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SHOW ASIA



23 – 25 October 2024
Sands Expo & Convention Centre, Singapore

TECHNICAL GUIDELINES

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The Technical Guidelines and Technical Equipment listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents / contractors **must** observe the rules and regulations stated in this Exhibitor Manual.

1. IN-HALL OPERATIONS SCHEDULE

Build Up Period	Date	Time
Moving-in of Official Stand Contractor	21 Oct	0800
Moving-in of Special Design / Interior Decoration Contractors	21 Oct	1200
Official Power Turn-On	22 Oct	0900
Exhibitor Registration	22 Oct	1000
Moving-in for Shell Scheme Exhibitors	22 Oct	1000
All Booths to be Completed By	22 Oct	2000

Exhibition Period	Date	Time
Official Show Hours	23 - 25 Oct	0930 - 1800
Exhibitors' Access to Exhibition Hall	23 - 25 Oct	0900 - 1900

Tear-Down Period	Date	Time
Removal of hand-carry exhibits, promotional materials & personal property	25 Oct	1815 - 1900
Electrical supply cut off	25 Oct	1900
Removal of heavy exhibits and tear down of booth	25 Oct	1900 onwards
Completion of tear down	25 Oct	2200

*The above timing is accurate at time of print and is subjected to changes.

Note:

- Strictly **NO** removal of exhibits from the stand, heavy repair works **including** the use of **ladders and drills** as well as usage of **trolleys** during Official Show Hours (9:30am – 6:00pm).
- Packing of materials, supplies, and literature can only be **done after 25 October 2024, 18:15 SGT**. It is **STRICTLY FORBIDDEN** to begin dismantling before this time.
- Exhibitors, Exhibitor Service Pass Holders, and Contractors should be **appropriately dressed** in protective gear, long pants, and covered shoes if they are planning to visit during setup days. Entry will not be permitted if they are dressed otherwise.
- No late/ overnight work, except for tear-down, is permitted. Independent stand fitting contractors must complete their work according to a scheduled list. Any requests for overnight setup will incur charges. Please email operations@itb-asia.com for more information.
- Build-up booths or exhibits which remain on the stand after the end of the period allowed for dismantling will be removed or stored at the exhibitor's expense.

2. AUTHORITY OF PREMISES

In the event of any problems 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 earlier decision made to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties. Anyone found not adhering to the [Event's Terms and Conditions and Privacy Policy](#) will not be allowed to enter the venue. The Organiser reserves the right to cancel and/or reject your registration and is not obliged to state the reasons.

3. OFFICIAL CONTRACTORS

3.1 OFFICIAL STAND CONTRACTOR

The Organiser has appointed PICO ART INTERNATIONAL PTE LTD (PICO) as the Official Stand Contractor. All External Contractors are to respect the staffs and comply to decisions made by the Official Contractor as well as the Organising Team.

4. ADMISSION

	Date	Time	Type Of Badge Required	
			For Exhibitor	For Contractor
Build Up Period	21 Oct	0800 - 2200	Contractor Pass	Contractor Pass / Wrist Bands
	22 Oct	0800 - 2200	Exhibitor Badge (From 10AM)	Contractor Pass / Wrist Bands (From 8AM)
During Exhibition Hours	23 to 25 Oct	0900 - 1900	Exhibitor Badge	Exhibitor Service Pass subject to Organisers' approval.
Tear Down Period	25 Oct	1815 - 2200	Contractor Pass	Contractor Pass / Wrist Bands

*Strictly no Contractor Passes are allowed in the hall during Official Show Hours unless approved by the Organisers.

Note:

- Exhibitors who have hired any stand contractors other than the Official Stand Builder are to ensure that [construction/dismantling passes](#) are ordered from PICO **before 13 September**, or IMMEDIATELY, if you join the exhibition after the stipulated deadline.
- **Please collect the Contractor Passes at Level B2, PICO Counter.**
- Singapore has updated Safe Management Measures (SMMs) – **all contractors and attendees are no longer required** to be Fully Vaccinated – the use of the TraceTogether mobile application for contact tracing is also **not required**. Face masks are no longer required. **However, for the safety and well-being of all attendees, please avoid visiting the exhibition venue if you are experiencing any Covid symptoms.**
- **Exhibitor & Contractor Badges must be worn at all times.** For security reasons, badges are strictly non-transferable. Entry will **not** be permitted for badges with no photo, name and company. Exhibitors and contractors are required to submit badge details at least 2 weeks prior to set-up day.
- **[UPDATED]** Onsite purchase of Exhibitor Badge is at **USD 150 each** (GST and US\$10 admin fee applicable).

5. OPERATION OF STANDS / CONDUCT AND BEHAVIOR

- All Exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.
- Safe distancing within the stand is encouraged but not required between individuals or groups.
- Exhibitors are **encouraged to digitize sales & marketing collaterals** and/or giveaways by converting them into downloadable QR codes at the booth for attendees to access information from their mobile.
- All exhibitor activities and the exhibiting staff must be confined to the stand or site allocated, unless the Organiser has given prior written approval:
 - No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. This includes the distribution of leaflets, brochures, journals, etc.
 - It is **forbidden** to stick posters and other stickers on the wall and the floor outside the hired stand. No advertisement or branding of other competitive shows are allowed on the interior & exterior of the booth.
 - Any materials found exceeding the contracted area including advertising collaterals and furniture will be promptly removed. In such cases, refunds will not be entertained.
- Direct sales like food, drinks, typical souvenir at the Event is **not permitted** – special permission required.
- **[UPDATED]** No information material of political nature or competitive events in any form may be distributed during the tradeshow.

- The use of segways and other wheeled transportation (excluding Personal Mobility Aid) are strictly forbidden from use within the venue.
- No animals are admitted to the exhibition grounds unless approved by the organiser, venue, and relevant authorities.

In case of misconduct, Messe Berlin (Singapore) reserves the right to reject the exhibitor's participation and exclude the exhibitor from future participation at the Event.

6. EXHIBITOR'S APPOINTED STAND CONTRACTOR

Exhibitor may employ a contractor of his choice to construct stand interiors and any free-standing displays or fittings that may be required, subject to the following rules and regulations:

Shell Scheme Packages

- All exhibitors with shell scheme packages are to [submit the Fascia Board Form](#); indicating the desired company name to be displayed on the fascia board.
- Exhibitors are responsible for the cost of restoring any damages or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.
- 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 provided by the Official Stand Contractor. All order forms can be found [here](#).
- **[NEW]** Any painting, wallpapering, or pasting on panels is subjected to the Organisers' and Official Stand Contractor's approval. Exhibitors who wish to bring in their own artwork and/or engage an external vendor for such purposes must inform the Organiser/Official Stand Contractor for approval.
- **[NEW]** The structural design of the contracted stands cannot be changed without prior approval or acknowledgement from the Organising Team. Should the exhibitor wish to enhance/ make changes to the standard design or structure of the packaged stands, a media fee of USD 2,500 (subjected to GST) will be levied.
- **[NEW]** Carpet colours for packaged booths are fixed as per exhibition brand guidelines. Changes cannot be made.
- Any double-sided or adhesive tapes belonging to the Exhibitor or contractor must be removed from the panels after the exhibition before leaving the premises.

Raw Space Packages

- All external stand contractors must [lodge a performance bond of SGD50.00/sqm](#) (min. levy of SGD500.00 and max. SGD5,000.00) to PICO and sign the "Letter of Undertaking" to guarantee conduct and behaviour, proper schedule of works, and observance of the exhibition and hall regulations. It must be issued separately from other payments and submitted by **13 September 2024**.
- Pico Art International Pte Ltd reserves the right to increase this maximum limit for any exhibitor and their contractor who had previously performed or behaved unsatisfactorily.
- The Performance Bond will be returned to the Contractor/ Exhibitor in full, within **60 days** of the completion of the Exhibition provided that:
 - The stand is to be completed by **2000 hours on 22 Oct 2024**.
 - The unused materials and debris are disposed or removed to storage to keep the aisles clear.
 - No damage is caused, or any claim is made during the build-up, break down and exhibition days.
- Exhibitors (or their nominated stand contractors) are required to submit for approval, stand layout plans clearly mentioning the booth height and dimensions as well as elevation and artist's impressions, to the organiser (Email to: operations@itb-asia.com) by **13 September 2024**, together with their nominated contractor's details (company name, address and contact person's name) via the [Appointed Contractor / Performance Bond Form](#).

7. ELECTRICAL SUPPLIES AND INSTALLATION

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

- Single-phase alternating current at 230 volts, 50 Hz (+/- 6%), L-N-E three-wire system
- Three-phase with neutral alternating current at 400 volts, 50 Hz (+/- 6%), L1-L2-L3-N-E five-wire system
- All the electrical installations must be complied with Singapore standard Code of Practice, CP 88 and CP 5.

The following rules must be compiled with:

- The following methods of starting must be installed to all motors prior to delivery to the Exhibition:
 - Up to 5 HP: Direct on line
 - 5 to 25 HP: Star-Delta
 - Above 25 HP: Auto transformer
- Owing to limitations in electrical supplies, exhibitors requiring three-phase electrical supplies of exhibits must provide, as soon as possible, the following information for each machine:
 - Starting load (in kilowatts) for each motor
 - Running load (in kilowatts) for each motor
 - Kilowatts loading of heaters, etc.
 - Number of other machines running concurrently at any one time
- For safety reasons and 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 appointed Technical Services Provider**. All distribution boxes where required and deemed necessary by the Technical Services Provider will be hung or mounted on the walls or structures of the stand.
- Connection of exhibits within the stands may be carried out by the exhibitor's technician, but the Technical Services Provider must inspect them before circuits will be made live.
- Each electrical supply provided is intended for one equipment or machine on display. **Multipoint socket outlets are not permitted** as overloading may be lead to a trip in the incoming power supply thereby causing inconvenience to all exhibitors.
- All electrical equipment should be tested before installation and prior to turning on the electricity supply. The Technical Services Provider (in consultation of the Organiser) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical / Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.
- No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Organiser and the Venue Owner (Marina Bay Sands). If permitted, a fee may be levied.
- Exhibitors requiring 24-hour supply must submit in writing their requirement to the Technical Services Provider, **at least four (4) weeks prior to the build-up date**, and any additional cost due to wiring, consumption, inspection fees, levies, etc, must be borne by the exhibitor concerned. Order forms can be found [here](#).
- Requests for any item not listed in the form can be directed to the Technical Services Provider – Pico Art International Pte Ltd. Kindly indicate the locations of any [additional electrical fittings](#) you require so that the electrical service engineers and staff can prepare your requirements before you arrive at the exhibition site.
- Supplies to stands can only be delivered 30 minutes before and 30 minutes after exhibition hours each day. Supplies delivery to stands during the build-up and tear down period are stated in the timetable of In-Halls Operations (refer to Point 1).
- [NEW] LED Walls** – Any LED walls built from floor is required to acquire a Professional Engineer (PE) Endorsement.

8. STRUCTURAL HEIGHT RESTRICTION

The minimum and maximum height for raw space stands is **2.5mH** and **5mH** respectively, but the final design is subjected to approval from the Organiser and Venue.

It is **mandatory** to acquire a Professional Engineer (PE) endorsement for stands of height **4mH and higher**.

9. STAND BOUNDARIES AND STAND DESIGN RESTRICTION

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. The hall walls or walls of neighbouring stands **cannot** be used as a partition wall. **Backwall(s) must be installed for every raw space stands, except for "Island" stands.** Shell scheme stands with immediate neighbour(s) will be provided with necessary sidewalls(s).

For structures above 2.44mH, kindly leave a 1m setback from the partition or wall.

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary except for 300mm (max.) protrusion allowable for fascia or tower above 2.44m.

[UPDATED] It is forbidden to stick posters and other stickers on the wall and the floor outside the hired stand. Any materials found exceeding the contracted area including advertising collaterals and furniture will be promptly removed or charged media fee of US\$2,500 per material. In such cases, refunds will not be entertained.

The exhibitor will be **charged for Airspace** – applicable for the area used for hanging of banners/ truss, 2nd-floor and other items above contracted booth space.

As part of the venue's fire and safety regulations, the maximum length of each booth, depending on the exhibitor's contracted space, **should not exceed 30m**. For any exceptional cases subjected to approval from venue, stands exceeding 30m in length must maintain a minimum aisle space of 2.5m.

If stand design involves raised platforms of any kind, **platform edging** is required.

[UPDATED] **Note for Corner and Peninsula Stands:** It is strictly forbidden to apply branding or any colour/ design on the external walls. They should be black washed with no exceptions.

External Walls are considered organizer "owned" amenities and we reserve the right to sell these areas as part of branding packages. If the Exhibitor is found to have applied branding or any colour/ design other than a black washed external wall without prior approval from the Organisers, they will be charged Wall Branding Licensing Fee of USD 2,500 prior to releasing their badge. Branding Fees can be found in the [Sponsorship Brochure](#).

10. RIGGING – Airspace charges applicable for all rigging works

Riggings using the existing hall ceiling structure is only allowed for **banners**, curtain drapes, lighting **trusses** and any decorative items provided by the item to be suspended is endorsed by a professional engineer in Singapore. Kindly liaise with the venue for all rigging works.

Ceiling load capacity for the Exhibition Hall is 1000kg per point at the ceiling grid with P.E endorsement.

11. USE OF SPREADER PLATES / FLOOR LOADING

Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of 12kn. per square metre (1,200kg) per square metre or 350lb. per square feet and / or for any demonstrating exhibit product that causes severe vibrations or reverberation. Spreader plates must be arranged in advance with the Official Freight Forwarder.

12. WATER AND DRAINAGE SUPPLY

Water and drainage are available at certain locations of the hall. At level 1, floor drains are available next to the columns and for level B2, all wastewaters must be pumped and discharged at ceiling level of the hall. As such, advance notice must be given to the **Technical Service Provider** by completing and submission of the appropriate form.

The supply comes at ambient temperature and normal household pressure, and at flow rates, which may vary at different locations. At Marina Bay Sands, the water supply will be supplied from ceiling and terminated at the exhibition booth with the following standard: 10-12 litre/min at 1.0 to 1.2 bar with a 12mm shut-off valve.

Should water be required to fill up or charge up any storage tank or any container for exhibits, water consumption fee will be applied per cubic meter or part thereof. Special arrangements must be made with the Technical Service Provider of Marina Bay Sands well in advance, should an exhibitor require very specific water supply.

At Marina Bay Sands, the wastewater discharged from a water supply point is made via a wastewater collection tank and discharge through a sump pump system attached to the tank. The overall size of the wastewater tank and sump pump unit is approximately 85cmL x 42cmD x 46cmH.

13. DOUBLE STOREY STANDS

Double storey stands are applicable for contracted ground area of **54 sqm and above**, subjected to approval from the organiser. The design, construction and tear-down of the double storey stands are to comply with the guidelines of the relevant authorities. **The exhibitor will be charged for Airspace – applicable for the area used for hanging of banners/truss, 2nd floor and other items above contracted booth space.**

14. DILAPIDATION

Exhibitors are 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.

15. CLEANING

The Organiser will be providing general cleaning for all stands and gangways (aisle space). All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and tear-down.

Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The Organisers reserve the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition hall.

The Organiser will arrange for display areas to be swept before handing them over. If exhibitors do not leave their display areas clean and tidy after the event, the Organiser will arrange cleaning at the exhibitor's expense. Any adhesive strips or nails left over after carpets have been removed must be taken up, or this will be done at the exhibitor's expense.

Exhibitors are also encouraged to practice proper hygiene at their stand.

16. SECURITY

General hall security will be provided by the Organiser during the build-up, show days & tear-down. However, due to the nature of the show and the large crowd; the Organiser is unable to provide protection against theft. It is the responsibility of the exhibitors to ensure that their valuables, i.e., monies, handbags, wallets should be kept in lockable cupboards (out of sight and reach) and should be removed from the hall daily. The exhibitor is fully responsible for any items lost or stolen at their own booth and to make a police report to file for any necessary claims.

17. STORAGE AND FREIGHT FORWARDING

The Organiser is unable to provide storage facilities in the hall for any packing cases, surplus materials, or other property of the exhibitor. Arrangements for its safe keeping must be made with the Official Freight Forwarder, DB Schenker. You may contact Raymond Chin or Serena Chew (raymond.chin@dbschenker.com or serena.chew@dbschenker.com) to arrange this. Please be reminded that it is against the FSB rule to store any exhibits or packing materials along the wall behind perimeter booths.

DB Schenker is the appointed Official Freight Forwarder for ITB Asia, MICE Show Asia and Travel Tech Asia. Exhibitors that require Freight services can contact Raymond and Serena (as above) or submit the [Local Transport Form](#) or [Onsite Handling Form](#) by **6 October 2024**. All order forms can be found [here](#).

18. FOOD & BEVERAGE

Food & Beverage may be served at the booth, but the following Safety Management Measures would apply:

- Staff-served buffets and communal servings (i.e. sharing plates) are allowed. Self-service buffets are still prohibited.
- **Marina Bay Sands is the exclusive Food and Beverage provider at the venue.** All food and beverage are to be purchased through Marina Bay Sands.

Please refer to [the order form](#) or contact Marina Bay Sands Catering Department via email (boothcatering@marinabaysands.com) or Tel (+65 6688-8570).

(SCDF) conditions must be met in full. If application has not been made, the Singapore Civil Defence Force (SCDF) and Venue Owner (Marina Bay Sands) WILL NOT allow gas cylinders and naked flame demonstrations.

19. TELEPHONE AND INTERNET SERVICES

- Marina Bay Sands and/or its appointed service providers are the exclusive service provider for telephone and internet service of the exhibition. Ordering of telephone and internet services can be made using the [service order forms](#) attached under applicable terms and conditions. The Services are provided to the exhibitor solely for exhibitor's own business use in the exhibition/event and use of such services shall conform to applicable local law and legislations. Exhibitors must not resell or transfer the Services or the Equipment (which Marina Bay Sands leased or rented to the exhibitor) to third parties without Marina Bay Sands written consent, whether for profit or otherwise.
- Wireless internet will be available in the exhibition halls. The Internet bandwidth per wireless connected device is 1Mb and will only be limited to http and https internet traffic.
- Wireless internet service for group use is available in Marina Bay Sands and exhibitors require such services shall contact the Service Provider at Marina Bay Sands for arrangement.
- Equipment rented through the telecommunications provider is to be collected and returned to the designated service counter at the end of the show. A charge will be levied for all lost / damage equipment.

20. PRESENTATIONS AND/OR DEMONSTRATIONS OF EXHIBITS PRODUCTS

Exhibitors intending to present and / or demonstrate equipment, exhibit or product at their stands must comply with the following regulations:

- All working machinery to be securely installed.
- 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.
- 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.
- Ensure that adequate protection of 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.
- 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, between / among Exhibitors. The Organiser reserves the right to rule on the right to exhibit.
- NOTE:** All cultural performances and showcases such as, traditional/cultural dance, martial art demonstrations etc. during **Official Show Hours** should be done at the Cultural Performance Stage to avoid the disruption of Buyers-Sellers meetings as well as the conference sessions taking place concurrently within the show floor. Utilisation of the Cultural Performance Stage is **complimentary** and on first come, first- served basis, and exhibitors who wish to secure the stage will have to confirm their participation according to preferred time slot available (Available time slots will be published in August 2024).
- Audio output, music, product presentations and activities during the trade show may not be so loud as to disturb other exhibitors. In order that exhibitors can conduct meetings and appointments undisturbed, the voice level resulting from presentations on the stand must remain **below 55 decibels**.

21. INDUSTRIAL GAS AND NAKED FLAME DEMONSTRATION

The use of industrial gases of an inflammable or toxic nature for demonstration purposes **are not** permitted in the Exhibition Hall unless a detailed application has been made to the Singapore Civil Defence Force (SCDF) through the Organiser and Venue Owner (Marina Bay Sands). If approved, the Singapore Civil Defence Force

22. FIRE PRECAUTION

Any person seeing an outbreak of fire, however slight, must use the alarm system and subsequently endeavour to extinguish the outbreak or confine it using 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 arrange it at their own expense for the provision of such equipment. The Organiser will assist and advise, if required.

No packing materials, stock or brochures of any kind is to be stored behind the walls of perimeter stands or any other designated services areas, unless the Organiser and Venue Owner (Marina Bay Sands) have given prior written approval. Failure to adhere accordingly will result in discarding of such items without prior approval from the exhibitor concerned and all expenses incurred during this action will be borne by the exhibitor.

All fire access doors, paths and fire equipment should also be always kept clear.

As part of the venue's fire and safety regulations, the maximum length of each booth, depending on the exhibitor's contracted space, should not exceed 30m. Stands exceeding 30m in length must maintain a minimum aisle space of 2.5m.

Booths with ceilings are to be provided with an automatic fire extinguishing system for every 9 square meters of covered area.

23. PHOTOGRAPHY / VIDEOTAPING OF EXHIBITS

- Photography of exhibits and displayed equipment (other than your own) is strictly prohibited.
- Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the Organiser, the Official Stand Contractor and the press are exempted from this rule.
- Videotaping of your product cannot be conducted at any time without the prior written permission from the Organiser. **Requests for videotaping must be submitted to the Organiser, in writing, no later than 30 days prior to the show. A security guard will be required during videotaping.**

24. PAYMENT OF EXHIBITION SPACE

No exhibitor may begin stand construction or move their exhibits into the hall or surrounding area until the Organiser has received full payment.

25. FORCE MAJEURE

Should the Exhibition 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 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.

25.1 CANCELLATION OF THE EVENT

If Messe Berlin (Singapore) is prevented from holding the event for reasons outside its own control or that of the exhibitor, all claims to the stand rental become void. However, Messe Berlin (Singapore) and its appointed service providers and contractors may still invoice the exhibitor for work carried out in the latter's instructions, to cover any expenses already incurred, if the exhibitor is unable to furnish evidence that the results of this work are of no interest to him.

25.2 RESCHEDULING OF THE EVENT

If Messe Berlin (Singapore) is able to hold the event at a later date it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided such cancellation is given within one week following receipt of this notification. In such cases claims for payment of stand rental no longer apply.

25.3. FOR EVENTS THAT HAVE ALREADY COMMENCED

If Messe Berlin (Singapore) is obliged to shorten or cancel an event that has already begun, as a result of force majeure, exhibitors are not entitled to assert claims for repayment or for exemption from the stand rental charge.

LICENSE & PERMITS

26. CANCELLATION, NON-PARTICIPATION ON THE PART OF THE EXHIBITOR; WITHDRAWAL FROM THE CONTRACT BY MESSE BERLIN (SINGAPORE)

26.1. CANCELLATION, NON-PARTICIPATION ON THE PART OF THE EXHIBITOR

The full stand rental charge shall still be payable if the exhibitor cancels or fails to take part in the event without notification of cancellation. If the exhibitor cancels and another lessee can be found for the stand, Messe Berlin (Singapore) retains the right to demand 25% of the invoiced stand rental charge from the original lessee to cover costs. The full stand rental must be paid when Messe Berlin (Singapore) Pte. Ltd. rents the agreed upon stand space, although the overall area is reduced as a result of the cancellation/non-participation.

The lessee retains the right to submit evidence to prove that no such costs were incurred by Messe Berlin (Singapore), or that they were lower than stated. The right to assert additional claims remains unaffected.

26.2. WITHDRAWAL BY MESSE BERLIN (SINGAPORE)

Messe Berlin (Singapore) is entitled to withdraw under the following circumstances:

- if the rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of any extension period that may be granted;
- if the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours of the official opening;
- if the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so;
- if the registered exhibitor, as a private or corporate entity, no longer conforms to the requirements for granting acceptance, or if Messe Berlin (Singapore) subsequently becomes aware of any reasons which, had they been known before, would have excluded that person from participation. This applies in particular when bankruptcy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. Exhibitors are required to inform Messe Berlin (Singapore) immediately in such circumstances.

In that cases, referred to above, Messe Berlin (Singapore) is entitled to claim damages. No. 26.1 may be applied accordingly.

27. INSURANCE

Please be advised that the exhibitor is responsible for any injury sustained by any person/s while working or visiting the booth during this period. All exhibitors are advised to take up insurance coverage against theft or loss of goods and third-party injury.

28. WORKPLACE SAFETY AND HEALTH ACT

Under Workplace Safety and Health Act, all contractor must submit the Risk Assessment (RA) or Method Statement to the Organiser prior to work commencement. The RA must be submitted by a competent person who has attended a Risk Management course conducted by a MOM approved training provider or equivalent with an adequate bizSafe certification of Level 3 or above.

29. SMOKING

In accordance with the Smoking (Prohibition in Certain Places) Act, it is prohibited by law to smoke in the exhibition halls, meeting rooms, atrium, aircon walkways, function areas, restaurant with food services and 5m from the entrance or exit of any commercial/ industrial building.

30. REGULATORY AUTHORITIES

All COVID-19 Safety Management Measures may be subjected to regular updates, according to the prevailing pandemic situation and as advised by the Ministry of Health (MOH) in Singapore.

The above rules and regulations are additional to the rules and directions set by the Regulatory Authorities. All exhibitors and contractors must abide by the existing COVID-19 Safety Management Measures and code of practices set by the relevant Regulatory Authorities. Failure to comply with the requirements thereunder may result in cancellation of the rights to exhibit and/or prosecution in accordance with the Singapore regulating laws.

1. COPYRIGHTS, PROTECTED TRADEMARK OR PATENT

The exhibition company expects exhibitors to observe legal copyrights, patents, or protected trademarks of other exhibitors. If the regulations of the exhibition company are not observed, it reserves the right to act and to refuse infringement of protected copyrights, trademarks, or patents. Under no circumstances may claims be made against the exhibition company.

2. FILM AND AV DEMONSTRATIONS/ CENSORSHIP/ COPYRIGHTS

All films, videos, and broadcasting materials even if they originate from Singapore, must obtain the Films and Publications Department's approval. Censorship exemption can be submitted to Media Development Authority (MDA)

Videotapes / Films Censorship
Infocomm Media Development Authority
Board of Films Censors
3 Fusionopolis Way
#16-22 Symbiosis
Singapore 138633
Tel: 1800 478 5478 / (65) 6377 3800
Email: info@mda.gov.sg
Website: www.mda.gov.sg

3. PROMOTIONAL ACTIVITIES DURING THE SHOW

Any promotional activity involving the demonstration of games, competitions or quizzes require permit from:

Head, Gambling Suppressions Branch/ CID
391 New Bridge Road Block C
Police Cantonment Complex
Singapore 088762
Tel: (65) 6435 8215 / 8220
Fax: (65) 6220 7142
Email: spf_lucky_draw@spf.gov.sg