

RAW SPACE CONTRACTORS INFORMATION



(for Raw Space Exhibitors Only)

Due Date: 1 August 2024

No need to submit this form if you are using the Official Stand-Fitting Contractor, AMC (Exhibits) Ltd.

Complete and return this form if you will appoint your own Stand-Fitting Contractor.

Contractor's Company Name: _____	
Contact Person: _____	Email: _____
Tel: _____	Mobile: _____
Name of On-site Supervisor: _____	On-site Mobile No.: _____

Contractor Badge/wristband: No Contractor Badge/wristband will be issued to the exhibitors, nor their appointed contractors and no custom-built stands will be permitted to be erected at the exhibition unless the Raw Space contractors' information, construction drawings, and lighting plan together with the refuse/damage deposit have been received by the Official Contractor.

Stand Size	Maximum Allotment of Contractor Badges for expo opening period	Indicate Quantity of Wristbands Required in the box below (for Move-in/Move Out only)
9 - 36 sq meters	4	
37 - 54 sq meters	6	
55 sq meters & above	8	

Vehicle Pass: The vehicle pass for entering the loading area, will be sent by email to the non-official contractor one week before show move-in.

IMPORTANT:

Refuse and Damage Deposit

Exhibitors appointing non-official standfitting contractors are required to lodge a refuse/damage deposit to ensure that their raw space sites are clear from any bulky/large rubbish or damages after the event. The deposit will be refunded within six to eight weeks after the exhibition if their exhibition sites are, in the Organizers' view, clear from damages to the venue and /or of any rubbish. Payment for refuse/damage deposit is made payable to "AMC (Exhibits) Ltd".

Refundable Contractor Deposit	
For stand(s) up to 36 sqm	USD 2000.00
For stand(s) 37 sqm and above	USD 3000.00

Electricity:

Non-official Stand-fitting contractors shall order the number of power outlets required from the Official Contractor. Only the electrician from the Official Contractor is allowed for the installation. Please contact AMC (Exhibits) Ltd for the quotation.

Risk Assessment (RA) & Safe Work Procedures (SWPs)

Under the Workplace Safety and Health Act, every contractor must submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) to the official contractor and the organizer 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 the Ministry of Manpower Requirement Approved Training Provider or equivalent.

Professional Engineer (PE) Endorsement – For construction in and/or above 4m high, and/or Rigging Points required

Any booth structure in and/or above 4m in height, and/or Rigging Points required, PE must be submitted to the official contractor for final approval by the venue management.

Work Schedule:

Exhibitors and their appointed contractors must strictly adhere to the schedule given by the Organizer. Failure to comply may result in a delay in the installation of electrics. Any consequential costs incurred will be charged to the exhibitors.

Work Permit:

All foreign workers coming in to work on-site must have a valid Singapore Work Permit. Personnel working in the exhibition must carry the **Original** work pass (Work Permit Card / Employment Pass) with them at all times and produce it for inspection upon request. Photocopied work pass is not allowed. Under the Employment of Foreign Workers Act, any person caught employing foreigners without a valid work permit will be charged in court. For details or applications, please visit www.mom.gov.sg.

Name of Contact Person:	Exhibitor's Information:
Tel:	Company:
Email:	Stand No:
Signature w/ company chop:	Date:

Email completed form to Mr Man Wong / Ms Sharon Mak / Ms Chaya Chow at AMC (Exhibits) Limited
Email: man.wong@arconmarketing.com / sharon.mak@arconmarketing.com / Chaya.Chow@arconmarketing.com
Tel : +852 3752 9038