



# EXHIBITOR MANUAL

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# RULES & REGULATIONS

25 – 27 March 2025  
Sands Expo and Convention Centre,  
Marina Bay Sands, Singapore  
Level 1, Halls B & C

Built By:



In the business of  
building businesses

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## SECTION 1 SHOW INFORMATION

### Welcome to inter airport Southeast Asia 2025

To assist you in preparing for this Exhibition, we have designed this Exhibitor Manual that contains all essential information to simplify your arrangements.

Please take time to read through the information and complete the required Service Forms by the dates specified. Should you need any specific information or just want to talk through some options, please feel free to call any of our team members listed within, who are here to support and help you throughout your exhibiting experience.

All exhibitors and their nominated contractors in this exhibition **MUST** comply with all the rules and regulations stated in this Exhibitor Manual.

For more information on the exhibition, visit <http://www.interairport-southeastasia.com>

For RX privacy policy, please visit : <http://privacy.rxglobal.com/>

### 1.1 SHOW TEAM

#### RELX (SINGAPORE) PTE LTD

8 Changi Business Park Ave 1, ESR Biz Park @ Changi #07-51 Singapore 486018

If you have any query, please contact the following persons:

#### PROJECT TEAM

|                 |                      |                     |   |
|-----------------|----------------------|---------------------|---|
| Zhenru SHA (Ms) | Project Co-ordinator | Tel: (65) 6780 4516 | Email: <a href="mailto:zhenru.sha@rxglobal.com">zhenru.sha@rxglobal.com</a> |
| Kas XIE (Ms)    | Project Manager      | Tel: (65) 6780 4571 | Email: <a href="mailto:kas.xie@rxglobal.com">kas.xie@rxglobal.com</a>       |

#### SALES TEAM

|                   |                        |                       |   |
|-------------------|------------------------|-----------------------|---|
| Meen Yi PHUA (Ms) | Asst. Account Director | Tel: (34) 692 553 999 | Email: <a href="mailto:meenyi.phua@rxglobal.com">meenyi.phua@rxglobal.com</a>   |
| Anthony TAN (Mr)  | Asst. Account Director | Tel: (65) 6780 4651   | Email: <a href="mailto:jockhong.tan@rxglobal.com">jockhong.tan@rxglobal.com</a> |

#### MARKETING TEAM

|                     |                      |                     |   |
|---------------------|----------------------|---------------------|---|
| Chuan Ting SOH (Ms) | Marketing Specialist | Tel: (65) 6780 4603 | Email: <a href="mailto:chuanting.soh@rxglobal.com">chuanting.soh@rxglobal.com</a> |
| Hui Hiang TEO (Ms)  | Marketing Director   | Tel: (65) 6780 4625 | Email: <a href="mailto:huihiang.teo@rxglobal.com">huihiang.teo@rxglobal.com</a>   |

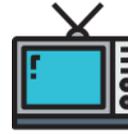
#### OPERATIONS TEAM

|                    |                          |                     |   |
|--------------------|--------------------------|---------------------|---|
| Karen LIEW (Ms)    | Asst. Operations Manager | Tel: (65) 6780 4587 | Email: <a href="mailto:karen.liew@rxglobal.com">karen.liew@rxglobal.com</a>     |
| Lai Soon CHUA (Mr) | Operations Manager       | Tel: (65) 6780 4586 | Email: <a href="mailto:laisoon.chua@rxglobal.com">laisoon.chua@rxglobal.com</a> |

The Organiser will maintain an Event Service Centre (ESC) on-site throughout the build-up, exhibition days and tear-down period. Staff members will always be on hand to answer questions, handle problems, and be of assistance to all exhibitors. **Any matters which may arise on-site affecting Exhibitors or Contractors should be referred to The Organiser immediately, so that prompt action can be taken to manage them.**

## 1.2 OFFICIAL PARTNERS

The following companies have been appointed as Official Contractors/Agencies for the Exhibition:

| SERVICE  | COMPANY   | CONTACT  |
|--|---|--|
|  <p><b>Stand Packages, Electrical, Furniture &amp; Graphics Production</b></p>  |    | <p>Cityneon Events Pte Ltd</p> <p><u>Raw Space Enquiries</u><br/>Jun Yong SIM (Mr)<br/>Email: <a href="mailto:junyong.sim@neonglobal.com">junyong.sim@neonglobal.com</a><br/>Tel: (65) 6571 6256</p> <p>Hui Shan SIEW (Ms)<br/>Email: <a href="mailto:huishan.siew@neonglobal.com">huishan.siew@neonglobal.com</a><br/>Tel: (65) 6571 6428</p> <p><u>Other Enquiries</u><br/>NURUL Aisyah<br/>Email: <a href="mailto:Nurul.Aisyah@neonglobal.com">Nurul.Aisyah@neonglobal.com</a><br/><a href="mailto:exhibitions.04@neonglobal.com">exhibitions.04@neonglobal.com</a><br/>Tel: (65) 6571 6393</p> |
|  <p><b>Freight &amp; Logistics</b></p>   |    | <p>DSV Solutions Pte Ltd<br/>Farid Mohammad (Mr)<br/>Email: <a href="mailto:mohammad.farid.bin.abdullah@dsv.com">mohammad.farid.bin.abdullah@dsv.com</a><br/>Tel: (65) 6571 5613</p>   |
|  <p><b>Computer &amp; Audio Visual Equipment</b></p>  |  | <p>Ascend Com Pte Ltd<br/>Zhen Lin CHEE (Ms)<br/>Email: <a href="mailto:zhenlin.chee@ascendcom.com.sg">zhenlin.chee@ascendcom.com.sg</a><br/>Tel: (65) 6846 0903</p>   |
|  <p><b>Temporary Staff</b></p>  |  | <p>Event Secret Service Pte Ltd<br/>Chun Wai LAM (Mr)<br/>Email: <a href="mailto:admin@eventsecretservice.com">admin@eventsecretservice.com</a><br/><a href="mailto:chunwai@eventsecretservice.com">chunwai@eventsecretservice.com</a><br/>Tel: (65) 8881 0410</p>   |
|  <p><b>Security Services</b></p>  |  | <p>Fervour Pte Ltd<br/>Lli Nuratikah Azlee (Ms)<br/>Email: <a href="mailto:lli.azlee@fervour.sg">lli.azlee@fervour.sg</a><br/>Tel: (65) 6759 1003</p>  |
|  <p><b>Cleaning, Compressed Air, Water &amp; Plumbing Services, Internet, Telecommunications &amp; Rigging/Hanging Services</b></p> |  | <p style="text-align: right;"><b>Exclusive Services</b></p> <p>MICE Service Centre<br/>Email: <a href="mailto:secc@marinabaysands.com">secc@marinabaysands.com</a><br/>Tel: (65) 6688 3888</p>   |
|  <p><b>Stand Catering Services</b></p>  |  | <p style="text-align: right;"><b>Exclusive Services</b></p> <p>Banquet Operations<br/>Email: <a href="mailto:boothcatering@marinabaysands.com">boothcatering@marinabaysands.com</a><br/>Tel: (65) 6688 8570</p>  |

### 1.3 SCHEDULE OF ON-SITE OPERATIONS

| Date  | Time   | Activity   | Description   |
|---|--|--|---|
| <b>Build-Up Period</b>  |  |  |   |
| Sat, 22 Mar<br>Sun, 23 Mar<br>Mon, 24 Mar   | 2pm – 10pm<br>8am – 10pm<br>8am – 10pm       | Contractors' registration                                    | All contractors must register at the Event Service Centre located at the exhibition hall to collect their admission passes. The issuance of the passes is subject to all relevant documents being signed and full payment of the administration fee.  |
| Sat, 22 Mar<br>Sun, 23 Mar<br>Mon, 24 Mar   | 2pm – 10pm<br>8am – 10pm<br>8am – 10pm       | In-hall space-only stands set-up                             | Space-only stand locations will be marked out ready for contractors to commence construction works.   |
| Mon, 24 Mar   | 8am – 10pm                                   | Freight delivery to stands                                   | Exhibitors with large exhibits/displays may have access restrictions through the aisle and must contact the organiser & the official freight forwarder for special arrangements to move in earlier. Exhibitors must be present at their stand to receive their freight.                                       |
| Mon, 24 Mar   | 8am – 10pm                                   | Exhibitors' registration                                     | All exhibitors must register at the Exhibition Hall to collect their passes.  |
| Mon, 24 Mar   | 8am – 10pm                                   | Shell Scheme stands ready for occupancy and dressing up      | Portable & valuable exhibits/displays are only to be displayed when the stand is man.   |
| Mon, 24 Mar   | 8am – 10pm                                   | Electricity supply to stands                                 | Electricity supply will be turn on after the inspection by the Official Electrical Engineer and the Certificate of Fitness has been signed.   |
| Mon, 24 Mar   | 8am – 10pm                                   | All constructions & decorations for stands must be completed | All contractors must vacuum and clean the stands upon completion before handing over to the Exhibitor. For stands that required PE Endorsement, the PE must be on-site to conduct inspection.   |
| <b>Exhibition Period</b>  |  |  |   |
| Tue, 25 Mar<br>Wed, 26 Mar<br>Thu, 27 Mar   | 8am – 5:30pm<br>9am – 5:30pm<br>9am – 3:30pm | Electricity supply to stands                                 | Electricity supply will turn on 2 hours before the exhibition opens on Day 1. For subsequent days, it will be turn on 1 hour before the exhibition opens. Electricity supply will turn off half an hour after the exhibition closes.  |
| Tue, 25 Mar<br>Wed, 26 Mar<br>Thu, 27 Mar   | 8am – 5:30pm<br>9am – 5:30pm<br>9am – 6pm    | Exhibitor & Contractor Access                                | Exhibitors who are required to be at their stands before/after official opening hours must obtain approval from the Organiser either a day before or by 2pm on the same day. Security guards will be arranged during the extended hours and exhibitors will have to pay for the cost of the security service. |
| Tue, 25 Mar<br>Wed, 26 Mar<br>Thu, 27 Mar   | 10am – 5pm<br>10am – 5pm<br>10am – 3pm       | Trade Visitors Access  | The exhibition will only be open to trade visitors. No admission for persons below 18 years old or those who are deemed to be inappropriately dressed. Last registration closes at 4:30pm on 25 & 26 Mar and 2:30pm on 27 Mar.  |
| <b>Last Exhibition Day</b>  |  |  |   |
| Thu, 27 Mar   | 3pm – 3:30pm                                 | Shut down of all demonstration exhibits/equipment            | All demonstration exhibits/equipment must be shut down before the electricity supply is turn off at 3:30pm.   |
|   | 3pm – 5pm                                    | Packing of valuable/portable items and exhibits              | All exhibits must be packed and removed from the exhibition venue by 6pm.   |
|   | 3:30pm                                       | All utilities disconnected                                   |   |
|   | 3:30pm onwards                               | Distribution of packing materials                            | Packing crates/materials will be delivered to stands whom engaged the service of the official freight forwarder.  |
|   | 4pm onwards                                  | Collection of rental items by suppliers                      | Exhibitors are to remove all content from the rented items e.g. cabinets, cupboards before stipulated collection time by supplier.  |
|   | 6pm  | All exhibitors must leave the hall                           | The organiser will not accept responsibility for any items left in the exhibition venue.  |
|   | 9pm  | All contractors must leave the hall.                         | All stand materials must be packed and removed from the exhibition venue by 9pm.  |
| The schedule above is accurate at the time of print. Should there be any amendments, an updated copy will be emailed to exhibitors and nominated contractors. |  |  |   |

## 1.4 ADMISSION POLICY

### (a) Exhibitors

Exhibitors have access to the Exhibition Hall 2 hours before exhibition opens and ½ hour after exhibition closes on Day 1. Subsequent days, 1 hour before exhibition opens and ½ hour after exhibition closes. On the last day of the exhibition, Exhibitors are allowed in the exhibition hall till 6pm for the teardown. Exhibitors who are required to be at their stands before/after official opening hours must obtain approval from the Organiser by 2pm on the same day. Security guards will be arranged during the extended hours and exhibitors will have to pay for the cost of the security service.

Only contracted exhibiting companies may apply for exhibitor passes, and these passes are only meant for their staff who will be manning the stands.

**Exhibitors' staffs who are NOT manning the stand but wish to visit the exhibition will be treated as trade visitors.** They may register as visitor via the official website.

All pass applications must be submitted through the Exhibitor Hub. For more information, please refer to the Exhibitor Onboarding email.

The accepted dress code for admission during the exhibition period is **business attire** and strictly no shorts, bermudas, singlets and slippers.

### (b) Trade Visitors

Trade visitors are required to register themselves prior to admission into the Exhibition. Please note that the Trade Invitation may only be used by genuine Trade Visitors and only those related to the industry will be permitted. Persons under 18 years will not be admitted into the exhibition.

### (c) Nominated Contractors

Exhibitor nominated contractors may apply for complimentary contractor passes valid for the build-up and tear-down period only. An undertaking letter guaranteeing their observance of the regulations laid down by The Organiser has to be signed before admission passes are issued.

Where a nominated stand contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), two complimentary passes per exhibitor stand may be issued. Extra passes will be charged at S\$20 (before GST) per pass and S\$22 (nett) per pass for advance and on-site order respectively. The Organiser reserves the right to disallow any contractor using Exhibitor or Visitor passes into the Exhibition.

## 1.5 SECURITY MEASURES

### (a) General Security

The Organiser has engaged security service to ensure the safety of all exhibits. Nevertheless, exhibitors must arrange their own insurance to cover all stages of the exhibition and be particularly careful to pack all items/exhibits immediately after the exhibition closes. For security reasons, small, portable, and valuable exhibits/products/display items should only be displayed when the stand is man and stored away securely after exhibition closes.

It is strongly recommended that at least one representative is at your stand to supervise all deliveries; packing and unpacking; installing and dismantling until hand-over to your nominated agent. Exhibitors are advised that rented furniture will be collected when the exhibition closes; therefore drawers, cupboards, storerooms etc should be emptied and contents packed away.

The Organiser will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, contractors, or visitors. Exhibitors who require special individual security at their stand may contact the Official Security Agency for a quotation. Please note that **ONLY** the Official Security Agency can provide this service.

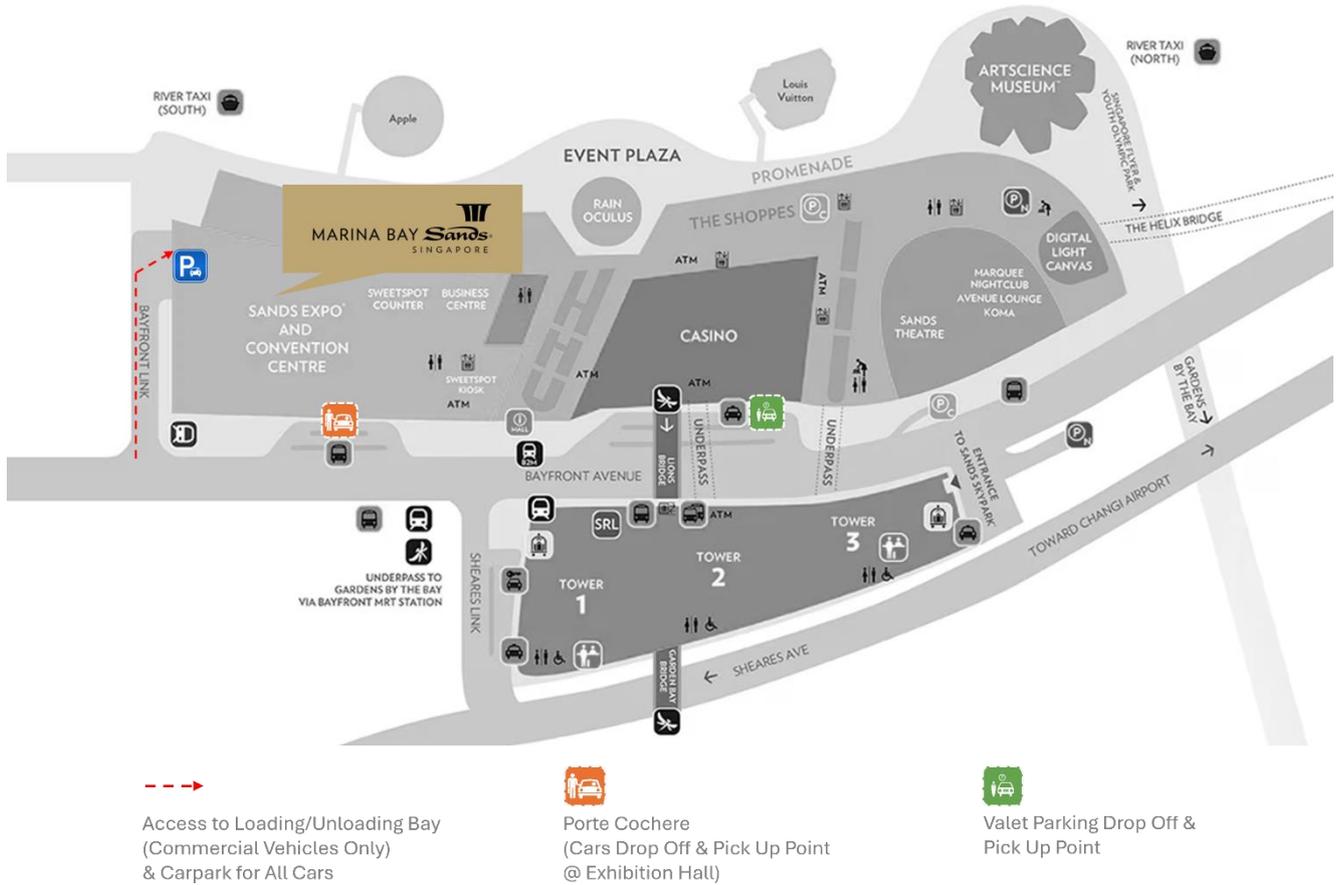
### (b) Security Procedures

The following security measures will be taken during build-up, exhibition and tear-down period:

- I. The Organiser reserves the right to refuse entry to anyone without having to assign any reason whatsoever.
- II. Persons below 18 years of age are not allowed to use Exhibitors Passes, nor will they be admitted. This ruling will also be enforced during the build-up and tear-down days.
- III. The Organiser reserves all rights to conduct random identification & security checks for all personnel, including exhibitors, visitors and contractors.
- IV. Movement in and out of the exhibition halls will be restricted to designated control points and this includes freight movement.
- V. Delivery personnel may be issued with Temporary Pass upon submission of valid delivery order and proof of identification. Any loss of the Temporary Pass will incur a fee of S\$22 nett per pass. Any lost passes must be returned if found, any misuse of passes is strictly forbidden.
- VI. Pass holders must ensure that their passes are worn at the point of entry, and at all times within the halls. It is strictly prohibited to allow their passes to be worn by anybody else at all times. Any failure is likely to lead to the pass holder and the person wearing the pass being removed.

## 1.6 VENUE & CAR PARK

**Map of Marina Bay Sands**  
10 Bayfront Avenue, Singapore 018956



## (a) Car Parking

The car park is located at the basement of Marina Bay Sands and is available on a first-come-first-serve basis. This car park is controlled by an automatic car parking system and the rates chargeable are as follows:

### I. Self-Parking Rates

- 7am - 7pm, Monday to Thursday: S\$14.00 for first hour and S\$1.50 for every subsequent half hour
- 7am - 7pm, Friday to Sunday, eve & public holiday: S\$14.00 for first hour and S\$1.50 for every subsequent half hour
- 7pm - 7am, Monday to Thursday: S\$14.00 per entry
- 7pm - 7am, Friday to Sunday, eve & public holiday: S\$14.00 per entry
- Max charge: S\$32.00 per 24 hours
- Hotel guests can request for concessionary coupons from the Front Desk
- Sands Reward Lifestyle and Prestige Members can continue to enjoy all-day self-parking privileges with just \$4 Resort Dollars via the MBS Mobile App or \$8 Resort Dollars at any SRL Kiosks. SRL Elite Members are entitled to complimentary all-day self-parking.

Read more at <https://www.marinabaysands.com/company-information/directions-to-marina-bay-sands.html>



### II. Exclusive Concession Coupons for **inter airport Southeast Asia 2025** Pass Holders Only

#### **7am – 11:59pm**

Monday – Friday

S\$8.56 upon exit (*excluding Saturdays and Sundays*)

Concession coupons can be collected at the Level 1 MICE Service Centre located along the foyer of the exhibition Hall (operating from 8am – 6pm). Coupons will only be given upon display of valid Event Passes. Upon exit, the driver must remove the cash card before approaching the gantry. After scanning the coupon, the machine will reflect the flat rate of S\$8.56. Driver then inserts the cash card into the IU to pay for the parking fee and the barrier will then be raised for exit.

On some days, the exhibition halls may be open for parking facilities. Please note that the concession coupons will not be valid should your vehicle be parked in the exhibition halls. Please consult the staff stationed at the MICE Service Centre while collecting the coupon.

## (b) Loading Bay

Access to the Exhibition site is restricted. Exhibitors and contractors while doing the delivering, loading and unloading of goods must adhere to the instructions and supervision of the security officers and traffic marshals who will oversee that the operation is carried out smoothly.

### **Loading Bay Charges**

Mon – Sun

(Including Public Holidays)

No Charge with a valid Loading Bay label (First 45 minutes - Grace Period)

\$8.56 (Next 15 Minutes)

\$10.80 (Per ½ Hour Block thereafter)

\$28.08 (Max per 24 Hour)

## SECTION 2 WORK PLACE HEALTH & SAFETY

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It is the policy of RX Singapore to endeavour to seek the cooperation of all concerned in order to achieve the highest standards in all aspects of health and safety.

This section is designed to give you sufficient guidance to best practices on Work Place Health & Safety. It is your absolute duty to ensure your operations do not compromise on the safety aspects and ultimately responsible on your stand or work area during the build-up, exhibition and during the tear-down period. Where exhibitors contract out the building & finishing of stands, you are still vicariously responsible for the activities of your contractors.

Under Workplace Safety and Health Act, exhibitors who are constructing their own stand or nominated stand contractors **MUST** submit the **Risk Assessment (RA)** and **Safe Work Procedures (SWPs)** to the Organiser prior to the commencement of work. The RA and SWPs must be submitted by a competent person who has attended a Risk Management course conducted by a MOM Approved Training Provider or equivalent. A copy of the training certificate has to be submitted together with the RA and SWPs.

**Note that the Risk Assessment submitted MUST be specific to the this event and specific to the work activities performed by the contractor and/or exhibitor and not an generic assessment.**

Exhibitors, their agents and their appointed contractors shall be responsible for:

- The stands designed to be fit for the purpose intended, structurally sound & safe to build, use & demount without any undue risk.
- Proper Personal Protective Equipment (PPE) is used on site, during build-up and tear-down duration and it must be of OSHA standard or compatible standards. They must also ensure that all workers undergo the Safety Orientation Course organized by Ministry of Manpower and continuously monitor and enforce the use of PPE. **All personnel without putting on a high visibility vest & covered shoes during the build-up & teardown period will be denied entry into the exhibition venue for safety reasons.**
- Proper housekeeping is carried out throughout the build-up and tear-down duration. This includes regular equipment maintenance, storing of un-used tools and to conduct general cleaning of all work areas before the end of each day.
- All workers engage in safe manual handling practices. Some of these include assessing the object's weight and note of any sharp edges, planning a clear safe route and to get someone to help if necessary and/or use mechanical aids such as a trolley.
- All the control measures identified in risk assessment are being implemented and is responsible for continual observational safety checks of their work operations and to enforce the safe work procedures if any unsafe acts or conditions are identified.

### **WORKPLACE SAFETY & HEALTH (WSH) BRIEFING**

The Workplace Safety & Health (WSH) briefing is of utmost importance and mandatory for all nominated stand contractors. Failure to attend this briefing will result in contractors being denied entry into the exhibition hall. RX Singapore prioritise WSH and expects all personnel working on-site to possess adequate knowledge in workplace safety.

All nominated stand contractors must participate in this one-hour WSH briefing session. The session will be conducted online. Upon attending, each personnel will be issued with an attendance ticket which will be valid for 2 years. For any further assistance, please reach out to the WSH Team from Sands Expo and Convention Centre. If you have previously attended this briefing, kindly contact WSH Team to verify the validity of your attendance. You can reach them at [LBS\\_WSH@MarinaBaySands.com](mailto:LBS_WSH@MarinaBaySands.com).

The Organiser and/or venue owner reserve the absolute & final rights to take actions against WSH violators. A stop work order will be issued depending on the severity of the violations.

## SECTION 3 VISA & WORK PERMIT REQUIREMENT

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### 3.1 VISA INFORMATION

At the time of publication of this manual, the Immigration Department requires nationals of the following countries to obtain visas **before arrival in Singapore**:

- Afghanistan
- Algeria
- Armenia
- Azerbaijan
- Bangladesh
- Belarus
- Democratic People's Republic of Korea
- Egypt
- Georgia
- India
- Iran
- Iraq
- Jordan
- Kazakhstan
- Kosovo
- Kyrgyzstan
- Lebanon
- Libya
- Mali
- Moldova
- Morocco
- Nigeria
- Pakistan
- Russia
- Somalia
- South Sudan
- Sudan
- Syria
- Tajikistan
- Tunisia
- Turkmenistan
- Ukraine
- Uzbekistan
- Yemen

In addition, you will also need a visa if you are travelling on:

- (a) Refugee travel documents issued by a Middle East country. These travel documents are subject to assessment of recognition for entry into Singapore
- (b) A Palestinian Authority passport
- (c) A temporary passport issued by the United Arab Emirates

You may write in to [ICA\\_SAVE\\_Helpdesk@ica.gov.sg](mailto:ICA_SAVE_Helpdesk@ica.gov.sg) with a copy of your travel document biodata page and front cover for further assistance and verification.

#### **SG Arrival Card (SGAC) with Electronic Health Declaration**

**All** travellers are required to submit your SG Arrival Card before arriving in Singapore, except:

- Those transiting/transferring through Singapore without seeking immigration clearance; and
- Residents travelling through the land checkpoints.

Please note that the SG Arrival Card is not a visa. You may refer to the [requirements for entering Singapore](#) for more information.

#### **Important Note:**

A Singapore visa is not an immigration pass. It is a pre-entry permission for the holder of a valid Singapore visa to travel to, and seek entry, into Singapore. The grant of an immigration pass will be determined by the Immigration & Checkpoints Authority (ICA) officers at the point of entry. Possession of a valid visa alone does not guarantee entry into Singapore. The period of stay granted is shown on the visit pass endorsement given on your passport and it is not tied to the validity of your visa.

It is strongly advisable that all participants check with their local Singapore Consulate, Embassies or High Commission, for up-to-date clarification and requirement prior to arriving in Singapore. Please refer to the Singapore Immigration & Checkpoint Authority website for more detailed information on visa application requirement. **Requirement may be reviewed from time to time.** For more information or updates, please visit <https://www.ica.gov.sg/enteranddeparting/before/entryvisa>

**Please note that this immigration visa or its exemption is not equivalent to that of an employment pass or work permit which is required for any foreigner to work legally in Singapore.**

### 3.2 WORK PERMIT REQUIREMENT

A **valid work permit** is required & mandatory for any foreigner to work legally in Singapore.

Any foreign workers who wish to provide peripheral services for the exhibition such as setting up, maintaining, repairing and dismantling the exhibition sites or stands, are required to apply for a “Work Pass” (I-submit) as these activities are not eligible for work pass exemption. **Exhibitors who wish to build their own stands falls within this category too.** Application of I-submit must be made 14 working days before arrival to Singapore.

Exhibitors must notify the Singapore Ministry of Manpower if they are here to work at their exhibition stand. It is an offence to start any activities at the exhibition without notifying the Singapore Ministry of Manpower through submission of this e-notification.

E-notification may be made online upon arrival in Singapore.

<http://www.mom.gov.sg/passes-and-permits/work-pass-exempt-activities/eligible-activities>

You will require the following information for submission of the e-notification:

- Personal particulars, i.e. full name as in passport and date of birth
- Passport number and expiry date
- Disembarkation/embarkation card number
- Short term visit pass expiry date
- Type of activity performing
- Period of activity (state and end date)

An e-acknowledgement letter will be given after the submission.

To help you understand the various application processes, we have summarized into a chart for your easy reference. This chart serves as a **GENERAL GUIDELINE** only. We strongly encourage you to visit Ministry of Manpower website for further updates as & when required.

| Category               | Work Activities                               | Application Deadline  | I-Submit | e-notification | Work Permit Pass/<br>Employment Pass/<br>S Pass |
|------------------------|---|---|----------|----------------|---|
| Non - Local Exhibitor  | Constructing / Setting Up own stand Structure | Application to be made 14 working days before arrival to Singapore  | √        |                |   |
| Non - Local Exhibitor  | Displaying of exhibits                        | To submit e-notification upon arrival to Singapore  |          | √              |   |
| Non - Local Supervisor | Supervising role                              | To submit e-notification upon arrival to Singapore  |          | √              |   |
| Non - Local Workers    | Stand construction                            | All Work Permit Pass/ Employee Pass/ S Pass has to be valid before you are allow to commence work in hall |          |                | √   |

The Organiser may request for proof of valid work permit & letter of exemption granted before Access of Entry are released.

Relevant Government officials do visit during Build-up/Tear-down to check on work permits. Please note that the issuance of Exhibitor and Contractor passes by The Organiser does not imply in any way that permission is granted for any person to work on-site without the necessary work permits.

*\*Information is correct at the time of publication.*

## SECTION 4 HALL SPECIFICATIONS

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|                        |  |
|------------------------|--|
| General Hall Lighting: | Approximately 150 to 200 lux, depending on location  |
| Floor Loading:         | 12 kn per sq. metre. Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of 12 kn per square metre (1250 kg per square metre), and/or for any demonstrating exhibit/product that causes severe vibrations or reverberations. The Exhibition Hall Safety Officer has final authority on this matter.   |
| Floor Finish:          | Concrete Floor with hardening  |
| Ceiling Height:        | 9.45 metres  |
| Electricity Supply:    | 230V at 50 Hz - single phase (+/- 5%) / 400V at 50 Hz - three phase (+/- 5%)   |
| Water and Drainage:    | Water Supply – Available from the ceiling service catwalk in the halls via 12mm nylon hose terminated at a gate valve at approximately 1-1.2 bars with flow rate 10-12 litre/minute. Drainage Point – Waste water to be collected in a waste collection tank installed inside the stand and discharged to waste water collection point at ceiling service catwalk via a pump set a 38mm (50mm outer) wired PVC hose. Exhibitor is required to indicate the location of the waste water tank in the service location plan provided (minimum space required for the waste water tank and pump set [850(L) X 460(H) X 420(W)]). The supply comes at ambient temperature and normal household pressure, and at flow rates which may vary at different locations. |
| Compressed Air         | Available from the ceiling service catwalk in the halls via 9mm nylon hose terminated at 9mm quick connect coupling, approximately up to 180 litre/minute at 6 bar. All compressors and compressed air supply should be provided by the Official Venue unless for special reasons, for which prior written approval must be given by The Organiser and Hall Owner.   |
| Freight Access:        | Through a 3 meter-wide lane and 1 no. of air wall partition  |
| Freight Entrance:      | 9.5m (W) x 4.2m (H) (Roller Shutter) – Level 1   |
| Ventilation:           | Overhead central air-conditioning system   |

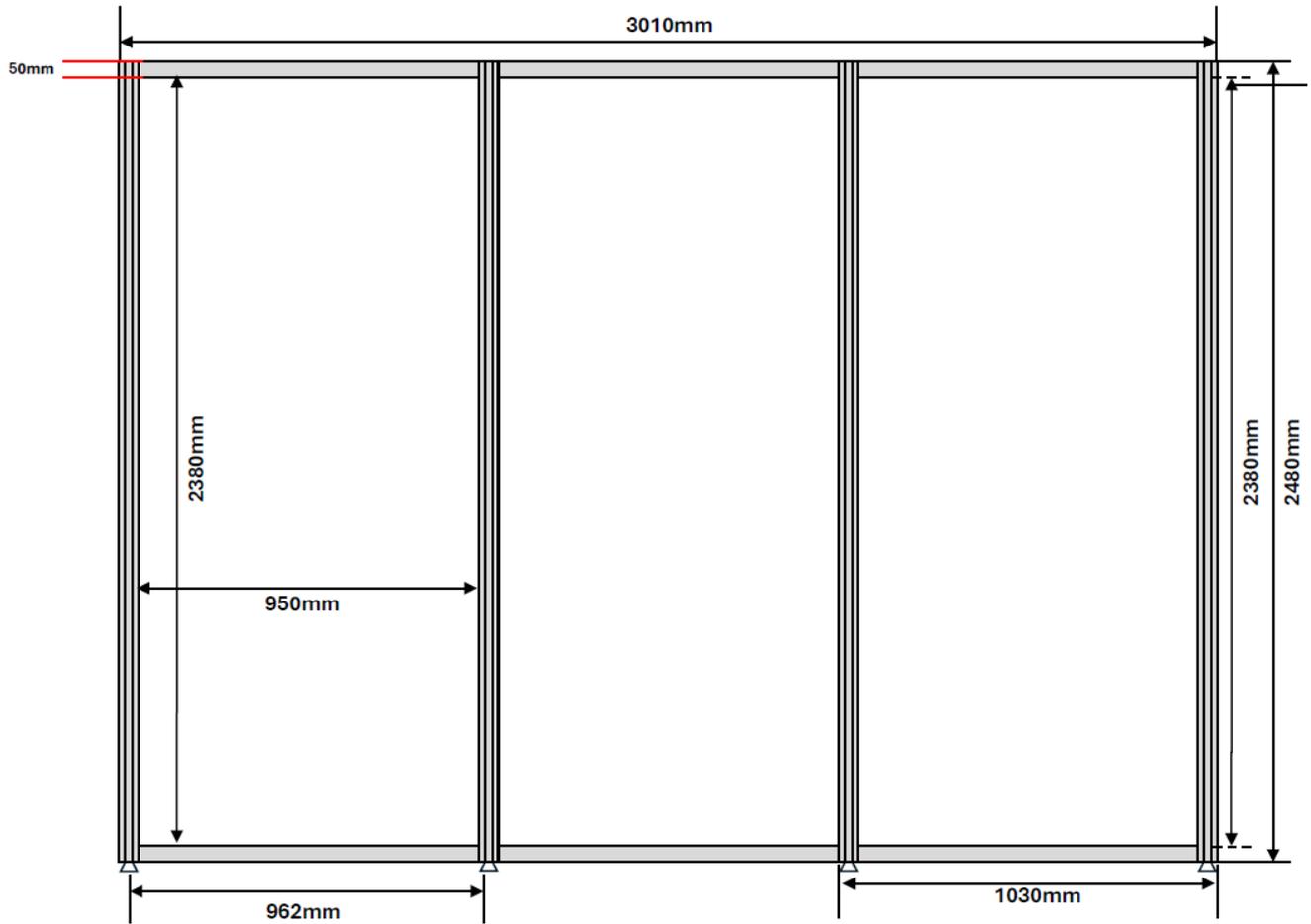
## SECTION 5 STAND PACKAGE

### 5.1 STANDARD SHELL SCHEME STAND



| Entitlements/Sqm   | 9 – 12.9 | 13 – 17.9 | 18 – 21.9 | 22 – 26.9 | 27 – 30.9 | 31 – 35.9 | 36  |
|--|----------|-----------|-----------|-----------|-----------|-----------|-----|
| White aluminum system of 2.44m height with 965mm wide white panels   | Yes      | Yes       | Yes       | Yes       | Yes       | Yes       | Yes |
| Green fascia board 35cm deep with name of exhibitor and stand no. on all aisles faces, 10cmH, max 24 letters | Yes      | Yes       | Yes       | Yes       | Yes       | Yes       | Yes |
| Green needle-punch carpet  | 9 – 12.9 | 13 – 17.9 | 18 – 21.9 | 22 – 26.9 | 27 – 30.9 | 31 – 35.9 | 36  |
| Counter unit (size :1000mmL X 500mmW X 750mmHt)  | 1        | 2         | 2         | 3         | 3         | 4         | 4   |
| Folding chairs   | 2        | 3         | 4         | 6         | 6         | 8         | 8   |
| Waste paper basket   | 1        | 1         | 2         | 2         | 3         | 3         | 4   |
| Fluorescent tubes - 40W 4ft / 1.2m   | 2        | 3         | 4         | 5         | 6         | 7         | 8   |
| 13 amp/230V 1 Ph 50Hz, fused to 5 amp power point (Not for lighting) (Max 1 KW)                              | 1        | 1         | 2         | 2         | 3         | 3         | 4   |

## 5.2 GENERAL PANEL DIMENSION



Panel dimensions stated are for general guidelines only. For graphic printings, please contact the official contractor, Cityneon Events for accurate system dimension.

## SECTION 6 STAND FITTING RULES & REGULATIONS

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These regulations aim to benefit all participants, albeit that larger stands would inevitably have much more elaborate designs. All Exhibitors and their contractors building and decorating the stands should view such regulations as guidelines to develop an **effective** presentation as part of the overall Exhibition environment; thus Exhibitors are advised to inform their nominated stand contractors of these regulations and to ensure their strict compliance:

- All parts of this Section are inter-related and are to be complied with collectively, where applicable.
- All dimensions and positions of stands and utilities are estimates and must be verified and confirmed on-site. Adjustments to the stand construction must be made to accommodate any such variation.
- Exhibitors and their contractors must take note and adhere to the timings for the build-up and tear-down periods stated in the Schedule of On-Site Operations when preparing and constructing their stands and exhibit displays, as extension of these timings may not be possible since the Exhibition Hall may be booked for other events; and even if an extension is possible, the charges involved are very costly, and must be borne by the Exhibitor or their contractor concerned.

### 6.1 STAND PACKAGES

The Organiser has appointed **Cityneon Events Pte Ltd** as the Official Contractor for all stand packages. Exhibitor may engage them to construct stand interiors and any free-standing displays or fitments that may be required, subject to the rules and regulations:

- (a) **No additional fittings or displays, including additional name boards, covers, logos, balloons, etc, are to be attached, nailed, screwed or drilled to the stand structure. If this instruction is ignored, the Official Contractor reserves the right to charge the Exhibitor or Contractor concerned for any damages to the stand structure. The Official Contractor may provide assistance in hanging or displaying exhibits on the stand structure whenever possible, at a cost. Please consult them if you require their assistance.**
- (b) No painting, wall-papering or pasting of panels is allowed. Exhibitors who wish to have such works done on the panels must inform the Official Contractor, who will provide a quotation and carry out the work should it be approved.
- (c) No financial credit or item-exchange will be given by The Organiser for any entitlements not utilised.
- (d) Exhibitors may add their company logo to the stand structure by arrangement with the Official Contractor. All costs incurred must be borne by the exhibitor.
- (e) Any changes in the type or colour of the floor covering provided must be approved by the Organizer and done through the Official Contractor. All costs incurred must be borne by the Exhibitor.
- (f) An Exhibitor occupying a corner stand has the choice of a wall or an additional open side to the aisle. And any such wall may be required to be set into the stand by half metre as deemed necessary by the Organiser for safety reason or exposure of other Exhibitors. The side of the wall facing the aisle must be presentable.

### 6.2 "SPACE ONLY"/ STAND INTERIOR DECORATION

Exhibitors who have booked "Space Only" stands may use either the Official Contractor or appoint another contractor of their choice, subject to the approval of The Organiser and Hall Owner. The Contractor will have to comply with the following.

- (a) Exhibitors and their nominated stand contractor must adhere to the timings stated in the **Schedule of On-Site Operations** and are responsible for removing their excess materials including waste, paints, debris and off-cuts daily during the build-up, and all their materials including all adhesive tapes and padding used in the laying of floor coverings, at the end of the Exhibition.
- (b) A suitable floor covering, such as carpet or matting must be provided for all stands. In some locations, the Exhibitor may be required to construct a platform at his own cost. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden. All sides of decks and platforms are to be properly sealed. Any deck or platform exceeding 0.4m in height that is used for storage of goods beneath them is to be protected by a temporary automatic fire extinguishing system.
- (c) It is mandatory to put up a plastic cover sheet beneath the constructed underlay/platform as a protection on current permanent carpeted spaces; areas such as Ballroom & Foyer. This is an initiative to minimize carpet damages and to reduce the liability exposure you have during the event.
- (d) The Company Name and Stand Number of the Exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers and charge the cost incurred to the Exhibitor concerned.

- (e) It is mandatory that all contractors/exhibitors build their own backwall, except in the case of an island stand. The Organiser reserves the right to request an exhibitor to change, modify, lower or shorten any backwall if such in the opinion of organiser, may obstruct the reasonable view or exposure of other exhibitors.
- (f) Construction work must give due allowance for electrical & communication cabling to be laid. If these cables are laid, they must not be removed or diverted without the approval of the Organiser.
- (g) All works in the Exhibition Hall should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the Exhibition Hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation. This is a safety and health measure.
- (h) All materials used for stand construction and/or interior decoration works for the stands are to be non-combustible as specified in BS 476 Part 4 or 11 or have a minimum class 2 surface flame spread rating as specified in BS 476 Part 7 (to be supported by test reports/ certificates issued by internationally recognised testing laboratories).
- (i) No fitting or display may be attached, nailed, screwed or drilled on direct to the flooring. If this instruction is ignored, the Exhibitor / Contractor concerned will be responsible for any damage caused.
- (j) All LED wall backdrop/structures require Professional Engineer's (PE) Endorsement regardless of height. This will exclude exhibitors' stand that mount only a single LED TV screen on the wall, however depending on complexity and other factors such as height/weight, it will be reviewed on a case-to-case basis.
- (k) Depending on the location of the stand, the maximum height of stand structure or any form of fitting & display elements is only allowed up to 6 metres and is subject to the approval of the Organiser and the Hall Owner on a case-to-case basis. Any structure **from 4 metres and above** requires a certified Professional Structural Engineer's (PE) endorsement to certify the structural integrity and safety of the stand.
- (l) The Organiser and Hall Owner reserves the right to request for Method of Statement and/or a certified Professional Engineer's (PE) Endorsement for any stand construction/fitting/display that is deemed structurally unsafe. This safety measure is applicable for construction below a height of 4 metres too.
- (m) **(NEW)** You are to reach out to Building Construction Authority (BCA) directly to ascertain the need of application for Temporary Building Permit (TPU). Evident documents must be produced if such application is deemed not necessary certified by the authority. For more information, please visit <https://www1.bca.gov.sg/regulatory-info/temporary-buildings-application/faq-on-temporary-building>
- (n) Any fabrication or custom made of stage platform/staging for any forms of activities is to be endorsed by a certified Professional Engineer (PE).
- (o) The Professional Engineer (PE) you engaged will be required to be on site to inspect and certify that the structure(s) is constructed in accordance to safety guidelines, depending on what fitting/structure/display is built, which is determined by the organiser and/or venue owner. A letter of certification needs to be acknowledged by the PE with the organiser prior power turn on is allowed for the stands/areas for such cases.
- (p) No part of any structure or exhibit or promotional displays to that effect (other than those permitted by The Organiser may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations, furnishings and etc.
- (q) Neon lights or signs may be permitted; but continuously flashing ones will not be permitted unless it forms an integral part of an Exhibitor's product. Sequentially lighted displays may be used subject to the Organiser's approval on the rate of light change. All neon lights or signs must be fitted with a safety "fireman" switch.
- (r) No air-conditioning unit or system is permitted in the stands without the prior written permission of the Organiser and Hall Owner. Restriction on the type, quantity and operation will be imposed as part of the permission granted.
- (s) Exhibitors and their contractor must inform or consult the Official Electrical Contractor whenever works are carried out near any electrical installations such as DBs, fuse switches, isolators and/or power points. The Official Electrical Contractor has the right to switch off the supplies for **safety** reasons as well as to prevent any damage to the Exhibitor's equipment. And it is the responsibility of the Exhibitor and their contractor to ensure that a thorough integrity check is carried out on all circuits, DBs, switches, outlets and/or connections before supply is switched on again. Failing which, the Organiser and the Official Electrical Contractor shall assume no responsibility for whatsoever damage caused.

- (t) Contractors must bring their own generators, which must be placed outside the Exhibition Hall, if they need electrical power during the build-up or break-down days of the Exhibition. No generator and/or oil drums are to be placed on any surface without a metal drip tray with raised lip to prevent oil leaks and spillage. Only small electrical compressors for carpentry works may be permitted in-hall when electrical supplies are available.
- (u) For safety precaution and also to ensure that sufficient exposure is given to the neighbouring exhibitors, stands with perimeter or side walls or partitions including solid or frosted material facing the aisles should be set into the stand from the aisle by 1m if it does not fulfil one the following guidelines. Any exception must be permitted by the Organiser in writing.
- Continuous walls/partitions erected must not exceed the height of 1.2 metres;
  - For every 3 metre-run wall, there must be at least a 2 metres break
- (v) Where the stand abuts onto another stand, the walls of the adjacent stand must not be used by the Exhibitor, i.e. every Exhibitor is responsible to build their own walls to separate their stand. Minimum walls height of 2.5m must be constructed.
- (w) Where a stand wall on the common boundary line is higher than the adjacent stand wall, the visible rear surface must be finished in plain white paint only by the Exhibitor building the higher wall. You will be informed if your back wall is higher than your adjacent stand.
- (x) Structures/stands are not to be covered unless prior approval has been obtained. Ceilings or lighting pelmets may be approved, provided that the materials used will allow water to flow freely (e.g. Egg box or mesh netting). Approval of The Organiser and Fire Safety Bureau (FSB) must be obtained in writing, even if a portion of the stand is to be covered for a video presentation or any other purpose. Such stands are not to exceed 3m in height and a portable sprinkler ball at a stipulated rate of **one per every 9sqm** of covered area is required. Roofing or ceiling must be of minimum class 2 surface flame spread rating (to be supported by PSB certificates). Overhead fabric materials used as stand covers, canopies, tents, or used as curtains or draperies, must be permeable to water and have a minimum surface flame spread rating of class 2. Please note that Hall-owner and FSB approvals may not come in until one (1) week before the exhibition. Stands with covers shall not exceed 225m<sup>2</sup> in area and shall be separated from on another by a minimum distance of 15m. A minimum of 2 exit points are required for enclosed stands which have a floor area of 75m<sup>2</sup> or more. The maximum escape travel distance to the nearest exit point shall not exceed 15m. Each exit shall be of minimum of 1m width. The exit capacity is based on a maximum of 60 persons per meter width of exit.
- (y) Temporary structures are not to be of the enclosed type unless prior approval has been obtained. Enclosed structures are to be fitted with illuminated "EXIT" signs and emergency lighting with back-up power supply. Enclosed stands are not to exceed 75m<sup>2</sup> in area and not have an escape travel exceeding 15m. The exit point must be of minimum 1m in width. A separation distance of at least 15m is to be maintained between such structures.
- (z) All structures including overhead pelmets, banners, etc suspended from the ceiling of the Exhibition Hall and any fixings made to the floor, columns, walls or any part of the Exhibition Hall is subject to the approval from the Organiser. All these structures and fixings may be subjected to an advertising fee. Designs are to be submitted to the Organiser on a case-to-case basis for consideration. If approved, all installation must be carried out by the venue contractor and exhibitor/contractor will be responsible for all related cost including endorsement fee from the Professional Engineer. For hanging structure above the exhibiting stand, it must be confined within the air space of the contracted stand area & set in 1 metre from the perimeter of the stand.

### 6.3 ELECTRICAL SUPPLIES & INSTALLATION

The standard electrical current supplies available for use on stands at the Exhibition are:

- (a) **Single-Phase alternating current at 230 volts, 50 Hz (+ 10%)**
- (b) **Three-Phase with neutral alternating current at 415 volts, 50 Hz (+ 10%)**



Owing to limitations in the Hall's electrical loading, Exhibitors requiring three-phase electrical supplies for exhibits must provide, as soon as possible, the following information for each machine:

- Electrical Single-Line Drawing
- Starting load (in kilowatts) for each motor
- Running load (in kilowatts) for each motor
- Kilowatt loading of heaters, etc
- Number of other machines running concurrently at any one time

And in accordance with local regulations, these methods of starting must be adopted for all motors use in this Exhibition:

- Up to 5 Hp: Direct on line;
- 5 Hp to 25 Hp: Star Delta;
- Above 25 Hp: Auto-transformer

For **safety** reasons and for the **protection** of electrical installation at the Exhibition premises, **all power main installations from source to outlet (Exhibition stands) must only be carried out by the Official Electrical Contractor**. And all DBs where required and/or deemed necessary by the Official Electrical Contractor must be hung or mounted on the walls or structures of the stand. Please inform your stand contractor and engineers/technicians of this regulation and ensure that they submit to the Official Electrical Contractor the positions where such DBs can be mounted. Any installation deviating from this regulation will result in the supplies not being switched on unless and until the Exhibitor submit in writing discharging the Organiser or the Official Electrical Contractor from any consequence or liability whatsoever. The Exhibitor's co-operation and understanding on this matter is appreciated as it is only beneficial to all parties concerned.

Connection of exhibits within the stands may be carried out by the Exhibitor's technician, but such connections should be inspected by the Official Electrical Contractor before supply can be switched on.

Each electrical outlet/point provided is intended for the direct hook-up to one light fitting or exhibit on display. This electrical outlet/point is not suitable for wall mounted purpose. Connections made with multi-point sockets are **not** permitted as an overload may occur resulting in a trip or short-circuit in the incoming power supply. Severe trips/short-circuits may take hours to rectify, thereby causing inconvenience to all Exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure without the prior permission of the Organiser and the Hall Owner and, if permitted, a fee may be levied.

The Organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of the Official Electrical Contractor / Safety Officer is dangerous or will cause annoyance to visitors or to other Exhibitors.

***Please place all electrical orders required early to facilitate submission of electrical plans to the governing authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical environment / conditions of the Exhibition may be different from those in the Exhibitor's premises which may affect the stability of electrical supplies and installations; and thus allowances must be factored into the orders made and as a rule-of-thumb practice 80% is deemed as full load.***

## 6.4 EXHIBITS OF VEHICLE

Motor vehicles powered by flammable liquid and or gas motor vehicles may be displayed upon approval from the Organiser and Venue Owner and under the following conditions with assistance from the Official Freight Forwarder:

1. A fire extinguisher is to be supplied with vehicle. Maximum three vehicles in close proximity to one fire extinguisher.
2. The location of vehicles or equipment shall not obstruct or block exits.
3. Batteries shall be disconnected in an approved manner. For Electric Motor Vehicles, please ensure that the traction battery is disconnected at all times and immobilized from accidental start up.
  - a. If batteries cannot be disconnected, please note that igniting the engine during event proper is strictly not allowed, and thus ensure that the key has to be dismantled from vehicle.
4. The fuel tank is to contain **no more than ¼ tank of the full capacity.**
5. Fuel-tank openings shall be locked and sealed to prevent the escape of vapors. The motor vehicle fuel filler cap must either be sealed or secured to prevent the easy removal of the fuel cap by unauthorized persons.
6. Vehicles and plants using liquid fuel shall be refueled in the open air outside the Center, at an approved site. Fuel spills shall be cleaned up immediately. Under no circumstances is fuel to be decanted or vehicles filled on the loading docks or inside the hall.
7. Fuel systems shall be inspected for leaks. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.
8. Fumes created by the cars running during the event (length of time and intervals)
9. Ensure keys are removed from all cars that are not in used at all times.
10. If there is fuel storage outside the building, quantity, and location to be made known, and to obtain SCDF approval.
11. Car on static display must have a platform or an underlay at the final display position
12. Protection of our carpeted area is required for moving the car to the final display position

Exhibitors to submit the vehicle specifications to the Organiser for review before an official approval can be granted.

## 6.5 MANDATORY SUBMISSION BY EXHIBITOR NOMINATED STAND CONTRACTOR

- (a) Exhibitors or their nominated stand contractors are required to submit their stand layout plans, elevation and artist's impressions for approval to The Organiser by the deadline with the completed Service Form 1. This is to prevent costly alterations being required on-site by the relevant authorities, Venue Owner and/or The Organiser.
- (b) **All to scale drawings submitted must have clear indication of dimensions.** Submission of stand design in photograph format from previous exhibitions would not be accepted and approved unless upon receipt of scaled drawings. Exhibitors/Contractors are **NOT** allowed to commence construction on site should design is not submitted/not approved. Late submission may mean that approval may not be granted in time for construction to commence on-site. Although such an approval may have been already given, The Organiser reserves the right to request the Exhibitor concerned to modify certain portions of their stand to meet exhibition venue or government or the Exhibition's prevailing conditions and circumstances.
- (c) Before the nominated stand contractor is permitted to start work in-hall, a non-refundable administration/management fee of S\$8.00 (excluding 9% GST) per square metre of the contracted space is payable to the Organiser. Additionally, a signed undertaking is required to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall regulations.
- (d) Only when both the administration fee and the undertaking signed, will the contractor/exhibitor be allowed into the hall and commence work. Admin fees are strictly imposed to be undertaken by appointed stand contractors.
- (e) All monies must be lodged in bank transfers, local cheques or cashier's orders. Please note that any bank charges, levies or exchange rate differences shall be borne by the appointed stand contractors. No banker's guarantees (BG) or other forms than those stated are acceptable for this purpose.
- (f) Contractors will also have to bear any charges levied by the Hall Owner for damages caused to their property and/or flooring. Contractors, especially foreign-based ones who do not engage a local sub-contractor for the installation and dismantling works.
- (g) Exhibitors are liable for any damages incurred to stand builds.





Velcro



Double-sided Tape



Blu-Tack



- Screws
- Nails
- Bolts
- Paint
- Staples
- Pins

- Cutting or drilling which will permanently damage the panels
- Pen or pencil marks
- Shelving & display grids
- Small nails (<25mm long)

- Any liquids
- Thumb tacks
- Small self-tapping screws

## 6.6 REMOVAL OF WASTE / STAND CLEANING

During the build-up and tear-down days of the Exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris

The Organiser will only arrange for the general cleaning of the Exhibition Hall and stands during the Show days. This only includes cleaning of carpet/flooring and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. It excludes cleaning of exhibits and displays.

Exhibitors are responsible for maintaining their own stand in a tidy condition at all times. Exhibitors with lockable offices are requested to place refuse outside the office before departure each evening, for disposal. Exhibitors may contact Sands Expo Convention Centre for quotation, should additional cleaning services be required.

At the end of the Exhibition, exhibitors must remove from the site all the materials such as cartons, marketing materials etc by the respective timings stated in the "**Schedule of On-site Operations**". Should they fail to do so, a cleaning fee will be charged.

The Organiser reserves the right to charge the Exhibitor concerned for the removal of excessive waste (e.g crates/pallets, cartons, packing materials or literature)

## SECTION 7 FREIGHT & SHIPPING DEADLINES / FREIGHT INSTRUCTIONS

### 7.1 SHIPPING DEADLINES

#### (a) Consignment of Exhibits / Materials into Singapore

To ensure that your exhibit materials imported into Singapore are customs-cleared and delivered to your stand on time, the following must be adhered to:

- I. All shipments must be consigned as follows if they are being handled by the Official Freight Forwarder

CONSIGNEE : **DSV SOLUTIONS PTE LTD**  
5 Changi North Way, 5<sup>th</sup> Floor  
Singapore 498771  
Farid Mohammad (Mr)

FOR : **inter airport Southeast Asia 2025**

- II. For shipments handled by your own appointed forwarder (i.e. other than **DSV**), please ensure that they are consigned to your appointed forwarder.

**DO NOT CONSIGN ANY SHIPMENT FOR DIRECT DELIVERY TO THE EXHIBITION IN YOUR COMPANY'S NAME, THE EXHIBITION, THE VENUE OR THE ORGANISER.**

The following is a schedule of deadlines for action by Exhibitors' nominated forwarder/s and information of/action by the Official Freight Forwarder.

|   |                         |
|---|-------------------------|
| Arrival of <b>COURIER</b> consignments  | <b>16-18 March 2025</b> |
| Name of Carrier, Ocean BL number and copies of House BL, commercial invoice and Packing List for <b>SEAFREIGHT</b> consignments | <b>6 March 2025</b>     |
| Arrival of exhibits shipped by <b>SEAFREIGHT</b>  | <b>13-16 March 2025</b> |
| Copies of Commercial invoice and Packing list by <b>AIRFREIGHT</b> Consignments   | <b>9 March 2025</b>     |
| Arrival of exhibits shipped by <b>AIRFREIGHT</b>  | <b>16-18 March 2025</b> |

### 7.2 GENERAL FREIGHT INSTRUCTIONS

Following information serves as a general guideline only. Please contact our Official Freight Forwarder, DSV Solutions should you require more information and assistance.

#### (a) Lifting and Handling On-site

Only **DSV Solutions, the Official Freight Forwarder** is permitted to work inside the exhibition venue as the **Sole** on-site handler to operate all mechanical and lifting equipment. Any forwarder/ contractor/ exhibitor may deliver goods/exhibits that require the aid of mechanical lifting or handling equipment up to the freight yard or unloading bays of the exhibition venue and then hand over to DSV to deliver such goods/ exhibits to Exhibition stand. This is **unless** such item/s can be hand-carried easily or pushed via hand-trolley safely by one (1) man. This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements.

#### (b) Local Deliveries and Hand-carried Items

Exhibits should not be sent to the exhibition venue until the stand construction has progressed sufficiently to receive them (refer to the **Schedule of On-Site Operations**). The Exhibitor and/or his representative must be present at his own stand to accept/hand over delivery of freight to avoid any loss or damage. The Organiser will not accept any delivery on behalf of the Exhibitor, nor be responsible for any failures in delivery. The Organiser will not be responsible for the safe-keeping of items which arrive in advance of the Exhibitor's staff.

### (c) Delivery of Exhibits during Build-up Period

Exhibits requiring mechanical handling or lifting aids must be handed over to the Official Freight Forwarder at the freight yard and/or loading/unloading bays; thus Exhibitors and their forwarder/transporters are requested to submit Service Form, Freight Instruction to the Official Freight Forwarder which they have engaged in order to facilitate the co-ordination & requirement.

To avoid congestion, only small items and/or goods that can be taken out of their cases without risk of damage to the floor and exhibition venue should be unpacked inside the Exhibition premises. For major items, Exhibitors should arrange with the Appointed Freight Forwarder to unpack away from the Exhibition premises and bring these items to the stand for positioning.

### (d) Delivery of Exhibits during Show days

Removal or delivery of exhibits and other Exhibition stores **ARE NOT PERMITTED DURING SHOW OPENING HOURS**. Such removal, delivery or replenishment of stock may only be carried out an hour before show opening hours or half hour after show closing time.

### (e) Removal of Exhibits after Exhibitions Ends

In order to reduce the possibility of theft, all valuable and portable items/exhibits must not be left unattended at any time and be removed immediately from the exhibition venue when the show ends. Exhibitors are strongly advised to ensure that at least one member of their staff is on-site to supervise and co-ordinate the re-packing and removal of their exhibits. All items/exhibits must be removed by the respective timings stated in the “**Schedule of On-Site Operations**”.

## 7.3 DELIVERY ADVICE FOR MAIL PACKAGES

Should you opt to deliver your mail packages to the venue - Marina Bay Sands directly, all packages must be labelled with the following information and delivered directly to the exhibition hall. Contact person must be present at the exhibition stand to receive the delivery:

**Company Name:** XXX  
**Contact Person:** XXX  
**Stand Number:** XXX  
**Exhibition Hall:** inter airport Southeast Asia 2025 @ Level 1  
**Address:** Sands Expo and Convention Centre  
Marina Bay Sands  
10 Bayfront Avenue  
Singapore 018956  
**Email:** mailcenter@marinabaysands.com

Please note that courier consignment handling charges will be imposed if your packages are sent / couriered directly to Marina Bay Sands Mail Centre prior/outside of the scheduled dates, as they will need to receive the goods on your behalf. Information on the charges are as follows, and payment will be made directly to Marina Bay Sands.

Packages:  
0-20kg - \$35.00  
21-100kg - \$75.00  
≥100kg - \$1.50 per kg

Handling charges includes the following services:

1. Consignment processing
2. Storage at Mail Center up to 7 days
3. Delivery to exhibition stands / meeting rooms
4. Collection of bulky empty boxes for storage
5. All prices are in Singapore Dollars and inclusive of 9% GST

## SECTION 8 GENERAL INFORMATION @ A-Z

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### 8.1 AUTHORITY OF PREMISES

In the event of any issues or disputes on-site, the decision of The Organiser, being lessee of the premises, will be final. The Organiser also reserves the right to amend any decision made earlier in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties.

### 8.2 BUSINESS CENTRE

The MICE Business Centre, managed by the Venue, is located at Level 3. It operates from 8am to 6pm (weekdays) and 8am to 5pm (weekends) and offers secretarial services, use of PC workstations with internet access, prepaid cards, and other business-related services.

### 8.3 COMPRESSED AIR SUPPLY

All compressors and compressed air supply should be provided by the Venue, unless for special reasons, for which prior written approval must be given by the Organiser and Venue Owner. Only electrically powered silent-type air compressors are permitted in-hall for safety reasons. Exhibitors requiring compressed air for demonstration purposes must order in advance to benefit from the advance rate and avoid any inconvenience.

MICE Service Centre  
Email: [secc@marinabaysands.com](mailto:secc@marinabaysands.com)  
Tel: +65 6688 3888

Please note that the physical environment/conditions of the Exhibition, being different from those of the venue, may affect the supplies and installation, and thus allowances must be factored into the orders.

### 8.4 DILAPIDATION

Exhibitors shall be responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

### 8.5 ELECTRONICS, RADIO & SATELLITE TRANSMISSIONS / BROADCASTS

Any exhibitor or contractor wishing to use receiving or transmitting devices must be in possession of the required valid licences and/or permits issued from the respective Singapore Government Authorities before using such frequencies for their electronic or radio equipment and/or satellite dish. All applications are to be submitted to the following bodies: -

(a) Importation of Communications Equipment / Satellite Dish & Voice / Data Transmission

**Infocomm Media Development Authority (IMDA)**  
Licence & Enforcement Department  
10 Pasir Panjang Road #03-01 Mapletree Business City, Singapore 117438  
Tel: (65) 6377 3800      Fax: (65) 6659 2503      URL: [www.imda.gov.sg](http://www.imda.gov.sg)

(b) Reception (Image) of Satellite Broadcast

Infocomm Media Development Authority (IMDA) issues temporary TVRO (Television Receive-Only) System licences for organisations who need to receive one-off satellite broadcasts for business purposes.

**Infocomm Media Development Authority (IMDA)**  
Policy & Planning Division  
10 Pasir Panjang Road #03-01 Mapletree Business City, Singapore 117438  
Tel: (65) 6377 3800      Fax: (65) 6659 2503      URL: [www.imda.gov.sg](http://www.imda.gov.sg)

Please note that all costs incurred in the applications must be borne by the Exhibitor concerned and is subject to approval.

### 8.6 FILM & AUDIO / VISUAL DEMONSTRATION / CENSORSHIP / COPYRIGHT

(a) **Censorship**

Videos for Exhibition purposes **may be exempted** from censorship by the Board of Film Censors (subject to approval, at the Board's discretion).

To apply for exemption, a copy of the exhibit catalogue/brochures with the full specifications, together with the full details of the intended demonstration are requirement to apply for the permits with IMDA. If you need further information, kindly contact the Official Freight Forwarder, DSV Solutions

Further clarification on censorship exemption can be obtained from:

**Infocomm Media Development Authority (IMDA)**

Content Standards & Classification Division

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

Tel: (65) 6377 3800

Fax: (65) 6659 2503

URL: [www.imda.gov.sg](http://www.imda.gov.sg)

**(b) Copyright**

Exhibitors who wish to utilise audio and/or visual aids in the Exhibition in relation to the sound tracks of videos and music being played must ensure that their use will not infringe the copyrights of others. Exhibitors are advised to contact the following organisation regarding the procedures for application of a "Copyright Music Licence":

**Audio-related**

**COMPOSERS AND AUTHORS SOCIETY OF SINGAPORE LTD (COMPASS)**

60 Paya Lebar Road, #12-48 Paya Lebar Square, Singapore 409051

Tel: (65) 6323 6630

Fax: (65) 6323 6639

URL: [www.compass.com.sg](http://www.compass.com.sg)

**Video-related**

**RECORDING INDUSTRY PERFORMANCE SINGAPORE PTE LTD (RIPS)**

4 Leng Kee Road, #03-07 SIS Building, Singapore 159088

Tel: (65) 6220 4166

Fax: (65) 6220 9452

URL: [www.rips.com.sg](http://www.rips.com.sg)

**(c) Sound Level**

Sound levels must be set at a level which cause no interference with or annoyance to other Exhibitors or Visitors. The Organiser reserves the right to regulate the volume of any sound including demonstration of exhibits above 75 decibels (db), and restrict or switch off any audio/visual displays which cause complaints and the Organiser's decision is final if such a dispute arises.

## **8.7 FIRE PRECAUTION**

Any persons, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and subsequently endeavour to extinguish the outbreak or confine it by the use of extinguishers and/or remove all items in that vicinity.

Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements, at their own expense, for the provision of such equipment. The Organiser will assist and advise, if required.

## **8.8 FOOD & BEVERAGE**

The standard regulations and practice forbid the consumption of any food and beverages not purchased from an outlet within the venue premise. Any exception must be approved in writing. Failure to comply will result in a corkage fee in addition to any other damages to which the venue owner may be entitled.

There will be a food & beverage concession located within the Exhibition Hall operate by the venue owner.

Stand catering is available from the venue owner and orders must be made at least twenty-one (21) days in advance to benefit from the advance rate and avoid any inconvenience.

Banquet Operations

Email: [boothcatering@marinabaysands.com](mailto:boothcatering@marinabaysands.com)

Tel: +65 6688 8570

## **8.9 FORCE MAJEURE**

The Exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organiser. In such an event, the Organiser shall not be responsible for any loss sustained by the Exhibitor, directly or indirectly attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority, and fees paid by the Exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organiser.

## 8.10 HOTEL ACCOMMODATION

Please visit inter airport Southeast Asia official website for listing of partner hotels.

## 8.11 INDUSTRIAL GAS & NAKED FLAME DEMONSTRATION

A detailed application to the Fire Safety Bureau (FSB) submitted through the Organiser and Hall Owner is mandatory for the use of any industrial gases of an inflammable or toxic nature for demonstration purposes in the Exhibition; and if approved, the Fire Safety Bureau's (FSB) stipulated conditions must be met in full. Failing which might result in the imposition of severe penalty on the concerned party that conduct or carry out the naked flame demonstrations or who store gas cylinders in the Exhibition. Please note that the Organiser and Hall Owner can only assist in this matter and the final decision lies with the governing authority.

## 8.12 LIABILITIES & INSURANCE

All Exhibitors participating in this Exhibition must ensure the following are adhered to:

1. Arrange at your own cost "all-risk" insurance coverage from Origin Country up to the exhibition stand including duration of the Exhibition period and return to domicile.
2. Ensure you are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his agents or contractors first enter the Exhibition site, and to continue until all his exhibits and property have been removed.
3. Ensure you are insured, indemnify, and hold the Organiser harmless in respect of all costs, claims, demand and expenses to which the Organiser may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the Exhibitor, his agents, contractors or invitees.
4. You are strongly advised to pack and remove from the exhibition venue all portable, attractive, and valuable items at the end of each day when the Exhibition closes as this is the time that there is the greatest risk of loss and theft. All these items must not be left unattended or out of sight at any time. The Organiser will not be responsible for the safety of articles of any kind brought into the Exhibition by the Exhibitors, their agents, contractors, buyers, or any other person whosoever.
5. Exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

Do note that Exhibitors/Contractors are required to provide evidence and proof of the above-mentioned insurance documents to the Organiser upon requested.

## 8.13 PHOTOGRAPHY / PHOTOGRAPHY OF EXHIBITS

All attendees may be photographed, audio-recorded and video-recorded at any exhibition organised by RELX (Singapore) Pte Ltd. By entering the exhibition premises, all attendees are consent to all photographs, interviews, audio recordings and/or video recordings made, produced or taken of the attendee ("Materials") and the use, release, publication, exhibition, or reproduction of the Materials in all marketing and communication materials in any media by RELX (Singapore) Pte Ltd, its affiliates and/or representatives. All attendees also waive any right to inspect or approve any Materials, including any photo, video, or audio recording taken by RELX (Singapore) Pte Ltd, its affiliates and/or representatives. All intellectual property rights to the Materials shall be reserved by RELX (Singapore) Pte Ltd, and attendees will waive all rights to any claims for payment or royalties in connection with their use, release, publication, exhibition, or reproduction.

Commercial photographers representing the appropriate media or individual attendees to the Exhibition may wish to photograph Exhibition stands or an individual exhibit. General photography of the Exhibition and exhibits is permitted; however, "head-on" photography or "close-ups" of any exhibits lies within Exhibitor's jurisdiction. Please note that Exhibitors have the right to request any such person not to carry out photography without specific permission. Exhibitors wishing to restrict photographs for any reason should place notice to that effect, adjacent to the exhibit, and are advised to hire their own security personnel to enforce this restriction.

## 8.14 PRESENTATION / DEMONSTRATION OF EXHIBITS / PRODUCTS

An exhibitor intending to present and/or demonstrate equipment, exhibit or product at his stand must:

1. Consider the safety conditions under which the exhibit will be demonstrated.
2. Securely install all working machinery to prevent base slippage and position such machinery so that the operation hereof will not cause intrusion into the aisle or otherwise prove hazardous to all persons.
3. Adequately guard all moving parts of machinery to prevent injury to any person.
4. Isolate starting devices to prevent operation by any visitor or other unauthorised person.
5. Ensure that toxic fumes, exhaust, or other irritants caused by the exhibits/products are not released into the exhibition venue. Prior approval from the relevant controlling authority, in addition to that of the Organiser, must be obtained for such purpose.
6. Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the exhibition venue and stands. Prior Fire Safety Bureau (FSB) approval must be obtained and their conditions for such purpose fully met and satisfied before any demonstration is carried out.

7. Ensure that adequate protection is catered for to prevent damage to the venue's flooring, carpet and facilities. Any damages caused will be at the responsibility of the Exhibitor concerned.
8. Ensure that any product or display like roofing, awning, ceiling or lighting pelmet must be highlighted in the respective stand plan and submitted to the Organiser for the Fire Safety Bureau (FSB) approval. Without this FSB approval, no such product or display will be permitted in this exhibition venue.
9. Ensure that all the relevant local government authority license(s) and/or permit(s) are obtained and its stipulated regulations and conditions observed and abided with for the demonstration and/or use of electronics, radio and/or satellite receiving and/or transmitting equipment.
10. Ensure that only products for which they are agent, distributor or dealer, are displayed. In the event of a dispute between/among Exhibitors, the Organiser reserves the right to rule on the right to exhibit.
11. As an ethical company, RELX (Singapore) Pte Ltd views intellectual property rights violation seriously.

## 8.15 DATA POLICY

Data Privacy is a crucial aspect of our business operations. In many countries, Privacy Law has been passed, including Singapore. Click here for Singapore's Personal Data Protection Act (PDPA) - <https://www.pdpc.gov.sg/overview-of-pdpa/the-legislation/personal-data-protection-act>

As such, Exhibitors are encouraged to display your companies' privacy policy (hyperlink or QR code) on the interairport Southeast Asia Exhibitor Online Directory as well as on your stand. This will provide Visitors an understanding as to why you may be capturing their Data, how you are using and storing the Data and how to opt-out if they wish to do so.

## 8.16 RIGGING

Suspension/rigging from the ceiling structure of the venue will not be allowed unless prior approval is obtained from the Organiser. All requests will be on a case-to-case basis by the Organiser. If approved, it must be carried out by the venue contractor and exhibitor/contractor will be responsible for all related costs.

1. All the hanging structure designs, rigging structural plans with detailed calculations including the number of rigging points required must be endorsed by a local professional structural engineer (PE) for submission to the Organiser and Venue engineer for approval.
2. Installation of the hanging structure is to be done up by the nominated stand contractor.
3. To ensure compliance with the PE endorsed document, Venue engineer will inspect the structural/trussing works before proceeding with the hook up to the designated rig point. Any variation of the design must be re-endorsed by the PE concerned.
4. The maximum hanging height from the top of the hanging structure to the ground is 7.45m

Rigging of stand structure is strictly not allowed as stand contractor should ensure that the stand constructed is structurally safe.

## 8.17 SMOKING

In accordance to the Smoking (Prohibition in Certain Places) Act, it is an offence to smoke including electronic cigarettes or vapes within the Venue which also includes common walkways, stairwells, toilets, loading bays and anywhere within a 5m radius from the entrance and/or exit of any commercial or industrial building. Smoking is only permitted at the designated areas outside the Venue.

## 8.18 STAND OPERATION / CONDUCT & BEHAVIOUR

All Exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other Exhibitors.

All activities of the Exhibitor and his staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the venue. This includes the distribution of leaflets, brochures, journals, etc. Exhibitors may not use the venue for recruiting staff, other than to seek local agents for their products.

## 8.19 STORAGE

The Organiser is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the Exhibitor. Direct arrangements should be made with **DSV Solutions**, our Official Freight Forwarder for any storage requirement. Otherwise, exhibitors and/or their agents, vendors as well as contractors must arrange for their items to be transported back to their own premises. Exhibitors are strictly not allowed to store any items within the exhibition halls which include gangways and rear stand alleys.

The Organiser reserves all rights to remove and dispose of any carton, cases and/or packing materials left in the exhibition hall without consent. Any costs incurred for the removal and disposal will be borne by the exhibitor. The Fire Safety Bureau (FSB) regulations prohibit surplus stores being placed behind perimeter stands and service access areas, other than those equipment needed to run the Exhibition, and those provided by the Official Contractor.

## 8.20 WATER & DRAINAGE SUPPLY

Water and drainage are available only at limited locations of the exhibition hall, thus advance notice must be given to the Venue's Service Centre by contacting them at email: [secc@marinabaysands.com](mailto:secc@marinabaysands.com) or tel: +65 6688 3888. The supply comes at ambient temperature and normal household pressure, and at flow rates which may vary at different locations. Special arrangements must be made with the Venue in advance, should an Exhibitor require very specific water supply.