

PLEASE EMAIL FORM TO:

**ATTN: MP SINGAPORE PTE LTD**  
**LIM YING HUI / SOH BAO XUAN**  
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**FORM 03 – COMPLUSORY  
(SPECIAL DESIGN SPACE  
ONLY)**  
DEADLINE: **09 JULY 2023**

STAND NO:

**EXHIBITING COMPANY NAME** \_\_\_\_\_  
**CONTACT PERSON, DESIGNATION** \_\_\_\_\_

If you are building your own booth or using a non-official contractor for stand construction, please fill in the following details:

**This form must be signed by the appointed stand fitting contractor.**

**We**, the contractor, agree to abide by all Rules & Regulations of the exhibition, as well as the code of practices set by the relevant Regulatory Authorities.

<b>Name of Company</b>	
<b>Address</b>	
<b>Contact Person</b>	
<b>Designation</b>	
<b>Email</b>	
<b>Mobile number</b>	
<b>SIGNATURE</b>	

PLEASE NOTE

- Three (3) copies of **TECHNICAL DETAILED DRAWINGS** (elevations, layout plan & perspective view) with dimensions and height of your stand design **MUST BE SUBMITTED** to the Organiser for approval by **09 July 2023** OR **IMMEDIATELY** if you join the Exhibition after the above stipulated deadline. Please refer to rules & regulations in this manual for more information.
- ALL electrical connections and pipe installations must be done by the Official Stand Fitting Contractor.
- Stand height should not exceed **4m**. Written approval must be obtained from the Organiser on any special design stands. For any structure at **4m and above**, a **PE Endorsement** documentation is required to be submitted.
- NOTE: For any rigging points or requirements, please contact our official contractor, (Mr) Max Lum, [max.lum@pico.com](mailto:max.lum@pico.com).

## **REFUNDABLE PERFORMANCE BOND**

If you are building your own stand or using a contractor for stand construction and/or interior decoration (including the Official Stand Fitting Contractor), please fill in the following details:

<p><b>(SGD 100 per sqm. <u>Minimum</u> of SGD 2,000 per booth)</b>  <b>Example for a 9sqm booth: 9sqm X SGD100 = SGD 900 (However, contractor to issue cheque of SGD2,000)</b></p>		
<b>BOOTH SQM</b>	<b>PERFORMANCE BOND PER SQM</b>	<b>COST (SGD)</b>
	<b>SGD100</b>	

Kindly address the cheque to "**MP Singapore Pte Ltd**"; and pass it to the organisers onsite during contractors' registration.

A receipt will be given to you for the Performance Bond. Please keep the receipt in order to redeem back your performance bond cheque. Deposit will be returned 45 days after the last day of the event and once the exhibitor has been cleared of any damages on the venue by both the Organiser and venue owner.

**Please refer to next page for rules and regulations for stand construction.**

## RULES & REGULATIONS FOR STAND CONSTRUCTION

### **Building Regulations**

To comply with local building regulations, detailed drawings of stand must be submitted to the Organiser by the stipulated deadline for approval of the relevant government authorities and the Organiser to ensure that the interests of all exhibitors are observed. The exhibiting company shall ensure the structural integrity of their booth design.

### **Fire Regulation / Covered Ceilings**

Approval for covered ceilings in exhibition stands must be sought from the Fire Safety & Shelter Department through the organiser, and plans.

### **Floor Covering**

The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden.

### **Hall Structure**

In the construction of the booth, existing fixtures or walls may not be used in any way (e.g. nailing, wiring or fixing of items to any existing structure).

### **Backwall / Sidewalls**

Except for "island" (4-sided open) booths, a backwall must be installed for every booth. Booth with adjoining neighbour(s) must also be installed with the necessary sidewall(s).

### **Height Restriction**

The permitted stand height is **4m**. The fascia panel fronting an aisle may be permitted to rise up to 5m: where the depth of the fascia panel does not exceed 30mm. Any design for a structure exceeding 5m in height must be submitted for approval at least 8 weeks in advance and will be considered on a case-to-case basis. If approved, this structure (except the fascia panel) will be restricted to a distance of 1.5m away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceilings.

### **Booth in exhibition hall – maximum height allowed:**

**4 meters**

**(Subject to approval for booth drawings submission)**

### **Rigging / Hanging Structure**

For any rigging points or requirements, please contact our official contractor, (Mr) Max Lum, [max.lum@pico.com](mailto:max.lum@pico.com)

### **Open Frontage**

All stands in the exhibition, irrespective of height, must have at least **50%** of any frontage facing an aisle left open, or fitted with transparent (clear-see through) material. This area must be left visibly free of obstruction.

### **Dismantling**

At the close of exhibition, it is the joint responsibility of the exhibitor and Official Stand Fitting Contractor to dismantle and remove the stand in accordance with the dismantling schedule specified by the Organiser. All debris and carpets must be cleared by the exhibitors and/or the Official Stand Fitting Contractor as per the tear-down schedule given by the Organiser. Failure to do so will result in the exhibitors being liable for service fees incurred.

### **Unforeseen Occurrences**

In the event of any occurrence not foreseen in these Rules & Regulations, the decision of the Organiser shall be final.