**PERFORMANCE BOND MUST BE RECEIVED BY: 29 JULY 2024**

**Performance Bond Form – Stand Arranged by Exhibitor**

*E-mail or fax forms to:*

MARINA BAY SANDS PTE LTD – ATTN: SANDS EXPO & CONVENTION CENTRE – CUSTOMER SERVICE CENTRE

10 BAYFRONT AVENUE ⦁ SINGAPORE 018956

P: +65 6688 3888 ⦁ F: +65 6688 3889 ⦁ E: secc@marinabaysands.com

Please indicate total number of pages faxed to ensure complete order was received.



This form is applicable to exhibitors who have contracted for SPACE ONLY and will be engaging their own stand fitting contractor or are building their own stands.

* In adherence to safety requirements, only the Organiser’s official contractor may carry out electrical & pipe installations. Exhibitors may appoint their own contractor for stand design and/or construction subject to them being approved by the organiser. All approved contractors must lodge a refundable deposit equivalent to **SGD 100 per square meter** based on contracted space, subject to a **minimum of SGD 1000** and **maximum of SGD 5000** per booth.
* This is to ensure that the rules & regulations are abided by and to cover all damages arising directly or indirectly from any infringement. This is without prejudice to any additional claim the organiser may have on the contractor and/or exhibitor if the damages exceed the deposit.

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| **This form must be jointly signed by the exhibitor and the appointed stand fitting contractor** |

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| --- | --- | --- | --- | --- |
| **Stand fitting Contractor Company Name:** | | | | |
| EVENT NAME:  **APATS 2024 (50977)** | | EVENT DATES:  **9 – 11 September 2024** | | BOOTH # / MTG. ROOM # |
| EVENT LOCATION: **Level 3 Hibiscus & Jasmine Main Ballrooms** | | DATE: | |
| STREET ADDRESS: | CITY: | | STATE: | ZIP CODE: |
| TELEPHONE: | FAX: | | E-MAIL: | |
| ORDERED BY: **(DR/HON/PROF/MDM/MISS/MRS/MS/MR)**  (Print Name) | JOB TITLE: | | SIGNATURE: | |

* We enclose herewith detailed drawings (elevations, layout plans & perspective views) with dimensions and heights, illustrating the design of our stand for the exhibition. Relative locations of all equipment/machinery on display are also depicted on the layout.
* We, the exhibitor and contractor, agree to abide by all Rules & Regulations (including those for double-storey exhibition stands) of the exhibition, as well as the code of practices set by the relevant Regulatory Authorities.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EXHIBITING COMPANY NAME: | |  | | | PERSON IN CHARGE (PRINT NAME): | | | |  | | | |
| STREET ADDRESS: |  | | CITY: |  | STATE: | |  | | | ZIP: | |  |
| TELEPHONE: |  | | FAX: |  | E-MAIL: | |  | | | | | |
|  |  | | | |  | |  | | | | | |
| **Item Description** | | | | | | **SQM** | | **Unit Rate** | | | **Subtotal** | |
| Performance Bond (Minimum of SGD 1000; Maximum of SGD 5000 per booth) | | | | | |  | | S$100 per sqm | | |  | |
|  | | | | | | **GRAND TOTAL** | | | | |  | |

□ Cheque Payment: All cheques should be crossed and made payable to ‘**Marina Bay Sands Pte Ltd’**.All payments must be sent directly to:   
***Marina Bay Sands Pte Ltd: Sands Expo & Convention Centre*** ***– Customer Service Centre, 10 Bayfront Avenue Singapore 018956.*** Reference: Please include the show name and booth number at the back of the cheque. Failure to do so will result in cheque not properly crediting to your event account.

**Cheque No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** MAKE PAYABLE TO: MARINA BAY SANDS PTE LTD. **MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START DATE.**

□ Credit Card Payment: Please complete and submit the Credit Card Authorization Form.

**ACKNOWLEDGEMENT RECEIPT**

Performance Bond Received from:  
*(Contractor)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cheque Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Bond Receipt Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is an acknowledgement that the performance bond has been received from staff of Marina Bay Sands Pte Ltd:

*(TM Name)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Signature)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Prices, Policies, and Procedures Subject to Change without prior notice. GST Registration No. M90364464C*

**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 organiser.

In accordance with the organiser’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.

**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).

**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 metre (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.

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**Additional Rules & Regulations for Double Storey Stand Construction**

1. The exhibitor of the lower level of a particular booth must be the same as that of the upper level.
2. Double storey booth will only be allowed provided the minimum contracted floor area for the lower level of the particular booth is 60 square metres and that the minimum length of any dimensions of the area is 6 metres.
3. The contracted floor area at the upper level shall not exceed 50% of the contracted floor area at the lower level of the particular booth.
4. Any additional cost incurred in extending the build-up/tear-down period will be fully borne by the exhibitor.
5. Subject to the ceiling height limitations, all objects exceeding 2.44metres in height must be placed at a minimum distance of 1 metre from all boundaries adjoining a neighboring booth.
6. The permissible occupant load of the upper floor shall be based on the ration of one person to 1.5metre square. A notice in 25mm plain block letters indicating the limitation of occupant load should be conspicuously positioned at the head & foot of the staircase.
7. All booth designs and construction must comply with the guidelines, rules and regulations laid down by the relevant government authorities, as well as both the organiser’s and the exhibition hall owner’s requirements.
8. Stand designs and layout plans must be submitted to the organizer at least 3 months prior to the exhibition. The exhibiting company and their appointed contractor must submit in quadruplicate the detailed drawings (to scale in 1:200) with endorsement from a local qualified engineer together with the structural calculations of the proposed stand design. The exhibitor or appointed contractor must submit the detailed drawings and endorsement to the Fire Safety & Shelter Department for comments / approval. More details can be obtained at www.scdf.gov.sg
9. A copy of the approval letter from Fire Safety & Shelter Department must be submitted to the Organizer 2 weeks prior to the exhibition. Only upon approval from all relevant authorities can the exhibiting company commence work on-site.
10. The booth must be constructed in accordance with the approved design and be ready within the build-up period specified by the organizer.
11. The exhibitor shall ensure that the booth is dismantled in a safe, systematic and organized manner; within specified dismantling period.
12. With regards to other issues in general, the rules and regulations stipulated in this Technical Services Manual are still to be complied with.

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