



# **TECHNICAL MANUAL**

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# **RULES & REGULATIONS**

18 March 2020 – 20 March 2020  
Marina Bay Sands Expo & Convention Centre,  
Hall A,B,C @ Level 1  
Hall D,E,F @ Basement 2

Another Quality Event By:



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## Welcome to **Asia Pacific Maritime 2020!**

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 any of the compulsory 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.



## **About the Event**

Asia Pacific Maritime (APM) is the premier exhibition and conference in Asia showcasing a complete overview of the vessel sectors – services and solutions, technology, vessels equipment, machineries, supplies, and many more.

With 15 editions of proven track record, APM gives you 3 days of opportunities to connect with decision makers and to sharpen industry understanding in Asia.

## SECTION 1 EVENT INFORMATION

### 1.1 APM SHOW TEAM

#### RELX (SINGAPORE) PTE LTD

1 Changi Business Park Crescent #06-01, Plaza 8 @ CBP Tower A, Singapore 486025

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

#### PROJECT TEAM

*Manual Access, Forms & Deadlines, Payment, Invoices & Receipts, General Enquiries*

Ms Yeow Hui Leng	Group Project Director	Tel: (65) 6780 4639	Email: <a href="mailto:huileng.yeow@reedexpo.com.sg">huileng.yeow@reedexpo.com.sg</a>
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Ms Chan Pei Xin	Project Coordinator	Tel: (65) 6780 4602	Email: <a href="mailto:peixin.chan@reedexpo.com.sg">peixin.chan@reedexpo.com.sg</a>

#### SALES TEAM

*Your Stand Packages, Stand Upgrades, Sponsorship Packages, Contractual Charges*

Mr Anthony Tan	Asst Account Director	Tel: (65) 6780 4651	Email: <a href="mailto:jockhong.tan@reedexpo.com.sg">jockhong.tan@reedexpo.com.sg</a>
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#### MARKETING TEAM

*Promotion & Advertising*

Ms Kas Xie	Regional Marketing Manager	Tel: (65) 6780 4571	Email: <a href="mailto:kas.xie@reedexpo.com.sg">kas.xie@reedexpo.com.sg</a>
Ms Priscilla Hendricks	Marketing Executive	Tel: (65) 6780 4513	Email: <a href="mailto:priscilla.hendricks@reedexpo.com.sg">priscilla.hendricks@reedexpo.com.sg</a>

#### OPERATIONS TEAM

*Raw Space Builds, Work Health Safety, Freight, Utilities, Security*

Ms Karen Liew	Senior Operations Executive	Tel: (65) 6780 4587	Email: <a href="mailto:karen.liew@reedexpo.com.sg">karen.liew@reedexpo.com.sg</a>
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The Organiser will maintain an Exhibitor Service Centre (ESC) on-site throughout the build-up, tear-down, and exhibition days. 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>Booth Packages, Electrical, Furniture &amp; Graphics Production</b></p>		<p>Ms Xu Rui  <a href="mailto:xurui@kingsmen-int.com">xurui@kingsmen-int.com</a>            (65) 6880 0284  <a href="http://www.kingsmen-int.com">www.kingsmen-int.com</a></p>
 <p><b>Freight &amp; Logistics</b></p>		<p>Ms Serena Kum  <a href="mailto:skum@agility.com">skum@agility.com</a>            (65) 6571 5644</p> <p>Ms Alice Lum  <a href="mailto:alum@agility.com">alum@agility.com</a>            (65) 6571 5606</p> <p><a href="http://www.agilitylogistics.com">www.agilitylogistics.com</a></p>
 <p><b>Computer &amp; Audio Visual Equipment</b></p>		<p>Ms Siti Amirah  <a href="mailto:siti.amirah@ascendcom.com.sg">siti.amirah@ascendcom.com.sg</a>            (65) 6846 0903  <a href="http://www.ascendcom.com.sg">www.ascendcom.com.sg</a></p>
 <p><b>Temporary Staff</b></p>		<p>Ms Angela Leong  <a href="mailto:mlpc@mlpc.com.sg">mlpc@mlpc.com.sg</a>            (65) 6220 1288</p>
 <p><b>Security Services</b></p>		<p>Ms Norlela Mohd Said  <a href="mailto:norlela.said@fervour.sg">norlela.said@fervour.sg</a>            (65) 6759 1003</p>
 <p><b>Cleaning, Compressed Air, Water &amp; Plumbing Services, Internet, Telecommunications &amp; Rigging/Hanging Services</b></p>		<p>MICE Service Centre  <a href="mailto:secc@marinabaysands.com">secc@marinabaysands.com</a>            (65) 6688 3888</p>
 <p><b>Booth Catering Services</b></p>		<p>Banquet Operations  <a href="mailto:boothcatering@marinabaysands.com">boothcatering@marinabaysands.com</a>            (65) 6688 8570</p>

### 1.3 MOVE IN & MOVE OUT SCHEDULE

## IN-HALL OPERATIONS SCHEDULE

ACTIVITY	ADMISSION DAY / DATE / TIME
<b>BUILD-UP PERIOD</b>	
1. Exhibitor Nominated Contractors move-in (For Raw Space Only)	Sunday, 15 March 2020, 1500 – 2200hrs Monday, 16 March 2020, 0900 – 2200hrs Tuesday, 17 March 2020, 0900 – 2200hrs
2. <b>Registration of Exhibitors</b> (a) Raw Space Only from (b) Shell Scheme/ National Pavilion/ Design Plus from	Sunday, 15 March 2020, 1500hrs Monday, 16 March 2020, 1400hrs
3. Shell Scheme/ National Pavilion/ Design Plus Stands ready for occupancy from	Monday, 16 March 2020, 1400hrs
4. Delivery of Freight to Stands from <i>*Exhibitors must be present at booth to receive freight</i>	Monday, 16 March 2020, 1600hrs
5. Electrical Supply to Stands (Subject to Hall's approval) from	Tuesday, 17 March 2020, 0900hrs
6. Completion of all Stand Structures by	Tuesday, 17 March 2020, 1200hrs
7. Final Hall Cleaning from	Tuesday, 17 March 2020, 1400hrs
8. Completion of Stand Dressing and Product Display by	Tuesday, 17 March 2020, 1500hrs
<b>EXHIBITION PERIOD</b>	
9. <b>OPENING CEREMONY</b> Guests to be seated by Arrival of Guest of Honour	Wednesday, 18 March 2020, 0945hrs Wednesday, 18 March 2020, 1000hrs
10. <b>EXHIBITORS' ACCESS</b>	Wednesday, 18 March 2020, 0900 - 1830hrs Thursday, 19 March 2020, 0900 - 1830hrs Friday, 20 March 2020, 0900 - 2200hrs
11. <b>TRADE VISITORS' ACCESS</b> No admission for persons below 18 years old or those who are deemed to be inappropriately dressed	Wednesday, 18 March 2020, 1000 - 1800hrs Thursday, 19 March 2020, 1000 - 1800hrs Friday, 20 March 2020, 1000 - 1700hrs
<b>TEAR-DOWN PERIOD</b>	
12. Packing of valuable items, emptying rented furniture (drawers/cupboards) and equipment shut-down from	Friday, 20 March 2020, 1730hrs
13. Disconnection of all utilities at	Friday, 20 March 2020, 1730hrs
14. Collection of rented items and distribution of packing materials from	Friday, 20 March 2020, 1730hrs
15. All exhibits/stand materials must be packed and removed from the Hall by	Friday, 20 March 2020, 2200hrs <b>** Exhibitors located at Hall A-C <u>MUST</u> clear &amp; leave the hall on 20 March.</b>
16. All Exhibitors and nominated stand contractors must leave the Hall by	Saturday, 21 March 2020, 1200hrs <b>** Exhibitors located at Hall D-F to clear &amp; leave the Hall by 21 March</b>

**\*To prevent congestion, timing for exhibitors to use the loading and unloading bay may be staggered. A detailed timetable will be provided nearer to date. This schedule is correct at the time of printing. Should there be any amendments; an updated copy will be available at the Exhibitor Service Centre on-site**

## 1.4 ADMISSION REQUIREMENT

### (a) Exhibitors

Exhibitors have access to the Exhibition Hall 1 hour before exhibition opening and a ½ hour after exhibition closure each day in order to service their stands. In case of an emergency, application should be made to The Organiser for an extension of these hours.

For this purpose, only contracted companies may apply for exhibitor badges, and these badges are only meant for their staff who will be manning the stands. Exhibitors are requested to submit a list of their *personnel manning the stand* by completing the “**Exhibitor Badge Form**” found in the marketing manual. Please **TYPE OR PRINT ALL NAMES**, so that mistakes can be minimised. Badges will be ready for collection at the Exhibitors’ Registration Counter

**Exhibitors' staffs who are NOT manning the stand but wish to visit the exhibition will be treated as trade visitors.** They may register themselves online, or via Official Invitation Flyers (which will be provided to exhibiting companies at a later date).

Dress code for exhibition days: Business Attire. Strictly no shorts, bermudas, singlets & slippers.

### (b) Visitors

Trade visitors must complete a registration form prior to admission into the exhibition and only those related to the industry will be permitted. ***Please note that the Trade Invitation may only be used by genuine Trade Visitors.***

### (c) Contractors / Suppliers

All nominated contractors including the Official Contractors, are required to sign an undertaking guaranteeing their observance of the regulations laid down by The Organiser, before admission passes are issued for the build-up and tear-down days, to carry out construction and dismantling works only.

Where a contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), please register at the Exhibitor Service Centre (ESC) on-site at 5pm on the last build-up day. The Organiser reserves the right to disallow any contractor using Exhibitor or Visitor badges into the Exhibition.

## 1.5 SECURITY MEASURES

### (a) General Security

The Organiser has engaged security service to ensure the safety of all exhibits. Nevertheless, exhibitors must arrange their own insurance to cover all stages of the exhibition, and be particularly careful to pack all items/exhibits immediately after the exhibition closes on **Friday, 20 March 2020**. For security reasons, small, portable and valuable exhibits/products/display items should be brought into the Exhibition Halls and be displayed closer to the Exhibition opening days and stored away securely at night.

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, store rooms 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. Badges Identifications:

- **Exhibitors' Badges** will be issued at the exhibitor's check-in counter on-site in accordance to the "*In-Hall Operations Schedule*" to exhibitors and their representatives who will be manning the booth. Please **do not** order Exhibitor badges for your contractors, this is also applicable for show days where your contractor is applying for maintenance badges.
- **Contractors' Badges** will be issued to the nominated stand contractors at the Exhibitor Service Centre upon submission of all requirement. Quantity of contractor badges issued is at the Organiser's discretion with a guideline of six (6) Contractor Build-up & Tear-down Badges for every 9sqm of construction (up to a maximum of 50 badges per contractor). Any requests for additional contractor badges and/or reprinting of badges will incur a fee of **SGD\$10 per badge** and is subjected to the organizers' approval. Under no circumstance will refunds be allowed. The quantity of maintenance badges issued is at the sole discretion of The Organiser and the decision made is final.
- **Temporary Badges** will be issued to delivery personnel at the Exhibitor Service Centre upon submission of valid delivery order and proof of identification. Each delivery visit will be restricted to a maximum of 1 hour. Any loss of temporary badges will incur a replacement fee of **SGD\$10 per badge**. Any lost badges must be returned if found & any misuse of badges are strictly forbidden. Under no circumstance will refunds be allowed.

- II. The Organiser reserves the right to refuse entry to anyone without having to assign any reason whatsoever.
- III. Persons below 18 years of age are not allowed to use Exhibitors Badges, nor will they be admitted. This ruling will also be enforced during the build-up and tear-down days.
- IV. The Organiser reserves all rights to conduct random identification & security checks for all personnel, including exhibitors, visitors and contractors.
- V. Movement in and out of the exhibition halls will be restricted to designated control points and this includes freight movement
- VI. Badge holders must be worn at the point of entry and at all times within the halls. It is strictly prohibited to allow their badges to be worn by anybody else at all times. Any failure is likely to lead to the badge holder and the person wearing the badge being removed from APM.





**(a) On-Site Car Parking**

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

I. Self-Parking Rates

- 7am - 7pm, Monday to Friday: S\$7.49 for first hour and S\$1.07 for every subsequent half hour
- 7am - 7pm, Saturday & Sunday, eve of public holiday & public holiday: S\$8.56 for first hour and S\$1.07 for every subsequent half hour
- 7pm - 7am, Monday to Thursday: S\$7.49 flat rate
- 7pm - 7am, Friday to Sunday, eve of public holiday & public holiday: S\$8.56 flat rate
- Max charge: S\$27.82 per 24 hours



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

II. Exclusive Concession Coupons for APM 2020 Badge Holders Only

**7am – 11:59pm**

MONDAY – FRIDAY

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

Concession coupons can be collected at the Level 1 MICE Service Centre located across Exhibition Hall A (operating from 0700 – 1900hrs). Coupons will only be given upon display of valid Event Badges. Upon exit, the driver has to remove his/her cash card before approaching the gantry. After scanning the coupon, the machine will reflect the flat rate of S\$8+. Driver then inserts the cash card into the IU to pay for the parking fee and the barrier will then be raised for him/her to drive off.

**(b) Loading Bay**

Access to the Exhibition site 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 Hall Owner/Exhibition Security Officers, who will see that the operation is carried out smoothly.

**Loading Bay Charges**

Mon – Sun

(Including Public Holidays)

No Charge (First 45 minutes - Grace Period)

\$8.00+ (Next 15 Minutes)

\$10.00+ (Per ½ Hour Block thereafter)

\$26.00+ (Max per 24 Hour)

## SECTION 2 WORK PLACE HEALTH & SAFETY



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

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

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

**Note that the Risk Assessment submitted MUST be specific to the show, eg not generic, and specific to the work activities performed by the contractor and/or exhibitor.**

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

- The stands designed to be fit for the purpose intended, structurally sound & safe to build, use & demount without any undue risk.
- Proper Personal Protective Equipment (PPE) is used on site, during build-up and tear-down duration and it must be of SS or compatible standards. They must also ensure that all workers undergo the Safety Orientation Course organized by Ministry of Manpower and continuously monitor and enforce the use of PPE. **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.

If you need help or further information, please contact:

Ms Karen Liew, Senior Operations Executive  
[karen.liew@reedexpo.com.sg](mailto:karen.liew@reedexpo.com.sg)



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

In addition, the holders of the following travel documents must also obtain visas before entering Singapore:

- (a) Hong Kong Document of Identity
- (b) Macao Special Administrative Region (MSAR) Travel Permit,
- (c) Refugee Travel Document issued by the Middle East countries
- (d) Temporary Passport issued by United Arab Emirates,
- (e) Palestinian Authority Passport

**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 event such as setting up, maintaining, repairing and dismantling the exhibition sites or booths, 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 booth falls within this category too.** Application of I-submit must be made 14 working days before arrival to Singapore.

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 booth 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	Booth 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 badges 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 badges 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.

*\*At the time of publication of this manual, current information herewith is correct.*

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## SECTION 4 HALL SPECIFICATIONS

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General Hall Lighting:	Approximately 150 to 200 lux, depending on location
Floor Loading:	12 kn per sq. metre. Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of 12 kn per square metre (1250 kg per square metre), and/or for any demonstrating exhibit/product that causes severe vibrations or reverberations. The Exhibition Hall Safety Officer has final authority on this matter.
Floor Finish:	Concrete Floor with hardening
Ceiling Height:	9.45 metres (All stand designs / constructions must be approved by The Organiser)
Electricity Supply:	230V at 50 Hz - single phase (+/- 5%) / 400V at 50 Hz - three phase (+/- 5%)
Water and Drainage:	Water Supply – Available from the ceiling service catwalk in the halls via 12mm nylon hose terminated at a gate valve at approximately 1-1.2 bars with flow rate 10-12 litre/minute. Drainage Point – Waste water to be collected in a waste collection tank installed inside the booth and discharged to waste water collection point at ceiling service catwalk via a pump set a 38mm (50mm outer) wired PVC hose. Exhibitor is required to indicate the location of the waste water tank in the service location plan provided (minimum space required for the waste water tank and pump set [850(L) X 460(H) X 420(W)]). The supply comes at ambient temperature and normal household pressure, and at flow rates which may vary at different locations.
Compressed Air	Available from the ceiling service catwalk in the halls via 9mm nylon hose terminated at 9mm quick connect coupling, approximately up to 180 litre/minute at 6 bar. All compressors and compressed air supply should be provided by the Official Venue unless for special reasons, for which prior written approval must be given by The Organiser and Hall Owner.
Freight Access:	Through a 3 meter-wide lane and 1 no. of air wall partition
Freight Entrance:	9.5m (W) x 4.5m (H) (Roller Shutter) – Level 1 14m (W) x 4.75m (H) (Roller Shutter) – Basement 2
Ventilation:	Overhead central air-conditioning system.

**SECTION 5 YOUR BOOTH PACKAGES @ APM**

**5.1 SHELL SCHEME**



Entitlements/Sqm	9	12	15	18	21	24	36
Aluminum system of 2.44m height with 965mm wide white panels	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fascia board 35cm deep with name of exhibitor and stand no. on all aisles faces, 10cmH, max 24 letters	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Needle-punch carpet	9	12	15	18	21	24	36
Counter unit (size :1000mmL X 500mmW X 750mmHt)	1	1	2	2	2	3	4
Folding chairs	2	2	2	4	4	6	8
Waste paper basket	1	1	1	1	1	1	3
Fluorescent tubes - 40W 4ft / 1.2m	2	2	3	4	4	5	8
13 amp/230V 1 Ph 50Hz, fused to 5 amp power point (Not for lighting) (Max 1 KW)	1	1	1	2	2	2	4

## 5.2 DESIGN PLUS PACKAGE

For 15sqm

**15 sqm**  
Design Plus Package (3m x 5m)

Corner Booth



1 Side Open Booth

**ENTITLEMENT – 15SQM**

Corporate Logo On Tower Structure	Yes
Counter Unit (1000mmL x 500mmW x 1000mmH)	1
Lockable Cabinet (1000mmL x 500mmW x 750mmH)	2
Round Table	1
Folding Chairs	4
Bar Stool	1
Wall Mounted Shelving	2
Waste Paper Basket	1
Plants	4
13 amp / 230V 1 Ph 50Hz	1
Fluorescent Tubes - 40W 4ft / 1.2m	4
100W Spotlight (for tower)	1
Brochure Rack	1

Front View



Layout





**For 18sqm**

**18 sqm**  
Design Plus Package (3m x 6m)



Front View



Layout



**ENTITLEMENT - 18SQM**

Corporate Logo On Tower Structure	Yes
Counter Unit (1000mmL x 500mmW x 1000mmH)	1
Lockable Cabinet (1000mmL x 500mmW x 750mmH)	2
Round Table	1
Folding Chairs	4
Bar Stool	1
Wall Mounted Shelving	2
Waste Paper Basket	1
Plants	4
13 amp / 230V 1 Ph 50Hz	1
Fluorescent Tubes - 40W 4ft / 1.2m	4
100W Spotlight (for tower)	1
Brochure Rack	1

**For 24sqm**

**24 sqm**  
Design Plus Package (3m x 8m)

Corner Booth



1 Side Open Booth



Front View



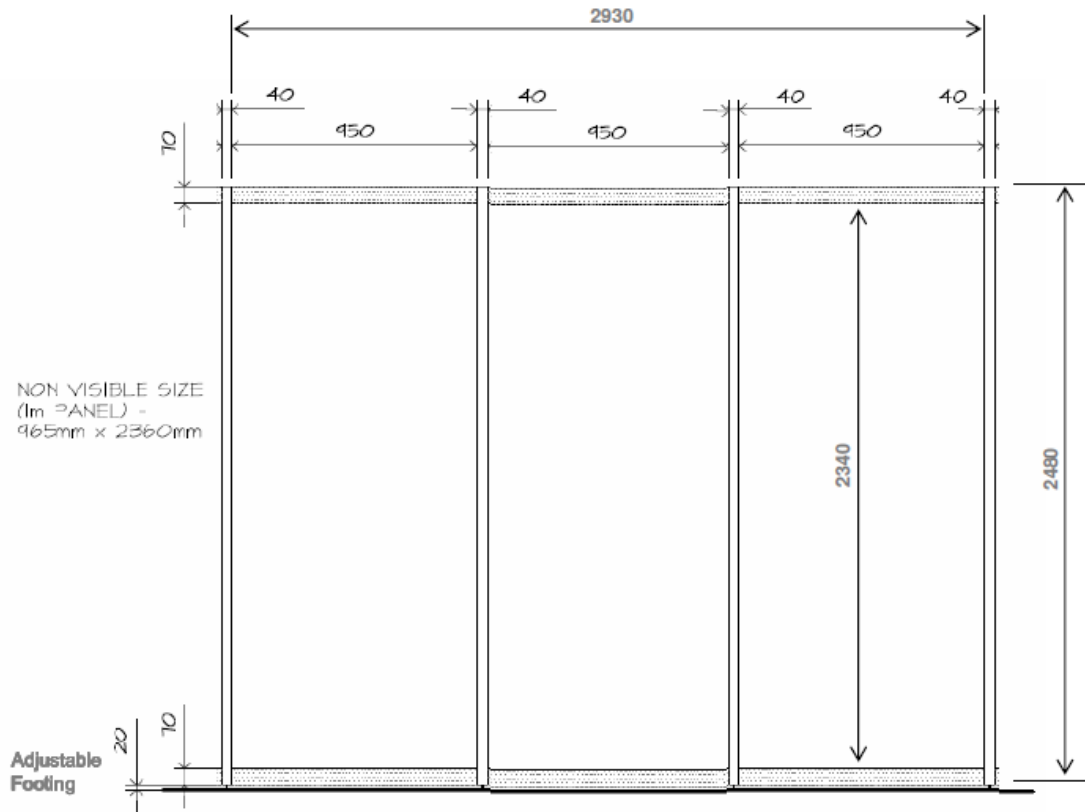
Layout



**ENTITLEMENT - 24SQM**

Corporate Logo On Tower Structure	Yes
Counter Unit (1000mmL X 500mmW X 1000mmH)	1
Lockable Cabinet (1000mmL X 500mmW X 750mmH)	2
Round Table	2
Folding Chairs	8
Bar Stool	1
Wall Mounted Shelving	2
Waste Paper Basket	2
Plants	4
13 amp/ 230V 1 Ph 50Hz	1
Fluorescent Tubes - 40W 4ft/ 1.2m	5
100W Spotlight (for tower)	1
Brochure Rack	1

### 5.3 GENERAL PANEL DIMENSION



*\*Panel dimensions stated are for general guidelines only. For more accurate system dimension & poster printing dimension, please contact our official stand builder, Kingsmen Exhibits Pte Ltd.*

Ms Xu Rui  
[xurui@kingsmen-int.com](mailto:xurui@kingsmen-int.com)  
 (65) 880.0284

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## **SECTION 6 STAND FITTING RULES & REGULATIONS**

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

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

### **6.1 BOOTH PACKAGE STANDS**

The Organiser has appointed **KINGSMEN EXHIBITS PTE LTD** as the Official Contractor for all booth package stands. However, an Exhibitor may employ a contractor of his choice to construct stand interiors and any free-standing displays or fitments that may be required, subject to the rules and regulations:

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

### **6.2 "SPACE ONLY"/ BOOTH INTERIOR DECORATION**

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

- (a) Exhibitors and their nominated stand contractor must adhere to the timings stated in the **In-hall Operations Schedule** and are responsible for removing their excess materials including waste, paints, debris and off-cuts daily during the build-up, and all their materials including all adhesive tapes and padding used in the laying of floor coverings, at the end of the Exhibition.
- (b) A suitable floor covering, such as carpet or matting must be provided for all stands. In some locations, the Exhibitor may be required to construct a platform at his own cost. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden. All sides of decks and platforms are to be properly sealed. Any deck or platform exceeding 0.4m in height that is used for storage of goods beneath them is to be protected by a temporary automatic fire extinguishing system.
- (c) It is mandatory to put up a plastic cover sheet beneath the constructed underlay/platform as a protection on current permanent carpeted spaces; areas such as Ballroom & Foyer. This is an initiative to minimize carpet damages and to reduce the liability exposure you have during the event.

- (d) The Company Name and Stand Number of the Exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers and charge the cost incurred to the Exhibitor concerned.
- (e) It is mandatory that all contractors/exhibitors build their own backwall, except in the case of an island booth. 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) All works in the Exhibition Hall should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the Exhibition Hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation. This is a safety and health measure
- (g) All materials used for stand construction and/or interior decoration works for the booths 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).
- (h) 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.
- (i) All LED wall backdrop/structures need Professional Engineer's (PE) Endorsement regardless of height. This will exclude exhibitors' booth 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-by-case basis.
- (j) Depending on the location of the stand, stand structure or any form of fitting & display elements may be erected to **a height of 4 metres only**. Any higher is subject to the approval of the Organiser and the Hall Owner on a case-by-case basis. A certified Professional Engineer's (PE) Endorsement is required to certify the structural integrity and safety for booths above 4m in height.
- (k) The Organiser and Hall Owner reserves the right to request for Method of Statement and/or a certified Professional Engineer's (PE) Endorsement for any booth construction/fitting/display that is deemed structurally unsafe. This safety measure is applicable for construction below a height of 4 metres too.
- (l) Any fabrication or custom made of stage platform/staging for any forms of activities is to be endorsed by a certified Professional Engineer (PE).
- (m) The Professional Engineer (PE) you engaged may be required to be on site to inspect and certify that the structure(s) is constructed in accordance to safety guidelines, depending on what fitting/structure/display is built, which is determined by the organiser and/or venue owner. A letter of certification needs to be acknowledged by the PE with the organiser prior power turn on is allowed for the booths/areas for such cases.
- (n) No part of any structure or exhibit or promotional displays to that effect (other than those permitted by The Organiser may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations, furnishings and etc.
- (o) 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.
- (p) No air-conditioning unit or system is permitted in the stands without the prior written permission of the Organiser and Hall Owner. Restriction on the type, quantity and operation will be imposed as part of the permission granted.
- (q) 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.
- (r) Contractors must bring their own generators, which must be placed outside the Exhibition Hall, if they need electrical power during the build-up or break-down days of the Exhibition. No generator and/or oil drums are to be placed on any surface without a metal drip tray with raised lip to prevent oil leaks and spillage. Only small electrical compressors for carpentry works may be permitted in-hall when electrical supplies are available.

- (s) Stands with perimeter or side walls or partitions facing the aisles should be set in from the aisle. This is a **safety** precaution and also to ensure that sufficient **exposure** is given to the neighbouring exhibitors. Any exception must be permitted by the Organiser in writing. The following guidelines should be observed:
- to be set into the stand by at least 0.5m from the aisle or edge;
  - for every 3 metre-run wall, there must be at least a 2 metres break;
  - not higher than 2.5 metres
- (t) 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.
- (u) 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 booth.
- (v) Structures/booths 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 booths 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 booth covers, canopies, tents, or used as curtains or draperies, must be permeable to water and have a minimum surface flame spread rating of class 2. Please note that Hall-owner and FSB approvals may not come in until one (1) week before the exhibition. Booths with covers shall not exceed 225m<sup>2</sup> in area and shall be separated from on another by a minimum distance of 15m. A minimum of 2 exit points are required for enclosed booths 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.
- (w) 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 booths 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.
- (x) No suspensions are to be made from the trusses of the Exhibition Hall nor may any fixings be made to the floor, columns, walls or any other part of the Hall without the prior permission of the Organiser and the Hall Owner; and if permitted owing to safety reasons, a penalty fee will be levied. Other than the Organiser's banners and fittings, all Exhibitors' banners & hanging structures under the Creative Marketing Opportunity (CMO) Package will be referred for discussion with the sales team.
- (y) Structures and/or overhead pelmets suspended from the ceiling is subjected to the organizer's approval upon submission of stand design. The cost for submission to the relevant authorities such as Professional Engineer endorsement (PE) which is mandatory & the rigging cost chargeable by the venue is to be borne by the Exhibitor.

### 6.3 CONSTRUCTION OF DOUBLE STOREY BOOTHS (IF APPLICABLE)

Please consult The Organiser **immediately** for a feasibility study and for more information should you decide to erect such a stand.

- (a) Multi storey booths shall be limited to at most 3 storeys or 8m high.
- (b) Any upper storey of a multi-storey booth with a floor area of 75m<sup>2</sup> or more (eg. Able to accommodate 50 persons or more) shall be provided with a minimum of 2 staircases.
- (c) Staircases for multi-storey booth must be of a minimum 1.2m width.
- (d) Any enclosed space under a staircase in multi-storey booth or any other enclosed spaced within a booth that is used for the storage of goods or for the installation of electrical services, shall be protected by a suitable automatic fire extinguishing system.
- (e) Staircases for multi-level booths should preferably be located along the periphery of the booth and should not be enclosed

### 6.4 ELECTRICAL SUPPLIES & INSTALLATION

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

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



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

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

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

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

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

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

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

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

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

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

Refer to Order Form E3  
Have A Question?  
Contact Kingsmen at  
(65) 6880 0284

**kingsmen**

## 6.5 EXHIBITS OF VEHICLE

- Fuel tanks of motor vehicles on display are to be emptied during the event.
- Wheels of vehicles are to be cleaned before bringing into the exhibition hall.
- Batteries of vehicles must be disconnected upon entry to the exhibition hall.

## 6.6 MANDATORY SUBMISSION BY EXHIBITOR NOMINATED STAND CONTRACTOR

- 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 **Friday, 24 January 2020** together with their nominated contractor's details (company name, address and contact person's name) using Exhibitor Nominated Stand Contractor Form E1. This is to prevent costly alterations being required on-site by the FSB, Hall Owner and/or The Organiser.

- (b) **All drawings must have clear dimensions, and scale drawings should not be smaller than 1:200.** Scanned copies are acceptable, but original drawings must be submitted for final approval. Submission of booth design in photograph format from previous exhibitions would not be accepted and approved unless upon receipt of scaled drawings. Exhibitors/Contractors are **NOT** allowed to commence construction on site should design is not submitted/not approved. Late submission may mean that approval may not be granted in time for construction to commence on-site. Although such an approval may have been already given, The Organiser reserves the right to request the Exhibitor concerned to modify certain portions of their stand to meet Hall or government or the Exhibition's prevailing conditions and circumstances.
- (c) Before the nominated stand contractor is permitted to start work in-hall, either he or his employing Exhibitor/group is required to pay a non-refundable administration/management fee of S\$8.00 (excluding 7% gst) per square metre to the Organiser. Additionally, a signed undertaking is required to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall regulations.
- (d) Only when both the administration fee and the undertaking signed, will the contractor/exhibitor be allowed into the hall and commence work. Admin fees are strictly imposed to be undertaken by appointed stand contractors.
- (e) All monies must be lodged in bank transfers, local cheques or cashier's orders. Please note that any bank charges, levies or exchange rate differences shall be borne by the appointed stand contractors. No banker's guarantees (BG) or other forms than those stated are acceptable for this purpose.
- (f) Contractors will also have to bear any charges levied by the Hall Owner for damages caused to their property and/or flooring. Contractors, especially foreign-based ones who do not engage a local sub-contractor for the installation and dismantling works.
- (g) Exhibitors are permitted and forbidden, respectively, from using the items listed below in hired walling. Exhibitors are liable for any damages incurred to stand builds when using forbidden items.

### Octanorm System Panels



Velcro



Double-sided Tape



Blu-Tack



- Screws
- Nails
- Bolts
- Paint
- Staples
- Pins
- Cutting or drilling which will permanently damage the panels
- Pen or pencil marks
- Shelving & display grids
- Small nails (<25mm long)
- Any liquids
- Thumb tacks
- Small self-tapping screws



## 6.7 REMOVAL OF WASTE / STAND CLEANING

During the build-up and tear-down days of the Exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors building Bare Stands or stand interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at certain designated areas outside the Exhibition Hall.

Exhibitors are reminded that it is the responsibility of their appointed stand contractor to clean and vacuum the stand upon completion of construction, before handing over to the Exhibitor.

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

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

At the end of the Exhibition, contractors must remove from the site all the materials especially the double-sided carpet tape used from their clients' stands by the respective timings stated in the "**In-Hall Operations Schedule**". Should they fail to do so, a cleaning fee will be charged to you after the event.

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

## SECTION 7 FREIGHT & SHIPPING DEADLINES / FREIGHT INSTRUCTIONS

### 7.1 SHIPPING DEADLINES

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

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

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

CONSIGNEE : **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
5 Changi North Way, 3<sup>rd</sup> Floor Singapore 498771  
Attn: Ms Serena Kum Tel: (65) 6571 5644  
Ms Alice Lum Tel: (65) 6571 5606

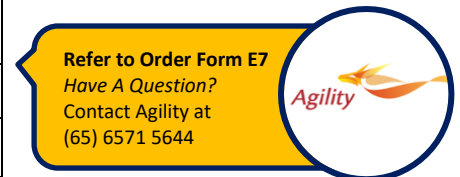
FOR : **Asia Pacific Maritime (APM) 2020**

- II. For shipments handled by your own appointed forwarder (i.e. other than **AGILITY**), please ensure that they are consigned to your personal 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 films and video tapes/discs by <b>COURIER</b>	<b>6 – 9 March 2020</b>
Name of Carrier, Ocean BL number and copies of House BL, commercial invoice and Packing list for <b>SEAFREIGHT</b> consignments	<b>26 February 2020</b>
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	<b>4 – 6 March 2020</b>
Copies of Commercial invoice and Packing list by <b>AIRFREIGHT</b> Consignments	<b>28 February 2020</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>6 – 9 March 2020</b>
Copies of Product Catalogue and HS code descriptions for consignments that includes Medical/Laser Equipment	<b>At least one month prior to the show</b>



### 7.2 GENERAL FREIGHT INSTRUCTIONS

Below information serves as a general guidelines only. Please contact our Official Freight Forwarder, Agility Events should you require more information and assistance. Alternatively, you can refer to the Shipping Manual/Instructions & Tariffs sent separately.

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

Only **Agility, the appointed Freight Forwarder** is permitted to work inside the Exhibition Hall as the **Sole** On-site handler to operate all mechanical and lifting equipment. Any forwarder/ contractor/ exhibitor may deliver goods/exhibits that require the aid of mechanical lifting or handling equipment up to the freight yard or unloading bays of the Hall and then hand over to Agility 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 Hall until the stand construction has progressed sufficiently to receive them (refer to the **In-Hall Operations Schedule**). 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 (15 – 17 March 2020)**

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

To avoid congestion in-hall, only small items and/or goods that can be taken out of their cases without risk of damage to the floor and Hall 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 Exhibition Days (18 – 20 March 2020)**

Removal or delivery of exhibits and other Exhibition stores **ARE NOT PERMITTED DURING EXHIBITION OPENING HOURS**. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. On **Wednesday, 18 March 2020**, no delivery will be permitted after 0830 hours when visitors start to arrive.

**(e) Removal of Exhibits (20 March 2020)**

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 Hall 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. 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 **“In-Hall Operations Schedule”**.

Please ensure that all your exhibits and displays are properly packed and handed over to your agents/contractors.

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## SECTION 8 GENERAL INFORMATION @ A-Z

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### 8.1 AUTHORITY OF PREMISES

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

### 8.2 BUSINESS CENTRE

The MICE Business Centre, managed by Sands & Expo Convention Centre (SECC), is located at Level 3. It operates from 8am to 8pm daily and offers secretarial services, use of PC workstations with internet access, prepaid cards and other business related services.

### 8.3 COMPRESSED AIR SUPPLY

Exhibitors requiring compressed air for demonstration purposes must provide full technical details to the Official Venue using Compressed Air Supply Form. All compressors and compressed air supply should be provided by the Official Venue, unless for special reasons, for which prior written approval must be given by the Organiser / Show Manager and Hall Owner. Only electrically powered silent-type air compressors are permitted in-hall for safety reasons.

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

### 8.4 DELIVERY ADVICE FOR MAIL PACKAGES

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

**Company Name & Contact Person:**

**Stand Number:** Booth XXX  
**Exhibition Hall:** Asia Pacific Maritime (APM) 2020 @ Level 1 & B2  
**Address:** Marina Bay Sands, Sands Expo and Convention Centre  
10 Bayfront Avenue, Singapore 018956

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

### 8.5 DILAPIDATION

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

### 8.6 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 subjected to approval.

## **8.7 FILM & AUDIO / VISUAL DEMONSTRATION / CENSORSHIP / COPYRIGHT**

**(a) Censorship**

Video tapes/discs sent to Singapore 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, Exhibitors will need to complete the **Audio Tape/Disc Censorship Exemption Form**, and attach this form with the shipment to Singapore. Exhibitors should also send a copy of the shipping documents and the completed form to our Official Freight Forwarder for them to monitor on your behalf. If you need further information, kindly contact the Official Freight Forwarder; Agility Fairs and Events.

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.

## **8.8 FIRE PRECAUTION**

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

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

## **8.9 FOOD & BEVERAGE**

Booth catering is available and orders must be made at least Twenty-One (21) days in advance only with the Official Caterer; Marina Bay Sands. Exhibitors are reminded that standard regulations and practice forbid the consumption of any food and beverages not purchased from an outlet within the venue premise.

## **8.10 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.

## **8.11 INDUSTRIAL GAS & NAKED FLAME DEMONSTRATION**

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

## **8.12 LIABILITIES & INSURANCE**

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

- 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 hall 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.

## **8.13 PHOTOGRAPHY / PHOTOGRAPHY OF EXHIBITS**

You may be photographed, audio-recorded and video-recorded at any event organized by RELX (Singapore) Pte Ltd. By entering the event 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.

## 8.14 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 Hall. 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 Hall 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 Hall 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.

## 8.15 SMOKING

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

## 8.16 STAND OPERATION / CONDUCT & BEHAVIOUR

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

All activities of the Exhibitor and his staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. 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.

## 8.17 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 **Agility Fair & Events**, our Official Freight Forwarder for any storage requirement. Otherwise, exhibitors and/or their agents, vendors as well as contractors must arrange for their items to be transported back to their own premises. Exhibitors are strictly not allowed to store any items within the exhibition halls which include gangways and rear booth alleys.

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



## **8.18 WATER & DRAINAGE SUPPLY**

Limited water and drainage is available at certain locations of the Exhibition Hall, 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 well in advance, should an Exhibitor requires very specific water supply. At Level 1 exhibition halls, the drainage is via gravity flow. At Level B2 exhibition halls, a pump set must be ordered from the venue for discharge of waste water.

## **8.19 WELCOME KIT**

All participating companies will receive the APM 2020 Welcome Kit. This kit is designed to guide you upon confirmation of your participation to assisting you in your preparation for the event. Please refer to the Welcome Kit for more details. Alternatively, you may contact us at [apm.marketing@reedexpo.com.sg](mailto:apm.marketing@reedexpo.com.sg) for more information.