



# ITMA ASIA + CITME

SINGAPORE 2025

28 – 31 October 2025  
Singapore Expo



## ANNEX II

**TECHNICAL  
REGULATIONS**



## B1 Introduction

The Technical Regulations, which form part of the ITMA ASIA + CITME, Singapore 2025 General Regulations, contain the legally binding text of the ITMA ASIA + CITME, Singapore 2025 Technical Regulations. The English version of the Technical Regulations is the official version.

## B2 ITMA ASIA + CITME, Singapore 2025 Exhibition Service Team & Onsite Management

ITMA ASIA + CITME, Singapore 2025 will be held in the halls of Singapore Expo between 28 and 31 October 2025.

### B2.1 ITMA ASIA + CITME, Singapore 2025 Exhibition Service Team (SG25 Service Team)

The SG25 Service Team comprises the Organisers' operations team and the following key service partners and their appointed contractors:

- Singapore Expo (Venue): Constellar Venues Pte Ltd
- Technical Service Provider (TSP): Pico Art International Pte Ltd
- Onsite Logistics Contractor (OLC): Schenker Singapore (Pte) Ltd

### B2.2 Onsite Management

Hall Managers with the key service partners will be available onsite to advise exhibitors on services available to them, and on regulatory and other operational issues.

Exhibitors are responsible for damage and losses caused to any individual, or property, by their staff or by their contractors, equipment, objects, or machines used on the premises of the Venue.

Exhibitors must grant free access to all stand equipment and premises to staff or representatives of the Organisers, the SG25 Service Team and their contractors, as well as to the representatives of the Combined Exhibition owners.

## B3 Technical Service Centres

The Technical Service Centres (TSCs) are the onsite one-stop offices strategically located to ensure that exhibitors will be provided with the necessary support in proximity when needed.

Each TSC is led by an ITMA ASIA + CITME, Singapore 2025 Hall Manager (email: [service@itma.com](mailto:service@itma.com)) and representatives from the key service partners:

- **Hall Manager:** Organisers' operations team member supporting exhibitors on regulatory and other operational matters, and ensuring smooth delivery of services provided by the TSP and OLC according to the exhibitors' requirements.
- **Technical Service Provider (TSP):** Representative of service partner providing technical services, and other services such as stand furniture/decoration, Internet, IT/AV equipment.
- **Onsite Logistics Contractor (OLC):** Representative of service partner providing lifting services, positioning of machinery, storage services, replenishing of demonstration materials and removal of fabric demonstration waste.

## B4 Technical Specifications of the Halls

Hall	2, 3, 4, 5	6	7, 8
Length (approx.) (m)	99.6		144
Width (approx.) (m)	96.4		69
Gross exhibition area (sqm)	10,043	9,822	9,936
Load bearing capacity (kN/m <sup>2</sup> )	30		20
Height of hall (m)	10 to 16		8 to 10
Freight door dimensions (width x height) (m)	7.3 x 5.9		7.7 x 7.5
Heating and ventilation	All halls are air-conditioned		
Fire safety	Fire sprinkler system, hose reels, extinguishers		
Stand construction maximum height (m) *	6		
Double-storey	Allowed in all halls		

All halls are column-free.

All dimensions and halls specifications indicated in the regulations and floor plans are at best estimates only. Exhibitors are advised to verify and confirm the actual dimensions onsite before commencing any construction. The necessary adjustments must be made to accommodate any such variation.

\* Some stands may have stand construction height restrictions. Exhibitors must refer to the Stand Location Notification for their stand construction maximum height. See Article B8.3.

## B5 Online Service Order Platform

The online service order platforms will be made available to all exhibitors via the Exhibitor Centre from 27 March 2025. These will include information and services provided by the Technical Service Provider and the Onsite Logistics Contractor.

## B6 Performance Bond

A Performance Bond must be paid to the Technical Service Provider (TSP) by all exhibitors or their appointed contractors before stand construction commences. This Performance Bond is a refundable deposit and to be paid by 29 July 2025. Exhibitors who order shell scheme package from the online service order platform are not required to submit any Performance Bond.

The Performance Bond is calculated based on stand area per stand at SGD50 per sqm up to SGD5,000.

The Performance Bond serves to ensure that all rules and regulations of ITMA ASIA + CITME, Singapore 2025 are abided by and to cover any damages arising directly or indirectly from any infringement (see also General Regulations Article A17.2). The Performance Bond will be refunded to the paying party within 45 days after the end of the stand dismantling, provided that the stand dismantling is completed on time (by 1200 hours on 3 November 2025) and provided that no infringement has been made during the stand build-up, exhibition and stand dismantling periods. No Performance Bond will be refunded onsite.

The Performance Bond will also be applied to any costs incurred by the Organiser if the exhibitor or his stand contractor leaves waste generated during the stand build-up or dismantling periods in the halls and does not dispose of it correctly. The TSP will issue an invoice to the exhibitors or their appointed contractors informing them of such amount to be deducted from the Performance Bond.

If the Performance Bond amount is insufficient to cover the cost of the damages, the exhibitor has to remit the balance to the TSP as indicated in the statement of accounts.

All bank charges in relation to the Performance Bond shall be borne by the exhibitor or contractor.

If an exhibitor fails to pay the outstanding balance of invoices relating to these damages, Article A12.8 of the General Regulations shall apply.

## B7 Exhibition Stand Approval

### B7.1 Submission of Stand Design and Exhibit Layout

All exhibitors must submit their stand design and exhibit layout plan online by 24 June 2025.

The stand design submission must include plan, elevation views and the following data:

#### a. Technical drawing information:

- Company name of the exhibitor as per stand space application
- Exhibitor's hall and stand number
- Dimensions of stand including walls, columns, beams and stand fitting materials etc. and scale used
- Indication of entrances to the stand and neighbours' stand numbers
- Indication of doors and their opening direction
- Indication of covered ceiling, if any
- Specifications of stand fitting materials, including labelling of flooring type, storage facilities etc.

#### b. Exhibit layout plan:

- External dimensions of exhibits (length, width and height in metres), including any overhanging or protruding elements
- Weight
- Electrical consumption (kW) for machinery in operation

#### c. Risk assessment and method statement

The SG25 Service Team may request exhibitors to provide additional details required for the stand design approval.

For exhibitors who order shell scheme packages directly from the online service order platform, these exhibitors are only required to submit an exhibit layout plan.

Stands with the following features must submit a structural plan with static calculations endorsed by a Singapore Professional Engineer (PE) and relevant authority (e.g BCA, FSSD), indicate the author of the calculations and full contact details:

- Rigging of overhead structures/elements
- Stands and structures exceeding 4 metres in height  
In addition to the above data, exhibitors must submit:
  - Load transmission of pillars to the hall, static loads, usage loads etc.
  - Verification of solidity
  - A stand plan detailing the construction of the structure, measurements, its height and location
  - Detailed information on the stand fitting materials being used
- Double-storey stands, stands with bridges, stairs, cantilever roofs, galleries etc.  
In addition to the above information, exhibitors must submit:
  - Description of every element of the structure
  - Plans of each level and details of handrails and staircases
  - Additional elevation drawings

### B7.2 Stand Design Approval

Stand designs will be checked by the SG25 Service Team for compliance with the regulations.

Stand design approval may take 2 weeks if the submissions are completed by 24 June 2025 and in good order. Approval may take longer for submissions received after this date.

Exhibitors/appointed stand contractors will be notified in writing when their stand designs and exhibit layouts have been endorsed with the Organiser's stamp of approval.

## B8 Stand Construction and Decoration

Stand construction will be permitted only with prior approval from the SG25 Service Team. The SG25 Service Team will check that stand fittings are constructed in accordance with the approved and endorsed stand drawings. If there is any deviation which contravenes the regulations stipulated in the General and Technical Regulations or which violates legal provisions, the SG25 Service Team is entitled to stop all work on the stand construction. A warning will be issued to these exhibitors in writing, requesting that the necessary steps be taken to comply with the regulations. If after having received a final warning, the exhibitor still contravenes the regulations, the SG25 Service Team is entitled to cut the power to the stand and/or close it down.

When required, the TSP may run electrical supply lines, internet cables, water/waste water and compressed air pipes and connections serving neighbouring stands across an exhibitor's stand.

### B8.1 General Information

- a. Exhibitors and assembly personnel must abide by and ensure that their contractors and sub-contractors also abide by current legislations regarding the prevention of occupational hazards which may occur in the course of the work.
- b. Anyone working in the Venue must have a valid badge. To obtain the badge, exhibitors must complete the relevant registration form online. The badge must be worn at all times and is non-transferable.
- c. During the exhibition, build-up and dismantling periods, minors (aged 18 and below the age of 21) and/or young persons (aged 14 and below the age of 18) shall not be admitted into the halls. A person under the age of 14 shall not be admitted into the halls at all times.

At the sole discretion of the Organisers, minors and young persons may be allowed access into the halls but only under the following conditions:

- Minors must possess a valid work contract with the exhibitor or stand contractor.
- Young persons must submit an indemnity form signed by their employers and parents/guardians and submit to SG25 Service Team.
- Exhibitors or stand contractors must notify the Singapore Commissioner of Labour when they employ young persons in an industrial setting.

The exhibitors/stand contractors and parents/guardians agree to fully release CEMATEX, Chinese Party, the Organisers and the Venue from any liability towards the minors and young persons, who will be under the exclusive control, authority and responsibility of the exhibitors/stand contractors at all times.

- d. All non-Singaporean contractors and their non-Singaporean sub-contractors appointed by exhibitors must apply for work permits to work in Singapore. The exhibitor must comply with the Singapore employment laws. For further details and clarifications, please visit the Singapore Ministry of Manpower website at [www.mom.gov.sg](http://www.mom.gov.sg).

### B8.2 Stand Requirements

- a. Every stand must have floor covering.
- b. Every visitor must have free access to the exhibits. All exhibits must be visible by a person standing in the aisles and must be shown in accordance with the safety regulations.
- c. Exhibitors should include cabinets or purpose-built storage rooms to ensure that stands are always neat and tidy.
- d. It is permitted to present videos, films and slides. However, all audio must be arranged in such a way as to avoid any disturbance to visitors and neighbouring exhibitors. See General Regulations Article A8.

## B8.3 Build Height Restrictions

- a. Stand construction (including double-storey stands) must not exceed 6 metres in height from the ground, except those in between halls (see point 2 below). Stand and exhibit inscriptions, logos and trademarks must not exceed the maximum height of 6 metres (measured from the ground to the top of the inscription, logo or trademark). If banners/logos or promotional materials are hung from the ceiling of the halls using rigging, the top of the banner must not be any higher than 6 metres from the ground.
- b. For stands located in between Halls 1 & 2, 3 & 4, 4 & 5, 5 & 6, the maximum height allowed is 4 metres from the ground. For stands located in between Halls 2 & 3, the maximum height allowed is 2.5 metres from the ground. Exhibitors should refer to their Stand Location Notification for more information.

Exhibitors must indicate the height of all exhibits and stand fittings (including walls and hanging banners) on their stand plans to avoid delays in stand approval.

## B8.4 Stand Area and Floor Marking

The stand area will be marked out. All construction and exhibits must fit within the exhibitor's stand space. No construction or decorative element may protrude out of the markings.

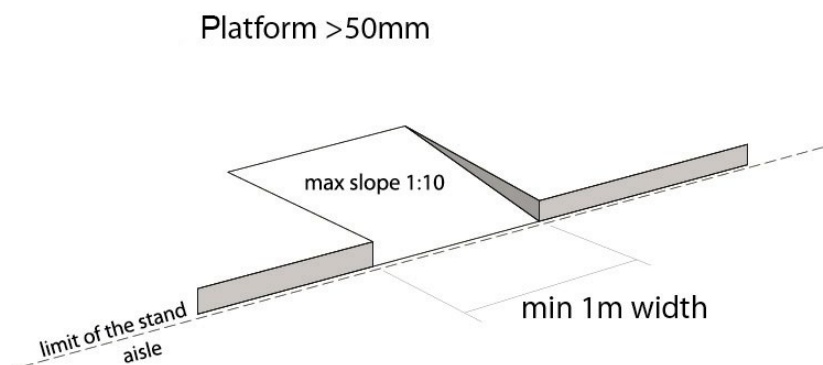
Displaying logos or branding outside of exhibition stands such as light beams or projections onto bare walls or gangways is not permitted.

## B8.5 Stand Floorings, Platforms and Raised Walkways

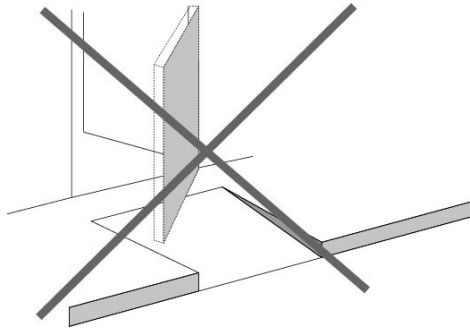
Platforms and carpets are the only authorised floorings, which must be removed by the exhibitor/stand contractor at the end of the exhibition.

Platforms and elevated walkways must be properly built, with sufficient resistance and stability for their construction and further use, considering the maximum floor loading of the exhibition floor.

Stands with an access platform or walkway higher than 50 mm, must have a ramp installed. The minimum width of the ramp should be 1 metre. The slope must be uniform, up to 1:10 and completely within the stand.



Level landings must be provided at the top and the bottom of the ramp and at every intermediate level where an exit door can be opened.



Exposed corners must be rounded or in bevelled angle to avoid becoming hazardous. Platform edges must be clearly highlighted.

## B8.6 Stand Structure

The exhibitor is responsible for the structural safety of the stand. The structure and stand fittings must have the necessary rigidity and stability to ensure the safety of people and property.

Walls, doors, pillars, other parts of the structure, as well as all the technical facilities of the halls, shall not be used to support decoration or exhibits. In the case that the stand exceeds the load capacity of the hall floor, the use of a special structure may be required and it must be provided by the exhibitor.

## B8.7 Stand Partitions

Every stand must have its own structural walls. All exposed rear surfaces of designs and structures must be finished in white and presentable without any logos or graphics.

Logos and trademarks of exhibitors on stand fittings, banners or any promotional materials on the sides facing the neighbouring stands are allowed if the stand fittings, banners or promotional materials is set back at least 1 metre from all boundaries of the stand, or a written approval from the neighbour is obtained by the exhibitor and submitted to the Organiser.

Logos and trademarks of exhibitors on stand fittings, banners or any promotional materials on the sides facing the hall facilities are permitted.

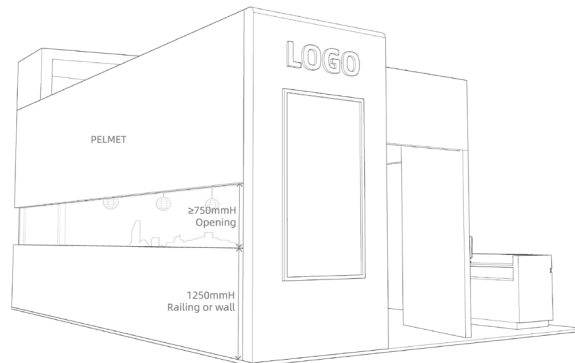
Erection of partitions or display boards that hamper the air-conditioning diffusers and airflow inside the halls is prohibited.

## B8.8 Stand Standard of Presentation

No walls or cabins can be built along more than 50% of the length of each open side. The definition of a 'wall' is any structure which is over 1.25 metres high and which is not fully transparent, i.e., a solid wall, fabric, graphic panels, 'pop-up' displays, etc.

- a. The 50% rule will also apply to shell scheme packages.
- b. For the balance of the 50% of the open side, it is allowed for glass or Perspex walls to be used on the portion of the open side exceeding 50%. ONLY clear glass, Perspex or any other 100% see-through material as 'wall' will be allowed. This is to maintain the visibility objective.
- c. Exhibitors will be allowed to build walls or cabins extending beyond 50% of the length of the open side, provided that the portion of wall exceeding 50% is set back by at least 1.5 metres.
- d. Exhibitors will be allowed to use clear glass, acrylic such as Perspex or other see-through materials to cover 100% of any of their open sides, up to a height of 6 metres. Similarly, exhibitors will be allowed to cover 100% of any of their open sides with walls or railing NOT higher than 1.25 metres.
- e. The visibility into the stand through the open side covered by the clear glass, Perspex or any other 100% see-through material used as 'wall' must be always maintained. The placement of any object (eg. promotional materials, hanging of curtains) that may obstruct the visibility is strictly prohibited.

- f. A pelmet along the open side, as well as railing or wall not higher than 1.25 metres, is allowed as long as the opening in between the pelmet and the walls is at least 0.75 metres high and is at a height which allows visibility into the stand. This opening can only be closed with 100% see-through material. See below for illustration.



## B8.9 Doors and Windows

The dimensions of doors must not be less than 2100 mm high and 850 mm wide. Doors and windows when opening outwards must be set back and not exceed the boundaries of the stand. All emergency exits must be free of obstacles at all times.

## B8.10 Paintwork

- a. Spray painting is not allowed in the exhibition halls. Conventional painting practices within the exhibition halls are subject to approval from the Venue. Protective coverings must be used during all paint works to protect all walls, floors, fixtures and furnishings. Due to the proximity of the Mass Rapid Transit (MRT), storage of paint is not allowed in the service bay of the Venue. They must remain in the exhibition halls and be removed daily.
- b. Washing of all paint accessories is strictly not allowed in toilets. Only washing off of emulsion paint is allowed in designated areas at the service bay of halls. Exhibitors and their contractors caught flouting this rule will be charged for all costs incurred by the Venue (including man-hours incurred) to clean and remedy the breach and such persons may be barred from working in the halls.
- c. Conventional/emulsion paints must be non-toxic.
- d. Painting must be carried out in an area that is well-ventilated.
- e. The use of thinners and other similar chemicals in the conference halls and meeting rooms is strictly prohibited.

## B8.11 Lighting

All lighting shall be distributed to avoid disturbing both visitors and neighbouring exhibitors. Installed lamps must not pose a fire risk and those installed at a height up to 2.5 metres must be protected in such a way so as not to pose a hazard to people. The use of strobe lighting and flashing lights is not allowed.

All emergency lighting fixtures installed must comply with Singapore Standard (SS) SS 563-2:2010 (2017).

## B8.12 Rigging

All rigging operations and banners hanging from the hall ceiling must be carried out by the TSP.

All overhead structures/elements hung from approved ceiling trusses or rigging points using proper stranded steel cables must be endorsed by a Professional Engineer (PE) registered with the Professional Engineers Board (PEB) of Singapore. All overhead structures/elements including their location and nature of rigging/attachments must be approved by the SG25 Service Team. Such approval shall not involve the SG25 Service Team in any liability. The exhibitor will remain fully liable for any consequences relating to the overhead structures/elements.



Banners, logos, exhibitor names and other promotional elements attached to the rigging must not exceed 6 metres in height (measured from the top of the banner to the ground).

All banners/lighting rigs/ceilings that are hung from the roof of the hall must be contained within the space of the stand.

Rigging is not available in stands where the maximum height allowed is less than 6 metres from the ground.

## **B8.13 Air-conditioning**

Air-conditioning systems on top of cabins are permitted, even if these exceed the regulatory height of 6 metres. It is not permitted to cover the air conditioning system nor to use it for promotional purposes.

Exhibitors with air-conditioning units in their stands will be requested to shut down their air-conditioning units should the temperature of the hall be affected.

No sawing or other working of wooden panels or any other materials that result in a powder residue is allowed in the halls when the air-conditioning is switched on.

## **B8.14 Exhibition Hall and Floor**

No nails or screws or other piercing devices shall be driven or holes drilled into the walls, doors, pillars or other parts of the structure or walls of the exhibition halls.

All trenches on the hall floor must always remain accessible. For more information, contact the TSP.

No permanent markings/stains on the walls, structures, floors and ceilings of the exhibition halls shall remain at the end of the dismantling, whether in the form of carpet residue arising from adhesive single/double-sided tapes or otherwise. The exhibitor is responsible to clear all markings/stains at the end of the exhibition. Any markings/stains that are not cleared will result in TSP carrying out the corrective works. The Performance Bond (Article B6) will be applied to all costs incurred for the above. If the Performance Bond is insufficient, an invoice will be sent to the exhibitor for the balance amount payable. In the case of non-payment, any outstanding amount must be fully paid up before the errant exhibitor can be admitted for future events.

To avoid risks of fire and accidents, carpets and floorings, and all materials used for construction, must comply with standards set by the prevailing fire and safety regulations. Materials should specifically be non-combustible and have a minimum flame spread rating of Class 2 as stipulated under the Fire Safety & Shelter Department (FSSD) regulations.

## **B8.15 Maximum Floor Loading and Load Spreaders**

Please consult the TSP to see technical floor plans for each hall.

Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of 30 kN per square metre in Halls 2 to 6 and 20 kN per square metre in Halls 7 and 8. The Venue's safety officer has the right to inspect such static displays and the exhibitor shall comply with all directions and conditions set by the safety officer. These spreader plates must be arranged in advance with the TSP. Drilling of spreader plates onto the Venue's flooring is strictly prohibited.

## **B8.16 Ceiling Installations**

Exhibitors may cover their stands. If the stand is completely covered, the fabric materials used to cover the stand must be of fire-retardant grade. Exhibitors must have the fabric materials' certificates and a fabric sample available for submission upon request by the SG25 Service Team.

## **B8.17 Internet Connection**

There is a centralised exhibitor Wi-Fi network within the exhibition space managed by the Internet Service Provider appointed by the venue.

Exhibitors are permitted to install their own Wi-Fi network.

The Organiser reserves the right to shut down any Wi-Fi network interfering with the centralised networks.

## **B9 Fire Emergency Regulations**

### **B9.1 Fire Exits and Escape Routes**

During the exhibition, as well as build-up and dismantling periods, escape routes within the stand and hall must remain in good condition and free from any obstacles.

A minimum clearance of 1.5 metres is to be maintained from fire hose reels, fire alarm call points, fire extinguishers, and any other fire-fighting or fire protection systems.

Stands over 75 square metres require a minimum of two emergency exits. The two exit points must be spaced apart not less than half the distance of the longest diagonal of the stand. Each exit shall be of minimum 1 metre width. The exit capacity is based on a maximum of 60 persons per metre width of exit.

Illuminated "EXIT" signs with back-up power supply shall be installed at the designated exit points of enclosed rooms within stands. Enclosed rooms within stands with ceilings shall be fitted with emergency lighting with back-up supply. "EXIT" signs and emergency lightings shall be in accordance with the requirements of SS 563-2:2010 (2017).

"EXIT" signs shall not be obstructed by any structure or fittings.

If seats are to be provided for the audience, the maximum number of seats in a row shall not exceed 12. An aisle of minimum 1.5 metres shall be provided. The occupancy rate of a maximum of one person per 1.5 square metres shall be observed.

### **B9.2 Material Specifications**

All materials used for the construction of exhibition stands shall be non-combustible, complying with British Standard (BS) 476: Part 4 or 11, or have a minimum flame spread rating of Class 2 of BS 476.

Roofing or false ceiling of stands shall be of minimum Class 2 surface flame spread rating supported by test reports/certificates issued by internationally recognised testing laboratories.

Overhead fabric materials used as stand covers, canopies, tents, or used as curtains or draperies, shall have a minimum surface flame spread rating of Class 2.

Use of flammable decorative materials such as plastics, paper, foam and thin strips of timber should be limited and confined for decorative purposes. Use of combustible decorative materials should be maintained at the minimum level within the stands and not used for general wall covering.

### **B9.3 Fire Extinguishers**

At least one 4 kg powder fire extinguisher should be provided at stands only for machinery in operation, as such exhibits have a potential to catch fire.

### **B9.4 Fire Sprinklers and Alarms**

No objects are to be attached to or suspended from the sprinkler heads. The sprinkler system is designed to tolerate up to a maximum temperature of 68 degrees Celsius. It is therefore necessary to ensure that spotlights and other heat-generating equipment are not focused on or stationed too near to the fire sprinklers.

Stands with ceiling shall be provided with a temporary sprinkler, or any other automatic fire extinguishing system for every 12 square metres of covered area.

## **B9.5 Storage**

Storage of containers, packaging or any flammable materials in the stands is strictly not allowed.

## **B9.6 Flammable Gases and Liquids**

Activities involving the use of flammable gases and liquids shall not be allowed unless prior approval from the relevant regulatory body is obtained.

## **B9.7 Dangerous/Hazardous Materials**

- a. Unless otherwise approved by the relevant government authorities in writing, and subject to approval from the SG25 Service Team:
  - i. No naked flame and lamps or temporary gas may be used in the exhibition halls.
  - ii. No explosives, weapons and highly flammable toxic or corrosive substances are allowed in the exhibition halls.
- b. Radioactive substances are not allowed into the exhibition halls unless all relevant authorities have inspected and approved such a request and the SG25 Service Team has approved it. In addition, all necessary protection to safeguard against accidents must be undertaken by the exhibitor at its cost.
- c. Where toxic materials or fluids or gases are to be used, all procedures including disposal and waste removal require notification to the relevant regulatory authorities. These include waste oil, spent solvents, waste acids and alkalis, and waste sludge. The SG25 Service Team must be advised in writing at least four months before the start of the exhibition, the nature of the material and the quantities involved. The SG25 Service Team's approval must be obtained before such matters are brought onto or kept in the exhibition halls.
- d. The approvals above will not involve the Venue and Organisers in any liability and the exhibitor will remain fully liable for any consequences relating to the relevant matters.
- e. No LPG gas is permitted within Singapore Expo, unless the prior written consent of the Venue and Singapore Civil Defence Force (SCDF) are obtained before any usage; and where applicable, fulfilment of all conditions imposed with the grant of the aforementioned consents.

## **B9.8 Use of Motor Vehicles in Stands**

When featuring any exhibits with fuel tanks, including vehicles, boats, plant or machinery, the following additional precautions are to be taken:

- a. The fuel tank should contain the absolute minimum necessary, i.e. only the amount required in moving the exhibit into/out of the venue.
- b. Emptying or filling of fuel tanks must not be done anywhere in the venue during the exhibition's opening hours.
- c. The fuel tank must be fitted with a lock or otherwise secured fuel cap.
- d. A drip tray shall be placed under the display vehicle to prevent any form of oil leakage.
- e. Internal combustion engines must not be running during the exhibition.
- f. All batteries must be fully disconnected and made safe.
- g. A portable fire extinguisher is to be placed on standby at the stand. A maximum of 3 vehicles may be placed in close proximity to 1 fire extinguisher.
- h. The location of vehicle shall not obstruct or block exits or egress routes in any way.

## B9.9 Welding and Hot Works

The Venue would consider each case on its own merit in allowing hot works involving cutting, welding demonstrations and pyrotechnics, subject to the following conditions:

- a. All exhibitors must seek prior approval from the Venue through the SG25 Service Team regarding such demonstrations.
- b. The stands requiring these demonstrations must be clearly indicated in the layout and sketch plans at the time of submission for approval.
- c. Demonstrations must be carried out on concrete or on ground protected by heat resistant material at the cost of the exhibitor.
- d. All safety measures should be provided to ensure all persons are not exposed to any danger or risks from the hot work demonstrations.
- e. Fire extinguishers should be provided for this area. Exhibitors would have to abide by any other recommendations made by the fire and safety authorities.
- f. Any approval of such hot works will not involve the Venue and Organisers in any liability.

## B9.10 Smoking

Under the Smoking (Prohibition in Certain Places) Act (Cap 310), smoking is strictly prohibited in the halls, toilets, all air-conditioned areas and within 5 metres of all entrances and exits of the venue. Any person who smokes within the venue shall be guilty of an offence.

## B10 Machine Safety and Demonstration of Exhibits

### B10.1 Demonstration of Exhibits and Safety Devices

All machines and equipment (whether in operation or not) shall be effectively guarded to prevent injury and, if necessary, shall be adequately fixed to the hall floor to ensure continuous safety and stability.

A list of all machines or equipment which are to be demonstrated in operation must be declared through the stand plans for approval by the SG25 Service Team.

Machinery and equipment components may only be operated if all relevant safety devices are in place. The standard safety devices can be replaced by a secure covering made of organic glass or another suitable, transparent material.

#### Special precautions for live machinery demonstrations

- a. Machines may not be demonstrated or brought into operation without the presence of a qualified operator on the stand.
- b. All machinery must be correctly stabilised to prevent movement.
- c. All presentations and demonstrations are the sole responsibility of the exhibitor.
- d. No machine must be operated or accessible to visitors and exhibitors unless the required guards and safety appliances are in position, properly adjusted and in full working order.
- e. No person shall demonstrate or operate a machine unless he/she has received appropriate training and clear instructions; both in relation to the operation of the machine and his/her responsibilities to the members of the public in both normal and emergency situations.
- f. Suitable, clearly visible and accessible emergency stop controls must be available.
- g. All sources of power to and from the machine including electrical, pneumatic and hydraulic, should be provided with an isolator which must be switched off when the machine is not being demonstrated by an authorised user.

- h. All machinery at the exhibition must use the correct guards, control systems and warning signs, especially when cleaning, calibrating and checking production quality.
- i. All machinery exhibited and in operation exceeding 70 dB must have in-built volume regulators and/or noise diffusers; and provide silencers, ear plugs or ear defenders to the participants at the stand.
- j. Adequate extraction or other equally effective methods must be provided for dust, chips and fumes. Where necessary, appropriate explosion release and fire prevention measures must be incorporated.
- k. Adequate lighting must be provided both for the machine and its surrounding area.
- l. Where appropriate, screens must be used to provide adequate eye protection to members of the public.
- m. Persons demonstrating machines must wear adequate personal protective equipment where appropriate.
- n. Where demonstrations are likely to create toxic or noxious fumes or unacceptable strong-smelling odours in the hall, consideration must be given to providing exhaust to the atmosphere. See also Article B9.1.

Exhibitors must not demonstrate machinery in a way that will cause a nuisance to neighbouring exhibitors particularly in respect of the production of heat, vibration and/or pollution due to solvents or excessive noise.

With regard to all health and safety matters, the SG25 Service Team decision is final. The SG25 Service Team may at any time forbid the operation, exhibition or presence at the stand of machinery or equipment, if in its opinion, it jeopardises the safety of visitors and exhibitors or causes excessive inconvenience, pollution or noise. Failure to abide by the decisions of the SG25 Service Team may result in the prohibition to demonstrate the said exhibits, to restrict their use at the exhibition stand and/or other appropriate action.

Where equipment is not operated, the safety devices can be removed to give visitors a clearer view of the design and construction of the normally covered components. The safety devices must then be clearly displayed next to the machine.

## **B10.2 Decommission of Power Supply**

Decommission of power supply: 31 October 2025 at 1700 hours.

Exhibitors who require power after 31 October at 1700 hours must apply onsite to the TSP.

## **B11 Double-storey Stands, Platforms and Raised Walkways**

### **B11.1 General Information**

The SG25 Service Team reserves the right to request static calculations for those constructive elements that may pose a risk to the stability of the stand.

### **B11.2 Double-storey Stands**

In addition to Article B8 and SS 539:2008, exhibitors must bear in mind the following regulations:

- The design of a double-storey stand must be approved by the SG25 Service Team.
- Capacity of the upper floor: 1 person per 1.5 square metres. A sign, indicating the limitation of occupancy load, should be visibly placed at the bottom of the staircase.
- The upper storey of double-storey stands with a floor area of 75 sqm or more (i.e. able to accommodate 50 persons or more) shall be provided with a minimum of 2 staircases.

## Glazing

All glazing used at the stands must be safety glass (laminated or tempered) and of a minimum of 6 mm in thickness.

Glazing panels must meet the following thickness requirements:

- 8 mm to 1,100 mm x 1,100 mm
- 10 mm to 2,250 mm x 2,250 mm
- 12 mm to 4,500 mm x 4,500 mm
- 15 mm - No limits

When clear glass or acrylic panels or other relatively transparent medium are used as partitions or doors, adequate markings must be provided to ensure that they are clearly visible as a barrier.

## Staircases

Staircases shall be of minimum 1200 mm width, with handrails placed at a height of 1000 mm from the treads at each storey. The side of the staircases shall be provided with skirting boards.

In section, the depth of each step should be minimum 300 mm and the riser shall not be more than 175 mm in height. All treads and risers of a straight staircase must have the same depth and height, respectively.

A minimum head clearance of 2000 mm is to be provided.

Landings between the sections of a staircase must be as wide as the tread and 1200 mm minimum in depth.

## Fire Safety

On the second floor, at least one fire extinguisher must be provided.

Any enclosed space under a staircase in double-storey stands shall be protected by a temporary automatic fire extinguishing system.

## B12 Workplace Safety & Health

Under Workplace Safety and Health Act, every contractor must submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) to the Organiser prior to the commencement of work. The RA and SWPs must be submitted by a competent person who has attended a risk management course conducted by a Ministry of Manpower (MOM) Approved Training Provider or equivalent. A copy of the training certificate must be submitted together with the RA and SWPs. These information should be submitted with the stand design. See Article B71.c.

Additional safety information to note:

a. Keep Clear Zone

During move-in/out, there are keep clear zones designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times. The doors and gates along escape routes must be kept free from obstructions on the inside and outside, and they must be able to be opened easily from the inside in their full width.

b. Personal Protective Equipment (PPE) must be worn during build-up and dismantling.

Minimum requirements:

- Safety shoes
- Safety vest

In addition to the safety shoes and vests, all workers in the venue should wear safety helmet/hard hats and harness in all areas where there is work activity taking place overhead such as, but not limited to:

- Areas where any hoist, mobile elevated work platform (MEWP) or other overhead lifting device is in operation.
- Areas where there is a possibility of falling objects; e.g. where persons are working overhead.
- Areas where impact to a person's head may occur.

Harnesses must be worn when working at heights.

Safety glasses and gloves are required for cutting and grinding works.

## **Venue Fire Command Centre Contact Numbers**

- Fire Command Centre 1 (Halls 2-6 & meeting rooms) +65 6403 2500 & +65 6403 2501
- Fire Command Centre 2 (Halls 7-8) +65 6403 2502

## **Information and Complimentary Safety and Health Measures**

- Access to restricted areas is strictly prohibited.
- Operating the breakers or any other work equipment at the facilities is prohibited except with authorisation.
- The contracting company shall be responsible for comprehensively notifying its workers, subcontractors and freelancers about the content of these instructions and the Workplace Safety & Health Guidelines.
- If you have questions before or during the execution of the works, please contact the TSP.

## **B13 Electricity**

All electrical installation work from source of supply at the exhibition must be carried out solely by the TSP.

Exhibitors requiring different voltages, stabilisers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the TSP informed.

Exhibitors or their stand contractors must have a qualified electrician to carry out the electrical works at the stand. For electrical power main orders, exhibitors must submit the following information:

- Single Line Drawing (SLD) endorsed by a Licensed Electrical Worker (LEW) registered with the Energy Market Authority (EMA) of Singapore
- LEW's details

All electrical equipment should be tested and approved by the TSP's appointed licensed engineers prior to turning on the electrical supply.

Exhibitors are advised to contact the TSP should they require any clarification on electrical installation in their stands.

The Organisers reserve the right to disconnect the electrical supply to any installation, which in the opinion of the TSP or the Venue is dangerous or will cause annoyance to visitors or to the other exhibitors.

The SG25 Service Team will not be held responsible for any damages or losses originating from the interruptions in the power supply from the electricity company. The electrical connections in the venue are carried out using three-phase CEE plug connectors.

### **B13.1 Main Power Supply Cable**

Each electrical outlet provided is intended for the direct connection to one (1) item requiring electrical supply. Connections made with multi-point sockets are not permitted as an overload may occur, resulting in a short circuit in the incoming power supply.

Please note that the physical environment/conditions of the Venue may be different from those in exhibitor's premises which may affect the stability of electrical supplies and installations; and thus allowances must be factored into the orders made and as a rule-of-thumb, 80 per cent (80%) is deemed a full load.

All the supply boxes and the service trenches of the venue must remain accessible. The connection to the trench or other channel must only be made by the TSP.

## **B13.2 Electrical Switchboard of the Stand**

The main electrical distribution switchboard must have a thermal-magnetic circuit breaker. Fuses are not allowed.

The main circuit breaker must correspond with the power ordered with the TSP.

All lighting circuits and outlets of less than 32 A shall be protected with 30 mA residual current circuit breaker (RCCB). All electrical equipment that is accessible to exhibitors and visitors must also be protected with 30 mA RCCB.

All circuits must be protected against over currents with omnipolar cut off (phase-neutral) in its origin.

All switchboards must be opened only with the help of a tool.

For indoor areas, the switchboards will have a minimum protection level of IP 44 and for outdoor areas IP 65.

Switchboards and their electrical connections connected to the 24-hour service circuit must be independent from the daytime switchboards (working hours).

## **B13.3 Electrical Specifications**

Supply Voltage

- 400 V, 3-phase 5-wire systems with neutral point solidly earthed
- 230 V, single-phase 3-wire system with neutral point solidly earthed

Voltage level: maintained within  $\pm 6\%$

Frequency: 50 Hz maintained within  $\pm 1\%$

Power Factor: No less than 0.85 lagging

Electrical Loading

- Halls 2 - 6: maximum electrical load of 2,000 KVA per hall
- Halls 7 - 8: maximum electrical load of 500 KVA per hall

The following must be complied with:

Starting arrangement of motors: All motors must have independent automatic protection against excessive current using of the following starters:

- Up to 5 HP: Direct-on-line
- 5 to 25 HP: Star-Delta
- Above 25 HP: Auto transformer

## **B13.4 Periods of Power Supply**

Exhibitors can choose between an intermittent connection and a permanent connection. The intermittent connection includes electrical consumption and this is included in the stand space rental for the periods shown in Article A11 of the General Regulations. The permanent connection will be chargeable to the exhibitors, and charges already consider the value of the intermittent connection. Permanent connections are relevant for operating outside the standard hours of the intermittent connections.



Intermittent connections will be switched on as follows:

	Stand Build-up		Exhibition Period		Stand Dismantling*	
Date (2025)	22 - 26 October	27 October	28 - 30 October	31 October	1 - 2 November	3 November
Start (hrs)	0800	0800	0800	0800	0800	0800
End (hrs)	2000	1800	2000	1700*	2000	1200

If exhibitors wish to change the intermittent connection to a permanent connection, they must apply to the TSP before 1200 hours on the day concerned. Additional cost will be at the expense of the exhibitor and supply is not guaranteed.

Stands may be dismantled only from 0800 hours onwards on 01 November 2025. Hand-carried items (accessories, computers, advertising documents, etc) can be removed from the stand on 31 October 2025 from 1700 hours to 2000 hours.

\* Exhibitors who require power after 31 October must apply onsite with the TSP by 30 October 2025.

## B14 Water

Exhibitors must order water connection services, including pipes, from the online service order platform.

### B14.1 Connections

Water/waste water facilities from the trenches to the stands may only be installed by the TSP and/or a contractor appointed by it. The water/waste water installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable. The exhibitor is not allowed to obtain water for his stand from persons who are not authorised by the SG25 Service Team. Exhibitors are expressly forbidden to obtain water from neighbouring stands.

Connection plans indicating the required position of the connections should be uploaded onto the online service order platform. The exhibitor must ensure that the water/waste water installation ordered is able to cater for the exhibits and amenities to operate efficiently.

Water/waste water piping in the halls will be pulled from utility trenches, and may under certain circumstances have to be run above ground if the location of the connection point makes this necessary.

Should the exhibitor require piping to be laid across public aisles or third-party stands, prior approval must be obtained from the SG25 Service Team. Any piping laid in this respect must give due consideration to the safety of exhibitors and visitors, and be paid for by the exhibitor concerned. Waste water polluted with chemicals must not be fed into the sewage system.

For safety reasons, the water supply will be cut off at the end of each exhibition day. Please see Article B14.3 for the schedule of water supply.

### B14.2 Stand Installation

Plumbing facilities (water/waste water facilities) within the confines of the stand can be installed by the exhibitor's plumbers who are approved plumbing contractors in accordance with relevant Singapore standards and accepted technical practice. Plumbing work within the confines of the stand can also be carried out by the TSP and/or its appointed contractors.

## B14.3 Periods of Water Supply

The supply of water will be available as follows:

	Stand Build-up		Exhibition Period	Stand Dismantling	
Date (2025)	22 - 26 October	27 October	28 - 31 October	1 - 2 November	3 November
Start (hrs)	0800	0800	0800	0800	0800
End (hrs)	2000	1800	2000	2000	1200

Exhibitors who require water supply outside of these hours should request a quotation from the TSP.

## B15 Installation of Compressed Air Facilities and Tubes

The provision of exhibition stands with compressed air is possible in each hall. It generally occurs via a connection to a compressor station.

Any connections, machines or equipment that have not been authorised, do not comply with the relevant regulations, or use more compressed air than indicated in the application are prohibited. They can be removed from the stand and put in storage by the TSP at the expense and risk of the exhibitor. The SG25 Service Team cannot be held responsible for any damage resulting from these measures.

### B15.1 Compressed air facilities by TSP

Compressed air facilities from the TSP's own mains to the individual stands may only be installed by the TSP. The TSP reserves the right to install a compressor for the supply of compressed air at the stand.

Exhibitors shall order the compressed air point and supply on the stand through the online service order platform.

Exhibitors requiring cleaner and drier air can obtain quotations for additional filtration from the TSP.

For safety reasons, the compressed air supply will be cut off one hour after the end of the exhibition on each day.

Compressed air installation work within the confines of the stand can be carried out by the exhibitor's own fitters or approved contractors in accordance with Singapore standards and accepted technical practice.

### B15.2 Air Compressors Installed by Exhibitors

Exhibitors who wish to bring their own compressors must inform the TSP by 29 July 2025 and is subject to the TSP's approval. The sound level of the compressors installed at the stand, measured at the stand perimeter must not exceed 70 dB.

### B15.3 Pressure Vessel Cylinders

Pressure vessel cylinders, liquids or gases must be constructed and stamped in accordance with recommendations of the regulatory body and the cylinders must be painted with identifying colours in accordance with international standards. Only one cylinder at any one time is to be introduced on the stand. Spare cylinders should be stored in space pre-determined and approved by the TSP and in the correct method of storage and position. Pressure vessel cylinders must not be connected or disconnected while there are visitors at the stand.

## B16 Anchorage Bolt Holes, Grooves and Channels

Anchorage bolt holes can only be provided by the appointed TSP.

Exhibitors requiring anchorage bolt holes to secure their machinery must submit a request to the TSP by 29 July 2025 through the online service order platform for assessment and confirmation. They are not allowed to drill holes on the hall floor and restore the floor on their own.

Anchorage bolt holes maximum dimensions

- Depth: 125 mm
- Diameter: 20 mm

An additional charge will be levied for any alteration of anchorage bolt holes onsite. To avoid disruption, exhibitors are requested to submit this request as early as possible.

The cutting of grooves or channels on the floors for laying cables or other conductors is forbidden in the halls. For safety reasons, exhibitors must protect cables and connections running on their stand with floorboards or cable covers.

## B17 Cleaning, Waste Disposal and Toxic Waste

### B17.1 General

All construction debris and waste generated must be cleared daily.

Only the Venue's appointed cleaning contractor is allowed to provide rubbish trucks or skips services.

Each person generating waste is obliged to comply with the regulations required by law and the relevant authorities as well as with the following provisions:

Should the given person generating waste be working directly or indirectly on behalf of an exhibitor, the latter is then deemed to be responsible for this person's behaviour too. If the person generating waste fails to comply with the regulations required by law or the relevant authorities or with the following provisions, the SG25 Service Team is entitled to assert claims against the person concerned, as well as against the exhibitor on whose behalf the person generating waste is directly or indirectly working for. In such cases, the person generating waste and the exhibitor are deemed to be jointly and severally liable.

### B17.2 Waste Disposal

Exhibitors and their appointed contractors are obliged to do their utmost to avoid generating waste, such as stand building materials, stand elements, floor covering, bulky waste, machinery and parts of machinery, etc. in all phases of the exhibition.

Skips can also be hired from the Venue's appointed cleaning contractor during the build-up and dismantling periods but these will be towed away daily to avoid congestion. Exhibitors must ensure that their contractors cart away debris and waste accumulated for the day if a skip is not required.

No debris or waste is to be dumped at any part of the venue or at the exhibition hall's refuse centre or into trenches, gullies, sumps, drains and culverts of the drainage system at the venue. All waste must be properly disposed of and through the proper sewage channels and not poured into the trench system.

Arrangements must be made with the OLC to remove their demonstration fabric wastes. This service (see General Regulations Article A11) can be ordered through the online service order platform. Exhibitors who wish to keep their waste materials may remove them after 1800 hours during the exhibition period. Exhibitors should make this request with the SG25 Service Team in writing by 1200 hours on the day concerned.

### B17.3 Toxic Waste

Where toxic materials or fluids or gases are to be used, all procedures including disposal and waste removal require notification to the relevant regulatory authorities. These include waste oil, spent solvents, waste acids and alkalis, and waste sludge. The Venue must be advised in writing at least four

months before the start of the exhibition of the nature of the material and the quantities involved. The Venue's approval must be obtained before such matters can be brought into or kept in the exhibition halls.

## **B18 Catering**

Exhibitors can order catering services with Constellar through the online service order platform. Alternatively, exhibitors can contact Constellar at [esc.sales@constellar.co](mailto:esc.sales@constellar.co).

Exhibitors are not allowed to appoint any external caterers to provide food and drinks for consumption at their stands.

## **B19 Security and Security Personnel**

The Organiser will provide general security at the entrances and in the halls. The Venue has a CCTV system which covers the common areas and main access to the halls. The Organiser offers no guarantee that the exhibition grounds will be supervised and monitored continuously.

The Organiser is authorised to implement any measures it deems necessary for monitoring and supervision purposes. Supervision of stands, the items on display and any other objects located at the stands is not the responsibility of the Organiser.

Exhibitors can engage private security services should they require extra security for their stands, through the online service order platform. No other private security services are permitted onsite.

Exhibitors' attention is drawn explicitly to the fact that stand exhibits and other items on the stand are particularly at risk during the stand build-up and dismantling periods. Exhibitors are responsible for the security of items of value and/or those that can be easily removed, and these items should always be locked away at the end of each exhibition day.

## **B20 Logistics, Freight Forwarding and Lifting**

### **B20.1 Onsite Logistics Contractor**

Schenker Singapore (Pte) Ltd is the appointed ITMA ASIA + CITME, Singapore 2025 Onsite Logistics Contractor (OLC).

The OLC is responsible for the services listed in the General Regulations, Article A11.1, A11.2, A11. 8, A11.9 and A11.10.

The OLC exercises sole handling rights at the exhibition grounds, which include:

- Unloading of goods, stand structures, etc, to the stands.
- Provision of any auxiliary equipment required such as cranes and forklift trucks for assembly and dismantling.
- Removal, storage and return of full and empty cases.
- Reloading of goods, stand structures, etc, from stands onto the vehicles at the end of the exhibition.

Handling operations provided by the OLC will be carried out in accordance with the schedule created by the OLC and the SG25 Service Team.

Only the OLC may be appointed to render these services at the Venue. The Organiser assumes no liability whatsoever for any risks arising from the activities of the OLC.

To facilitate handling operations and protect machinery from damage, boxes and machines must be fitted with the necessary lifting points. Boxes and machinery must be clearly identified by affixing identification labels.

## B20.2 Guidelines for Deliveries and Collections

The schedule for deliveries and collections is as follows:

	Stand Build-up		Exhibition Period	Stand Dismantling	
Date (2025)	22 – 26 October	27 October	28 – 31 October	1 – 2 November	3 November
Start (hrs)	0800	0800	0800	0800	0800
End (hrs)	2000	1800	2000	2000	1200

All vehicles arriving with goods must report to the marshalling yard that has been designated to them by the OLC in order to receive an access pass.

Drivers must follow the procedure of reporting to the marshalling yard where instructions will be given on subsequent movement to the halls. Entry to the Venue will only be granted after having obtained the access pass from the OLC.

Access into the halls is not allowed during exhibition hours.

All vehicles must leave the halls, and loading and unloading areas immediately after goods have been loaded/unloaded.

The Organiser reserves the right to control access, and access may be subject to:

- The presentation of any document certifying the content of his vehicle by the driver.
- The Organiser having to access a vehicle to inspect its content.

## B20.3 Transportation of Machines and Other Exhibits

Goods without any exception must be sent “prepaid” including all other expenses to the Venue. The OLC must be notified well in advance through the LIFT ordering platform. Exhibitors are free to contract their own freight forwarding company to handle their shipment up to its arrival at the Venue. Shipments for which the OLC has not been notified may cause a delay in delivery to the stand and possible additional cost.

## B20.4 Customs Clearance

All customs documents must be sent well in advance of the shipment arriving to the OLC, in accordance with the deadlines set out in their customs instructions document. More information on the customs clearance procedure is available in the LIFT ordering platform.

### For temporary importation

All goods must be accompanied by a combined invoice and packing list which is specific to ITMA ASIA + CITME, Singapore 2025 or an ATA Carnet. The OLC can provide information on these procedures. The OLC is also responsible for co-ordinating the temporary importation procedures.

### For permanent importation (Goods that will remain in Singapore)

Goods will require a combined invoice and packing list (same as for temporary importation above).

The OLC will co-ordinate the application procedure with the local customs authorities and take care of any necessary further steps.

Exhibitors who intend to import foodstuffs and beverages must liaise well in advance with the OLC to find out if those items are acceptable for import into Singapore.

## B20.5 Arrival of Exhibits and Delivery to Stands

All arrivals of exhibits and deliveries to the stand will be co-ordinated by the OLC based on the information provided in the LIFT ordering platform. Exhibitors will be advised of the schedule for delivery of goods to the stands by the OLC.

All costs incurred as the result of late arrival, non-presence of the exhibitors and non-observance of scheduled delivery dates will be charged to the exhibitors.

Upon arriving to the venue, all delivery drivers must present their access pass with the relevant details to the venue marshalling team and they will be directed to the unloading area. Please contact OLC for more details.

Co-ordinating the unloading of exhibits from goods vehicles and transporting them to the stands during the build-up period will be carried out exclusively by the OLC.

The completion of service and liability of the OLC ends after the delivery of the exhibits to the stand (one-time positioning), even if the exhibitor's representative is not present during the scheduled appointment. Additional costs are applicable for repositioning the exhibit if the exhibitor's representative is not present at the requested delivery date.

## **B20.6 Onsite Machinery Positioning Schedule and Management**

Machinery positioning shall be subject to a scheduling system to minimise delays. The preferred time for delivery and machinery positioning can be booked using the LIFT ordering platform. Should the timing differ from the requested timing, exhibitors shall be informed accordingly.

## **B20.7 Packing Materials: Collection, Storage and Return**

During stand build-up, exhibitors must keep the empty packing materials on their stand ready to be collected by the OLC throughout the day. Handling of empty case storage of stand fitting materials is not included in the stand space rental and will be invoiced separately by the OLC.

Packing materials left in the aisles will be considered as waste and will be collected by the official cleaning contractor for permanent removal.

Empty packing materials are collected from the stand by the OLC after delivery and installation of the machinery.

Empty packing materials must be clearly marked with the stand number and company name so that they can easily be returned at the end of the exhibition (labels will be provided by the OLC). Empty packing materials will be returned to stands from 2000 hours on 31 October 2025, after the exhibition halls have closed.

For larger items that may cause obstruction in the aisles, the OLC will check with the exhibitors on site before proceeding with any such deliveries.

The storage of empty packaging, packing material on stands and outside stands in the hall or in the loading yard is prohibited. The storage of such items at the Venue is handled by the OLC.

All stored materials must be in suitable condition for storing and transportation. Damaged or unsecured items may be rejected as storage items and the OLC will take no responsibility for these items.

The OLC is not liable for any materials left inside the packing materials which have been declared and handed over to the OLC as empty packaging materials.

The accumulation of boxes, wood, straw, cardboard, textile materials and any other items or materials, irrespective of whether they are flammable, is not permitted on the stands, in the aisles, in spaces between stand partitions or in the halls.

## **B20.8 Packing and Labelling of Exhibits**

Exhibitors must ensure that all items to be sent to the Venue are suitably packed for transport up their arrival at the stands. The use of strong packing materials that can also be reused for the return shipment is strongly recommended.

All items must be labelled clearly with name of the exhibition - ITMA ASIA + CITME, Singapore 2025, exhibiting company's name, hall and stand number. It is recommended that any item made of raw wood be fumigated or heat treated and marked accordingly.

## **B20.9 Cranes, Forklift Trucks, Exhibition Goods, Packaging and Goods Consignments**

Exhibitors are not entitled to designate the SG25 Service Team as the consignee for goods consignments (exhibition goods, stand-building materials, information material etc) or any other consignments that are meant for the exhibitors or a third party, except if the goods are meant for the SG25 Service Team.

No claims can be asserted against the Organiser to the effect that it accepted such consignments without checking their condition and completeness, did not check the cargo and forwarding agent invoices issued or did not store or keep the given goods correctly.

Only cranes, forklift trucks and work platforms supplied by the Organiser's authorised service partners may be used. In special cases, the approval of the SG25 Service Team must be sought.

Exhibitors and their contractors are strictly forbidden from using their own forklift trucks and any other kind of hoisting equipment. Provision of forklift trucks, cranes, etc. will be carried out exclusively by the OLC. The only exception is the use of hand pallet trucks, which may be used on the stands only.

Any plant machinery such as lifting and hoisting equipment, booked from the OLC, should be utilised in accordance with the booked service and returned as soon as the service is completed. The OLC reserves the right to remove any hired machinery or equipment if not in use or idle for a period longer than 2 hours.

Exhibitors should also note that under no circumstances is it permitted to unload and load vehicles containing goods by hand (manpower) and/or use pallet trucks instead of the OLC. This task is the sole responsibility of the OLC. All goods, including standfitting material must be suitably palletised or crated to allow for unloading/reloading by forklift or crane.

However, vans and trucks with tail-lifts can be allowed into the venue for unloading of lightweight items, up to 15 kg by hand. Examples for such items are flowers and plants, working tools, paint, carpets, posters, brochures or other marketing collaterals, audio and video equipment, computers and furniture.

All vehicles must leave the halls, and loading and unloading areas immediately after goods have been loaded/unloaded.

## **B20.10 Return Shipments**

Exhibits will only be permitted to leave the exhibition grounds once exhibitors have paid all outstanding invoices in full. The co-ordination of the collection of all goods will be carried out exclusively by the OLC. The same procedure that applies during the stand build-up period applies during the stand dismantling period.

The responsibility and liability of the OLC starts from the taking over of the packed, crated or skidded items at the stand and ends when the goods are loaded onto the exhibitors' transport vehicles.

## **B21 Storage of Demonstration Goods and Stand Supplies**

### **B21.1 Secure Storage of Demonstration Materials**

Secured storage areas can be ordered through the LIFT ordering platform for storage of demonstration goods (auxiliary equipment, raw materials etc). Quantities and types of packing materials must be included on the online service order platform to ensure that appropriate handling equipment is available.

Raw materials used during demonstrations may only be stored on the stands in limited daily quantities.

### **B21.2 Private Storage and Storage of Flammable Materials**

Flammable materials for demonstration such as cotton bales, yarns and other textile products are only permitted at the stand in the quantity needed for that day as declared in the online service order platform. The rest must be stored outside the halls.

## B21.3 Stand Deliveries During the Exhibition Period

Delivery of goods from the storage areas to the exhibitor's stand is provided by the OLC for goods stored in the secured storage areas and from exhibitors' private storage areas. This service (General Regulations Article A11.9) should be ordered through the LIFT ordering platform.

Deliveries from OLC are between 0800 and 1000 hours and 1800 and 2000 hours daily and between 0800 and 1000 hours (on 31 October). Exhibitors must notify the OLC of their delivery requirements by 1200 hours on the day concerned. Access to storage areas is limited to badge holders only.

## B21.4 Removal of Demonstration Fabric Waste Materials

Only fabric waste generated during demonstrations can be collected and removed from the stand from 0800 - 1000 hours and 1800 - 2000 hours during the exhibition period. Any change in removal arrangements must be requested to the OLC one day in advance.

## B22 Insurance

The Organiser will arrange the insurance policies listed here below.

1. All Risk Policy (\*\*) for direct property damages to properties owned and/or used and/or held by the exhibitors (\*) and caused by any accidental event while they are physically located in the area where ITMA ASIA + CITME, Singapore 2025 is held ("Insured Event"). This All-Risk Policy insurance does not cover:
  - a. personal properties of exhibitors and their employees
  - b. company-owned mobile phones, laptops, computers, etc.
  - c. any damage caused during the transportation of exhibits from their point of origin to the venue and return. Exhibitors are recommended to take up their own insurance for their equipment prior to arriving at the Venue and after leaving the Venue
  - d. any delay in the building-up and delivery of services to the exhibitors and/or any damages caused by such delays, consequential damages, lost profits/revenue or losses of the market in general although resulting from an insured event
  - e. terrorism, acts of terrorists or people acting for political purposes
  - f. mechanical failures and electrical failures in general
  - g. dishonesty, fraudulent action, trick device or other false pretence
  - h. cyber
2. General Liability Policy (\*\*) to protect the Organisers and the exhibitors (\*) against third-party liability claims for accidental bodily injuries and accidental property damages at the Venue during ITMA ASIA + CITME, Singapore 2025.

All exhibitors will have to return, by the requested deadline, the insurance service forms to apply to the above policies. Exhibitors who fail to meet the deadline will not be covered by the above policies and will be obliged, before accessing the Venue, to provide them at its own expense.

The exhibitor shall not be entitled to require the Organisers any amount that exceeds the amount insured and/or received as indemnity from the Insurers. The Organisers shall not cover any compensation and/or consequential loss. Policy deductibles shall be borne by the exhibitor whilst seeking indemnity from the insurers.

The exhibitor shall waive the rights of subrogation to claim compensation and/or consequential loss from the Organisers, the Venue and any third party in any way involved in the organisation of the exhibition.



The exhibitor shall take up and maintain adequate accident/worker's compensation/employer's liability, i.e. insurance to cover all liabilities to its employees.

(\*) It will not cover exhibitors coming from countries subject to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union or United Kingdom or United States of America.

(\*\*) Insurers and policy conditions will be under standard terms and conditions in the market and will be provided by the Organiser at [www.itmaasiasingapore.com](http://www.itmaasiasingapore.com) by 1 March 2025 at the online Exhibitor Centre.

### **B23**    **Extent of Liability**

If the exhibitors or their appointed stand contractors do not comply with the stand construction regulations stipulated in the General Regulations, they are liable for any damage resulting from the violation of these regulations.

The exhibitors or their appointed stand contractors agree to exempt CEMATEX, the Chinese Party, the Organisers and the Venue from all claims by third parties that may be asserted due to violation of the General Regulations.