siew Hui Shan | Mr Lutfil Hadi
Office : +65 6571 6428 | +65 6571 6267
Email : huishan.siew@cityneongroup.com | Lutfil.hadi@cityneongroup.com

CEMS, as the organiser, has appointed **Cityneon Events Pte Ltd** as the official contractor whose responsibilities are as follows:

- Sole authorised contractor to construct standard shell booths for this exhibition.
- Sole authorised contractor to rent out furniture for this exhibition.
- Provide captions and other accessories as deemed appropriate by exhibitors.

2. Official Freight Forwarder

The Organiser has appointed an Official Freight Forwarder to perform all site-handling work for the exhibition. The Official Freight Forwarder will have a full complement of mechanical lifting and handling equipment and skilled supervisors and manpower present throughout the move-in and move-out periods. *Refer to OP FORM 11*

Rogers Expo Services (Singapore) Pte Ltd

6, Harper Road, #05-03

Leong Huat Building

Singapore 369674

Tel : +65 6846 0055

Fax : +65 6846 1376

Email : sales@rogers-asia.com

All exhibitors (or their forwarding agents) are to engage the Official Freight Forwarder on-site services. **No other forwarding agents will be allowed to handle exhibits with their own lifting and handling equipment.**

This is to allow for more effective co-ordination and control of exhibition movement within the confines of the exhibition hall and also to minimise damages to the exhibition stands as well as the exhibition hall.

2.1 Insurance

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by ROGERS EXPO SERVICES (SINGAPORE) PTE LTD, and also ensure that Transport Insurance is arranged for exhibits sold locally.

3. Official AV Crew

Av Show Presentations

Nordcom 1, 3 Gambas Cres, #08-02, Singapore 757088

Tel : +65 6294 5439

Email : avshow@avshow.com.sg

RULES AND REGULATIONS: STAND CONSTRUCTION

1. NON-OFFICIAL CONTRACTOR

- Install all electrical requirements at the exhibition.
The Organiser permits transactions between exhibitors and non-official contractors. However, in such cases, quite a few problems (outside of the Organiser's control) do arise – inconveniencing both exhibitors and the Organiser. Therefore, the Rules and Regulations as listed out below in Page 6 must be complied with in appointing a non-official contractor.

All non-official contractors need approval from Organiser before they can construct any items. The display layout and special design must be submitted to the Organiser for approval by the completion and submission of **CO FORM 3** no later than 30 days prior to the official date overall interior construction of the stand is scheduled to begin, together with the documents stipulated in the Form. The Organiser will inform the exhibitor and said contractor within 10 working days upon receipt of **CO FORM 3** if the proposed stand design is approved or rejected.

Rules and Regulations for Non-Official Contractors

Such contractors must never negligent or cause serious damage to exhibits. They must never be suspended from work in previous exhibitions.

- Need to have services, appliances and equipment as required by the concerned exhibitors. These include experienced personnel and adequate capabilities, as well as a contactable address at all times from the start of construction until clearance of booth to co-ordinate and assist if necessary.
- Need to submit construction plan (booth designs/layout), Bizsafe Certificate and Risk Assessment to the Organiser for approval at least **30 days** prior to actual construction. All non-official contractors MUST inform the Organiser in writing if there is any alteration or modification in the design. ***Non-official contractors must bear in mind that the Organiser reserves the rights to suspend or terminate any construction should the physical design defer from the design sent or deemed unsafe.***
- A **non-refundable Admin Fee of SGD\$12/sqm (before 7% GST)** must be paid to Conference & Exhibition Management Services Pte Ltd one month before the construction commences by the non-official contractors.
- A **refundable Performance Bond** (to cover any damage arising from construction work in the hall) **of SGD\$50/sqm to a maximum of SGD\$5,000** must be paid to Conference & Exhibition Management Services Pte Ltd, one month prior to the start of construction booths. Total refund will only be effected once the Organiser is satisfied that there is no damage (of any kind) at the exhibition site to the full and complete satisfaction of the management of the Marina Bay Sands Singapore who is the rightful owner of the property.

The Organiser will issue badges for access to the exhibition only to the Official Contractor and the approved non-official contractors. No one else is permitted into the building during construction and clearance. ***Please refer to point 1 on Page (Registration of contractor personnel)***

If an approved non-official contractor fails to comply with this set of rules and regulations stated in this manual, the Organiser reserves the right to suspend or terminate the construction concerned. In such case, the affected exhibitor will need to select services from the Official Contractor or other approved non-official contractors available on hand.

2. REGISTRATION OF CONTRACTOR PERSONNEL

Passes permitting contractors and their workmen to enter the exhibition hall during the build-up and dismantling periods only, for the purpose of construction and dismantling, will be issued only upon application to the Organiser. Before being granted such passes, non-official contractors will be required to pay a refundable performance bond and non-fundable admin fee (Refer to CO FORM 3).

This is to ensure completion of work, complete removal of all debris and to cover any damage that may be done by the contractors to the exhibition hall, exhibits and stands. For logistical and security reasons, all exhibitors are encouraged to appoint the Official Contractor for their exhibition needs.

3. STAND-FITTING REGULATIONS

The following regulations must be observed when preparing a stand presentation:

3.1. Shell Scheme Booth

- 3.1.1. No additional construction of booths may exceed the height of 2.44m. Also, further construction must not be larger than space rented as specified in contract.
- 3.1.2. No free-standing exhibits or items may exceed the height of 5m.
- 3.1.3. Exhibitors are not allowed to paint on the walls/panels of each booth. In case, certain accessories including stickers, graphics and/or posters need to be affixed on those surfaces, exhibitors are required to obtain permission from the Organiser. All accessories **MUST** be removed by exhibitors after the exhibition during tear-down on the very day unless they are provided/done by Official Contractor.
- 3.1.4. No nailing, draping or hanging of material (of all kind) is allowed on the shell scheme booths or on any structure of the main building.
- 3.1.5. No suspension is to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls or any part of the building.
- 3.1.6. All electrical requirements including light connections and socket points must be ordered from the Official Contractor.
- 3.1.7. Damage and/or cleaning fee will be charged to the respective exhibitor(s) should there be any damages made and/or exhibit items left to/at the stand after the event.

3.2. Bare Space Booth

Exhibitors who are renting bare space may have their stands constructed either by Official Contractor, Official Special Design Contractor or approved non-official contractors under the following rules (Please see also details in Page 5 regarding Rules & Regulations for non-official contractors):

- 3.2.1. No form of ceiling is allowed to be structured over the stands unless approval has been granted by the Organiser.
- 3.2.2. Exhibitors may construct their own stand or exhibition bare space but **the company name and booth number must be clearly shown**. If they are not presented at the time of exhibition, the Organiser reserve the right to install them on behalf of the said exhibitor in a manner deemed appropriate by the Organiser. All expenses incurred will be levied on the exhibitor.
- 3.2.3. Exhibitors are held responsible for any damage caused by their non-official contractor(s). The former will have to ensure that the contractors comply with the rules and regulations as stipulated by the Organiser.
- 3.2.4. Exhibitors may not place exhibit or distribute material beyond their contracted stand boundary. The permitted stand height is **2.44m**. Any design for a structure exceeding **2.44m** in height must be submitted for approval at least **30 days in advance** and will be considered on a case-by-case basis. If approved, this structure will be restricted to a distance of **1 metre** away from the dividing walls of the adjoining stands.
- 3.2.5. Exhibitors are required to send **fully dimensioned drawings showing the proposed design of the stand, and plans for electricity connections** to the Organiser **within time period specified in the Exhibitor's Manual or 30 days before the exhibition date** whichever is earlier. The Organiser will approve or reject such proposals within 15 days. The Organiser reserves the right

to demand amendment against construction that defers from formerly approved construction plans. This includes possible alterations to conform to the rules of the exhibition hall, or to prevent accidents from occurring to visitors. If exhibitors fail to send in detailed plans on independent booth construction, the Organiser may refuse issuance of construction permits. Exhibitors may opt to choose the standard booth design instead, or may contact the Official Contractor to construct the booth. The Exhibitor and the appointed stand contractor must ensure the structural integrity of their booth design.

3.2.6. Stand Structure may go to a maximum height of 4m, any booth construction above 4m will require a Singapore Professional Engineering endorsement.

3.2.7. According to building Control (Temporary Buildings) Regulations 2018, for any structure taller than 4m measured from ground or having any surface larger than 10sqm in area are consider as "Temporary Structure" which require an approval from Building & Construction Authority (BCA) before construction of the temporary structure. For more details, you can visit BCA website: or contact the BCS directly and the get necessary approval from them.

3.2.8. The floor within a booth must be covered with a carpet or other appropriate finishing.

3.2.9. For safety reasons, the Organiser requires exhibitors to use the services only from the Official Contractor for electrical installation. **Exhibitors are prohibited both from installing their own lighting and from diversion of electrical power designated for machinery to use for lighting purposes.**

3.2.10. Exhibitors are not allowed to airbrush or weld metals within the exhibition hall. Please refrain from sawing wood and other construction activities that would cause dust or disturbance to nearby exhibitors.

3.2.11. The "Bare Space" Exhibitor may not utilize the walls of the adjacent booths.

3.2.12. No suspensions are to be made from the trusses of the Exhibition Hall, nor may any fixing be made to the floor, columns, walls or any other part of the Hall.

3.2.13. Where "Bare Space" booth walls exceed the height of adjacent lower booths' walls, the Exhibitor building the higher wall must decorate the rear surfaces.

3.2.14. A "Bare Space" booth cannot display name boards over an adjacent Exhibitors back and/or sidewall but may display it on any aisle facing their location.

3.2.15. No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations, and furnishings.

4. SHELL SCHEME PACKAGE – SPECIFICATIONS

4.1. Fascia board is **35cm in height**, on each open frontage, comprising aluminium frame. Fascia will carry the exhibitor's name and stand number.

4.2. Electrical fitting and furniture – **1 13amp/230V 3-pin power point outlet** (fused up to 5amp), **2 fluorescent tubes**, **2 folding chairs** and **1 information counter**.

4.3. Carpet will be laid direct to the floor. Any change to the type or colour of the floor covering provided, must be by prior negotiation with the Official Contractor. Any cost arising is to be borne by the exhibitor concerned.

4.4. No financial credit will be given by the Official Contractor for any standard item or furniture not utilized.

4.5. Entitled items/furniture is non-exchangeable and transferable.

- 4.6. An exhibitor occupying corner booth has an option to have the side panels replaced by fascia board, complete with company's name at no extra cost.

RULES AND REGULATIONS: ELECTRICAL

5. ELECTRICAL SUPPLIES

General hall lighting will be provided by the hall owner, Marina Bay Sands Singapore.

- 5.1 Power supply to stands will be switched off at source **30 minutes** after the exhibition closes every evening and **60 minutes** after closing on the final day of the exhibition.
- 5.2 Exhibitors who require **24 hours** electricity supply for their specific requirements should inform the Organiser accordingly in writing.
- 5.3 The 2 units of fluorescent light and 1 unit of 13amp/230V power point outlet (fused up to 5amp) included in the shell scheme package are provided with electricity supply.
- 5.4 Cost of electricity consumption is inclusive in all items offered in **OP FORM 8**. All electrical installations must conform strictly to the required standard of the safety regulations without exception.

6. ELECTRICAL INSTALLATION

- 6.1 All prices quoted are at concession rates. The Organiser recommends that exhibitors make full use of the services provided for their convenience, which includes on-site service throughout the exhibition.
- 6.2 All electrical connections to the main power must be carried out and installed by the Official Contractor without exception. Unlisted or unauthorized electricians are prohibited in the exhibition premises.
- 6.3 Exhibitors or their contractors who wish to bring in special light fittings for use on their stands must obtain prior approval from the Organiser before the stipulated deadline in **OP FORM 8**. Applicants must submit the following requirements when applying:
 - 8.3.1 Specifications and its rating in watts/unit of the light fittings
 - 8.3.2 Total units to be installed
 - 8.3.3 Layout line drawings of the electrical installations
 - 8.3.4 Names and identity cards/passport numbers of the attending electrical personnel
- 6.4 All power points must be ordered from the Organiser through **OP FORM 8**, otherwise, no power points are allowed in the exhibitors' booth/stand.
- 6.5 **Any illegal connection/adaptation found will be disconnected without prior notice. This includes multi-outlet adaptors. Extensions from the socket point are strictly prohibited.**
- 6.6 No flashing lights will be permitted unless they form an integral part of an exhibit. Sequence-lit displays may be used, subject to approval by the Organiser.
- 6.7 Exhibitors who apply for 'Bare Space Only', any special designs must be submitted with the electrical order together with their layout plan before the deadline.
- 6.8 Exhibitors (or their contractors) must submit **3 sets of preliminary drawings of the layout plans and schematic wiring diagrams** for approval **30 days before** the commencement of the actual installation.
- 6.9 All electrical orders after the deadline will be subjected to:
 - 8.9.1 Availability of electrical fittings and power supplies, and
 - 8.9.2 A surcharge of **30% for orders received after 5 October 2022** and **50% received 1 week before and/or on-site.**
- 6.10 **The Organiser reserves the right to disconnect the electrical supply to any installations, which in the opinion of electrical consultants, is deemed dangerous or likely to cause annoyance to visitors and/or other exhibitors.**

Location Map



CARPARK PARKING



1. Complimentary Casino Valet Parking

Complimentary Casino Valet Parking for **Exhibitors Only** from 14 – 18 November 2022 (Move-In/Show Days/Move-Out).

NOTE:

1. Coupons can be obtained at the registration counter during build-up periods and at the Show Management Office inside the hall during show-days. Exhibitors are to present their slip of receipt during collection of the valet coupon.
2. Coupons are based on first-come-first-serve basis.
3. Coupons are given based on paying square meter.

2. Daily \$8.56 MICE Self Park Coupon

Exhibitors/Visitors are allowed to purchase **daily \$8.56 MICE Self Park coupon** over the MBS service counter upon presenting of show badges from 14 – 18 November 2022. (Coupons are valid from 0800-1800hrs). Purchase of tickets **is not** available after 6pm daily.

Daily \$8.56 MICE Self Park coupon is not available on weekends, there is no sale of \$8.56 coupon.

2.1 New MICE \$8.56 parking coupons procedure

Please note that the MICE S\$8.56 concession coupons will be made **via driver's cash card** upon the exit gantry.

- To exit the car park using the coupon, the driver of the vehicle needs to:
 - ✓ Remove cash card upon gantry
 - ✓ Slot in the coupon when requested
 - ✓ Insert cash card into IU when prompted for \$8.56 payment
 - ✓ \$8.56 will be deducted from the cash card



3. Loading / Unloading Bay

Please note that all exhibitors are entitled to use the loading and unloading bay. The charges are as follows:

- First 45mins: no charge (Grace Period)
- Next 15mins: S\$8.56
- Per half hour block thereafter: S\$10.70
- Maximum per 24hrs: S\$27.82

*** The Vehicle Entry Pass will be sent to exhibitors via email. Kindly print it out and display at the window screen for security clearance.**

HALL SPECIFICATIONS

	Sands Expo & Convention Centre, Marina Bay Sands	Halls B & C
a	Floor Area	8,310 sqm
b	Kind of Floor	Concrete
c	Floor Strength	12 KN/m ²
d	Ceiling Height	9.45m
e	Freight Doors	Roller Shutter 4.2m(W) X 9.3m(H)
f	Electrical Loading	3000Amp
g	Compressed Air	Available
h	Water Inlet / Outlet	Available

RULES AND REGULATIONS



The rules and regulations stipulated are for security and safety reasons. Exhibitors and contractors must observe the rules and regulations to ensure a smooth operation.

1. SECURITY

The organiser will engage a security agency to ensure the security and safety of your exhibits in the exhibition hall. Nevertheless, responsibility is expressly denied for any loss or damage that may befall any person or property of the exhibitor from any cause whatsoever.

YOU MUST ARRANGE YOUR OWN INSURANCE TO COVER ALL STAGES OF THE EVENTS FOR THE EXHIBITS.

2. REGISTRATION OF EXHIBITOR STAND PERSONNEL

For the convenience and easy movement of exhibitors, passes will be issued for use throughout the exhibition period. Passes will be issued free-of-charge to each exhibitor. Details of staff manning the stands should be entered in **CO Form 4**. For security reasons, exhibitors are requested to wear the passes throughout the exhibition period.

3. DEMONSTRATION AND WORKING EXHIBITS

An exhibitor intending to demonstrate equipment on his stand must:

- 3.1 Provide the Organiser with full details of any working machinery involved.
- 3.2 Give proper consideration to the conditions under which the exhibits will be demonstrated.
- 3.3 Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the gangway or otherwise prove hazardous to visitors.
- 3.4 Adequately guarding of all moving parts of machinery to prevent injury to persons nearby.
- 3.5 Ensure that sound levels are at a rating (not more than 75 decibel) causing no interference with, or annoyance to other exhibitors. Organiser reserves the rights to reduce the sound level or switch off audio/ visual display causing problems. Organiser's decision is final in any arising dispute.

RULES AND REGULATIONS

4. RADIO TRANSMISSION

Any exhibitor or contractor wishing to use transmitting devices must apply for the use of frequencies for their electronic or radio equipment. All submissions are to be addressed to:

IMDA Singapore – Licensing & Enforcement Unit

10 Pasir Panjang Road #03-01, Mapletree Business City, Singapore 117438

Tel : 1800 478 5478

Email : info@imda.gov.sg

5. FILM / AUDIO VIDEO DEMONSTRATION

Film/audio video equipment may be brought in by the exhibitors or rented from the Official Contractor. The Singapore Government enforces strict regulations for films/audio video presentations. Exhibitors are to ensure that the presentations do not contain unlicensed materials. Exhibitors wanting their tapes cleared by the Board of Film Censors should contact the Official Freight Forwarder or their own courier service company for assistance.

When in operation, such equipment must not cause annoyance to visitors or other exhibitors through excessive sound or by location. The Organiser reserves the right to discontinue any film/audio video presentation that, in their option, is detrimental in the above manner.

6. FIRE PRECAUTIONS

Exhibitors, who because of the nature of their exhibits require a special type of fire extinguisher, must make arrangements at their own cost for the provision of such equipment. Any person on seeing an outbreak of fire, should make immediate use of the fire alarm system, and subsequently make every endeavour to extinguish the outbreak or to confine it by use of extinguishers and/or removal of goods in the vicinity.

7. LIABILITIES AND INSURANCE

Every reasonable precaution will be taken by the Organisers to ensure the security and safety of the exhibition hall and adjacent area. However, the **Organisers will not accept responsibility or be under any liability to exhibitors, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit, person or property arising out of their participation in the exhibition. Exhibitors are advised to insure their exhibits against such loss or damage, including risk of fire, thefts throughout all stages of the exhibition.**

Exhibitors are requested to provide for their own Third-Party Insurance, in regards to their participation in the exhibition and to produce proof of insurance to Organisers if required to do so.

Each exhibitor participating in the exhibition MUST indemnify CEMS, as Organisers against all claims of whatsoever nature which may be made against CEMS, arising out of or in any way connected with such exhibitors' participation in the exhibition. This provision is specifically deemed as fair and reasonable by their endorsement in the official contract form.

RULES AND REGULATIONS

8. DILAPIDATION

The Organiser, in conjunction with the landlord will inspect the exhibition hall before build-up and after tear-down of the exhibition. Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises whether caused by them, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme are also responsible for the cost of making good, restoring or renewing any damages or dilapidation to their Shell Scheme structure, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the Official Contractor and charged to the exhibitor or subtracted from the performance bond posted by nominated non-official contractors.

9. FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organiser. The Organiser shall not be responsible for any loss sustained by the exhibitor, directly or indirectly, attributable to elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.

10. AUTHORITY ON THE PREMISES

The Organiser shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Organiser in any problem or dispute will be final.

11. DELIVERY OF EXHIBITS

Exhibits should not be sent to the exhibition hall until the stand is sufficiently readied to receive them. The exhibitor and/or its representative must be present at the stand to accept delivery. The Organiser will not accept responsibility for delivery on behalf of any exhibitor, nor be responsible for the safekeeping of such items before or after delivery.

As access to the exhibition premises is restricted, exhibitors must ensure that the delivery, loading and unloading bays. Vehicles at these loading/unloading bays will be under the supervision and direction of our Official Freight Forwarder and the exhibition security officers.

To avoid congestion, only small items or goods that can be taken out of their cases without risk of damage can be unpacked in the exhibition hall. For major items, exhibitors should arrange with their freight forwarder to unpack them away from the exhibition premises. Exhibit can then be delivered and immediately placed in position on the stand by the Official Freight Forwarder.

12. LIFTING AND HANDLING ON-SITE

For insurance reasons and to ensure proper control and co-ordination of freight, only the Official Freight Forwarder is permitted to work in-hall and operate lifting equipment. Any freight forwarder may deliver goods to the exhibition hall, but they must be handed over to the Official Freight Forwarder for delivery to the booth, unless the consignment can be carried by one man, without mechanical equipment, such as sack-barrow. If the exhibit is particularly sensitive, the freight forwarder making the delivery to the hall may appoint a supervisor to accompany and maintain a site office within the exhibition hall during the exhibition and the move-in and move-out periods.

RULES AND REGULATIONS

13. OPERATION OF STANDS

All stands must be fully staffed and operational during the times the exhibition is open to visitors. The exhibitor must not participate in any activity, which in the Organiser's opinion is likely to cause annoyance to visitors and/or other exhibitors.

In particular, audio-visual display equipment must be positioned and the sound level so adjusted as to comply with the requirement.

All activities of the exhibitors and their staff must be confined to the stand/site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall, nor may staff recruiting be carried out during the exhibition, other than the search for local agencies for the sale of their products.

Move-in or removal of exhibits to and from the stand is NOT allowed during the show hours of the exhibition.

14. STORAGE AND WASTE MATERIALS

The Organiser is unable to provide storage facilities on-site for packing residue, surplus materials or other properties of exhibitors. Prior arrangements for safekeeping of such items must be made with the Official Freight Forwarder or the exhibitor's own established local agent.

During the move-in of exhibits, the construction of stands and unpacking of exhibits, the passageways in the exhibition hall **MUST NOT** be obstructed with packing materials, construction materials or debris. At the end of each day, exhibitors are responsible for seeing that their contractors remove unwanted materials from the exhibition hall.

15. REMOVAL OF EXHIBITS / REMOVAL CHITS

Personal properties and portable exhibits or hand-carried items may be removed from the exhibition hall after closing hours on the final day of the exhibition. While the Organiser will maintain security coverage, exhibitors are reminded that goods will be at the greatest risk during this time. Stands should not be left unattended until all portable items have been removed/packed and hired items and equipment collected by the appropriate suppliers.

The removal of exhibits requiring mechanical assistance will commence **at 1800 hours on 18 Nov 2022** as well as dismantling of stand fittings and electrical installations. No mechanical lifting or handling equipment will be permitted to enter the exhibition hall for removal of these heavy exhibits except those used by the Official Freight Forwarder.

16. STAND CLEANING

The Organiser will arrange for the general cleaning of the exhibition hall and the floor of exhibition stands, free-of-charge, and prior to the opening of the exhibition and after the exhibition closes daily. However, it is the responsibility of exhibitors to maintain their own stands in a tidy condition at all times. The cleaning contractors are not permitted to touch exhibits.

17. SMOKING AND TOBACCO PROMOTION RESTRICTION

Smoking is not permitted in the exhibition hall, restaurants, lounges, or in any and all enclosed air-conditioned areas.

RULES AND REGULATIONS

18. FURNITURE

While exhibitors may obtain furniture from any source they wish, a range of standard items is available on rental from the Official Contractor. Please submit your requirements on [OP FORM 7](#).

Please ensure that nothing is left inside drawers or cabinets when the furniture is returned.

19. VISAS

Exhibitors are required to apply for visas to enter Singapore where required. Visa can be obtained through Singapore embassies/ high commissions overseas.

20. INTERNET ACCESS

Request for Internet connectivity can be made upon request.

ORDER FORMS

All order forms have to be submitted to the Organiser and/or the relevant parties by the stipulated deadlines as follow:



Part	Title	Deadline	Return Form To:
	COMPLUSORY FORMS		
A	CO Form 0 – Service Order Forms Checklist	30 Sept 2022	Organiser: Conference & Exhibition Management Services Pte Ltd (CEMS)
	CO Form 1 – Company Listing	30 Sept 2022	
	CO Form 2 – Fascia Name (Shell Scheme Stand)	30 Sept 2022	
	CO Form 3 – Non-Official Contractor (Bare Space Exhibitor)	30 Sept 2022	
	CO Form 4 – Exhibitor Admission Passes	30 Sept 2022	
	CO Form 5 – Contractor Admission Passes	30 Sept 2022	
	OPTIONAL FORMS		
	OP Form 6 – Advertising in Visitor Guide [Others] – VISA Invitation Letter	30 Sept 2022 30 Sept 2022	
B	OP Form 7 – Furniture Rental	5 Oct 2022	Cityneon Events Pte Ltd
	OP Form 8 – Electrical Order	5 Oct 2022	
C	OP Form 9 – Audio & Visual Rental	5 Oct 2022	AVShow Presentations
D	OP Form 10 – Freight / Documentation Services	10 Oct 2022	Rogers Expo Services (S) Pte Ltd
E	OP Form 11 – Internet Order	4 Nov 2022	Marina Bay Sands
	OP Form 12 (A) – Rigging/ Hanging Service Order	4 Nov 2022	
	OP Form 12 (B) – Hanging Sign Services Order	4 Nov 2022	