

# INTERPOL *World* 2015 EXHIBITOR MANUAL

SANDS EXPO & CONVENTION CENTRE  
SINGAPORE

14 – 16 APRIL 2015

**Please forward this manual to the person  
responsible for exhibit arrangements**

All information in this manual is accurate at time of distribution. The Event Manager apologises for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.

For the latest information and updates, please visit the official INTERPOL *World* 2015 website at  
[www.interpol-world.com](http://www.interpol-world.com)

**IW Pte. Ltd.**

20 Kallang Avenue, 2nd Floor Pico Creative Centre, Singapore 339411

Tel: +65 6389 6618 Fax: +65 6389 6639 Email: [operations@interpol-world.com](mailto:operations@interpol-world.com)

Web: [www.interpol-world.com](http://www.interpol-world.com)

Event Owner



Supported By



Supporting Knowledge Partner



Held In



Managed By





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## WELCOME

It is with great pleasure that we welcome you as an exhibitor of **INTERPOL World 2015**. The event will be held from 14 – 16 April 2015 at Sands Expo and Convention Centre, Singapore.

This Exhibitor Manual contains essential information that will help you to have the most productive exhibiting experience. Please take time to read through and ensure that service forms are returned as required by their respective deadlines.

We endeavour to maintain rates and prices quoted for all items contained herein. However, there remains the possibility that they may vary.

For more information, please contact **INTERPOL World 2015** Operations Team.

We thank you for your support and look forward to seeing you at **INTERPOL World 2015!**

**INTERPOL World 2015**  
[operations@interpol-world.com](mailto:operations@interpol-world.com)

## [Acknowledgement of Receipt of Exhibitor Manual]

<b>EXHIBITING COMPANY</b>				
<b>ADDRESS</b>				
<b>CITY</b>	<b>POSTAL CODE</b>		<b>COUNTRY</b>	
<b>NAME OF INCHARGE ONSITE</b>			<b>JOB TITLE</b>	
<b>MOBILE</b>	<b>OFFICE</b>		<b>FAX</b>	
<b>EMAIL</b>			<b>WEBSITE</b>	

**THIS IS TO ACKNOWLEDGE RECEIPT OF THE EXHIBITOR MANUAL FOR  
INTERPOL *World 2015***

<b>Signature</b>		<b>Date</b>		<b>Company Stamp</b>	
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**PLEASE COMPLETE AND RETURN THIS PAGE IMMEDIATELY UPON RECEIPT OF THIS MANUAL BY FAX OR EMAIL TO:**

**IW Pte. Ltd.**  
20 Kallang Avenue, 2nd Floor Pico Creative Centre, Singapore 339411

**Main Contact:**  
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# CONTENT

		Page
<b>A</b>	<b>Contact List</b>	6 - 8
<b>B</b>	<b>Onsite Schedule</b>	9 - 10
<b>C</b>	<b>General Information</b>	11 - 17
	<ol style="list-style-type: none"> <li>1. About The Venue</li> <li>2. Customs Requirement</li> <li>3. Goods &amp; Services Tax (GST)</li> <li>4. Visiting Singapore</li> <li>5. Getting to Marina Bay Sands</li> <li>6. Visa Information</li> </ol>	
<b>D</b>	<b>INTERPOL <i>World 2015</i> Information</b>	18 - 20
	<ol style="list-style-type: none"> <li>1. Floor Plan</li> <li>2. Event at a Glance</li> <li>3. Admission</li> <li>4. Registration</li> <li>5. Official Hotels</li> <li>6. Internet Services</li> <li>7. Catering Services</li> <li>8. First Aid Services</li> </ol>	
<b>E</b>	<b>Rules and Regulations</b>	21 - 32
	<ol style="list-style-type: none"> <li>1. Payment for Exhibition Space, Administrative Fee and Performance Bond</li> <li>2. Booth Operation Etiquettes</li> <li>3. Photography and/or Videography</li> <li>4. Product Demonstrations &amp; Presentations</li> <li>5. Exhibitors' Move-in</li> <li>6. Insurance Requirements</li> <li>7. Smoking</li> <li>8. Animals</li> <li>9. Power Supply and Lighting</li> <li>10. Material Handling Equipment and Exhibits in Permanent Carpeted Areas</li> <li>11. Public Space – Protection Layer needed</li> <li>12. Film/ Audio Visual Demonstration</li> <li>13. Public Address System</li> <li>14. Working Exhibits</li> <li>15. Dangerous Materials</li> <li>16. Hot Work Demonstrations</li> <li>17. Stand Boundaries and Design Restrictions</li> <li>18. Structural Height Restriction</li> <li>19. Open Frontages</li> <li>20. Building Material</li> </ol>	

	<ul style="list-style-type: none"> <li>21. Damage to Stand Structures and Exhibit Premises</li> <li>22. Floor Loading Capacity</li> <li>23. Fire Protection</li> <li>24. Official Stand Fitting Contractor</li> <li>25. Non-official Stand Fitting Contractor</li> <li>26. Storage</li> <li>27. Stand Cleaning</li> <li>28. Goods Vehicles Traffic Management Procedures</li> <li>29. Weapons Approval Request</li> <li>30. Security and Insurance</li> <li>31. Failure to Exhibit</li> <li>32. Indemnity &amp; Authorised Signatories</li> <li>33. Dilapidation</li> <li>34. Force Majeure</li> <li>35. Unforeseen Occurrences</li> <li>36. Regulatory Authorities</li> </ul>	
<b>F</b>	<b>Stand Building Regulations</b>	<b>33 - 39</b>
	<ul style="list-style-type: none"> <li>1. Shell Scheme Booth / Shell Scheme Plus Visual Illustrations</li> <li>2. Space only / Special Design Stand</li> <li>3. Guidelines for Construction Installation and Dismantling Works</li> <li>4. Recommended Stand Fitting Contractor</li> </ul>	
<b>G</b>	<b>Venue Rules and Regulations</b>	<b>40</b>
<b>H</b>	<b>Freight Forwarding Information</b>	<b>41 - 43</b>
<b>I</b>	<b>Service Order Forms Checklist and Deadlines</b>	<b>44</b>  <b>Please refer to the 2<sup>nd</sup> portion)</b>

# A Contact List

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<p><b>Official Stand Fitting Contractor</b></p>	<p><b>Pico Art International Pte Ltd</b>  20 Kallang Avenue, 4<sup>TH</sup> Floor Pico Creative Centre  Singapore 339411  Fax: (65) 6290 5902</p> <p><b>Koo Lay Kim ( Ms ) (Level 1, Person-in-charge)</b>  Tel: (65) 6290 5878  Email: <a href="mailto:laykim.koo@sg.pico.com">laykim.koo@sg.pico.com</a></p> <p><b>Adeline Lim ( Ms ) (Level B2, Person-in-charge)</b>  Tel: (65) 6290 5933  Email: <a href="mailto:adeline.lim@sg.pico.com">adeline.lim@sg.pico.com</a></p> <p><b>Eavis See ( Mr )</b>  Tel: (65) 6290 5780  Email: <a href="mailto:eavis.see@sg.pico.com">eavis.see@sg.pico.com</a></p>
<p><b>Audio-Visual Equipment</b></p>	<p><b>Excelsis Conceptz Pte Ltd</b>  7030 Ang Mo Kio Ave 5 #04-58, Northstar@AMK  Singapore 569880</p> <p><b>Bernard Heng ( Mr )</b>  Tel: (65) 9818 8412  Fax: (65) 6234 1028  Email: <a href="mailto:bernard@excelsisconceptz.com.sg">bernard@excelsisconceptz.com.sg</a></p>

<b>Official Freight Forwarder</b>	<b>Agility Fairs &amp; Events Logistics Pte Ltd</b> 5 Changi North Way, 3rd Level Singapore 498771  <b>Alice Lum ( Ms )</b> Tel: (65) 6571 5606 Fax: (65) 6500 0250 Email: <a href="mailto:alum@agilitylogistics.com">alum@agilitylogistics.com</a>
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<b>Customs</b> (Website: <a href="http://www.customs.gov.sg">www.customs.gov.sg</a> )	<b>Singapore Customs</b> 55 Newton Road, #10-01, Revenue House, Singapore 307987  Tel: (65) 6355 2000 Fax: (65) 6250 9606 Email: <a href="mailto:customs_documentation@customs.gov.sg">customs_documentation@customs.gov.sg</a>
<b>Visa Application</b>	<b>Visitor Services</b> <b>Immigration &amp; Checkpoint Authority</b> 10 Kallang Road, Singapore 208718  Tel: (65) 6391 6100 Website: <a href="http://app.ica.gov.sg/index.asp">http://app.ica.gov.sg/index.asp</a>
<b>Employment Pass / Work Permit</b>	<b>Ministry of Manpower</b> 18 Havelock Road, Singapore 059764  Tel: (65) 6534 1522 Fax: (65) 6534 4840 Website: <a href="http://www.mom.gov.sg">www.mom.gov.sg</a>
<b>Videotapes / Films Censorship</b>	<b>Media Development Authority</b> <b>Licensing Services</b> <b>(Films and Publications)</b> 45 Maxwell Road, #07-11/12, URA Centre East Wing Singapore 069118  Tel: (65) 6837 9973



## B Onsite Schedule

### Build-up period

Activities	Date	Time	Description
Contractors' Registration	11 April 2015	3pm – 8pm	<p>All contractors must register at the contractors' counter located at the entrance of the exhibition hall upon arrival to collect their admission passes. <b>The issuance of the passes is subject to all relevant documents signed and full payment of the administration fee and performance bond made.</b></p> <p>Space-only stand locations will be marked out ready for contractors to commence construction works</p>
	12 April 2015	8am – 9pm	
Exhibitor Registration	12 April 2015	3pm – 8pm	<p>All exhibitors must register at the Exhibitors Registration Service Counter located at the entrance of the exhibition hall upon arrival to collect their admission passes &amp; exhibitors' information pack.</p> <p>Kindly note that there will be no registration application or replacement of exhibitor badges on 14 to 16 April.</p>
	13 April 2015	8:30am – 9pm	
Shell Scheme / Shell Scheme Plus Interior Booth Dressing	12 April 2015	3pm – 8pm	<p>Portable &amp; valuable exhibits/displays are not to be displayed till closer to the opening days of the exhibition.</p>
	13 April 2015	8:30am – 9pm	
Delivery of Displays / Exhibits	12 April 2015	4pm – 8pm	<p>The Event Manager will not accept responsibility for any delivery on behalf of an exhibitor, nor will the E be responsible for the safe keeping of such items after delivery.</p>
	13 April 2015	8:30am – 9pm	
Electrical Supply to Stands	12 April 2015	11am	<p>Electricity supply will be turned on after the inspection by the Official Electrical Engineer and the Certificate of Fitness has been signed</p>
Completion of All Stand Construction / Decoration	13 April 2015	5pm	<p>All contractors must vacuum and clean the stands upon completion before handing over to the Exhibitor. All contractors must leave the exhibition hall by 10pm.</p>

### Exhibition period

Admission	Date	Time	
Security Check / Cleaning	14 April 2015 15 April 2015 16 April 2015	7am – 8am 7am – 8am 7am – 8am	No access to the halls whilst the security sweep is in process
Opening Ceremony	14 April 2015	9am	Exhibitors are allowed to enter Hall at 8am on 14 April 2015.
Exhibitors Access	14 April 2015 15 April 2015 16 April 2015	8am – 6pm 8:30am – 6pm 8:30am – 6pm	Exhibitors who require to be at their stands before/after official opening hours must obtain approval from the Event Manager by 2pm on the previous day. Security guards will be arranged during the extended hours.
Exhibition Hours	14 April 2015 15 April 2015 16 April 2015	9:30am – 5:30pm 9:30am – 5:30pm 9:30am – 5:30pm	

### Tear-down period

Activities	Date	Time	
Shut down of all demonstration exhibits / equipment	16 April 2015	5:30pm – 11pm	All demonstration exhibits and equipment must be shut down before the electricity supply is turned off at 5:45pm.
Packing of exhibits & removal from the hall	16 April 2015	5:30pm – 11pm	All exhibits must be packed and removed from the hall by 16 April at 11pm
All utilities supply to stand shut down	16 April 2015	5:45pm	
Collection of rented items by suppliers	16 April 2015	5:30pm – 11pm	Exhibitors are to remove all content from the rented items e.g. cabinets, cupboards before stipulated collection time by supplier.
Dismantling of stands	16 April 2015	5:30pm – 11pm	All stands materials must be packed and removed from the hall by 16 April, Thursday 11pm
All stands to be dismantled and all debris removed  All personnel must leave the hall	16 April 2015	11pm	The Event Manager will not accept responsibility for any items left in the exhibition hall

### Please note:

- Exhibits should not be dismantled before the closing hours. A fine of S\$2,000 will be levied in the case of exhibits & stands being dismantled before the end of the exhibition
- No late work is permitted. The appointed booth contractors must complete their work according to the above schedule. If permission is sought for any overtime work and granted by the Event Manager, the contractor shall have to pay for the overtime charges.

# C General Information

## 1. About the Venue

Marina Bay Sands, 10 Bayfront Avenue, Singapore 018956

### Sands Expo & Convention Centre (SECC)



Conveniently located within Singapore's Central Business District, yet worlds away from the ordinary business setting, Marina Bay Sands combines first-rate business and meeting facilities with world-class entertainment options.

Its distinctive architecture has transformed Singapore's skyline and the country's tourism landscape. Features include a luxury hotel capped by the Sands SkyPark, which offers unobstructed 360-degree views, celebrity chef restaurants, lush gardens, and the world's highest infinity pool, located next to an observation deck on the world's largest public cantilever.

The Sands Expo & Convention Centre (SECC) is the Official Show Venue for **INTERPOL World 2015**. At more than 120,000m<sup>2</sup>, it is the largest and most versatile exhibition and meeting venue in Singapore. Spread over five levels, this innovative and extensive complex features 250 meeting rooms and capacity for 2,000 exhibition booths, which can comfortably accommodate up to 45,000 delegates.

### TECHNICAL Specs for Level 1: Hall A, B, C

Floor Finish:	Concrete
Floor Loading:	12 KN/m <sup>2</sup>
Maximum BOOTH height:	6m (Subject to approval for the booth design)
Freight Door Dimensions (Roller Shutter):	4.5m(H) X 9.5m(W)
Freight Elevator Loading (MAX):	9,500 Kgs max.
Freight Elevator Dimensions:	3.2m(W) X 6.1m(D) X 4m(H)
Freight Elevator Door Clear Opening Size:	3m(W) X 3.5m(H)
Electrical Loading:	3,000amp
Rigging Points:	1 ton load capacity
	(For rigging queries, please contact the Event Manager)

## TECHNICAL Specs for Level B2: Hall D, E, F

Floor Finish:	Concrete
Floor Loading:	12 KN/m <sup>2</sup>
Maximum BOOTH height:	6m (Subject to approval for the booth design)
Freight Door Dimensions:	4.75m(H) X 14(W)
Freight Elevator Loading (MAX):	9,500 Kgs max.
Freight Elevator Dimensions:	3m(W) X 6.1m(D) X 4m(H)
Freight Elevator Door Clear Opening Size:	3m(W) X 3.5m(H)
Electrical Loading:	3,000amp
Rigging Points:	1 ton load capacity (For rigging queries, please contact the Event Manager)

## 2. Customs Requirement

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 subjected to Customs inspection on-site. Please refer to <http://www.customs.gov.sg/index.html> for more information on Exhibition Customs requirements and procedures.

## 3. Goods & Services Tax (GST)

The prevailing GST rate is 7% and will apply to all Singapore registered companies only. For foreign exhibitors, GST is zero-rated, i.e. they do not have to pay GST for space rental & services offered 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 goods are brought in using Carnets, The Temporary Import Scheme (TIS) or the Security Deposit Scheme (SDS). However, this exemption does not apply to liquor and tobacco. Please refer to: [www.customs.gov.sg](http://www.customs.gov.sg) for more information.

Goods for exhibition may be imported 3 weeks before 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.

### Brochures and Souvenirs

GST is not applicable if brochures, pamphlets and gifts or souvenirs are imported by post or by air, and the total value does not exceed SGD 400.

### Hand-Carried Goods

Travellers to Singapore with hand-carried goods are requested to refer to: <http://www.customs.gov.sg/index.html> for information.

### Controlled and Prohibited Goods

Prior approval must be obtained from Customs before such goods may be temporarily imported for exhibition purposes. Please refer to <http://www.customs.gov.sg/index.html> for more information on Prohibited items and Controlled and restricted items.

## 4. Visiting Singapore

**INTERPOL World** will be held in a vibrant cosmopolitan city located at the heart of Asia – Singapore. Singapore is a top business destination of choice for many international and regional events. Brimming with energy, the city possesses a state-of-the-art infrastructure, a unique blend of contemporary and traditional ways of life, a rich and colourful multiracial, multicultural heritage and is a melting pot of global cuisines.

For more information about this city, please visit the website:  
<http://www.yoursingapore.com/content/traveller/en/experience.html>

### **Weather**

Singapore lies just north of the Equator, and experiences warm and humid tropical weather all year round. January falls within the Northeast Monsoon season. It is relatively one of the coolest and wettest months of the year with mean maximum temperature of 30.1°C/86.2°F, and mean minimum temperature of 25.9°C/78.6°F.

The mean monthly rainfall for January is 243.4mm/9.58”. Cloudy skies and heavy afternoon showers are common.

For the latest weather forecast, please visit the website of Singapore’s National Environment Agency:  
[www.nea.gov.sg](http://www.nea.gov.sg).

### **Airport Transfer**

Singapore Changi Airport is located on the north eastern tip of the island, approximately 26km away from the city centre.

### **Taxi**

Taxis are available at the taxi stands at the Arrival levels of each Terminal. The journey to the city centre costs between S\$23 - S\$44 and takes approximately 30 minutes. Fares are metered; no tipping is required.

Fares are metered and are based on a flag down rate and the distance travelled. The following are the main charges, which vary slightly between taxi companies:

<b>Flag-down Fare (1st km)</b>	S\$3 - S\$5
<b>Distance Fare</b>	S\$0.22 per 400m (above 1-10 km) S\$0.22 per 350m (beyond 10 km)
<b>Waiting Time</b>	22 cents every 45s
<b>Booking Fee</b>	\$2.30 - \$5
<b>City Area Surcharge</b> Mondays to Sundays and Public Holidays 5pm to Midnight Applicable for boarding within City Area	S\$3
<b>Peak Hour Surcharge</b> Mondays to Fridays, 6am to 9:30am Mondays to Sundays and Public Holidays, 6.00pm to Midnight	25% of meter fare
<b>Midnight Surcharge</b> Midnight to 5.59 am	50% of meter fare

Taxis can be readily hailed at taxi stands in the city centre, or booked via phone:

<b>Comfort Transportation Pte Ltd / CityCab Pte Ltd</b>	+65 6552 1111
<b>Premier Taxis Pte Ltd</b>	+65 6476 8880
<b>Maxi Cab</b>	+65 6535 3534
<b>SMRT Taxis</b>	+65 6555 8888

### **Airport Shuttle**

The airport shuttle service offers transport from Changi Airport to hotels in the city. The counter is open 24-hours daily. Please approach the Ground Transport Desk at the Arrival Halls for bookings. The rates below are applicable for a single trip from Changi Airport to a hotel in the city.

- S\$9 per Adult • S\$6 per Child (below 12 years of age)

### **Airport Transfer Via Bus**

Public bus service 36 goes to the city. The first bus leaves around 0600 and the last at approximately 10:50pm. A single fare costs below S\$2.50 and it takes about an hour to reach the city centre. Bus stops are located at the basement bus bays of Terminals 1, 2 and 3 of Changi Airport. Please prepare the exact fare as no change will be given.

### **Airport Transfer via Train**

The Changi Airport MRT Station is located at the basement of Terminals 2 and 3. A standard one-way ticket from Changi Airport MRT Station to the city centre costs approximately S\$2.10. The journey takes about 55 minutes.

### **Stored Value Cards**

Visitors who wish to travel on buses and trains around the island may purchase an EZ-Link card, a contactless stored value card. It can be also be used at selected retail and F&B outlets. An EZ-Link card can be purchased for S\$12 at train stations and bus interchanges, which includes a non-refundable card cost of S\$5 and a stored value of S\$7. Any remaining stored value can be redeemed at the end of your trip. For unlimited travel, visitors may purchase a Singapore Tourist Pass. Each pass has a refundable deposit of \$10 if you return the card within 5 days after the day of purchase.

<b>Type of Pass</b>	<b>Price</b>	<b>Refundable Deposit</b>
1 Day	\$10	\$10
2 Day	\$16	\$10
3 Day	\$20	\$10

For more information, please visit [www.thesingaporetouristpass.com.sg](http://www.thesingaporetouristpass.com.sg).

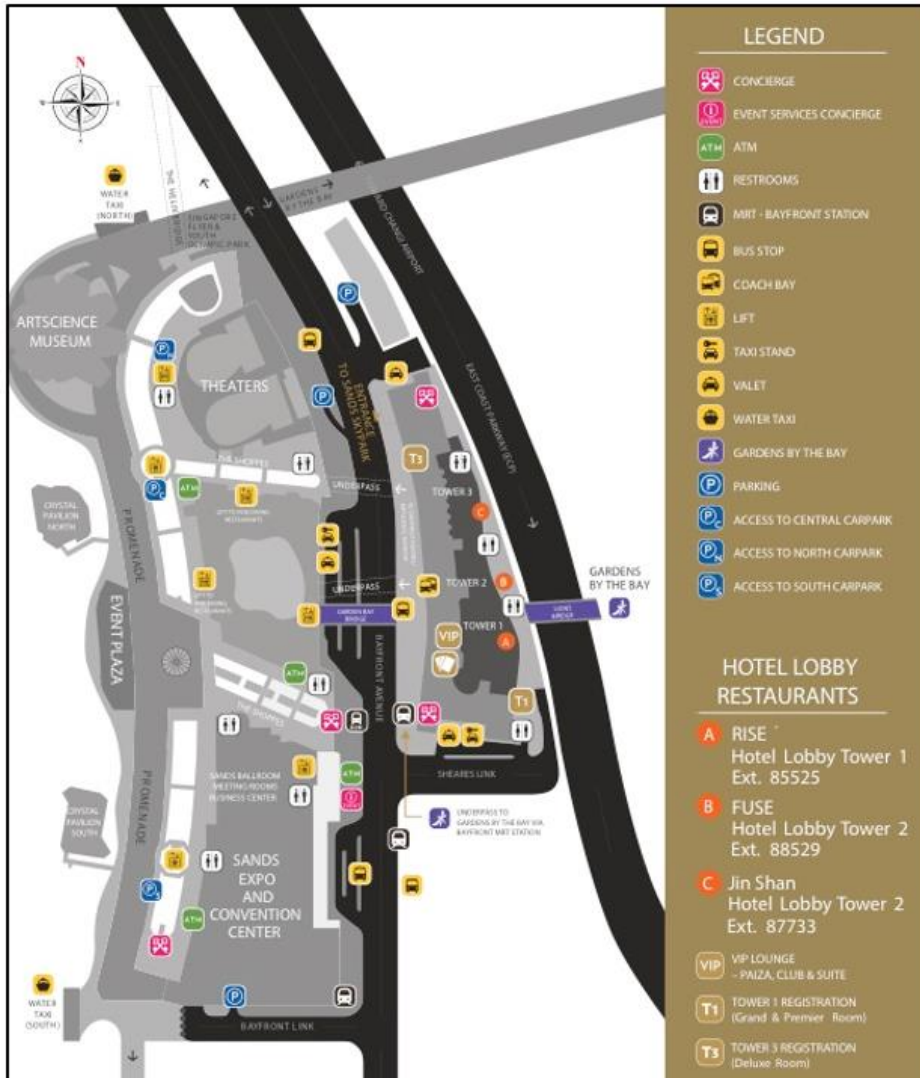
### **Train**

The Mass Rapid Transit (MRT) system is one of the fastest ways of getting around Singapore. Visitors are able to travel seamlessly across MRT lines without needing to purchase a different ticket.

Trains operate daily from around 0530 - 0000. A standard single-trip ticket costs under S\$2.50.

For more information, please visit: • [www.smrt.com.sg](http://www.smrt.com.sg) • [www.sbstransit.com.sg](http://www.sbstransit.com.sg)

## 5. Getting to Marina Bay Sands



### **Taxi**

Taxi may alight passengers at the entrance of the Sands Expo and Convention Centre along Bayfront Avenue. Taxi stands are located along Bayfront Avenue and Sheares Link.

### **Train**

Marina Bay Sands is linked directly to Bayfront MRT Station (Exit B, C, D and E) on the yellow Circle Line.

### **Bus**

The following bus routes serve Marina Bay Sands:

• 97/97E • 106133 • 502/502A • 518/518A • NR1 & NR6: available on Fridays, Saturdays and eve of Public Holidays only.

For more information, please visit Marina Bay Sands' website: [www.marinabaysands.com/Company-Information/Directions-to-Marina-Bay-Sands](http://www.marinabaysands.com/Company-Information/Directions-to-Marina-Bay-Sands)

### **Electricity**



The standard voltage in Singapore is 220V/240V, 50 Hz, using the three-pronged square pin socket. If you need an adapter or transformer, we advise buying one before your arrival. Some hotels will be able to lend you an adapter.

**At Marina Bay Sands, you may purchase one from the following store:**

<b>Name</b>	Gadget World
<b>Location</b>	B2-61, Canal Level, The Shoppes
<b>Telephone</b>	+65 6688 7352
<b>Opening Hours</b>	Sunday to Thursday, 1000 - 2300 Friday to Saturday, 1000 - 0000

### **Medical Services**

Visitors who require medical attention at Marina Bay Sands may visit the following clinic:

<b>Name</b>	MW Medical
<b>Location</b>	L1-02, Bay Level, The Shoppes
<b>Telephone</b>	+65 6250 0625
<b>Opening Hours</b>	Monday to Sunday, 0730 - 2100 First Aid and House Call Services available 24hrs

The nearest hospital is about 10 minutes away by taxi:

<b>Name</b>	Raffles Hospital
<b>Location</b>	585 North Bridge Road, Singapore 188770
<b>Telephone</b>	Accident & Emergency Department: +65 6311 1555
<b>Website</b>	<a href="http://www.rafflesmedicalgroup.com">www.rafflesmedicalgroup.com</a>

### **Telecommunications**

You may purchase a pre-paid mobile SIM card at the airport, or from a telco shop and most 7-Eleven stores in the city centre. A passport, or some form of ID, is required to register the mobile number.

At Marina Bay Sands, a SIM card can be purchased from these shops:

<b>Name</b>	M1 Concept Store	7-Eleven
<b>Location</b>	B2-60, Canal Level, The Shoppes	L1-73, Bay Level, The Shoppes
<b>Telephone</b>	+65 6688 7298	+65 6534 8473
<b>Opening Hours</b>	Sunday to Thursday, 1000 - 2300 Friday & Saturday, 1000 - 0000	24 Hours



### **Tipping**

Tipping is not a customary in Singapore. Most restaurants, however, levy a 10% service charge and 7% Goods & Services Tax (GST) on your bill.

### **Tax Refund**

As a visitor, you may claim a refund on the 7% Goods and Services Tax (GST) paid on your purchases made at participating retail shops when you leave Singapore and bring your purchases home. A minimum spend of S\$100 is required. A handling fee will be deducted from the refundable GST amount. You may apply for the GST refund at the departure hall of Changi Airport.

## **6. Visa Information**

Exhibitors should ensure that all staff, artists and invited guests have a valid passport with at least six months validity, a booked return air ticket, a visa (if required), accommodation and sufficient funds for their stay in Singapore.

To find out if you require a visa to Singapore, kindly check with the [Immigration and Checkpoint Authority of Singapore \(ICA\)](http://www.ica.gov.sg). (<http://www.ica.gov.sg>)

For visa application, please download the [Visa Entry Application Form](http://www.ica.gov.sg). (<http://www.ica.gov.sg>)

### **Important Things to Note**

Most foreigners coming into Singapore do not require a visa for entry and may be given social visit passes for up to 30 days upon their arrival in Singapore. However, it is best to consult your local consular office for the latest information with regard to coming into Singapore.

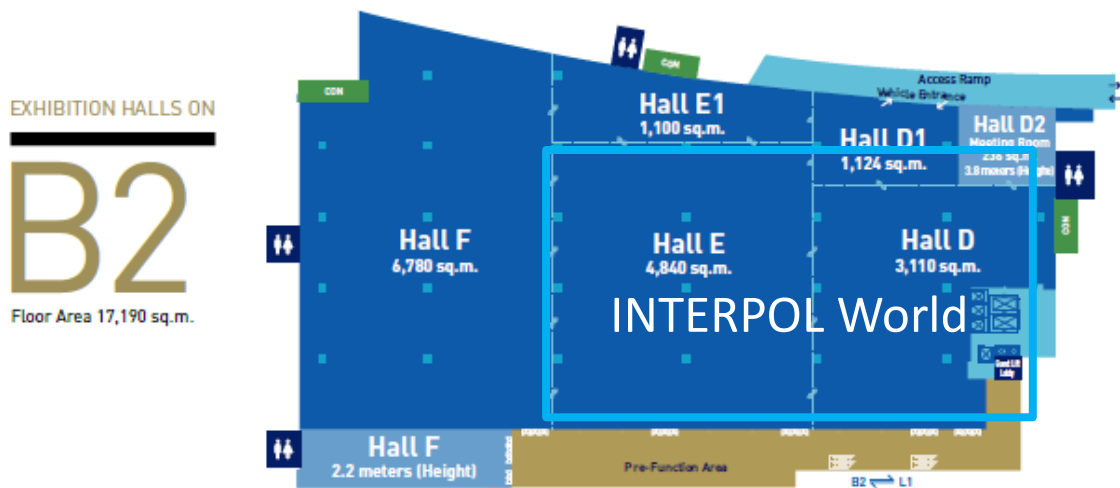
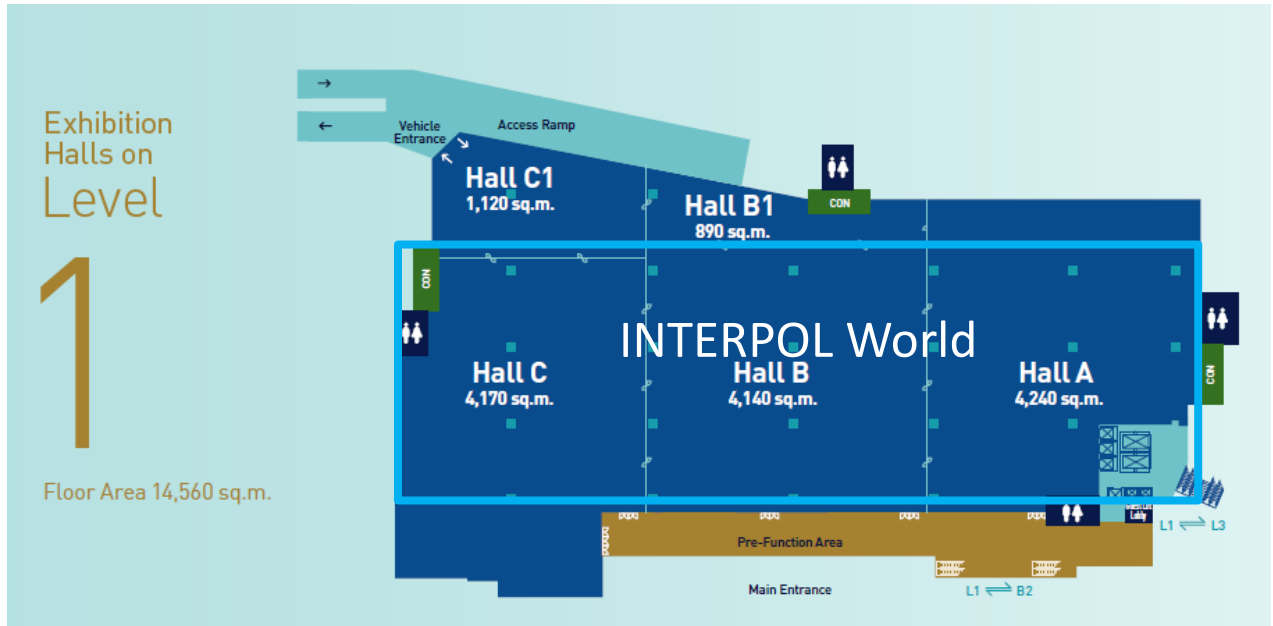
If you would like to stay in Singapore for a longer period, you may apply to the [Immigration and Checkpoints Authority of Singapore \(ICA\)](http://www.ica.gov.sg) upon your arrival. You should have a valid passport with at least six months validity, onward or return tickets, onward facilities (such as visas or entry permits) to your next destination, and sufficient funds for your stay in Singapore.

### **Loss of Passports**

Should you lose your passport while in Singapore, please make a police report immediately and approach your embassy in Singapore to apply for a replacement travel document. You should also report to the ICA (across from the Lavender MRT Station at 10 Kallang Road) for a visit pass which will regularise your stay in Singapore.

# D INTERPOL *World* 2015 Information

## 1. Floorplan at Sands Expo & Convention Centre



## 2. Events at a Glance

Time	13 April 2015 Monday	14 April 2015 Tuesday	15 April 2015 Wednesday	16 April 2015 Thursday
	INTERPOL World 2015 Expo (Open to Trade and Professional Visitor)			
Morning	Opening of IGCI (by invitation only)	Opening Ceremony of INTERPOL World		INTERPOL World Congress
Afternoon	INTERPOL World Dialogue (by invitation only)	INTERPOL World Congress	INTERPOL World Congress	
Evening	Gala Dinner (by invitation only)	Opening Cocktail	Industry Networking Reception	Closing Reception

INTERPOL will also host two major events alongside the INTERPOL *World* event:

**13 April 2015:** The opening of the INTERPOL Global Complex for Innovation (IGCI)

**15 – 17 April 2015:** 22<sup>nd</sup> INTERPOL Asian Regional Conference

## 3. Admission

3.1 Only badged personnel will gain access to the halls.

3.2 **Additional badges or replacement of lost badges are chargeable at S\$20 per badge** (strictly for staff manning the stand only).

**PLEASE NOTE THAT MINORS UNDER THE AGE OF 18 WILL NOT BE ALLOWED ENTRY DURING THE ENTIRE DURATION OF INTERPOL *World* 2015.**

Please note that exhibitors **are not allowed to requisite for Contractor badges.**

## 4. Exhibitor Registration

**Venue:** Exhibitors Registration Counter  
Sands Expo and Convention Centre (SECC), Level 1, Main Lobby Foyer Entrance

**Date & Time:** 12 April 2015, 3pm to 8pm  
13 April 2015, 830am to 9pm

*During the event days, exhibitors have access to the hall 1hour **before** the opening between **14 and 16 April 2015** to service their booths or exhibits.*

The Event Manager has done their utmost to ensure the accuracy of this manual and all information printed is correct at the time of production.  
The Event Manager apologise for any misprint or error and regret that we cannot be held liable for any inaccuracy.

## 5. Official Hotels

The information will be released soon. Meanwhile, if you have any queries or are interested in participating in **INTERPOL World 2015**, kindly contact us at [info@interpol-world.com](mailto:info@interpol-world.com) or +65 6389 6625.

## 6. Internet Services

NO complimentary wireless broadband connection available inside the exhibition hall.

Free Internet WIFI is available only at the lobby of Basement 2 (before entrance into the hall).  
Internet service order is available via **Service Order Form: INTERNET**

With reference to this, kindly note:

Option A – Broadband Internet Connection for PC or laptop, DHCP with max. 2M/2M dedicated bandwidth (no password required).

Alternatively, exhibitors may opt to purchase Wireless-Mobile Internet dongle with a prepaid option. This is readily available at any main telecommunication in Singapore.

## 7. Catering Services

Marina Bay Sands is the exclusive provider of food and beverage for the **INTERPOL World 2015**, and would be able to assist in all your catering needs, including last-minute orders. External orders may be subjected to a corkage fee and other costs.

If you wish to order F&B for your booth, please complete **Service Order Form: Catering** and send it to The Event Manager [operations@interpol-world.com](mailto:operations@interpol-world.com)

## 8. First Aid Services

Basic first aid services are available at the Show Management Office. For more severe injuries, you will be directed to the nearest Accident & Emergency (A&E).

# E Rules and Regulations

## 1. Payment for Exhibition Space, Administrative Fee and Performance Bond

No exhibitor, their staff and agents and/or their contractors/vendors/suppliers may begin stand construction/decoration or move in their exhibits into the Hall or surrounding area until full payment of bond and/or fee, including deposits, has been received by the Event Manager. **This is applicable for raw space booths only.**

## 2. Booth Operation Etiquettes

- 2.1 All booths MUST be fully staffed and operational throughout the INTERPOL *World* opening hours.
- Stands and exhibit decorations (including signs, flags, plants, carpets and lights etc) should not be placed or be extended beyond one's own stand. Any exhibitor refusing to make changes as directed will have their electricity supply cut off.
- 2.2 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, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Event Manager, is deemed inappropriate and causes inconvenience to trade visitor/delegates and other Exhibitors.
- These materials may be posted only on the partition walls within individual booths. Any exhibitor refusing to make changes as directed will have their decorations dismantled at the exhibitor's expense.
- 2.3 Activities disturbing or causing inconvenience to the INTERPOL *World* event sessions will not be allowed, i.e. promotional gimmicks, raffles, picture-taking, musical entertainment, use of animation and sound equipment.
- 2.4 Without special permission of the Event Manager, exhibits are not allowed to be brought into the hall after INTERPOL *World* event sessions have commenced or removed from the hall before INTERPOL *World* closes for the day.
- 2.6 No stage shows without prior application will be permitted
- 2.7 According to Fire & Safety regulations, goods or packing materials are strictly not allowed to store behind booths along the walls of the Hall or area in-between stands. Exhibitors are encouraged to design a proper storage area with adequate access in their stand design décor. Alternatively, exhibitors can approach the Official Freight Forwarder for storage assistance chargeable at a fee.
- 2.8 Exhibitors participating with exhibits which required special fire protection must make arrangements at their own cost for the provision of such equipment and take all precautions to protect the public against any fire hazards.
- 2.9 Exhibitors and/or their engaged contractors shall be responsible for any damages caused to properties of the Venue, Event Manager, Official Stand Fitting Contractor and any other Exhibitors during delivery and removal of exhibits, refuse and/or decoration works by their staff or contractors.
- 2.10 Exhibitors shall not assign, sublet, or apportion any part of the space assigned to him or have representatives, equipment, or materials from other firms appear in the exhibition space.

### 3. Photography and/or Videography

Unauthorised photography of exhibits and displays (other than your own), audio/tape or video recording within the INTERPOL *World* area are not allowed.

### 4. Product Demonstrations & Presentations

- 4.1 The Event Manager appreciates that demonstrations and presentations form an integral part of the exhibition. Exhibitors, however, should exercise discretion when carrying out demonstrations and presentations, in consideration of other exhibitors.
- 4.2 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 85dB** for all speech, music and sound effects.
- 4.3 The Event Manager 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.
- 4.4 Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

#### **Sound Control (IMPORTANT)**

Should an exhibitor exceed the maximum sound levels (85db) they will be requested by The Event Manager to reduce the volume.

If this request is ignored a member of the organizing team will be called to the stand and will issue the exhibitor with a written warning (in duplicate). Once in receipt of the written warning, a further breach of the regulations will result in power to the stand being turned off.

On any occasion after this, the stand electrical supply will be turned off for 24hrs from the time of the infringement without further reference.

Exhibitors must obtain all/any licenses, permits or approvals required from the relevant authorities for the demonstration of the exhibits/products. Exhibitors must ensure they are the rightful agent, distributor or dealers for the exhibits/products at their stands. The Event Manager reserves the right to make the final decision on any disputes regarding the right to exhibit.

### 5. Exhibitors' Move-In

Cargoes which are consigned to the exhibition site should NOT arrive at the exhibition hall earlier than **12 April 2015, 4pm**. 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 Event Manager. 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 INTERPOL World 2015**

(Name of Exhibiting Company)

(Stand Number), **Level 1 or B2 (Please state)**,

**Sands Expo & Convention Centre, Marina Bay Sands**

(Case No...of...)

## 6. Insurance Requirements

- 6.1 While every reasonable precaution is taken by the Event Manager to ensure the security and safety of the exhibition, the Event Manager will not accept liability for loss of, or damage to any exhibits, persons or property at any time or in any way connected with the exhibition although there will be 24 hours security.
- 6.2 Exhibitors are advised to insure their exhibits against such loss or damage including risk of fire.
- 6.3 Exhibitors will be held responsible for loss of, or damage or injury to properties (including other exhibits) and persons caused by themselves, their employees or agents.
- 6.4 Exhibitors shall ensure that they are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his agents or contractors first enter the Exhibition site, and to continue until all his exhibits and property have been removed.
- 6.5 Exhibitors participating in the exhibition agree to indemnify the Event Manager against all claims of whatsoever nature that may be made against the Event Manager, arising out of or in any way connected with such exhibitor's participation in the exhibition.

## 7. Smoking

Smoking in the exhibition hall, symposium rooms, meeting rooms, atrium, air-con walkways & function areas is strictly prohibited.

## 8. Animals

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

## 9. Power Supply and Lighting

**Pico Art International Pte Ltd** has been appointed as the Official Stand Fitting Contractor for the event. No other contractors shall be permitted to undertake electrical work in the venue. All electrical requirements i.e. power points, lighting, etc that are not part of any standard shell scheme booth package must be sourced from the Official Stand Fitting Contractor.

The following rules must be complied with:

- a. In accordance with local regulation, the following methods of starting must be installed to all motors prior to delivery to the Show:
  - Up to 5 Hp Direct on line
  - 5 Hp to 25 Hp Star Delta
  - Above 25 Hp Auto-transformer.
- b. Owing to limitations in electrical supplies, exhibitors requiring three-phase electrical supplies of exhibits must provide, as soon as possible, the following information for each machine:
  - Starting load (in kilowatts) for each motor
  - Running load (in kilowatts) for each motor
  - Kilowatts loading of heaters, etc
  - Number of other machines running concurrently at any one time.(Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Event Manager informed)

- c. Exhibitors shall inform or consult the Official Stand Fitting Contractor whenever works are carried out near any electrical installations such as distribution boxes, fuse switches, isolators and/or power points. The Official Stand Fitting Contractor has the right to switch the supplies off for safety reasons as well as to prevent any damage to the exhibitor's equipment. However, it is the responsibility of the exhibitor and their implementing partner(s) to ensure that the Official Stand Fitting Contractor is informed to check the integrity of all circuits, distribution boxes &/or connections before supply is switched on again. Failing notification, the Event Manager and the Official Stand Fitting Contractor shall assume no responsibility for any damage caused.
- d. If the actual power consumption of any exhibitor exceeds the applied limit, and affects the operations of other exhibitors or the power supply system of the venue, the Event Manager will stop the power supply to their booths immediately and the exhibitor shall be liable for all damages caused. Exhibitors requiring special arrangements (different voltages, frequencies, etc) must arrange for their own transformers and converters or hire from the Official Stand Fitting Contractor.
- e. For safety reasons and the protection of electrical installation at the venue, all power main installations from source to outlet (exhibition stands) must only be carried out by the Official Stand Fitting Contractor. All distribution boxes, where required and deemed necessary by the Official Stand Fitting Contractor, will be hung or mounted on the walls or structures of the stand.
- f. Connection of exhibits within the stands may be carried out by the exhibitor's technician; the circuits are subject to a mandatory inspection by the Official Stand Fitting Contractor before they are made live.
- g. Each electrical supply provided is intended for one equipment or machine on display. Please note that no extension cord shall be connected to any socket and no multi-adaptors are allowed to be used at the exhibition booth to prevent possible overload, and thereby tripping the power supply.
- h. No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Event Manager and the venue. If permitted, a fee may be levied.
- i. The Official Stand Fitting Contractor (in consultation with the Event Manager) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical/Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.
- j. Supply to stands will be from 30 minutes before and 30 minutes after the Show's operating hours each day.
- k. Exhibitors requiring 24-hour supply must submit in writing their requirement to the Official Stand Fitting Contractor, at least two (2) weeks prior to the set-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc, shall be borne by the exhibitor concerned.
- l. Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.
- m. No aircon unit or system is permitted in the stands without written special permission by the Event Manager and Venue Owner.
- n. Neon lights may be permitted with written approval from the Event Manager and must be fitted with a safety "fireman" switch. Flashing lights /signs will not be permitted, unless it forms an integral



part of an exhibitor/vendor's product. In case of light box displays brought in by exhibitors, each fluorescent or lamp used will be treated as general lighting and charged as an additional order.

- o. All electrical equipment should be tested and approved by the Event Manager's appointed licensed engineers prior to turning on the electrical supply.
- p. Requests for any item not listed in the form can be directed to the Official Stand Fitting Contractor.

## **10. Material Handling Equipment and Exhibits in Permanent Carpeted Areas**

- 10.1 There are specific limitations on exhibits in the various exhibitions areas. When storing exhibits, exhibitors and their service contractors must lay proper padding and plywood over the permanent carpeted area before moving-in the freight or material handling equipment into the area.
- 10.2 When installing exhibits in these areas, exhibitors and their service contractors should not use tape to mark the carpeted floors.
- 10.3 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.

## **11. Public Space – Protection layer needed**

- 11.1 There are common areas, hallways throughout the venue leading to and from the exhibit and meeting space.
- 11.2 Please note the following:  
Carts, scooters, pallet jacks, or mechanical lifts of any type are prohibited in the public space without proper carpet protection (e.g. wooden floorboards, solid plastic foils, or thick carpet overlays). This must be approved in advance by the Event Manager.
- 11.3 Material handling equipment (forklift, pallet jet) cannot enter areas in the facility which have ceramic, stone or marble tile.
- 11.4 Proper carpet protection must be used in hallways and meeting rooms for move-in / out of freight.
- 11.5 If placing carpet on exhibition room carpet, a protective layer must be placed in between the two carpets. Visqueen/Plastic Sheeting is to be laid directly over the Venue carpet and secured with a low adhesive tape. Decorator carpet may then be laid over the Visqueen with tape securing the carpet to the Visqueen.

## **12. Film / Audio Visual Demonstration**

Audio-visual equipment may be provided by the exhibitor.

The Singapore Authority enforces strict regulations for audio visual presentations in public places. Exhibitors wanting their video disks or tapes cleared for public viewing should contact the Media Development Authority.

### **Media Development Authority**

3 Fusionopolis Way, #16-22 Symbiosis Singapore 138633

Tel : 1800 478 5478

Fax : +65 6577 3888

Exhibitors who have their film or video or slides cleared are then required to apply for a permit from the:

The Event Manager has done their utmost to ensure the accuracy of this manual and all information printed is correct at the time of production.  
The Event Manager apologise for any misprint or error and regret that we cannot be held liable for any inaccuracy.

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**Public Entertainment Licensing Unit**

391 New Bridge Road, #02-701 Police Cantonment Complex, Singapore 088762

Tel : +65 6557 5823 / 6557 5819 / 6557 5818

Fax : +65 6226 1089

When in operation, such equipment must not cause annoyance to visitors or other exhibitors through excessive sound or by location. The Event Manager reserves the right to acquire any audio-visual presentation which, in their opinion, is detrimental in such a manner that renders it to be discontinued.

According to Singapore Law, a fee has to be paid to the Composers and Authors Society of Singapore Ltd (COMPASS) if professional music performances appear in the company's video disk or tape.

**COMPASS – Composers and Authors Society of Singapore Ltd**

37 Craig Road, Singapore 089675

Tel : +65 6323 6630

Fax : +65 6323 6639

Email : [compass-license@compass.org.sg](mailto:compass-license@compass.org.sg)

**13. Public Address System**

The Public Address (PA) System in the exhibition hall will be used only to announce the opening and closing of the show and matters of public safety. Other announcements will be at the discretion of the Event Manager

**14. Working Exhibits**

- 14.1 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 electrical power source. Working machines must be placed at relatively safe distance from the audience.
- 14.2 All pressure vessels or equipment under pressure must conform to the safety standards and regulations. Approval for its use is required. No motors, engines or power driven machinery may be used without adequate protection against the risk of fire.
- 14.3 Welding works, naked lights and lamps, open flame, temporary gas or naked, live electrical fittings, explosives, petrol, dangerous gases, radioactive materials or highly flammable substances are strictly forbidden in the area.

**15. Dangerous Materials**

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

**16. Hot Work Demonstrations**

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

## 17. Stand Boundaries and Design Restriction

- 17.1 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 back wall must be installed for every stand. Stand with immediate neighbour(s) should also be provided with the necessary sidewall(s).
- 17.2 Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The exhibitor will be charged for any infringement of this rule, and the Event Manager reserves the right to remove the infringement. Likewise, any display of programmable moving lights (cyber lights) is 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 with the above.

## 18. Structural Height Restriction

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 10 weeks prior to the exhibition and will be considered on a case-to case basis, subject to approval with the relevant professional endorsements to prove that the structure is structurally safe. If approved, this structure will be restricted to a distance of 1 metre (3.28 ft) away from the dividing walls of the adjoining stands. This restriction also applies to any overhead structure suspended from the existing hall ceiling.

**Maximum height allowed for booths in exhibition hall: 6 metres (subject to approval)**

**Any structure that exceeds the height of 6 metres will be chargeable in terms of air space usage. Please contact the Event Manager at [operations@interpol-world.com](mailto:operations@interpol-world.com) should you require air space usage.**

## 19. Open Frontages

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

## 20. Building Material

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

## 21. Damage to Stand Structures and Exhibition Premises

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

## 22. Floor Loading Capacity

The permitted floor loading is 12KN/m<sup>2</sup> (251 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 Event Manager's delivery schedule for heavy and large exhibits must be strictly adhered to.

## 23. Fire Precaution

- 23.1 The exhibition halls are equipped with fire extinguishers and a fire sprinkler system.
- 23.2 Exhibitors, who because of the nature of their exhibits require special type of fire extinguishers, must make arrangements at their own cost for the provision of such equipment.
- 23.3 Any person, upon seeing an outbreak of fire, must make immediate use of the Fire Alarm System and subsequently, use every endeavour to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

## 24. Official Stand Fitting Contractors

- 24.1 The Event Manager has appointed **Pico Art International** as the Official Stand Fitting Contractor for various services so as to ensure a more efficient and regulated build-up and dismantling. Please refer to the **Contact List for details**. Unless otherwise stated, exhibitors may appoint their own stand fitting contractor subject to approval from the Event Manager. In this instance, exhibitors are responsible for making their own arrangement for services.
- 24.2 The services of the Official Stand Fitting Contractors are for the convenience of exhibitors, and the Event Manager 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.

## 25. Special Design Stand Contractors

In adherence to safety requirements, only INTERPOL *World's* Official Stand Fitting Contractor may carry out electrical, pipe and hanging installations.

### **Non-Official Stand Fitting Contractor**

Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the Event Manager.

### **Refundable Performance Bond**

All special design stand contractors must lodge a refundable deposit of **S\$100 per sqm**, subject to a **minimum of S\$2,000 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.

For all special design stand, a non-refundable administrative fee is imposed.

Non-refundable administrative fee:

**For Official Stand Fitting Contractor:**

**S\$5 per sqm (includes in 2 complimentary contractor badges for Show Days access only)**

**For Non-official Stand Contractor:**

**S\$10 per sqm (includes 2 complimentary contractor badges for Show Days access only)**

Contractor Badges:

**For access to Set up and Dismantle day only S\$20 per badge per event.**

**(NOT valid to use for INTERPOL *World* event days)**

## 26. Storage

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 Event Manager 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.

## 27. Stand Cleaning

During the exhibition days, the Event Manager will be responsible for the general cleaning of stand carpets and gangways daily. 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. Exhibitors are reminded that it is the responsibility of their appointed stand fitting contractor to clean and vacuum the stand upon completion of construction, before handing over to the exhibitor.

Sands Event Services Are the Exclusive Booth Cleaning Provider at Sands Exhibition and Convention Centre (SECC). No Other Provider Or Cleaning Service Will Be Allowed On The Show Floor, Except For Initial Wipe Down. No Credits Will Be Issued On Services Installed As Ordered Even Though Not Used.

General Cleaning of Booth: S\$5 / m<sup>2</sup> / Day (Minimum 20 m<sup>2</sup>)  
Supply of cleaner on Ad-Hoc Basis (Non-events related): S\$40 / **Hour for a block of 4 hours**

## 28. Goods Vehicles Traffic Management Procedures

### 28.1 General Traffic Guidelines

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

- A **truck permit** is required for all vehicles accessing the center. Please contact the Event Manager for the appropriate form.
- 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.
- The speed limit within Marina Bay Sands premise is fifteen (15) Kilometers per hour. Vehicles caught exceeding the speed limit will be barred from entering Marina Bay Sands.
- No long-term or over-night parking is allowed at the loading docks. Vehicles must leave immediately after unloading / loading operations.
- A cash-card gantry system will be operational at the Access Ramp.

### 28.2 MICE Receiving Docks

All docks delivery schedules must be approved in advance by both Venue and the Event Manager.

Please write in to inform to the Event Manager (at least 3 weeks before the first day of build up) on the trucks arrival timing to coordinate on the appropriate arrangements. This is to ensure a successful delivery of your items to the exhibition hall.

### 28.3 Vehicle Pass System

- Only vehicles with appropriate / valid vehicle passes or supporting documents to the event will be allowed into the property

- Event Manager's Security and Official Freight Forwarder will be stationed at the Access Ramp to verify authorized vehicles entry. Hence, all exhibitors and their engaged contractors/suppliers are to inform the Event Manager (at least 3 weeks before the event) of your truck/van vehicle plate details with reference to your booth details.
- The Event Manager's security and Official Freight Forwarder will be at the loading dock area/freight door entrance to manage the traffic operations of vehicles into the loading / unloading areas

#### **28.4 Goods Vehicles Temporary Entry Permit**

Exhibitors and their engaged Contractors must provide the following details to the Event Manager at least 3 weeks prior to event in return for the access routes to INTERPOL *World* venue:

- Completed Goods Vehicles Temporary Entry Permit Application Form (Please contact the Event Manager for copies of form)
- Quantity of arriving trucks and vehicle numbers
- Date/Time of arrival
- Confirm whether the Working Passes for contractors are to be issued by the Event Manager / Venue

Upon receipt of the truck access information, Venue will issue the following documents to the Event Manager /contractors:

- Working Passes (to be returned when leaving the venue). For misplaced or lost passes, a replacement fee of S\$20 per pass will be levied
- Exhibitors / Contractors must exchange their valid ID for the working pass.
- Venue/ Event Manager may amend the truck access guidelines as it deems fit to facilitate any last-minute or ad-hoc requests.

#### **28.5 Load-In / Load-Out Approved Routes**

There are various routes for load-in / load-out operations within the Venue subject to approval by the Event Manager and Venue Operations Logistics team:

- Access to Marina Bay Sands 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.
- All contractors must display their working passes prominently at all times when working in the property.
- Venue/ Event Manager may amend the truck access guidelines as it deems fit to facilitate any last-minute or ad-hoc requests.

## **29. Weapons Approval Request**

- 29.1 Weapons of any type (guns, nightsticks, mace, etc.) are not allowed on the Venue Fairground premises unless approval seek with the Event Manager /Venue/local authorities
- 29.2 Written approval from relevant Singapore government departments must be obtained before armed guards or firearms are allowed on premises.
- 29.3 Acknowledgement letter on letterhead from the exhibitor who make request.
- 29.4 A duly completed Marina Bay Sands weapons request form with all information attached including signature of the Event Manager and the exhibitor.
- 29.5 Written permission must be granted by the Director of Security of Marina Bay Sands before armed guards or firearms are allowed on premises.

## **30. Security and Insurance**

- 30.1 General security will be provided by the Event Manager round the clock. Exhibitors and their staff will not be allowed in the exhibition hall outside the official hall opening hours.
- 30.2 Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands.
- 30.3 If your displays are valuable or sensitive and you wish please contact the appointed agency for security services to hire security personnel to attend to your stand exclusively, Do note that you ARE NOT to use your own staff or personnel from other security agencies.
- 30.4 For security and safety reasons, exhibit movement in or out of the halls during show hours is not permitted.
- 30.5 All personnel in the exhibition halls must wear identification badges.
- 30.6 However, the Event Manager cannot be held responsible for any loss or damages which may befall the person or property of the Exhibitors from any cause whatsoever.

## **31. Failure to Exhibit**

- 31.1 Any organization/company, having signed a contract for a stand, fails to exhibit and has not been released from the contract by the Event Manager, will be liable for the full cost stated in the contract plus any additional cost incurred by the Event Manager as a result of the failure to exhibit.
- 31.2 If an exhibitor has not taken up the hired stand space or if it is evident prior to this that the exhibitor will not be taking up the space reserved for him, this space may be made available by the Event Manager to other exhibitors without further notice or proof of default. In such a case, the agreed price is still payable in full by the exhibitor to the Event Manager, and the exhibitor is not entitled to claim compensation.

### **32. Indemnity & Authorised Signatories**

- 32.1 The exhibitor must undertake to indemnify the Event Manager from and against any payment the Event Manager is called upon to make to the local authorities on the exhibitor's behalf in respect of any customs levy, tax, fine or other money due from the exhibitor.
- 32.2 The Event Manager requires a list of personnel authorised to place orders on behalf of the exhibitor with the Event Manager, their contractors and sub-contractors. Two specimen signatures are required from each authorized signatory.

### **33 Dilapidation**

- 33.1 Exhibitors are responsible for the cost of repairing or replacing any damage or dilapidation to the INTERPOL *World* premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.
- 33.2 The cost of repairing or replacing any damage or dilapidation to the properties of the Venue or Official Stand Fitting Contractor will be charged to the exhibitors their appointed contractors accordingly.

### **34. Force Majeure**

- 34.1 In the event **INTERPOL World** is postponed, shortened or extended due to any cause whatsoever outside/ beyond the control of the Event Manager, the Event Manager shall not be held responsible for any loss sustained by the exhibitors directly or indirectly, attributable to the elements of nature, force majeure or orders and directive imposed by any government authority. Under such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Event Manager.
- 34.2 The Event Manager shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Event Manager in any problem of dispute will be final.

### **35. Unforeseen Occurrences**

- 35.1 Cancellation or delay of the show due to the acts of God, war government regulation, disaster, acts or threats of terrorism, fire, strikes, civil disorder, or other similar cause beyond the control of the Event Manager; the Event Manager's liability for cancellation for any reason shall be limited to any amounts paid by exhibitor pursuant to the contract.
- 35.2 In the event of any occurrence not foreseen in these Rules and Regulations the decision of the Event Manager shall be final.

### **36. Regulatory Authorities**

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



# F Stand Building Regulations

## SHELL SCHEME / PLUS AND RAW SPACE BOOTH

### Official Stand Fitting Contractor

INTERPOL *World's* Official Stand Fitting Contractor, **Pico Art International Pte Ltd**, is permitted to carry out all stand fittings, stand interiors, plumbing and electrical works.

However, exhibitors may appoint an External Stand Contractor of their choice to design and build their specially designed stands (in the case of 'raw space' exhibitors), or install additional stand displays or fittings for the interior of their shell scheme stands that they may require (with the exception of electrical installations), subject to the terms laid down by the Event Manager.

### Workers for Stand Construction

Manpower is available for hire. Please contact Official Stand Fitting Contractor for rates.

## 1. Shell Scheme / Plus Booths

- 1.1 Any change to the type or colour of the floor covering provided, must be by prior negotiation with the Official Stand Fitting Contractor. Any cost incurred will be paid by the exhibitor concerned.
- 1.2 Exhibitors building interiors to the shell scheme provided should note that the Event Manager is to be informed of the name of the contractor/designer and the plans detailing the construction, dimension, and materials to be used are to be submitted to the Event Manager for approval not later than **13 March 2015**. All requirements not provided above are to be ordered and supplied at extra costs as separately listed on in the forms.
- 1.3 No additional stand fitting or display may be attached to the shell scheme structure. NO nailing or drilling is allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Stand Fitting Contractor.
- 1.4 No painting or wallpapering on the shell scheme stand panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Stand Fitting Contractor who will provide a quotation for the requirements.
- 1.5 The wall panels will be white laminated finish. Hence, no nailing, drilling and painting will be allowed. Panels can be fixed by double-sided tape or with brackets rented from the Official Stand Fitting Contractor.
- 1.6 No free-standing fitment may exceed a height of 2.4m from hall floor level or extend beyond the boundaries of the site allocated. This includes company name, towers, and logos provided by the exhibitor.
- 1.7 Exhibitors may affix lightweight photographs and technical information sheets etc direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels.

**Note: A penalty of S\$ 300 per system panel would be levied should there be any damages to the wall panels. Exhibitors are fully responsible for ensuring all rental items listed in the FORM for Furniture and Electrical shall be returned undamaged.**

## Shell Scheme Booths VISUAL ILLUSTRATION



All packages listed have the following specifications:

- Walls: White laminated wall partition with fire retardant white board infill
- Fascia: 210mm (ht) white fascia board c/w Company's name & stand number in coloured Vinyl sticker of respective zone
- Lightings & Electrics: Long Arm Spotlight and 13 Amp / 230V single phase power point. The quantity entitled is in accordance with the given table
- 1 nos. information counter, 2 nos. folding chair and 1 nos. wastepaper basket

	9 – 17 sqm	18-26 sqm	27-35 sqm	36 sqm & above
New Needle Punch Carpet (navy blue)	As per stand space	As per stand space	As per stand space	As per stand space
Blue Fascia Board with white lettering for Company's name and Booth Number and event logo	On all open sides facing Aisle	On all open sides facing Aisle	On all open sides facing Aisle	On all open sides facing Aisle
White information counter (1mHt)	1	2	3	4
White folding chair	2	4	6	8
Round table	1	2	3	4
Long arm spotlight	2	4	6	8
13 Amp 230V Single Phase power socket	1	2	3	4
Wastepaper Basket	1	2	3	4

### Shell Scheme Plus Package (min 18sqm)



	18 sqm	24 sqm	36 sqm
New Needle Punch Carpet (navy blue)	As per stand space	As per stand space	As per stand space
Fascia board with blue lettering for company's name and booth number	One or two sides open facing Aisle	1 or 2 sides open facing Aisle	Three sides open facing Aisle
Event Logo	1	1	1
Reception desk	1	1	1
Bar stool	1	1	1
Easy arm chair	3	3	6
Square table	1	1	2
Long arm spot light	2	2	2
40w Fluorescent tube	4	4	6
13 Amp 230V Single Phase power socket	2	2	3
Wastepaper Basket	2	2	3

The Event Manager has done their utmost to ensure the accuracy of this manual and all information printed is correct at the time of production. The Event Manager apologise for any misprint or error and regret that we cannot be held liable for any inaccuracy.

## 2. Space Only / Special Design Stand

- 2.1 There will not be any electrical outlets, furniture and system wall to be provided for any **RAW SPACE**.
- 2.2 The exhibitor must send the Event Manager and their special design stand contractors the names of the subcontractor/designer, and 2 sets of detailed plans of the proposed booth layout, elevation, perspective view and artist's impressions with clear indications of the measurement of the booth construction (Length/ width/ height) , lighting and electrical installation one month before the exhibition date.

Calculations (structural, architectural, mechanical and electrical) must be done and endorsed by a professional qualified engineer. If these drawings are in accordance to the rules and regulations, they need to be submitted to the Event Manager. Documents must be submitted to the venue by **13 March 2015** for approval.

- 2.3 A copy of the drawing with a signed approval will be returned to authorize the commencement of construction if the design is acceptable.

The Event Manager will have the right to take down the stand and/or disallow participation without any compensation as a result of failure to submit the design for approval.

- 2.4 All lighting connection & electrical outlets MUST BE ordered from the Official Stand Fitting Contractor using the Manual **FORM**. Exhibitors using 'pop-up' stand with fitted lights must order lighting connection using the same form

- 2.5 Non-refundable administrative fee:  
**For Official Standing Fitting Contractor:**  
**S\$5 per sqm (includes in 2 complimentary contractor badges for Show Days access only)**

**For Non Official Stand Contractor:**  
**S\$10 per sqm (includes 2 complimentary contractor badges for Show Days access only)**

### 2.6 Refundable Performance Bond

ALL contractors, other than the Official Stand Fitting Contractor, must place a **refundable Performance Bond of S\$100 per sqm (minimum of S\$2,000 per booth)** and sign an Undertaking, guaranteeing adherence to all the rules and regulations laid down by the Event Manager.

This is to ensure that the completion of works, complete removal of any debris, and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claim the Event Manager may have on the contractor and/or exhibitor if the damages exceed the deposit.

Deposit will be returned 45 days after the last day of the event and once the exhibitor has been cleared of any damages on the venue by both the Event Manager and venue owner.

Exhibitors are advised to inform their nominated stand contractors of these regulations and to ensure their strict compliance:

All parts of this section are inter-related and are to be complied with collectively, where applicable.

All dimensions and positions of stands and utilities services are estimates and must be verified and confirmed only on-site, and adjustments to the stand construction must be made to accommodate any such variation.

Exhibitors and their special design stand contractors must take note and adhere to the timings for the building-up and break down periods stated in the In-Hall Operations Schedule when preparing and constructing their stands and exhibit displays. Extension of these timings may not be possible. Any extension will subject to approval and cost which must be borne by the Exhibitor or their contractor concern.

### **3. Guidelines for Construction Installation & Dismantling Works**

- 3.1 Exhibitors must ensure that no part of their exhibit/display materials extend beyond their contracted booth space, including the vertical air space
- 3.2 Exhibitors may not place any display material or exhibits, not extend their stand structures and fittings, beyond their contracted boundary.
- 3.4 Ceiling must be open. Any closed ceiling is subjected to approval with a submission of proposed design.
- 3.5 Corridors indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate movements.
- 3.6 For corner booths, 3 sides open booth or island booth where all 4 sides face an aisle, exhibitors are not allowed to put a solid wall on any side facing the aisle. Booth design must maintain a 50% visibility on all sides.
- 3.7 For booths whose height will go beyond the booth height of its neighboring booths, the back portion of their fascia or any backboard which could be seen from neighboring booths should be fully painted in white color at the exhibitor's expense.
- 3.8 Back-to-back signages and company and/or product names that protrude and/or can be seen from adjacent booths of other exhibitors are not allowed.
- 3.9 Exposing display material/exhibition stands to neighboring exhibit spaces is not permitted.
- 3.10 Fire extinguishers and fire hoses are situated around the halls and no structures or constructions should be built around the pillars with these facilities. In the event where these facilities are located near stands, it is mandatory to have a 1.5m clearance away from these facilities. They must not be covered or be enclosed inside a storeroom and must be clearly visible from the corridor.
- 3.11 No stand structure, decoration, exhibit or display may be suspended, attached, wired, nailed, screwed or drilled on to the property and structures of the hall except at allocated rigging points by the venue management.
- 3.12 No free-standing fitment may exceed a height of 2.4m from hall floor level or extend beyond the boundaries of the site allocated. This includes company name, towers, and logos provided by the exhibitor.
- 3.13 The name and stand number of the exhibitor must be prominently displayed. If this requirement is not observed, the Event Manager reserves the right to affix stand numbers as they deem fit and will charge all costs incurred to the exhibitor. All exhibitors must provide their own wall panels instead of using the back walls of the adjacent exhibitors.

- 3.14 The Event Manager will not give financial credits for items not utilized.
- 3.15 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
- 3.16 The Venue 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.
- 3.17 Adhesive-backed (stick-on) decals or similar promotional items are not permitted in the Venue. Any costs incurred by the Centre for the removal of these items and repair of any damage caused will be charged to the exhibitor and their appointed contractors.
- 3.18 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.
- 3.19 Major painting of displays and exhibition materials are not permitted in the Venue. 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:

- 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 Venue's vertical structures (ie: walls, operable walls)
- No washing of paint material within or surrounding the Venue

The exhibitor is responsible for any damage to the Event Manager / Venue that is caused as a result of painting and will be liable for the cost of reinstating the damaged area to its original condition

***Please refer to rules & regulations in this manual form (SPECIAL DESIGN FOR SPACE ONLY) for more information.***

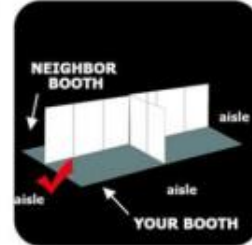
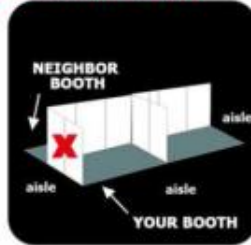
#### **4. Recommended Special Design Stand Contractor**

- 4.1 Please refer to Contact List for the contact of the recommended Special Design Stand Contractor whom can be engaged to design and construct your stand, or to enhance the existing Shell Scheme Stand. Please contact them directly for more details.
- 4.2 Exhibitors are at liberty to appoint a contractor other than the above recommended stand contractors. However you are to ensure that your appointed contractor will abide by all rules and regulations in this manual.

**FINISHING OF BACKWALL**



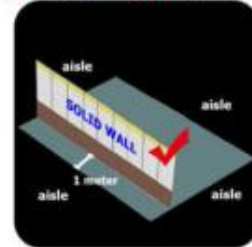
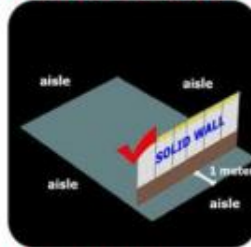
**CORNER BOOTH**



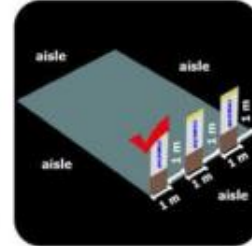
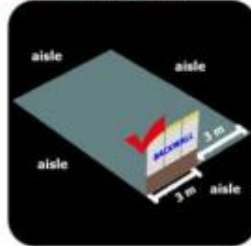
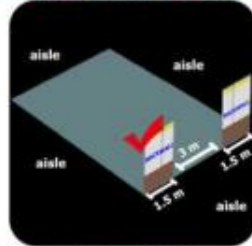
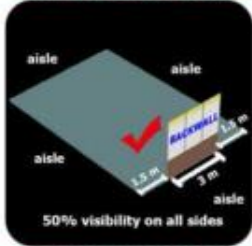
**3-SIDES OPEN BOOTH**



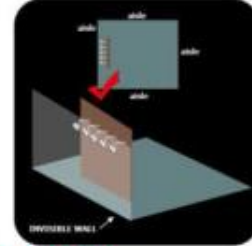
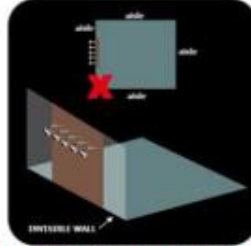
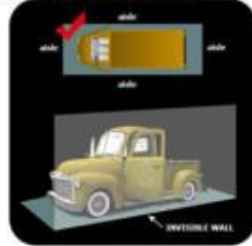
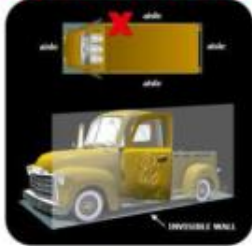
**POSITIONING OF SOLID WALLS (1M FROM EDGE REQUIRED)**



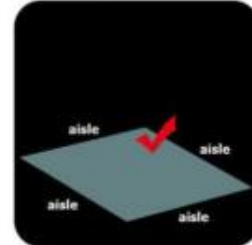
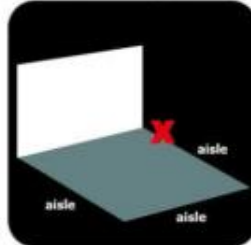
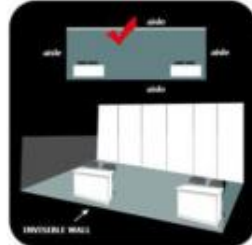
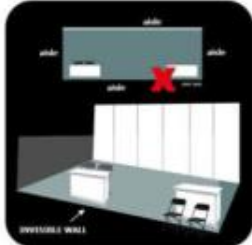
**WALL POSITIONING ON EDGE OF BOOTH (50% VISIBILITY REQUIRED)**



**RESTRICTIONS ON EXHIBIT DISPLAY**



**RAW SPACE / ISLAND SCHEME**



## G Venue Rules and Regulations

1. All exhibitors and contractors are strictly prohibited from smoking, it is not allowed in all internal areas of **Sands Expo & Convention Centre**.
2. All contractors are to be supervised by you or their respective foreman during installation and dismantling of construction.
3. At all times, safety precautions and regulations are to be strictly adhered to by each exhibitor.
4. All workmen are to clear and remove all garbage and debris from construction / preparation area.
5. All construction materials must be removed from the venue's premise upon completion of event.
6. The venue strictly prohibits unauthorized construction of any kind at the exhibition area. Specifically, there shall be no sawing, hammering or painting at all.
7. All carpeted areas are to be protected with plastic / rubber mats before authorized construction and positioning of structures take place.
8. Contracted personnel are advised to maintain cleanliness at work areas at all times. Garbage bins will be provided and contractors are to use these bins at all times.
9. Contractors are expected to exercise caution while transporting materials for construction. Particular attention must be paid to walls, doors and other venue fixtures i.e. Lightings. The fittings of all materials/construction are to be properly secured without risking any injuries to venue staff and guests.
10. All high structures should not cover the function room/service door particularly the fire exit doors.
11. Contractors must inform the Event Manager and the venue of any use of flammable materials in all rooms and function areas together with the quantity well in advance and such flammable materials could be used only with the permission granted by the Event Manager and the venue's Management.

Exhibitors and their contractors are to strictly follow all the rules and regulations and ensure **NOT TO**:

- Have nails or screws driven or holes drilled on the floors, walls, doors, pillars or other parts of the structure of the Exhibition and Convention Halls, Ballroom, Theatre, Meeting Rooms or any part of the building.
- Paint or spray directly onto floor, wall, and poet surfaces of **Sands Expo & Convention Centre**.
- Leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
- Spray any constructing materials in the Hall. This can be done at the loading entrance.
- Hang anything from electrical tube and fire extinguisher of **Sands Expo & Convention Centre**.
- Switch on/off or connect electrical unit from **Sands Expo & Convention Centre** Electrical Main Distribution.
- Operate electrical sawing machine or any dangerous working machinery in **Sands Expo & Convention Centre**. This can be done at the loading entrance.
- Use walls of other connected booth.
- Operate trolley inside the **Sands Expo & Convention Centre** without covering the floor.
- Bring in gas, explosives, radioactive, highly inflammable or other dangerous substance into the building.
- Operate any constructing tools that may cause toxic and inflammable consequences. This can be done at the loading entrance.
- Bring in animal into the building unless authorized by Event Services Department.
- Smoke or drink alcohols when working in the Hall. Smoking areas are provided outside the building.
- Construct, remove, or replace exhibits during the opening hours.

Please clean the place, clear all the construction materials, rubbish and debris immediately after the event. Vehicles used for delivery of materials or exhibits are not permitted to remain in the Venue after business hours. **All exhibitors and contractors are requested to abide by the venue's rules and regulations. The Event Manager has all the rights to stop, suspend and/or charge for any damages caused by the construction when exhibitors or contractors overrules.**



# H Freight Forwarding Information

## 1. Important Information

Please take note of the shipping requirements and deadlines. In the event that you decide not to use the Official Freight Forwarder and their recommended agents (for non-local exhibitors only), your appointed freight forwarder is required to contact the Official Freight Forwarder so that your exhibits can be correctly dispatched and consigned to the Official Freight Forwarder. Failure to comply with the deadlines and instructions may cause unnecessary delays in clearance and additional expenses being incurred.

## 2. Official Freight Forwarder

All heavy or large exhibits that require the use of forklift or pallet truck **MUST** be handled by the Official Freight Forwarder within the exhibition area. Movement of freight from the day of the build-up is subject to size and equipment required and they may not be permitted entry into the exhibition area.

### 1. OFFICIAL FREIGHT FORWARDER

Agility Fairs & Events Logistics Pte Ltd  
5 Changi North Way, 3rd Level, Singapore 498771

Alice Lum (Ms)  
Tel: +65 6571 5606  
Fax: +65 6500 0250  
Email: [alum@agilitylogistics.com](mailto:alum@agilitylogistics.com)

**NOTE:** Please do NOT send your shipment directly to the convention centre. The Event Manager /Venue/Official Forwarder will NOT receive exhibits consignment on behalf of the exhibiting companies/participants. The Event Manager /Venue/Official Forwarder will NOT accept any responsibility/liability for missing/damaged cargo consigned in such a way.

## 3. Consignment Instructions

- 3.1 All exhibition goods dispatched either by sea freight or air freight must be consigned to the Official Freight Forwarder, regardless of the freight forwarder you may be using. They must be consigned '**Freight Prepaid**'.
- 3.2 Please consult the Official Freight Forwarder for more details on the below items should you need clarification.

## 4. Regulated Items

- 4.1 For items that requires permit or license to import (e.g. foodstuffs, telecommunication/ computer equipment, CD's/DVD's, gaming equipment & paraphernalia, guns and ammunition, etc.) must be communicated to the Official Freight Forwarder ahead of time to prepare the application of permit / license from government bodies. 7 – 10 working days must be allotted to process the approval.
- 4.2 Official Freight Forwarder is not responsible for any disapproval of permit/license by the government bodies. It is recommendable to secure the said permit prior to arrange the shipment. Failure to comply will result to delay in customs clearance, penalties and other unnecessary costs which will be charged to exhibitors as per outlay.

## 5. Reminders/Custom Examination

- 5.1 The Local Country Customs are strict and thorough in their examination of goods. Expect all packages to be opened and contents checked against the Commercial Invoice and Packing List. **HEAVY FINES** will be imposed on the exhibitor in case of “**UNDEREVALUATION**”, “**NON-DECLARATION**”, and “**ERRONEOUS DECLARATIONS**”.
- 5.2 In such cases, Official Freight Forwarder shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. The exhibitors are there strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of the documents.

## 6. Giveaway/Consumable Items

Giveaway items such as brochures, magazines, giveaways/promotional items and goods that will be consumed during the fair proper shall be cleared under permanent basis, wherein outright payment of duties / taxes is required by customs upon clearance. Final duties / taxes amount as per Customs assessment will be billed as per outlay.

## 7. Hand Carried Items

Exhibitors or their appointed forwarder can move in the exhibits if the exhibits are small enough to be hand carried by one person, to be moved in by an office trolley or exhibits with wheels.

## 8. Stand Layout Plans

Please provide the Official Freight Forwarder with scale layout drawing so that positioning on heavy exhibits can be carried out early during the build-up period. Please fax the final layout of your stand to the Official Freight Forwarder at least one week before the build-up of the exhibition.

## 9. Packing and Unpacking

- 9.1 Please ensure that your equipment is packed in a strong, waterproof packing case, which lends itself to be repacked after the exhibition. Bolted returnable types of cases are suggested for main exhibits. All packing cases, cartons, etc., to be sent to the exhibition must display the following information:

**INTERPOL World 2015**

**c/o Agility Fairs & Events Logistics Pte Ltd**

Name of Exhibitor:

Stand Number:

Case Number:

Case Number(s):

Gross Weight/ Net Weight:

Dimensions:

- 9.2 The Official Freight Forwarder will assist with the site handling & crating/un-crating of wooden cases (if required). However, exhibitors must supervise and are responsible for these operations. Similarly, exhibitors must supervise the dismantling and re-packing of exhibits, especially for dedicate or heavy equipment.

## 10. On-Site Storage Facilities

- 10.1 Material storage is not permitted on-site within the Venue's premises. Once exhibit material and stand material have been unloaded, all crates, cases and other storage means must be removed by the service contractor, who will safely store the material off-site and return them promptly to the appropriate booth locations after the end of an event.
- 10.2 Please clean the place, clear all the construction materials, rubbish and debris immediately after the event.
- 10.3 Vehicles used for delivery of materials or exhibits are not permitted to remain in the Venue after business hours.
- 10.4 **All exhibitors and contractors are requested to abide by the venue's rules and regulations. The Event Manager has all the rights to stop, suspend and/or charge for any damages caused by the construction when exhibitors or contractors overrules.**
- 10.5 If on-site storage is required, direct arrangement should be made with the Official Freight Forwarder.

## 11. Insurance

Insurance is not provided. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that the Transport Insurance is arranged for exhibits sold locally.

# I Service Order Forms

Dear Exhibitor,

The terms and conditions of contract / rules & regulations should be read together with the Exhibitor Manual, which form part of your contract to exhibit.

Please use this checklist to help you plan your work schedule and participation.

**All** compulsory forms must be returned by the deadlines stated on the form.

Services cannot be guaranteed for forms submitted after the stipulated deadline.

This form must be returned by the deadline

Late order received after the form deadline will be subject to availability

- a. 30% surcharge for orders received on **10 March to 13 April 2015**
- b. 50% surcharge for orders received on **14 to 16 April 2015**
- c. **Cancellation clause:** Full cost shall apply for any cancellation received after **23 March 2015**.

**Exhibitors who contract their space after the deadline are to return ALL forms immediately.**

When in doubt, please contact **The Operations Team** at [operations@interpol-world.com](mailto:operations@interpol-world.com).

# SERVICE ORDER FORM CHECK LIST

Form	SERVICES	DEADLINE	COMPULSORY/ OPTIONAL	RETURN TO:
O1	Hall Indemnity & Authorised Signature	9 Mar 2015	<b>Compulsory</b>	IW
O2	Form 2A) Exhibitor Badges	9 Mar 2015	<b>Compulsory</b>	IW
	Form 2B) Additional Exhibitor Badges	9 Mar 2015	Optional	IW
O3	Fascia Name STANDARD Shell Scheme Package Shell Scheme Plus Package	9 Mar 2015	<b>Compulsory (SHELL SCHEME STAND)</b>	IW
O4	Contractor Badges	9 Mar 2015	Optional	IW
O5	Special Design of space only	9 Mar 2015	<b>Compulsory (RAW SPACE ONLY)</b>	IW
O6	Furniture Rental	9 Mar 2015	Optional	PICO
O7	Lighting	9 Mar 2015	Optional	PICO
O8	Power Supply	9 Mar 2015	Optional	PICO
O9	Service Location Plan	9 Mar 2015	Optional	PICO
O10	Water Drainage	9 Mar 2015	Optional	IW
O11	Audio/Visual & Computer Equipment Rental	9 Mar 2015	Optional	Excelsis Conceptz
O12	Stand Cleaning & Waste Disposal Service	9 Mar 2015	Optional	IW
O13	Official Freight Forwarder	9 Mar 2015	<b>Compulsory</b>	Agility
14A	Telecommunication Order	9 Mar 2015	Optional	IW
14B	Internet Order	9 Mar 2015	Optional	IW
15	Catering Order	9 Mar 2015	Optional	IW

All Information in this Manual is correct at the time of production as the Event Manager has done its utmost to ensure accuracy.

The Event Manager apologizes for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.

## PAYMENT DETAILS

<p><b>IW PTE. LTD.</b></p> <p><b>Bank Wire Transfer (Please Remit SG Dollars Only) to:</b></p> <p>Bank account no : <b>003-925126-2</b>  Account name : <b>IW PTE. LTD.</b>  Swift address : <b>DBSSGSG</b></p> <p>Bank Information :  <b>DBS Bank Limited, Singapore</b>  12 Marina Boulevard, DBS Asia Central,  Marina Bay Financial Centre Tower 3,  Singapore 018982</p> <p><b>Company Cheque Enclosed</b>  (for Singapore exhibitors only) or banker's draft  made payable to:</p> <p>Company : <b>IW PTE. LTD.</b></p> <p>Mailing address :  20 Kallang Ave, 2<sup>nd</sup> Floor PICO Creative Centre,  Singapore 339411</p> <p>Attention :  <b>Francisca Ang</b>  <b>(INTERPOL World 2015)</b></p>	<p><b>PICO ART INTERNATIONAL PTE LTD</b></p> <p><b>PAYMENT DETAILS:</b></p> <p>Orders are valid only when accompanied with full remittance. Payment should be made payable to:</p> <p><b>PICO ART INTERNATIONAL PTE LTD</b></p> <p>DBS Bank, Raffles Place Branch</p> <p>22 Malacca Street, #01-00, DBS Securities Building</p> <p>Singapore 048980</p> <p>The USD (US Currency) Current Account number is A/C No. 0048-000048-01-5-022</p> <p>The SGD (Singapore Currency) Account number is A/C No. 048-014598-1</p> <p><b><i>(Cheques or bank drafts to be drawn on a Singapore bank)</i></b></p>
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All rental rates will be subjected to the prevailing GST and Taxes (if applicable)