



specific order forms (assigned by exhibitor) and place orders' on the exhibitor's behalf.

b) Stand Design & Safety

- Prior approval from the Organizer for any form of constructions is compulsory. The display layout and special construction plan design must be submitted to the Organizer for approval no later than 30 days prior to the official date overall interior construction of the stand is scheduled to begin.
- Exhibitor must ensure that the stand is structurally safe and is able to support all lighting, fixtures, decorations and equipment that may be fixed on the structure. The Organizer's approval only covers the general design/ layout to ensure that all exhibitors' stands are provided with possible and fair exposure, that they are conform to the show rules and regulations and that the location of the stand and their measurements corresponds to the contract signed.
- In designing and preparing for the stands, Exhibitors and their appointed stand builders, must strictly adhere to the Site Operation Schedule. Failure to comply with the schedule may result in the delay of electricity supply to the stands, moving in of exhibits, overtime charges and any consequential costs incurred will be charged to the Exhibitors & their appointed stand builder.

c) Rules and Regulations for non-official stand builders:

- Stand builders must never be negligent or cause serious damage to any exhibits. They must not be suspended from previous exhibitions.
- Before an Exhibitor appointed Stand Builder is allowed to work onsite, he must submit necessary document at least 30 days prior to official move-in date:
  - ✓ Place the Refundable Performance Bond (Cashier's Order), otherwise, **NO** vehicle entry pass will be issued to appointed stand builders/ service providers.
  - ✓ Submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) for this specific project.
  - ✓ Copy of the BizSAFE 2 certificate of the person completing the RA & SWPs.
  - ✓ Ensure that all plans are approved by the Organizer and relevant local authorities.
  - ✓ Safety Vest, Safety Shoes/ Covered Shoes and a Safety Helmet (if required) must be worn at all times within the working area, this rule applies to Exhibitors as well.
- Non-official stand builders / service providers (including booth enhancement services such as graphic printing) are required to deposit an amount of charges to MMI Asia Pte Ltd at least one month before construction commerce as follow:

	<b>Non-Official Stand Builder/ Service Provider</b>
<b>Performance Bond Cashier's Order</b> (Refundable) <b>Note:</b> 1. <b>Cashier's Order:</b> Default payment method. 2. <b>Bank Transfer:</b> \$80 admin fee, refund with SHA method. 3. <b>Credit Card:</b> \$80 admin fee + 3.7% credit card charges, refund with SHA method.	<b>SGD\$50</b> (inclusive of 9% GST) per sqm  <b>*Minimum at SGD\$500 (inclusive of GST) and capped at SGD\$10,000 (inclusive of GST).</b>

**\*\* The deposit is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement, and or the disposal of extra waste left on-site after the exhibition. This is without prejudice to any additional claims MMI Asia Pte Ltd may have on your stand builders/service provider and or you if the damages exceed the deposit.**

- The cashier's order will be returned to the non-official stand builders after clearance of debris and booth materials at the end of the exhibition. Total refund will be affected within 10 working days once the Organizer is satisfied that there is no damage of any kind at the exhibition site to the full and complete satisfaction of the management of The Sands Expo and Convention Centre, who are the rightful owner of the property.
- Co-operate fully with exhibitors, the Organizer and all other services providers for the overall success of this exhibition.
- Contractor passes/ wristbands will be issued to Official Stand Builder & approved non-official service providers ONLY. No one else is permitted into the building during construction period.
- All non-official stand builders must inform the Organizer in writing if there is any alteration or modification to the design. Non-official stand builders must bear in mind that the Organizer reserves the right to suspend or terminate any construction should the physical design deviate/ differ from the design sent.
- If an approved non-official stand builder fails to comply with this set of rules and regulations, the Organizer reserves the right to suspend or terminate the construction concerned. In such a case, the affected exhibitor will need to select services from the Official Stand Builder or other approved non-official stand builders available on hand.

d) Liabilities & Insurance

The Organizer will not accept responsibility or be held liable to appointed stand builder, service providers, their employees or agents for any direct or indirect loss or damage to any person, property, tools, or materials arising from their involvement in the exhibition. Appointed stand builders/ service providers are strongly advised to insure their work, equipment, and personnel against such loss or damage, including risks such as theft, throughout all stages of the exhibition. Each appointed stand builder/ service provider participating in the exhibition MUST indemnify MMI, as the Organizer, against all claims of any nature that may be made against MMI arising out of or in connection with, their participation in the exhibition.

ORGANISED BY:

Singapore International Water  
Week Pte Ltd, a subsidiary of PUB,  
Singapore's National Water Agency.



EVENT ORGANISER:



HELD IN:



SUPPORTED BY:



IN SUPPORT OF:

