

BARE SPACE STANDS

Stand Structure and Boundaries

- The permitted stand height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height must be submitted to the Organiser for approval and will be considered on a case-to-case basis.
- No structure may extend beyond the boundaries of the site allocated. Projections (including exhibits, signs, company name boards, floral decorations and furnishings) into the gangways will not be permitted.
- The company name and stand number of the Exhibitor must be prominently displayed. The Organiser reserves the right to affix stand numbers as they deem fit and will charge all costs incurred to the Exhibitor. The fascia name must be consistent with the Exhibitor's Space Contract Form.
- All Exhibitors must provide their own wall panels instead of using the back walls of the adjacent Exhibitors. The Organiser has the right to request the change, modification, lowering or shortening of any backwall or sidewall, if such, in the opinion of the Organiser, may obstruct the view or exposure of other stands.
- All stands must have at least 30% of any frontage facing an aisle left open, or fitted with transparent (see through) material. This area must be visibly-free of obstruction.
- It is the responsibility of the Exhibitor to supply, construct and decorate, free standing single clad partitioning to the periphery of their sites when they adjoin an adjacent stand where the minimum height of the partitioning must be 2.44m. Any area above 2.44m must be of double cladding and paint finished in white.
- Name boards cannot be displayed over an adjacent Exhibitor's back wall and/or sidewall.
- Stands with arches across the common gangway must be at least of 3.5m in height. Detailed drawings must be endorsed by a qualified engineer and to be submitted to the Organiser for approval and will be considered on a case-by-case basis.
- The Exhibitor and his appointed Contractor(s) shall ensure the structural integrity of their booth design.
- Approval for covered ceilings in exhibition stands must be sought from the Fire Safety and Shelter Department (FSSD) through Organiser, plans and sample of material with flame retardant certificate must be submitted at least two (02) months prior to the exhibition. Late submission will not be accommodated.

Stand Decoration

- Where a fascia or display is illuminated, the strength and colour of lighting of such must not interfere with other stands.
- Neon or flashing lights/signs will not be permitted. Sequence-lit displays may be used, subject to the approval of the Organiser/authorities, and the rate of the light change.
- When displays or exhibits include sand, top soil, gardens using peat moss or similar materials, the floor should be protected from stains by laying a leak-proof covering. The Exhibitor is responsible for ensuring all precautions are taken to prevent such materials being stepped on and staining any part of the exhibition halls. Watering must be controlled to eliminate leakage.

Stand Design Submissions

- Exhibitors who have contracted Bare Space stands are required to submit for approval: the booth plan, elevation and artist's impression, in duplicate, to the Organiser by 31 December 2016, together with their appointed contractor's details. This is to prevent costly alterations on-site per the requirements of the Hall Authorities and the Fire Safety Bureau.
- For double storey stands, the design, construction and tear-down are to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organiser and the venue owner. Double storey stands are applicable for contracted ground areas of 80 sqm and above. Detailed drawings (3 copies) must be endorsed by a local qualified engineer and to be submitted to the Organiser by 30 November 2016.
- The Organiser will not be responsible for the rejection of the stand design by the relevant authorities or due to late submission.
- Exhibitors who fail to submit their stand designs will not be permitted to commence work in the hall. A penalty (minimum S\$500) will also be imposed if stand design is not submitted two (02) weeks before the move in date.