for move-in / out c

All planned activities, items, structures, and equipment placed in comm
public spaces must be approved by the Centre.

5.13 Shuttle Bus

Please note the special government permits are required to operate shu
Marina Bay Sands. Such permits are subject to regulatory approvals and v
30 working days. Please consult your Customer Experience Manager shou
plan to have shuttle bus operations.

5.14 Smoking Policy

In compliance with the Smoking (Prohibition in Certain Places) Act (Cap.
of tobacco products, E-cigarette is strictly prohibited in all areas with
Convention and Exhibition Centre at all times. This non-smoking ban also inc
conditioned areas such as car parks, staircases, loading bays, toilets and areas
(6) meters radius from the Centre's outer perimeters.

5.15 Use of Marina Bay Sands Identity

All rights in Marina Bay Sands Pte Ltd's corporate identity system are
Centre. The Centre maintains a consistent and unified presentation
communications or representations necessitating or involving the use and
the Centre's identity system. The Licensee shall not use and shall not pe

6. MICE Event, Logistics & Technical Services

6.1 Audio Visual Presentations

The Centre does not regulate, control, approve or disapprove any audio / visual presentations, performance or publication of music or any other audio or visual presentations. The Licensee is responsible for all licenses, permits and regulatory approvals to perform such copyrighted music or material. The Centre retains the right to regulate the volume of any sound level above 75 db (A) so that it does not interfere with other licensees within the facilities or is determined to be offensive or otherwise violates the terms or the rules and regulations or license agreement. Wireless microphones provided by the Centre operate in the frequency band of 470-698 MHz. If the Licensee or the appointed AV contractor brings in wireless microphone operating in the above frequency range, prior approval must be obtained from the Centre in advance to avoid clash of operating frequencies in the event.

6.2 Audio Visual Services

The Centre does not practice any exclusions for audio visual services with the exception of primary rigging and power distribution. The Centre has a full-service audio visual operation and comprehensive equipment rental which can be provided at a preferential rate for competitive consideration upon the request of the Licensee. Please contact your Customer Experience Manager for more details.

6.3 Business Centre and Mail & Package Centre

The Business Centre and Mail & Package Centre are located on the 3rd floor of the Convention Centre.

Business Centre – Operation Hours and Contact Information

Hours: Monday – Friday, 8.00 a.m. – 6.00 p.m.
Saturday – Sunday/Public Holiday, 8.00 a.m. – 5.00 p.m.
Phone Number: +65 6688 3088
Fax Number: +65 6688 3089
Email: mice_businesscenter@marinabaysands.com

Offering a wide range of secretarial services, the Business Centre provides the rental of conference and meeting rooms to cater to guests' meeting needs. Business Centre's conference and meeting room guests will also have access to basic refreshments such as sodas, snacks and coffee and tea amenities.

Mail & Package Centre – Operation Hours and Contact Information

Hours: Monday – Friday, 8.00 a.m. – 6.00 p.m.
Saturday – Sunday/Public Holiday, 8.00 a.m. – 5.00 p.m.
Phone Number: +65 6688 3083

Email: mailcenter@marinabaysands.com

Parcels and consignments can be sent directly to the Mail Room, located at Basement 4 of the Centre, where they will be received and thereafter stored in the Mail & Package Centre until the exhibitor/recipient arrives on-site to receive the consignment, or alternatively, the Mail & Package Centre will arrange delivery to the exhibition halls and/or meeting rooms directly. Handling fees will apply. International outward courier services are also provided by the Mail & Package Centre.

Incoming Consignments
All incoming consignments must be consigned as follows:

Marina Bay Sands
Sands Expo and Convention Centre
10 Bayfront Avenue Singapore 018956
Event Name:
Meeting Room No. / Ballroom No. / Booth No.:
Attention:
Contact No.:

To ensure safe receipt of consignments, please ensure that the following details are provided to the Mail & Package Centre, in advance via:
mailcentre@marinabaysands.com

1. Exhibitor/Recipient Details
2. Consignment Details
   - Tracking or Waybill Number
   - Quantity of Packages
   - Weight of the Consignment
3. Delivery Location, Date & Time
4. Handling fee will apply to all incoming consignments.
5. All incoming consignments must be arranged under 'Freight Prepaid' and duties / GST / taxes must be borne by the shipper. The Centre will not accept any consignments under 'Freight Collect' and in cases where the duties / GST / taxes are under recipient's account.
6. The Centre will not accept any Cash-On-Delivery consignments on behalf of the Exhibitor/Recipient.
7. Incoming consignments must reach the Centre no more than 7 days prior to on-site receiving date of the Exhibitor/Recipient. Storage charges will apply for consignments kept in the Centre.
8. If consignments require special handling or special storage facilities, the Exhibitor/Recipient must communicate this request to the Centre prior to effecting shipment. The Centre will consider the request and try to accommodate wherever possible.

Singapore Customs Permits for all consignments must be declared by the consignment clearing agent. The Centre is not the importer of goods and will not be responsible for the customs clearance or handling of clearance on behalf of the recipient/ exhibitor

6.4 Exclusive Services

The following Additional Services shall be provided exclusively by the Centre and the Licensee must purchase the same from the Centre ("Exclusive Additional Services"):

(i) Primary electrical and wiring services;
(ii) Primary plumbing and compressed air services;
(iii) Primary telephone systems wiring, services and operation;
(iv) Primary data Communications including internet, wireless and wired LAN and related services and operation;
(v) Waste Management Services such as general cleaning of the Licensed Areas, waste removal and wastes recycling initiatives ;
(vi) Rigging and Hanging points;
(vii) Onsite-lifting/freight handling equipment
(viii) Food and beverage services.

The following Additional Services are not exclusive to the Centre and the Licensee may purchase the same from the Centre ("Non Exclusive Additional Services"):

(i) Secondary Electrical and wiring services within licensed area;
(ii) Secondary rigging

If the Licensee wishes to appoint their own contractors for any Non-Exclusive Additional Services, the Licensee must notify and consult with the Centre. Notification must be given 90 days in advance. If necessary, the Lincensee may request a copy of the "Marina Bay Sands Requirements for Electrical & Wiring Services' and the "Marina Bay Sands Requirements for Rigging Services" to understand the house rules for commencing secondary electrical and rigging services.

6.4.1 The following conditions shall apply to all Licensees who use their own contractors on the Centre' premises: (i) Licensee accepts responsibility for any damage, injury, death or other loss caused to any person or property by its contractors' work or operation of any equipment (including indirect, consequential or special damages, fines or penalties);
(ii) Licensee undertakes to only appoint contractors properly licensed to carry out the work;
(iii) Licensee provides its contractors with the Centre's required safety manual and procedures; and (iv) Licensee complies with and procures its contractors' compliance with such safety or other procedures. The contractor shall be considered Licensee's agent for purposes of this Agreement.

6.4.2 The Centre has the right to: (i) check the work of the Licensee's contractors and to request from Licensee's contractors any certifications or other documents so as to ensure that the work is safely and properly conducted; (ii) to suspend the work and/or deny access to the Authorised Areas if the Centre becomes aware of any work in breach of the Centre's or Singapore law required safety or other procedures or if the Centre is not satisfied with the contractor's certifications or other planning documents; and (iii) request the Licensee to purchase or increase its insurance coverage to cover any liability arising from its Contractors' work.

6.5 Expo Services & Information Counter

At the Expo Services Counter, we offer an on-site enquiry service and assistance for your contractors and exhibitors. On-site orders can be arranged at the Event Services Concierge subject to availability and stock. This is located on Level One of Sands Expo and Convention Centre.

6.6 Meeting Room Amenities

Standard function room amenities consist of water stations, notepads, and pens which are consolidated in Amenities Stations at the back of the room as part of the Centre's Eco360 sustainability program for conference packages. For meetings without packages, water can be provided at costs defined in the Menu listing. Bottled water can be provided instead of water stations but is not recommended due to negative environmental impact.

6.7 Meeting Room Set-Up Policies

To expedite the planning for your activities in the meeting rooms, please forward all requirements to your Customer Experience Manager at least 30 days prior to your first day of move- in. This information may include your meeting room set-ups (inclusive of all required technical services, i.e. phone, internet, electrical, cleaning, audio / visual, catering, etc.), your schedule of events, and any other information required to serve your needs.

The initial room set-up as well as the first changeover to the original room set up is at no charge. However, each changeover thereafter within the same day results in additional costs per room change. Your Customer Experience Manager can provide these costs upon request. Please allow for a 4-hour minimum timeframe between room changeovers and a longer time frame based on the complexities of the formats.

Setup changes made less than 24 hours prior to a function may incur a labor charge. Hourly labor rates are currently SGD50 per hour per person with a minimum of 4 hours for each person.

Marina Bay Sands provides complimentary refreshing of your meeting space which includes:

- Removal of wastes
- Refilling water stations and providing clean glasses
- Replacement of notepads/stationary

When meeting rooms are used for exhibitions purposes, the Centre will not provide tables, chairs, trash cans, etc. from the meeting room inventory for exhibition stands. Such items can be provided on rental basis from external contractors. Rental is available from the Centre from the menu listing.

6.8 Meeting Room and Staging Equipment Inventory

The Centre has a large inventory of equipment for use in the meeting rooms. Please note that our equipment is shared proportionately by all Licensees of the Centre. Should your event require more than the allocated inventory, the Centre will not be responsible for renting additional equipment or for any cost incurred. Please note that if your event requires production staging for large events, Marina Bay Sands can provide this service under a separate quote. Please check with your Customer Experience Manager.

6.9 Meeting Room Sound System

Meeting rooms are equipped with sound systems utilizing built-in ceiling speakers. Use of the in-house sound and other audio visual equipment can be provided by the in house audio-visual and technical team at a competitive price.

6.10 Wastes Management Services (Exclusive Service)

General cleaning of licensed areas, wastes removal and waste sustainability initiatives are exclusive services provided by the Centre. No external cleaning or waste removal companies are allowed to operate within the Sands Expo & Convention Centre.

Please note that:

1. All structures, empty pallets, empty wooden cases, empty wooden crates, plastic boxes and exhibit packing must be cleared by the respective exhibitors and service contractors. Charges will apply for items left after the licensed period.
2. Cleared rubbish must be loaded onto individually ordered rubbish skips. The actual quantity of rubbish skips utilized will be updated to the Licensee's account after the end of the Event, and billed accordingly.
3. The service contractors and exhibitors will be responsible for their respective rubbish skips. The Centre will not be liable for any rubbish and debris thrown into the rubbish skips other than the hirers.

6.11 Exhibits in Permanent Carpeted Areas

There are specific limitations on exhibits in our meeting rooms, ballroom and pre-function areas. When storing exhibits, the service contractor must lay proper padding and plywood over the permanent carpeted area before moving-in the freight or material handling equipment into the area. When installing exhibits in these areas, service contractors should not use tape to mark the carpeted floors. The movement of equipment and material in these areas is limited to hand-carried items. No lifts, carts, or other equipment are allowed on the carpet unless it is adequately protected with suitable floor coverings.

All stand materials (plywood underlay/wooden platform) to have plastic underlay as protection on all permanent carpeted spaces. For shell scheme booth and "Octanorm" structures (such as entrance arch, directional sign, registration counter, form filling counter, badge collection kiosk etc.), white square plywood board are placed as underlay as the base of the vertical Octanorm system supporting pole.

6.12 Forklifts and High Reach Equipment (Exclusive Service)

The Centre Logistics Team maintains a comprehensive inventory of forklifts and high-reach equipment, solely for hire by Licensees, service providers and contractors. Kindly contact your Customer Experience for the full inventory equipment list.

Note:

1. All equipment orders must be submitted to the Customer Experience Manager.
2. Equipment will be rented out on a first-come-first-served basis.
   i. All equipment orders must be submitted before 14 days of required period.
   ii. All on-site orders are subject to 30% surcharge on the basic rate.
   iii. All drivers must be licensed by the Singapore accredited institution / organization.
3. No external or outside equipment will be allowed operation within Marina Bay Sands premises, inclusive of Service Ramps, Loading Docks, Exhibition Halls, and Meeting Rooms, Ballroom, Pre-Function and Foyer areas.
4. Forklifts will only be hired-out to Approved Service Providers (ASP).
5. High-reach equipment operators to attend MEWP Familiarization Session before they are allowed to operate the rented equipment.
6. Hirers must wear the provided safety attire when operating the equipment. The Centre will take no responsibility in the event of a personal injury, accident, or damage to equipment sustained during the hiring period.

6.13 On-Site Storage Facilities

Once exhibit material and stand material have been unloaded, all crates, cases and other storage means must be removed by the service contractor, who must safely store the material off-site and return them promptly to the appropriate booth locations after the end of the Event.

However, the Centre may allow storage facilities, subject to space availability within the premises. The Centre reserves the right to refuse on-site storage facilities, which may be deemed inappropriate for whatever reason. The hirer will be charged accordingly for the storage space utilized.

Any unattended materials and storage items left at the premises after the end of the licensed period shall be disposed of by the Centre. All charges inclusive of manpower equipment, cleaning and disposal shall be charged either to the Licensee or service contractors accordingly.

6.14 Goods Vehicles Traffic Management Procedures

General Traffic Guidelines

The following guidelines must be strictly observed, to facilitate the overall efficient traffic management at Marina Bay Sands:

1. A vehicle entry permit / pass is required for all vehicles accessing the Centre. Please contact your Customer Experience Manager for the appropriate vehicle pass.
2. Only goods vehicles will be allowed entry. All private passenger vehicles, inclusive of Sports Utility Vehicles (SUV) and Multi-Purpose Vehicles (MPV) will not be allowed entry.
3. The speed limit within Marina Bay Sands premises is fifteen (15) Kilometers per hour. Vehicles caught exceeding the speed limit will be barred from entering Marina Bay Sands.
4. No long-term or over-night parking is allowed at the loading docks. Vehicles must leave immediately after unloading / loading operations. 30mins time restriction and wheel clamp for vehicles.
5. A cash-card gantry system is operational at level 1 Exit Gantry.

6.14.1 Vehicle Pass System

1. For Trade Shows in Exhibition Halls and Meeting/Ballroom spaces, Vehicle Pass System applies.
2. Only vehicles with appropriate / valid vehicle passes to an Event will be allowed access into the property.

6.14.2 Goods Vehicles Temporary Entry Permit

1. For All Non-Trade Shows, Vehicle Permit System applies.

2. Contractor Licensees must submit an online vehicle entry permit application via a link (MBS Sands Expo & Convention Centre VEP) only within 7 days from the actual entry date.

   2.1 The following information must be filled up by the Licensee/contractors.
   - Company name
   - Person in charge and contact details.
   - Event name
   - Vehicle details
   - Date time of arrival/departure

3. Upon receiving the vehicle entry application, MICE Logistics team will check and verify all the details and will approve the permit
   - MICE Logistics team will reject the application if they find any discrepancies in the request, informing the requestor the reason for rejecting.

6.15 Load-In / Load-Out Docks

There are various docks for load-in / load-out operations within the Sands Expo & Convention Centre, subject to approval by the Logistics team:

- Access to Marina Bay Sand meeting spaces shall be via the Freight Elevators located near Marina Bay Sands Basement 4 MICE Loading Dock or via the freight elevators located at Hall A (Level 1) and Hall D (Basement 2).
- All vehicles must have the driver's contact details on the vehicles' windshield, for emergency contact purpose.

Marina Bay Sands Logistics Team may amend the truck access guidelines as it deems fit to facilitate any last-minute or ad-hoc requests.

7. Food and Beverage Catering / Banqueting Services (Exclusive Service)

Food and beverage catering / banqueting services shall be provided exclusively by the Centre.
No external food and beverage supplier or caterer will be allowed to supply or cater food and beverage into our Centre. Failure to comply with this policy will result in a mandatory fee that will be levied, in addition to any other damages to which the Centre may be entitled.

The following general information applies to all catered functions:

1. Food and beverage requirements for staff offices, lounges, meeting rooms, registration, etc. must be submitted to us according to clause 2 below.
2. To assist you in the planning of your F&B Services, please note that :
   a. For 500 People or Less: Menu selections and initial guarantees must be placed ten (10) business days prior to scheduled function.
   b. For 501-1000 People: Menu selections and initial guarantees must be placed fourteen (14) business days prior to scheduled function.
   c. For 1,001 and above: Menu selections and initial guarantees must be placed twenty-one (21) business days prior to scheduled function.
3. We are happy to accommodate any last-minute orders and / or replenishments, subject to chef's choice.
4. The Centre reserves the right to substitute or modify the menu selections for requests received with less than seven (7) days' notice, due to product availability.
5. For Exhibition Booth Catering inquiries contact them at boothcatering@marinabaysands.com or at +65 6688 8570

7.1 Bistros and Catering

The Centre reserves the right to operate all commercial enterprises, including all bistros, bars and catering operations, retail, advertising and promotional sales in the public spaces, and to sell or otherwise provide food, refreshments, beverages, candies, in the public spaces.
Prior approval to be sought from the Centre for F&B items to be brought into the hall for consumption of which a surcharge will be levied at SGD 500 per day for barista coffee machine; SGD 100 for small coffee machine; etc.

7.2 Food and Beverage Locations in the Expo Halls

Each Expo Hall is built-in with a permanent bistro offering a range of grab and go items, hot & cold beverages on show days only. One bistro per event per floor can be operated at no charge at the request of the organizer. Any additional mobile bistro/snack station provided shall be subject to a minimum F&B Spend of SGD2,000 per additional concession stand / snack station.

Licensee must allow at least four (4) meters of open space extending from the front of each bistro stand when assigning exhibit space. This space allows adequate areas for accessing the bistros, auxiliary food stations, and the entrances to the restroom areas located at the end of the bistro stands.

Retail Food Bistros – Show Floor Locations
The location of these stations is determined by the Licensee with the Centre Catering Department's recommendation and approval.

Retail Food Bistros – Seating
In order to maximize the time for your attendees to visit your show floor, we recommend that you provide an area for your attendees to be able to sit and enjoy their food and beverage. The Centre will provide round tables and chairs in your food areas at no charge.

7.3 Food and Beverage During Move-In and Move-Out in the Expo Halls

At our discretion, we may open such designated F&B outlets during move-in / out days with a minimum guaranteed spend of $2,000. However, we will operate with limited menu selections and operating hours as we deem appropriate for the demand.

7.4 Food and Beverage Sampling and Distribution

For the distribution of Food and Beverage sample products within the Authorised Area, the Licensee must obtain written approval from the Centre. The Licensee is fully responsible for acquiring all permits, licenses and regulatory approvals from relevant authorities. A Liquor License is required for the distribution of alcoholic beverages and liquors.

Distribution and sampling of food and beverage products should be in compliance with the general standards of health, safety, hygiene, sanitation and other specific requirements of the Singapore Food Agency (SFA) and the Centre.

Please refer below for SFA contacts pertaining to Food Hygiene:

Singapore Food Agency (SFA)
Headquarter Office
52 Jurong Gateway Road
Jem Office Tower, #14-01
Singapore 608550
Tel: +65 6805 2871
Email: Food_Establishments@sfa.gov.sg
Website: www.sfa.gov.sg

The following are the guidelines set by the Centre for the distribution of sample items:

1. Product liability insurance is required when sample food is distributed in the Centre.
2. When alcohol applies:
    a. One Million Singapore Dollars (SGD1,000,000) in host's liability insurance is required and must comply with Singapore liquor laws.
    b. Alcoholic beverages served must be purchased from licensed Singapore distributors.
    c. Alcoholic beverages must be dispensed by a person above the age of 18.
    d. A corkage fee of Fifty Singapore Dollars (SGD50) net per bottle will be levied.
3. The Licensee must obtain written approval from the Centre if the Licensee wishes to distribute sample items during the Event.
4. Food items must be disposed of in the proper manner established by the Centre.
5. The Centre will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples.
6. Distribution of samples in booths requires the "Food Indemnity Form" to be filled out completely and returned to your Customer Experience Manager two weeks prior to the start of the Event. Please request the "Food Indemnity Form" from your Customer Experience Manager.
7. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, ice cream, etc.) must be purchased from the Centre's Catering Department unless written approval is obtained.
8. Licensees, exhibitors and their contractors will be required to follow and adhere to all guidelines set forth by the Singapore Food Agency ("SFA"), Singapore Civil Defence Force ("SCDF") and Singapore Police Force ("SPF"). Please contact them directly with any questions.

7.5 Specialty Menus / Dietary Food Request – Vegetarian / Organic / Muslim (Halal) / Kosher Meals

Special Meals are defined as those meals requested for service other than those offered on the principal Menus, either contracted in advance or at the time of service. All special meals must be included in the guaranteed number. If the number of special meals exceeds the contracted numbers, they will be charged in addition to the guaranteed or actual number, whichever is greater.

Please note:

- Special meals will be charged at market rate at the point of request and per minimum order.
- Additional charges may be required for the usage of a separate kitchen and storage of such special food items. Such charges do not include religious blessing of the kitchen and exclusive equipment usage as that will be quoted and charged according to requirements at the time of the request.

7.6 Exhibit Booth Cooking

Exhibit Booth cooking will not be permitted unless with the approval of the Centre. Once the approval of the Centre is attained, Licensee must ensure that all the necessary permits from Singapore Food Agency (SFA) and Singapore Civil Defense Force (SCDF), etc., are secured and distributed to all parties. No open flames are permitted. The exhibitor will install an exhaust system and ensure fumes do not cause any nuisance to attendees, or if otherwise only light cooking activities may be permissible if approved by the centre.

7.7 Booth Catering Service

Booth Catering is an exclusive service of Marina Bay Sands. For all booth catering orders, please note that:

1. Paper and plastic utensils are supplied by the Centre; chinaware/glassware service is available at additional cost.
2. Tables must be supplied by the exhibitor or decorator or can be rented at a cost from Marina Bay Sands.
3. The exhibitor must provide necessary electrical sockets required for the service of the food item ordered.
4. Marina Bay Sands Catering is responsible for clearing the ordered food and / or beverage items from the booth.

7.8 Alcoholic Beverages

Alcoholic beverages may not be brought into Marina Bay Sands from outside sources. The Liquors Licensing Unit under Singapore Police Force, regulates the sale, service, and consumption of alcoholic beverages. Marina Bay Sands is an alcoholic beverage licensee, is subject to the regulations promulgated by the Liquors Licensing Unit, Singapore Police Force, violations of which may jeopardize Marina Bay Sands' licenses. Consequently, it is Marina Bay Sands policy that due to liability issues; bartenders are required whenever alcoholic beverages are served in Marina Bay Sands function space. Marina Bay Sands does not allow self-service of alcoholic beverages at any time within Marina Bay Sands premises.

In the event that you wish to order special alcoholic beverages that are not in Marina Bay Sands inventory, these items must be ordered by the case. Please be aware that these items may not be returned and must be paid for in their entirety. Due to Singapore regulations and Marina Bay Sands liquor licenses, unused cases may not be sent to guestrooms or leave Marina Bay Sands premises.

As a practice of responsible sale and service of alcohol, we reserve the right to refuse service for intoxicated guests.

Underage Drinking Policy: As per Singapore's legal drinking age, any guest that is under the age of 18 will not be served any alcoholic beverages. If a guest looks to be younger than the legal drinking age, any Marina Bay Sands Team Member has the right to check his / her identification to confirm they are of age to consume alcohol.

7.9 Banquet Labor Fees

A SGD150 labor and preparation charge will be applied to all breakfast under 50 people.

7.10 Pop Up Menus

Any menu ordered within 72 hours of the function date will be considered a "pop-up" and subject to special menu selections and pricing. Consult your Customer Experience Manager for pop-up menus.

7.11 New Orders within 72 hours

Any menu ordered within 72 hours of the function date will be considered a "pop-up" and subject to special menu selections and pricing. Please consult your Customer Experience Manager for pop-up menus and pricing.

7.12 Catering Set Maximums

Marina Bay Sands "set" for events for which more than 100 persons are guaranteed, is 3% over the guarantee figure, but will not exceed more than 50 persons over the guarantee. The chef will prepare all items for the "set" figure. For events of 100 persons or less, the guarantee will equal the "set."

7.13 Special Buffet Service

For buffet menus served as plated menus, a surcharge of ten Singapore Dollars (SGD10) per person will apply for all functions over 100 guests.

In the event that a buffet is served for an amount under the minimum quoted on the banquet menu, a surcharge of eight Singapore Dollars (SGD8) per person will be imposed for guarantees between 30 and 99 guests.

7.14 Cash Food Sales in the Meeting Rooms

Special cash food carts can be set up in the Centre on special request. A daily minimum spend of SGD1,000 per cart is required for cash food cart operations.

7.15 Seating for Catering Functions

Meal prices for Western Set / Buffet Meals are based on per pax charges and on standard seating of a 6–foot round table of ten (10) people each.

Meal prices for Chinese Set Meals are based on per table charges and on standard seating of a 6– foot round table of ten (10) people each. Please advise your Customer Experience of any head table, stage, mixer panel or dance floor requirements in order to prepare for your Event.

8. Event Planning & Execution

8.1 Submission of Layout Plans

The general layout plans, including the selling plan proposed by the Licensee, shall be submitted to the Centre no later than ninety (90) days before the first day of the License Period. The Centre will advise the Licensee of any modifications that shall be required.

1. No work shall commence in the Centre until written consent is obtained.
2. For raw space fit out or special design fit out, the design drawings and technical drawings shall be submitted to the Centre for vetting not later than sixty (60) days before the first day of the License Period. The Centre will advise the Licensee of any modifications that shall be required.
3. No later than one (1) month before the first day of the License Period, the Licensee shall submit to the Centre for its retention, two copies each of all relevant permits, licenses or certificates granted by the authorities subject to applicable statutory requirements.
4. Floor plans in the meeting rooms that are over 300 pax must be approved by the Centre to ensure they meet SCDF standards. This must be done no later than one (1) month before the first day of the License Period.
5. No later than twenty-one (21) days before the first day of the License Period, the Licensee shall issue to the Centre reasonable number of copies of the layout plans showing locations of service drop point or termination points for use by the Centre's operational departments and contractors. These plans shall show stand identification numbers and names of exhibiting companies if applicable.

The Centre reserves the right, by written notice to the Licensee within thirty (30) days of the receipt of the Layout Plan, to require the Licensee to make such changes, deletions, and additions to the Plan of Operation as the Centre may reasonably deem necessary or desirable for the purpose of insuring the safe and orderly operation of the Facilities and the Authorised Area.

8.2 Centre handover and takeover process

8.2.1 Centre Dilapidation Inspection

A Centre dilapidation inspection will be required at the start of the License Period prior to occupation of the Authorised Area and at the end of the License Period by the Licensee or his representative with the authorized person of the Centre. The Licensee shall inform the Customer Experience Manager to make such dilapidation arrangement at least five working days prior to move in. The Licensee or his representative will be required to sign the Venue Dilapidation Survey Report for acknowledgement of the result and takeover of the Authorised Area in an as-is where-is condition.

a. Move-in Dilapidation
The objective of the move-in dilapidation is to record defects that have existed before move in of the licensee such that the Licensee shall not be liable to the cause of those defects. At the start of the License Period, the Centre, in the presence of the Licensee's representative, will prepare a list in duplicate of defects (if any) within the Authorised Area and other area used by the Licensee. The Licensee shall agree this list of defects with the Centre and sign two copies, one each for retention by each party, before taking possession of the Authorised Area from the Centre.

b. Move-out Dilapidation
At the end of the License Period, the Centre, in the presence of the Licensee's representative, will record all defects (if any) occurring within the Authorised Area and other area used by the Licensee during the License Period. The repair of these defects will be carried out by the Centre at the expense of the Licensee; and the Licensee will also pay on demand the cost of making good all damage to the Authorised Area or to any other part of the Centre suffered during the License Period.

The Licensee is fully responsible for the cost of reinstatement and repair of any damages caused during the License Period.

8.2.2 Building Works and Fixings

General

All fixings or attachments to or penetration of the fabric, structure, catwalk, walls or floors of the Centre is not allowed.

Suspended Fittings

The suspension of stand fittings, banners or lighting fittings for exhibition stands from the ceiling structure of the Centre will not be permitted without the Centre's prior approval.

Adhesive Tape

Contractors using adhesive tape to fix carpets or other materials to the floors will be held responsible for removing the tape after use without damage to the floors. Should the floor surface be found damaged, marked or with tape residue, the Centre will be entitled to repair or clean up the floor at the expense of the Licensee.

Exit Notices

If exit notices are obstructed by stands, decorations or exhibits, additional notices shall be provided as the Centre will require. The provision and fixing of these additional notices may be carried out by the Centre at the expense of the Licensee.

Alterations

The Licensee shall not be permitted to interfere with or make any alterations, attachments or additions to the Authorized Area or to place any loads on any beam, pillar or other part of the structure of the Centre.

8.3 Animals

Animals and pets shall not be permitted into any part of the Centre, except in conjunction with some form of exhibit, display or performance legitimately requiring the use of animals subject to the approval of the Centre. As a general rule, no animal other than an animal that qualifies as a "Service Animal", such as guide-dog for the vision impaired or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal / Risk Management Department. This applies regardless of the type of animal or the length of time the animal will be on property.

Animals to be allowed into the Centre must have a valid license from Animal & Veterinary Service (AVS). The Licensee is encouraged to adopt guidelines set by AVS, which aim to enhance animal welfare and the professional standard of animal exhibitions and performances.

For more information on animal/pet licensing, please visit AVS website:
https://www.nparks.gov.sg/avs

8.4 Helium Balloons (Blimps) and Toy Balloons

Floating balloons inside the Centre must remain "tethered" to a fixed object and must have approval from your Customer Experience prior to move-in of Event. Mylar balloons or ballons made with electricity conducting materials are strictly prohibited inside the Centre.

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

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

Maximum ceiling height allowed for balloons is 7.5 meters in the Expo Halls. In all other areas Balloons must be at least 2 meters away from the ceiling.

8.5 Hazardous Items (Fumes, Exhaust and Smoke)

Any exhibit or process which generates noxious or toxic fumes, exhaust or smoke shall be so arranged so as to have an effective exhaust system properly connected to the fume exhaust system of the exhibition halls or to the outside atmosphere and be sited pursuant to approved locations. Full details of the exhibit or process and proposed exhaust system shall be submitted to the Centre for prior approval one month before the first day of the License Period. The Centre can supply all materials, install and later remove flues, exhaust ducting, extraction fans, etc for a fee.

8.6 Boilers, Stoves and Furnaces

Where a stand comprises boilers, stoves, furnaces and similar equipment in operating condition, precautions shall be taken to prevent the transmission of heat to any combustible part of the stand or to the floor or ceiling or any surface of the halls.

A suitable non-combustible insulating material of sufficient thickness shall be inserted between the equipment and the stand. If in the opinion of the Centre, the floor or ceiling or any surface is damaged by such equipment, the Centre will be entitled to repair the floor or ceiling or any surface at the expense of the Licensee.

Full details of the proposed equipment shall be submitted to the Centre for approval at least one month prior to any demonstration of the equipment under working conditions.

8.7 Machinery and Apparatus

All machinery and other apparatus intended to be operated shall be fitted with guards or other means of protection subject to the approval and the satisfaction of the Centre.

The machinery or apparatus shall only be demonstrated or operated by persons authorized by the Licensee and shall not be left running in the absence of such persons. The Centre shall be advised of such authorization.

8.8 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. Any person demonstrating or using laser apparatus shall:

1. Observe the relevant legislation and regulations and comply with the safety requirements of NEA.
2. Submit full details of the equipment to be used and relevant detailed layout plans to the Centre for approval no later than one (1) month before the License Period.
3. Companies selling or dealing in non-ionising radiation (NIR) irradiating apparatus need to apply for the N1 license. The Company must possess a N2 license for each NIR apparatus. Individuals may need to apply for N3 license if the company is going to provide demonstration or maintenance of laser apparatus. All safety rules and precautions of the product must be followed. The Centre shall have the right to have sight of the licenses prior to the Event.
4. Provide suitable fire protection equipment and warning notices as required by the Centre.

8.9 Drones and Unmanned Aircraft (UA)

In accordance with Singapore law, a Class 1 Activity Permit is required for Unmanned Aircraft (UA) activities conducted for purposes that are not recreational or educational in nature; or if the UA to be used for recreational purposes is over 25 kilograms in total mass; or if the UA to be used for educational purposes is over 7kg in total mass..

A Class 1 Activity Permit is not valid without an UA Operator Permit. For details, please visit the website for Civil Aviation Authority of Singapore ("CAAS") as set out in Section 9.3 of this manual.

8.10 Painting

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 Exhibition 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:

- Painting in an area which is properly ventilated
- Use of non-toxic paints
- Covering the floor with plastic overlay or drop sheets
- No painting near the Centre's vertical structures (i.e. walls, columns)
- No washing of paint material within or surrounding the Centre
- Storage of paints and thinner in the Centre is strictly prohibited

The use of spray paint is strictly prohibited within 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.

8.11 Sand, Soil and Similar Materials

When an event or show features, displays or individual exhibits include sand, top soil, gardens using peat moss or similar materials, the floor should be protected from stains by laying a leak proof covering on the floor. The Licensee is responsible for ensuring all precautions are taken to prevent such materials being stepped on and staining any part of the Centre. Watering must be controlled to eliminate leakage or seepage. The Licensee will bear all costs for any damage caused to the Centre. Please note that all of these precautionary measures materials must be put in place within the contractual license period .

8.12 Secondary Electrical Works

Primary electrical and wiring services are exclusively provided by the Centre. The Licensee may hire an external contractor for secondary electrical and wiring services. It is the Licensee's responsibility to ensure that their supply chain holds the relevant qualifications, professional accreditation, and all necessary licenses to deliver his secondary electrical and wiring service services. To request a copy of the "Marina Bay Sands Requirements for Electrical & Wiring Services," please approach your Customer Experience Manager.

8.13 Internet Connectivity

Free basic Wi-Fi is available in the public areas and common areas of the Centre. For additional and dedicated connectivity services, please approach your Customer Experience / for further details.

8.14 Compress Air / Water in and Out

Compressed Air / Water in and out services is an exclusive service to be provided by the Centre. For orders, please approach your Customer Experience Manager for further details.

8.15 Professional Engineers Endorsement

All load bearing structures (including ceiling rigged structures and ground supported structures) requires a Professional Engineers ("PE") endorsement. The PE endorsement must clearly denote the load bearing calculations, diagrams and detailed plans of the load bearing structure. Submission of the PE endorsement needs to be done 14 days before the start of the move in. Approval of the PE endorsement from the Centre is required before any works can commence.

8.16 Temporary Structure Building Permit

Any building or structure not more than 2 storey high constructed of short-lived materials are considered as temporary structure and construction of such structure requires a "Permit to Build" issued by the Building & Construction Authority of Singapore before commencing construction under Building Control (Temporary Buildings) Regulations 2018. The owner of the temporary building must engage a professional civil or structural engineer to design, supervise, inspect the erection of the temporary building and submit the application for Permit to Use to the Authority. The application must reach BCA 3 weeks before the construction of the temporary building.

The following temporary buildings does not require permit the build under the Building Control (Temporary Buildings) Regulations 2018. All other temporary structures do not meet the following conditions require the "Permit to Build" and approval must be granted before work commencement.

1. Any tentage —
a) that is used for a duration not exceeding 60 days;
b) the area of which does not exceed 2,000 m2; and
c) in respect of which no span of any element of the tentage exceeds 18 m.
2. Any stage that is used —
a) for a duration not exceeding 7 days; and
b) for or in connection with the holding of any wedding, entertainment, funeral or religious ceremony.
3. Any frame, panel, hoarding, board or other structure —
a) in the case of a structure that is capable of standing on its own on the ground, a roof or any horizontal plane (whether or not it is affixed to the horizontal plane on one or more supports), where —
i) every part of the structure is less than 4 m from the horizontal plane on which that part of the structure stands; and
ii) the side of the structure with the largest surface area does not exceed 10 sqm in area; and
b) in any other case, where the side of the structure with the largest surface area does not exceed 10 sqm in area.

The Licensee is required to submit to the Centre with a valid copy of the "Permit to Build" before start construction of the temporary structure and the "Permit to Use" certificate before opening and occupying of the temporary structure for the event. The Centre reserves the right to stop use of the temporary structure regardless of whether it is within or outside the licensed area if the above conditions are not fulfilled.

For details, visit BCA web site:
https://www1.bca.gov.sg/ Building and Construction Authority (BCA)

8.17 Double Storey Booths and Covered Ceiling

All designs and plans for double storey booths must be submitted to the Centre for approval. All submissions must include detailed professional engineers calculations of the proposed structure. All covered ceilings require mandatory mobile ball sprinklers to be installed for every 9 square meters of covered ceilings.

8.18 Personal Protection Equipment

It is the full responsibility of the Licensee to ensure that adequate Personal Protection Equipment ("PPE") is worn by his supply chain in accordance with the Workplace Safety and Health Act (Cap. 354A).

8.19 Display / Drapes / Hangings

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Centre. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, and certain other plastic materials cannot be made flame retardant and hence, their use is prohibited. An Official Fire Resistance Certificate must accompany all materials. Draperies used must be inherent fire retardant (IFR) and tagged with a valid IFR property certificate.

8.20 Exhibiting and Displaying Vehicles

Under SCDF guidelines, motor vehicles powered by flammable liquids and/or gas motor vehicles may be displayed under the following conditions:

1. A fire extinguisher is to be supplied with the vehicles. A maximum of three vehicles is permitted in close proximity to one fire extinguisher.
2. Batteries shall be disconnected in an approved manner.
3. The fuel tank is to contain less than less than ¼ full of fuel.
4. Fuel-tank openings shall be locked and sealed to prevent the escape of vapors. The motor vehicle fuel filler cap must either be sealed or secured to prevent the easy removal of the fuel cap by unauthorized persons.
5. Vehicles using liquid fuel shall be refueled in the open air outside the Centre.
6. A Risk Assessment & Method statement must be submitted at least 7-days prior to the vehicle's arrival.
7. For display of electric or battery-operated vehicle, the exhibitor should ensure the vehicle is properly immobilized from any accidental start up. No charging of electric vehicles is allowed in.
8. For details on the display of Flammable Gas (CNG) Powered Motor Vehicles, Formula One Motor Vehicles or Vehicles using highly volatile fuels, please seek advice from your Customer Experience Manager.
9. Test drive of vehicles is not allowed in the Centre. Should such activity be required during the event, please make your request through the Customer Experience Manager. The Centre will consider such request on a case-by-case basis and with all necessary safety measures in place.

8.21 Special Effects

If the licensee is to bring in special effect(s) in the event, the licensee should notify the Centre and obtain prior approval in advance. The licensee and contractors of the licensee must ensure each special effect is carefully and systematically risk assessed and managed due to the serious consequences that may result from an uncontrolled effect going wrong. In addition, once each effect is individually risk assessed, a combination or sequence of effects should also be risk assessed as a whole.

8.21.1 Pyrotechnics

All pyrotechnics must be approved and licensed by the relevant Singapore government authorities and Licensee must submit the risk assessment report and safety precautions to the Centre for inspection at least two (2) months in advance. The Centre may grant the licensee a letter of no objection to proceed with its licensing application. Please refer to the link below for guidelines relating to the application of pyrotechnic discharge licenses.
http://www.spf.gov.sg/license/AE/Guidelines/RemovalGuidelines.html
Licensee must schedule a demo in advance of the Event after obtaining license from SPF

8.21.2 Smoke-Generating Apparatus

Smoke-generating apparatus shall be operated using water-based chemicals. No oil base chemicals are allowed at the Centre. Licensee must provide a schedule for smoke effects 14 days in advance of the Event. The Centre may require the licensee to take additional fire safety measures if adjustment in smoke detection system is required during execution of smoke effect.

8.21.3 Confetti Equipment

Confetti equipment includes but not limited to compressed gas propelled projectiles, drop effects, confetti, petals, balloons. The licensee or the licensee's effect contractor must ensure that the discharge of projectiles is not toward performers, technicians or audience members. Contents of effects such as confetti cannons need to be made of soft materials with the aim of eliminating the chance of strike injuries and maximum projectile height should always maintain a minimum distance of 1m from the ceiling or any equipment or decoration suspended from the ceiling. Confetti streamers are not allowed in the Centre as they may cause damages or injuries to personnels if the streamer rolls are not fully released. Any pressure settings must be rigorously checked and refined for each deployment of the effect, the air pressure shall not be more than 6 bar and it should be adjusted to ensure the reaching height of projectiles will be at lease at 1m away from any objects hung in the ceiling.

8.22 Public Entertainment License and Regulations

Unless exempted, a public entertainment or arts entertainment license is required under the Public Entertainments and Meetings Act (Cap. 257) for any entertainment that is provided in any place to which the public or any class of public has access, whether gratuitously or otherwise. This would include within the Meeting Rooms or Exhibition Halls at Marina Bay Sands. To obtain this license, please refer to Section 9.3 of this manual for the appropriate government agency's contact information.

8.23 Temporary Change of Use

The exhibition halls and ballrooms of the Centre are designed and is built for the purpose of hosting Exhibition and Convention activities. If the Licensee plans to host Exhibition and Convention activities outside the halls or ballrooms, a "Temporary Change of Use" application must be made to SCDF. Prior notice to the Centre must be given to obtain the "Change of Use" permission and is subject to approval on a case-by-case basis.

You may refer to following URL on Temporary "Change of Use" Permit application.

https://www.scdf.gov.sg/home/fire-safety/permits-and-certifications/temporary- change- of-use

9. Appendix

9.1 Sands Expo and Convention Centre Directory

MICE Customer Services Centre (Order Processing, Technical Services, AV Services, Telecom Services, etc.)	Tel: Fax:	+65 6688-3888 +65 6688-3889
Booth Catering Services Email: boothcatering@marinabaysands.com	Tel:	+65 6688-8570
Catering & Conference Management	Tel:	+65 6688-3133
Wedding Services	Tel:	+65 6688-3138
Business Centre (Secretariat Services and Small Meeting Rooms Booking)	Tel: Fax:	+65 6688-3088 +65 6688-3089
Mail & Package Centre (Worldwide Mailing & Courier Services)	Tel: Fax:	+65 6688-3083 +65 6688-3089
24-Hour Security Hotline	Tel:	+65 6688-0999

9.2 Centre Information

9.2.1 Configurations of Convention & Exhibition Centre

	Centre	Details	Area (m²)
MEETING ROOMS	Level 5	Configuration options of 1 Grand Ballroom to 16 Meeting Rooms plus 10 Junior Rooms	6,880 8,740 (expanded)
	Level 4	Configuration options of 12 large Ballrooms to 104 Meeting Rooms	9,808
	Level 3	Configuration options of 12 large Ballrooms to 109 Meeting Rooms plus 3 Saraca Rooms	10,535
		Total Area	**29,083**
EXHIBITION HALL Level 1	Level 1 Breakdown	Hall A	4,240
		Hall B	4,140
		Hall B1	890
		Hall C	4,170
		Hall C1	1,120
		Total Area	**14,560**
EXHIBITION HALLS Basement 2	Basement 2 Breakdown	Hall D	3,110
		Hall D1	1,360
		Hall E	4,840
		Hall E1	1,100
		Hall F	6,780
		Total Area	**17,190**
		Total Overall	**61,055**
BOOTHS	Approx. Booth Capacity	Level 1	970 booths
		Basement 2	1146 booths

9.2.2 Technical Specifications of Expo Halls A, B, B1, C, and C1 on Level 1

Gross Area	14,560m²
Ceiling Height	9.45m (max hanging height is 7.45m)
Column space	33m x 18m
Column size	1.6m x 1.6m
Concourse Net Usable Area	3,206m
Floor Loading	12 KN / m²
Floor Finish	Concrete floor with hardening
Wall Finish	Cement paint
Ceiling	Open grid
Entrance Door Dimensions Clear Opening	2,020mm(W) X 2,495mm(H) 1,990mm(W) X 2,480mm(H)
Freight Entrance	1 no. Air Wall Partition
Freight Door Dimensions	Roller Shutter 9.5m(W) X 4.2m(H)
Freight Elevators	2 sets (located in Hall A)
Freight Elevator Loading (MAX)	9,500 Kgs max.
Freight Elevator Dimensions	3.2m(W) X 6.0m(D) X 4m(H)
Freight Elevators Door Clear Opening Size	3m(W) X 3.5m(H)
Water Supply	Available
Power Supply	Available, from columns and ceiling
Electrical Loading	3000Amp
Lighting Design	High Bay lights designed with average of 300lux
Broadcasting Facilities	Video Conference Broadcast
Air Conditioning	Standard (when provided): 23°C (+ / 1°C), 55% RH (+ / - 5%)
Internet	Wireless & Wired Broadband Network
Telephone	Local, DDD, IDD
Fire Prevention	Sprinkler, smoke detection & alarm system, fire extinguisher
PA System	Available for paging
Bistro Stand	3 units on this level
Rigging Points	1 ton load capacity Reflective ceiling plan upon request

9.2.3 Technical Specifications of Expo Halls D, D1, E, E1, and F on Basement 2

Gross Area	17,190m²
Ceiling Height	9.45m (max hanging height is 7.45m)
Column space	33m x 18m
Column size	1.6m x 1.6m
Concourse Net Usable Area	5,029m
Floor Loading	12KN / m²
Floor Finish	Concrete floor with hardening
Wall Finish	Cement paint
Ceiling	Open grid
Entrance Door Dimensions Clear Opening	2,020mm(W) X 2,495mm(H) 1,990mm(W) X 2,480mm(H)
Freight Entrance	1 no. Air Wall Partition
Freight Door Dimensions	14m(W) X 4.2m(H)
Freight Elevators	2 sets (located in Hall D)
Freight Elevator Loading (MAX)	9,500 Kgs max.
Freight Elevator Dimensions	3.2m(W) X 6.0m(D) x 4m (H)
Freight Elevators Door Clear Opening Size	3m(W) X 3.5m(H)
Water Supply	Available
Power Supply	Available, from columns and ceiling
Electrical Loading	3000Amp
Lighting Design	High Bay lights designed with average of 300lux
Broadcasting Facilities	Video Conference Broadcast
Air Conditioning	Standard (when provided): 23°C (+ / 1°C), 55% RH (+ / - 5%)
Internet	Wireless & Wired Broadband Network
Telephone	Local, DDD, IDD
Fire Prevention	Sprinkler, smoke detection & alarm system, fire extinguisher
PA System	Available for paging
Bistro Stand	3 units on this level
Rigging Points	1 ton load capacity Reflective ceiling plan upon request

9.2.4. Public Areas / Loading Areas Technical Specifications

Area B1 Loading	890sqm
Area C1 Loading Area	1,120sqm
Area D1 Loading Area	888sqm
Area E1 Loading Area	1,100sqm
Ramp Specifications	7.0m(W) X 4.5M(H)
Passenger Lifts	1.94(W)X1.58m(D)X2.54m(H)
Hall A – Function Space	8m(W) X 39.5m(L)
Hall B – Function Space	9.7m(W) X 46.3(L)
Hall C – Function Space	9.7m(W) x 40.7m (L)
Hall D – Function Space	8.2m(W) X 45.6m(L)
Hall E – Function Space	14.4m(W) X 57.6(L)
Hall F – Function Space	14m(W) X 23.3m(L)
Meeting Room Foyer	10m(W) X 4.5m(H)
Meeting Room Hallways	6m(W) X 4.5m(H)
Meeting Room Floor Load	500 Kg per Square Meter
Expo Hall Floor Load	1,200 Kg per Square Meter

Located in each divisible section of these function rooms are house phones, lighting controls, and the following standard items:

At The Audio Visual Panels of Each Section:
• (3 no.) Line Inputs in XLR connector
• (5 no.) Internet (RJ45) CAT 5(E) -or- (20) Telephones (RJ45) • (1 no.) Once pair "single mode" fiber optic LC port patched to nearest ELV room • (1 no.) Once pair "multi mode" fiber optic LC port patched to nearest ELV room
• (1 no.) 3 phase 32A 400V Cee-form 5pin outlet

Standard Electricity Provision in Each Section:
• (1 no.) 3 phase 32A 400V Cee-form 5pin outlet
• (1 no.) Ceiling power track with capacity of two units of 3 phase 32A 400V (plug-in box to be provided by the Centre with electrical power mains order)
• (4 no.) 3 phase 200A 400V power-lock panel available at Grand Ballroom
• (1 no.) 3 phase 125A 400V Cee-form 5pin outlet at Roselle-Simpor Ballroom

9.3 Regulatory Information for Commonly Used Licenses in Events

Outdoor Advertising License / Permit
Building and Construction Authority (BCA)
Website: https://www1.bca.gov.sg/regulatory-info/outdoor-advertisement-licensing

Amusement Rides Operation Permit
Building and Construction Authority (BCA)
Website: https://www1.bca.gov.sg/regulatory-info/amusement-rides

Copyright Music License
Composers & Authors Society of Singapore Ltd (COMPASS)
Website: http://compass.org.sg/music-users/licences-permits-and-other-forms/

Provision of Arts Entertainment License
Infocomm Media Development Authority (IMDA)
Website: https://www.imda.gov.sg/regulations-and-licensing-listing/licence-for-the-provision-of-arts-entertainment

General Radio Communication License
Infocomm Development Authority of Singapore (IDA)
Website: https://www.imda.gov.sg/regulations-and-licensing-listing/general-radio- communication-station-licence

Public Entertainment License
Singapore Police Force (SPF)
Website: https://www.police.gov.sg/e-Services/Police-Licences/Public-Entertainment-Licence

Food Safety & Hygiene
Singapore Food Agency (SFA)
Website: https://www.sfa.gov.sg/

Animal Exhibition License
Animal & Veterinary Service (AVS), NParks
Website: https://www.nparks.gov.sg/avs

Entertainment Lasers
Centre for Radiation Protection and Nuclear Science (CRPNS)
National Environment Agency (NEA)
Website: https://www.nea.gov.sg/our-services/radiation-safety/regulatory-information

Unmanned Aircraft (UA/Drone) Operator and Activity Permit
UA Permit and licensing , Civil Aviation Authority of Singapore (CAAS)
Website: https://www.caas.gov.sg/public-passengers/unmanned-aircraft/ua-regulatory-requirements/ua-registration

9.4 List Of Regulatory Bodies

Activities to be Engaged In	***Regulatory Body***
Lucky Draws	• Specialised Crime Division, Criminal Investigation Department
Playing of all kinds of music	• Composers and Authors Society of Singapore Ltd (Compass)
Public performance of music videos, karaoke videos and laser discs	• Recording Industry Performance Singapore Pte Ltd
Flying of national flag	• ♦ Prime Minister's Office
Livestock and all agricultural products and foodstuffs	• Animal & Veterinary Service (AVS)
Food Hygiene	• Singapore Food Agency (SFA)
Display of drugs and medicines	• Ministry of Health
Display of cosmetics	• Ministry of Health
Display and / or sale of liquor	• Customs and Excise Department, Singapore Customs
Smoking and tobacco products	• Tobacco Regulation Branch, Health Sciences Authority
Flying of helium balloons in open areas	• Civil Aviation Authority of Singapore
Defense related events	• MINDEF
Censorship and copyrights of film / audio visual demonstration / publications	• Board of film censors
All concerts, fashion shows, variety shows, beauty contests excluding exhibitions	• Public Entertainment Licensing Unit, Singapore Police Force • Info-communications Media Development Authority
Advertisement sign / signboard license	• Urban Redevelopment Authority • Building and Construction Authority
Activities within MRT (Mass Rapid Transit) railway protection zone	• Land Transport Authority
Toxic wastes	♦ National Environment Agency
Drones and Unmanned Aircrafts	♦ Civil Aviation Authority of Singapore

The above list is non-exhaustive; licensees are advised to visit the following website to ensure that all necessary permits, licenses or notifications required are obtained in good time prior to the event:
https://www.gobusiness.gov.sg/licences/find-licence-by-sector/

9.5 Approved Service Provider List – Freight Forwarder

S/N	COMPANY NAME	CONTACT DETAILS
01	APT Showfreight (S) Pte Ltd (previously APEX Expo Logistics Pte Ltd)	Mr Samuel Chow Email: samuel.chow@aptshowfreight.com
02	DSV Solutions Pte Ltd	Ms Naz Yusoff Email: naz.yusoff@dsv.com
03	Expotrans Pte Ltd	Ms Pricilla Leong Email: priscilla.leong@expotrans.net
03	Rogers Expo Services (S) Pte Ltd	Ms Kui Siang Email: accounting.sg@rogers-asia.com
04	Schenker Singapore (Pte) Ltd	Mr Raymond Chin Email: Raymond.chin@dbschenker.com Ms Serena Chew Email: serena.chew@dbschenker.com

The above list in non-exhaustive and subject to change without prior notice. Please contact your Customer Experience Manager for a list of approved freight forwarder.

9.6 Approved Service Contractor / Exhibition Stand Contractor

S/N	COMPANY NAME	CONTACT DETAILS
1	Cityneon Creations Pte Ltd	Ms Carmen Weng Email: carmen.weng@cityneongroup.com
2	Kingsmen Exhibits Pte Ltd	Mr Patrick Wong (Client Services) Email: patrick.wong@kingsmen-int.com Ms Sarah Chew (Opportunities or Enquiries) Email: sarahchew@kingsmen-int.com
3	Pico Art International Pte Ltd	Mr York Jun Teo Email: yorkjun@pico.com
4	Sunyau Expo Pte Ltd	Ms Arlyn Alilo Mendoza Email: maa1@sunyauexpo.com.sg
5	AMC Exhibits (S) Pte Ltd	Ms Cloe Seah Email: cloe.seah@arconmarketing.com.sg
6	Seng Heng Tentage Rentals Pte Ltd	Mr Stanley Email: sales@sengheng.com.sg
7	Design18 (S) Pte Ltd	Mr Ice Yeong Email: iceyeong@design18.com.sg
8	Lian Yick Metal Tents Pte Ltd	Ms Joyce Lim Email: joyce@lianyick.com.sg

The above list in non-exhaustive and subject to change without prior notice. Please contact your Customer Experience Manager for a list of approved exhibition stand contractor.

9.7 Recommended List / Private Security Companies

S/N	Company Detail	Contact Person
1	Certis CISCO Protection Service Pte Ltd Certis CISCO Centre, 20 Jalan Afifi, Singapore 409179 TEL: (65) 6747 2888 FAX: (65) 6744 0039 Website: www.certisgroup.com	Name : Melvin Kwek, Assistant Account Director FAX : (65) 67415425 Mobile : (65) 98539734 Email : MelvinZH_KWEK@certisgroup.com Name : Tan Po Kiat, Account Manager FAX : (65) 67415425 Mobile : (65) 98539734 Email : TAN_po_kIAT@certisgroup.com
2	Fervour Pte Ltd 68 Sungei Kadut Loop, #03-01, Nutz Centre, Singapore 729504 **TEL: (65) 6759 1003** **FAX: (65) 6759 4588** **Website:** www.fervour.com.sg	Name : Dave Chiam, Director Mobile : (65) 9663 8494 Email : dave.chiam@fervour.sg
3	Focal Investigation & Security Agency Pte Ltd 5001 Beach Road, #04-22 Golden Mile Complex, Singapore 199588 TEL: (65) 62220110 Website: www.prosegur.com.sg/focal	Name : Raymond Lee, Director Operations Mobile : (65) 91280120 Email : Raymond.lee@prosegur-focal.com.sg **Name : Clarence TC Khoo, Account Manager** **Mobile : (65) 97650605** **Email :** clarence.khoo@prosegur-focal.com.sg
4	Hawkeye Security Solutions Pte Ltd 10 Kaki Bukit Ave 4 #06-72 Premier @ Kaki Bukit, Singapore 415874 TEL: (65) 65815990 Website: www.hawkeyess.com.sg	Name : McCoy Lim, Founder and Director Mobile : 92727679 Email : mccoylim@hawkeyess.com.sg
5	**Horus I (Private Limited)** **1 Pegu Road #01-05, Singapore 328358** **TEL: (65) 62566526** **Website:** www.horus-i.com	Name : Steven Chng, Director Mobile : (65) 81136895 Email : steven_chng@horus-i.com **Name : Edwin Cheong, Manager** **Mobile : (65) 98895543** **Email :** Edwin_cheong@horus-i.com
6	Jasa Security & Investigation Pte Ltd 37 Jalan Pemimpin, MAPEX, #08-06, Singapore 577177 TEL: (65) 62914087 Website: www.jasainv.com	Name : Brahm, Operations Mobile : (65) 98578317 Email : brahm@jasainv.com
7	Standard Security & Investigation Services (SSIS) 42 Mactaggart Building, #04-01 MACTAGGART BUILDING, Singapore 368086 TEL: (65) 62933900 Website: www.ssis.sg	Name : June Tan, Managing Director Mobile : (65) 81260865 Email : June@standardsis.com

The above list in non-exhaustive and subject to change without prior notice. Please contact your Customer Experience Manager for a list of recommended private security companies.

9.8 Marina Bay Sands Health and Safety Policy

MARINA BAY Sands SINGAPORE

Marina Bay Sands Workplace Safety and Health Policy

Marina Bay Sands will be a workplace where safety and health are embedded with OneMBS culture. This is consistent with Marina Bay Sands interests, ethics and shared values.

Specifically, we are committed to the following:

- ***Line Responsibilities***
  Placing the management of WSH as a prime responsibility for senior management from Marina Bay Sands Pte. Ltd to all team members at all levels.
- ***Sustainable Development***
  We will strive to conserve resources and minimize or eliminate adverse effects and risk that may be associated with our products, services, and operations.
- ***Team Members***
  We will provide a safe and healthy workforce striving to prevent injuries and illnesses, promoting healthy lifestyles, and encouraging respect with each other. We will ensure that our team members have the awareness, skills, and knowledge to carry out this their work in a safe and responsible manner.
- ***Compliance***
  We will meet all applicable WSH Legal requirements, Global Las Vegas Sands requirement, ISO 45001 management standards and other requirements.
- ***Business Integration***
  We will always integrate WSH considerations into our business activities and practices.
- ***Suppliers and Contractors***
  We will work with our suppliers and contractors to integrate WSH considerations into their practices and enhance their WSH performance.
- ***Community and Government***
  We will participate in community and government WSH initiatives.
- ***Continual Improvement***
  We will strive to continually improve our WSH performance using risk-based approach to WSH management. In turn, this will lead to improvement in other areas such as customer service and business performance.
- ***Fire Safety***
  We will meet all applicable Fire Safety Legal requirements and maintain the highest standard of Fire and Life Safety in our property.
- ***Occupational Health***
  We will meet all Occupational Health Legal requirements by implementing management of Hazardous Chemical program, Indoor Air Quality Program, Hearing Conservation Program and other applicable OH Programs.
- ***Security***
  We will strive to prevent and deter, instead of just taking a reactive stance towards crime and security.

Kandhadai Sridhar
Senior Vice President
Property Management
WSH Steering Committee Chairman

Approved Date: 03 June 2024