

GENERAL INFORMATION

1. Venue

Marina Bay Sands
Level 1, Halls ABC
10 Bayfront Avenue
Singapore 018956

2. Dates & Time

Build-up : 31 May 2025 (Official Contractor)
(0800-2200hrs)
1 -2 June 2025 (Official/External Contractor)
(0800-2200hrs)

Showdays : 3-4 June 2025 (1000-1800hrs)
5 June 2025 (1000-1700hrs)

Tear-down : 5 June 2025(1800 - 2359hrs) – 6 June (0001 - 0200hrs)

3. Exhibitors' Check-In

All exhibitors should register at the Exhibitors' Check-In Counter on arrival at the exhibition site to collect badges and the exhibitor's information pack.

4. Exhibits Move-In

Cargoes which are consigned to the exhibition site should NOT arrive at the exhibition hall earlier than **1 June 2025**.

Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the Organiser. When stand structures are erected, it may not be possible to move-in/install heavy and large exhibits that arrive late.

All packing should be clearly marked with the following details:

(Name of Freight Forwarder)c/o NRF Retail's Big Show Apac 2025
(Name of Exhibiting Company)
(Stand Number), (Exhibition Hall Number)Marina Bay Sands, Singapore.
(Case No... of ...)

Please note that official freight forwarders must be appointed for mechanical handling within the exhibition hall(s). Forklifts, cranes and pallet trucks from exhibitors and other forwarders will not be permitted into the exhibition hall(s).

Exhibits arriving on site without a pre-appointed official freight forwarder will be referred to an official freight forwarder by the Organiser. All costs incurred will be borne by the exhibitor.

5. Customs Requirements

All goods to be imported for display at the exhibition must be declared to Customs at the entry point and must be covered by proper Customs documents. These documents should be retained at the exhibition as they are subject to Customs inspection on-site. Please refer to www.customs.gov.sg for information on Exhibition Customs requirements and procedures.

6. Goods & Services Tax (GST)

The current GST rate is 9%.

The prevailing GST rate will apply to local exhibitors only.

All Singapore registered companies are subject to the prevailing GST. For foreign exhibitors, GST is zero-rated i.e. they do not have to pay GST for space rental in the exhibition. Foreign exhibitors are however subject to the prevailing GST in the event the exhibition goods imported into Singapore are sold locally. Prior approval in this instance must be sought from the relevant authority. The GST is payable on the goods sold at the prevailing GST rate of the CIF value or selling price whichever is higher.

All goods imported into Singapore are subject to prevailing GST. GST is not applicable if the goods are brought in using Carnets, The Temporary Import Scheme (TIS) or the Security Deposit Scheme (SDS). However, this exemption does not apply to liquors and tobacco. Please refer to: www.customs.gov.sg for more information.

Goods for exhibition may be imported 3 weeks before the exhibition and should be re-exported within 3 weeks of the exhibition closure. Requests for an extension period must be made in writing, and will be considered on a case-by-case basis.

GST will apply if any of these goods are eventually sold locally or unaccounted for at the time of re-export. Payment of duty/GST must be made within 14 days after exhibition closure.

Hand-Carried Goods

Travelers to Singapore with hand-carried goods are requested to refer to www.customs.gov.sg for information.

Controlled and Prohibited Goods

Prior approval must be obtained from the Customs before such goods may be temporarily imported for exhibition purpose. Please refer to www.customs.gov.sg for more information on Prohibited items and Controlled and Restricted items.

7. Smoking

In accordance with the Smoking (Prohibition in Certain Places) Act, it is prohibited by law to smoke in the exhibition halls, meeting rooms, atrium, air-con walkways, function areas, restaurants with food services and 5m from the entrance or exit of any commercial/ industrial building.

EXHIBITION RULES AND REGULATIONS

1. Admission

Professionals, trade and business visitors only. Minors and members of the general public will not be admitted. The Organiser reserves the right to refuse admission or to remove any person without giving a reason. This also applies to build-up and dismantling periods.

For safety reasons, children below the age of 16 will not be allowed into the exhibition halls at any time, from build-up to tear-down periods.

2. Sales

'Over the counter' sales are not permitted. The Organiser reserves the right to take appropriate action as deemed necessary to stop such activities.

3. Promotions during the Show

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute brochures, invitations etc. at the registration areas, entrances/exits of the exhibition halls, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Organisers, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.

4. Segways and other Wheeled Transportation

The use of Segways, rollerblades, bicycles, skateboards, or other wheeled transportation not for the use of the physically challenged, is strictly forbidden from use within Marina Bay Sands.

5. Product Demonstrations & Presentations

The Organiser appreciates that demonstrations and presentations form an integral part of exhibitions. Exhibitors, however, should exercise discretion to other exhibitors when carrying out demonstrations and presentations.

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 operation of any sound device or image projector must not interfere with, or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed a sustained level of 85dB for all speech, music and sound effects.

The Organiser may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after the consultations with the exhibitors involved.

Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

6. Animals

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

7. Utilities

Electrical main supply cables and piped services (water and compressed air) shall be brought on to the stand from the ceiling above. This applies to exhibition halls A, B, C at Level 1 and halls D, E, F at Basement 2.

8. Power Supply and Lighting

Hall Ceiling Lighting : 300 lux Supply Voltage :

a. 3 phase 4 wire system (plus earth), 400 volts $\pm 6\%$

b. Single-phase 3 wire system, 230 volts $\pm 6\%$

Frequency : 50 Hz with variation maintained within $\pm 5\%$ Power Factor : Not less than 0.85 lagging

The following must be complied with:

- (a) Starting arrangement of motors: All motors must have independent automatic protection against excessive current using one of the following starters:
 - (i) Up to 5 HP : Direct-on-line
 - (ii) 5 to 25 HP : Star-Delta
 - (iii) Above 25 HP : Auto transformer
- (b) All electrical installation work from source of supply at the exhibition must be carried out solely by the Organiser's official contractor.

- (c) Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organiser informed.
- (d) All electrical equipment should be tested and approved by the Organiser's appointed licensed engineers prior to turning on the electrical supply.

9. Floor Loading Capacity

Booths in exhibition halls – 12KN/sqm (245 lbs/sq ft) of concrete flooring.

The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis subject to the approval of the venue owner, special arrangements including the provision of steel base plates may be required for any exhibit exceeding these limits. The Organiser's delivery schedule for heavy and large exhibits must be strictly adhered to.

10. Working Exhibits

- (a) Moving machinery 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 the audience. We strongly recommend the use of safety guards.
- (c) All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Prior approval must be sought from the Organiser before operating such equipment.

No motors, engines, contrivances, or power-driven machinery may be used without adequate protection against risk of fire.

11. Dangerous Materials

- (a) No temporary gas (LPG) or naked live electrical fittings are to be used in the exhibition halls at any time.
- (b) No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- (c) No radioactive substances are allowed unless prior approval in writing is obtained from the Organiser. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

12. Hot Work Demonstrations

No naked or open flame equipment is to be used in the exhibition hall at any time.

13. Stand Boundaries and Design Restrictions

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a backwall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with the necessary sidewall(s).

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary with the exception of 300mm (max.) protrusion allowable for fascia or tower above 2.44m. The Exhibitor may be charged for area exceeded, and the Organiser reserves the right to remove the infringing material. Likewise, any projection of programmable moving lights (e.g. cyber lights) are restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply to the above.

14. Structural Height Restrictions

The permitted stand height is 2.44m (8ft).

Any design for a structure exceeding 2.44m in height must be submitted for approval at least 8 weeks prior to the exhibition and will be considered on a case-by-case basis. If approved, this structure (except the fascia panel) will be restricted to a distance of 1 metre (3ft. 3in.) away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceiling.

Organiser Shell Package's fascia panel fronting an aisle or on the back panel may be permitted to rise up to 3.00m (9ft. 10in.); where the depth of the fascia panel does not exceed 40mm.

Booths in Level 1 Hall A-C
 Maximum Height allowed: 6m
 Hall ceiling height: 9.45m

15. Open Frontages

All stands in the exhibition, irrespective of height, must have at least half 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.

16. Rigging

Rigging using the existing hall ceiling structure is only allowed for banners, curtain drapes, lighting trusses and any decorative items provided that the item to be suspended is endorsed by a local professional engineer in Singapore. Due to safety concerns, rigging of booth structures is strictly not allowed as all booth constructors must ensure that the booths they build are restructurally safe.

Please kindly note that all rigging works are undertaken by the venue owner. Please refer to the Useful Contact List on Page 3 for contact details.

16.1 Exhibitors displaying banners, balloons, corporate flags and advertising materials suspended from ceiling or from floor up will have to pay for advertising space of S\$650 per display.

17. Building Materials

Materials for the construction of the exhibition booths shall have a minimum flame spread rating of Class 2.

18. Workplace Safety and Health Act

Under Workplace Safety and Health Act, every contractor must submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) to the Organiser prior to the commencement of work. The RA and SWPs must be submitted by a competent person who has attended a Risk Management course conducted by a MOM Approved Training Provider or equivalent. A copy of the training certificate has to be submitted together with the RA and SWPs.

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19. Double Storey Stands

Double storey stands are applicable for contracted ground area of 60 square metres and above (to be considered on a case-by-case basis). The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including that of the Fire Safety & Shelter Department, the Organiser and the venue owner. Please refer to page 21 details. Designs and layout plans of the double storey stand must be submitted to the Organiser for approval at least 3 months prior to the exhibition.

20. Damage to Stand Structures and Exhibition Premises

No person under any circumstances shall cut into or through any floor covering or wall nor alter stand service structure except when authorized in writing by the Organiser. Any such damage to stand service structures will be invoiced to the Exhibitor.

21. Official Contractors

- (a) The Organiser has appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.
Please refer to the Useful Contact List for details.
- (b) Unless otherwise stated, Exhibitors may appoint their own stand fitting contractor subject to approval from the Organiser. In this instance, exhibitors are responsible for making their own arrangements for services.
- (c) The services of the official contractors are for the convenience of Exhibitors, and the Organiser will accept no liability in respect of any contract between Exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.
- (d) Where mechanical handling within the exhibition hall is required, only the official freight forwarders may be appointed.

22. Stand Fitting Contractor

In adherence to safety requirements, only the Organiser's official contractor may carry out electrical and pipe installations.

Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the Organiser, and all approved contractors must lodge a deposit of SGD 10 per sqm subject to a minimum of SGD 500 per stand. This serves as a performance bond as well as a damage deposit. This deposit will be refunded after deduction for services and damages if any. Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.

23. Storage

Direct arrangements should be made with an appointed official freight forwarder. Otherwise, exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition halls.

The Organiser 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.

24. Stand Cleaning

During the exhibition days, the Organiser will be responsible for the general cleaning (ie sweeping and emptying of wastepaper basket) of stand carpets under Organiser's Stand Package and gangways daily. It is the responsibility of the contractor to provide cleaning services to Exhibition Stand that is contracted as space only. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear.

25. Security

General security will be provided by the Organiser round the clock. Exhibitors and their staff will not be allowed in the exhibition hall outside the official hall opening hours.

Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands.

If your displays are valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively, please contact the appointed agency for security services. Please note that you may not use your own staff or personnel from other security agencies.

For security and safety reasons, exhibit movement in or out of the halls during the show hours is not permitted.

All personnel in the exhibition halls must wear identification badges. Please refer to Form 1A for Exhibitor's passes, Contractor's passes and Temporary passes as well as Security Procedures for the exhibition.

26. Regulatory Authorities

Where applicable, the above rules and regulations are additional to rules and directions set by the Regulatory Authorities. All exhibitors and their contractors must abide by the code of practices set by the relevant Regulatory Authorities.

27. Food & Beverages (F & B)

No external F & B suppliers/caterers are allowed to supply or cater any form of food and beverage in the centre. The centre provides an extensive range of F & B services to suit any event. Please approach the centre for all F & B requirements.