

DISPLAY REGULATIONS FOR ALL STANDS

CARPET / FLOOR COVERING

All stands must have adequate floor covering. The carpet is included in the Walk-On Package and Premium Walk-On Package stands. Exhibitors purchasing Raw Space stands are required to provide their floor covering. The Organizer will carpet the aisles/gangways in the exhibition hall.

STAND DESIGN REGULATIONS

Stand regulations vary depending on your specific stand type (raw space vs. walk-on package). Additionally, you have received guidelines specific to your stand type in your stand confirmation email.

Note: All exhibitors with Raw Space stands must submit a detailed stand layout plan with drawings to the Official Contractor, AMC (Exhibits) Ltd, and the Organizer, Diversified Communications. Construction of the stand can only commence after approval has been granted and all required safety certificates and reports have been submitted to the respective parties.

STAND FITTING

Stand fitting is defined as partition walls and suitable floor covering. Stand fitting is required in all stands. Stand fitting is provided for those exhibitors purchasing a Walk-On Package and Premium Walk-On Package stand for their exhibit space, while exhibitors with Raw Space stands are responsible for providing their stand fitting.

Each exhibitor's stand must consist of sidewall and back wall partitions of the solid construction of 2.5m height between the stand and the adjoining stands. The reverse side of the partition walls must be finished and kept white to not interfere with the designs of the neighboring stands.

CUBIC CONTENT

"Cubic content" refers to the dimensions of your rented space including walls, decorations, and any other fixtures. The cubic content of your exhibit space can be fully utilized, i.e., all the fixtures in the stand reach the maximum height of that particular stand type. Height limits vary, depending on the stand location and size. Please refer to the regulations for your stand type for your stand's height restrictions.

DEMONSTRATIONS / DISTRIBUTION OF PROMOTIONAL BROCHURES AND/OR MAGAZINES

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner that assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. Magazines, brochures, or any other materials promoting the exhibiting company can only be distributed within the perimeter of the exhibit space. No promotion is allowed in the aisles/gangways or any other part of the exhibition halls or venue.

DROP WIRES

Drop wires may be used for the rigging of high-level graphics, etc. but not for the stabilizing of stands, which must be self-supported. To apply and arrange for drop wire, please contact the Official Contractor, AMC (Exhibits) Ltd four weeks before the move-in date.

ELECTRICITY

FOR WALK-ON PACKAGE STANDS: Each Walk-On Package and Premium Walk-On Package stand is provided with a 13Amp/230v single-phase electrical socket (not 24 hours) as part of their package. This socket is for the use of one electrical appliance / machinery only and does not exceed the 500W supply provided to ensure no electrical failure. If you need 24 hours electrical supply or other additional electrical requirements, you have to order from the Official Contractor and there will be an additional charge. Please refer to the Walk-On Package Additional Electricity & Lighting Form located in the "Order Services" section of the Exhibitor Resource Center. If you have any questions, please contact the Official Contractor, AMC (Exhibits) Ltd.

FOR RAW SPACE STANDS: Non-official Stand-fitting contractors shall order sufficient power outlets required with the Official Contractor. Only the electrician from the Official Contractor is allowed for the installation. For questions and quotations, please contact the Official Contractor, AMC (Exhibits) Ltd. **Please note the order deadline is 1 August 2024.** Late order surcharge will be imposed after the stipulated deadline.

No multi-plug and extension cords are allowed. One socket or power supply is for the use of only one electrical appliance/machinery.

- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Energy Market Authority.
- Electricity can be supplied in 13Amp, 230 volts, single-phase, maximum 500 watts.
- Any alteration or usage of electrical fittings is subject to final approval from the Official Contractor appointed by the Organizer.
- Exhibitor or its appointed contractor must order enough electricity supply. If the actual power consumption of any Exhibitor exceeds the applied limit and affects the operation of other exhibitors, or the power supply system of the venue, the Official Contractor will stop the power supply to their stands immediately and the Exhibitor will be liable for the damage caused.

DISPLAY REGULATIONS FOR ALL STANDS

- Installation of electrical equipment, including lighting fixtures, must adhere to the Singapore Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their stands. All lighting fixtures should be installed at 2.2m above ground. If not, they should be well protected so as not to cause danger to the public.
- Utility supply points located within any aisle may not be used for providing services.
- In the case of LED lighting, the voltage will determine the amount and type of electrical supply to order from and to be provided supply by the Official Contractor. To understand and to ensure you are provided with the correct and proper power supply, please contact the Official Contractor AMC (Exhibits) Ltd.
- In the case of lightbox displays brought in by Exhibitors, each fluorescent or lamp used will be treated as single general lighting. To ensure you have placed the correct electrical order and to avoid any late or on-site charges, it is advisable to discuss your needs with the Official Contractor, AMC (Exhibits) Ltd.

POWER SUPPLY ARRANGEMENT

The power supply will not be switched on for stands during build-up until it is considered absolutely safe to do so. If you anticipate requiring a power supply during build-up/breakdown for the checking and downloading of equipment or the use of hand tools etc., you should apply in advance from AMC (Exhibits) Ltd for a temporary supply to be installed. Power to stands is switched off 30 minutes after the expo closes each day, and it should be noted that the breakdown will not commence until the power supply has been disconnected.

Arrangement of 24-hour electricity:

Walk-On and Premium Walk-On Package: If you require 24 hours of electricity during show opening hours, please complete and return the order form " WOP Additional Electricity & Lighting" to the Official Contractor before the order deadline, 1 Aug 2024.

Raw Space booths: If you require 24 hours of electricity during show opening hours, please contact the Official Contractor immediately to get the quotations for the required power outlets. Please note the order deadline is 1 Aug 2024.

EXIT NOTICES

"EXIT" notices cannot be obstructed at any time. Exhibitors must ensure that no obstacles including fixtures such as steps are built and blocking the way to the emergency exit. A landing should be well indicated in case of the appearance of the top and/or foot of the stairs. The depth of the landing shall not be less than the width of the flight of stairs.

FIRE REGULATIONS

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves, and emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and make sure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting or safety equipment is not being hindered, hidden, removed, or interfered with.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are done along with the regulations.
- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers applicable for different occasions respectively.
- Fire extinguishers should be displayed and covered with direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.
- No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down the corridor in the halls.
- Exhibitors and/or their contractors must make sure that at least ONE portable fire extinguisher is shown in each deck of a multi-story exhibition stand. Parties who fail to commit the above measure may have to take up all the loss, damages, claims, and charges suggested by the venue and fire department.
- No naked or open flame or nitrogen equipment is to be used in the exhibition hall at any time.

GANGWAYS / AISLES

Gangways must always remain clear including Move-in and Move-out periods. Exhibits and stand fittings, including doors or windows that open, must be displayed on a set back wall and not projected into the gangways. No part of any structure is allowed to extend beyond the boundaries of the allocated stand space – this includes exhibiting the company's name or logo, as well as lighting fixtures and spotlights.

GLASS PANELS

All glass panels and glazing used in the construction of stands must consist of safety glass with a minimum of 4mm thick. Any uninterrupted, large areas of clear glazing shall be indicated to be readily apparent i.e. by applying warning strips, dots, or logos.

MATERIALS

Exhibitors and contractors shall observe and comply with all the applicable fire codes issued from time to time by the relevant authorities concerned. All drapes, curtains, coverings, skirts, carpets, or any materials used in the construction and decoration of

DISPLAY REGULATIONS FOR ALL STANDS

exhibition stands, ceiling construction, or setups shall be flame/fire retardant by local regulations and ensure that an endorsed document is made available in case of inspection by the authorized personnel from venue management or Fire Department.

OVERHEAD STRUCTURE

No part of any overhead structure may extend beyond the boundaries of the stand space allocated. This includes overhead structure, exhibitor's name or logo, free-standing signs or advertising as well as lighting fixtures, including spotlights. Subject to final approval from the Organizer, official contractor, and venue management.

STAND CONSTRUCTION SAFETY

The exhibitor is responsible for the structural safety of the stand. Stand builders and exhibitors are required to adhere to all Safety Regulations, including all inspection requirements. Exhibition stands including equipment, exhibits, and advertising material must be erected in such a stable manner as to avoid endangering life and limb, as well as safety and order. All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment such as forklifts. Displays should also withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

The exhibitor shall have no claim against the Organizer or its agents for any extra cost of replacing its stand to conform to the Organizer's required standard, and regulations, or for any other losses or damages relating thereto. Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in Singapore and those specified by the Organizer and the Venue. This applies to the exhibitor, its agents, contractors, and subcontractors. The Organizer reserves the right to stop any work which contravenes any of these laws and regulations and the exhibitor shall have no claim against the Organizer or its agents for any losses or damages relating thereto.

STORAGE

Fire regulations prohibit storing products, literature, boxes, empty packing containers, or packing material behind the back of the stand.

Under no circumstances will the Organizer be responsible before, during, and after the exposition for receiving or storing any exhibits or stand materials. Exhibitors are advised to appoint their staff to look after their exhibits and their contractors/forwarders to pack and store their empty cartons or crates.