

6. STAND-FITTING REGULATIONS AND SPECIFICATIONS

- (xx) Exhibitors and their nominated stand contractor must adhere to the timings stated in the “*Time-table of In-hall Operations*” and are responsible for removing their excess materials including waste, paints, debris and off-cuts daily during the build-up, and all their materials including all adhesive tapes and paddings used in the laying of floor coverings, at the end of the Show.

6.3 EXHIBITOR NOMINATED STAND CONTRACTOR

As Organiser/Show Manager, we recognise that each Exhibitor selects the stand contractor that they believe will best serve their needs before, during and after the Exhibition. If an Exhibitor chooses to engage such a stand contractor other than the Official Contractor, we are happy to have them on the Exhibition floor.

However, along with the growing number of these stand contractors on the Exhibition floor have come numerous added expenses - related costs resulting from an increase in liability claims, Venue damage, excess cleaning charges, and extra administrative costs for badging, contracting, insurance tracking, security, etc.

Rather than passing on these added costs to all Exhibitors, including those who do not use such stand contractors, we have implemented a formal approval, fee and performance bond system.

- (a) Exhibitors (or their nominated stand contractors) are required to submit for approval, stand layout plans, elevation and artist’s impressions, in duplicate, to the Organiser’s office by Monday 3rd May, together with their nominated contractor’s details (company name, address and contact person’s name) using the prescribed form in the manual (Form E11). This is to prevent costly alterations being required on-site by the FSB, Hall Owner and/or Organiser. All drawings must have clear dimensions, and scale drawings should not be smaller than 1:200. Faxed copies are acceptable, but original drawings must be submitted for final approval. Late submission may mean that approval may not be granted in time for construction to commence on-site. And although such an approval may have been given already, the Organiser and Show Manager reserves the right to request the Exhibitor concerned to modify certain portions of their stand to meet Hall or government or the Exhibition’s prevailing conditions and circumstances.
- (b) Before the nominated stand contractor is permitted to start work in-hall, either he or his employing Exhibitor/group is required to pay a non-refundable administration/management fee of S\$6.00 per square metre, in addition to a refundable Performance Bond of S\$50.00 per square metre (minimum levy of S\$500.00 and maximum of S\$5,000.00) to the Organiser and sign an undertaking to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall regulations. The Organiser reserves the right to increase this maximum limit on any Exhibitor and their contractor who had previously performed or behaved unsatisfactorily, without having to assign any reason.

Only when the performance bond and administration/management fee are paid and received and the Undertaking signed, will the contractor be allowed to bring stores into the Hall and commence work.

All performance bond and administration/management fee monies must be lodged in cheques or cashier’s orders. Please note that any bank charges, levies or exchange rate differences will be deducted accordingly from the performance bond money. No banker’s guarantees (BG), credit card payments, or other forms than those stated are acceptable for this purpose.

Contractors will also have to bear any charges levied by the Hall Owner for damages caused to their property and/or flooring.

Contractors, especially foreign-based ones who do not engage a local sub-contractor for the installation and dismantling works, should make prior arrangements with the Official Cleaning Contractor for the cleaning and disposal of waste materials daily during the Build-up and Tear-down periods. The standard working areas used and occupied by the contractors should be kept tidy at all times.

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Provided that the stand is completed according to the stipulated “*Time-table of In-hall Operations*” and any unused materials or debris disposed and discarded of properly by the said contractor; and no damage is caused or any claim made during the Build-up, Tear-down, and Exhibition Days, the Performance Bond will be returned to the Contractor in about ninety (90) days from the completion of the Exhibition.

Up to six (6) Contractor Badges will be issued for every 9 square metres of construction, with a maximum of fifty (50) badges per contractor. Please note that a complete name list, with details of identification card/passport/work permit numbers must be provided.

A limited number of contractor badges for maintenance work or stand-by crew will be issued by the Organiser on a case-by-case basis, upon receipt of written application by the contractor concerned.

All foreigners working at the Exhibition must be in possession of valid employment passes or work permits issued by the Ministry of Manpower (MoM) and/or the Immigrations Department of the Government of Singapore. And all Exhibitors and their contractors are deemed to have carried out due diligence to ensure that all their working staff on site at the Exhibition already have such documents when applying to the Organiser for their badges. The relevant Government officials do carry out site inspections during the Build-up/Tear-down periods to check on passes and work permits. Please note that the issuance and possession of the Exhibitor and Contractor badges from the Organiser does not imply in any way that permission is granted for any person to work on-site without the necessary pass or permits.