

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:

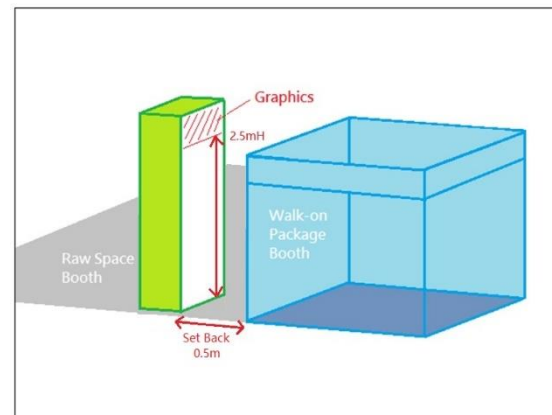
Open 1 and Open 2 sides: Maximum height is 3.2mH for booth size below 30sqm. Maximum height for booth size equal to or above 30sqm is 4.5mH. The reverse side of the walls above 2.5m in height, must be finished in white. It is subject to the final approval of the organizer and the venue management.

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

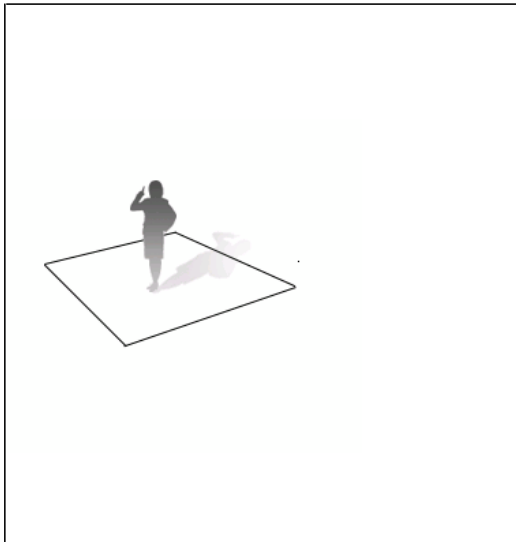
Open 3 and Open 4 sides: Maximum height is 4.5mH. Any part of the stand structure cannot exceed 4.5m in height. The stand structure, hanging sign and/or truss must be confined within the stand's space and cannot extend into or over the aisles. Hanging signs with graphics/lettering/print/etc. must maintain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

MAXIMUM HEIGHT AND 0.5M SETBACK 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 height of 2.5m to divide from neighboring stands, and cannot use others' 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. Setback is not required, if the exhibitor builds a wall over 2.5m in height but decorates only the side facing their booth with graphics, company names etc. However, the exhibitor must finish the other side of the wall in white.



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:

- Floor Covering
- 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: Exhibitors must appoint a contractor to design and build their stands.

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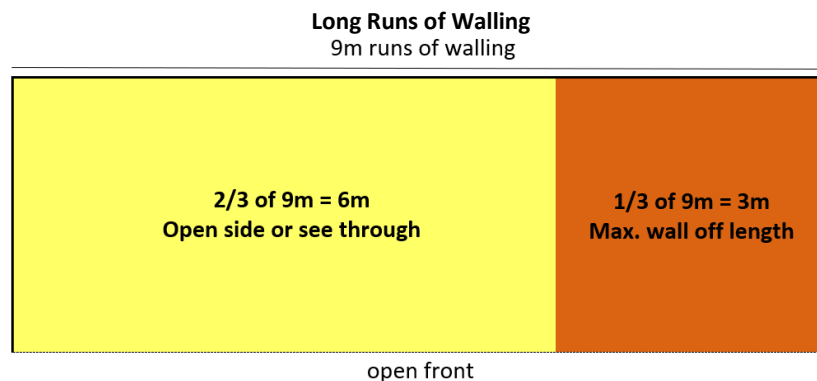


A Raw Space Exhibitor should appoint an experienced local Stand Contractor to design and construct their stand that is conversant with the venue's regulations.

- 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 cover the floor, construct, furnish and light up their contracted space.
- The transporting, assembling, and dismantling 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 dismantling the stand at the end of the show and removing all materials. Exhibitors are liable for any cost incurred due to the repair of any damage 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.
- All stand structures, signs, etc. must be confined within the area allotted and cannot project into or over the aisles.
- All specially 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 approval of any contractor appointed by the exhibitor concerned, evaluating their record in discipline and safety, etc., without giving any reason.
- A fully qualified electrician can carry out the electrical connections. Contractors must submit a single line with LEW (license 8) endorsement to the official contractor AMC (Exhibits) Ltd before 8 August 2025. Please kindly submit it together with the electrical connections plan in detail. The power will be activated only after receiving a single line with LEW endorsement and completing onsite testing. The venue will determine the final time for the electrical power supply.

LONG RUNS OF WALLING – FACING OTHER STANDS

- Long runs of aisle walls on stands are not permitted.
- If you plan to wall off part of your stand or construct any rooms within your space, please be aware that no more than one-third of any side of an exhibition stand may be enclosed/walled off, whether with solid or transparent walls, as illustrated in the drawing below.



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

No custom-built stand may be erected at the Exhibition Venue without written approval of the plans and design proposals by the Official Contractor and the venue management. The Organizer or the venue management reserves the right to withhold approval without giving any reason.

NOTE:

Raw Space Exhibitors MUST submit the following for approval on/before 8 August 2025 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 **1.5meters 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 8 August 2025 for submission to the venue management.

REFUSE AND DAMAGE DEPOSIT

All raw space exhibitors must submit a refuse/damage deposit to ensure their raw space sites are free of any large rubbish or damage after the event. The deposit will be refunded within six to eight weeks after the exhibition, provided the organizer deems the site clear of rubbish and damage. Payment for refuse/damage deposit is by cheque and make payable to "AMC (Exhibits) Ltd".

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

Contractor Badges and Vehicle Passes will not be issued to exhibitors or their appointed contractors, and custom-built stands will not be allowed at the exhibition unless the Official Contractor has received the Raw Space contractors' information, construction drawings, lighting plan, and the refuse/damage deposit.

SAFETY REPORT

Risk Assessment

All raw space must submit the Risk Assessment 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. Subsequently, reasonable steps should be taken 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 for two-story construction from the official contractor, the organizer, and venue management. Two-story construction is permitted only with approval from the Organizer and venue management. Exhibitors must accept full responsibility for the safety of the structure, as the Construction Site Safety Regulation applies. 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 8 August 2025. The exhibiting company can commence on-site work only after receiving approval from all relevant authorities.

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Before proceeding with the online submission, you must obtain the following documents and information:

1. Company ROC certification with all director information
2. Registration Address and UEN number
3. All plans + drawings
4. Approval Letter from the venue owner for the booths
5. Location Plan showing escape routes, fire sprinklers & extinguisher locations

When making the online submission, you will have 5 minutes to complete the first section and 15 minutes to complete the next section. Therefore, you must have all the required documents ready before starting the online submission. If any of the following documents are not ready, your submission will be invalid, and you will need to redo it.

Please contact AMC (Exhibits) Ltd if you need any help.

****Please submit the FSSD to the official contractor on or before 8 August 2025.**

INSURANCE

Contractors are required to obtain and maintain liability insurance (contractor all risk and third-party liability) to cover their liability for death or injury to any persons, and loss or damage to property arising from the performance of their Services.

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.



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 at the exhibition must carry the **Original** work pass (Work Permit Card / Employment Pass) 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.