

RAW SPACE STAND REGULATIONS & INFORMATION

Please refer to your Exhibit Space Application to confirm if you purchased Raw Space, Walk-On Package, or Premium Walk-On Package!

HEIGHT RESTRICTION FOR RAW SPACE STANDS:

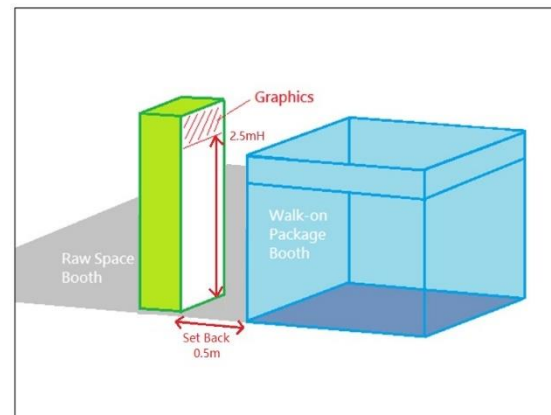
Open 1 and Open 2 sides: Maximum height is 3.2mH for booth size below 30sqm. Maximum height for booth size equal to or above 30sqm is 4.5mH. The reverse side of the walls above 2.5m in height, must be finished in white. It is subject to the final approval of the organizer and the venue management.

NOTE: Hanging sign and/or truss is NOT allowed over Open 1 or Open 2 Raw Space stands with size below 30sqm.

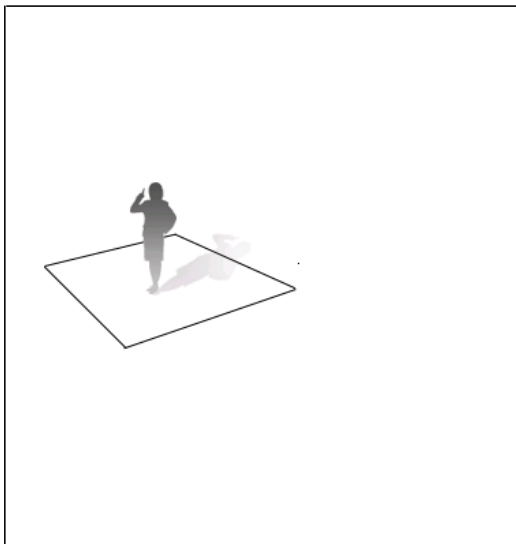
Open 3 and Open 4 sides: Maximum height is 4.5mH. Any part of the stand structure cannot exceed 4.5m in height. The stand structure, hanging sign and/or truss must be confined within the space of the stand – it cannot extend into or over the aisles. Hanging signs with graphics/lettering/print/etc. must have a minimum of 2m from the neighboring stand (if a neighboring stand is adjoined). Even so, it is subject to the final approval of the organizer and the venue management.

MAXIMUM HEIGHT AND 0.5M SET BACK CRITERIA:

1. Maximum height of 4.5m should be measured from the floor to the top of the stand structure (raised platform included).
2. No part of any structure is to extend beyond the boundaries and airspace of the site allocated unless approval is obtained from the organizer.
3. Exhibitors should construct their walls, with a minimum of 2.5m height, to divide from neighboring stands, and should not use other's back walls or venue walls.
4. No company and/or national identity, e.g. company names, logos, graphics, national flags, etc. should be put on the back of any standing structure over 2.5m that faces the neighboring stand.
5. If an exhibitor wishes to build a wall over 2.5m in height and intends to decorate both sides of the wall with graphics, company name, or logo, then the wall must be built at least 0.5m away from the neighboring booth (as demonstrated in the figure).
6. If the exhibitor wishes to build a wall of over 2.5m but only decorate the side facing their booth with their graphics, company name, or logo, then no setback is required. However, the exhibitor is required to finish the other side of the wall in white color.



RAW SPACE STAND PROVISIONS:



What you receive with your raw space stand:

- The floor space of the area you reserved in your Application for Exhibit Space.

What you need to provide/order in addition:

- Flooring/Carpet
- Graphics/Signage* (*Note: Displaying Company Name and Stand Number on the stand is required)
- Lightings
- Partition Walls
- Electric power supply
- Furniture
- Cleaning
- Other specialized/extra items you need

Note: You will need to find a contractor to design and build your stand.

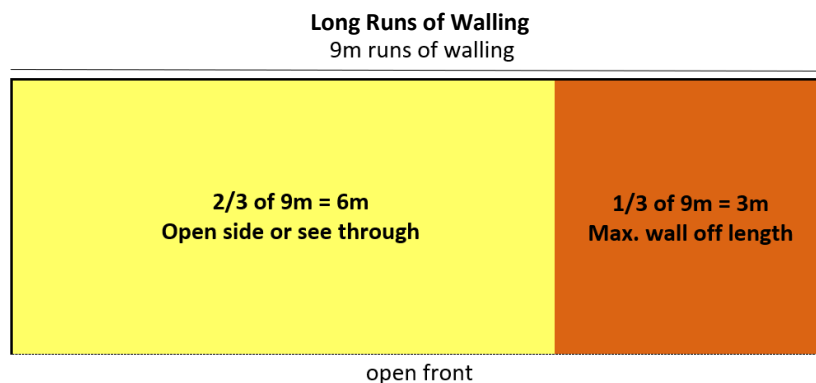
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A Raw Space Exhibitor should appoint an experienced local Stand Contractor to design and construct their stand that is conversant with the venue's regulations.

- Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, Exhibitors/Contractors are required to check to ensure the floor space dimensions are set out as per the floor plan issued by the Organizer and to report any discrepancy immediately to the Organizer or the Official Contractor. If the contractor does not report any errors immediately, the Organizer will not be liable for any construction work that has already progressed.
- It is the raw space exhibitor's responsibility to carpet, construct, furnish and light up their contracted space.
- The transporting, assembling, dismantling, and removing of custom-built stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified by the Organizer.
- The exhibitor (or appointed contractor) is also responsible for the dismantling of the stand at the end of the show and removing all material used. Exhibitors are liable for any cost induced due to the repair of any damages caused by the action or act of the Exhibitors or their contractors.
- No direct fixings may be made to any part of the exhibition halls and any damage or discoloration of such will be charged directly to the exhibitor.
- The suspension of stand or light fittings from the ceiling structure of the Exhibition Venue will not be permitted unless prior approval in writing is obtained from the Organizer.
- Fixings to the surface of the floors to secure margin boards and other stand fittings will not be permitted unless prior approval in writing is obtained from the Organizer.
- All stand structures, signs, etc. must be confined within the area allotted and cannot project into or over the aisles.
- All Special Designed stands must clearly show the exhibiting company name and stand number.
- All materials used in the construction and decoration of exhibition stands or set-ups shall be flame retardant and subject to inspection by the venue management.
- As a contractor/exhibitor at the show you must ensure that all personnel working for your company have a valid working visa/permit to work in Singapore and are aware that they have a responsibility for the health, safety, and welfare of all employees and that plans or systems of work which may be used are, so far as is reasonably practicable, safe and without health risk. All employees should be trained and supervised to ensure complete health and safety. The Organizer reserves the right to withhold approving any contractor appointed by the exhibitor concerned, evaluating their past record in discipline and safety, etc., without giving any reason.
- A fully qualified electrician can carry out the electrical connections. Contractors need to submit a single line with LEW (license 8) endorsement to the official contractor AMC (Exhibits) Ltd before 1 August 2024. Please kindly submit it together with the electrical connections plan in detail. The power will only turn on after receiving a single line with LEW endorsement & testing onsite, the final electrical power supply time will be determined by the venue.

LONG RUNS OF WALLING – FACING OTHER STANDS

- Long runs of aisle walls on stands are not permitted.
- If you are planning on walling off part of your stand or building any rooms in your space, please note that not more than a third of any one side of an exhibition stand may be walled off, either with solid or transparent walls, as in the drawing below.



RAW SPACE STAND REGULATIONS & INFORMATION



STAND DESIGN, PLANS PROPOSAL WITH STRUCTURAL SAFETY CERTIFICATE REQUIREMENTS FOR RAW SPACE EXHIBITORS

No custom-built stand may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Official Contractor and the venue management, for which approval may be withheld by the Organizer or the venue management without giving any reason.

NOTE:

Raw Space Exhibitors **MUST** submit the following for approval on/before 1 August 2024 to the Official Contractor, AMC (Exhibits) Ltd (send to Mr Man Wong at email: man.wong@arconmarketing.com and Ms Florence Kong at email: florence.kong@arconmarketing.com) and to the Exposition Organizer, Diversified Communications (send to Ms Rhoda Lam at email: rlam@divcom.com).

- i. Detailed stand layout plan/ floor plan inclusive of layout plan, stand elevation, electrical fittings, colors, materials, and audio-visual equipment to be used with dimensions in scale (not less than 1:100)
- ii. Front and side view drawing(s) with stand height
- iii. 3D Perspective drawings.

For stands and temporary structures in and/or above **4 meters in height**; stages or platforms exceeding **1.5 meters in height or rigging points** from the ceiling are required:

1. The design must be verified by a Professional Engineer (PE) with structural calculations for stability before construction.
2. Construction should be conducted under the supervision of PE.
3. PE should verify the stability after completion by completing the structural safety certificate.
4. The structural safety certificate must be submitted together with structural calculations to the Official Contractor, AMC (Exhibits) Ltd on/before 1 August 2024 for submission to the venue management.

REFUSE AND DAMAGE DEPOSIT

All raw space exhibitors 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 to the exhibitors concerned 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 by cheque and made payable to "AMC (Exhibits) Ltd d"

Refundable Contractor Deposit	
For stand(s) up to 36 sqm	USD 2,000.00
For stand(s) 37 sqm and above	USD 3,000.00

No Contractor Badges / Vehicle Passes 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.

SAFETY REPORT

Risk Assessment

All raw space needs to have a Risk Assessment submitted to AMC (Exhibits) Ltd.

It involves:

- Conducting risk assessments of work activities.
- Controlling and monitoring the risks of work activities.
- Communicating the risks to all stakeholders.

You must conduct the risk assessments to identify the source of risks. After that, it should take reasonable steps to eliminate or minimize the risk. A template of the risk assessment form can be found and downloaded from the Workplace Safety and Health Council of Singapore at: <https://www.wshc.sg/files/wshc/upload/cms/file/RiskAssessmentForm.doc>

Fire Safety & Shelter Department (FSSD, For Double Storey Booth)

- **For Two-Story Structure:** Exhibitors must apply for approval of two-story construction to the official contractor, the organizer and venue management. Two-story construction is permitted only with approval by the Organizer and venue management. Exhibitors must accept full responsibility for the safety of the structure, as the Construction Site Safety Regulation is applicable. The exhibitor or appointed contractor must submit the detailed drawings and endorsement to the Singapore Fire Safety & Shelter Department for comments/approval. More details can be obtained at: <https://www.scdf.gov.sg/home/fire-safety/permits-and-certifications/fire-safety-certificate-temporary-fire-permit>
A copy of the approval letter from the Fire Safety & Shelter Department must be submitted to the official contractor before 1 August 2024. Only upon approval from all relevant authorities can the exhibiting company commence work on-site.

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You must get the following documents and information before you want to do the online submission:

1. Company ROC certification with all director information
2. Registration Address and UEN no
3. All plans + drawings
4. Approval Letter from venue owner for the booths
5. Location Plan which needs to show escape routes, fire sprinkler & extinguisher location

When making the online submission, you will have 5 minutes to fill up the first section and 15 minutes to fill up the next section. Thus, you have to get all these documents ready before you enter the online submission. If any of the following is not ready, your submission will be invalid and you will have to re-do it. Please contact AMC (Exhibits) Ltd if you need any help.

****Please submit the FSSD to the official contractor on or before 1 August 2024.**

INSURANCE

Contractors are required to carry out and maintain the liability insurance (contractor all risk and third party liability) in respect of the contractor's liability for death or injury to any persons, loss, or damage to property arising out of the performance of the Services.

WORK SCHEDULE

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



MINISTRY OF MANPOWER REQUIREMENTS (MOM)

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 before 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.



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. A 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.