

# **RULES AND REGULATIONS**

## **[Revised 1<sup>st</sup> December 2021]**

### **1. GENERAL INFORMATION - SUNTEC SINGAPORE**

#### 1.1 REFERENCE TO STANDARD TERMS & CONDITIONS

All events held at SUNTEC SINGAPORE INTERNATIONAL CONVENTION & EXHIBITION CENTRE are subject to the Centre's Standard Terms & Conditions.

#### 1.2 DEFINITIONS AND INTERPRETATIONS

(a) the terms "Centre", "Event", "Licence Area", "Licence Agreement", "Licence Fee" and "Licence Period" shall bear the respective meanings assigned to those terms in the Terms & Conditions;

(b) "Booth" means a temporary partitioned area or room erected within the Licence Area;

(c) "Move-in Period" in respect of a Licence Area means the period designated for "move-in" purposes for such Licence Area and "Move-Out Period" in respect of a Licence Area means the period designated for "move-out" purposes for such Licence Area and "move-in Periods" and "Move-out Periods" shall be construed accordingly;

(d) "Licencee" shall bear the same meaning as in the Licence Agreement which always includes his agents, clients, contractors, employees, representatives, servants and suppliers; and

(e) "Show Day Period" in respect of a Licence Area means the licence period in respect of such Licence Area which is not designated for "move-in" or "move-out" purposes.

#### 1.3 ABOUT SUNTEC SINGAPORE

Situated next to the Central Business District, Suntec Singapore is at the heart of a self-contained, totally integrated events infrastructure, and only 20 minutes from Changi International Airport, where most major Asian capital cities are within a six-hour radius flying time.

#### Operating Business Hours

7am – 11pm daily

#### License No. (UEN)

52955046J

#### Address

Suntec Singapore Convention & Exhibition Centre 1 Raffles Boulevard, Suntec City, Singapore 039593

#### Contact Details

+ 65 6337 2888

[sales@suntecsingapore.com](mailto:sales@suntecsingapore.com)

#### 1.4 DUTY MANAGERS

Suntec Duty Managers have a wealth of experience in all operational aspects of the meetings, conventions, exhibitions and special events.

For assistance or support during your event, you may contact the Duty Manager via the hotline. Duty Managers are present 24/7 within the Centre. You may licence a dedicated duty manager exclusively for your event, if required.

### **2. CENTRE'S PREMISE, FACILITIES & AMENITIES**

#### 2.1 ORGANISER'S OFFICE

The organizer's office may be rented from the Centre subject to availability. The organizer's office is only accessible to Licencee who has been allocated according to the Licence Agreement.

#### 2.2 CARD ACCESS DOOR SYSTEM

The Centre employs card access technology for all door systems within the Centre. Licencee will be issued with door access cards to his Licence Area during the Licence Period. The Licencee must be observed and comply strictly with the User's Guidelines specified by the Centre.

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### 2.4 ELEVATORS AND ESCALATORS

#### **2.4.1 For Passengers**

Passenger elevators and escalators are strictly for transporting of personnel only and not to be used for the transporting of any freight, equipment or furniture.

#### **2.4.2 For Service Personnel (Contractors / Service Providers)**

All hand-carried equipment / furniture / exhibit must only be transported into the Licence Area through the service elevators.

#### **2.4.3 For Approved On-site Freight Handling Agents**

The freight elevators to be used strictly for material handling, and only the Centre's approved On-site Freight Handling Agents are allowed to operate the elevators. Licencee may appoint any of the Centre's approved On-site Freight Handling Agents when required. Contact details of approved On-site Freight Handling Agents can be downloaded from the Approved Centre's Contractors / Service Providers List.

### 2.5 AMENITIES FOR PERSON WITH DISABILITIES (PWDs)

The Centre is designed to ensure accessibility for all amenities include elevators, restrooms, information boards and registration counters. Guide dogs are permitted to accompany visually-impaired individuals within the Centre's premises.

### 2.6 LIGHT & SOUND CONTROL ROOMS

The management of the light & sound control rooms is only limited to the Centre's technical staff. Entry into the light & sound control rooms is restricted to authorised personnel only.

### 2.7 LOADING BAYS / SERVICE VEHICLE LOTS

#### **2.7.1 Loading Bays**

The Centre provides loading bays for receiving of freight deliveries shipments and goods. Loading bays may be used for loading and unloading only. The storage of items overnight is not permitted. The usage period of the loading bays must be observed and strictly followed according to the allocated time period specified in the Licence Agreement.

The Centre will not accept any freight deliveries / shipments or C.O.D. deliveries on behalf of the Licencee or exhibitors before the move-in Period. Any goods arriving prior to the move-in Period will be handled by one of the approved On-site Freight Handling Agent. All crate storage will also be handled by the Centre's approved On-site Freight Handling Agents. Consignment of all shipments to be delivered to the Centre will be the responsibility of the Licencee or exhibitors.

Movement of freight and /or heavy movement at Level 2 and 3 event spaces is restricted during evening hours from 2200hrs - 0700hrs daily, unless written approval is obtained from the Centre prior to commencement.

Pallet jacks are not permitted on carpeted Areas of Level 2 or 3, where pallet jacks are required the licencee is required to lay plywood plus heavy duty building paper or similar material on the carpet to provide protection.

#### **2.7.2 Service Vehicle Lots**

The Centre provides service vehicles lots for the Licencee's usage according to the booking of specified Licence Areas.

Only authorised vehicles registered with the Centre are allowed to park at the designated service vehicle lots. The usage period of the service vehicle lots must be observed and strictly followed according to the allocated time period specified in the Licence Agreement.

### 2.8 PUBLIC CAR PARKING

All clients, guests and visitors to the Centre may use the Public Car Parking facilities at Suntec City on a first-come-first-served basis. Car parking is chargeable (at the published car parking rate) and provided according to the official operating hours. There are a total of 3,200 parking lots available in the basement of Suntec City.

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### **3. SERVICES IN THE CENTRE**

#### 3.1 AIR CONDITIONING & VENTILATION

##### **3.1.1 Mechanical Ventilation during Move-in Period and Move-out Period**

During the move-in Period and move-out period relating to a licence area, only mechanical ventilation will be provided in respect of such licence area.

##### **3.1.2 Air conditioning during Show Day Period**

All air conditioning during the show day period relating to a licence area will have pre-set temperature of 24 degC, +/- 1 degC in respect of such licence area.

##### **3.1.3 Additional Air Conditioning**

When air conditioning is required during the move-in period and move-out period relating to a licence area (e.g. rehearsals, pre/post-event activities), the Licencee can opt to pay for additional air conditioning usage in accordance with the Centre's prevailing air conditioning rates. Additional air conditioning will only be provided if the freight doors are closed.

#### 3.2 AV, SOUND & LIGHTING

The Centre provides a comprehensive range of audio visual (AV), sound and lighting services together with technical support to meet your event's requirements.

All AV, sound & lighting services are to be provided by the Centre's appointed supplier only. This applies to all spaces within the Centre excluding spaces licenced for Exhibition use.

For spaces licenced for Exhibition use, the licencee is permitted to engage an approved AV, sound & lighting services providers for specific event requirements within their licence areas. Contact details of the approved AV, sound & lighting service providers for exhibition spaces only, is available in the Preferred Partners Guide.

#### 3.3 CLEANING SERVICES

The Centre provides a comprehensive range of cleaning, sanitation, hygiene and waste management services within the centre. These services are provided exclusively by the Centre's appointed suppliers only. This applies to all spaces within the Centre excluding spaces licenced for Exhibition use.

For spaces licenced for Exhibition use, the Licencee is permitted to engage an approved Cleaning Services Provider for their specific event requirements within their Licence areas. Contact details of the approved Cleaning Services Providers, is available in the Preferred Partners Guide.

#### 3.4 FOOD & BEVERAGE

The Centre offers an extensive range of food & beverage offerings to suit to your event's requirements. No food & beverage supplier or caterer will be allowed to supply or cater food & beverage in the Centre.

#### 3.5 IT & TELECOMMUNICATIONS

The Centre provides a comprehensive range of IT & telecommunication services, such as telephone lines, broadband and other technical and support services to meet your event's requirements.

#### 3.6 LANDSCAPING

The Centre offers an extensive range of landscaping offerings to suit to your event's requirements. In the event if the Licencee is to provide his own landscaping items, the guidelines for Placement of Live Plants & Floral Decorations must be observed and strictly complied.

#### 3.7 REGISTRATION COUNTERS

Registration counters are available at a an additional rental charge, subject to availability.

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### 3.8 SIGNAGE SPACE & MEDIA DISPLAYS

The Centre offers various unique advertising opportunities and solutions on our Signage Space & Media Displays to meet your event's objectives. The Licencee will coordinate all permanent and temporary signage, its location and duration of use. Allocation will be based on consideration of other events and commitments by the Centre.

Contact details of Approved Signage & Media Production Service Providers can be downloaded from the Preferred Partners Guide.

The licencee shall be responsible for event signage leading the visitors to the event commencing from Basement 2. Please advise Licensor of the signage requirements and plans fourteen (14) days before the Event Day. All signage requirements must be approved by Licensor before the Event Day.

The Centre reserves the right to remove any signage of any description at the Licence Area, which the Centre finds objectionable. In the event if any cost of removal is incurred, it will be borne by the licencee.

It is also prohibited to stick any notices or advertisements on any walls, walkways and any property belonging to the Centre without prior permission from the Centre. If unapproved material is found, the Centre reserves the right to remove them without notice to the licencee.

## **4. GUIDELINES FOR CONSTRUCTION, INSTALLATION & DISMANTLING WORKS**

### 4.1 GUIDELINES FOR CONTRACTORS / SERVICE PROVIDERS

4.1.1 All contractors / service providers' construction, installation and dismantling works must observe and comply strictly with the Centre's Technical Floor Plans & Specifications.

4.1.2 All construction, installation and dismantling works shall be carried out at the expense of the licencee and shall be carried out in such a manner as not to cause unnecessary disturbance or disruption to the activities of other occupiers at the Centre.

4.1.3 The licencee / contractors / service providers will not cause or permit any damage to be caused to the licencee Area or alter or interfere with the building structure, equipment and installations. The repair of such damages will be evaluated by the Centre and all charges for such repair shall be fully borne by the licencee.

4.1.4 The Centre shall be entitled to remove at the licencee's cost, any form of construction or structure, which is not approved or which infringes on the mentioned guidelines.

#### **4.1.4 Water, Drainage and Compressed Air**

(a) The Centre will supply, install and provide water, drainage and compressed air services to the licencee and its subcontractors, suppliers, exhibitors, etc. through the Centre's approved On-site Utilities Contractors. Contact details of Approved On-Site Utilities Contractors can be downloaded from the Approved Centre's Contractors / Service Providers List.

(b) All exhibits and ancillary equipment containing water shall be carefully drained out at the end of an exhibition, in such a way that no water is discharged onto the floor of the halls/rooms. All costs involved in removing of any water discharged onto the floor of the Halls/Rooms, or any damage caused as a result of the discharge of water in a manner other than permitted under this Paragraph will be charged to the licencee.

#### **4.1.5 Utility Pit and Trench System**

(a) The Centre's halls have an extensive utility pit and trench system on the floor through which electrical, water, compressed air, drainage and telecommunication systems are channelled through. Access to the utility and trench system is strictly limited to the centre's approved on-site utilities contractors.

Contractors should note that nothing shall be affixed to, stored, or discarded in the utility pit and

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trenches.

### **4.1.6 Operable Walls**

The acoustically treated operable walls extend from floor to ceiling. No attachments to these walls will be allowed.

The operable walls in the halls & rooms are to be installed and removed by the Centre's authorised personnel only. Any changes on the positioning of the operable walls, once set, will be charged to the licensee.

## 4.2 GUIDELINES FOR CONSTRUCTION AND DISMANTLING OF BOOTHS AND EXHIBITS

### **4.2.1 Construction Guidelines & Materials**

(a) All materials used in the construction and installation of exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulations. Materials used for the construction of the exhibition booths should be non-combustible and shall have a minimum flame spread rating of Class 2.

(b) All booths and other structures must maintain a minimum clearance distance of 1 metre from the columns and the walls in the exhibition halls on level 4 and 6. In Hall 401 a minimum clearance distance of 1.7 metres from the outer wall must be maintained. For spaces on level 3, a minimum clearance distance of 0.6 metres from the columns and the walls must be maintained.

(c) Any temporary structures erected must allow a minimum clearance of 1.2 meters from doors opening to fire cabinets, electrical and mechanical riser and alarm call points.

(d) There shall be a firebreak of 3 metres between rows of booths if it exceeds 30 metres in a row. All passageways (aisle) must be at least 2.5 metres in width for trade events and 3 meters in width for public events.

(e) Erection of partitions or display boards which could hamper the fire protection system and the air-conditioning diffusers and air flow inside the halls / rooms is not permitted.

(f) No erection of partitions or display boards may exceed three (3) metres in height directly underneath the fire curtains in the exhibition and convention halls.

(g) Erection of partitions or display boards must not obstruct the discharge pattern of the sprinkler heads. A clearance of at least 0.5 metres should be maintained below the level of the sprinkler deflectors.

(h) Erection of brick stone or block walls etc, licensee shall lay plywood plus heavy duty building paper or similar material on the floor under the walls to protect the floor surface.

(i) Permanent false ceilings are not allowed. However, false ceiling of egg crate and mesh constructions of non-combustible materials may be allowed subject to the licensee obtaining prior written approval from the Centre.

### **4.2.2 Securing Guidelines, Marking Materials & Painting Works**

(a) No nails or screws shall be driven or holes drilled on the floors, walls, doors, pillars or other parts of the structure of the Halls & Meeting Rooms or any part of the building.

(b) The Centre only allows the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors and walls.

(c) Adhesive-backed (stick-on) decals or similar promotional items are not permitted in the Centre. Any costs incurred by the Centre for the removal of these items and repair of any damage caused will be charged to the licensee.

(d) Erasable chalk is acceptable for marking booth locations on the Halls and Rooms' floor. An approved tape may be used and no other floor marking may be used. Removal of non-approved floor marking will be charged to the licensee.

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(e) The licensee will be responsible for the removal of all tapes and residue marks within the Licence Area. Removal and damage incurred resulting from the use of non-recommended tape will be carried out by the Centre and charged to the licensee.

(f) Major painting of displays and exhibition materials are not permitted in the Centre. However, "touch-up" painting of the displays and exhibition materials is permitted in the Halls provided such work is undertaken during the move-in Period only and all safety precautions and protective surface coverings are put in place. These precautions include:

- (i) Painting in an area which is properly ventilated
- (ii) Only odourless Nippon paint is permitted
- (iii) Covering the floor with plastic overlay or drop sheets
- (iv) No painting near the Centre's vertical structures (i.e.: walls, operable walls)
- (v) No washing of paint material within or surrounding the Centre

The licensee is responsible for any damage to the Centre that is caused as a result of painting and will be liable for the cost of reinstating the damaged area to its original condition.

#### 4.2.3 HEAVY MECHANICAL LIFTING:

The usage of forklifts and heavy mechanical lifting equipment is restricted to level 4 and level 6 exhibition halls. All mechanical machinery should be electrical; the usage of diesel and patrol vehicle within the Centre (excluding loading bays) is strictly prohibited.

For level 4 and level 6 halls, where service pits are present, forklift operators are required to move at a minimal speed and avoid where necessary. Forklifts are not permitted on permanently carpeted area such as level 2 and level 3 meeting rooms.

#### 4.3 PLACEMENT OF LIVE PLANTS & FLORAL DECORATIONS

All live plants and floral decorations brought by the licensee into the Centre's carpeted Areas must be protected. During move-in and move-out periods, all precautionary measures must be taken to protect carpeted Areas and doors. Plywood boards on top of plastic sheets should be used on the floor.

#### 4.4 PLACEMENT OF DEMONSTRATIONS & WORKING EXHIBITS

- (a) All moving machines must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- (b) Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is strongly recommended.
- (c) Any machinery or apparatus displayed in the Licence Area shall only be demonstrated within the Booth, operated by qualified persons and shall not be left running without the proper supervision of such persons.
- (d) No motors, engines, or power driven machinery may be used without adequate protection taken out by the licensee against risk of fire. No naked flame is permitted in the Licence Area.
- (e) The operation of compressors, sprayers, auto trucks and similar plants powered by internal combustion engines is prohibited.

#### 4.5 PLACEMENT OF PRESSURE VESSELS & EQUIPMENT

The licensee will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium.

All pressure vessels and equipment brought into the Centre must conform to all relevant safety standards and regulations.

Pressure tanks improperly secured and do not conform to the safety standards and regulations will be immediately removed from the Centre upon notice being given to the licensee by the Centre.

#### 4.6 GARBAGE REMOVAL & DISPOSAL

##### (a) During Move-in & Move-out Period (For spaces licenced for Exhibition use)

The licensee / contractors / service providers shall be solely responsible and liable for the removal of garbage and waste materials from the Licence and Service Area inclusive of Loading Bays and

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Access Ramps.

The licensee / contractors / service providers shall remove all exhibits, stand fittings and other materials brought into the Centre for exhibition or other events, including materials scrapped and debris left behind at the end of the exhibition or event, from the Centre.

In the event that the licensee / contractors / service providers fail to keep the Licence and Service Area clean, the Centre will engage the services of a Cleaning and Waste Disposal Contractor and the charges incurred will be billed to the licensee.

### (b) Throughout Licence Period

Wash basins and water closets in the toilets in the Centre shall not be used for disposing of any form of waste, food or rubbish. The cost of clearing blockages in the drainage system and of any other work taken by the Centre arising from non-compliance with this regulation will be charged to the licensee.

## **5. SUBMISSION REQUIREMENTS AND PROCESSES – BY LICENCEE TO CENTRE**

### 5.1 SUBMISSION GUIDELINES TO CENTRE FOR APPROVAL (TECHNICAL)

(a) Clause 5.1 is applicable only to Clause 5.2 – Submission of Endorsed Document to Centre (Technical)

(b) The licensee is required to submit to the Centre for approval the following plans under Paragraph (i) to (ii) below not later than one (1) month prior to the commencement of the Licence Period:

- (i) Three (3) copies of operations plans of scale no less than 1:500 showing location and erection of booths.
- (ii) Three (3) copies of sketch plans of scale no less than 1:50 showing cross sections and elevations of proposed work on booths and structures which exceed 4metres (13.1 feet) in height.

(c) The Centre will then return one (1) set each of the aforesaid plans to the licensee showing the required changes, if any or approval of the original plans. If any changes are required by the Centre to be made to the plans, the licensee must re- submit the plans incorporating the required changes to the Centre for approval within ten (10) days from the date of receipt of the plans by the licensee.

(d) Where necessary, the licensee shall obtain all the necessary approvals from the relevant authorities for the construction, which shall be submitted with the plans.

### 5.2 SUBMISSION OF ENDORSED DOCUMENTS TO CENTRE (TECHNICAL)

S/N	Type of Layout & Drawings	Endorsing Authority	Endorsed Document by Suntec	Written Approval by Suntec	Dateline Before Move-In
1	Final Exhibition Floor Layout Plans & Drawings	Fire Safety and Shelter Department (FSSD)	Yes	Yes	1 month
2	Booth Layout Plans & Drawings	Fire Safety and Shelter Department	Yes	Yes	1 month
3	Double Storey Booth Layout Plans & Drawings	Fire Safety and Shelter Department (FSSD)	Yes	Yes	3 Months
4	Rigging Layout Plans & Drawings	Professional Engineer's Endorsement	Yes	Yes	14 days
5	Heavy Machinery Move-in Layout Plan & Drawings	Professional Engineer's Endorsement	Yes	Yes	14 days

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### 5.2.1 Final Exhibition Floor Layout Plans / Booth Layout Plans & Drawings

The final exhibition floor layout plans and drawings for the exhibition construction and any other structures must be submitted to the Centre for endorsement. The endorsed floor layout plans and drawings must be submitted to the Fire Safety and Shelter Department (FSSD) for final approval. Floor layout plans and booth layout plans must be in line with existing fire safety regulations and the Centre's Technical Floor Plans & Specifications.

### 5.2.2 Double Storey Booth Layout Plans & Drawings

The layout plans and drawings for Double Storey Booth must apply for Professional Engineer's endorsement and submit the endorsed documents to the Centre to obtain prior written approval. The design, construction and dismantling of Double Storey Booths must comply with the guidelines, rules and regulations laid down by the Fire Safety and Shelter Department (FSSD).

### 5.2.3 Rigging Layout Plans & Drawings

The layout plans and drawings for usage of riggings must apply for Professional Engineer's endorsement and submit the endorsed documents to the Centre to obtain prior written approval.

### 5.2.4 Heavy Machinery Move-in Layout Plans & Drawings

The layout plans and drawings for heavy machinery move-in must apply for Professional Engineer's endorsement and submit the endorsed documents to the Centre to obtain prior written approval.

## 5.3 SUBMISSION OF APPLICATION FORM TO CENTRE

S/N	Application Form	Submit Application Form	Written Approval from Suntec	Dateline before Move-In
1	Animal Permit	Yes	Yes	2 weeks
2	Balloon Permit	Yes	Yes	2 weeks
3	Car Parking (VIP Lots)	Yes	Yes	2 weeks
4	Car Parking (Additional Service Vehicle Lots)	Yes	Yes	2 weeks
5	Distribution of Promotional Materials	Yes	Yes	1 month
6	Erecting of Registration Counters	Yes	Yes	1 month
7	Flammable, Smoke Emitting & Equipment / Materials Permit	Yes	Yes	1 month
8	Food & Beverage Sampling Permit	Yes	Yes	1 month
9	Fuelled Motor Vehicle Exhibits	Yes	Yes	1 month
10	Hazardous, Explosive & Pyrotechnic Materials Permit	Yes	Yes	6 months
11	Satellite Dish Placement Permit	Yes	Yes	6 months
12	Signage / Poster Placement Permit	Yes	Yes	2 weeks
13	Utilise of Common Area within Centre	Yes	Yes	2 weeks
14	Wireless Equipment Permit	Yes	Yes	2 weeks

(b) Display and operation of any electrical, mechanical, or other devices which may be deemed hazardous by the Centre. If there is doubt, such devices should be submitted to the appropriate controlling authorities for approval.

(c) All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals.

### 5.3.8 Food & Beverage Sampling Permit

The licensee must obtain prior written approval from the Centre for distributing Food & Beverage Sampling in the Centre by submitting the specific Application Form. The licensee is also to refer to Clause 5.4.5 – Food Hygiene Licence.

### 5.3.9 Fuelled Motor Vehicle Exhibits



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The licensee must obtain prior written approval from the Centre by submitting the specific Application Form for the exhibiting of fuelled motor vehicles or other fuelled-engine equipment, and shall be subject to the following conditions:

- (a) The Centre shall be notified by the licensee of the locations of these exhibits in the exhibition.
- (b) The fuel tank of motor vehicles shall contain only sufficient fuel (one-quarter (1/4) tank level) to move the vehicle out of the exhibition venue. The fuel tanks of all fuelled-engine equipment shall be emptied and sealed.

#### **5.3.10 Hazardous, Explosive & Pyrotechnic Materials Permit**

The licensee must obtain prior written approval from the Centre for use and storage of Hazardous, Explosive & Pyrotechnic Materials in the Centre by submitting the specific Application Form. Also refer to Clause 5.4.4 – Entertainment Laser / Hazardous Materials Licence.

#### **5.3.11 Satellite Dish Placement**

The licensee must obtain prior written approval from the Centre for set-up that requires installation of satellite dishes. Application(s) must be made to the relevant authorities and the Centre for the use and location of satellite dishes six (6) months before the commencement of the Licence Period.

#### **5.3.12 Signage / Poster Placement**

The licensee must obtain prior written approval from the Centre for placement of any signage / poster in licensee Centre by submitting the specific Application Form.

#### **5.3.13 Utilise of Common Areas Within Centre**

All Areas outside the Licence Area shall be considered as the Centre's common Areas. The Licensee must obtain prior written approval from the Centre for utilising of common Areas for any activity by submitting the specific Application Form.

#### **5.3.14 Wireless Equipment**

To avoid interference with the Centre's wireless operating equipment, the Licensee must obtain prior written approval from the Centre for bringing wireless equipment into the Centre by submitting the specific Application Form.

### 5.4 SUBMISSION OF ENDORSED LICENCE & PERMIT TO CENTRE

<b>S/N</b>	<b>Application Form</b>	<b>Submit Application Form</b>	<b>Written Approval from Suntec</b>	<b>Dateline before Move-In</b>
1	Animal Exhibits / Performance Licence	Yes	Yes	14 days
2	Copyright Licence & Permit	Yes	Yes	14 days
3	Broadcast / Telecast Licence (General Radio Communication Station Licence)	Yes	Yes	14 days
4	Outdoor Advertisement Licence / Permit	Yes	Yes	14 days
5	Public Entertainment Licence	Yes	Yes	14 days
6	Art Entertainment Licence	Yes	Yes	14 days
7	Adult Entertainment Licence	Yes	Yes	14 days
8	Entertainment Laser Licence	Yes	Yes	14 days
9	Use / Storage of Hazardous Material Licence	Yes	Yes	14 days
10	Food Hygiene Licence	Yes	Yes	14 days

Contact details of Licence & Permit can be downloaded from Approving Authorities / Agencies List.

#### **5.4.1 Animal Exhibits / Performance Licence**

No reptile, fish, bird or live animals shall be allowed in the Centre at all times, except as an approved exhibit, or used in conjunction with an activity or performance. The Licensee must also ensure that proper precautions are taken for the care, control and restrain of the live animals. The Licensee is strongly encouraged to adopt all guidelines set by AVA, which aim to enhance animal welfare and the professional standard of animal exhibitions and performances.

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### **5.4.2 Copyright Licence and Permit**

(a) The Licencee shall be responsible for obtaining at its own cost and expense, all appropriate licences / permits for the playing of all music and use of performance materials protected by copyright regulations, whether played live or pre-recorded. The Licencee shall be responsible for obtaining at its own cost and expense, all licences, permits and approvals from the appropriate government departments, statutory boards or competent authorities that may be required for staging the Event.

(b) The Licencee shall be responsible for obtaining at its own cost and expense, all appropriate licences / permits for conducting sales of goods in the Licence Area protected by copyrights trademarks, intellectual property and proprietary rights. The Licencee shall provide an undertaking confirming that the goods sold are genuine and authorized by the main supplier/brand to act as their agent to sell these branded products.

### **5.4.3 Photography / Videography / Broadcasting & Telecasting Licencing**

The Licencee must obtain prior written approval from the Centre for the broadcasting or telecasting of the Event or any portion of the Event for commercial purposes. Such written approval may be subjected to fee payment to the Centre of a percentage of the revenue to be derived from such broadcast or telecast. All expenses associated with any such broadcast or telecast will be the responsibility of the licensee.

The Centre reserves the right to engage its own photographer / videographer for the creation of content within the entire convention centre, such content will be the sole ownership of the Centre.

### **5.4.4 Hazardous Materials / Entertainment Laser Licence**

(a) In compliance with the Radiation Protection Act 2007, the Licencee must obtain a valid licence issued by the Centre for Radiation Protection and Nuclear Science (CRPNS) for the use of entertainment lasers during the Event.

(b) Radioactive substances shall not be brought into the Centre unless all the relevant legislations and regulations have been observed and prior approval from the Centre and the relevant government authorities are obtained at least one (1) month before the commencement of the Licence Period.

(c) Where toxic materials or fluids are to be used for which its disposal requires notification to the government authorities, the Centre shall be advised in writing at least four (4) months before the start of the Event, of the nature of the material or fluid and the quantities involved.

(d) Not more than one (1) day supply of any such material or fluid shall be stored within the Booth or within the Licence Area at any time, the remainder being stored in appropriate containers properly sealed in a location agreed between the government authorities, the Centre and the Licencee.

(e) Toxic wastes must be placed in suitable containers which are closed and marked accordingly and special arrangements must be made with the relevant government authorities regarding their disposal.

### **5.4.5 Food Hygiene Licence**

(a) The Licencee must obtain written approval from the Centre and the relevant authorities for the distribution of food and beverage sample products within the Licence Area. A Liquor Licence is also required for the distribution of alcoholic beverages and liquors.

(b) Distribution and sampling of food and beverage products are subjected to compliance with the general standards of health, safety, sanitation and any other specific requirements of National Environment Agency (NEA) and the Centre's Food & Beverage Department.

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### **6. SAFETY, FIRE PROTECTION AND SECURITY REGULATIONS**

#### 6.1 EMERGENCY AND EVACUATION PROCEDURES

(a) In any event of emergency, all emergency and evacuation instructions by the Centre take precedence and ought to be strictly followed at all times to ensure safety of all people.

#### 6.2 FIRE PROTECTION AND REGULATIONS

(a) All Licencees must comply with and ensure that all their agents, servants, employees, contractors and exhibitors etc. comply with the prevailing fire safety regulations and building codes of the Centre.

(b) Licencee's personnel should be familiar with the locations of the fire alarm call points, hose reels, extinguishers and fire exits.

(c) Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. All exits will be kept unlocked during show hours or when the public is allowed into the exhibition Areas. Fire lanes in and around the Centre must remain clear and unobstructed.

(d) No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. The sprinkler system is designed to tolerate up to a maximum temperature of 68oC (154.4FO). It is therefore necessary to ensure that spotlights and other heat-generating equipment are not focused on or stationed near the fire sprinklers.

(e) Special care must be taken not to obstruct or hide from view the fire protection system, air-conditioning mechanical ventilation vents, fire safety equipment, fire hose reel / riser cabinets, fire alarm pull stations, house lighting fixtures and controls.

(f) In compliance with the Smoking (Prohibition in Certain Places) Act, smoking is only permitted at designated locations within the Centre. Smoking is strictly prohibited in the Convention Hall, Exhibition Halls, Meeting Rooms, Concourse, Organisers' Offices, and Pre-Function Areas.

#### 6.3 SECURITY AND SAFETY REGULATIONS

##### **6.3.1 Lost & Found**

(a) Any enquiries regarding Lost and Found items should be directed to the Centre's 24 hour Security Office located at Level 1.

All lost and found articles are catalogued and stored for thirty (30) days. After such period, all articles will be disposed at the Centre's sole discretion and no person shall have any further claim to these articles. The Centre shall not be responsible for any items not collected during the stipulated period.

#### 6.4 SECURITY AND SAFETY REGULATIONS FOR EVENTS

##### **6.4.1 Security and Crowd Management**

The Licencee must provide adequate manpower requirements determined by the Licensor for Security and Crowd Management to maintain the event.

##### **6.4.2 Medical Emergencies**

The Licencee shall cover medical emergencies including the arrangement of a standby Ambulance for evacuation of the sick.