



Exhibition Rules & Regulations

Please also refer to the **Publicity & Technical Services Manual** available at the show website.

[03/17]

1. Admission

Professionals, trade and business visitors only. Minors and members of the general public will not be admitted. The organiser reserves the right to refuse admission or to remove any person without giving a reason. This also applies to build-up and dismantling periods.

For safety reasons, minors below the age of 16 will not be allowed into the exhibition halls at any time, from build-up to tear-down periods.

2. Sales

'Over the counter' sales are not permitted. The Organiser reserves the right to take appropriate action as deemed necessary to stop such activities.

3. Promotions during the Show

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute brochures, invitations etc along gangways or near the entrance/exits of exhibition halls, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Organisers, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.

4. Segways and Other Wheeled Transportation

The use of Segways, rollerblades, bicycles, skateboards, or other wheeled transportation not for the use of the physically challenged, is strictly forbidden.

5. Product Demonstrations & Presentations

The Organiser appreciates that demonstrations and presentations form an integral part of exhibitions. Exhibitors, however, should exercise discretion to other exhibitors when carrying out demonstrations and presentations.

Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 70dB from source for all speech, music and sound effects.

The Organiser may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after consultations with the exhibitors involved.

Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

6. Animals

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

7. Power Supply and Lighting

- Supply Voltage : – 3 phase 4 wire system (plus earth),
400 volts $\pm 6\%$
– Single-phase 3 wire system, 230 volts $\pm 6\%$
- Frequency : 50 Hz with variation maintained within $\pm 5\%$
- Power Factor : Not less than 0.85 lagging

The following rules must be complied with:

- (a) Starting arrangement of motors: All motors must have independent automatic protection against excessive current using one of the following starters:
- (i) Up to 5 HP : Direct-on-line
 - (ii) 5 to 25 HP : Star-Delta
 - (iii) Above 25 HP : Auto transformer
- (b) All electrical installation work from source of supply at the exhibition must be carried out solely by the Organiser's official contractor.
- (c) Exhibitors requiring different voltages, stabilisers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters etc and keep the Organiser informed.
- (d) All electrical equipment and connection downstream from Organiser's supply should be tested and appropriately grounded and approved by the Exhibitor's (or Exhibitor's appointed contractor's) local licensed electrical engineers prior to turning on the electrical supply.

8. Floor Loading Capacity

The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis subject to the approval of the venue owner, special arrangements including the provision of steel base plates may be required for any exhibit exceeding these limits. The Organiser's delivery schedule for heavy and large exhibits must be strictly adhered to. Please approach the Organiser for specific floor loadings of the venue concerned.

9. Working Exhibits

- (a) Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- (b) Working machines must be placed at a relatively safe distance from the audience. We strongly recommend the use of safety guards.
- (c) All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Prior approval must be sought from the Organiser before operating such equipment.
- (d) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.

10. Dangerous Materials

- (a) No exposed electrical fittings, fixtures and cables are to be used in the exhibition halls at all times.
- (b) No temporary gas (LPG), explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- (c) No radioactive substances are allowed unless prior approval in writing is obtained from the Organiser. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

11. Hot Work Demonstrations

No naked or open flame equipment is to be used in the exhibition hall at any time.

12. Stand Boundaries and Design Restriction

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a backwall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with the necessary sidewall(s).

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary with the exception of 300mm (max.) protrusion allowable for fascia or tower above 2.44m. The Exhibitor may be charged for area exceeded, and the Organiser reserves the right to remove the infringing material. Likewise, any projection of programmable moving lights (e.g. cyber lights) are restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply to the above.

13. Structural Height Restriction

The permitted stand height is 2.44m (8ft). The fascia panel fronting an aisle may be permitted to rise up to 3.00m (9ft. 10in.); where the depth of the fascia panel does not exceed 40mm. Any design for a structure exceeding 2.44m in height must be submitted for approval at least 10 weeks prior to the exhibition and will be considered on a case-by-case basis. If approved, this structure (except the fascia panel) will be restricted to a distance of 1 metre (3ft. 3in.) away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceiling.

14. Open Frontages

All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.

15. Rigging

Rigging using the existing hall ceiling structure is only allowed for banners, curtain drapes, lighting trusses and any decorative items provided if the item to be suspended is endorsed by a local professional engineer. Due to safety concerns, rigging of booth structures is strictly not allowed as all booth constructors must ensure that the booths they build are structurally safe.

16. Building Material

Materials for the construction of the exhibition booths shall have a minimum flame spread rating of Class 2.

17. Double Storey Stands

Double storey stands are applicable for contracted ground area of 60 square metres and above (to be considered on a case-by-case basis).

The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including that of the Fire & Safety Bureau, the Organiser and the venue owner.

Designs and layout plans of the double storey stand must be submitted to the Organiser for approval at least 3 months prior to the exhibition.

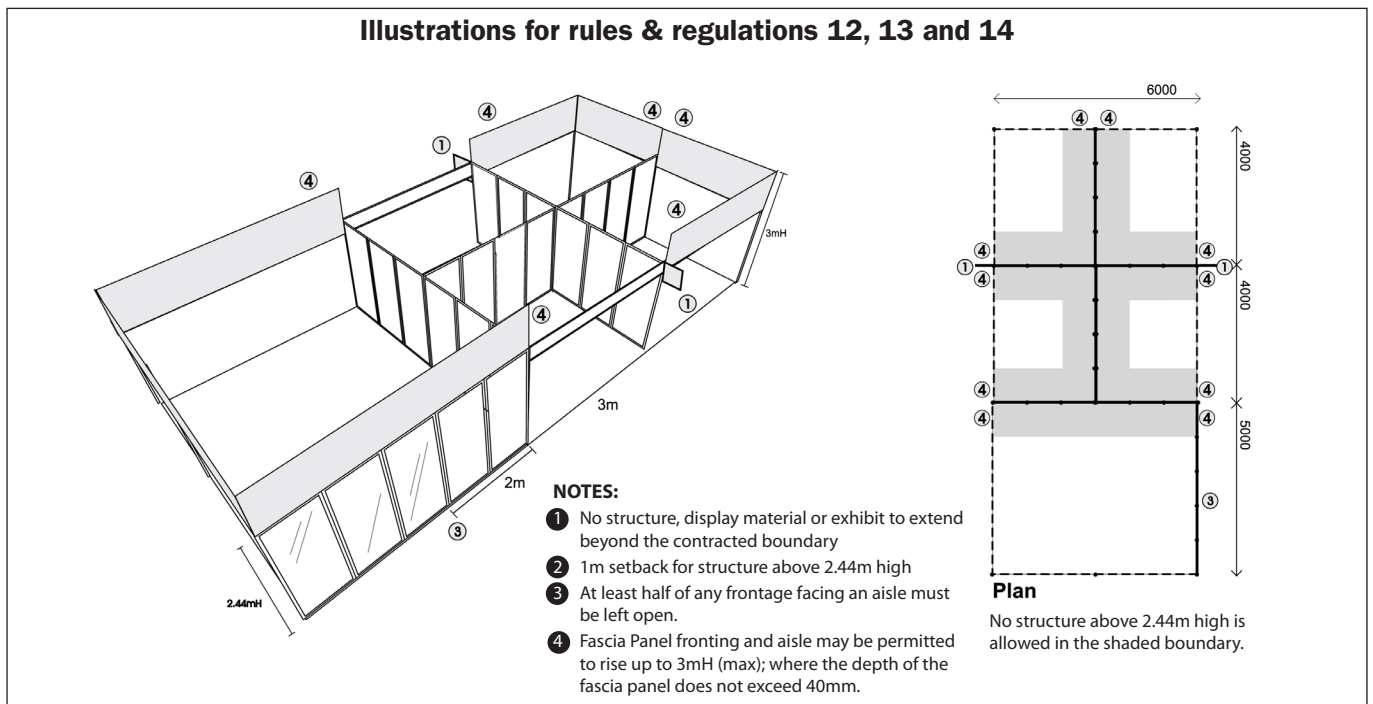
18. Damage to Stand Structures and Exhibition Premises

No person under any circumstances shall cut, nail or drill into or through any floor or wall. They are also not to use any adhesive products that may leave marks or cause damage to the flooring, walls or wall coverings. The above also applies to Organiser's Package booth structures and walls. Any such damage to stand service structures will be invoiced to the exhibitor.

19. Official Contractors

- (a) The Organiser has appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.

Please refer to the Useful Contact List in the Technical Services Manual for details.



Unless otherwise stated, Exhibitors may appoint their own stand fitting contractor subject to approval from the Organiser. In this instance, exhibitors are responsible for making their own arrangements for services.

- (b) The services of the official contractors are for the convenience of Exhibitors, and the Organiser will accept no liability in respect of any contract between Exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.
- (c) Where mechanical handling within the exhibition hall is required, only the official freight forwarders may be appointed.

20. Stand Fitting Contractor

In adherence to safety requirements, only the Organiser's official contractor may carry out electrical and pipe installations.

Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the Organiser, and all approved contractors must lodge a deposit of SGD 20 per sq m subject to a minimum of SGD 500 per stand. This serves as a performance bond as well as a damage deposit. This deposit will be refunded after deduction for services and damages if any.

Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.

21. Storage

Direct arrangements should be made with an appointed official freight forwarder. Otherwise, exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition halls.

The organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

22. Stand Cleaning

During the exhibition days, the Organiser will be responsible for the general cleaning of stand carpets and gangways daily. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear.

23. Security

- (a) General security will be provided by the Organiser round the clock. Exhibitors and their staff will not be allowed in the exhibition hall outside the official hall opening hours.
- (b) Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands.
- (c) If your displays are valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively, please contact our appointed agency for security services. Please note that you may not use your own staff or personnel from other security agencies.

- (d) For security and safety reasons, exhibit movement in or out of the halls during the show hours is not permitted.
- (e) All personnel in the exhibition halls must wear identification badges. Please refer to Form 18A and 18B for Exhibitors' passes, Contractors' passes and Temporary as well as Security Procedure for the exhibition.

24. Invoices & Payment For Services

Orders must be accompanied with full remittance to the payment instruction below.

- (a) By cheque/draft (drawn on a Singapore bank account) in SINGAPORE DOLLARS only made payable to "SINGAPORE EXHIBITION SERVICES PTE LTD"
- (b) By telegraphic transfer in SINGAPORE DOLLARS to include ALL bank charges (including those of the receiving bank) and remit to the Organiser's bank account as detailed below:
Account No.: 01-060-2565-1
Swift Add: SCBLSG22XXX
Bank details: Standard Chartered Bank (Singapore) Limited, Battery Road Branch, 6 Battery Road, Singapore 049909

Remittance must be made reference to: name of the exhibition, exhibiting company, and stand number.

Exhibitors must report any discrepancies immediately to the Organiser failing which invoices are deemed to be accurate. Please note that the Organiser will NOT be able to rectify any discrepancy on invoiced item(s) if they are reported after the last day of the exhibition.

25. Regulatory Authorities

Where applicable, the above rules and regulations are additional to rules and directions set by the Regulatory Authorities. All exhibitors and their contractors must abide by the code of practices set by the relevant Regulatory Authorities.

26. Food and Beverages (F&B)

No external F & B suppliers/caterers are allowed to supply or cater any form of food and beverage in the centre. The centre provides an extensive range of F & B services to suit any event. Please approach the centre for all F & B requirements.

27. Workplace Safety and Health Act

Under the Workplace Safety and Health Act, every contractor must submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) to the organiser prior to the commencement 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 Risk Management Certificate has to be submitted together with the RA and SWP.

Licence and Permits

1. Films / Video Tapes / Video Discs / Censorship

All films, video tapes and video Discs even if they originate from Singapore, must obtain the Films and Publications Department's approval. Censorship exemption can be submitted to Media Development Authority (MDA). To begin with, you will need a SingPass ID for product video or corporate video exemption through online submission, please logon to www.mda.gov.sg. Click on Licences>Online Services>Classification Services>Video Classification Services>Declaration for Video Exemption>SingPass ID>Company Exemption Form.

As inspectors may be visiting the site, please keep a copy of the censorship certificate at hand during the show.

2. Lucky Draw Application

Any promotional activity involving the above will need a permit from:

Lucky Draw Application
Head
Gambling Suppression Branch/ CID
Blk C Police Cantonment Complex
391 New Bridge Road Singapore 088762
Attn: Lucky Draw Officer
Tel: (65) 6435 8220
Fax: (65) 6220 7142

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* ♦ **MTA**

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International Trade Fair for Wines and Spirits

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The International Manufacturing Machinery, Equipment, Materials and Services Exhibition

Exhibitions held in Indonesia

Broadcast Indonesia

The International Digital Multimedia & Entertainment Technology Exhibition & Conference

Communic Indonesia

The International Communications and Information Technology Exhibition & Conference

* The Singapore Exhibition & Convention Bureau (SECB) endorses exhibitions held in Singapore that commands wide international appeal as Approved International Fairs (AIF). Shows that are given this endorsement are exhibitions with high foreign participation in terms of visitors and exhibitors.

* An "UFI Approved Event" by UFI – The Global Association of the Exhibition Industry



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