

# Exhibitor Manual



**apats**2023  
S I N G A P O R E

**Marina Bay Sands  
Singapore  
29-30 August 2023**

## IMPORTANT CONTACT INFORMATION

**Show Organiser:** Halldale Group  
Sentinel House  
Harvest Crescent, Ancells Business Park  
Fleet, Hampshire  
GU51 2UZ, United Kingdom  
Tel: +44 (0)1252 532000  
Marketing & Exhibitions  
Contact: Fiona Greenyer  
E-mail: [Fiona.greenyer@Halldale.com](mailto:Fiona.greenyer@Halldale.com)

**Venue** Marina Bay Sands  
Sands Expo & Convention Centre  
10 Bayfront Avenue  
Singapore, 018956  
Tel: +65 6688 8888

**Show Manager & Exhibition Services**  
(inc Electrical & A/V)

Marina Bay Sands Pte Ltd  
Name: Candy Lin  
Tel.: +65 6688 3066  
Mobile: +65 9385 4998  
Email: [secc@MarinaBaySands.com/](mailto:secc@MarinaBaySands.com/)  
[Candy.Lin@MarinaBaySands.com](mailto:Candy.Lin@MarinaBaySands.com)  
Booth catering : [boothcatering@marinabaysands.com](mailto:boothcatering@marinabaysands.com)  
Stand builder and booth equipment  
[Candy.Lin@MarinaBaySands.com](mailto:Candy.Lin@MarinaBaySands.com) /  
[MICE\\_Contractorsvcs@MarinaBaySands.com](mailto:MICE_Contractorsvcs@MarinaBaySands.com)

## IMPORTANT CONTACT INFORMATION

### Official Freight

UK Consolidation Address:  
Global Logistic Solutions Limited  
c/o Studio House Centre Ltd  
Unit 306, Bedfont Industrial Park  
Ashford TW15 1AX  
Contact: Neil Commerford  
Tel: 01784 488278  
e-mail: [neil@studiohousecentre.com](mailto:neil@studiohousecentre.com)

Global Logistic Solutions Limited  
Contact: Dale Cawdron  
e-mail: [dalecawdron@gmail.com](mailto:dalecawdron@gmail.com)

Consolidation deadline: Friday 18.08.23

Singapore Agent:  
APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent  
#05-05 The Spire  
Singapore 658079  
Contact: Joe Tan  
Tel Mobile: (65) 9873 7912  
e-mail: [joe.tan@aptshowfreight.com](mailto:joe.tan@aptshowfreight.com)

All items delivered into the warehouse will be kept securely and then delivered directly to your stand at the event. Please note that APT Showfreight will charge a handling fee for all shipments. Deliveries made before or after the agreed dates may be refused and will be subject to additional charges.

Sponsor materials will also be subject to these charges and handling fees.

### **Monday 28<sup>th</sup> August**

14:00 - 18:00 Badge Collection and Onsite Registration open

16:00 - 23:00 Exhibitor Move in and Decoration

Booth Build-up : After finishing the raw booth building at 16.00, exhibitors will be allowed to access the hall with their booth materials. It is not permitted to decorate the booth before 16:00.

### **Tuesday 29<sup>th</sup> August**

07:30 - 17:45 Badge Collection and Onsite Registration

08:00 - 19:00 Exhibition Hours

09:00 - 17:45 Conference Hours

17:45 - 19:00\* Networking Reception and Hospitality Evening (Expo Hall)

### **Wednesday 30<sup>th</sup> August**

08:00 - 16:00 Badge Collection and Onsite Registration

08:00 - 17:45 Exhibition Hours

09:00 - 17:45 Conference Hours

17:45 - 21:00 Tear down

\*preliminary timings

**Move in Schedule**

- Official contractor only: Floor marking and construction of shell scheme booths : Monday, 28<sup>th</sup> August, 0900 onward
- Non-Official Contractors (exhibitor appointed) : Monday, 28<sup>th</sup> August, 1100 onward)
- Handover of shell scheme booths and booth entitlements : Monday, 28<sup>th</sup> August, 1600 onward

Notes for Non-Official Contractors

*Non-official contractors who have not submitted their performance bonds will not be allowed to enter the ballrooms for setup, kindly submit the performance bond to [secc@MarinabaySands.com](mailto:secc@MarinabaySands.com) by 25 July 2023 (Tuesday).*

All self build booth plans must be submitted for approval to the organiser [andy.smith@Halldale.com](mailto:andy.smith@Halldale.com)

**Exhibitor Move in/ Check in** : Monday 28<sup>th</sup> August 1600

**Dismantling Schedule Wednesday 30<sup>th</sup> August**

- Removal of personal items and light exhibits not requiring any mechanical help 17:45 – 21:00
- Dismantling, disconnecting and removal of booth fittings and electrical installations 18:00 onward

**→ Debris must be cleared and removed from ballrooms by 30 August 2023 (Wednesday), by 21.00**  
**→ Any debris left by any contractors will be charged accordingly and deducted from the performance bond**

Roselle Simpor Ballroom 4700, Level 4	
Dimensions	32.8m x 54.2m, 1778 sqm
Kind of Flooring	Carpeted Flooring
Floor Area	1778sqm
Floor Strength	5KN/m <sup>2</sup>
Maximum Ceiling Height	5.3mHt (Chandelier at 4.2mHt)
Maximum Building Height	4.7mHt (Max at 3.7mHt for booth under chandelier)
Freight Lift	3.2m (W) x 6.0m(D) x 4m(Ht)
Service Lift	2.1m(W) x 3.3m(D) x 3.3m (Ht)

**ESCALATORS AND PASSENGER ELEVATORS**

Escalators and passenger elevators shall be dedicated for the use of passengers and shall not be blocked or used to transport freight or equipment or furniture / materials of any nature. Transportation of dollies, luggage, boxes, or freight is strictly prohibited while the escalator is operational. Freight lifts must be used for transportation of freight and any support equipment.

**SELF-PARK CAR PARKING**

Licenseses, guests, and visitors to the Centre may use the public car parking at Marina Bay Sands on a first come-first-serve basis at the prevailing car parking rates and according to the official operating hours (Car park is 24/7). Please note that clearance height at the Public Car Park is 2.0 meters.

Please refer to general parking charges for motor cars below:

**Monday-Thursday**

7:00am-7:00pm	\$9 first hour	\$1.10 sub ½ hour
	7:00pm-7:00am	\$9 per entry

**Friday-Sunday**

7:00am-7:00pm	\$12 first hour	\$1.10 sub ½ hour
	7:00pm-7:00am	\$12/per entry

Maximum Charge      \$27.40

*Note: Car park rates are subjected to changes*

## **CONCESSION COUPON**

Attendees and exhibitors of APATS 2023 who prefer to self-park may enjoy a special rate of \$8.56 (including GST charges) on weekday with the Concession Coupon.

To obtain the Concession Coupon, attendees and exhibitors must present the event badge to the MICE counter staffs at the point of collection. The Concession Coupon can be obtained from the following locations:

- 1) MICE Service Centre, L1**
- 2) MICE Business Centre, L3**

### **Hours of Operation:**

Monday – Friday: 8:00am – 6:00pm

## BOOTH INFORMATION

Exhibitors are not allowed to paint on the walls of each booth. In case certain accessories, including stickers need to be affixed on those surfaces, please contact the official appointed stand-builder for services.

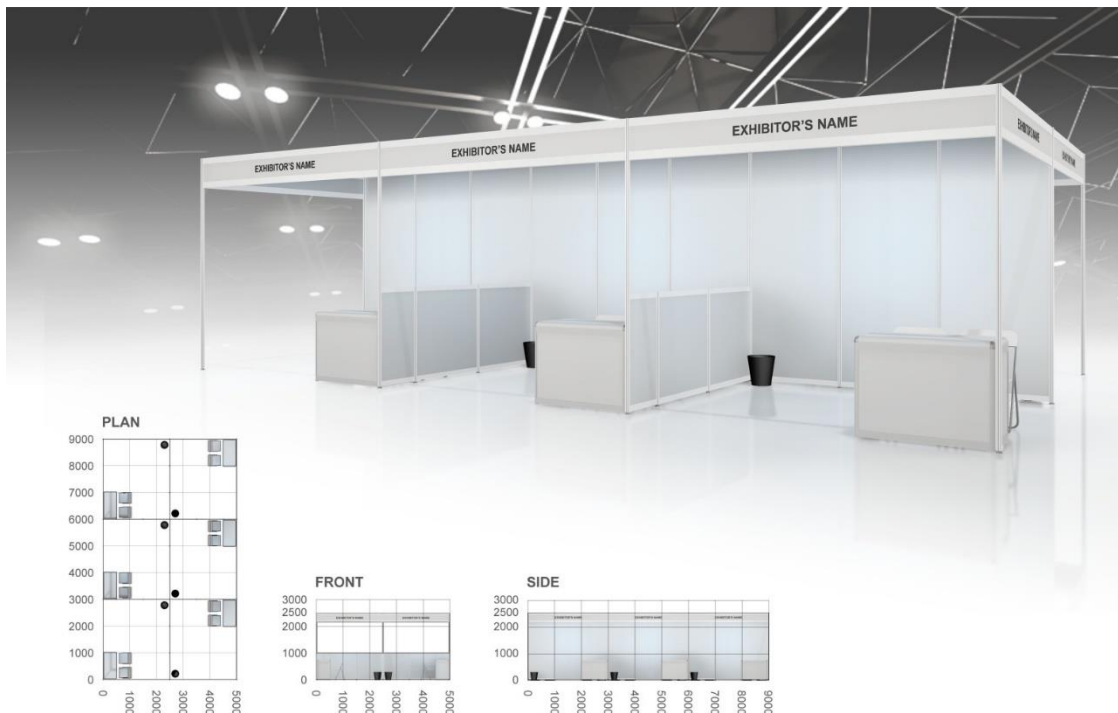
1. No nailing, draping or hanging of all kinds of material is allowed on the shell scheme booths or on any structure of the main building.
2. No suspension is to be made from the ceiling of the ballroom, nor may any fixing be made to the carpeted flooring, walls or any part of the building.
3. All non-standard electrical requirements, including light connections and socket points, must be ordered from the official appointed stand-builder.

The standard booth package 2.5m x 3.0m (Approx. 8ft x 10ft) includes:

- Hard wall shell scheme with 2 x fluorescent lamps
- 1 x Reception Desk (non-lockable)
- 2 x Chairs
- Power Supply
- Waste Basket

Please use attached forms to order artwork, furniture, A/V, lighting and Fascia. These forms can also be accessed at <https://apats-event.com/exhibitor-info/> Orders should be emailed to [secc@marinabaysands.com](mailto:secc@marinabaysands.com)

If you have any technical questions about your booth, please contact : [Candy.Lin@marinabaysands.com](mailto:Candy.Lin@marinabaysands.com)





## BOOTH INFORMATION

1. Rear and dividing walls – 2.44m high, comprising of metre-length white laminated plywood panels set in aluminum frame. No additional fitting or display may be attached, nailed, screwed or drilled to the shell scheme booth structure. The Organiser and its official appointed stand-builder reserves the right to charge the exhibitor for damage to materials if instruction is ignored. Please consult the official appointed stand-builder for assistance in hanging or displaying exhibits.
2. Fascia board is 30cm in height and 3m long to the underside, on each open frontage, comprising of the aluminum frame. The fascia will carry the exhibitor's name and booth number.
3. No carpet is provided for shell scheme booth package in the carpeted ballroom.
4. For any carpet request order, it is **compulsory** to build carpet underlay as a floor protection to the existing ballroom carpet. Request for carpet underlay can be made via order from the official appointed stand-builder, any cost incurred will be borne by the exhibitor.
5. Entitlements are not exchangeable.
6. No financial credit will be given by the official appointed stand-builder for any standard item or furniture not utilized.
7. All exhibitors occupying corner booths are provided with 2-sided opening which comes with fascia board, complete with company's name at no extra cost. Should the exhibitor wished to close the side panels, they can request through the official appointed stand-builder.

## BARE SPACE BOOTH

1. All booth designs are subjected to approval by the Organiser and its official appointed stand-builder.
2. The Organiser and its official appointed stand-builder reserves the rights to suggest changes to the booth design should it not comply with the exhibition's regulation.
3. The Organiser and its official appointed stand-builder reserves the right to act accordingly should the Exhibitors fail to act in accordance as stated herein.
4. No solid high and long wall built-up is allowed which may block the booths behind.
5. No form of ceiling is allowed to be structured over the stands unless approval has been granted by the Organiser.
6. Exhibitors who wish to have booth design exceeding 4m height and above would need to submit the design for approval n Professional Engineer (PE) Certification required and approval by hall owner, Marina Bay Sands via the MICE Compliance team.

## **BARE SPACE BOOTH**

1. Exhibitors may construct their own stand or exhibition bare space, but the company name and booth number must be clearly shown. If they are not present at the time of exhibition, the Organiser and its official stand-builder reserve the right to install them on behalf of the said exhibitor in a manner deemed appropriate by the Organiser. All expenses incurred will be charged to the exhibitor.
2. Exhibitors are held responsible for any damage to the venue caused by their non-official stand-builder. The exhibitors will have to ensure that all stand-builders appointed comply with the rules and regulations as stipulated by the Organiser and the venue.
3. Exhibitors may not place exhibits or distribute material beyond their contracted stand's boundary.
4. Exhibitors and/ or their preferred appointed non-official contractors are required to send a copy of the full dimensional drawings showing the proposed design of the stand and plans for electricity connections to the official appointed stand-builder within the time period specified in the Exhibitor's Manual or 30 days before the exhibition date, whichever is earlier. The official appointed stand-builder will review, approve or reject such proposals within 10 days. The official appointed stand-builder and venue reserve the right to demand amendment against construction that defers from formerly approved construction plans. This includes possible alterations to conform to the rules of the venue and its property, or to prevent accidents from occurring to visitors. If exhibitors fail to send in detailed plans on independent booth construction, the official appointed stand-builder may refuse issuance of construction permits.
5. The floor within bare space booth needs to be covered with a carpet underlay or other appropriate finishing.
6. For safety reasons, the Organiser requires exhibitors to use the services only from the official appointed stand-builder for electrical installation. Exhibitors are prohibited from installing their own lighting and from diversion of electrical power designated for power point to use for lighting purposes.
7. Exhibitors are not allowed to airbrush or weld metals within the ballrooms. Please refrain from sawing wood and other construction activities that would cause dust or disturbance to nearby exhibitors.
8. Bare space exhibitors may not utilize the walls of the adjacent booths.
9. No fixing is allowed to be made to the floor, columns, walls or any other part of the ballrooms.
10. Where bare space booth walls exceed the height of the adjacent lower booths' wall, the Exhibitor building the higher wall must decorate the rear surfaces.
11. A bare space booth cannot display name boards over an adjacent exhibitor back and/or sidewall but may display it on any aisle side facing their location.
12. No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations, and furnishings.

## NON-OFFICIAL STANDBUILDER

The Organiser permits transactions between exhibitors and non-official stand-builders.

All non-official stand-builders need to submit the display layout and special booth design for review and approval from the Organiser's appointed official stand-builder, Marina Bay Sands before they can construct any items.

## RULES AND REGULATIONS FOR NON-OFFICIAL STANDBUILDER

Stand builders must never be negligent or cause serious damage to exhibits, they must never be suspended from work in previous exhibitions or events that happened in Marina Bay Sands.

1. All non-official stand-builder will need to submit **Safe Work Process, bizSafe Certification Level 3, and Risk Assessment** to the official appointed stand-builder before the event move in. No submission from non-official stand-builders will not be allowed to build the booth.
2. All non-official stand-builder must be ready to furnish a Performance Bond (to cover any damage arising from construction work in the ballroom) in the amount of **SGD\$100 per sqm up to a maximum of SGD\$5,000.00 (per booth)** to the Organiser's official appointed stand-builder prior to the start of booth construction. The performance bond will be refunded to the non-official stand-builder after clearance of debris and booth materials at the end of the exhibition, and once the official appointed stand-builder is ensured that there is no damage of any kind at the exhibition area to the full and complete satisfaction of the management of The Sands Expo and Convention Centre, who are the rightful owner of the property.
3. All appointed non-official contractors are required to send a copy of the full dimensional drawings showing the proposed design of the stand and plans for electricity connections to the official appointed stand-builder within the time period specified in the Exhibitor's Manual or 30 days before the exhibition date, whichever is earlier. Non-official stand-builders must inform the official appointed stand-builder in writing should there be any alteration or modification to the submitted booth design.
4. The official appointed stand-builder will not be responsible for delay in approval or rejection of booth design due to late submission. Booth design is subject to approval from the Fire Safety Bureau, the venue owner and the appointed official stand-builder. Written email approval must be obtained from the official appointed contractor before construction can proceed.
5. Changes to the approved drawings must be re-submitted to the official appointed stand-builder for review and approval again. Unauthorised booth design will result in costly alteration onsite for the exhibitor. All exhibits and belongings of the exhibitor must be located within the booth. Booth number and name of the exhibitor must be clearly indicated on the booth structure.

## **PERFORMANCE BOND (NON-OFFICIAL STANDBUILDER)**

- 1. Prior to work commencement, the exhibitor or its appointed non-official stand-builder is required to place a refundable performance bond of S\$100.00 per square metre (minimum levy of S\$1,000.00 and maximum levy of S\$5,000.00) per booth with the official appointed stand-builder.** Payment must be made in local cheque payable to Marina Bay Sands Pte Ltd. Banker's guarantee will not be accepted.
2. The exhibitor or its appointed non-official stand-builder must submit the performance bond with detailed drawings (perspective views, elevation and layout plans) with dimensions and heights, illustrating booth design. Relative locations of all equipment or machinery on display must also be clearly depicted on the drawings.
3. The non-official stand-builder must submit the performance bond to the official appointed stand-builder before booth build-up/move-in commences otherwise they will not be allowed to commence work. Any non-official stand-builder found to breach this ruling is subjected to a penalty of \$500 to be deducted from its refundable performance bond.
4. The exhibitor and its appointed non-official stand-builder are to follow proper schedule of production and observance of rules and regulations. The non-official stand-builder will also have to bear any charges levied by the official appointed stand-builder or the venue owner for damages caused to its property and flooring. The non-official stand-builder must also be responsible for cleaning of the booth it constructs and removal of all construction materials and interior decorations during teardown/move-out. Failure to comply will result in charges being levied by the official appointed stand-builder or the venue owner.
5. Provided the booth is completed on time and no damage is caused during build-up/move-in, event days and teardown/move-out, the performance bond will be returned to the exhibitor, or it's appointed outside contractor in full within 30 working days from **30 August 2023** onwards.

## **EXHIBITS IN PERMANENT CARPETED AREA**

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

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

## **ELECTRICAL INSTALLATION**

The official appointed stand-builder, Marina Bay Sands Pte Ltd Incorporate Pte Ltd, has been appointed to carry out all electrical works (power points, light connections etc) for all booths (shell scheme and bare space packages).

For safety reasons, other electrical contractors will only be permitted to carry out electrical light fitting works onsite.

1. Exhibitors or their stand-builders who wish to bring in special light fittings for use on their stands must obtain prior approval from the official appointed stand-builder before the stipulated deadline Lighting & Electrical form.
2. Applicants must submit the following requirements when applying:
  - Specifications and its rating in watts/unit of the light fitting.
  - Total units to be installed.
  - Layout line drawings of the electrical installations.
3. Names & identity cards/passport numbers of the attending electrical personnel
4. Additional power points must be ordered from the official appointed stand-builder through the Lighting & Electrical form. The cost of a single power point is included in the booth package.
5. No multi-plugs are allowed. Any illegal connection/adaptation found will be disconnected without prior notice, and this includes multi-outlet adaptors. Extensions from the socket point are strictly prohibited.
6. All sockets are for machine operation only. For safety reasons, please use one socket for one machine only.
7. No flashing lights will be permitted unless they form an integral part of an exhibit. Sequence-lit displays may be used, subject to approval by the official appointed stand-builder.
8. Exhibitors who apply for ‘Bare Space Booth’ special design must submit their electrical order together with their layout plan before the setup/ move-in date. Please note that the cost of a single standard power point is included in the exhibitor package.
9. The exhibitor requiring different voltage or frequency for special connections to equipment must arrange for its own transformers, converters, boosters etc.
10. All electrical equipment should be tested and approved by the official contractor prior to turning on the electricity supply.

13. Exhibitors (or their appointed non-official stand-builder) must submit drawings of the layout plans and schematic wiring diagrams before the commencement of the actual installation.
14. All electrical orders after the advance rate deadline will be subjected to availability of electrical fittings and power supplies;
15. A standard rate charge after 17 August 2023.
16. The official appointed stand-builder reserves the right to disconnect the electrical supply to any installations, which in the opinion of electrical consultants, is deemed dangerous or likely to cause annoyance to visitors and/or other exhibitors.

Electricity supply to booths will be terminated on 30 August 2023 (Wednesday), **6.30pm**. The exhibitor and its appointed non-official stand-builder requiring to work late must inform the official appointed stand-builder and any cost involved must be borne by the exhibitor and its appointed non-official stand-builder.

## **RULES & REGULATIONS FOR STAND CONSTRUCTION**

### **Observance of Rules and Regulations**

Exhibitors are responsible for their contractor's observance of all rules and regulations, and are liable for any damages arising directly or indirectly from any infringement.

### **Identification**

All workers employed in the construction of the stand must wear identification badges provided by the organizer at all times when they are in the exhibition halls. Personnel without proper badges will be refused entry into the exhibition halls.

### **Removal of Rubbish**

During the build-up period, exhibitors and their contractors will be responsible for day-to-day removal of debris (i.e. empty paint cans, lumber scraps, etc.) Failure to do so will result in the exhibitors being liable for the service fees involved in removing the debris.

### **Building Regulations**

To comply with local building regulations, detailed drawings of stands must be submitted to the organizer by the stipulated deadline for the approval of the relevant government authorities and the organizer to ensure that the interests of all the exhibitors are observed.

The exhibiting company and their appointed contractor(s) shall ensure the structural integrity of their booth design.

### **Hall Structure**

In the construction of the booth, existing fixtures or walls may not be used in any way (e.g. nailing, wiring or fixing of items to any existing structure).

### **Work Schedule**

Exhibitors and their appointed contractors must strictly adhere to the schedule given by the organizer. In accordance with the organizer's build-up schedule, carpet and main structures must be installed within 24 hours of the commencement date.

Failure to comply with these regulations may result in the delay of installation of electrics and equipment move-in, and any consequential costs incurred will be charged to the exhibitor.

### **Fire Regulations/Covered Ceilings**

All materials used in the stand construction must be fire-retardant in accordance with local regulations, i.e. a minimum flame spread rating of class 2. Approval for covered ceilings in exhibition stands must be sought from the Fire Safety & Shelter Department through the organiser, and plans and sample of material with certificate must be submitted at least two months prior to the exhibition. Late submission will not be accommodated.

### **Floor covering**

All booths must be carpeted or laid with some form of flooring as clear demarcation of contracted space. All carpet and floor covering must be affixed with double-sided tapes. These tapes are to be removed during the dismantling period. The use of paint or other adhesives on the floor of the exhibition hall is strictly forbidden. Timber underlays of minimum 15mm must be provided for booth that are erected in existing carpeted areas of meeting rooms, ballrooms and common corridors. Please note that this is for self-build booths only.

### **Backwall/Sidewalls**

With the exception of “island” (4-side open) booths, a backwall must be installed for every booth. Booth with adjoining neighbor(s) must also be installed with the necessary sidewall(s). If you wish to make any changes to your booth please contact [Candy.Lin@MarinaBaySands.com](mailto:Candy.Lin@MarinaBaySands.com)

### **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 8 weeks in advance and will be considered on a case-to-case basis. If approved, such structure will be restricted to a distance of 1 meter (3.28ft) away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceilings.

### **Open Frontage**

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

### **Dismantling**

At the close of the exhibition, it is the joint responsibility of the exhibitor and contractor to dismantle and remove the stand in accordance with the dismantling schedule specified by the organizer. All debris and carpets must be cleared by the exhibitors and/or their contractors as per the tear-down schedule given by the organizer. Failure to do so will result in the contractors/exhibitors being liable for service fees incurred.

### **Unforeseen Occurrences**

In the event of any occurrence not foreseen in these Rules & Regulations, the decision of the organizer shall be final.



## **GOOD VEHICLES TEMPORARY ENTRY PERMIT**

For all ballroom shows, Vehicle Permit System applies.

- Company name
- Person in charge and contact details.
- Event name
- Vehicle details
- Date time of arrival/departure • MICE Logistics team will reject the application if they find any discrepancies in the request, informing the requestor the reason for rejecting.

All delivery services must submit an online vehicle entry permit application via a link ([MBS Sands Expo & Convention Centre VEP](#)) only within 7 days from the actual entry date.

The following information must be filled up by the non-official stand-builders and/ or contractors.

Upon receiving the vehicle entry application, MICE Logistics team will check and verify all the details and will approve the permit

- MICE Logistics team will reject the application if they find any discrepancies in the request, informing the requestor the reason for rejecting.

## **WORKPLACE SAFETY AND HEALTH (WSH)**

The WSH Regulatory Framework covers all workplaces of various risk levels and industries and places the responsibility for the workplace safety on all stakeholders.

The exhibitors should ensure that their appointed non-official stand-builder have adequate bizSafe certification Level 3 or above before awarding the contracts to them.

The exhibitor must take such measures as are necessary to ensure its appointed non-official stand-builder engaged:

1. has the competency to carry out the work engaged for.
2. has taken adequate safety and health measures necessary in relation to any machinery, equipment, plant, article or process used by the appointed outside contractor or its employees.
3. has the risk assessment relating to the construction of the booth.

However, if the exhibitor is involved in directing the work of its appointed non-official stand-builder or subcontractor hired, the duties of the exhibitor are the same as those of employed.

Please note that all stand-builders involved in the exhibition setups/teardown are required to attend the compulsory WSH Industry Briefing held by the MICE WSH team. Failure to attend the briefing will not be allowed to enter the exhibition space for construction.

## **INFORMATION ABOUT SINGAPORE**

### **Business Hours**

Most commercial concerns in Singapore operate on a five-day week. Government offices are generally open between 8.30 AM and 5.30 PM with a noon to 1.00 PM lunch break, Monday through Friday, except on public holidays. Private businesses maintain much the same hours – perhaps 8.00 AM to 5.00 PM with certain exceptions. Many stores open 12 hours a day, seven days a week. There are also efficient business centers available if you are in business in Singapore for a few days.

### **Currency Exchange**

Exchange facilities for cash and traveller's checks are available in banks, hotels, and foreign exchange booths located in tourist areas.

### **Electricity**

Singapore operates exclusively on 220 volt, 50 cycle AC power.  
IEC Plug Type G

As Used in: UK, Ireland, Cyprus, Malta, Malaysia, Singapore, Hong Kong

### **Postal Services**

Sending letters or packages to any desired destination is convenient for visitors to Singapore. Post offices as well as most hotels offer good postal services.

### **Taxi**

Hotel taxis have fixed tariffs. Taxis are cruising the streets of Singapore have meters.

### **Telephone & Fax**

In Singapore, you can contact virtually any city in the world without difficulty. International phone calls, telegraph, telex, and bureau fax services are available at the International Telecommunication Services Center, near Sing Post as well as in most hotels. Singapore's mobile phone service providers have international roaming agreements with most countries.

### **Emergency Numbers**

Emergency Police Service 999

Fire Brigade 995

### **Currency (Singapore Dollars)**

Singapore Dollars comes with S\$2.00 (purple colour), S\$5.00 (green colour), S\$10 (red colour), S\$50.00 (dark blue colour) and coins (5cent, 10 cents, 20 cents, 50cents and 1 dollar)

### **Tipping**

It is recommended but not compulsory to tip hotel personnel who have given good personal service. A 10% service tax and 7% GST when dine in restaurants

### **Transportation**

Transportation from and to the airport is easy, since a number of metered taxis can be found outside the airport. Make sure the driver turns on the meter (charges various from different cab company) and note that there is an additional charge for entering the ERP (Electronic Road Pricing). Moreover, there is an airport bus, MRT (subway) going to town as well.

### **Travelers Checks / Credit Cards**

US dollar travelers checks can be conveniently cashed at all provincial banks and authorized moneychangers.

Banks, restaurants, hotels and shops accept major international credit cards, such as American Express, Diners Club, MasterCard and VISA.

### **Travel to Singapore**

Most visitors arrive through Singapore Changi Airport, which is connected by daily flights to Europe, North America, Asia and Australia. Flights, from Thailand, Kuala Lumpur, Penang and Hong Kong.

### **Visa Free Period for Visiting Singapore**

Most nationalities do not require a visa for a stay of up to 30 days provided they have a ticket for onward travel. Longer visits require a visa obtainable from Singapore embassies and consulates. Tourist visas permit stays up to 90 days. For full details, contact your nearest Singapore embassy or consulate.