

# Exhibition Rules and Regulations

Please also refer to the Online Exhibitor Manual available at the show website

## 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).

All stand design must display the booth number.

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. 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 with the above.

## 13. Structural Height Restriction

Organiser's Package booth permitted stand height is 2.44m. All interior fitting must be contained within the Organiser's Package booth unit structure and cannot exceed 2.44 meters in height.

Raw Space booth stand structure may go up to a maximum height of 5m, depending on the stand design and booth location. For structure height exceeding 4m, technical drawings must be endorsed by a local professional engineer to certify the structure is safe.

No setback is required for stand structure that are taller than 2.44m in height. However, all exposed rear surfaces of design and structure must be painted white and without any logos or graphics, unless it is against the actual walls of the exhibition hall.

## 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. 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.

## 18. Official Contractors

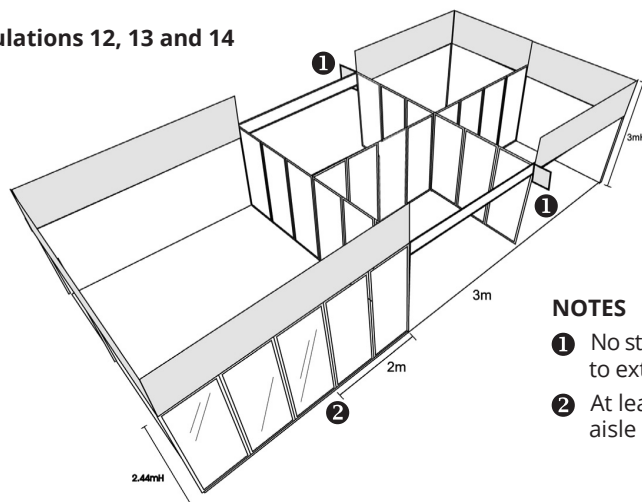
- (a) The Organiser has appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.

Please refer to the Useful Contact List in the Online Exhibitor 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.

## Illustrations for rule & regulations 12, 13 and 14



### NOTES

- ① No structure display material or exhibit to extend beyond contracted boundary
- ② At least half of any frontage facing an aisle must be left open

## 19. 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

- (a) refundable deposit of SGD 20 per sqm subject to a minimum of SGD500 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.
- (b) non-refundable Stand Plan Inspection fee of SGD2.50 per sqm.

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

## 20. 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.

## 21. Stand Cleaning

During the exhibition days, the Organiser will be responsible for the general cleaning 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.

## 22. 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 the 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 Online Exhibitor Manual for Exhibitor's passes, Contractor's passes and Temporary passes as well as Security Procedures for the exhibition.

# 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 Infocomm Media Authority of Singapore (IMDA). To begin with, you will need a SingPass ID or CorpPass for product video or corporate video exemption through online submission, please log on to [www.imda.gov.sg](http://www.imda.gov.sg). Click on IMDA submission guideline for films for more information: <https://imdaonline.imda.gov.sg/onlineservices/indexInet1.aspx#section-02>

## 23. 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) LIMITED"
- (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.

## 24. 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.

## 25. Food & 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.

## 26. Workplace Safety and Health Act

- (a) Under 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 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.
- (b) Exhibitors are reminded to put on safety vest and covered shoes for access to exhibition hall at all times during build-up and dismantle days.

## 2. Lucky Draw Application

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

Specialised Crime Policy Branch (SCPB)  
Criminal Investigation Department (CID)  
Block C Police Cantonment Complex  
391 New Bridge Road, Singapore 088762

Attn : Lucky Draw Administrator

Email : [SPF\\_Lucky\\_Draw@spf.gov.sg](mailto:SPF_Lucky_Draw@spf.gov.sg)

Fax : 62207142

Click here: <https://www.police.gov.sg/e-services/apply/licenses-and-permits/donation-and-lucky-draw> for more information