

INSPIRED THE PAST, LEADING THE PRESENT, IMPACTING THE FUTURE

ADEX 20 OCEAN 24 FESTIVAL

Date: 12th April – 14th April 2024

HALL 403-405

Suntec Singapore Convention & Exhibition Centre

EXHIBITOR MANUAL

OFFICIAL OPENING HOURS

FRIDAY, 12 April 2024
1000 – 1900 Hrs

SATURDAY, 13 April 2024
1000 – 1900 Hrs

SUNDAY, 14 April 2024
1000 – 1800 Hrs

IMPORTANT MEMORANDUM

SUBJECT: MEMO OF UNDERSTANDING TO STEM COUNTERFEIT GOODS FOR SALE ON ADEX SERIES OF SHOWS AND EXHIBITION HALLS

Dear **Valued Stakeholders & Exhibitors**,

Due to an unfortunate account, it has been brought to our attention that the sale and promotion of counterfeit goods were reported in one of the ADEX series of shows. We would like to applaud the valued ADEX supporter for coming forth and bringing this issue to public's attention.

ADEX ASIA DIVE EXPO condemns and will not tolerate and support the promotion and sale of counterfeit goods in the precinct of ADEX exhibition halls. The presences of counterfeit products and services distributed in ADEX is an infringement on our intellectual property rights and a violation of our registered trademark. As ADEX strives to be the platform that convenes reputable brands that deliver high-quality products and services to all our valued visitors.

This memorandum will serve as a notice to prevent any fake, imitation products or services to be displayed or sold by authorised or unauthorised distributors and resellers in any ADEX series of shows at all times.

Any exhibitors spotted or was brought to our attention in displaying or selling the above, ADEX will exercise the rights to investigate any exhibitors who take part in illegal practices. ADEX will not hesitate to issue warning letter, file petitions to the relevant authorities to condone the known offenders. Tougher actions and beyond, including further legal actions against such illegal counterfeiters and distributors will be carry out if deem necessary.

We would like to encourage and empower our exhibitors and customers to join us in combating counterfeits by reporting known or suspected counterfeits to us through email, or alert your respective account managers/ADEX representatives immediately.

For any further enquiries, ADEX team is reachable at ellfrance@uw360.asia.

TIPS ON HOW TO ACKNOWLEDGE COUNTERFEIT GOODS & BE A SMART CONSUMER:

1. Purchase products only through authorized distributors, dealers and resellers to avoid any counterfeits.
2. Beware of products offered to you at a greater discount than you normally would be able to obtain from the authorized distributors under the claim that seller have direct connection with factories, suppliers or dealers. Do not purchase from such suspicious sources both online or offline.
3. Do not purchase product when the packaging has been resealed, reused or tampered with in any way.
4. Enforce strict regulations and regular assessment within your organisation to ensure the integrity of your operations.

ADEX appreciates your assistance in preventing the distribution of counterfeits.

DEADLINES, CONTACTS & VENUE

DEADLINES

DATE	TIME	DETAILS
31/3/24	PAYMENT	Final payment is due for exhibition booth space. Contact ADEX accounts team for queries at victor@asiangeo.com
13/3/24 (Sea Freight) 15/3/24 (Air Freight)	FREIGHT FORWARDER ORDER FORMS	Freight Instructions contains Deadline for shipment, Consignment Instructions, Insurance and Shipping Chargers to be confirmed before the deadline. Exhibitors to complete and send the form to ADEX Official Freight Forwarder, ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
31/3/24	SERVICE ORDER FORMS	All shell-scheme exhibitors must complete the Exhibitor Profile form online & send to ADEX Official Contractor, Cityneon Events Pte Ltd , to ensure the correct name on fascia-board.
25/3/24	EXHIBITOR PROFILE	Complete Exhibitor Profile Form online at: https://www.adex.asia/exhibitor-profile-SG2024/
	EXHIBITOR BADGE FORM	Complete Exhibitor Passes Form online at: https://www.adex.asia/exhibitor-badge-SG2024/
	SPONSORSHIP FORM	Complete Sponsorship Form online at: https://www.adex.asia/sponsorship-submission-SG2024/

CONTACTS

NAME	DESIGNATION	DETAILS	EMAIL
Ellfrance Pháng	Project Manager	(+65) 8222 9196	ellfrance@uw360.asia
Victor Ow	Senior Manager	(+65) 9746 6322	victor@uw360.asia
Desmond Ho	Regional Business Manager	(+65) 8301 9253	desmond@uw360.asia desmond@asiangeo.com
Elysee Tan	Business Manager	(+65) 9871 1706	elysee@asiangeo.com

GENERAL INFORMATION

OFFICIAL STAND CONTRACTORS:

Cityneon Events Pte Ltd

25 Tai Seng Ave, #06-01, Ciyneon Building, Singapore 534104

Tel: +65 6571 6418

Shell Scheme, Carpeting, Furniture, Electrical Supplies & Fittings and Print & Graphics Productions

Ms Siew Hui Shan

Mobile: +65 8138 7575 Office Phone: +65 6571 6428

Email: huishan.siew@neonglobal.com

Ms Nurul Aisyah

Office Phone: +65 6571 6402

Email: nurul.aisyah@neonglobal.com

Special Design Booth Proposal Enquiry

Ms Siew Hui Shan

Mobile: +65 8138 7575 Office Phone: +65 6571 6428

Email: huishan.siew@neonglobal.com

Ms Sim Junyong

Office Phone: +65 6571 6256

Email: junyong.sim@neonglobal.com

Bank Detail

Beneficiary Name : **Cityneon Events Pte Ltd**
Bank Name : **Citibank, N.A., Singapore Branch**
Bank Account No. : **0-853373-117**
Bank Code : **7214**
Branch Code : **001**
Swift Code : **CITISGSG**

All Local & Overseas Freight Enquiries

OFFICIAL FREIGHT FORWARDER:

Rogers Expo Services (Singapore) Pte Ltd

6 Harper Road, #05-03,

Leong Huat Building, Singapore 369674

Tel: +65 6846 0555

Faith Ong faith@rogers-asia.com

Bank Detail

Beneficiary Name : **Rogers Expo Services (Singapore) Pte Ltd**
Bank Name : **The Hong Kong & Shanghai Banking Corporation Limited**
Bank Address : **Robinson Road P.O. Box 896, Singapore 901746**
Bank Account No. : **141-101212-001 (SGD)**
Bank Swift Code : **HSBCSGSG**

ONSITE SCHEDULE

The exhibition hall set-up/tear-down and opening times are as shown below.
Please kindly contact us if you have further enquiries or concerns with the time arrangements.

11 Apr 2024 Thursday	07:00 – 09:00	Floor Marking & Exhibition Set-Up	ADEX Official Contractor
	09:00 – 23:59	FOR Special Design Custom Booth	Special Design Custom Booth External Contractors (Raw Space)
	09:00 – 18:00	All Exhibitors Badge Collection @ Registration Counter (Hall 403)	All Exhibitors All Speakers
	12:00 – 23:59	Exhibitor Shell Scheme Set-Up	All Exhibitors External Contractors (Shell Scheme)
12 Apr 2024 Friday	09:00 – 19:00	All Exhibitors Badge Collection @ Registration Counter (Hall 403)	All Exhibitors All Speakers

12 Apr 2024 Friday	10:00 – 19:00	Exhibition Operation Time	All Exhibitors All Speakers Public access
	15:00 – 17:00	Opening Ceremony @ BlueGreen360 Stage	All Exhibitors All Speakers Public access
	19:00 – 19:30	Hall closing	Exhibitors access only
13 Apr 2023 Saturday	10:00 – 19:00	Exhibition Operation Time	All Exhibitors All Speakers Public access
	19:00	Hall closing	Exhibitors access only
	19:00 – 22:00	Exhibitor's Party	Speakers & Exhibitors access only
14 Apr 2023 Sunday	10:00 – 18:00	Exhibition Operation Time	All Exhibitors All Speakers Public access
	18:00 – 22:00	Dismantle of Booths	External Contractors & Exhibitors access only

All stands must be maintained in a fully operational state until the closing of the show at **18:00 on 14 Apr 2023**.

- * During set-up/break downtimes, access to Halls 403-405 is only through the loading/unloading bay.
- * Individual stand fitting contractors must complete their work according to the schedule listed.
- * Permission must be sought for overtime work and required overtime charges may have to be paid.
It is advised to work with the official contractor for special shell designs, as they have longer access to set-up/break-down times.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

1.1 LOCATION

The exhibition will be held at Exhibition Hall 403-405, Suntec Singapore Convention & Exhibition Centre. 1 Raffles Boulevard Singapore 039593. Visit <https://www.suntecsingapore.com> for more information.

1.2 BUILD-UP AND REMOVAL, TEAR DOWN TIMES

The exhibition will close at 1800hrs on Sunday, 14th April 2024. For public safety & security reasons, dismantling of stands must not start before this time, nor before all visitors have left the exhibition floor. Please note that the delay in clearance of visitors/members of the public will result in delay of dismantling works. We seek exhibitor's assistance & co-operation in this area. The exhibition area must be cleared of all exhibits/stands/materials as per timings stipulated in **Item 2. Schedule**. During set-up & dismantling periods, the halls are considered a building site. Therefore, all stand contractors/exhibitors are responsible for the work environment and fire protection within their stand area. Please take all necessary steps to protect yourself and other stand builders/exhibitors from the risk of any accidents happening.

Any items remaining in the hall after dismantling will be removed & disposed on behalf of exhibitor/contractor & all charges will be billed to the exhibitor/contractor. Neither the Organiser nor the venue owner will be held responsible for any loss.

1.3 DELIVERY FOR EXHIBITORS

Exhibitors are responsible and should be present to receive deliveries to the exhibition. The Organiser & their contractors will neither accept any deliveries on behalf of exhibitors nor can be held responsible for any loss or damage of deliveries made in the absence of the person in charge. In addition, the Organiser cannot be held responsible for delays or other difficulties arising, due to the exhibitors & their agents not respecting and/or ignoring the stipulated schedules, rules, and guidelines.

For safety & security, all deliveries must be conducted before the show opens to the public. Please refer to **Item 2. Schedule** for opening hours details. Exhibitors are requested to brief their suppliers on the delivery guidelines & procedures.

1.4 ENTRY TO EXHIBITION – EXHIBITORS & CONTRACTORS

For security reasons, Exhibitors & Contractors will be issued passes for entry into the Exhibition. These passes MUST be always worn within the show. Please note that access into the show will be through designated entrances only. Security guards had been instructed to re-direct pass holder to these designated entrances. You may be asked to present proof of identity.

All passes issued are non-transferable. Persons found abusing these passes will have the passes confiscated & a fee will be levied for re-issuance of confiscated passes.

1.5 ENTRY TO EXHIBITION – EXHIBITOR PASSES

Passes will be issued to all Exhibitors & staff manning their booths. These passes are only meant for staff manning the booths during the exhibition days.

Exhibitors are requested to submit their application through our online portal. Exhibitors are reminded to comply with Ministry of Manpower's guidelines on hiring of foreign workers.

PLEASE NOTE THAT INCOMPLETE ONLINE SUBMISSION WILL BE REJECTED & RESULT IN DELAYS & FEES.

To ensure that the passes are issued on time, a submission and collection schedule had been prepared. Please note that a surcharge will be levied for requests (irrespective of whether the passes requested are within or outside the entitlement) received after their respective deadlines.

FACILITIES & SERVICES

2.1 EXHIBITION AREA TECHNICAL SPECIFICATION

	HALL B	HALL C
Floor Loading	12 KN/m ²	12 KN/m ²
Floor Finish	Concrete	Concrete
Ceiling Height	Up to 8.0 m	8.0 m approx..
Ceiling Loading	800 kg capacity hanging points	800 kg capacity hanging points
Parking	No parking will be allowed in the loading bays	No parking will be allowed in the loading bays

2.2 AIR-CONDITIONING & VENTILATION

Mechanical ventilation will be provided during Move-in and Move-out periods. Air conditioning will only be provided during the public opening hours on Show days.

2.3 AUDIO VISUAL EQUIPMENT & WATER CONNECTION

These services can be arranged through the Official Contractor directly.

2.4 CLEANING

The Organiser will only provide general in-hall cleaning of common areas (i.e. outside the stand). This includes cleaning of common area carpets and the emptying of waste bins. The cleaning of exhibits and areas within the stand remains the Exhibitor's responsibility. Exhibitors may use your own staff or avail of the basic cleaning services provided by our appointed cleaning company. For safety reasons, daily booth cleaning must be finished before the show opens to the public.

During the build-up and tear-down periods, the aisles of the Hall must not be obstructed with packing and construction materials or debris. The Exhibitor's Appointed Stand Contractors and suppliers are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at certain designated areas.

At the end of the Exhibition, contractors must remove from the site all the materials by the timings stated in the **Item 2. Schedule**. Failure to do so will result in deductions of their Performance Bond to cover the removal by the Official Cleaning Contractor. The Organiser reserves the right to charge the Exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature).

2.5 COMMUNICATIONS TECHNOLOGY

Public Wi-Fi is freely accessible without need of password

2.6 FIRST AID

During the Exhibition, a first aid counter will be set up.

2.7 FOOD & BEVERAGE

Marina Bay Sands, Singapore offers an extensive range of Food & Beverage offerings. No Food & Beverage supplier or caterer will be allowed to supply or cater food & beverage in the Centre.

2.8 SECURITY & INSURANCE

General security will be provided by the Organiser during the Exhibition. This covers the Exhibition's perimeter, common/public areas, and general crowd control. Exhibitors are advised to arrange their own security (if required) and insurance to cover all stages of the event and not to leave their stands unattended during the entire show. The Organiser will not be held responsible for any loss of or damage to, exhibits suffered by the Exhibitors

The booth design is intended to give prominence to product presentation and give visitors the opportunity to find out more about the exhibitor and their products. An open booth design is desired. Exhibits should be presented in front of the stand structures.

The Exhibitor is responsible for ensuring that the exhibition stand erected by themselves, or their Appointed Stand Contractor meets all Fire & Safety Bureau (FSB) requirements, Marina Bay Sands Singapore's Rules & Regulations and the rules and requirements stipulated by the Organiser. They include but are not limited to the following regulations: Regulation on Shell Scheme Design Stand, and Regulation on Special Design Stand.

The conformity of the exhibition stand with these regulations can be inspected by the Organiser & Hall Owner at any time. Should the exhibition stand be found not to be following the rules and regulations, the Exhibitor is required to immediately take the necessary actions to ensure compliance. Failing which, the Organiser is entitled to remove stand structures at the Exhibitor's cost and to forbid the use of the exhibition stand. In case of infringements of the regulations on special stand structures, the ban on the use of the stand may be enforced by isolating the stand and/or switching off the energy supply.

TECHNICAL RULES & REGULATIONS

3.1 APPOINTMENT OF SPECIAL DESIGN STAND CONTRACTOR

All Exhibitors who have contracted for raw space only and will be engaging their own stand contractor or are building their own stand, are required to submit to the Organiser details of their appointed special design stand contractor (i.e. Appointed Stand Contractor) using **Form F3**.

3.2 REGULATION ON SHELL SCHEME DESIGN STAND

When planning the interior design of the exhibition stand, the following regulations must be considered:

- All stand walls are restricted to a height of 2.44 ~ 2.5 m.
- The walls have white laminated finish. Hence, no nailing, drilling, and painting will be allowed. Panels can be fixed by double-sided tape or with brackets rented from the Official Contractor.
- Ceilings must be open.
- Corridors indicated on the floor plan must be kept clear of all exhibition goods or decoration materials to facilitate movements.
- Exhibitors occupying corner booths have the choice of a wall or an additional open side on to the aisle. But the wall must not obstruct the stands around them.
- No financial credit will be given by the Organiser for package item that are not utilized.
- No painting or sawing may be done in the Exhibition Centre. The Exhibitor will be held responsible for any damage caused to the exhibition centre's fittings by their staff or contractor.

Electrical Distribution Board facility is not available to Shell Scheme Exhibitors.

3.3 REGULATION ON SPECIAL DESIGN STAND

Exhibitors having "Special Design" exhibition stand are advised to use the services of the official contractor appointed by the Organiser to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organiser before any of their Appointed Contractors are commissioned to work on site and is subject to the following rules and regulations.

The Organiser reserves the right to reject any contractor and design they deem inappropriate.

3.4 APPROVAL OF SPECIAL DESIGN STAND

To comply with local building regulations, all exhibitions stand designs must be submitted to the Organiser for examination and approval before the date indicated in **Form F3**. To ensure that there is no delay in the approval, Exhibitors are reminded to ensure that their appointed contractors:

- Submit designs that comply with all local building regulations and the rules and requirements stipulated by the Organiser.
- Obtain all necessary endorsements [e.g., Professional Engineer (PE) endorsement].
- All endorsement must be issued by a Singapore agency recognized by the Organiser.
- Dimensions in the design and drawing are accurate.

3.4.1 SINGLE-STOREY EXHIBITION STAND DESIGN

For single-storey exhibition stand design, submit the following to the Organiser:

- Dimensioned design drawings for floor plan, section, and elevation (min. scale 1:500).
- Dimensions and execution of the envisaged typeface and logos.
- Hanging points and additional hall-ceiling lightings.
- Location and orientation of the exhibition stand within the hall.
- PE approval (endorsement) for hanging points and/or covered ceiling.
- For covered ceiling, please submit fabric sample and test report.

3.4.2 MULTI-STOREY BOOTHS / EXHIBITION STAND DESIGN

Double-storey booths (for purpose of hosting persons) may be considered on a case-by- case basis. The design, construction and dismantling must comply with guidelines, rules and regulation laid down by the FSB and the Organiser. Written approval from the Organiser must be obtained by the Exhibitor before booth construction may be allowed to proceed.

For double-storey exhibition stand design, submit to the Organiser:

- Dimensioned design drawings for floor plan, section and elevation (min. scale 1:500).
- Dimensions and execution of the envisaged typeface and logos.
- Special presentations.
- Hanging points and additional hall-ceiling lightings.
- Location and orientation of the exhibition stand within the hall.
- PE endorsement for hanging points and/or covered ceiling.
- PE approval (endorsement) on the structure.
- All the documents must reach us no later than 3 months before move-in.

3.5 ADMINISTRATIVE FEE

All Appointed Stand Contractors are required to pay a non-refundable Administrative Fee of S\$6 per sqm (minimum levy of S\$250) to the Official Contractor no later than date indicated in **Form F3**. This is in addition to the refundable Performance Bond and subject to applicable GOOD & SERVICES TAX (GST).

3.6 APPOINTED STAND CONTRACTOR ADMISSION

Passes enabling Appointed Stand Contractors to enter the exhibition hall during the build-up and tear- down periods for construction and dismantling purposes will be issued only upon application to the Organiser's Office. In view of Ministry of Manpower's guidelines on the hiring of foreign workers, all contractors are required to submit supporting valid work document.

Please refer to **Form 15**. Circulars for details on deadlines & entitlements Appointed Stand Contractor Passes (Build-Up & Tear-Down).

VALID WORK PERMIT

All Contractors are reminded to comply with Ministry of Manpower's guidelines on the hiring of foreign workers. Contractors are required to submit an undertaking that all foreign workers working within the Exhibition are in possession of valid work document.

All foreign employees and staff must be in possession of valid work permits and/or valid relevant government approval issued by the Singapore Ministry of Manpower and Singapore Immigration Department. Relevant Government officials are known to conduct spot checks during the Build-up/Tear-down periods. Please note that the issuance of passes by the Organiser do not in any way imply that permission is granted for any person to work on-site without the necessary work permits.

PLEASE NOTE THAT INCOMPLETE SUBMISSIONS WILL BE REJECTED & RESULT IN DELAYS & FEES

To ensure that the passes are issued on time, a submission and collection schedule had been prepared. Please note that a surcharge will be levied for requests (irrespective of whether the passes requested are within or outside the entitlement) received after their respective deadline.

Exhibitor's Appointed Stand Contractors with valid reasons to be present (e.g. emergency remedial works) during the Exhibition period are requested to register at the on-site Pass Office. The Organiser reserve the right to disallow any contractor or supplier using Exhibitor pass to gain access into the Exhibition.

3.7 BUILD-UP

Exhibitors (and their Appointed Stand Contractors) may only commence the booth build-up after approval had been given and as per **Schedule**. Please refer to **Item 2**. Schedule for details. For safety and security reasons, only persons with valid pass will be allowed into the halls.

Exhibitors who require additional time to complete their work after the hall closes each day, are required to submit their Request in advance. Please refer to Form 15. Application & Order Forms for details.

3.8 CENTRE'S WALLS, PILLARS & STRUCTURE | COVERED CEILING

NO attachments to the centre's walls, pillars and structure will be allowed.

Booths with covered ceiling require Organiser & Hall Owner approval. All covered storeroom to install a portable ball sprinkler for every 12sqm. Covered ceiling exceeding 75sqm requires 2 x EXIT door and cannot be next to each other. Cloth fabric material used must be fireproof resistant and not more than Class 2 rating type. Cloth sample and certification to be submitted to Organiser or Hall Owner for records.

3.9 DECORATION MATERIALS

All precautions must be taken by the Contractor or the Exhibitor against fire and to protect the public. Materials for decoration must follow Marina Bay Sands Singapore's Rules & Regulations (section 4). Spray paint has a chemical which is a fire safety hazard. The hall owner does not allow any spray paint work to be conducted inside the hall. Please ensure all spray painting to be completed off-site.

3.10 ELECTRICAL DISTRIBUTION BOARD (DB) FACILITIES

These facilities are available to raw space exhibitors only. Exhibitors must have their own licensed electrician. The Official Stand Contractor will NOT provide installation and connection services for these items. Total power consumption shall not exceed the limits specified. A supply of cable terminating in a fuse switch or isolator, wiring and maintenance are the responsibility of the Licensed contractor appointed by the Exhibitor. Exhibitor or their electrical contractor must submit the "Certificate of Fitness for activation of Temporary Electrical Supply" and locally endorsed single line drawing to the Official Stand Contractor. All electrical requirements for raw space exhibitors ordering electrical main should be included in the main consumption.

A Flat Fee of S\$500 for investigation/administration fees will be charged in the event of a power supply disruption caused by the particular booth. Please ensure that you comply with Marina Bay Sands Singapore's Rules & Regulations.

These Exhibitors (and/or their Appointed Stand Contractors) must ensure that their DBs (only applicable to non 24-hours power supply) are switched off at the end of each show day. Please note that the Organiser does not have access to the location where the DBs are situated. A flat fee of \$500 (being additional utility charges) will be levied on Exhibitors and/or their Appointed Contractor who fail to comply with this regulation.

Exhibitors who require 24-hour power supply to power their equipment (e.g., transformer, etc) or exhibits are reminded to instruct their contractors to requisite the appropriate electrical supply so as their equipment and vehicle exhibits are properly powered.

3.11 EXHIBITORS' NAME AND STAND NUMBER

The Name and Stand Number of the Exhibitors must be prominently displayed. If this is not observed, the Organiser reserves the right to affix stand numbers as they consider fit and charge the cost incurred to the Exhibitor.

3.12 EXHIBITION STAND BOUNDARIES

NO part of any structure or exhibits may extend beyond the boundaries of the site allocated. No Q-poles are allowed to be placed along the aisles, exhibitors are required to place their Q-poles within their exhibition space.

3.13 FLOOR COVERINGS & PLATFORM

A suitable floor covering such as carpets, must be provided for booths which follows Marina Bay Sands Singapore's Rules & Regulations.

When laying carpets and other floor coverings, measures must be taken to prevent accidents. The carpets and floor coverings may not extend beyond the boundaries of the booth. Only adhesive tape may be used to attach the floor coverings. All materials used must be removed without leaving residues. Substances such as oil, grease, paint, and similar items must be removed from the floor immediately. It is not permitted to paint or stick anything on the hall floors. Anchor points and attachments on the hall floors are not permitted. Should any damage occur, repairs to the floors will be carried out by the Suntec Singapore and the charges borne by the Exhibitor.

The Exhibitor and/or their appointed contractor are to ensure that the sharp edges of their stand platform are properly constructed or treated so that they do not pose a safety hazard to visitors and other exhibitors.

TOTAL HEIGHT LIMITS ON RAISED FLOOR COVERINGS & VEHICLE EXHIBIT PLATFORM

The total height limit of floor coverings (raised or not raised) and with or without Platform must not exceed FIVE (5) centimeters in height (i.e., measured from concrete floor of the hall).

When submitting their booth design for approval, all special design stand contractors are required to declare the following: (a) height of floor covering, and (b) height of each platform.

3.14 HALL SPRINKLER SYSTEM

All halls are fitted with a sprinkler and smoke detector system. No heat-generating equipment may be operated near the sprinkler nozzles as it may trigger the sprinkler system. For booths with covered ceiling, please refer to [Item 5.8](#). Covered Ceiling for details. Please ensure you comply with Sands Expo and Convention Centre's Rules & Regulations.

3.15 HEIGHT LIMIT

No structure may exceed THREE (3) meters in height. Exhibitors desiring to build structures exceeding this height limit are required to apply for permission from the Organiser and Hall Owners. This application must be submitted at least one (1) months before the show open.

Please note that this rule is **NOT** restricted to single-storey booths. No structure may exceed the stipulated height directly underneath the fire curtains in the Exhibition Halls.

3.16 PARTITION WALLS OR STRUCTURE

All partition walls or structures should not be more than FIVE (5) meters in length. There **MUST** be at least a THREE (3) meters break before another wall or structure will be allowed to be built. These conditions apply to all booths unless the partition walls or structures are constructed against the actual walls of the hall and not obstructing the products on display on the other side of it. Back walls must be provided, except in the case of an island or peninsular booth.

A partition wall is required to be built for all non-island booths. The nature of the partition wall to be built between the two booths must be agreed by both parties and must comply with all the rules and regulations of the show.

Where 'Raw Space' booths are next to 'Shell Scheme' booths, the walls of the 'Shell Scheme' booths may **NOT** be utilised by the 'Raw Space' Exhibitor. All rear surfaces of designs must be appropriately decorated (draped or finished) unless they are located against the actual walls of the Exhibition Hall.

3.17 PERFORMANCE BOND

Before permission is granted for a contractor to work at the Exhibition and the necessary passes issued, the contractor is required to place a refundable Performance Bond of S\$50.00 nett per sqm (minimum levy of S\$500 and a maximum of S\$10,000). The bond must be paid to the Organiser and the contractor must sign a written Undertaking to guarantee conduct, compliance to approved design, proper schedule of protection and observance of the Exhibition and Hall Regulations.

The Performance Bond must be submitted upon appointment by Exhibitor or no later than date indicated by the Organiser. This is without prejudice to any additional claims the Organiser may have on the contractor and/or Exhibitor if the damages exceed the deposit. Please note that **GOOD & SERVICES TAX (GST)** will not be collected for this payment.

Only when this Performance Bond is received and the Undertaking signed, will the contractor be allowed to bring their materials onto the site or commence work. The Contractor will also have to bear any charges levied by the Hall Owner for damages caused to their property, flooring, or for debris not cleared away. Provided the

booth is completed on time, no damages are caused, and any outstanding payment due to the Organiser, the Bond will be refunded to the Contractor in full only after the exhibition.

3.18 RESTRICTION ON CONSTRUCTION OF WALLS & PARTITION

Any walls and/or partitions/structures within the stand should be constructed in such a manner that allows at least fifty percent (50%) unrestricted view of the neighbouring stand to be visible from any angle. There should **NOT** be any object(s) directly in-front and/or behind of the 50% opening. The Organiser reserves the right to request the Exhibitor to change, remove, modify, lower, or shorten any backwall, sidewall and/or structures proposed, if in the opinion of the Organiser, such backwall, sidewall or structure, obstruct the reasonable exposure of any adjacent exhibition stands.

There shall be a firebreak of three (3) meters between rows of booths if it exceeds 30 meters in a row.

The Hall Owner require Appointed Contractors to ensure that booth is structurally strong and stable in accordance with structural safety requirements and comply to all fire safety requirements.

3.19 SAND, SOIL AND SIMILAR MATERIALS

When an exhibit includes sand, top soil, gardens using peat moss or similar material, the floor must be protected from stains by laying a leak proof covering on the floor. The Exhibitor is responsible for ensuring all precautions are taken to prevent such materials being stepped on and staining any part of the Exhibition. Watering must be controlled to eliminate leakage or seepage. The Exhibitor will bear all costs for any damages caused to the Centre.

3.20 SOUND SYSTEM EXHIBITORS

Exhibitors of sound systems must ensure that noise is kept entirely within their stand area by either fully enclosing the display into a sound-proof booth or providing headsets for visitors.

3.21 SUSPEND EXHIBITS AND BANNERS | RIGGING

Items may only be suspended from approved points on the ceiling of the exhibition hall. All suspended items may not protrude beyond the perimeter of the Exhibitors own stand nor block/cause obstruction of the building's existing structures. Please consult the Official Contractor for permitted suspension points.

All contractors are to indicate clearly, in the detailed drawing (with PE calculation and endorsement) to be submitted, which of the approved hanging points will be utilised. Only hanging points within the booth footprint may be used. The use of hanging points both inside and outside the booth's footprint is subject to Organiser's approval and is on a first-come-first-served basis.

All cost related to the rigging/hangings to be borne by the Exhibitor/Contractor. For safety reasons, NO SHARING of rigging points is allowed.

All riggings required by the Exhibitor need prior written approval by the Organiser. The installation of suspended exhibits or banners MUST be carried out under the supervision of the Official Stand Contractor. During build-up, the hall owner will conduct inspection on rigging points before giving their final approval.

The respective Professional Engineer (PE) who endorsed and approved the hanging points and/or riggings locations must conduct an on-site inspection (at the Exhibitor's Appointed Contractor's own cost) to ensure compliance. After the on-site inspection, the respective PE is required to submit certificate to the hall owner certifying that all rigging works had been done accordingly to hanging/rigging plan approved by the hall owner.

3.22 TEAR-DOWN

Dismantling of booth may only commence as per schedule and only after all vehicle/exhibits had been removed. Please refer to [Item 2. Schedule](#) for details.

The booth area must be handed back to the Organiser in a clean condition no later than the end of the tear-down period. All residues of adhesives, paints, etc. must be completely removed.

If the booth area is not handed back in a proper condition, the Organiser will arrange to have it cleaned and restored to the proper condition on behalf of the Exhibitor/Contractor and all charges will be billed to the Exhibitor/Contractor

3.23 USE OF SPREADER PLATES, FLOOR LOADING

Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading, and/or for any demonstrating exhibit/product that causes severe vibrations or reverberations, in which case the floor loading is subsequently reduced by at least 30% or more. The Exhibition Hall Safety Officer has the final authority on this matter. These spreader plates must be arranged in advance with the Organiser's Official Contractors.

3.24 DISPUTE

In the event of a dispute, the Organiser's decision will be final.

SITE OPERATION

4.1 ELECTRICAL INSTALLATIONS & FITTING AND SUPPLIES

All electrical installations must be carried out by the Official Contractor. Additional electrical items may be hired from the appointed electrical contractor. Please submit your orders using [Form F8](#).

General hall lighting will be provided by the Organiser. The standard supplies of electrical current available for use on stands at the Exhibition are:

- a. Three-phase alternating at 400 volts 50 Hz + 6%
- b. Single-phase alternating at 230 volts 50 Hz + 6%

Supplies to stands will be switched off at source 15 minutes after the exhibition closes each evening and on the final day of the show.

Exhibitors who require 24-hour electricity supplies (single phase or three phase distribution board) must submit their application to the Official Contractor on **Form F8** by the stipulated deadline. Such supplies cannot be arranged at short notice.

4.2 FREIGHT HANDLING

Rogers Asia (Singapore) has been appointed the Official Freight Forwarder for this event and is responsible for the movement of all freight on site. No other freight forwarders will be allowed to work on site.

The Official Freight Forwarder will also be responsible for the forwarding and on-site handling of the exhibits for the show.

Please refer to the **ROGERS ASIA (SINGAPORE)** included in the manual.

The agreed shipping agreement between **ROGERS ASIA (SINGAPORE)** and the individual exhibitor will ensure that exhibits and all related articles arrive at the exhibition centre well in advance of the exhibition date to provide for customs clearance, transportation and unpacking procedures.

Overseas exhibitors' authorised agents should apply to the address listed below for full information on the forwarding procedures. **ROGERS ASIA (SINGAPORE)** will issue shipping instructions to exhibitors.

IMPORTANT

Exhibitors are reminded that in the interest of security and efficiency, ROGERS EXPO SERVICES (SINGAPORE) PTE LTD is EXCLUSIVELY responsible for the handling of goods and exhibition materials into and out of the Exhibition Centre. However, exhibitors wishing to use their own forwarding agents to send display items to Singapore, should note the following:

Please do not consign shipments to ADEX, Asian Diver, Asian Geographic Magazines Pte Ltd or Sands Expo and Convention Centre.

***** All exhibits should be consigned to ROGERS ASIA (SINGAPORE) *****

Contact the following for all freight related queries:

ROGERS ASIA (SINGAPORE)

All consignments must be on a **"Freight Prepaid"** basis.

As an appointed Official Freight Forwarder in this exhibition for your freight forwarding and on-site handling needs, the Official Freight Forwarder will be able to assist you on all enquiries pertaining to freight forwarding, customs clearance, deliveries etc.

BOOTH SPACE

All booths are **NON-TRANSFERABLE** to any business associates (exhibitors, medias, conservation groups). Sharing may be permitted up to a maximum of 2 registered companies per booth.

LOADING / UNLOADING BAY

All vehicles should not be parked or left unattended at the loading / unloading bay. This may result in your vehicle being clamped

IMPORTANT: No Moving-in or removal of exhibits to and from the stand is allowed during the opening hours of the Exhibition.

4.3 WORKPLACE SAFETY & HEALTH ACT

All contractors are required to comply with the Ministry of Manpower (MOM) Workplace Safety & Health Act (WSHA). They are to ensure that all workers are properly trained and certified for the work they do. All their workers are to be issued with Personal Protective Equipment (PPE); as appropriate for the job and be required to always wear them while on-site.

Under Workplace Safety and Health Act, all contractors must submit the Risk Assessment (RA) or Method Statement to the Organiser prior to work commencement. The RA must be submitted by a competent person who has attended a Risk Management course conducted by a MOM approved training provider or equivalent with an adequate bizSafe certification of Level 3 or above.

While the Organiser will always maintain security surveillance, Exhibitors are reminded to always exercise caution to safeguard their property. Stands should not be left unattended until all portable items have been removed and hired items and equipment collected by the appropriate suppliers.

GENERAL INFORMATION

FILM/AUDIO VISUAL DEMONSTRATION

Exhibitors who intend to have a media presentation at their stand must have their materials censored by the Film and Publications Department.

Censorship

Board of Film Censors/Arts Entertainment Licensing

Media Development Authority

3 Fusionpolis Way #16-22 Symbiosis

Singapore 138633

Tel: (65) 6377 3800

Fax: (65) 6577 3888

Website: www.mda.gov.sg/Licences/Pages/LicencesLanding.aspx

Contact: mda_input@mda.gov.sg

Copyright

Exhibitors who wish to use audio and/or visual aids in the exhibition in relation to the music and music video being played must ensure that their use will not infringe the copyrights of others. Exhibitors are advised to contact the following organisations regarding the procedures for application of a "Copyright License".

Audio-related

The Composers and Authors Society of Singapore Ltd

37 Craig Road, Singapore 089675

Tel: (65) 6323 6630

Fax: (65) 6323 6639

Website: www.compass.org.sg

Music Video-related

Recording Industry Performance (S) Pte Ltd

4 Leng Kee Road, #03-07 SIS Building Singapore 159088

Tel: (65) 6220 4166

Fax: (65) 6220 9452

Website: www.rips.com.sg

SOUND LEVEL

Sound level must be set at a level that will cause no interference with or annoyance to other exhibitors. The Organiser reserves the right to reduce the sound level or switch off any audio/visual displays, which cause complaints. The Organiser's decision is final if such a dispute arises.

The exhibitor is prohibited from using amplifying equipment that is objectionable to the Organiser.

LUCKY DRAW ACTIVITY

For any operation of lucky draws or games of chance or lottery devices involving cash, written permission must be sought from the Public Entertainment Licensing Unit of the Ministry of Home Affairs and the Organiser.

Singapore Police Force (SPF) Licensing Division (Lucky Draws) Licensing Division

Police Cantonment Complex

Block D #02-701 Singapore 0088762

Tel: (65) 6835 0000

Fax: (65) 6538 6647

Website: www.spf.gov.sg

Contact: SPF OPS licensing@spf.gov.sg

LIABILITIES AND INSURANCE

Every reasonable precaution will be taken by the Organiser to ensure the security and safety of the exhibition hall and adjacent areas. **However, the Organiser will not accept liability to exhibitors or their employees in respect of any direct or indirect damage, loss of, or damage to any exhibits, including the risk of fire.**

All exhibitors shall insure, indemnify and hold the Organiser and the hall owner harmless in respect of all costs, claims, demands and expenses to which they may be subjected because of loss or injury arising to any persons whatsoever caused while the said persons are upon or examining or passing the said exhibitor stand during the tenancy of the exhibition.

The exhibitor shall be responsible for the liability of risk of his servants, agents or exhibits.

All exhibits shall be placed at the exhibitor's own risk. The Organiser shall not be held responsible for any theft, damage or loss of the exhibits.

The Organiser shall not in any event be held responsible for any restriction or condition that prevents the construction, erection, completion, alteration or dismantling of stands, or for the entry, siting or removal of exhibits, or for failure of any services or amenities provided by the hall landlord for the cancellation or part-time opening of the exhibition either as a whole or in part, or for amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control. Exhibitors must ensure that their temporary staff and the staff of their servants or agents are insured against claims for workman's compensation.

MEDICAL REQUIREMENTS

Please bring with you any prescribed drugs you may need. Pharmacies and clinics can be found in Suntec Singapore and any medication/consultation required will be at your own personal expenses.

OPERATION OF STANDS & ACTIVITIES

The stand must be fully staffed and operational during the opening hours of the exhibition. Exhibitors must not be engaged in any activity, which, in the opinion of the Organiser, is likely to cause annoyance to visitors or other exhibitors.

The exhibitor is not allowed to sub-let to other parties either wholly or in part, the space allotted, without written consent of the Organiser.

The Organiser reserves the right to enter any part of the premises and to deny access to any objectionable persons from said premises and, upon the exercise of this authority, the exhibitor hereby waives any right and all claims for all damages against the Organiser.

Exhibitors must confine their activities to their contracted space. Exhibitors will not be permitted to use strolling entertainment or to distribute samples or souvenirs except their own booths.

Touting of business is not allowed. Exhibitors' representatives wearing distinctive costumes, carrying banners or signs or distributing promotional materials should remain in their own stands.

Exhibitors holding hospitality functions for ADEX attendees must obtain clearance from the Organiser prior to the announcement of such functions. Exhibitors cannot schedule events, tours or transportation for attendees that conflict with official ADEX events.

PROHIBITION OF DANGEROUS GOODS/ MATERIALS

Unless otherwise approved by the Organiser in writing, it is agreed that display or entry into the exhibition area of the following is prohibited: arms, guns, swords, ammunition, explosives, inflammable, radio-active materials and other goods of dangerous nature, goods prohibited from import or domestic sale, goods that infringe upon patent rights, goods that may be of hindrance to the smooth operation of the intended operation of the intended exhibition and goods in any other way prohibited by government agencies

SECURITY

The Organiser has engaged security services throughout the build-up, exhibition and dismantling hours.

However, exhibitors are reminded that this is an open stand show and the primary responsibility for the safeguarding of belongings lies with the exhibitors. It is strongly recommended that at least 1 personnel from the exhibiting company be present at the stand during set-up and dismantling.

The Organiser is not responsible for the insurance of stands and goods. Exhibitors are advised to insure valuable items. The Organiser shall not in any way be held responsible for any loss or damage or theft of exhibits or any properties of exhibitors or representatives at the exhibition venue during the construction, exhibition and dismantling period.

If your displays are very valuable or sensitive and you wish to hire security personnel exclusively for your stand during off-show hours, please contact the Organiser.

You may NOT use your own staff or personnel from any other security agency.

For security and safety reasons, exhibit movement in or out of the hall during show hours is not permitted.

SMOKING

Smoking is strictly prohibited inside all air-conditioned areas. Refer to Singapore Smoking Laws

STORAGE

The Organiser has no obligation to provide any service for storage facilities on-site for packing cases, surplus materials, or other properties for the exhibitor.

Prior arrangements for the safekeeping of such items must be made with the Official Freight Forwarder or the exhibitor's local agent. Otherwise, exhibitors shall arrange for the materials to be returned to their own premises.

PAYMENTS AND CANCELLATION

All payments are due by no later than **31st March 2024**.

In the event of cancellation, please note that 90 days or less, cancellation fees will be 100% of the total cost due.

SUNTEC CONVENTION CENTRE PARKING CHARGES

Parking at Suntec City

Our parking rates begin at \$2.60 for the first hour and \$1.30 for 30 mins or part thereof on weekdays!

For full details, refer to our [FAQ](#) under 'Carpark Dollars' before your next trip to Suntec City.

Please take note of the following:

- Carpark entrances at Basement 2 (A, D, G) are exclusively for season parking from 0700hrs – 1659hrs. Hourly parking at these entrances are available from 1700hrs.
- Carpark grace period is 10 minutes.

Driving Electric? We've Got You Covered.

In collaboration with Shell, Suntec City is now home to 28 Shell Recharge electric vehicle (EV) charging points, making us the largest EV charging hub in a Central Business District (CBD) mall.

Location	AC Charger (22kW / 43kW) Price: \$0.50/RWh		DC Charger (50kW / 120kW) Price: \$0.55/RWh	
	Qty	Carpark Lots	Qty	Carpark Lots
B1 Green Zone (Tower 5/Mall Row 11)	3	1334, 1335, 1336	2	1382, 1383
B2 Green Zone (Convention Centre/Mall Row 59)	3	5337, 5338, 5339	2	5335, 5336
B1 Orange Zone (Tower 1 & 2/Mall Row 21)	3	3183, 3184, 3185	2	3181, 3182
B2 Orange Zone (Tower 1 & 2/Mall Row 69)	2	7076, 7077	1	7078
B1 Red Zone (Tower 3 & 4/Mall Row 33)	3	4195, 4196, 4198	2	4180, 4181
B2 Red Zone (Tower 3 & 4/Mall Row 88)	3	8276, 8277, 8278	2	8274, 8275

To locate the nearest available charger, charge and pay, simply download and use the Shell Recharge app.

Technical Services Manual

**** *Special Notes for all the exhibitors:* ****

Please abide to the various DEADLINES.

Standard rate will apply for the late order received after 31st March 2024.

DO and DON'T for Exhibitors

- No nailing or use of glue onto the System Panel is allowed. ONLY removable tape is allowed.
- No painting or wall papering of the stand is allowed.
- For hanging of heavy material, please contact the appointed contractor for arrangement. Should there be any damaged, the exhibitor will be liable for all the cost involve in reinstalling the damages.



BOOTH CONSTRUCTION REGULATIONS

APPLICATION AND ORDER FORMS

FORM	FORMAT	APPLICATION & ORDER FORM	FINAL DATE FOR APPLICATION	SEND TO
F1	Online	Exhibitor Listing	31 MARCH 2024	Organiser
F2	Online	Exhibitor Pass Application	31 MARCH 2024	Organiser
F3	Form	Appointment of Special Design Stand Contractor	20 MARCH 2024	Cityneon Events Pte Ltd
F4	Form	Fascia Names (Shell Scheme)	31 MARCH 2024	Cityneon Events Pte Ltd
F5	Form	Carpeting	31 MARCH 2024	Cityneon Events Pte Ltd
F6	Form	Print and Graphic Productions	31 MARCH 2024	Cityneon Events Pte Ltd
F7	Form	Additional Furniture	31 MARCH 2024	Cityneon Events Pte Ltd
F8	Form	Electrical Supplies and Fittings	31 MARCH 2024	Cityneon Events Pte Ltd
F9	Form	Audio Visual Equipment	31 MARCH 2024	Cityneon Events Pte Ltd
F10	Form	Promotional Package 1 (Shell Scheme)	31 MARCH 2024	Cityneon Events Pte Ltd
F11	Form	Promotional Package 2 (Shell Scheme)	31 MARCH 2024	Cityneon Events Pte Ltd
F12	Form	Promotional Package 3 (Shell Scheme)	31 MARCH 2024	Cityneon Events Pte Ltd
F13	Form	Promotional Package 4 (Shell Scheme)	31 MARCH 2024	Cityneon Events Pte Ltd
F14	Form	Promotional Package 5 (Shell Scheme)	31 MARCH 2024	Cityneon Events Pte Ltd
F15	Form	Request of Overnight Works	31 MARCH 2024	Cityneon Events Pte Ltd
F16	Form	Contractors Pass Application	31 MARCH 2024	Cityneon Events Pte Ltd
F17	Form	Vehicle Pass – Loading Bay (Set-up and Dismantling)	31 MARCH 2024	Cityneon Events Pte Ltd

Return Form to: Cityneon Events Pte Ltd Mr Sim Junyong junyong.sim@neonglobal.com TO BE COMPLETED & SENT BY EXHIBITOR ONLY	Exhibitor:	FORM F3
	Contact Person:	
	Tel:	Final date for application 20 March 2024
	Email:	

APPOINTMENT OF SPECIAL DESIGN STAND CONTRACTOR

This Order Form is applicable to exhibitors who have contracted for raw space only and will be engaging their own stand contractor or are building their own stand. To ensure smooth co-ordination, please ASK **YOUR APPOINTED CONTRACTOR** to provide the Organiser with the following information:

1. Endorsed/certified true PDF soft copy, together with two (2) sets detailed HARD-COPY (minimum A3-sized) technical drawings (e.g. elevation, layout, perspective, stand design & electrical single line diagram) illustrating the design of your stand; must be submitted to the Organiser for approval before deadline indicated above. Relative locations of all equipment/machinery on display are to be depicted on the layout. Please refer to the Rules & Regulations section of the Exhibitors' Manual for more information.
2. Performance Bond: Before permission is granted for a contractor to work at the Exhibition and the necessary passes issued, the contractor is required to place a refundable Performance Bond of S\$50.00 nett per sqm (minimum levy of S\$500 and a maximum of S\$10,000) which must be paid to the Organiser and sign a written Undertaking to guarantee conduct, proper schedule of protection and observance of the Exhibition and Hall Regulations. The Performance Bond must be submitted no later than the deadline indicated above. This is without prejudice to any additional claims the Organiser may have on the contractor and/or Exhibitor if the damages exceed the deposit. Only when this Performance Bond is received and the Undertaking signed, will the contractor be allowed to bring their materials onto the site or commence work.
3. Administrative Fee: All stand contractors are required to pay a non-refundable Administrative Fee of S\$6 per sqm (minimum levy of S\$250) to the Organiser no later than the stipulated deadline. Please note that this is in addition to the refundable Performance Bond.
4. The Exhibitor and their contractors are to abide by all rules and regulations.
5. All rates (except Performance Bond) are subject to applicable GST.

APPOINTED SPECIAL DESIGN STAND CONTRACTOR	
Contractor Name:	
Address:	
Country	Postal Code:
Tel:	Fax:
Contact Person:	
Email:	Mobile No:

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F4
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

FASCIA NAMES (SHELL SCHEME)

Please indicate on the table below name of the company and stand number to be reflected on the fascia board.

COMPANY

--

* Maximum 38 letters

STAND NO.

--

The following items are provided under the Shell Scheme:

- a. System wall partitions with white aluminium frames.
- b. Fascia board with company's name and booth numbers in sticker cut out Black letterings.
- c. Grey needle punch carpet for booth area.
- d. 1 no. Information counter and 2 nos. Folding chair **
- e. 2 nos. 40W Fluorescent tubes **
- f. 1 no. Wastepaper basket **
- g. 1 no. 13 Amp Power point **

** One set per 9 sqm of space booked.

NOTE: These items and quantities are fixed and non-interchangeable. Any refund in the case of partial use will not be granted.

Brand Name or Trademark

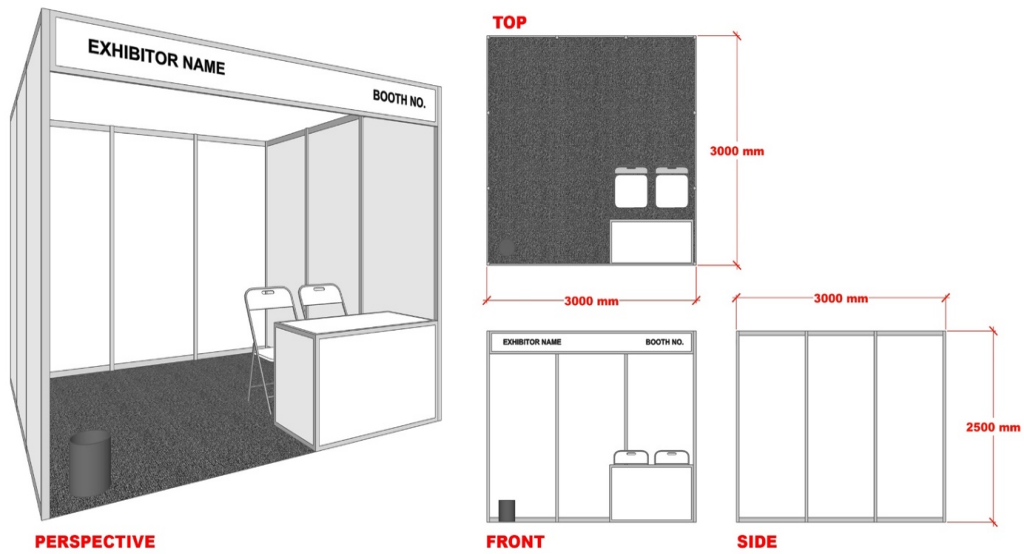
Inclusion of your company's logo or trademark next to the company name can be arranged. Exhibitors interested in the service are advised to contact the Official Contractor directly

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

SHELL SCHEME BOOTH



CUSTOMISED SINGLE / DOUBLE SIDED FLAGS



CUSTOMISED SINGLE / DOUBLE SIDED FLAGS

Flags brought in by exhibitors to be displayed outside of your shell scheme booths will be subjected to additional charges and approval from the organiser.

The cost of the flags allowed to be displayed are as follows:

- 1) S\$200 to be charged for each flag displayed (Total number of flags displayed is less than 10)
- 2) S\$100 to be charged for each flag displayed (Total number of flags displayed more than 10)

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F5
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

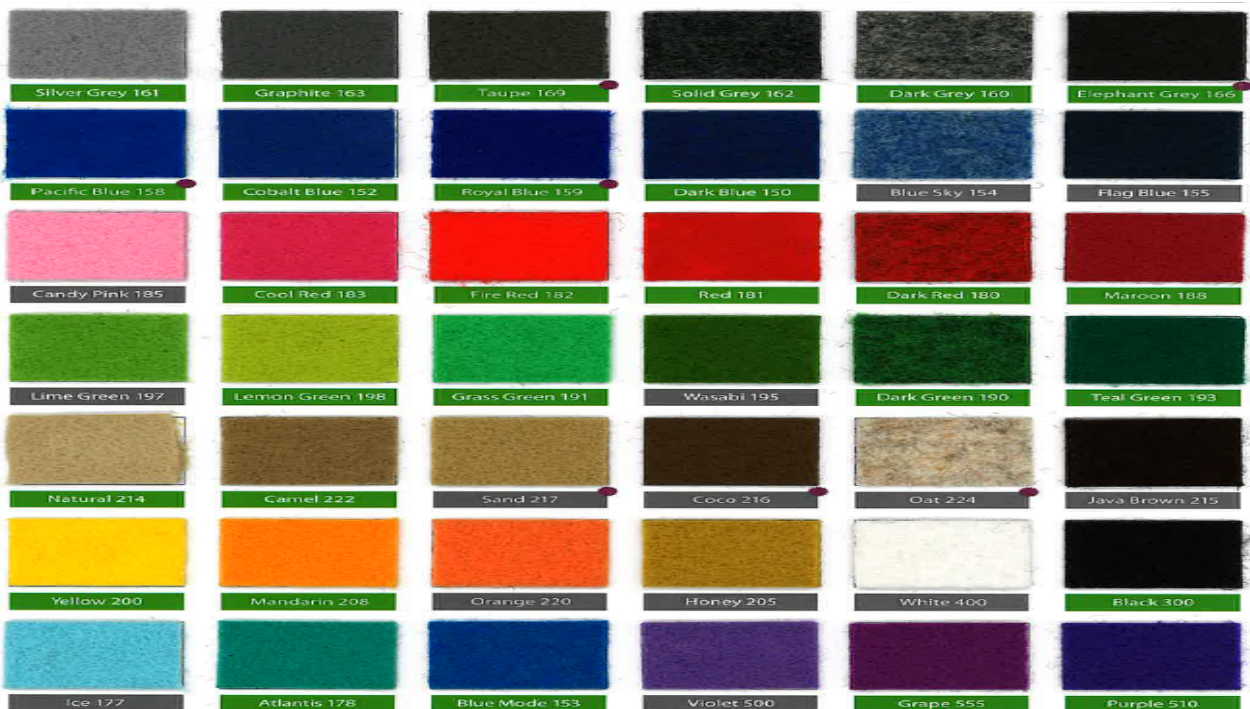
CARPETING

ITEM	EARLY BIRD (SGD) <i>Submit on/before 15 March 2024</i>	Standard Rate (SGD) <i>16 March 2024 - 31 March 2024</i>	ON-SITE Rate (SGD) <i>1 April 2024 onwards</i>	QUANTITY (SQM)	AMOUNT (SGD)	REMARKS (CARPET CODE)
Any Single Color except for WHITE	\$13/sqm	\$17/sqm	\$20/sqm			
White Carpet	\$15/sqm	\$19/sqm	\$22/sqm			
• All prices quoted are in Singapore dollars and subject to applicable Goods & Services Tax (GST). GST is applicable to local companies & on-site orders only				SUB-TOTAL:		
				GST:		
				TOTAL PAYABLE:		

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.



Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:		FORM F6
	Contact Person:		
	Tel:	Final date for application 31 MARCH 2023	
	Email:		

PRINT AND GRAPHIC PRODUCTIONS

ITEM	EARLY BIRD (SGD) Submit on/before 15 March 2024	Standard Rate (SGD) 16 March 2024 - 31 March 2024	ON-SITE Rate (SGD) 1 April 2024 onwards	QUANTITY	AMOUNT (SGD)
Poster Printing on Kapaline Board A1 (594mm x 841mm)	\$60.00	\$78.00	N.A		
Poster Printing on Kapaline Board A0 (841mm x 1188mm)	\$100.00	\$130.00	N.A		
Roll-Up Banner (800mm x 2000mm)	\$120.00	\$156.00	N.A		
Easel Poster Stand	\$50.00	\$65.00	N.A		
Inkjet Print Lamination PVC Sticker (per sqm)	\$65.00	\$75.00	NA		
<ul style="list-style-type: none"> • All prices quoted are in Singapore dollars and subject to applicable Goods & Services Tax (GST). GST is applicable to local companies & on-site orders Only • An additional cost applies for prints that exceeds 3m. (S\$40) 				SUB-TOTAL:	
				GST:	
				TOTAL PAYABLE:	

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:		FORM F7
	Contact Person:		
	Tel:		Final date for application
	Email:		31 MARCH 2023

FURNITURE

ITEM	EARLY BIRD (SGD) <i>Submit on/before 15 March 2024</i>	Standard Rate (SGD) <i>16 March 2024 - 31 March 2024</i>	ON-SITE Rate (SGD) <i>1 April 2024 onwards</i>	QUANTITY	AMOUNT (SGD)	REMARKS (COLOR)
Folding Chair	\$15.00	\$20.00	\$23.00			
East Chair	\$50.00	\$65.00	\$75.00			
Black Round Bar Stool	\$58.00	\$76.00	\$87.00			
White Round Table (600mmD)	\$50.00	\$65.00	\$75.00			
White Round Table (800mmD)	\$55.00	\$72.00	\$83.00			
Square Table (800mm)	\$55.00	\$72.00	\$83.00			
Bistro Table (600mmD)	\$80.00	\$104.00	\$120.00			
Reception Desk	\$50.00	\$65.00	\$75.00			
Lockable Cabinet	\$60.00	\$78.00	\$90.00			
Display Block (500mmHt)	\$50.00	\$65.00	\$75.00			
Display Block (750mmHt)	\$60.00	\$78.00	\$90.00			
Display Block (1000mmHt)	\$70.00	\$91.00	\$105.00			
Flat Wall Shelving	\$35.00	\$46.00	\$53.00			
Slope Wall Shelving	\$35.00	\$46.00	\$53.00			
Wastepaper Basket	\$5.00	\$7.00	\$8.00			
Low Showcase	\$150.00	\$195.00	\$225.00			
Low Showcase with Fluorescent Tube	\$250.00	\$325.00	\$375.00			
High Showcase	\$180.00	\$234.00	270.00			
High Showcase with Downlight	\$350.00	\$455.00	\$525.00			
2 – tier Counter	\$120.00	\$156.00	\$180.00			
3 – tier Counter	\$180.00	\$234.00	\$270.00			
• All prices quoted are in Singapore dollars and subject to applicable Goods & Services Tax (GST). GST is applicable to local companies & on-site orders only	SUB-TOTAL:					
	GST:					
	TOTAL PAYABLE:					

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:		FORM F8
	Contact Person:		
	Tel:		Final date for application 31 MARCH 2023
	Email:		

ELECTRICAL SUPPLIES AND FITTING

ITEM	EARLY BIRD (SGD) Submit on/before 15 March 2024	Standard Rate (SGD) 16 March 2024 - 31 March 2024	ON-SITE Rate (SGD) 1 April 2024 onwards	QUANTITY	AMOUNT (SGD)	REMARKS (COLOR)
Section A – INDIVIDUAL FITTINGS (inclusive of lighting connections and electricity consumption)						
40W Fluorescent Tube Light (4ft)	\$55.00	\$72.00	\$83.00			
20W LED Spotlight	\$55.00	\$72.00	\$83.00			
20W LED Arm Spotlight	\$60.00	\$78.00	\$90.00			
12V LED Halogen Downlight (3 inch)	\$60.00	\$78.00	\$90.00			
LED White Round Downlight (5 inch)	\$65.00	\$85.00	\$98.00			
22W LED Halide (Warm / White)	\$150.00	\$195.00	\$225.00			
22W LED Arm Metal Halide (Warm / White)	\$170.00	\$221.00	\$255.00			
35W LED Halide (Warm / White)	\$180.00	\$234.00	\$270.00			
35W LED Arm Metal Halide (Warm / White)	\$200.00	\$260.00	\$300.00			
Section B – SUPPLY & CONNECTIONS OF CABLING WORKS TO LIGHT FITTING ONLY (inclusive of electricity consumption but light fittings to be supplied and installed by client)						
Per Light Fitting up to 100W each	\$50.00	\$65.00	\$75.00			
Per Light Fitting up to 300W each	\$130.00	\$169.00	\$195.00			
Per Light Filling up to 500W each	\$180.00	\$234.00	\$270.00			
Section C – POWER SUPPLY (NOT to be used for Lighting Fittings / Fixtures)						
13AMP/230V Single phase Power (max = 1Kw)	\$65.00	\$85.00	\$98.00			
13AMP/230V Single-phase Power (24 Hours)	\$80.00	\$104.00	\$120.00			
15AMP/230V Single-phase Power (max = 3kw)	\$85.00	\$112.00	\$128.00			
15AMP/230V-Single-phase Power (24 Hours)	\$100.00	\$130.00	\$150.00			
30AMP/230V Single-phase Power (max = 6kw)	\$250.00	\$325.00	\$375.00			
15AMP/400V Three-phase Power (max = 8kw)	\$350.00	\$455.00	\$525.00			
30AMP/400V Three-phase Power (max = 16kw)	\$450.00	\$585.00	\$675.00			
• All prices quoted are in Singapore dollars and subject to applicable Goods & Services Tax (GST). GST is applicable to local companies & on-site orders only	SUB-TOTAL:					
	GST:					
	TOTAL PAYABLE:					

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

PLEASE ATTACH ELECTRICAL LAYOUT PLAN UPON SUBMISSION OF ADDITIONAL ELECTRICAL ORDER FORM.

A CONFIRMATION ORDER WIL BE EMAILED TO FINALISE ADDITIONAL ORDERS



Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F8
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2023
	Email:	

ELECTRICAL SUPPLIES AND FITTING – SERVICE LOCATION PLAN

FOR SHELL SCHEME STAND EXHIBITORS

- Indicate the locations of your utilities, such as power outlets, spotlights water and compressed air using the symbols below on the plan below. Use a separate attachment if the blocks given below are too small.
- Please note that positions of the lights are for the fitted booth package are fixed and to relocate them will be chargeable.
- It is imperative that you complete this information as it will be used to install your requirements in the correct locations before you arrive on-site.
- All fixtures will be placed at the discretion of the Official Stand Contractor if this form is received after the above deadline.
- If the location plan of any service is not submitted with the order form before the stated deadline, it will be placed at the discretion of the Official Contractor.

BACKWALL

FASCIA NAMEBOARD, OPEN FRONTAGE

SYMBOL	ITEM	SYMBOL	ITEM
	4FT , 40w Fluorescent Light		13A / 230V Single-Phase Power Outlet
	10W LED Spotlight		15A / 230V Single-Phase Power Outlet
	10W LED Longarm Spotlight		15A /415V 3Phase (for Machinery Only)
	Lighting connection (100W per Fitting)		30A /415V 3Phase (for Machinery Only)
			60A /415V 3 Phase (for Machinery Only)

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:		FORM F9
	Contact Person:		
	Tel:		Final date for application 31 MARCH 2024
	Email:		

AUDIO VISUAL EQUIPMENT

ITEM	EARLY BIRD (SGD) <i>Submit on/before 15 March 2024</i>	Standard Rate (SGD) <i>16 March 2024 - 31 March 2024</i>	ON-SITE Rate (SGD) <i>1 April 2024 onwards</i>	QUANTITY	AMOUNT S\$
32 Inch LCD TV w Desktop Stand	\$400	\$520	NA		
42 Inch LCD TV w Desktop Stand	\$550	\$715	NA		
50 Inch LCD TV w Desktop Stand	\$850	\$1,150	NA		
55 Inch LCD TV w Desktop Stand	\$1,000	\$1,105.00	NA		
• All prices quoted are in Singapore dollars and subject to applicable Goods & Services Tax (GST). GST is applicable to local companies & on-site orders only	SUB-TOTAL:				
	GST:				
	TOTAL PAYABLE:				

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F10
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

PROMOTIONAL PACKAGE PRICE FOR SHELL SCHEME BOOTHS

PACAKGE (1)



To print & install graphics on compressed foam: System Panels

Artwork Size: 1mL x 2.5mHt @ S\$250++ each panel

Gives a seamless backdrop to the booth as the poles and beams will be hidden. Artwork size varies according to the length of the wall.

For eg. 3mL Sidewall – Artwork Size: 3mL x 2.5mHt = S\$250 x 3 = S\$750++

For eg. 6mL Backwall – Artwork Size: 6mL x 2.5mHt = S\$250 x 6 = S\$1,500++

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Please Note:

- Submission of finalised artwork needs to be according to the dimensions
- Files submitted must be in PDF and ai/eps file with 300dpi resolution at 100% of the final output size for printing.
- Include a 3mm bleed to all artworks.
- Graphic printing orders must be confirmed, and artwork submitted 3 weeks before official show day (subject to surcharge for late orders)

- Kindly provide graphic layout for easy installation

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F11
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

PROMOTIONAL PACKAGE PRICE FOR SHELL SCHEME BOOTHS

PACAKGE (2)



To print & install inkjet direct print graphics: System Panels

Artwork Size: 962mmL x 2400mmHt @ \$160++ each panel.

Poles & beams will be seen. Individual artwork needed for each panel.

For eg. 3mL Sidewall = 3 panels. Artwork submitted 3 nos. 962mmL x 240mmHt

For eg. 3mL Sidewall = 3 panels. Artwork submitted 3 nos. 962mmL x 240mmHt

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Please Note:

- Submission of finalised artwork needs to be according to the dimensions
- Files submitted must be in PDF and ai/eps file with 300dpi resolution at 100% of the final output size for printing.
- Include a 3mm bleed to all artworks.
- Graphic printing orders must be confirmed, and artwork submitted 3 weeks before official show day (subject to surcharge for late orders)

- Kindly provide graphic layout for easy installation

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F12
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

PROMOTIONAL PACKAGE PRICE FOR SHELL SCHEME BOOTHS

PACAKGE (3)



To print & install graphics on compressed foam: Reception Desk / Lockable Cabinet

1 Lot @ \$130++

Artwork Size:

Front – 980mmL x 750mmHt

Side – 480mmD x 750mmHt

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Please Note:

- Submission of finalised artwork needs to be according to the dimensions
- Files submitted must be in PDF and ai/eps file with 300dpi resolution at 100% of the final output size for printing.
- Include a 3mm bleed to all artworks.
- Graphic printing orders must be confirmed, and artwork submitted 3 weeks before official show day (subject to surcharge for late orders)

- Kindly provide graphic layout for easy installation

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F13
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

PROMOTIONAL PACKAGE PRICE FOR SHELL SCHEME BOOTHS

PACAKGE (4)



To print & install inkjet direct print graphics: Reception Desk / Lockable Cabinet

1 Lot @ \$100++

Artwork Size:

Front – 905mmW x 645mmHt

Side – 415mmD x 645mmHt

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Please Note:

- Submission of finalised artwork needs to be according to the dimensions
- Files submitted must be in PDF and ai/eps file with 300dpi resolution at 100% of the final output size for printing.
- Include a 3mm bleed to all artworks.
- Graphic printing orders must be confirmed, and artwork submitted 3 weeks before official show day (subject to surcharge for late orders)

- Kindly provide graphic layout for easy installation

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F14
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

PROMOTIONAL PACKAGE PRICE FOR SHELL SCHEME BOOTHS

PACAKGE (5)



To print & install graphics on compressed foam: Fascia Board

\$30 per metre run

Artwork Size:

Front 3M – 2930mmL x 350mmHt (\$30 x 3 = \$90)

Front 6M – 5930mmL x 3500mmHt (\$30 x 6 = \$180)

PAYMENT DETAILS

- This order must be accompanied with full payment
- All payment must be in Singapore Dollars and should be nett of bank charges (if any). The cheque or bank draft (drawn on a bank in Singapore) must be made payable to *Cityneon Events Pte Ltd*.

We enclose herewith our cheque/bank draft no. _____ for S\$_____.

Please Note:

- Submission of finalised artwork needs to be according to the dimensions
- Files submitted must be in PDF and ai/eps file with 300dpi resolution at 100% of the final output size for printing.
- Include a 3mm bleed to all artworks.
- Graphic printing orders must be confirmed, and artwork submitted 3 weeks before official show day (subject to surcharge for late orders)
- Kindly provide graphic layout for easy installation

FORM 15

REQUEST FOR OVERNIGHT WORKS (11-12 APRIL 2024)

Exhibitors and/or their appointed contractors who require additional time (i.e. beyond published hall opening hours) to continue their build-up and/or carry out additional works outside must submit their request to the Organiser using this form. The cost per booth per night/extension is **S\$2,500 + 9% GST**. The period of extension is from **0000 hrs to 0700Hrs** the next day. The fee only covers the provision of localised overnight lighting and security.

DATE OF WORKS TO BE CARRIED OUT: _____

PARTICULARS OF APPLICANT (Please attach name card)

Name:		NRIC No:	
Company:		Mobile No:	
Accompanying Personnel Information /No. of Person Entering the Exhibition		All persons must be in possession of a valid Pass. Please submit a name list of persons entering the exhibition and vehicle list of vehicles entering the loading bay.	

DECLARATION BY APPLICANT & EXHIBITOR

We hereby agree and abide by the Terms and Conditions governing this application.

Signature of Applicant (Date)

Signature of Exhibitor's Nominee* (Date)
* as per Organiser's record

Name: _____ Name: _____

Company: _____ Company: _____

FOR OFFICIAL USE	Contractor Sign In /Out		Fee Collected S\$
	Time In /Sign	Time Out /Sign	Cheque No /Cash
			Receipt No:
	Form attended by:		
APPROVED / NOT APPROVED			
_____ Signature			

FORM 15

TERMS & CONDITIONS GOVERNING REQUEST FOR OVERNIGHT WORKS

- (1) For safety reasons, all works MUST be ceased, and all workers/materials & vehicles (if any) removed from the Exhibition/loading bay *before* the show opens to the public.
- (2) All workers MUST be contained within the work area and not be found wandering outside the designated work area.
- (3) All applicants are to ensure that the workers working within the Exhibition comply with the *Ministry of Manpower guidelines on the hiring of foreign workers*. In the submission of this application, the Appointed Contractor is deemed to have undertaken that his foreign workers (if any) are *in possession of valid work documents*.
- (4) This application, if submitted by the Appointed Contractor, is deemed to have the expressed endorsement of the Exhibitor to carry out official business (i.e. corrective work and/or delivery/removal of Exhibits). The Appointed Contractor and Exhibitor will be liable for any damages caused by his employees or agents during these works to any property within the Exhibition. Any Appointed Contractor found abusing this facility will have this facility removed.
- (5) The facility is governed by the Rules and Regulations contained in the Exhibitors Manual.

FAILURE TO ABIDE TO ANY OF THE ABOVE TERMS AND CONDITIONS COULD RESULT IN THE CONFISCATION OF THE PERFORMANCE BOND.

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F16
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024
	Email:	

CONTRACTOR PASS APPLICATION

Booth Name:		Stand No:	
Builder Name:		Contact Person:	
Address:		Mobile No:	
		Email:	
No	Contractor Name	Contact No	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TERMS & CONDITIONS

- (1) For safety reasons, all works MUST be ceased, and all workers/materials & vehicles (if any) removed from the Exhibition/loading bay *before* the show opens to the public.
- (2) All workers MUST be contained within the work area and not be found wandering outside the designated work area.
- (3) All applicants are to ensure that the workers working within the Exhibition comply with the *Ministry of Manpower guidelines on the hiring of foreign workers*. In the submission of this application, the Appointed Contractor is deemed to have undertaken that his foreign workers (if any) are *in possession of valid work documents*.
- (4) This application, if submitted by the Appointed Contractor, is deemed to have the expressed endorsement of the Exhibitor to carry out official business (i.e. corrective work and/or delivery/removal of Exhibits). The Appointed Contractor and Exhibitor will be liable for any damages caused by his employees or agents during these works to any property within the Exhibition. Any Appointed Contractor found abusing this facility will have this facility removed.
- (5) The facility is governed by the Rules and Regulations contained in the Exhibitors Manual.
- (6) Pass Entitlement at NOT Charge:
 - 20 square meter and below - 4 Passes
 - 30 square meter and below – 6 Passes
 - 50 square meter and below – 8 Passes
 - Additional request of pass will be charge at \$15 per piece.

FAILURE TO ABIDE TO ANY OF THE ABOVE TERMS AND CONDITIONS COULD RESULT IN THE CONFISCATION OF THE PERFORMANCE BOND.

Return Form to: Cityneon Events Pte Ltd Ms Nurul Aisyah nurul.aisyah@neonglobal.com	Exhibitor:	FORM F17
	Contact Person:	
	Tel:	Final date for application 31 MARCH 2024

VEHICLE PASS: LOADING, UNLOADING BAY

Booth Name:		Stand No:	
Builder Name:		Contact Person:	
Address:		Mobile No:	
		Email:	
No	Driver's Name	Vehicle No:	Contact No:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TERMS & CONDITIONS

- 1) **ONLY COMMERCIAL VEHICLES** on official business will be allowed access into the loading bay.
- 2) Vehicles will only be allowed access into the loading bay on presentation of a valid vehicle pass.
- 3) All persons in the vehicle (including the driver) must be in possession of a valid pass.
- 4) The vehicle pass will allow the vehicle to access the loading bay to replenish goods and deliver/remove exhibits *up to ten (10) minutes before the show opens to the public.*
- 6) The facility is governed by the Rules and Regulations contained in the Exhibitors Manual.

FAILURE TO ABIDE TO ANY OF THE ABOVE TERMS AND CONDITIONS COULD RESULT IN THE REFUSAL OF ENTRY INTO THE LOADING BAY.

ADEX OFFICIAL HOTEL (1):

V Hotel Lavender

70 Jellicoe Rd, Singapore 208767

Website: <https://www.wwhotels.com/v-hotel/>

Telephone: +65 63452233

About The V Hotel Lavender:

With Lavender MRT station situated right below the hotel and the buzzing Orchard Road and Singapore City Centre positioned minutes away, at V Hotel Lavender accessibility and convenience will be at your fingertips. Our stylish abode is equipped with an outdoor pool and a fitness centre, so you can relax to your heart's content. Our staff is always ready to welcome you warmly, so you are bound to feel right at home with us. In this extraordinary city, we are also only 20 minutes from Changi International Airport.

Exhibitors who wished to book this hotel for your accommodation where most of the ADEX Speaker is staying can book via the following email address at S\$162++ with complimentary internet and breakfast can be purchased additionally at S\$13++ per person.

Booking Email: maykim@wwhotels.com and CC to corporate1@wwhotels.com

Please Quote: ADEX Ocean Festival Singapore 2024 in your email reservation.



ADEX OFFICIAL HOTEL (2):

ParkRoyal on Beach Road

7500A Beach Road, The Plaza, Singapore 199591

Website: parkroyalhotels.com/beachroad

Telephone: +65 6505 5666

About ParkRoyal on Beach Road:

Nestled in the vibrant heart of Singapore's Kampong Gelam district, PARKROYAL on Beach Road stands as an upscale hotel that combines contemporary comfort with rich cultural charm, catering to both leisure and business travellers. Conveniently located just a 5-minute walk from Nicoll Highway and Bugis MRT Station, this hotel is strategically situated within business districts and shopping havens like Arab Street and Haji Lane.

The hotel offers a total of 346 recently refurbished rooms and suites, each equipped with amenities designed to facilitate both work and relaxation. For food enthusiasts, the hotel offers a range of dining options— Ginger, Si Chuan Dou Hua Restaurant & Club 5. The hotel wellness floor also features award-winning spa, St. Gregory Spa, gymnasium and fitness studios. And for those seeking event and meeting solutions, the hotel also offers pillarless ballrooms equipped with gigantic LED screens, perfect for any event.

Booking Link:

<https://book.passkey.com/e/50702932>



A. Official Hotel Check-In Time: 1400 Hrs

The official check-in time is 1400 Hrs.

Early check-in is subject to room check availability at the hotel. Please present your passport and credit card as a security deposit during check-in.

B. Official Hotel Check-Out Time: 1200 Hrs

The official check-out time is 1200 Hrs.

Late check-out is subject to room availability and additional charges may apply. Nevertheless, baggage can be stored at the concierge after check-out.

Local Information

Singapore is a thriving cosmopolitan city with 59 years of history deeply rooted in trade and commerce. This tiny island-state is also remarkably culturally diverse. Where else could you marvel at the charms of yesteryear in the historic Chinatown, then tuck into the delicious food at Little India, before ending the night atop the iconic Marina Bay Sands sipping cocktail?

A. Weather

The average temperature in April is 31°C (day) and 24°C (night). Humidity is around 80%.

B. Currency

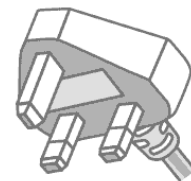
The unit of currency used in Singapore is Singapore Dollar (SGD). You may use the Currency Converter (www.xe.com/ucc) to find the estimated value in your currency. Based on the daily exchange rates as of 1st March 2024, it is approximately USD 1 to SGD1.34.

C. Time Zone

Standard time zone: UTC/GMT +8 Hours

D. Electrical Plug, Socket and Voltages

Voltage is 230 Volts, 50 cycles per second. The main type of plug used in Singapore – 3-pin flat blades (Type G plug as used in the UK).



in

E. Travel Tips

More information can be found on: visitsingapore.com and singapore-guide.com

F. Travel Insurances

By taking out travel insurance you are essentially covering yourself against travel risks such as lost or stolen luggage, cancellation cover (should you not be able to travel due to unexpected medical reasons) and most importantly, unexpected medical costs abroad.

----- THE END-----