

# EXHIBITION RULES & REGULATIONS

## Admission

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- All exhibiting personnel are required to wear Exhibitor badges at all times within the exhibition duration (including build-up and dismantling period). Exhibitors must register contractor passes for their appointed stand contractor/freight agents and/or delivery staff.
- Exhibitor and their contractors must ensure that all working staff on site are in possession of valid employment pass. Please note that the issuance of the Exhibitor and Contractor badges from the Organiser does not imply in anyway that permission is granted for any person to work on-site without necessary work permits or passes.
- Under the workplace safety and health act, all personnel entering the halls during build-up or dismantling period must have proper footwear (e.g. covered shoes).
- The Organiser reserves the right to refuse admission to **Exhibitors in shorts, slippers or inappropriate dressing into the exhibition halls or remove any person without giving any reason. Minors below 16 years old will not be permitted admission throughout the build-up, exhibition days and tear-down period, except on 12 March 2017 from 1200 hrs to 1700 hrs.**

## Electrical Supplies

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- The standard supply of electricity available for use in stand is single phase, alternating at 230 volts. Supplies to stand will normally be switched off 30 minutes after the exhibition closes each evening but 24-hour supplies can be provided by prior arrangement with the Official Standfitting Contractor.
- Exhibitors who require electrical supplies at times other than those stated must make an application to the Organiser's office on-site 24-hours prior to the closing time of the exhibition. Any cost incurred will be borne by the Exhibitor.
- The Organiser reserves the right to disconnect any electrical supply that is dangerous or is likely to be hazardous to visitors or to cause annoyance to other Exhibitors.
- All electrical works must be carried out solely by the Official Standfitting Contractor. (Please refer to Page 32)

## Air-Conditioning

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- Air-conditioning will be provided on the eve of the exhibition (1000 hrs - 1900 hrs) and throughout the exhibition hours. **Smoking is strictly prohibited in all air-conditioned areas.**

## Floor Covering

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- A suitable floor covering, such as carpet or matting, must be provided for all booths. The standard aisle carpet for the exhibition halls must be maintained, even if an Exhibitor has booth space on both sides of the aisle.
- No floor covering is to be fixed directly on the floor of the exhibition hall. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the standfitting, stand personnel and visitors, and exhibits having regard to the loading limits of the floors.
- All carpet and floor coverings must be affixed with residue resistant double-sided tapes. The Exhibitor will be responsible for the removal of all tapes and residue marks within the demarcated booth. The use of paint or other adhesives on the floors of the exhibition hall is strictly forbidden.

## Manning of Stand and Operation of Booth

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- The stand must be fully manned and exhibits displayed throughout the opening hours of the exhibition.

- All activities of the Exhibitor and his staff must be conducted within the allocated exhibition space including distribution of leaflets, brochures and other promotional materials. No advertising or canvassing of business may take place elsewhere in the exhibition halls.
- All Exhibitors who are only conducting export business should put up relevant signages/notices at the entrances of the stand to keep visitors informed of their intention.

## Patents and Copyrights

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- **It is the Exhibitor's respective responsibility to ensure that copyright laws are adhered to, and guarantee that their respective products on display are of original designs. Should there be disputes over design copyrights, the Organiser reserves the right to take corrective action. The Organiser's decision in copyright disputes shall be final.**

## Public Address (PA) System

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- The PA System is used by the Organiser and Hall Owner for official announcements only. Paging services will not be provided, as well as Exhibitor announcements will not be allowed.

## Photography & Video Recording

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- No photography and video-recording is allowed at the exhibition, other than authorised press personnel and those with permission from the Organiser and Exhibitor concerned. The Organiser reserves the right to confiscate camera(s), video recorder(s) and/or film(s).
- Exhibitors may contact the exhibition's official photographer or Media Centre for photography service.

## Refundable Performance Bond

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- The Exhibitor or the appointed contractor is required to place a refundable performance bond with the Organiser and sign an undertaking to guarantee conduct and behaviour, proper schedule of production and observance of the exhibition and hall regulations.

Contracted Area	Bare Space Stands	Shell Scheme Stands
Below 80 sqm	S\$ 2,000 per stand	S\$ 500 per stand
80 sqm & above	S\$ 4,000 per stand	S\$ 1,000 per stand

- Performance bond must be fully paid and received by 3 February 2017 before Exhibitors (or appointed contractors) are issued with admission badges and allowed to move into the halls to commence work. (Please refer to Page 32) Otherwise, all other payments should abide by the Exhibitor's contract with the Organiser.
- Exhibitors or the appointed contractor will bear all bank charges for the transfer of refundable performance bonds to the Organiser.
- Exhibitors are required to provide the Organiser with full bank details for refund purposes, so that this refund can be processed accordingly within 90 days, after 12 March 2017, subject to the conditions that the stand is completed within the stipulated "In Hall Operation Schedule" and any unused materials or debris disposed off properly and no damage caused, or any claims made during build-up, exhibition and dismantle period.

## Security

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- General perimeter security service will cover the exhibition halls during the build-up, exhibition and dismantling period. Nevertheless, the Organiser will not accept responsibility for theft, loss or damage of exhibits or any other equipment belonging to Exhibitors, contractors or visitors.
- Exhibitors are advised to take care of personal belongings and to ensure that their exhibits and valuables are kept secured at all times during the exhibition. It is strongly recommended that at least one representative is at the stand to supervise all deliveries, packing and unpacking, installing and dismantling until the hand-over to your nominated agent is completed.
- Exhibitors may want to arrange an insurance policy to cover for loss of exhibits or display equipment due to theft or damage.

Exhibitors are advised to be particularly careful to pack all items/exhibits immediately after the exhibition ends on 12 March 2017. It is at this time that there is a higher risk of exhibits and valuables going astray.

- For security & safety reason, no movement of exhibits will be allowed (inside or outside of halls) during exhibition days.
- Exhibitors may contact the Official Security Agent (Please refer to Page 62) should they require security personnel to attend to their stand exclusively.

## Cleaning

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- The Organiser will arrange for the general cleaning of the exhibition premises and shell scheme stands (excluding exhibits) prior to the opening of the exhibition. During show days, it will only include general cleaning for exhibition premises, common gangway and rubbish disposal. Exhibitors who require special cleaning or waste disposal service can contact the Official Cleaning Agent for a quotation. (Please refer to Page 55)
- Exhibitors with lockable offices are requested to place refuse outside the office before departure each evening. It is the responsibility of the Exhibitors to maintain their stands in a tidy condition at all times.
- Exhibitors and/or appointed contractor/s are responsible for the removal of stand construction debris and rubbish during the build-up and dismantling period.

## Catering Service (Food & Beverage)

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- **All Food and Beverage Catering must be arranged with the venue's appointed caterers. No external F&B suppliers/caterers are allowed. Please approach SingEx for all F&B requirements. (Please download SingEx Catering form from this link <http://www.iffs.com.sg/catering>)**
- **The venue reserves the right to ask non-appointed caterer to leave the Hall & a penalty will be imposed on the Exhibitor.**

## Unforeseen Occurrences

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- In the event of any unforeseen occurrences, the decision of the Organiser shall be final.