

- For details on display of Flammable Gas (CNG) Powered Motor Vehicles, Formula One Motor Vehicles or Vehicles using highly volatile fuels, please seek advice from Organizer.
- Test drive of vehicles is not allowed in the venue. Should such activity be required during the event, the prior submission of request is necessary. The venue will consider such request on case-by case and all necessary safety measures are in place.

Film/ Audio Video Demonstration

Film/ audio video equipment may be brought in by the exhibitors or rented from the Official Audio-Visual Provider. The Singapore Government enforces strict regulations for films/ audio video presentations. Exhibitors are to ensure that the presentations do not contain unlicensed materials. Exhibitors wanting their tapes cleared by the Board of Film Censors should contact the Sole Official Freight Forwarder or their own courier service company for assistance.

Loudspeakers/ sound devices and/ or image projection equipment are to be placed in such a way that sound/ image is directed downwards and into the stand, and not towards or across the aisles. The operations of any sound devices or image projection must not interfere with or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 70dB for all speech, music and sound effects. Organizer reserves the rights to reduce the sound level or switch off audio and visual display if it causes problem.

When in operation, such equipment must not cause annoyance to visitors or other exhibitors through excessive sound or by location. The Organizer reserves the right to discontinue any film/ audio video presentation that, in their option, is detrimental in the above manner. Organizer’s decision is final in any arising dispute.

Helium Balloons (Blimps) and Toy Balloons

Floating balloons inside the venue must be remain “tethered” to a fixed object and must have approval from venue prior move-in of exhibition.

Mylar balloons or balloons made with electricity conducting materials are strictly prohibited inside the venue.

Balloons must be inflated with a non-combustible gas and the shell of the balloon must be constructed with fire retardant material. The balloons should not be installed or attached to or obstructing any firefighting equipment or installation.

Exhibitor will be responsible for the cost associated with removing any balloons suspended or trapped below the ceiling.

Maximum height allowed for balloons is 7.5 meters in the Expo Halls, subject to approval.

Laser Products

In Singapore, the use for lasers is controlled by the Radiation Protection Act (Cap. 262) and its Regulations, which are administered by NEA. Under these legislations, all Class 3b and Class 4 laser apparatus, including laser pointers belonging to these classes, are controlled apparatus. Operation and possession of these laser apparatus requires a permit from NEA.

DILAPIDATION

Dilapidation

The Organizer, in conjunction with the venue will inspect the exhibition hall before build-up and after tear-down of the exhibition. Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises whether caused by them, their agents, contactors or any persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme are also responsible for the cost of making good, restoring, or renewing any damages or dilapidation to their Shell Scheme structure, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the Official Stand Builder and charged to the exhibitor or subtracted from the performance bond posted by nominated non-official stand builder.

EXHIBITS DELIVERY, HANDLING & REMOVAL

Receipt/ Delivery of Exhibits During Build Up Period

Through the Sole Official Freight Forwarder	<ul style="list-style-type: none"> • The larger items may be delivered to the stand in advance, but it will not be opened/ unpacked until the exhibitor is present at the stand.
Through Exhibitors’ Appointed Forwarder	<ul style="list-style-type: none"> • Exhibitors or their appointed forwarder can move in their exhibits if the exhibits are small enough to be hand- carried by one person, pushed by 1 person if exhibit has wheels or moved by an office trolley and do not require any mechanical aid (ie: forklift, pallet truck, crane, etc). • Items requiring mechanical assistance will be handed over to Sole Official Freight Forwarder at loading/ unloading bay, fee may apply. Please contact Sole Official Freight Forwarder for costing or quotation.
Through Courier Services arranged by Exhibitor	<ul style="list-style-type: none"> • Exhibitor must be present to receive the items. • Alternatively, Exhibitor may appoint the Sole Official Freight Forwarder to receive on behalf and safe keep until their arrival at their stand, fee may apply. Please contact Sole Official Freight Forwarder for costing or quotation.
Onsite Porter Service	<ul style="list-style-type: none"> • Porter service will be provided by the Sole Official Freight Forwarder, please contact them for costing or quotation.

As access to the exhibition premises is restricted, vehicles at these loading/ unloading bays will be under supervision and direction of our Sole Official Freight Forwarder and the exhibition security officers.

Exhibits should not be sent to the exhibition hall until the stand is sufficiently readied to receive them. The exhibitor and/ or its representative must be present at the stand to accept delivery. The Organizer will not accept responsibility for delivery on behalf of any exhibitor, nor be responsible for the safekeeping of such items before or after delivery.

To avoid congestion, only small items or goods that can be taken out of their cases without risk of damage can be unpacked in the exhibition hall. For major items, exhibitors should arrange with their freight forwarder to unpack them away from the exhibition premises. Exhibit can then be delivered and immediately place in position on the standby Sole Official Freight Forwarder.

Please consult the Sole Official Freight Forwarder – [APT Showfreight \(S\) Pte Ltd](#) for or if you have any doubt.

Lifting and Handling On-site

For insurance reasons and to ensure proper control and co-ordination of freight, only the Sole Official Freight Forwarder is permitted to work in-hall and operate lifting equipment. Any freight forwarder may deliver goods to the exhibition hall, but they must be handed over to Sole Official Freight Forwarder for delivery to the booth, unless the consignment can be carried by one man, without mechanical equipment, such as sack barrows. If the exhibit is particularly sensitive, the freight forwarder making the delivery to the hall may appoint a supervisor to accompany and maintain a site office within the exhibition hall during the exhibition and the move-in and move-out periods.

Delivery/ Removal of Exhibits/ Goods During Exhibition Days

No delivery/ removal of exhibits and other exhibition items are allowed during the show opening hours of the Exhibition. Such delivery and removal can only be carried out an hour before the show opening hours in the morning and half an hour after show closing time in every evening.

Goods Declaration Form (available from the Show Management Office or the security check point) must be completed and handed to the Security Officer at the exit point whenever goods are removed from the exhibition hall through build-up, show days and dismantling period.

The Organizer must be notified and agreed to any request to deliver outside the permitted delivery times.

FIRE SAFETY AND EMERGENCY PROCEDURES

Fire Safety

Venue is equipped with an alarm system and sprinkler system which is activated by heat sensitive devices and smoke detectors in the ventilation system. Fire extinguishers and other emergency equipment are strategically located in all the areas of the building.

Fire extinguishers, fire cabinets and standpipes in all exhibition space must always remain visible and accessible.

All exhibit construction and decoration materials must be flame-retardant, including scenery, backdrops, tables and dust covers. Utilizing cardboard boxes as parts of exhibits or display is not permitted.

Exhibitors, who because of the nature of their exhibits require a special type of fire extinguisher, must make arrangements at their own cost for the provision of such equipment. Any person on seeing an outbreak of fire, should make immediate use of the fire alarm system, and subsequently make every endeavour to extinguish the outbreak or to confine it by use of extinguishers and/ or removal of goods in the vicinity.

The aisles must not be obstructed with construction materials or debris and keep clear all the times especially during build-up & dismantling period. Exhibitors and appointed stand builders are responsible for the removal of construction debris and rubbish on daily basis.

Emergency Procedures

In the event of alarm activation, audible and visual alarms will be activated. This is not a signal to evacuate the building. An announcement will be made stating that the nature of the alarm is being investigated. Once the nature of the alarm is determined, further instructions will be communicated. In the event the alarm poses no danger, an "all clear" will be announced.

LIABILITIES AND INSURANCE

Liabilities and Insurance

Every reasonable precaution will be taken by the Organizers to ensure the security and safety of the exhibition hall and adjacent area. However, the Organizers will not accept responsibility or be under any liability to exhibitors, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit, person or property arising out of their participation in the exhibition. Exhibitors are advised to insure their exhibits against such loss or damage, including risk of fire, thefts throughout all stages of the exhibition.

In the case of a physical/ in-person Event, the Exhibitor shall obtain and maintain in force for the duration of the Event (including the Build-up and/or Dismantling Period and for the Event Hours):

- Public liability insurance covering against third party claims for bodily injury, death and property damage, with a minimum coverage of S\$1 million per occurrence; work injury compensation insurance covering all liabilities as required under the Work Injury Compensation Act (Cap. 354 of Singapore); and such other insurance as required by any regulatory or statutory body, or as required by the Organizer at its sole discretion.

The Exhibitor represents and undertakes that it has current and adequate insurance policies in place for its own business activities.

Each exhibitor participating in the exhibition MUST indemnify MMI, as Organizers against all claims of whatsoever nature which may be made against MMI, arising out of or in any way connected with such exhibitors' participation in the exhibition. This provision is specifically deemed as fair and reasonable by their endorsement in the official contract form.

STORAGE/ WASTE MANAGEMENT

Removal of Exhibits

Personal properties and portable exhibits or hand-carried items may be removed from the exhibition hall after closing hours on the final day of exhibition. While the Organizer will maintain security coverage, exhibitors are reminded that goods will be at the greatest risk during this time. Stands should not be left unattended until all portable items and equipment collected by appropriate suppliers.

No mechanical lifting or handling equipment will be permitted to enter the exhibition hall for removal of these heavy exhibits except those used by Sole Official Freight Forwarder.

Stand Cleaning

The Organizer will arrange for the general cleaning of the exhibition hall and the floor of exhibition furnished shell scheme stands, free-of-charge, and prior to the opening of the exhibition and after the exhibition closes daily. However, it is always the responsibility of exhibitors to maintain their own stands in a tidy condition. The cleaning contractors are not permitted to touch exhibits. Exhibitors may order additional cleaning service in **Form 14 – MBS Services Order Forms** if required.

During build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish daily. All aisles must be left clear.

Storage and Waste Materials

The Organizer is unable to provide storage facilities on-site for packing residue, surplus materials or other properties of exhibitors. Prior arrangements for safekeeping of such items must be made within the Sole Official Freight Forwarder or the exhibitor's own established local agent. Organizer reserves the right to remove/ dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

During the move-in of exhibits, the construction of stands and unpacking of exhibits, the passageways in the exhibition hall MUST NOT be obstructed with packing materials, construction materials or debris (empty paint cans, lumber scraps, etc). At the end of each day, exhibitors are responsible for seeing that their contractors remove unwanted materials from the exhibition hall. Failure to do so will result in the exhibitors being liable for the services fees involved in removing the debris.

WORKPLACE SAFETY

With the implementation of the Workplace Safety and Health Act, it is essential to cultivate good safety habits in all individuals. It is requiring all stand builders, service providers and exhibitors to take reasonable measures to ensure the safety and health of workers and other that are affected by the work being carried out.

Exhibitors to ensure that the appointed stand builder for stand construction MUST be with BizSAFE 3 Certificate & above. All appointed stand builders must comply to the Workplace Safety and Health Act (WSHA) in Singapore. Contractors will also need to submit the Risk Assessment (RA) and Safety Work Procedures (SWPs) for their work specific to the event prior to move in for the build-up and must be done by a competent person who has attended the BizSAFE 2 Certification Course conducted by Ministry of Manpower's list of approved training provider.

Personal Protective Equipment (PPE) is to protect employees from exposure to workplace hazards and the risk of injury. Before using the PPE, steps should be taken to eliminate or control hazards and work procedures should be in place to limit exposure to the hazards. The appropriate PPE (eg: high visibility safety vest, safety/ covered shoes, safety harness and safety helmets) must be used during build-up & dismantling period.

Onsite medic and/or ambulance will be provided by the Organizer as stated below:

Date	12 June	13 June	14 June	15 June	16 June	17 June	18 June
Time	8am -10pm	9am – 10pm	9am – 10pm	9am – 6pm	9am – 7pm	9am – 8pm	9am – 5pm

In spite of this, we urge all exhibitors and service providers to follow all workplace safety guidelines as instructed by MBS's team during the Workplace Safety Briefing/ Rules & Regulations stated in this Online Manual.

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:

