

Dear Exhibitors, Sponsors, and Contractors,

Thank you for your participation in the **Seafood Expo Asia 2024!**

Please share this Move-In Notice with your teams, appointed contractor and forwarder/deliverer involved in the exhibition before arriving at the exhibition halls at Sands Expo & Convention Centre (Sands).

Delivery of Goods to Hall EF (Worker Badge & Vehicle Access)

- The Organizer will not accept any responsibility for handling and unloading goods. You must ensure your delivery/courier company has the appropriate means to handle your consignment. Your representative must be on-site to receive and sign for the delivery.
- **Worker Badge** is required for the deliveryman to enter the exhibition hall, from the main entrance or loading bay.
- Exhibitors who have applied for Worker Badges in advance, please collect the worker badges at the registration counter together with the Exhibitor badges.
- Exhibitors who require the Worker Badges during the move-in time, please proceed to the Organizer Office (booth no. A02) for application.
- Contractor of Raw Space booths, please contact the Official Contractor "AMC" for the **Vehicle Passes**, and the schedule for Move-in and Move-Out.
- **Vehicle Pass** is only for trucks for loading/unloading at the loading bay for **40 minutes**.
- Drivers must follow the instructions of the security guards when entering the loading bays. PLEASE NOTE: Security guards have the right to deny access to the loading bays if drivers fail to comply with the requirements.

Cold Storage for perishable products

- If you wish to use the complimentary cold storage provided by the organizer to store your product samples, please submit the **Cold Storage Request Form**. Cold Storage space is subject to availability.
- LOWE Refrigeration staff will monitor all freezer and refrigerator storage. LOWE staff will be available in the storage unit area to assist you.

Cold Storage Hours

Date	Time
Tuesday, 3 Sep	09:00-21:00
Wednesday, 4 Sep. & Thursday, 5 Sep	08:00-18:00
Friday, 6 Sep	08:00-16:30 (electricity termination at 16:30, any leftover products will be disposed)

Ware Washing Station

- Sinks for cleaning your cooking equipment, utensils and serving ware located in the exhibit hall. **The use of sinks in sanitary rooms for clean-up is strictly prohibited.**
- Tap water is not drinkable, and not suitable for food preparation.

Storage

- No storage available onsite in the event halls.
- Exhibitors should make prior arrangements with their forwarders or agents of empty wooden crates, package cases storage.
- Companies using the official forwarder Rogers will have storage for them. Otherwise please reach Rogers for storage available for a fee.

Ice & Seafood Removal

- The Show Organizer will supply complimentary ice to exhibitors daily during the exhibition days (4-6 Sep). Bags of ice will be delivered to exhibitor stands each morning before the exhibition opens.
- "ICE" flyers will be distributed to exhibitors before the exhibition opens. At the end of each day, place the flyers in the bin(s) that you want the ice to be placed or in a visible place on your stand. If you need more ice during the day, please approach LOWE staff at the Cold Storage area.

Sampling of Seafood

- **Visitors NOT allowed to leave Seafood Expo Asia with seafood products due to the regulation of food safety. All seafood products will be confiscated and thrown away at the exits. Visitors may be subject to security checks at exits.**