

# BCB

BAR CONVENT

SINGAPORE

## EXHIBITOR MANUAL

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# RULES & REGULATIONS

6 – 7 November 2023  
Pasir Panjang Power Station  
Hall A

**Built By:**



In the business of  
building businesses

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## SECTION 1 SHOW INFORMATION

### Welcome to Bar Convent Singapore (BCB Singapore) 2023!

In order 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 stand contractors in this exhibition **MUST** comply with all the rules and regulations stated in this Exhibitor Manual.

For more information on the exhibition, visit <https://www.barconventsingapore.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 / SALES TEAM

Hema Jadwani (Ms)	Project Coordinator	Tel: (65) 6780 4516	Email: <a href="mailto:hema.jadwani@rxglobal.com">hema.jadwani@rxglobal.com</a>
Henry STONHAM (Mr)	Senior Project Manager	Tel: (65) 9119 4721	Email: <a href="mailto:henry.stonham@rxglobal.com">henry.stonham@rxglobal.com</a>

##### SALES TEAM

Henry STONHAM (Mr)	Head of Sales	Tel: (65) 9119 4721	Email: <a href="mailto:henry.stonham@rxglobal.com">henry.stonham@rxglobal.com</a>
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##### MARKETING TEAM

Kalina WONG (Ms)	Marketing Manager	Tel: (65) 6780 4573	Email: <a href="mailto:kalina.wong@rxglobal.com">kalina.wong@rxglobal.com</a>
TEO Hui Hiang (Ms)	Marketing Director	Tel: (65) 6780 4625	Email: <a href="mailto:huihiang.teo@rxglobal.com">huihiang.teo@rxglobal.com</a>

##### OPERATIONS TEAM

FOONG Yih Kae (Mr)	Operations Coordinator	Tel: (65) 6780 4572	Email: <a href="mailto:yihkae.foong1@rxglobal.com">yihkae.foong1@rxglobal.com</a>
CHUA Lai Soon (Mr)	Operations Manager	Tel: (65) 6780 4586	Email: <a href="mailto:laison.chua@rxglobal.com">laison.chua@rxglobal.com</a>

The Organiser will maintain an Exhibitor Service Centre (ESC) on-site throughout the build-up, show 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>Kingsmen Exhibits Pte Ltd</p> <p><u>Raw Space Enquiries</u> LONG Jing Xin (Ms) Email: <a href="mailto:jingxinlong@kingsmen-int.com">jingxinlong@kingsmen-int.com</a> Tel: (65) 6880 0098</p> <p><u>Other Enquiries</u> Nur Hannah (Ms) Email: <a href="mailto:bc2023@kingsmen-int.com">bc2023@kingsmen-int.com</a> Tel: (65) 6880 0056</p>	
 <p><b>Freight &amp; Logistics</b></p>		<p>DSV Solutions Pte Ltd Andy NEO (Mr) Email: <a href="mailto:kim.wah.neo@dsv.com">kim.wah.neo@dsv.com</a> Tel: (65) 8685 0344</p>	
 <p><b>Computer &amp; Audio Visual Equipment</b></p>		<p>The Show Company Pte Ltd Amanda YEO (Ms) Email: <a href="mailto:amanda@show-company.com">amanda@show-company.com</a> Tel: (65) 6745 2220</p>	
 <p><b>Temporary Staff</b></p>		<p>ML Consulting Pte Ltd Angela LEONG (Ms) Email: <a href="mailto:mlpc@mlpc.com.sg">mlpc@mlpc.com.sg</a> Tel: (65) 6220 1288</p>	
 <p><b>Cleaning Services</b></p>		<p>Jin Huat Services Pte Ltd TAN Ee Sin (Ms) Email: <a href="mailto:sales@jinhuat.com.sg">sales@jinhuat.com.sg</a> Tel: (65) 9788 4298</p>	<b>Exclusive Services</b>
 <p><b>Water &amp; Plumbing Services</b></p>		<p>Steward's Solutions Pte Ltd George RAQUEL (Mr) Email: <a href="mailto:jeorge.raquel@stewardsholdings.com">jeorge.raquel@stewardsholdings.com</a> Tel: (65) 9387 1378</p>	<b>Exclusive Services</b>
 <p><b>Glassware Rental</b></p>		<p>Steward's Solutions Pte Ltd Lynn ZHUO (Ms) Email: <a href="mailto:lynn.zhuo@stewardsholdings.com">lynn.zhuo@stewardsholdings.com</a> Tel: (65) 9387 1377</p>	<b>Exclusive Services</b>

### 1.3 SCHEDULE OF ON-SITE OPERATIONS

Date	Time	Activity	Description
<b>Build-Up Period</b>			
Sat, 4 Nov Sun, 5 Nov	1pm – 9pm 9am – 9pm	Contractors' registration	All contractors must register at the Registration Counter within the venue 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, 4 Nov Sun, 5 Nov	1pm – 9pm 9am – 9pm	In-hall space-only stands set-up	Space-only stand locations will be marked out ready for contractors to commence construction works.
Sun, 5 Nov	9am – 9pm	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.
Sun, 5 Nov	9am – 9pm	Exhibitors' registration	All exhibitors must register at the Registration Counter within the venue to collect their passes.
Sun, 5 Nov	9am – 9pm	One Brand & Portfolio stands ready for occupancy and dressing up	Portable & valuable exhibits/displays are only to be displayed when the stand is man.
Sun, 5 Nov	9am – 9pm	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.
Sun, 5 Nov	9am – 9pm	All constructions & decorations for stands must be completed	All contractors must vacuum and clean the stands upon completion before handing over to the Exhibitor.
<b>Exhibition Period</b>			
Mon, 6 Nov Tue, 7 Nov	9am – 7:30pm 10am – 7:30pm	Electricity supply to stands	Electricity supply will turn on 2 hours before the exhibition opens on Day 1. For Day 2, it will be turn on 1 hour before the exhibition opens. Electricity supply will turn off half an hour after the exhibition closes.
Mon, 6 Nov Tue, 7 Nov	9am – 7:30pm 10am – 11pm	Exhibitor & Contractor Access	Exhibitors who are required to be at their stands 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.
Mon, 6 Nov Tue, 7 Nov	11am – 7pm 11am – 7pm	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. Registration closes at 6:30pm.
<b>Last Exhibition Day</b>			
Tue, 7 Nov	7pm – 7:30pm	Shut down of all demonstration exhibits/equipment	All demonstration exhibits/equipment must be shut down before the electricity supply is turn off at 7:30pm.
	7pm – 9pm	Packing of valuable/portable items and exhibits	All exhibits must be packed and removed from the venue by 9pm.
	7:30pm	All utilities disconnected	
	7:30pm onwards	Distribution of packing materials	Packing crates/materials will be delivered to stands whom engaged the service of the official freight forwarder.
	7:30pm 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.
	9pm	All exhibitors must leave the venue	The organiser will not accept responsibility for any items left in the exhibition venue.
	11pm	All contractors must leave the venue.	All stand materials must be packed and removed from the venue by 11pm.
The schedule above is correct at the time of posting. Should there be any amendments, an updated copy will be available at the Exhibitor Service Centre on-site.			

## 1.4 ADMISSION POLICY

### (a) Exhibitors

For Day 1, exhibitors have access to the Exhibition Hall 2 hours before exhibition opens and ½ hour after exhibition closes. As for Day 2, which is also the last day of the exhibition, exhibitors may access to the Exhibition Hall an hour before the exhibition opens and are allowed in the exhibition hall till 9pm 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.

The number of complimentary exhibitor passes allocated is based on contracted space as follows:

Stand Size (sqm)	5 sqm & below	6 sqm – 9 sqm	10 sqm – 17 sqm	18 sqm – 23 sqm	24 sqm – 35sqm	36 sqm and above
Passes Allocation	Up to 2 Passes	Up to 3 Passes	Up to 4 Passes	Up to 5 passes	Up to 7 passes	Up to 10 Passes

All passes application will be submitted through an online portal and exhibitors will be notified at a later date. Passes will be ready for collection from Sunday, 5 November, between 9am and 9pm at the exhibition venue

**Exhibitors' staffs who are NOT manning the stand but wish to visit the exhibition will be treated as trade visitors.** They may purchase tickets at <https://au.eventscld.com/ereg/newreg.php?eventid=100228166&source=website>

### (b) Trade Visitors

Trade visitors are required to purchase a ticket, either a single day or two days ticket to visit the exhibition. Only online payment via the Ticket Purchase page or credit card payments are accepted. Persons under 18 years will not be admitted into the exhibition.

All personnel should have some sort of their personal identification document with them at all times while at the exhibition site to facilitate security checks.

### (c) Nominated Stand Contractors

Exhibitor nominated stand 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 stand contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), one complimentary pass per stand may be issued. Extra passes will be charged at S\$40 (before GST) per pass. The Organiser reserves the right to disallow any contractor using Exhibitor or Visitor passes into the Exhibition.

### (d) Dress Code

BCB Singapore is a professional event, and we want everyone to look the part. With that said, Singapore is a hot and humid country, and our unique venue is regulated to a certain temperature. We recommend that all attendees dress for comfort and wear practical clothing. This means light materials, single layers (no shorts and singlet), and comfortable shoes (no slipper). Forego your inner fashionista and opt for practicality. It's time to roll our sleeves up and get down to business.

## 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

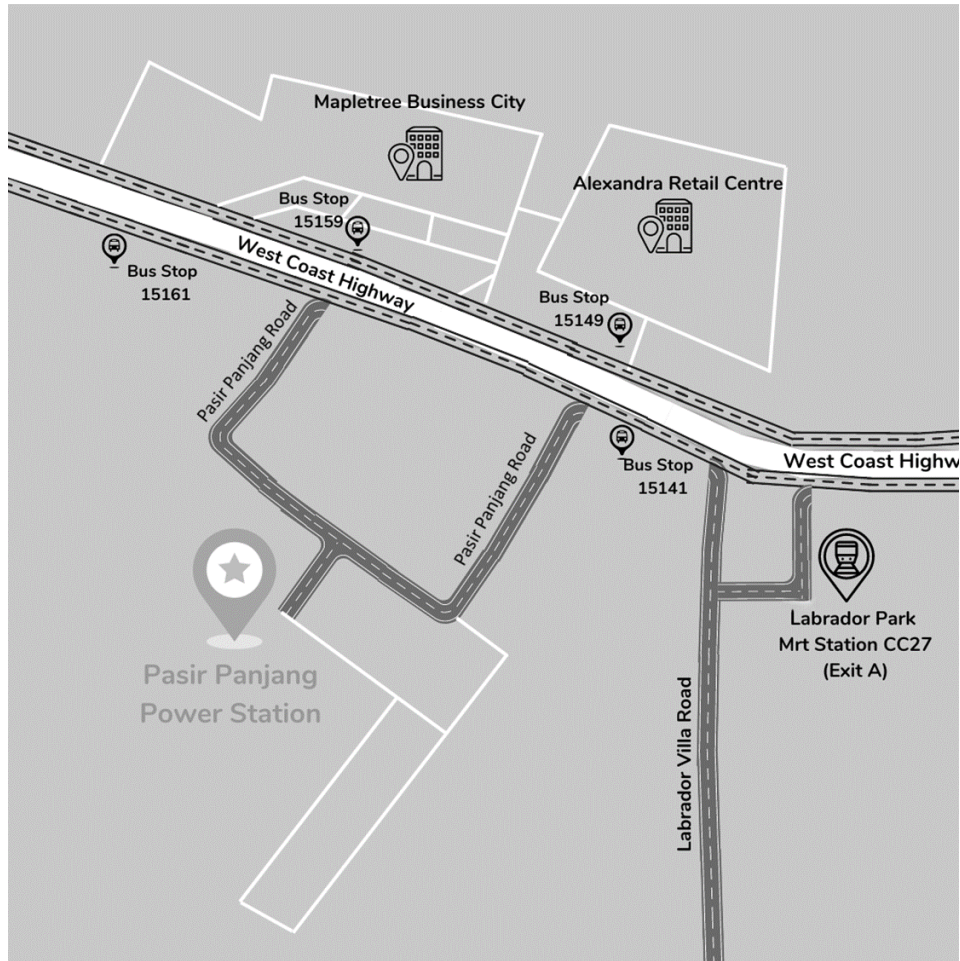
The following security measures will be taken during build-up, exhibition, and tear-down period:

- 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 venue 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\$40 (before GST) 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 during the exhibition. 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**

**Map of Pasir Panjang Power Station  
27 Pasir Panjang Road, Singapore 117537**



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**(a) Transportation**

Transportation	Description
<p><b>Shuttle Bus</b></p>	<p>Complimentary shuttle bus service will be provided during the exhibition days looping between Pasir Panjang Power Station and Labrador Park MRT Station.</p> <p>The boarding and alighting point will be at Labrador Park MRT Station Exit A.</p> 
<p><b>Public Buses</b></p>	<p>Bus service No. 10, 30, 30e, 51, 143, 175, 176, 188 &amp; 188e</p> <ul style="list-style-type: none"> <li>7-minute walk to Pasir Panjang Power Station from Bus Stops</li> </ul> <p>Nearest Bus Stops: Maple Tree Business City (ID: 15159) Pasir Panjang Ctr (ID: 15161) Labrador Park Station (ID: 15149) Labrador Park Station (ID: 15141)</p>
<p><b>MRT</b></p>	<p>Labrador Park MRT Station (CC27) via Exit A</p> <ul style="list-style-type: none"> <li>10-minute walk to Pasir Panjang Power Station</li> </ul>
<p><b>Taxi / Private Hired Vehicles</b></p>	<p>Address: 27 Pasir Panjang Road, Singapore 117537</p>
<p><b>Car</b></p>	<p>Limited parking lots for exhibitors and strictly <b>NO</b> parking for trade visitors at Pasir Panjang Power Station.</p> <p>Nearest Car Parks: Mapletree Business City / Alexandra Retail Centre</p>

**(b) Loading Bay**

Access to the exhibition venue is restricted. Exhibitors must ensure that the delivery, loading and unloading of goods is via the bay designated by the Official Freight Forwarder. Vehicles at these loading/unloading bays will be under the supervision and direction of the Official Freight Forwarder and the Venue Owner/Exhibition Security Officers, who will see that the operation is carried out smoothly.

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## SECTION 2 WORKPLACE SAFETY & HEALTH

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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 safety and health.

This section is designed to give you sufficient guidance to best practices on Workplace Safety & Health. 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, show days 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 Ministry of Manpower (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 nominated stand 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 organised by Ministry of Manpower and continuously monitor and enforce the use of PPE. **Personnel without putting on high visibility vest & covered shoes during the said period will be denied entry 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.

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.

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

You will also need a visa if you are travelling on:

- Refugee travel documents issued by a Middle East country. These travel documents are subject to assessment of recognition for entry into Singapore.
- A Palestinian Authority passport
- A temporary passport issued by the United Arab Emirates
- A Document of Identity issued by Hong Kong Special Administrative Region
- A Travel Permit issued by Macao Special Administrative Region

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.

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/ Employment Pass/ 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			√

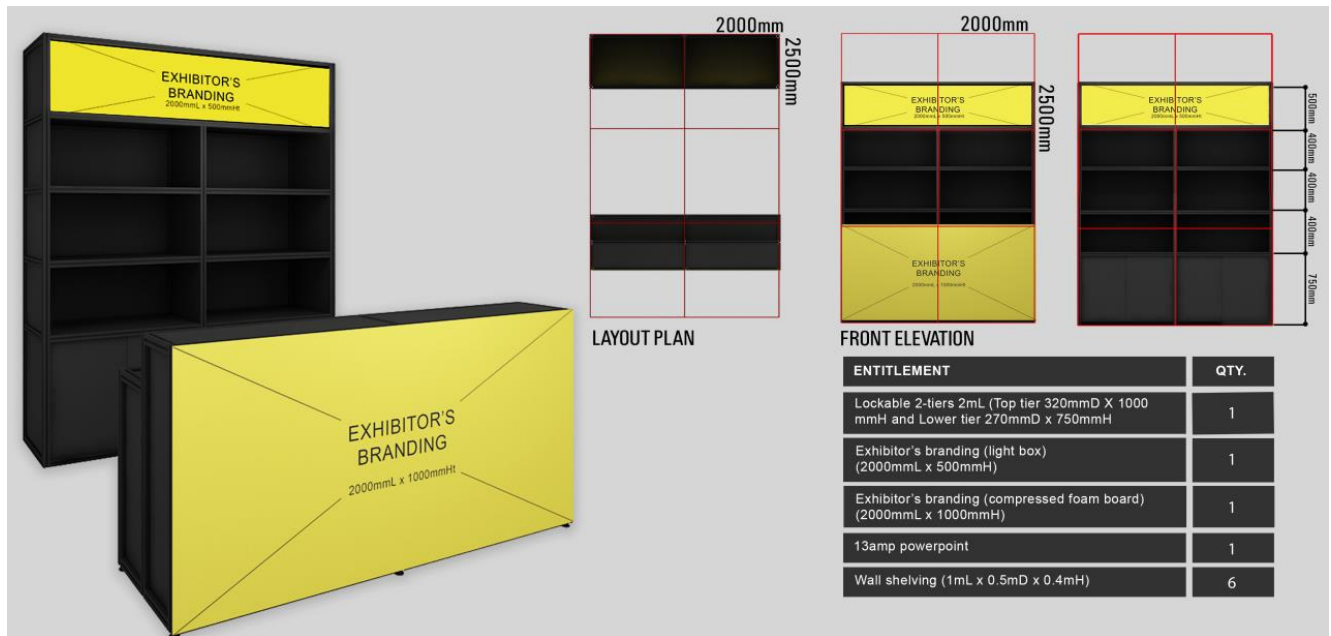
The Organiser may request for proof of valid work permit & letter of exemption granted before Access of Entry are released.

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 STAND PACKAGES**

**4.1 ONE BRAND STAND**



*\*Image for illustration purposes only*

**4.2 PORTFOLIO STAND**



*\*Image for illustration purposes only*

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## SECTION 5 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 Venue 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.

### 5.1 STAND PACKAGES

The Organiser has appointed **Kingsmen Exhibits 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, wallpapering 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) 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 standby 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.

### 5.2 "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 Venue 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 venue 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 function rooms. This is an initiative to minimize carpet damages and to reduce the liability exposure you have during the exhibition.
- (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 Venue should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spray painting, etc. should not be carried out inside the Exhibition Venue. 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 Venue 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 Venue 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 with 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 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 Venue 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 Venue, 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 0.5m 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 walls, 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 Venue-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 is 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 venue and any fixings made to the floor, columns, walls, or any part of the exhibition venue 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.

### 5.3 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 Venue'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 (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 nominated 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 venue or fixed to any part of the building structure without the prior permission of the Organiser and the Venue 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.***

**Refer to Service Form 3**  
**Have A Question?**  
Contact Kingsmen at  
(65) 6880 0455

## 5.4 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.

## 5.5 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 **6 October 2023** with the completed Service Form 1. This is to prevent costly alterations being required on-site by the FSB, Venue Owner and/or The Organiser.
- (b) **All drawings must have clear dimensions, and scale drawings should not be smaller than 1:200.** Submission of stand design in photograph format from previous exhibitions would not be accepted. Exhibitors/Contractors are **NOT** allowed to commence construction on site if design is not submitted or approved. Late submission may mean that approval may not be granted in time for construction to commence on-site. The Organiser reserves the right to request the Exhibitor concerned to modify certain portions of their stand to meet 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 8% 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 Venue regulations.
- (d) Only when both the administration fee and the undertaking signed, will the contractor/exhibitor be allowed into the venue 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 Venue 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

## 5.6 REMOVAL OF WASTE / STAND CLEANING

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

The Organiser will only arrange for the general cleaning of the exhibition venue 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 the Official Cleaniny Agency 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 6 FREIGHT & SHIPPING DEADLINES / FREIGHT INSTRUCTIONS

### 6.1 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	:	<b>DSV Solutions Pte Ltd</b> 5 Changi North Way, 3 <sup>rd</sup> Floor Singapore 498771 Mr Andy NEO
FOR	:	<b>Bar Convent Singapore (BCB Singapore) 2023</b>

- 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	28 – 30 October 2023
Name of Carrier, Ocean BL number and copies of House BL, commercial invoice and Packing List for <b>SEAFREIGHT</b> consignments	18 October 2023
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	25 – 28 October 2023
Copies of Commercial invoice and Packing list by <b>AIRFREIGHT</b> Consignments	21 October 2023
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	28 – 30 October 2023

**Refer to Service Form 8**  
Have A Question?  
Contact DSV Solutions at  
(65) 8685 0344

### 6.2 GENERAL FREIGHT INSTRUCTIONS

Below 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 appointed 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 loading/unloading bays of the Venue and then hand over to DSV Solutions 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 can we 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 (4 – 5 November)

Exhibits requiring mechanical handling or lifting aids must be handed over to the Official Freight Forwarder at the loading/unloading bays; thus, Exhibitors are requested to submit Form 8 to the Official Freight Forwarder to inform them whom 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 Official 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 (6 – 7 November)**

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 before opening hours in the morning i.e., 9am – 11am or after closing time in the evening ie. 7pm – 7:30pm.

**(e) Removal of Exhibits (7 November)**

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 Venue on the evening when the Exhibition 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 till all are handed over to the nominated agent. Dismantling of some stands will commence on the evening when the Exhibition ends. All items/exhibits must be removed by the respective timings stated in the **“Schedule of On-Site Operations”**.

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## SECTION 7 GENERAL INFORMATION @ A-Z

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### 7.1 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 to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties.

### 7.2 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.

### 7.3 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.

### 7.4 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. The Organiser reserves the right to reduce the sound level or restrict or switch off any audio/visual displays which cause complaints and the Organiser's decision is final if such a dispute arises.

## **7.5 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.

## **7.6 FOOD & BEVERAGE**

There will be food & beverage concessions located within the Exhibition Venue.

## **7.7 ICE**

Ice cubes and crushed ice will be provided free of charge. They will be placed in ice chests at various locations within the exhibition hall & will be sign posted. Exhibitors requiring any other types of ice may contact the official supplier for a quotation:

**Tuck Lee Ice Pte Ltd**

159 Sin Ming Road, Amtech Building #02-04, Singapore 575625

Contact: Jeremy HAUW (Mr)

Tel: +65 6222 3777

Email: [sales@tucklee.com](mailto:sales@tucklee.com)

## **7.8 PROVISION OF STOCKS (Official Mixer Sponsor – Fever Tree)**

Fever Tree will be the Official Mixer Sponsor for the event. Each exhibitor has been allocated a set quantity of free of charge stock, which can be ordered directly via their distributor, Octopus Distribution Networks Pte Ltd. For further details and to discuss your requirements, please contact:

Octopus Distribution Networks Pte Ltd

Steve Yallop (Mr)

Head of Commercial

Tel: +65 9800 3787

Email: [steve.yallop@octopusgroup.com.sg](mailto:steve.yallop@octopusgroup.com.sg)

## **7.9 GLASSWARE & DISPOSAL TASTING CUPS**

Steward Solutions is the sole provider of glassware for the event. All exhibitors must place their rental orders for the glassware from them and are not allowed to bring their own glassware to the venue. As for disposal tasting cups, Exhibitors may bring in their own, however Organiser will be providing free of charge for disposal cups to all Exhibitors.

## **7.10 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.



## 7.11 HOTEL ACCOMMODATION

The organiser has engaged Burnaby Solutions Pte Ltd as the official partner handling all accommodation requirements. Exhibitors who require to book hotel rooms may visit this [Burnaby Solutions \(burnaby-solutions.com\)](http://burnaby-solutions.com)

## 7.12 INDUSTRIAL GAS & NAKED FLAME DEMONSTRATION

A detailed application to the Fire Safety Bureau (FSB) submitted through the Organiser and Venue 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 Venue Owner can only assist in this matter and the final decision lies with the governing authority.

## 7.13 LIABILITIES & INSURANCE

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

- 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.
- 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.
- 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
- 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.
- 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.

## 7.14 PHOTOGRAPHY / PHOTOGRAPHY OF EXHIBITS

You may be photographed, audio-recorded and video-recorded at any exhibition organised by RELX (Singapore) Pte Ltd. By entering the exhibition premises, you consent to all photographs, interviews, audio recordings and/or video recordings made, produced or taken of you ("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. You 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 you 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 visitors 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 guards to enforce this restriction.

## 7.15 PRESENTATION / DEMONSTRATION OF EXHIBITS / PRODUCTS

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

- (a) Give proper consideration to the safety conditions under which the exhibit will be demonstrated.
- (b) 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.
- (c) Adequately guard all moving parts of machinery to prevent injury to any person.
- (d) Isolate starting devices to prevent operation by any visitor or other unauthorised person.
- (e) 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.

- (f) 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.
- (g) Ensure that adequate protection is catered to prevent damage to the Venue flooring, carpet and facilities. Any damages caused will be at the responsibility of the Exhibitor concerned.
- (h) 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 by the FSB.
- (i) 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.
- (j) 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.
- (k) As an ethical company, RELX (Singapore) Pte Ltd views intellectual property rights violation seriously.

## **7.16 RIGGING**

Rigging of stand structure is strictly not allowed as all stand contractors must ensure that the stands, they build are structurally safe.

## **7.17 SMOKING**

In accordance to the Smoking (Prohibition in Certain Places) Act, it is an offence to smoke within the exhibition 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 Pasir Panjang Power Station.

## **7.18 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 their staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Venue. This includes the distribution of leaflets, brochures, journals, etc. Exhibitors may not use the Exhibition for recruiting staff, other than to seek local agents for their products.

## **7.19 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 venue 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 venue 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 equipment needed to run the Exhibition, and those provided by the Official Contractor.

## **7.20 WATER & DRAINAGE SUPPLY**

Limited water and drainage is available at certain locations of the exhibition venue, thus advance notice must be given to the Official venue by completing Water & Drainage Form. 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.