



EXHIBITOR MANUAL

SUNTEC SINGAPORE CONVENTION & EXHIBITION CENTRE
June 17 – 21, 2018

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

All information in this manual is accurate at time of distribution. The Event Secretariat 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 OHBM Website at www.humanbrainmapping.org

WELCOME

It is with great pleasure that we welcome you as an exhibitor of **OHBM 2018** The Event will be held from **17 – 21 June 2018** at **Suntec Singapore Convention & Exhibition Centre, Singapore, Level 4 in Exhibit Hall 401 – 403. Exhibit Hall will be open June 19th, 20th and 21st.**

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 Jae Gullings at info@humanbrainmapping.org

We thank you for your support and look forward to seeing you in Singapore!

CONTENT

		Page
A	Contact List	5 - 6
B	Onsite Schedule	7 - 8
C	General Information	9 - 13
	<ol style="list-style-type: none"> 1. About The Venue 2. Customs Requirement 3. Goods & Services Tax (GST) 4. Visiting Singapore 5. Getting to The Venue 6. Visa Information 	
D	The Event Information	14 - 15
	<ol style="list-style-type: none"> 1. Floor Plan 2. Event at a Glance 3. Admission 4. Registration 5. Official Hotels 	
E	Rules and Regulations	16 - 24
	<ol style="list-style-type: none"> 1. Payment for Exhibition Space and Performance Bond 2. Booth Operation Etiquettes 3. Photography and/or Videography 4. Product Demonstrations & Presentations 5. Exhibitors' Move-in 6. Insurance Requirements 7. Smoking 8. Animals 9. Power Supply and Lighting 10. Material Handling Equipment and Exhibits in Permanent Carpeted Areas 11. Public Space – Protection Layer needed 12. Film/ Audio Visual Demonstration 13. Public Address System 14. Working Exhibits 15. Dangerous Materials 16. Hot Work Demonstrations 17. Booth Boundaries and Design Restrictions 18. Structural Height Restriction 19. Open Frontages 20. Building Material 21. Damage to Booth Structures and Exhibit Premises 22. Floor Loading Capacity 23. Fire Protection 24. Official Stand Fitting Contractor 25. Non-official Stand Fitting Contractor 26. Storage 27. Booth Cleaning 28. Goods Vehicles Traffic Management Procedures 29. Security and Insurance 30. Failure to Exhibit 31. Indemnity & Authorised Signatories 32. Dilapidation 33. Force Majeure 34. Unforeseen Occurrences 35. Regulatory Authorities 	

F	Booth Building Regulations	25 - 29
	1. Shell Scheme Booth / Shell Scheme Plus Visual Illustrations 2. Space only / Special Design Booth 3. Guidelines for Construction Installation and Dismantling Works 4. Recommended Booth Fitting Contractor	
G	Venue Rules and Regulations	30
H	Freight Forwarding Information	31 – 33
I	Service Order Forms Checklist and Deadlines	34

A Contact List

Exhibition & Partnership Sales/	Jae Gullings (952) 646-2034 – direct (952) 545-6073 – fax Email: info@humanbrainmapping.org
Official Stand Fitting Contractor	Pico Art International Pte Ltd 20 Kallang Avenue, 4th Floor Pico Creative Centre Singapore 339411 Teo Yue Ying (Ms) Tel: (65) 6290 5934 Email: yueying.teo@sg.pico.com Amanda Choo (Ms) Tel: (65) 6290 5938 Email: amanda.choo@sg.pico.com
Audio-Visual Equipment	Ascend Com Pte Ltd Anita Mu (Ms) Tel: (65) 6846 0903 Email: anita@ascendcom.com.sg
Official Freight Forwarder & Onsite Handler	APT Showfreight (S) Pte Ltd – SINGAPORE 10 Bukit Batok Crescent #05-05, The Spire Singapore 658079 Samuel Chow DID: (65) 6499 8985 HP: (65) 9186 6565 Email : Samuel.chow@aptshowfreight.com

Customs (Website: www.customs.gov.sg)	Singapore Customs 55 Newton Road, #10-01, Revenue House, Singapore 307987 Tel: (65) 6355 2000 Fax: (65) 6250 9606 Email: customs_documentation@customs.gov.sg
Visa Application	Visitor Services Immigration & Checkpoint Authority 10 Kallang Road, Singapore 208718 Tel: (65) 6391 6100 Website: http://app.ica.gov.sg/index.asp
Employment Pass / Work Permit	Ministry of Manpower 18 Havelock Road, Singapore 059764 Tel: (65) 6534 1522 Fax: (65) 6534 4840 Website: www.mom.gov.sg
Videotapes / Films Censorship	Media Development Authority Licensing Services (Films and Publications) 45 Maxwell Road, #07-11/12, URA Centre East Wing Singapore 069118 Tel: (65) 6837 9973

B Onsite Schedule

(Only applies to Hall 401, 402, 403)

Build-up period

Activities	Date	Time	Description
OHBM Registration	June 16 - June 21	3pm – 6pm 7am – 3pm	Concourse 3, Level 3
Exhibitor Registration	June 18 - June 21	9:00am – 7:00pm 9:00am – 3:00pm	All exhibitors must register at the Exhibitors Registration Service Counter in Concourse 3 on Level 3 of the Suntec upon arrival to collect their admission passes & exhibitors' information pack.

Exhibition period

Admission	Date	Time	
Exhibitors Access	Monday, June 18	2.00pm – 10.00pm	Exhibitors move in for booth decoration/delivery of items. All contractors must vacuum and clean the booths upon completion before handing over to the Exhibitor. All contractors must leave the exhibition hall by 10pm. OHBM will not accept responsibility for any delivery on behalf of an exhibitor, nor will OHBM be responsible for the safe keeping of such items after delivery.
Exhibition Hours	Tuesday, June 19 Wednesday, June 20 Thursday, June 21	7:00am – 8:00am & 11:30 am – 4:00pm 7:00am – 8:00am & 11:30 am – 4:00pm 7:00am – 8:00am & 11:30am – 5:30pm	Dedicated Coffee and dessert with exhibitors on Wednesday, June 20
Dismantle / Moving Out	Thursday, June 21	5.30pm – 9.00pm	Exhibitors to clear the posters from 5.30pm to 6.30pm. Exhibitors and outside contractors to move out by 9pm.

Tear-down period:

- You may begin tear down on Thursday June 21 following the Poster Reception at 5:30pm
- Must be out of exhibit hall by 9:00pm (I would suggest putting it at this timing first, so that exhibitors will leave by then and cleaners will have time to finish cleaning for our handover by 10pm. While in the meantime you may check with suntec regarding additional time if possible without incurring additional costs)

Please note:

- Exhibits should not be dismantled before the closing hours. A fine of SGD2,000 will be levied in the case of exhibits & booths being dismantled before the end of the exhibition
- No late work is permitted. The appointed stand contractors must complete their work according to the above schedule. If permission is sought for any overtime work and granted by The Event Secretariat, the contractor shall have to pay for the overtime charges.

C General Information

1. About the Venue

Exhibition Venue: Level 4, Halls 401 – 403

Address: 1 Raffles Boulevard, Singapore 039593

Suntec Singapore Convention & Exhibition Centre, Singapore



A world-renowned, international venue with the perfect location, the right space, a high level of flexibility and cutting-edge technology that is supported by qualified, motivated and service-orientated people, Suntec Singapore Convention & Exhibition Centre is the venue of choice for meetings, conventions and exhibitions.

Suntec Singapore Convention & Exhibition Centre is situated in the Central Business District of Singapore providing flexible, customisable space, exquisite cuisine and exceptional service for the evolving needs of our discerning clients.

TECHNICAL Specs for Level 4: Hall 401 to 404

Floor Finish:	Concrete
Floor Loading:	17.5KN/m2
Maximum BOOTH height:	6m (Subject to approval for the booth design for height exceeding 2.5m)
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 and approval, please contact The EVENT Secretariat)	

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 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

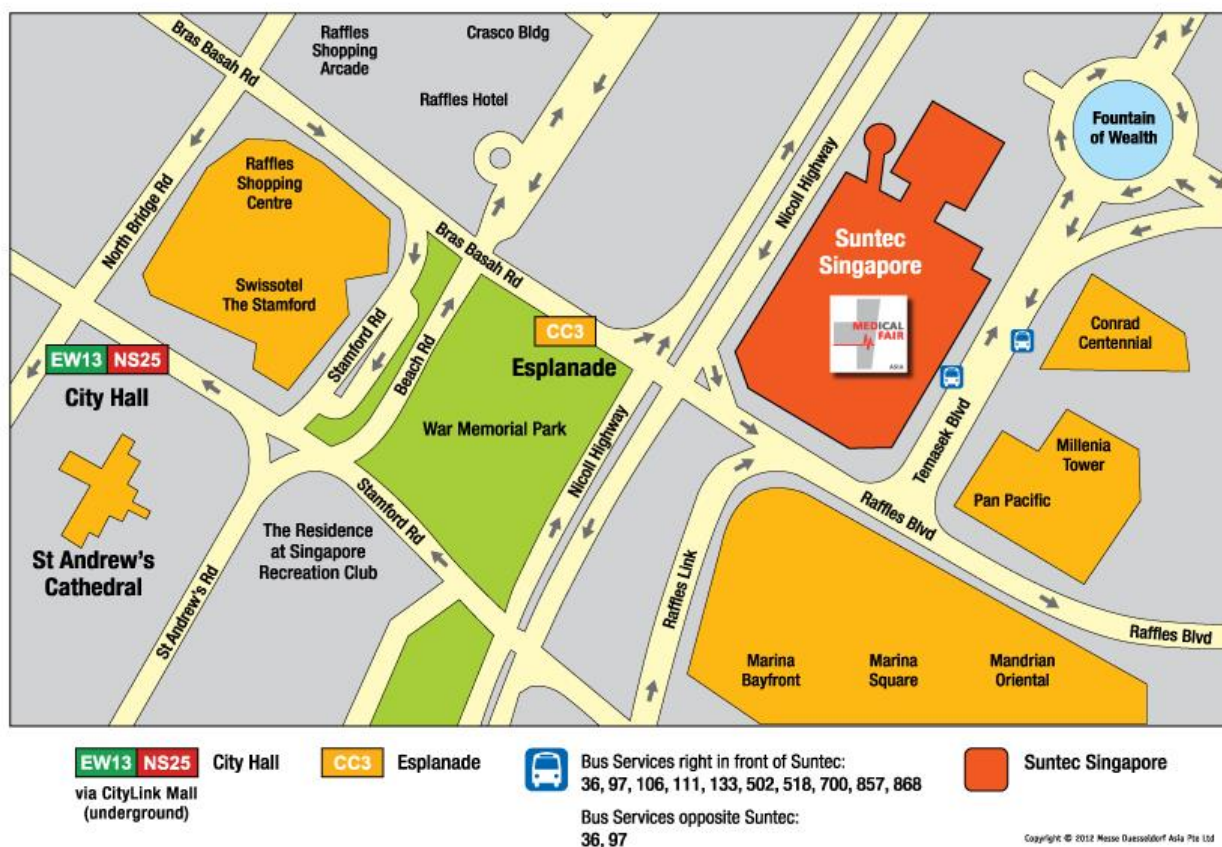
Prior approval must be obtained from Customs before such goods may be temporarily imported for exhibition purposes. Please refer to <http://www.customs.gov.sg/index.html> for more information on Prohibited items and Controlled and restricted items.

4. Visiting Singapore

The Event 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 colorful 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>

5. Getting to Suntec Singapore Convention & Exhibition Centre



Taxi

Taxi may alight passengers at the entrance of the Suntec Singapore Convention & Exhibition Centre along Raffles Blvd.

Train

Suntec Singapore Convention & Exhibition Centre is linked directly to Esplanade MRT Station on the yellow Circle Line.

Bus

The following bus routes serve Suntec Singapore Convention & Exhibition Centre:

[36](#), [70M](#), [111](#), [133](#), [162M](#), [518](#), [518A](#), [700A](#), [857](#), [97](#), [106](#), [502](#), [518](#), [551](#), [581](#), [577](#), [580](#), [579](#)

Available on Fridays, Saturdays and eve of Public Holidays only.

For more information, please visit Suntec Singapore Convention & Exhibition Centre' website:
<http://www.suntecsingapore.com/>

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 Suntec Singapore, you may purchase one from the following store:

Challenger	GadgetHub
Electronics & Telecommunications	Electronics & Telecommunications
North Wing, #02-477 Tel:6238 6280	East Wing, #02-616A Tel:6836 3538

Medical Services

Visitors who require medical attention at Suntec Singapore may visit the following clinics:

Crawford Medical	Bethesda Medical Centre	K N Chin & Associates Pte Ltd
Medical Services Tel:6804 9580	Medical Services Tel:6337 8933	Medical Services Tel:6337 2522
North Wing, #02-482 to 484	West Wing, #B1-124	West Wing, #02-400

The nearest hospital is about 15 minutes away by taxi:

Raffles Hospital 585 North Bridge Road Singapore 188770 Tel: (65) 6311 1111 Fax: (65) 6311 2136 Email: enquiries@raffleshospital.com

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 Suntec Singapore, a SIM card can be purchased from these shops:

StarHub	Singtel	M1
Electronics & Telecommunications	Electronics & Telecommunications	Electronics & Telecommunications
West Wing, #02-317 Tel:6820 9210	West Wing, #02-318 Tel:6333 1283	West Wing, #02-323/324 Tel:6825 2668

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 SGD100 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.

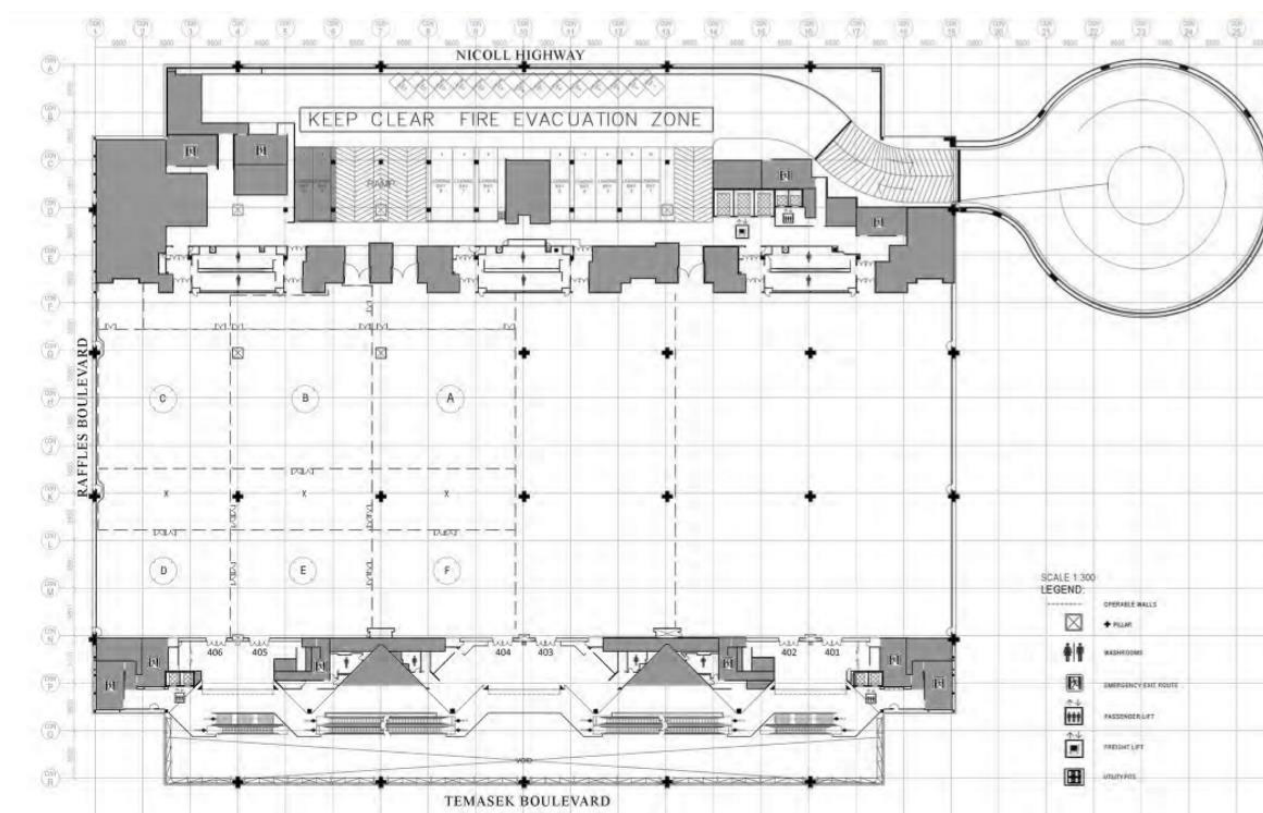
If you would like to stay in Singapore for a longer period, you may apply to the [Immigration and Checkpoints Authority of Singapore \(ICA\)](http://www.ica.gov.sg) upon your arrival. You should have a valid passport with at least six months validity, onward or return tickets, onward facilities (such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

D The Event Information

1. Floorplan at Suntec Singapore Convention & Exhibition Centre



2. Event at a Glance

For more information, please visit www.humanbrainmapping.org

3. Admission

3.1 Only badged personnel will gain access to the halls.

4. Exhibitor Registration

Venue: Exhibitors Registration Counter
Suntec Singapore Convention & Exhibition Centre, Level 3 – Concourse 3

Date & Time: Monday, June 18 9:00am – 7:00pm
Tuesday, June 19 9:00am – 5:00pm
Wednesday, June 20 9:00am – 5:00pm

*During the event days, exhibitors have access to the hall 1hour **before** the opening between **19 and 21 June 2018** to service their booth or exhibits.*

5. Official Hotels

For more information, please visit the OHBM [accommodations](#) page

E Rules and Regulations

1 Booth Operation Etiquettes

- 1.1 All booths MUST be fully staffed and operational throughout The Event opening hours.
- Booths and exhibit decorations (including signs, flags, plants, carpets and lights etc) should not be placed or be extended beyond one's own booth. Any exhibitor refusing to make changes as directed will have their electricity supply cut off.
- 1.2 Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own booth 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 Secretariat, 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.
- 1.3 Without special permission of The Event organizers, exhibits are not allowed to be brought into the hall after The Event sessions have commenced or removed from the hall before The Event closes for the day.
- 1.4 No stage shows without prior application will be permitted
- 1.5 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 booths. Exhibitors are encouraged to design a proper storage area with adequate access in their booth design décor. Alternatively, exhibitors can approach the Sole Official Freight Forwarder & Onsite Handler for storage assistance chargeable at a fee.
- 1.6 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.
- 1.7 Exhibitors and/or their engaged contractors shall be responsible for any damages caused to properties of the Venue, The Event Secretariat, Official Stand Fitting Contractor and any other Exhibitors during delivery and removal of exhibits, refuse and/or decoration works by their staff or contractors.
- 1.8 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.

2. Exhibitors' Move-In

Cargoes which are consigned to the exhibition site should NOT arrive at the exhibition hall earlier than **18 June 2018, 3pm**. 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 Secretariat. When booth 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 OHBM 2018

(Name of Exhibiting Company)

(Booth Number), **Hall Number** (401-403),

Suntec Singapore Convention & Exhibition Centre, Singapore

(Case No...of...)

3. Insurance Requirements

- 3.1 While every reasonable precaution is taken by OHBM organizers to ensure the security and safety of the exhibition, OHBM organizers 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.
- 3.2 Exhibitors are advised to insure their exhibits against such loss or damage including risk of fire.
- 3.3 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.
- 3.4 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.
- 3.5 Exhibitors participating in the exhibition agree to indemnify The OHBM Executive Office against all claims of whatsoever nature that may be made against The OHBM Executive Offices arising out of or in any way connected with such exhibitor's participation in the exhibition.

4. Smoking

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

5. Animals

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

6. 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 Secretariat 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 Secretariat 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 Secretariat 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 booths) 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 booth.
 - f. Connection of exhibits within the booths 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 Secretariat and the venue. If permitted, a fee may be levied.
 - i. The Official Stand Fitting Contractor (in consultation with The Event Secretariat) 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 booths 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 booth. 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 booths without written special permission by The Event Secretariat and Venue Owner.
 - n. Neon lights may be permitted with written approval from The Event Secretariat 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 Secretariat'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.

7. Material Handling Equipment and Exhibits in Permanent Carpeted Areas

- 7.1 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.
- 7.2 When installing exhibits in these areas, exhibitors and their service contractors should not use tape to mark the carpeted floors.
- 7.3 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.

8. Public Space – Protection layer needed

- 8.1 There are common areas, hallways throughout the venue leading to and from the exhibit and meeting space.
- 8.2 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 Secretariat.
- 8.3 Material handling equipment (forklift, pallet jet) cannot enter areas in the facility which have ceramic, stone or marble tile.
- 8.4 Proper carpet protection must be used in hallways and meeting rooms for move-in / out of freight.
- 8.5 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.

9. 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:

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 Secretariat 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

10. 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 Secretariat.

11. Working Exhibits

- 11.1 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.
- 11.2 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.
- 11.3 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.

12. 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 Secretariat. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

13. Hot Work Demonstrations

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

14. Structural Height Restriction

The permitted booth height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height must be submitted for approval at least 6 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 booths. 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 for any structure height exceeding 2.5m, include Double Storey booth, or any hanging structure from the Venue ceiling). Professional Engineering Endorsement may also be required depending on the structure.

Please inform OHBM Executive Office at info@humanbrainmapping.org latest before **21 May 2018** for such structure design intentions with brief information.

15. Open Frontages

All booths 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.

16. Building Material

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

17. Floor Loading Capacity

The permitted floor loading is 17.5KN/m² 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 delivery schedule for heavy and large exhibits must be strictly adhered to.

18. Fire Precaution

- 18.1 The exhibition halls are equipped with fire extinguishers and a fire sprinkler system.
- 18.2 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.
- 18.3 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.

19. Official Stand Fitting Contractors

- 19.1 OHBM has appointed **Pico Art International Pte Ltd** 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 booth fitting contractor subject to approval from OHBM. In this instance, exhibitors are responsible for making their own arrangement for services.
- 19.2 The services of the Official Stand Fitting Contractors are for the convenience of exhibitors, and OHBM 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.

20. Special Design Stand Contractors

In adherence to safety requirements, only OHBM'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 booth design and construction subject to them being approved by OHBM.

21. 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. Pico 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.

22. Booth Cleaning

During the exhibition days, there will be general cleaning of booth carpets and gangways daily. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of booth 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 booth fitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the exhibitor.

22. Goods Vehicles Traffic Management Procedures

22.1 General Traffic Guidelines

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

- A **truck permit** is required for all vehicles accessing the centre. Please contact The Event Secretariat 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 Venue premise is fifteen (15) Kilometers per hour. Vehicles caught exceeding the speed limit will be barred from entering Venue.
- 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.

22.2 Loading Bay

All docks delivery schedules must be approved in advance by both Venue and The Event Secretariat.

Please write in to inform to The Event Secretariat (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.

22.3 Vehicle Pass System

- Only vehicles with appropriate / valid vehicle passes or supporting documents to The Event will be allowed into the property
- The Event's Security and Official Freight Forwarder & Onsite Handler 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 Secretariat (at least 3 weeks before The Event) of your truck/van vehicle plate details with reference to your booth details.
- The Event's security and Official Freight Forwarder & Onsite Handler will be at the loading dock area/freight door entrance to manage the traffic operations of vehicles into the loading / unloading areas

22.4 Goods Vehicles Temporary Entry Permit

Exhibitors and their engaged Contractors must provide the following details to The Event Secretariat at least 3 weeks prior to The Event in return for the access routes to The Event venue:

- Completed Goods Vehicles Temporary Entry Permit Application Form (Please contact The Event Secretariat 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 Secretariat / Venue

Upon receipt of the truck access information, venue will issue the following documents to The Event Secretariat /contractors:

- Working Passes (to be returned when leaving the venue).
- Exhibitors / Contractors must exchange their valid ID for the working pass.
- Venue/ Event Secretariat may amend the truck access guidelines as it deems fit to facilitate any last-minute or ad-hoc requests.

22.5 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 Secretariat and Venue Operations Logistics team:

- 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 Secretariat may amend the truck access guidelines as it deems fit to facilitate any last-minute or ad-hoc requests.

23. Security and Insurance

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

24. Failure to Exhibit

- 24.1 Any organization/company, having signed a contract for a booth, fails to exhibit and has not been released from the contract by OHBM, will be liable for the full cost stated in the contract plus any additional cost incurred by OHBM as a result of the failure to exhibit.
- 24.2 If an exhibitor has not taken up the hired booth 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 OHBM 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 OHBM, and the exhibitor is not entitled to claim compensation.

25. Dilapidation

- 25.1 Exhibitors are responsible for the cost of repairing or replacing any damage or dilapidation to The Event 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.
- 25.2 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.

26. Force Majeure

- 33.1 In the event it is postponed, shortened or extended due to any cause whatsoever outside/ beyond the control of OHBM, OHBM 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

27. Unforeseen Occurrences

- 34.1 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 OHBM; OHBM's liability for cancellation for any reason shall be limited to any amounts paid by exhibitor pursuant to the contract.
- 34.2 In the event of any occurrence not foreseen in these Rules and Regulations the decision of the Event Secretariat shall be final.

28. 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 Booth Building Regulations

SHELL SCHEME / PLUS AND RAW SPACE BOOTH

Official Stand Fitting Contractor

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

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

Workers for Booth 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 Secretariat 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 Pico for approval not later than **21 May 2018**. 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 booth 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 booth 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 SGD 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 3m x 3m standard shell scheme booth packages listed have the following specifications:

- a) Walls: White laminated wall partition with fire retardant white board infill
- b) Fascia: White fascia board c/w Company's name & booth number in black vinyl sticker cut-out
- c) Flooring: Venue exhibition halls existing concrete flooring

2. Space Only / Special Design Booth

- 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 Pico 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 OHBM Executive Office. Documents must be submitted to the venue by **21 May 2018** 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.

Pico will have the right to take down the booth 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 Refundable Performance Bond

ALL contractors, other than the Official Stand Fitting Contractor, must place a **refundable Performance Bond of SGD100 per sqm (minimum of SGD1,000 per booth)** and sign an Undertaking, guaranteeing adherence to all the rules and regulations laid down by The Event Secretariat.

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 Secretariat 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 Secretariat 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 booths and utilities services are estimates and must be verified and confirmed only on-site, and adjustments to the booth 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 booths 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 booth 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 booths or island booths 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 neighbouring booths, the back portion of their fascia or any backboard which could be seen from neighbouring booths should be fully painted in white colour 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 booths to neighbouring 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 booths, 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 booth 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 booth number of the exhibitor must be prominently displayed. If this requirement is not observed, The Event Secretariat reserves the right to affix booth 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 Pico 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 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.

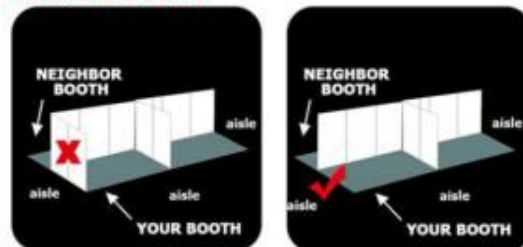
4. Recommended Special Design Stand Contractor

- 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 booth, or to enhance the existing Shell Scheme Booth. 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.

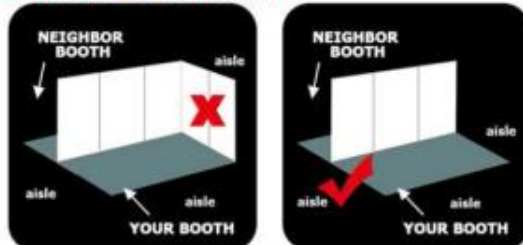
FINISHING OF BACKWALL



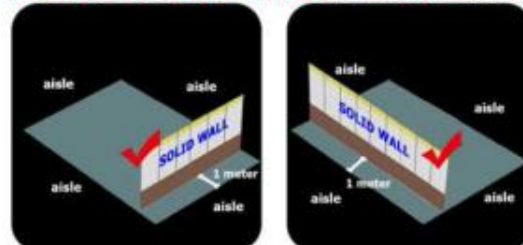
CORNER BOOTH



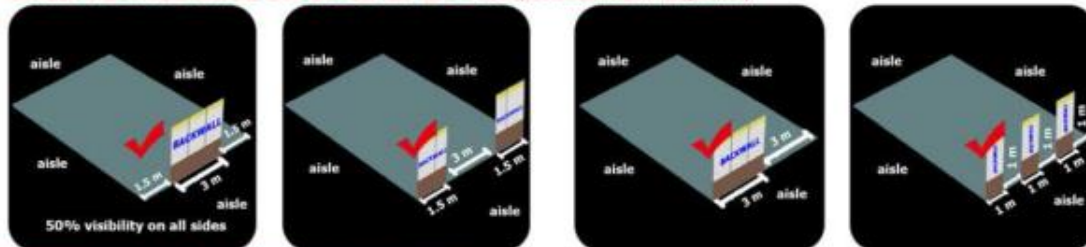
3-SIDES OPEN BOOTH



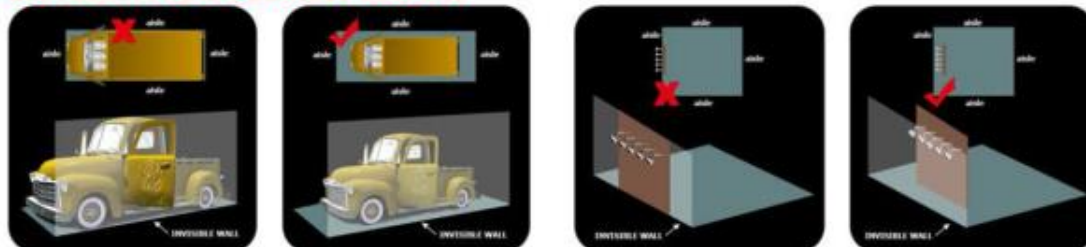
POSITIONING OF SOLID WALLS (1M FROM EDGE REQUIRED)



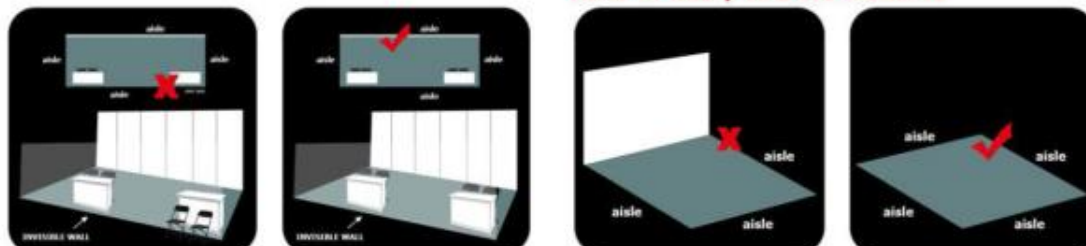
WALL POSITIONING ON EDGE OF BOOTH (50% VISIBILITY REQUIRED)



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 venue
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 Secretariat 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 Secretariat 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 **Venue**
- 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 **The Venue**
- Switch on/off or connect electrical unit from **The Venue's** Electrical Main Distribution.
- Operate electrical sawing machine or any dangerous working machinery in **The Venue**. This can be done at the loading entrance.
- Use walls of other connected booth.
- Operate trolley inside **The Venue** 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 Secretariat 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 Event 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 Sole Official Freight Forwarder & Onsite Handler 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. SOLE OFFICIAL FREIGHT FORWARDER AND ONSITE HANDLER

APT Showfreight (S) Pte Ltd – SINGAPORE

10 Bukit Batok Crescent

#05-05, The Spire

Singapore 658079

Samuel Chow

DID: (65) 6499 8985

HP: (65) 9186 6565

Email : Samuel.chow@aptshowfreight.com

NOTE: Please do NOT send your shipment directly to the convention centre. The Event Secretariat/Venue/Official Forwarder will NOT receive exhibits consignment on behalf of the exhibiting companies/participants. The Event Secretariat/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 Event's 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 therefore 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. Booth Layout Plans

Please provide the Event's Official Freight Forwarder with scale layout drawing so that positioning on heavy exhibits can be carried out early during the build-up period. Please email/fax the final layout of your booth to the Event's 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:

OHBM 2018

c/o APT Showfreight (s) Ltd – Singapore

Name of Exhibitor:

Booth Number:

Case Number:

Case Number(s):

Gross Weight/ Net Weight:

Dimensions:

- 9.2 The Event's Official Freight Forwarder & Onsite Handler 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 booth 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 Secretariat 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 The Event's Official Freight Forwarder, 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 of **17 May 2018**

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

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

When in doubt, please contact **Jae Gullings** at info@humanbrainmapping.org

ORDER FORM CHECK LIST

FORM	SERVICES	DEADLINE	COMPULSORY/ OPTIONAL	RETURN TO:
O1	Hall Indemnity & Authorised Signature	17 May 2018	Compulsory	OHBM
O2	Fascia Name – Standard Shell Scheme Package and Shell Scheme Plus Package	17 May 2018	Compulsory (SHELL SCHEME STAND)	PICO
O3	Special Design of space only / Upgrading of Shell scheme stands	17 May 2018	Compulsory (RAW SPACE ONLY)	PICO
O4	Furniture Rental	17 May 2018	Optional	PICO
O5	Lighting and Power Supply	17 May 2018	Optional	PICO
O6	Graphics Printing and Installation	17 May 2018	Optional	PICO
O7	Service Location Plan	17 May 2018	Optional	PICO
O8	Audio/Visual & Computer Equipment Rental	17 May 2018	Optional	ASCEND COM



FORM 01 – COMPULSORY
HALL INDEMNITY & AUTHORISED SIGNATURES
Deadline: 17 May 2018

To : **OHBM**

PLEASE EMAIL TO ALL:

Attention: **Jae Gullings**

info@humanbrainmapping.org

Tel: +(952) 646-2034

Fax: +(952) 545-6073

BOOTH NO:

Company Name: _____

Address: _____

Country: _____

Postal Code: _____

Contact Person: _____

Job Title: _____

Tel: _____

Fax: _____

E-mail: _____

This form may only be signed by the authorised person appeared in the official stand contract or above position

I, _____ (Person-In-Charge) of _____ (Exhibiting Company), accept full responsibility for, and agree to indemnify the **OHBM Event Secretariat** for any damage (including any consequential loss) to the **SUNTEC Singapore Convention & Exhibition Centre** exhibition space rented to your company for the exhibition purposes during the build up and show days of **OHBM 2018**. I hereby agree to ensure and shall not cause any damage to the floorings or any other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or omission (whether negligently or otherwise) of my organization, servants, agents or any person attending the Exhibition.

I understand that, should any of my employees or assigned representatives from my company fail to comply with any of these procedures, **OHBM Event Secretariat** reserves the right to prevent us from working on the premises, and to seek damage for any resultant loss or liability.

The Organiser shall take all reasonable security precautions in the interest of the Exhibitors and Visitors. However, the Organiser shall not for any reason whatsoever be held responsible for any loss or theft of exhibits at the Exhibition hall during the build-up, exhibition and dismantling period. The Organiser shall also not be held responsible for any loss or damage to exhibits or any articles belonging to the Exhibitors.

It is imperative that the exhibitor insure, indemnify and hold the Organiser and the venue owners harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss of injury arising to any persons whatsoever caused while the said persons are upon examining or passing the exhibitor's stands, during the tenancy of the exhibition.

Authorised Signatories

The names of the following personnel are authorised to place orders on behalf of this company with the organisers, their contractors and sub-contractors while at the Exhibition. One specimen signatures are given below:

Name of Authorised Person

Signature

Date

FORM 02 – COMPULSORY (Shell Scheme)
FASCIA (STANDARD SHELL SCHEME)
Deadline: 17 May 2018

PLEASE EMAIL TO ALL:

Attention:	Amanda Choo (Ms) Teo Yue Ying (Ms)	Amanda.choo@sg.pico.com Yueying.teo@sg.pico.com	Tel: +65 6290 5938 Tel: +65 6290 5934	
------------	---	--	--	--

BOOTH NO:

Company Name: _____
Address: _____
Country: _____ Postal Code: _____
Contact Person: _____ Job Title: _____
Tel: _____ Fax: _____
E-mail: _____

1. Fascia Board Name

Only one fascia name is allowed on each Shell Scheme exhibiting booth. The fascia name of the shell scheme booth will be in block letters, white standard 100mm-high (4 inches) English alphabet (maximum 30 characters)

If the form is not returned by the deadline, **the name appearing on the Space Application Contract will be used on the fascia name panel.**

Please indicate the name to be reflected on the fascia panel in **BLOCK LETTERS** below:

COMPANY NAME (maximum 30 characters including spacing):

Example:

P	I	C	O		A	R	T		I	N	T	E	R	N
A	T	I	O	N	A	L		P	T	E		L	T	D

Name of Authorised Person

Signature

Date

FORM O3 – COMPULSORY (RAW SPACE)

SPECIAL DESIGN FOR SPACE ONLY / UPGRADING OF SHELL
SCHEME BOOTH

Deadline: 17 May 2018

PLEASE EMAIL TO ALL:

Attention:	Amanda Choo (Ms)	amanda.choo@sg.pico.com	Tel: +65 6290 5938	
	Teo Yue Ying (Ms)	Yueying.teo@sg.pico.com	Tel: +65 6290 5934	

BOOTH NO:

Company Name: _____
 Address: _____
 Country: _____ Postal Code: _____
 Contact Person: _____ Job Title: _____
 Tel: _____ Fax: _____
 E-mail: _____

If you are building your own booth or using a contractor for construction and/or interior decoration (including the Official Contractor), please fill in the following details:

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

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.

Name of Appointed Contractor				
Painter Company				
Address				
Email				
Tel / Mobile	Fax:	Contact Person	Position	
SIGNATURE				

REFUNDABLE PERFORMANCE BOND

(SGD 100 per sqm. Minimum of SGD 1,000 per booth)

Example for a 9sqm booth: $9\text{sqm} \times \text{SGD}100 = \text{SGD } 1,000$ (However, contractor to issue cheque of SGD1,000)

BOOTH SQM	PERFORMANCE BOND PER SQM	COST (SGD)
	SGD100	

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 Organiser and venue owner.

Name of Authorised Person

Signature

Date

PLEASE NOTE

1. Two (2) copies of **TECHNICAL DETAILED DRAWINGS** (elevations, layout plan & perspective view) with dimensions and heights of your stand design **MUST BE SUBMITTED** to the Organiser for approval by **21 May 2018**, OR **IMMEDIATELY**, if you join the Exhibition after the above stipulated deadline. Please refer to rules & regulations in this manual for more information.
2. ALL electrical connections and Pipe Installations must be done by the Official Stand Contractor.
3. **Stand height should not exceed 6m**. Please note that certain areas in the hall will not allow stand height above **2.44m** due to fire curtain. Written approval must be obtained from the Organiser on any special design stands.
4. **Refundable Performance Bond**

All approved contractors other than the Official Contractor, must place a refundable deposit of **SG100 per sqm**, subject to a minimum of **SGD 1,000 per stand** and sign an Undertaking, guaranteeing adherence to all the rules and regulations laid down by the Organiser. 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

Cheques should be made out in favour of "**Pico Art International Pte Ltd**"

Mailing address: 20 Kallang Ave, 4th Floor PICO Creative Centre, Singapore 339411

This is to ensure that the rules & regulations are abided by and to cover any 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.

5. NOTE: Approval must be obtained on hanging of banner / framework / helium balloon and a charge of usage of airspace will be imposed. Please contact the SITCE 2016 Secretariat to quote for usage of airspace/hanging point/advertising cost for hanging structures/banner/helium balloon.

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 organiser at all times when they are in the exhibition halls. Personnel without proper badges will be refused entry into the exhibition halls.

Please refer to **Form O4** for Contractor's Badges.

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 organiser by the stipulated deadline for the approval of the relevant government authorities and the organiser to ensure that the interests of all 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 (eg. 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 submissions will not be accommodated. Provision of powdered fire sprinkler ball is required for every 9sqm of covered ceiling

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 neighbour(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 by **21 May 2018** and will be considered on a case-to-case basis. If approved, this structure (except the fascia panel) will be restricted to a distance of 1 metre (3ft. 3in.) away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall 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 organiser. All debris and carpets must be cleared by the exhibitors and/or their contractors as per the tear-down schedule given by the organiser. 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 organiser shall be final.

FORM O4 – OPTIONAL
FURNITURE RENTAL
Deadline: 17 May 2018

PLEASE EMAIL TO ALL:

Attention: **Amanda Choo (Ms)** Amanda.choo@sg.pico.com Tel: +65 6290 5938
Teo Yue Ying (Ms) yueying.teo@sg.pico.com Tel: +65 6290 5934

BOOTH NO:

Company Name: _____
Address: _____
Country: _____ Postal Code: _____
Contact Person: _____ Job Title: _____
Tel: _____ Fax: _____
E-mail: _____

<input type="checkbox"/>	We require this service	<input type="checkbox"/>	We do not require this service
--------------------------	-------------------------	--------------------------	--------------------------------

This form must be returned by the deadline

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

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

Please refer to next page for a full catalogue of the furniture as listed below:
Companies exhibiting under the Shell Scheme Package need **ONLY ORDER ANY ADDITIONAL REQUIREMENTS.**

All items are on rental basis.

ITEM CODE	DESCRIPTION	DIMENSIONS (W x D x H mm)	EARLY RATE (Till 17 MAY 2018) SGD	STANDARD RATE (18 MAY - 14 JUNE 2018) SGD	FINAL & ONSITE RATE (15 - 21 JUNE 2018) SGD	QTY	AMOUNT SGD
TABLES							
BT07W	White Adjustable Bistro Table	600 x 600 x 710-960	90	117	135		
BT07B	Black Adjustable Bistro Table	600 x 600 x 710-960	90	117	135		
BT01B	Black Bistro Table	600 x 600 x 1100	90	117	135		
BT01A	Aluminium Bistro Table	600 x 600 x 1100	95	123.50	142.50		
MT09SW	White Square Table w/ Trumpet Leg	600 x 600 x 760	70	91	105		
MT09SB	Black Square Table w/ Trumpet Leg	600 x 600 x 760	70	91	105		
MT09W	White Round Table w/ Trumpet Leg	600 x 600 x 760	70	91	105		
MT09B	Black Round Table w/ Trumpet Leg	600 x 600 x 760	70	91	105		
PX07.2	White Conference Table	1200 x 800 x 720	95	123.50	142.50		

PX07.5	White Conference Table	1500 x 800 x 720	130	169	195		
PX07.8	White Conference Table	1800 x 800 x 720	175	227.50	262.50		
MT03W	White Coffee Table	600 x 600 x 380	55	71.50	82.50		
MT03B	Black Coffee Table	600 x 600 x 380	55	71.50	82.50		
MT01	Square Glass Coffee Table	800 x 800 x 400	95	123.50	142.50		
RCT01	Round Glass Coffee Table	490 x 490 x 645	110	143	165		
CHAIRS/SOFAS							
FES0001W	White Folding Chair	400 x 385 x 445	15	19.50	22.50		
CC05	Black Leather Arm Chair	570 x 440 x 800	60	78	90		
CC06	German Chair w/ Arm	540 x 520 x 830	60	78	90		
BS10W	White Barstool	460 x 480 x 990	65	84.50	97.50		
BS10B	Black Barstool	460 x 480 x 990	65	84.50	97.50		
BS11W	White Counter Barstool	360 x 540 x 730	65	84.50	97.50		
BS11B	Black Counter Barstool	360 x 540 x 730	65	84.50	97.50		
BS16W	White Adjustable Barstool	440 x 400 x 580-780	65	84.50	97.50		
BS16B	Black Adjustable Barstool	440 x 400 x 580-780	65	84.50	97.50		
MT16W	White Bentwood Chair	490 x 610 x 830	75	97.50	112.50		
FES0007	White Dining Chair	450 x 410 x 450	85	110.50	127.50		
FES0008	White Leather Chair	400 x 420 x 850	85	110.50	127.50		
CS01W	White Happy Chair	670 x 540 x 780	120	156	180		
CS01R	Red Happy Chair	670 x 540 x 780	120	156	180		
FES0021	Black Trendy Cushion Chair	560 x 340 x 580	140	182	210		
FS01W	White Square Footstool	450 x 450 x 450	75	97.50	112.50		
FS01B	Black Square Footstool	450 x 450 x 450	75	97.50	112.50		
LS01G	Grey L-shape Sofa	600 x 400 x 800	120	156	180		
OKI Red	Red Lounge Sofa	860 x 660 x 790	120	156	180		
WST01S	Beige Single Seater Sofa	650 x 600 x 750	200	260	300		
WSS01W	White Single Seater Sofa	810 x 800 x 750	200	260	300		
WB01B	Black Single Seater Sofa	890 x 740 x 700	200	260	300		
WSB01B	Black One Seater Sofa	590 x 570 x 660	230	299	345		
WSB03B	Black Three Seater Sofa	1630 x 740 x 700	480	624	720		
WB02B	Black Double Seater Sofa	1430 x 740 x 700	340	442	510		
SYSTEM FURNITURE							
PX20	System Shelving (Flat/Slope) (per m)	1000 x 300	35	45.50	52.50		
PX01	System Information Counter	975 x 520 x 760	65	84.50	97.50		
PX03	System Lockable Cabinet	975 x 520 x 760	75	97.50	112.50		
PX10L	System Display Cube - Low	535 x 535 x 500	70	91	105		
PX10M	System Display Cube - Medium	535 x 535 x 760	90	117	135		
PX10H	System Display Cube - High	535 x 535 x 1030	120	156	180		
PX06	Low Show Case (w/o Lights)	975 x 500 x 1030	240	312	360		
PX05	High Show Case (w/o Lights)	975 x 520 x 2000	350	455	525		
PX07	High Square Show Case (w/o Lights)	520 x 520 x 2000	320	416	480		

OTHERS							
AS03F	Retractable Brochure Rack	240 x 250 x 1500	95	123.50	142.50		
AS03B	Black Brochure Rack	280 x 280 x 1375	85	110.50	127.50		
AS03W	White Brochure Rack	280 x 280 x 1375	85	110.50	127.50		
AS03C	Chrome Brochure Rack	280 x 280 x 1375	85	110.50	127.50		
FES5204	Plastic Wastepaper Bin	290 x 300	5	6.50	7.50		
-	New Needle Punch Carpet (Single-colour)	per sqm	20	26	30		

***Note: Late Orders are subjected to availability.**

Sub Total (SGD)

***GST is applicable to Singapore registered company only.**

7% GST (SGD)

Orders are valid only when accompanied with full remittance.

Grand Total (SGD)

Payment details will be sent to you together with the tax invoice.

Cash payment ONLY for onsite orders.

Name of Authorised Person

Signature

Date



System Information Counter
PX01
975W x 520D x 760Hmm



System Lockable Cabinet
PX03
975W x 520D x 760Hmm



System Shelving (Slope/flat)
PX20
1000W x 300Dmm



Low System Display Cube
PX10L
535W x 535D x 500Hmm



Medium System Display Cube
PX10M
535W x 535D x 760Hmm



High System Display Cube
PX10H
535W x 535D x 1030Hmm



Low Show Case (without lights)
PX06
975W x 500D x 1030Hmm



High Show Case (without lights)
PX05
975W x 520D x 2000Hmm



High Square Show Case
(without lights)
PX07
520W x 520D x 2000Hmm



White/Black Adjustable Barstool
BS16W/BS16B
440W x 400D x 580-780Hmm



White/Black Barstool
BS10W/BS10B
460W x 480D x 990Hmm



White/Black Counter Barstool
BS11W/BS11B
360W x 540D x 730Hmm



White/Black Adjustable Barstool
BS20W/BS20B
550W x 430D x 550-760Hmm



White Folding Chair
FES0001W
400W x 385D x 445Hmm



Black Leather Arm Chair
CC05
570W x 440D x 800Hmm



German Chair with Arm
CC06
540W x 520D x 830Hmm



White Bentwood Chair
MT16W
490W x 610D x 830Hmm



White Dining Chair
FES0007
450W x 410D x 450Hmm



White Leather Chair
FES0008
400W x 420D x 860Hmm



Happy Chair White/Red
CS01W/R
670W x 540D x 780Hmm



Black Trendy Cushion Chair
FES0021
560W x 340D x 580Hmm



White/Black Square Footstool
FS01W/B
450W x 450D x 450Hmm



Grey L-Shape Sofa
LS01G
600W x 400D x 800Hmm



Red Lounge Sofa
OKI Red
800W x 660D x 790Hmm



Beige Single Seater Sofa
WST01S
650W x 600D x 750H



White Single Seater Sofa
WSS01W
810W x 800D x 750Hmm



Black Single Seater Sofa
WB01B
890W x 740D x 700Hmm



Black One Seater Sofa
WSB01B
590W x 570D x 660Hmm



Black Three Seater Sofa
WSB03B
1630W x 740D x 700Hmm



Black Double Seater Sofa
WB02B
1430W x 740D x 700Hmm



White/Black Coffee Table
MT03W/B
600W x 600D x 380Hmm



Square Glass Coffee Table
MT01
800W x 800D x 400Hmm



Round Glass Coffee Table
RCT01
490W x 490D x 645Hmm



White/Black Round Table
MT09W/B
600D x 760Hmm



White/Black Square Table
MT09SW/SB
600W x 600D x 760Hmm



White Conference Table
PX07.2/7.5/7.8
1200/1500/1800W x 800D x 720Hmm



White/Black Adjustable Bistro Table
BT07W/B
600D x 600W x 710-960Hmm



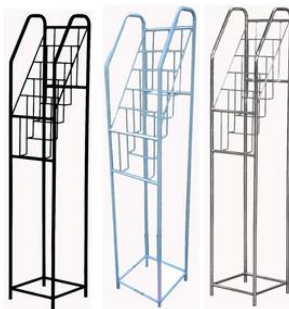
Black Bistro Table
BT01B
600W x 600D x 1100Hmm



Aluminium Bistro Table
BT01A
600W x 600D x 1100Hmm



Retractable Brochure Rack
AS03F
240W x 250D x 1500Hmm



Black/White/Chrome Brochure Rack
AS03B/W/C
280W x 280D x 1375Hmm



Plastic Waste Bin
FES5204
290D x 300Hmm

FORM 05 – Optional

LIGHTING

Deadline: 17 May 2018

PLEASE EMAIL TO ALL:

Attention: **Amanda Choo (Ms)** Amanda.choo@sg.pico.com Tel: +65 6290 5938
Teo Yue Ying (Ms) yueying.teo@sg.pico.com Tel: +65 6290 5934

BOOTH NO:

Company Name: _____
 Address: _____
 Country: _____ Country: _____
 Contact Person: _____ Contact Person: _____
 Tel: _____ Tel: _____
 E-mail: _____

<input type="checkbox"/>	We require this service	<input type="checkbox"/>	We do not require this service
--------------------------	-------------------------	--------------------------	--------------------------------

This form must be returned by the deadline

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

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

Note:

1. Power points are meant for running of equipment/exhibits only. If used for lighting purposes, the lighting connection charges will apply on per bulb/per tube basis.
2. Lighting connections are charged according to the number of tubes and bulbs fitted on the stand.
3. Light boxes are charged according to the number of tubes in each light box, using the lighting connection or 40W fluorescent tube rate, whichever is applicable.

All items are on rental basis.

ITEM NO.	DESCRIPTION	EARLY RATE (Till 17 MAY 2018) SGD	STANDARD RATE (18 MAY - 14 JUNE 2018) SGD	FINAL & ONSITE RATE (15 - 21 JUNE 2018) SGD	QTY	AMOUNT SGD
LIGHTING FITTING AND LIGHTING CONNECTION						
1	10W LED Spot Light	60	78	90		
2	10W LED Long Arm Spot Light	70	91	105		
3	40W Fluorescent Light (4ft)	60	78	90		
4	100W Lighting Connection (per fitting)	55	71.50	82.50		
5	300W Lighting Connection (per fitting)	135	175.50	202.50		
6	LED Lighting Connection (per meter)	60	78	90		

POWER SUPPLY						
7	13amp/220V Single Phase Power Point (not for lighting)	70	91	105		
8	13amp/220V Single Phase Power Point w/ 24hrs Supply (not for lighting)	140	182	210		
9	15amp/220V Single Phase Power Point (not for lighting)	120	156	180		
10	15amp/415V Three Phase Power Isolator (not for lighting)	390	507	585		

***Note: Late Orders are subjected to availability.**

***GST is applicable to Singapore registered company only.**

Orders are valid only when accompanied with full remittance.

Payment details will be sent to you together with the tax invoice.

Cash payment ONLY for onsite orders.

Sub Total (SGD)

7% GST (SGD)

Grand Total (SGD)



100W Spot Light



100W Long Arm Spot Light



40W Fluorescent Tube (4ft)



13amp/220V Single Phase Power Point



15amp/220V Single Phase Power Point

STAND NO:

ELECTRICAL SUPPLIES & FITTINGS RENTAL

ELECTRICAL REGULATIONS

- 1) Electricity will be supplied through the Organiser only. The Official Contractor has been appointed to carry out all electrical work (wiring and connection, lighting fixtures etc) at the exhibition and the exhibitor thereof shall pay all charges.
- 2) For safety reasons, only Licensed Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore with the Organiser's approval will be permitted to carry out electrical work onsite.
- 3) No installation work shall be carried out without the written permission of the Organiser or the Official Stand Contractor.
- 4) Exhibitor / Special Design Stand Contractor who wish to carry out their own electrical installation using their own fittings must comply with the following:
 - Power supply will be terminating in a fuse switch or isolator. Wiring and maintenance is the responsibility of the Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore appointed by the Exhibitor / Special Design Stand Contractor.
 - Exhibitor or Special Design Stand Contractor who have appointed their Electrical Worker (LEW) who is registered with Energy Marketing Authority (EMA) in Singapore must submit a 'Certificate of Fitness' for turn-on of temporary electrical supply and schematic electrical wiring diagrams to the Official Contractor for verification and approval latest by **21 May 2018**.
 - No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may be projected beyond boundaries of the booth and must be adequately protected against excess current.
 - The Organiser reserves the right to disconnect electrical supply of any exhibitor whose installations either violate the Organiser's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.

Non-compliance of the electrical regulations resulting in power disruption will cause a penalty charge to be levied to the exhibitor or the appointed Special Design Stand

Name of Authorised Person

Signature

Date

FORM O6 – Optional
GRAPHICS PRINTING AND INSTALLATION
Deadline: 17 May 2018

PLEASE EMAIL TO ALL:

Attention: **Amanda Choo (Ms)** Amanda.choo@sg.pico.com Tel: +65 6290 5938
Teo Yue Ying (Ms) Yueying.teo@sg.pico.com Tel: +65 6290 5934

BOOTH NO:

Company Name: _____
 Address: _____
 Country: _____ Country: _____
 Contact Person: _____ Contact Person: _____
 Tel: _____ Tel: _____
 E-mail: _____

<input type="checkbox"/> We require this service	<input type="checkbox"/> We do not require this service
--	---

This form must be returned by the deadline

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

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

ITEM NO.	DESCRIPTION	EARLY RATE (Till 17 MAY 2018) SGD	STANDARD RATE (18 MAY - 14 JUNE 2018) SGD	FINAL & ONSITE RATE (15 - 21 JUNE 2018) SGD	QTY	AMOUNT SGD
GRAPHIC PRINT & INSTALLATION						
1	Logo Print on Fascia Board (210mmH) – Vinyl Sticker	150	195	225		
2	Logo Print on Information Counter (760mmH) – Vinyl Sticker	180	234	270		
3	Pull Up Banner (850mmW x 2000mmH)	280	364	420		
4	Graphic Print on System Panel (Per Panel) – Vinyl Sticker	250	325	375		
5	Graphic Print on System Panel (Per Panel) – Compressed Foam Board	300	390	450		

***Prices quoted not inclusive of Graphic Design cost – client is required to provide all Final Art Work**

***Note: Late Orders are subjected to availability.**

***GST is applicable to Singapore registered company only.**

Orders are valid only when accompanied with full remittance.

Payment details will be sent to you together with the tax invoice.

Cash payment ONLY for onsite orders.

Sub Total (SGD)

7% GST (SGD)

Grand Total (SGD)

Posters on System wall panels

Option 1: Digital Inkjet Print On Vinyl Sticker

Direct mounting of inkjet print on individual panels.

The poles securing the panels will be seen.



The dimension of individual inkjet print is **964mmL x 2350mmH**.

Option 2: Digital Inkjet Print On Compressed Foam Board

Mounting of inkjet print on compressed foam before mounting on the system wall.

The print will look like an entire mural without having poles in between.



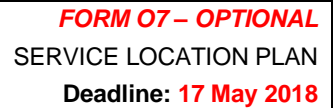
The dimension of the wall is a **1mL x 2470mmH**.

Kindly provide FA in the above mentioned dimensions in EPS or AI format.

Name of Authorised Person

Signature

Date

**BOOTH NO:**

	We require this service		We do not require this service
--	-------------------------	--	--------------------------------

If the location plan for any service ordered is not submitted, it will be placed at the discretion of the Official Contractor and any relocation will be charged at S\$300/relocation at the Exhibitors' expense.

Date

FORM O8 – Optional
AUDIO/VISUAL & COMPUTER EQUIPMENT RENTAL
Deadline: 17 May 2018

To : **Ascend Com Pte Ltd**

PLEASE EMAIL TO ALL:

Attention: **Anita Mu (Ms)**

anita@ascendcom.com.sg

Tel: +65 6846 0903

BOOTH NO:

Company Name: _____
Address: _____
Country: _____ Country: _____
Contact Person: _____ Contact Person: _____
Tel: _____ Tel: _____
E-mail: _____

<input type="checkbox"/>	We require this service	<input type="checkbox"/>	We do not require this service
--------------------------	-------------------------	--------------------------	--------------------------------

This form must be returned by the deadline

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

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

Item	Unit Cost (\$\$)	Quantity	Amount (\$\$)
DESKTOP COMPUTERS / LAPTOPS / TABLETS			
Pentium i5 2GHz Processor - 2GB RAM, 160GB HDD - DVD-ROM Drive - 10/100 Ethernet Adapter - c/w 19" LCD Monitor Preloaded with OS Windows 7, MS Office 2007 Pro	290		
Notebook i5 2GHz Processor - 2GB RAM, 200GB HDD - DVD-ROM/CDRW Combo Drive - Built-in wireless card - Preloaded Win 7, MS Office 2007 Pro	290		
Macbook Pro Intel i5 2.3Ghz (15" model) - 4GB RAM 200GB HDD - DVD/CDRW Combo Drive - Built-in wireless card - 15" display - Preloaded with MAC OS Mountain Lion, MS office 2008, Keynote	450		
IPAD 4 (16GB) WIFI + 3G - Charger and data cable - NO 3G SIM Card	340		
IPAD Table Stand Lock	150		

PRINTERS / SCANNERS			
HP 4015 B/W LaserJet Printer (Network) - 40ppm Paper Not Included - Existing Toner New Toner @ \$200 per colour	300		
HP M451 Color LaserJet Printer (Network) - 22ppm Paper Not Included - Existing Toner New Toner @ \$220 per colour	400		
NETWORK CONNECTIVITY – Client to Apply for Internet Line Separately			
Ethernet Switch 8-port	50		
Ethernet Switch 16-port	100		
Ruckus Wireless AP/Router	540		
Cat 5e UTP point (up to 10m)	60 per point		
Cat 5e UTP point (up to 20m)	70 per point		
Provision of Manpower for Laying of network cablings under wooden platform (For up to 10 points) – Additional point required will be charged at \$35 per point	300		
PROJECTOR / SCREEN			
3000 Ansi Lumens LCD Projector w/ Standard Fixed lens	600		
5000 Ansi Lumens LCD Projector w/ Standard lens	1160		
8ft L x 6ft H Fast Fold Screen (4:3)	240		
10ft L x 7.5ft H Fast Fold Screen (4:3)	290		
12ft L x 9ft H Fast Fold Screen (4:3)	360		
6ft x 6ft Tripod / Pull Down Screen (4:3)	170		
8ft x 8ft Tripod / Pull Down Screen (4:3)	220		
DISPLAY SCREENS			
19" LCD Data Monitor (w/o speaker) (4:3)	110		
22" LCD Data Monitor (w/o speaker) (16:9)	150		
26" Wide Screen LCD Monitor (with speaker) (16:9) – HD Ready	240		
32" LED Monitor with Floor Stand (with speaker) (16:9) – Full HD	300		
42" LED Monitor with Floor Stand (with speaker) (16:9) – Full HD with USB Port	360		
46" LED Monitor with Floor Stand (with speaker) (16:9) – Full HD with USB Port	580		
55" LCD Monitor with Floor Stand (with speaker) (16:9) – Full HD with USB Port	780		
60" Plasma / LED Monitor with Floor Stand (with speaker) (16:9) – Full HD	1180		
84" LED Monitor with Floor Stand (w/o speaker) (16:9) (4K resolution capable)	Upon Request		
32" to 84" Touch Screen Display	Upon Request		
46" to 55" Seamless Video Wall	Upon Request		
VIDEO CONTROLS			
DVD Player	50		
Blue-Ray DVD Player	150		
SOUND SYSTEMS			
Portable PA System (for small Exhibition Booth / room) - 2x 8" Speaker w/ stand - 1x Powered Amplifier (Max. Support of 2 wireless handheld mic) - 1x Wireless Handheld Microphone	920		

Basic Sound System (for up to 80 pax) - 2x 10" Powered Speaker w/ stand - 1x 8-ch Mixer, 1x Powered Amplifier, 1x EQ rack - CD Player - 2x Wireless Handheld Microphone	1200		
MANPOWER			
Sound Technician	300 per day		
Video Technician	250 per day		
Subtotal:			
7% GST:			
Total:			

Terms and Conditions :

- a. As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 15% surcharge and a 30% surcharge for on-site orders.
- b. Cancellation: One (1) day rental charge will be incur after confirmation of order and 100% total cost will be charge for any cancellation at least one (1) week before the show date.
- c. The above rates will be subjected to the prevailing 7% GST, which will be reflected in the final invoice.
- d. All items ordered are on a rental basis and Exhibitors will be held responsible for any loss or damage.
- e. Force Majeure – We shall not be liable for the cancellation or part opening of the Exhibition, or any failure to perform or delay in performance of our obligators in relation to the Exhibition caused by an act of God, an outbreak of hostilities, riot, civil disturbance, acts of terrorism, acts of any government or authority, fire, explosion, flood, fog or bad weather, strike, lock out or industrial act of any kind or cause or circumstances beyond its reasonable control.
- f. **Orders will be fulfilled only when full payment is made.**
- g. **Payment Modes (100% payment ONLY)**
 - a. Overseas company:
 - i. Bank Telegraphic Transfer. Payment via Telegraphic Transfer to include ALL (Debit/Correspondence) bank charges.
 - ii. eCredit card details with photocopy of credit card front and back (Only for orders made 2 weeks prior to event date)
 - 2) Local company:
 - Cash or Cheque payment. All cheques should be issued to "ASCEND COM PTE LTD"
 - eCredit card details with photocopy of credit card front and back (Only for orders made 2 weeks prior to event date)

Name of Authorised Person

Signature

Date
