

**APE** | Asia Photonics  
Expo  
亚洲光电博览会

# 亚洲光电博览会

## ASIA PHOTONICS EXPO

📅 2025年2月26日-28日 📍 新加坡金沙会议展览中心

26 - 28 February 2025 Sands Expo & Convention Centre, Singapore

# EXHIBITOR MANUAL

## 参展商手册

举办地：  
Held in:



主办机构：  
Brought to you by:



支持机构：  
Supported by:



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## A1 The Exhibition 展会名称

ASIA PHOTONICS EXPO 2025 亚洲光电博览会2025

## A2 Venue 展馆

Marina Bay Sands, Expo and Convention Centre, Level 1, Singapore

新加坡金沙会议展览中心一楼

10 Bayfront Avenue, Singapore 018956

海湾大道10号, 新加坡 018956

[www.marinabaysands.com/expo-events-and-convention-centre.html](http://www.marinabaysands.com/expo-events-and-convention-centre.html)

## A3 Exhibition Dates & Opening Hours 展会日期&时间安排

DATE/日期	TIME/时间
26 February 2025 (Wednesday) 2025年2月26日(周三)	10:00 AM - 6:00 PM 10:00 - 18:00
27 February 2025 (Thursday) 2025年2月27日(周四)	10:00 AM - 6:00 PM 10:00 - 18:00
28 February 2025 (Friday) 2025年2月28日(周五)	10:00 AM - 5:00 PM 10:00 - 17:00

## A4 Visitor Registration 观众注册

Opening Hours for Registration

观众登记时间

DATE/日期	TIME/时间
26 February 2025 (Wednesday) 2025年2月26日(周三)	10:00 AM - 5:30 PM 10:00 - 17:30
27 February 2025 (Thursday) 2025年2月27日(周四)	10:00 AM - 5:30 PM 10:00 - 17:30
28 February 2025 (Friday) 2025年2月28日(周五)	10:00 AM - 4:30 PM 10:00 - 16:30

The admission to the Exhibition is free of charge and reserved for trade visitors only. Trade visitors will be required to complete a [registration form](#) before admitted to the exhibition. The Organisers reserve the right to refuse admission or to remove any person without giving reason. No one under the age of 18 will be admitted to the show under any circumstances (including build up and dismantling periods.)

展会入场券是免费仅供专业观众使用。专业观众入场前需填写登记表。主办单位保留拒绝入场或无理由将任何人士带走的权利。在任何情况下（包括搭建和拆除期间），未满18岁人士不得进入展馆。

## A5 Exhibitor Registration & Badge Collection 参展商报到&证件领取

### Exhibitor Badges 参展商证

- Exhibitor Badges will be issued based on exhibit space contracted, please refer to [Exhibitor Badge Application](#) for allocation guideline. Badges allowing exhibitors and bona fide members of their staff to enter the exhibition hall throughout the build-up, exhibition opening and dismantling periods will be issued free of charge within their entitlement.



参展商证件将根据签约的展位面积发放，请参阅[参展商证件申请指南](#)。参展商及其工作人员凭免费参展商证可在布展、展期和撤展期间进入展厅。

Booth Area 展位面积	9m <sup>2</sup>	18m <sup>2</sup> - 27m <sup>2</sup>	36m <sup>2</sup> - 54m <sup>2</sup>	55m <sup>2</sup> 以上
Exhibitor Badge 参展商证件数量	4	6	12	15

- Badges will be prepared according to the list of names provided in the Exhibitor Badge Application Form (to hyperlink to Exhibitor badge form) of the Technical Manual  
参展商证将根据展商系统中《参展商证申请表》提交的名单发放。
- In accordance with exhibition regulations and to avoid overcrowding in the booth, the maximum number of Exhibitor badges issued must not exceed your entitlement based on your exhibit space. Additional badges required will be charged at USD20.00 per badge accordingly.  
根据展会规章，参展商证数量按展位面积分配。超出配备之外的参展商证需收取工本费20美元/张。
- Exhibitors are reminded to wear their badges at all time during the exhibition. During show hours, any company member of an Exhibitor without badges will be required to purchase Exhibitor Badge for admission.  
参展商在展会期间需要全程佩戴参展商证。开展期间，任何未佩戴参展商证的人员都将被要求购买参展商证方可入场。
- Exhibitor badges are strictly for staff manning the stand only. No other personnel should be wearing the Exhibitor badges (non-transferable).  
参展商证仅限参展工作人员使用。其他人员不可佩戴此证（不得转让）。
- Should your colleagues and associates who are not manning the exhibition stand wish to visit the show, kindly advise them to pre-register as a visitor via <https://www.asiaphotonicsexpo.com/> from October 2024 to February 2025.  
如果您不在展位上的同事希望参观展会，请建议他们在2024年10月至2025年2月期间预登记为访客。网址如下：  
<https://www.asiaphotonicsexpo.com/> 从2024年10月到2025年2月

**EXHIBITORS REGISTRATION\***

Venue: Exhibitors' Registration Counter Marina Bay Sands, Expo and Convention Center, Level 1

**HALLS A, B & C**

Collection Date: 25 February 2025\*, 2:00 PM - 6:00 PM

\*Minors under the age of 18 are not allowed to enter hall during the build-up and tear-down of the event and will not be eligible for Exhibitor badge.

\*For your own safety, all personnel entering the exhibition halls during the build-up and/or tear-down periods must be always in safety vest and safety shoes or covered shoes.

**参展商注册\***

展馆: 参展商报到处, 滨海湾金沙会展中心, 第1层

**A, B & C 馆参展商**

报到时间: 2025年2月25日, 14:00 - 18:00

\*在布展和撤展期间，18岁以下的未成年人不得进入展馆，也无获得参展商证资格。

\*为了您的安全着想，在布展和撤展期间，所有进入展馆人员必须穿安全背心和安全鞋。



## A6 Contractor Registration & Wrist Tag Collection 搭建商注册&手腕带领取

### Temporary Contractor Wrist Tags 临时搭建商手腕带

In place of printed identification badges, on behalf of the Organiser, the official contractors will be issuing wrist tags for exhibitor's appointed contractor entry into the exhibition halls. There will be a different coloured wrist tag issued per day.

大会主场承建商将代表主办方为参展商指定的搭建商制作并发放手腕带，每天都会发放不同颜色的手腕带。

Each wrist tag within the booth's allocated quantity will cost SGD1 per wrist tag per day, while additional wrist tags ordered will cost SGD2 per wrist tag per day.

展位配额内的手腕带价格为1新币/天，超出配额的手腕带价格为2新币/天。

Allocated quantity per booth for build-up and tear down days is 5 wrist tags per day for every 9sqm. 搭建和撤展期间，每九平米每日配额五个手腕带。

Allocated quantity per booth for show days is at 30% of the original allocated quantity.

展会期间，手腕带配额为原配额数的30%。

[Click for Contractor Wrist Tag Form and more information](#)

[请点击查看搭建商手腕带申请表以及更多信息](#)

### Ministry of Manpower 人力资源

The Contractor is responsible in ensuring that all foreigners hired by them and/or sub-contractors comply with the relevant Singapore laws and regulations, and have obtained the necessary permits from the relevant Government Departments before commencing work onsite.

承建商需负责保证所有雇员和分包商雇用的外籍人员符合新加坡相关法律法规，上岗前需具备相关政府部门颁发的许可证。

Personnel working in the Exhibition Hall must carry the ORIGINAL permits (e.g Work Permit Card/ Employment Pass) with them at all times and produce them for inspection by the Organiser, Security personnel and the legal authorities upon request. Photocopied permits will not be accepted.

展馆内所有工作人员需全程携带许可证原件（如工作许可证/就业准证），并根据要求出示以供主办方，安保人员和法律机构检查。所有证件不接受复印件。

## A7 Exhibits Movement 展品运输

The below freight forwarders have been appointed as the Official Freight Forwarders and On-Site Handling Agents for general exhibits. They are able to offer a comprehensive package including customs clearance, transportation and on-site handling operations under the supervision of their highly trained staff.

以下货运代理已被指定为一般货品的官方货运代理和现场处理代理。他们能在监督下提供全面服务，包括清关、运输和现场装卸操作。

We recommend that you engage the services of their overseas offices and agents for a complete 'door-to-door' package from your country up to positioning the exhibit (general exhibits) on your stand in Singapore.

我们建议您与指定货代的国外办事处和代理合作，他们将提供“一站式”服务，把展品（一般展品）从您所在地区完整运输到新加坡展位上。

Only the official freight forwarders has the exclusive right to supply exhibitors/contractors with mechanical lifting equipment (pallet trucks, forklift and crane) within the show hall. Exhibitors may use their own hand-push trolleys within the exhibition halls.

仅有官方指定货运代理有权在展馆内使用机械起重设备（托盘车、叉车和起重机）。参展商可以在展馆内使用手推车。

Feel free to contact any of the appointed official freight forwarders for deadline for shipment, consignment instructions and costs.

请随时联系以下任意一家官方货运代理，了解装运截止日期、托运说明和费用。



## **APT SHOWFREIGHT (S) PTE LTD**

10 Bukit Batok Crescent  
#08-05 The Spire  
Singapore 658079

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### **Delivery of Exhibits 展品交付 Before Show Commences 展前**

Goods should arrive at the Exhibition Hall on 24 February 2025, not later. If your cargo arrived on-site unattended, the Organiser reserves the right to appoint an official freight forwarder on behalf of the exhibitor. All charges incurred, including late surcharges, will be borne by the exhibitor.

The Organiser will not take responsibility for any loss or damages to unattended goods and Organiser will not accept any delivery of any property on behalf of any Exhibitor.

Please ensure that proper arrangement has been made beforehand with your consignee to receive/handle your cargo at the exhibition site. Please refer to the B1- Time-Table for Site Operations.

展品不得晚于2025年2月24号送达展馆。如展品在无人看管的情况下抵达现场，主办方保留代表参展商指定官方货运代理的权利。所有产生的费用，包括滞纳金，将由参展商承担。

主办方对无人看管货物的丢失或损坏不承担任何责任，主办方也不会代表参展商接收任何财产交付。

请确保事先与您的收货人做好适当安排，以便在展会现场接收/处理您的货物。请参阅B1-现场作业时间表

### **During Show Days 展期**

No storage is available on-site. Arrangements for the safe-keeping of storage facilities in the hall for packing cases, surplus materials or other properties of the Exhibitors must be made with the Official Freight Forwarders. For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between stands. Local exhibitors may alternatively choose to transport their empty cases or cartons back to their own premises.

现场不提供存储空间。参展商的纸箱、剩余材料或其他财产须由官方货运代理进行安全保管。根据消防和安全规定，参展商不得将空纸箱或包装材料存放在展位后面或展位之间。当地参展商可选择将空箱或纸箱自行运回。

The Organiser reserves the right to remove/dispose of any cartons, cases and/or packing materials left in the exhibition hall. All cost incurred will be borne by the exhibitors.

Delivery of exhibits and other exhibition stocks will not be permitted during the show opening hours.

Delivery of stock replenishment may only be carried out one hour before the show opening hours or immediately after show closes. No delivery will be permitted after 09.30 AM during show days.

No transportation of goods is permitted through the public areas, at the front of the centre including the passenger lift, lobbies, and the concourse area.

主办方保留清除/处置留在展馆内的任何纸箱，空箱或包装材料的权利。所产生的一切费用均由参展商承担。

展期不允许交付展品和其他库存展品。展品补充需在开展前一小时或展会结束后立即进行。展会期间9:30分之后不允许送货。

不允许通过中心公共区域（包括客梯、大堂和大厅区域）运输货物。

### **Removal of Exhibits 撤展**

#### **During Show Days 展期**

If exhibitors wish to remove any display item from the Hall, a "Clearance Form" which can be obtained

from the Security Counter must be completed and submitted to the security personnel on duty. This shall apply at all times.

如果参展商希望从展馆内移出任何展品，必须从安保柜台获取并填写“清关表”，提交给当值保安人员。展期可以随时申请。

### On Show Closure闭展期间

While the Organiser will maintain security surveillance at all times, exhibitors are reminded that goods will be most at risk at this time and that stands should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers. It is strongly recommended that at least one person remains in the stand to oversee the process of moving-out of your exhibits.

Exhibitors are strongly urged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 5.30 PM on the final day of the exhibition.

The removal of exhibits requiring mechanical assistance as well as the dismantling of stand fittings and electrical installations will commence after 7:00 PM on 28 February 2025.

主办方将全程保持安全监控，但需要提醒参展商此时货物丢失风险最大。在所有便携式展品被撤出和租用物品或设备妥善归还供应商之前，展台应有工作人员看管。强烈建议至少有一名工作人员留在展位上监督展品撤出过程。

强烈要求参展商在展会最后一天17:30后尽快将贵重和便携式展品从展馆撤出。

需要机械拆除的展品以及搭建框架和电气装置的拆除将于**2025年2月28日19:00后开始**。

## A8 Car Parking Facilities停车场设备

### Loading / Unloading bay (Exhibitor goods vehicle only. Not for passenger car)

#### 装卸区（仅供参展商货车，不可停靠小车）

Access to the loading and unloading area is for GOODS VEHICLES only, NOT passenger cars. For Goods Vehicle Access to the loading / unloading area, please complete the [GOODS VEHICLES ENTRY PASS](#) and display it at the vehicle windscreen.

装卸区仅限货车通行，需进出装卸区的货车，请填写货车进入通行证并将其展示在车辆挡风玻璃上。

LOADING AND UNLOADING ( <a href="#">Click here for goods vehicle access route</a> ) 装卸 ( <a href="#">点击此处查看货车进出路线</a> )	
Cash-card Gantry system is operational and the charges are as follows: 现金卡龙门架系统可运行，收费标准如下:	
(1) First 45mins/(1) 前45分钟	no charges (Grace period)/免费 (宽限期)
(2) Next 15mins/(2) 后15分钟	S\$8.56/新币\$8.56
(3) Per half hour block thereafter/(3) 此后每半小时	S\$10.70/新币\$10.70
(4) Max Charge per 24 hours/(4) 全天最高收费	S\$27.40/新币\$27.40

**b. Exhibitors / Visitors car park 参展商/观众停车**

SELF PARKING ( <a href="#">Click here for passenger vehicle route</a> ) 自助停车 ( <a href="#">点击此处查看客车路线</a> )		
	1st Hour 首小时	EVERY SUBSEQUENT 1/2 HOUR 每半小时
DAILY 每天	\$14.00 新币\$14.00	\$1.50 新币\$1.50
MAXIMUM CHARGE 最高收费	\$32.00 新币\$32.00	

Exhibitors and visitors are allowed to purchase S\$8.56 MICE self-parking coupon at the Event Services Concierge Counter upon presenting of show badges Monday – Friday ONLY. Coupons are valid from 07:00hrs-23:59hrs. Event Concierge Counter opens from 8am to 6pm Monday to Friday; 8am to 5pm weekends and public holidays

参展商和观众可凭参证件在周一至周五到展会服务台购买新币8.56的MICE自助停车券，优惠券有效期为07:00至23:59。展会服务台开放时间为周一至周五8点至18点；周末和公共假日8点至17点

The S\$8.56 coupon is a cashless ticket. To exit the car park using the coupon, the driver of the vehicle needs to:

新币8.56的停车券为无现金票，出场需使用此券，驾驶员需使用要求如下：

Remove cash card before reaching

到达前取出现金卡

Scan the coupon

扫描优惠券

Insert cash card into IU when prompted for S\$8.56 payment

当提示支付新币8.56时，将现金卡插入IU。

S\$8.56 will be deducted from the cash card

新币8.56将会从现金卡中扣除。

**A9 Cleaning清洁**

All disposal of waste stand construction materials etc during move-in and move-out period is the responsibility of the independent contractors appointed by the exhibitors. No crates, exhibits or packing materials may be placed on gangways during buildup and behind the exhibitors' stands during the exhibition. Contractors are responsible for removing their own debris each day of build-up and tear-down. Disposal of contractor's waste materials by the Organiser or venue will result in the contractor's deposit being forfeited.

参展商指定的独立承建商负责处理布展和撤展期间废弃展台建筑材料等。搭建期间不得将板条箱、展品或包装材料放置在过道上，展期不得将其放置于展位旁。承包商负责清除每日堆积和拆除的碎片。主办方或展馆处置承建商的废弃物将导致承建商的押金被没收。

General cleaning of the exhibition hall will be provided by the Organiser PRIOR TO THE OPENING OF THE EXHIBITION and daily thereafter, but it is the responsibility of the Exhibitor to maintain his stand in a clean condition at all times.

主办方将在展前和展期对展厅每天进行全面清洁，但参展商有责任始终保持展台清洁。

Exhibitors are requested to place their rubbish bin in the aisle, from where it will be removed by the cleaners at the end of each show day. The Organiser reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.



参展商需要将垃圾桶放置于过道，每天结束后将会由清洁人员进行清理。主办方保留向参展商收取清除多余包装材料和废弃板条箱或纸箱费用的权利。

In case of shell scheme exhibitors bring in shelving and stand fittings, these cannot be left behind at the end of the show. It is the exhibitor's responsibility to dismantle all stand fixtures built or brought in by themselves and remove all waste materials from the venue at the end of the show. Failure to comply will result in a charge for the labour and trucking required to dispose of the material.

To make the move-out safer and in line with our environmental initiatives, "grabber trucks" will not be permitted in the exhibition halls. Stands must be dismantled in sections and removed from the venue 如果参展商有框架和吊顶，配件不允许在展期结束后留下。参展商有责任拆除搭建或自带的展位固定装置，并在撤展时清除馆内的所有废料。不遵守规定将导致收取处理材料所需的人工费和卡车运输费用。

为了撤展更安全并符合我们的环保理念，展厅将不允许使用“车载挖掘机”。展台必须分段拆除并移出展厅。

## A10 Security 安保

Security patrols are provided by the Organisers for the total exhibition area. Nevertheless, Exhibitors are advised that they are required to arrange their own insurance coverage and not to leave their stands unattended and take responsibility for the security of their stand display, stand merchandise and personal items during the show.

主办方安排展馆内的安保巡逻。尽管如此，我们还是建议参展商自行购买保险，不要让展位无人看管，并对展品和个人物品的安全负责。

Most hired cabinets have common locks and should NOT be regarded as secure units.

多数租赁的展柜都有配置简单的柜锁，但不能将其视为安全配置。

Exhibitors should ensure that all valuable property and exhibits are kept in a locked and secured place at all times including the move-in and move-out. Exhibitors are not allowed to keep any valuable exhibits overnight in their booth. To prevent any loss or damage occurring, exhibitors may hire security guard(s), if necessary, at their own expense. Please contact the official security provider for quotation.

参展商需保证所有贵重物品和展品全程放置于有锁和安全的区域，包括在布展和撤展期间。一律贵重展品不允许在展位过夜。为了防止出现展品丢失或损坏的情况，参展商可雇用安保人员。如有需要，请自行联系官方安保部门进行报价。

The Organiser is not responsible for ensuring that an Exhibitor's property is securely stored or is in safe custody during the Exhibition (including the move-in and move-out periods).

主办方不承担参展商在展期（包括布展和撤展）财物的安全存放或妥善保管责任。

If any Exhibitors suspects that any theft, loss or other untoward event has occurred, they must immediately report the incident to the Organiser/security guards in the Exhibition Hall and to complete a security form and report the incident to the police.

如果参展商怀疑有任何盗窃、丢失或其他不良事件，必须立即向主办方/展馆安保人员报告，填写安全表格并向警方报告。

## A11 Film/Audio-Visual Demonstration 视频播放

The Organiser appreciates that demonstrations and presentations form an integral part of exhibitions. Exhibitors, however, should exercise discretion to other exhibitors when carrying out demonstrations and presentations.

主办方对展期展示和示范活动表示赞赏。参展商在演示和展示时，应酌情考虑其他参展商。

Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 70dB for all speech, music and sound effects.

扬声器/声音设备/投影设备的放置方式应确保垂直于地面，不可朝向或穿过过道。任何声音设备或图像投影仪的操作不得干扰邻



近展位。声响设备展示的音量不应超过70dB。

The Organiser may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after the consultations with the exhibitors involved.

主办方可要求展商按协商后的时间进行演示或展示。

Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

展商须保证在演示和展示的展台范围内为观众提供合理的空间。

### A12 Photography/Video Shooting 照片/视频拍摄

As per the exhibition rules & regulations, unauthorised photo/video shooting and sound recording of any stands / displays / demonstrations is not allowed, without the agreement of the exhibitors concerned.

The Organiser's reserve the right to take further action if required.

根据展馆规则和规定，未经相关参展商同意授权，不得对任何展位/展品/演示进行拍照/视频拍摄和录音。如有需要，主办方保留采取进一步行动的权利。

### A13 Groups and National Groups 团体和国际展团

Organisers of groups and national pavilions are responsible for ensuring that all exhibitors on their stand are fully aware of and agree to abide by these rules and regulations.

地区团和国际展团的组织者有责任确保其展团的所有展商充分了解并同意遵守规则和条例。

### A14 Useful Contact List (Official Service Providers) 常用联系人 (官方服务商)

Organiser/主办方	<p>CHINA, INFORMA MARKETS Shenzhen UBM Herong Exhibition Co., Ltd. Room 607, East Block, Coastal Building, Haide 3rd Road, Nanshan District Shenzhen, Guangdong 518054</p> <p>Exhibiting inquiry – sale-ape@informa.com Visiting or cooperating inquiry - visitors-ape@informa.com Operations and Logistics - ops-ape@informa.com</p> <p>Website: <a href="https://www.asiaphotonicsexpo.com/">https://www.asiaphotonicsexpo.com/</a></p>
Audio-Visual Equipment & Computer/IT 视听设备&计算机/IT	<p>ASCEND COM PTE LTD 12 Lorong Bakar Batu #07-10/11 Singapore 348745</p> <p>Ms Chee Zhenlin Tel: (65) 6846 0903 E-mail: ape@ascendcom.com.sg</p>
Catering/餐饮	<p>MARINA BAY SANDS - (Attn: Banquet Operations) 10 Bayfront Avenue Singapore 018956</p> <p>Tel: (65) 6688 8570 E-mail: boothcatering@marinabaysands.com</p>

Cleaning/清洁	<p>MARINA BAY SANDS - (Attn: Mice Service Centre) 10 Bayfront Avenue Singapore 018956</p> <p>Tel: (65) 6688 3888 E-mail: secc@marinabaysands.com</p>
Manpower and Secretarial Services 礼仪及人力	<p>GMP RECRUITMENT SERVICES (S) PTE LTD 1 Finlayson Green #10-00 One Finlayson Green Singapore 049246</p> <p>Mr Ng Wee Keat Tel: (65) 9456 9096 Email: weekeat.ng@gmprecruit.com</p> <p>Ms Jazzlyn Lee Tel: (65) 8695 4238 Email: Jazzlyn.lee@gmprecruit.com</p> <p>Ms Jennifer Tam Tel: (65) 8533 7808 Email: Jennifer.tam@gmprecruit.com</p> <p>Website: <a href="https://www.gmprecruit.com/">https://www.gmprecruit.com/</a></p>
Florist/鲜花	<p>CITY GARDEN PTE LTD 3 Neo Tiew Lane 3 Singapore 718785</p> <p>Ms Tan Lai Foong Tel: (65) 6481 6694 E-mail: citygdn@singnet.com.sg</p>
Insurance Coverage/保险	<p>ARTHUR J. GALLAGHER (SINGAPORE) PTE LTD 61 Robinson Road #15-02 Singapore 068893</p> <p>Mr Bernard Tan Tel: (65) 98241579 Email: bernard_tan@ajg.com Website: <a href="http://www.ajg.com/sg/">http://www.ajg.com/sg/</a></p>



<p>Freight Forwarder/货运报关</p>	<p>APT SHOWFREIGHT (S) PTE LTD 10 Bukit Batok Crescent #08-05 The Spire Singapore 658079</p> <p>Joe Tan Tel: (65) 6499 8988 / DID: (65) 6499 8975 HP: (65) 9873 7912 Fax: (65) 6499 8989 Email: joe.tan@aptshowfreight.com</p> <p>Jacky Xue Tel: (86) 755 8282 4434 HP: (86) 138 2371 1686 Fax: (86) 755 8282 4514 Email: jacky.xue@aptshowfreight.com</p>
<p>Travel &amp; Accommodation/商旅&amp;酒店住宿</p>	<p>Shenzhen Synergy International Expo Services Co., Ltd. Jolene Wang Tel: 13991921155 E-mail: jolene.wang@hotmail.com</p> <p>Cai Huige Tel: 18991359800 E-mail: 673748668@qq.com</p> <p>Xi ZhiGuo E-mail: xizhiguo.sg@gmail.com</p> <p>BURNABY SOLUTIONS PTE LTD 1 Yishun Industrial Street 1 #07-16D A'POSH Building Bizhub Singapore 768160</p> <p>Ms Catherine Oh / Mr John Chua Tel: (65) 6911 0855 E-mail: catherine@burnaby-solutions.com / johnchua@burnaby-solutions.com</p>
<p>Security Provider/安保</p>	<p>FERVOUR PTE LTD 68 Sungei Kadut Loop #03 - 01 Nutz Centre Singapore 729504</p> <p>Mdm Norlela Mohd Said Tel: (65) 6759 1003 / (65) 8127 7012 Fax: (65) 6759 4588 E-mail: norlela.said@fervour.sg</p>

Stand Builder Contractor/主场承建商	<p>SUNYAU EXPO PTE LTD 6 Soon Lee Road Singapore 628072</p> <p>Ms Mia Nguyen / Tracy Lek Tel: (65) 6266 6728 E-mail: ape2025@sunyauexpo.com.sg</p>
OTHERS/其他	
Customs/海关	<p>SINGAPORE CUSTOMS 55 Newton Road #10-01 Revenue House Singapore 307987</p> <p>Tel: (65) 6355 2000 E-mail: customs_documentation@customs.gov.sg Website: <a href="https://www.customs.gov.sg/">https://www.customs.gov.sg/</a></p>
Videotapes / Films Censorship 录像/视频审查	<p>INFOCOMM MEDIA DEVELOPMENT AUTHORITY Board of Films Censors 10 Pasir Panjang Road #03-01 MApletree Business City Singapore 117438</p> <p>Tel: 1800 478 5478 / (65) 6377 3800 E-mail: info@imda.gov.sg Website: <a href="https://www.imda.gov.sg/">https://www.imda.gov.sg/</a></p>
Visa Application/申请签证	<p>VISITOR SERVICES Immigration &amp; Checkpoints Authority ICA Building 10 Kallang Road Singapore 208718</p> <p>Tel: (65) 6391 6100 Website: <a href="https://www.ica.gov.sg/">https://www.ica.gov.sg/</a></p>
Work Permit/Employment Pass 工作许可证/就业通行证	<p>MINISTRY OF MANPOWER 18 Havelock Road Singapore 059764</p> <p>Tel: (65) 6534 1522 Website: <a href="https://www.mom.gov.sg/">https://www.mom.gov.sg/</a></p>



**A15 CHECKLIST 备忘录**

Important Notes 重要提示
MOVE – IN / OUT SCHEDULE (see b1 – Timetable for site operations) 布展/撤展时间表(见 b1 – 现场作业时间表)
SUSTAINABILITY AND BETTER STAND (SEE Section 5 – SUSTAINABILITY AND BETTER STANDS) 可持续发展和绿色展装 (见5部分 – 可持续发展和绿色展装)

<b>To be sent to Organiser</b> 需发给主办方	<b>DEADLINE</b> 截止日期
EXHIBITOR BADGES (HYPERLINK TO EXHIBITOR BADGE REQUISITION FORM) 参展商证件申请 (超链接——参展商证申请表)	31 January 2025 2025年1月31日
<a href="#">VISA INVITATION LETTERS - FOR EXHIBITORS ONLY</a> <a href="#">签证邀请函-仅限参展商</a>	14 February 2025 2025年2月14日
<a href="#">INSURANCE COVERAGE/PUBLIC LIABILITY/REFUNDS</a> <a href="#">保险范围/公共责任/退款</a>	14 February 2025 2025年2月14日

<b>To be sent to Stand Contractor/Suppliers</b> 需发给展位承建商/供应商	<b>Deadline</b> 截止日期
<a href="#">AUDIO / VISUAL &amp; COMPUTER EQUIPMENT</a> <a href="#">音频/视频和计算机设备</a>	19 January 2025 2025年1月19日
<a href="#">CONTRACTOR BADGES (WRIST TAG)</a> <a href="#">承建商证 (手腕带)</a>	31 January 2025 2025年1月31日
STAND ORDERS 常规 - <a href="#">FASCIA NAME SUBMISSION</a> - <a href="#">楣板名称提交</a> - <a href="#">LIGHTING AND POWER SUPPLY</a> - <a href="#">照明及电源</a> - <a href="#">FURNITURE</a> - <a href="#">配置</a>	19 January 2025 2025年1月19日

<a href="#">COMPRESSED AIR</a> 压缩空气	19 January 2025 2025年1月19日
<a href="#">WATER DRAINAGE</a> 供水和排水	19 January 2025 2025年1月19日
<a href="#">HEAVY / LARGE / TALL EXHIBITS</a> 展品尺寸	31 January 2025 2025年1月31日
<a href="#">HOTEL ACCOMODATION</a> 酒店住宿	-
<a href="#">MANPOWER ORDER FORM</a> 人力资源表	19 January 2025 2025年1月19日
<a href="#">STAND DESIGN SUBMISSION</a> 展位设计提交	6 January 2025 2025年1月6日
<a href="#">GRAPHICS PRINTING SERVICES</a> 喷绘服务	19 January 2025 2025年1月19日
<b>To be sent to Venue</b> <b>需发给展馆</b>	<b>DEADLINE</b> <b>截止日期</b>
<a href="#">BOOTH CATERING</a> 展位餐饮申请	3 February 2025 2025年2月3日
<a href="#">TELEPHONE/INTERNET PACKAGE</a> 网络申请表	19 January 2025 2025年1月19日
<a href="#">GOODS VEHICLE PASS FOR EXHIBITORS ONLY</a> (ACCESS TO LOADING AND UNLOADING BAY) 货车通行证只供参展商使用 (进出装卸区)	Goods Vehicle only. Not for passenger cars 仅限货车



## B1 Time Table for Site Operations 现场施工时间表

### CONTRACTORS BUILD-UP 搭建商

\*Please adhere to the move-in timing as advised.

\*请严格遵守指定的入馆时间。

\*\* Entry through loading/unloading bay

\*\*在装卸区进入。

	DATE	TIME
Moving-in of Raw Space/Special Design Contractors*	24 - 25 February 2025 Please refer to the specific time and date notified by the official contractor before exhibition	
Moving-in of Interior Decoration* & Other Contractors and Delivery of exhibits	25 February 2025	8.00 AM – 5.00 PM** (Build-up till 10.00 PM)
Delivery of heavy machinery (Tall and Large)	25 February 2025	8.00 AM – 5.00 PM** (Build-up till 10.00 PM)
	日期	时间
特装施工单位入馆时间*	2025年2月24-25日 请以主场搭建商展前通知的具体时间为准	
装修和其他搭建商及展品入馆时间	2025年2月25日	上午8.00 – 下午5.00 ** (搭建截止到晚上10点)
重型机械及高大件展品入馆时间	2025年2月25日	上午 8.00 – 下午5.00 ** (搭建截止到晚上10点)

### TEAR-DOWN 拆卸

\*Please adhere to the move-out timing as advised.

\*请按规定时间撤展

	DATE	TIME
Exhibitors removal of light/hand-carried exhibits and personal property	28 February 2025	5.00 PM – 6.00 PM
Termination of Power Supply	28 February 2025	6.00 PM
Contractors removal of heavy exhibits (requiring mechanical handling equipment)	28 February 2025	6.00 PM – 9.00 PM
Dismantling of stand fittings and electrical installations*	28 February 2025	9.00 PM – 1.00 AM
	1 March 2025	8.00 AM – 1.00 PM
Halls closed for cleaning	1 March 2025	1.00 PM onwards
	日期	时间
展商可拆除灯具/打包手提展品和个人随身物品时间	2025年2月28日	下午5.00 – 下午6.00
停止供电时间	2025年2月28日	下午6.00

搭建商拆除重型展品（需要机械搬运设备）时间	2025年2月28日	晚上6.00 – 晚上9.00
拆除展位支架配件和电气装置*	2025年2月28日	晚上9.00 – 次日凌晨1.00
	2025年3月1号	上午8.00 – 下午1.00
闭馆进行清洁	2025年3月1号	下午1点开始

Note:

No late work is permitted. Individual stand fitting contractors must complete their work according to schedule listed. Overtime work may not be permitted, and if permission is sought from the Organiser. Overtime and electrical charges will be charged to contractors.

Safety boots, safety vest and long pants must be worn at all times during build-up and tear-down.

Safety helmet is compulsory during overhead works.

备注:

不允许加班。特装展位搭建商必须按照时间表完成工作。原则上不允许加班，如果征得主办方许可，加班费和电费将向搭建商收取。

在搭建和拆卸过程中，必须始终穿着安全靴、防护背心和长裤。

在高空作业时必须配戴安全帽。

## B2 Heavy/Large /Tall Exhibits 重型/大型/高大类展品布展注意事项

### An Exhibitor intending to demonstrate equipment on his stand:

#### 展品展示须知：

- Must provide the Organiser with full details ([type of machinery - dimensions and weight requirements](#)) via order Heavy / Large/ Tall Exhibits Form by 31 January 2025.  
必须在2025年1月31日之前向主办方提供展品详细信息，填写[重型/大型/高大类展品表格](#)（设备类型 - 尺寸和重量）。
- The weight of all exhibit items shall not exceed the floor loading limit (see section B10 - Venue Rules and Regulations).  
所有展品的重量不得超过地板承重限制（请参阅第B10节 - 场地规则及条例）。
- Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for protection of the public, and legible signs displaying "DO NOT TOUCH" must be placed on any working exhibit to warn the visitor to stay a safe distance.  
考虑设备运行时的安全问题，展商必须采取安全预防措施，必须在运行中的展品上放置“请勿触摸”的清晰标志字样，以示参观者保持安全距离。
- Must cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timings stipulated by the Organiser, who reserves the right to disallow a demonstration at any time.  
不得对参观者或其他参展商造成困扰。例如高噪音或其他令人反感的因素，演示活动只能在主办方规定的时间进行，主办方保留随时禁止演示活动的权利。
- Must not bring in or use at the Exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior written consent of the Organiser. Even if consent is given, it will be subject to adequate precautionary measures being taken.  
未经主办方事先书面同意，不得在展会现场携带或使用有毒气体、燃料、煤油、有毒物质、易燃物等危险品和设备，以及使用燃气灶、煤油炉、电炉等易燃材料的设备。即使同意，也要采取适当的预防措施。
- Must not carry out any fire hazardous operation work.



不得开展任何火灾危险作业。

- g. Must keep their stands clean. Precautionary measures must be taken to prevent leakage of cutting fluid lubricant and oil or any staining. The Organiser reserves the right to charge the cost of cleaning the stains to the Exhibitor.  
必须保持各自摊位清洁。必须采取预防措施，以防止切削液润滑剂和油泄漏或任何污渍。主办单位保留向参展商收取清洁污渍费用的权利。
- h. Must lay plywood or steel plates with old/used carpet underneath as base at exhibitors own cost to protect the floor surface.  
必须铺设胶合板或钢板，下面铺上旧/用过的地毯作为基底，以保护地板表面，费用自理。
- i. All moving machines must be fitted with safety device when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power. No motors, engines, contrivances or power-driven machinery may be used without adequate protection against fire risk and safety.  
所有移动机器在运行时必须安装安全装置。只有当机器与电源断开连接时，才能拆除这些安全装置。如果没有足够的火灾风险和安全保护，不得使用电机、发动机、装置或动力驱动机械。
- j. Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is strongly recommended. The machines cannot be left operating on its own without supervision of qualified personnel.  
工作机器必须放置在与访客相对安全的距离。强烈建议使用安全防护装置。在没有合格人员监管的情况下机器不能独自运行。

## B3 STANDARD SHELL SCHEME (Regulations and illustrations)

### 标准展位方案（规定及图示）

1. Company Name sign: Please complete [FASCIA NAME FORM](#)  
公司信息：[请填写表格](#)。
2. All interior fitting must be contained within the shell scheme unit structure and cannot exceed 2.5m in height. All signs cannot exceed 2.5m in height.  
所有内部装修必须在展位总体结构内，高度不得超过2.5米。所有标志的高度不得超过2.5米。
3. Pop-up structures should not exceed your booth perimeter or cover neighbor's booth structure.  
弹出式结构不能超出本展位周长或覆盖邻展位结构。
4. For additional furniture, please order via [FURNITURE RENTAL FORM](#)  
如需额外的展具，[请填写展具租赁表](#)。
5. For additional electrical requirement, please order via [LIGHTING AND POWER SUPPLY](#)  
如需额外的电气，[请填写照明及电源订购表](#)。
6. Under no circumstances must walls be punctured or damaged in any way.  
在任何情况下，背板都不得以任何方式被刺穿或损坏。
7. Fascia board cannot be removed  
不能拆卸楣板。
8. Exhibitors are responsible for the cost of making good, restoring or renewing any damages or dilapidation to their Shell stand structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.  
不论是由其本身或其代理人及雇用的任何人、搭建商或搭建商雇用的人造成的展台结构、地板覆盖物、灯具及/或其任何部分的任何损坏，参展商须承担修补、修复或换新其费用。
9. The cost of making good any damages will be assessed by the Official Contractor and charged to the Exhibitor.  
赔偿任何损坏的费用将由主场承建商评估，并向参展商收取。



10. The Organiser, together with the hall owners, will inspect the hall before and after the exhibition.  
 主办方会同展馆负责人在开展前后对展馆进行视察。

Click here for package type and their entitlements.  
 点击下方了解展位类型及其相应配置。

[STANDARD SHELL SCHEME](#)  
[标准展位方案](#)

**Standard Shell Scheme 9sqm**

Stand Area in m2 展位面积 (平方米)	9	12	15	18	21	24	27	36
LED Fluorescent Tube 光管	2	3	3	4	5	6	6	9
13amp 220V Socket 220V/13A电源插座	1	1	1	2	2	2	2	3
Non-Lockable Reception Counter (0.76mH) 咨询台	1	1	1	2	2	2	2	2
Folding Chair 折叠椅	2	2	2	4	4	4	6	6
Wastepaper Basket 垃圾桶	1	1	1	1	1	2	2	2





## B4 Upgrading of Shell /Deluxe Scheme Package Booths (Regulations)

### 升级展位/特装展位（规例）

Exhibitor may employ a contractor of his choice to decorate and install any additional stand display or fittings that he may require (if an exhibitor is installing their own stand, they are considered as an outside contractor during the move-in/out period).

Exhibitors who engaged their own contractor for interior decoration or upgrading of their stand must ensure that the decoration fittings are self-supporting and not attached to the standard stand panels which belongs to the Official Contractor's property. Should damages be found on the existing panels, cost of making good will be borne by the respective Exhibitor or their appointed contractor.

Both exhibitors and contractors are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the Organiser.

The name of the contractor, stand layout plan and design, Risk Assessment Form & SWP, letter of undertaking and a copy of the insurance certificate must be given to the Organiser by completing [Stand Design Submission](#) by 6 January 2025.

A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.

参展商可聘请其他搭建商来装修或安装任何需要额外在展台展示的装置，并在出入馆期间视为外部搭建商。

参展商如选择自带搭建商进行展位的室内装修或升级，必须确保装修装置是自带的，不能是依附于主场承建商提供的搭建支架或装置。如发现材料损坏，维修费用将由参展商或其委托的搭建商承担。

参展商和搭建商均须遵守任何建筑法规、所有政府规章制度以及主办单位制定的条例。

请于2025年1月6日前向主办方提交并完成[展台设计提交系统](#)搭建商信息、展台布局图及设计、风险评估表及SWP、承诺书及保险证明副本。

如果报图设计通过，将退还图纸的副本，授权开始施工。

Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety, stand height and boundary or any space contract rules and regulations.

如未获得书面批准，有可能产生昂贵的现场改造成本，如设计或安装违反消防安全、展台高度和边界或任何展位合同规则与条例。

Before permission is granted or necessary passes being issued to stand contractors to carry out work at the Exhibition for Shell Scheme Stands interior decoration or upgrading of booth, the below listed must be received by the Organiser before commencing to work;

为在展会上进行标准展台的内部装修或升级改造，展台承建商在获得许可或必要的通行证签发前，需向主办单位提供以下清单以便开展工作：

Refundable Performance Bond at S\$20 per sqm (Minimum of S\$500).

可退还履约保证金，每平方米20新币（最低500新币）。

Non-refundable Administrative Fee will be charged as per below:

不可退还管理费将按以下收取：

Raw space booth except pavilion

空地展位，除展团以外

SGD2.50 per square metre

每平方米2.50新币

Pavilion展团

Below 80 sqm - SGD2.50 per square metre

80平方米以下-每平方米2.5新币

Above 80 sqm - SGD1.80 per square metre

80平方米以上-每平方米1.8新币

Risk Assessment Form and SWP, Letter of undertaking and The Insurance Certificate via [Stand Design Submission](#)

通过[展台设计提交系统](#)获取的风险评估表及SWP，承诺书及的保险证明。

The contractor will only be allowed to bring their materials onto the site or commence work upon the Organiser receipt of the above listed.

主办方收到上述材料后，搭建商才能将其材料带入现场或开始工作。

The contractor will also have to bear any charges levied by the venue owner for damages caused to their property, flooring, or for debris not cleared away.

搭建商还须承担场地所有者对其财产、地板或未清除的残骸造成的损害所征收的任何费用。

Provided the stand is completed on time, and no damages are caused, the Bond will be returned to the Contractor in full after the exhibition.

如展位搭建按时完成，并且没有造成任何损坏，展览会结束后，保证金将全额退还给搭建商。

Failure to comply with the Informa Health, Security and Safety - [Exhibitor Guidelines \(English / Chinese\)](#), [Rules & Regulations](#) and Site Information will result in a [Penalty Charge](#) based on organiser's discretion

如未能遵守健康、安保和安全 - [参展商指南 \(英文/中文\)](#)、[规则 and 规定](#) 以及现场信息，主办方有权酌情决定的 [罚款](#)。

The permitted stand height is 2.5m. Any design for a structure exceeding 2.5m in height is subject to approval by the Organiser.

允许的展位高度为2.5米，任何高度超过2.5米的结构设计须经主办单位批准。

The walls have a white laminate finish. Hence, no nailing, drilling, fixtures or painting of any kind are allowed on the partition, floor, ceiling or any hall structure or walls provided. Panels can be affixed to these walls with the use of double-sided/Velcro tapes or with brackets rented from the Official Contractor.

墙壁是白色的展板。因此，不允许在隔板、地面、顶层或提供的任何展厅结构或墙面上钉钉子、钻孔、夹具或喷漆。面板可以用双面胶/魔术贴或从官方主场租用的支架固定在这些墙上。

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

参展商须承担场地修复或更换损坏/失修部分的费用，不论是由他们自己、他们的代理商、搭建商或由这些代理或搭建商雇用或代表他们的任何人参加展会而造成的损坏或失修。

Exhibitors occupying Shell Scheme stands are also responsible for the cost of making good, restoring or renewing any damages or dilapidation to their Shell stand structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.

标准展位的参展商也需承担因修复、重建或更新其标准展位的结构、地毯、灯具和/或其它任何部分的损坏或失修的费用，无论是由他们自己或他们的代理、承包商或由这些代理或承包商雇用或代表他们的任何人而造成的。

The cost of making good any damages will be assessed by the Official Contractor and charged to the Exhibitor. The Organiser, together with the hall owners, will inspect the hall before and after the exhibition.

任何损害的赔偿费用将由主场承建商评估并由参展商承担。在展览前后，主办单位将与展馆方一起检查展厅。

No financial credit will be given by the Organiser for package items not utilized.

对于未使用的套餐物品，主办单位不提供任何财务优惠。

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 as required by prevailing fire safety regulations.

所有用于展台搭建的材料必须是阻燃的，符合当地的规定，即现行消防安全法规要求的最小火焰蔓延等级为2级。

Permanent false ceilings are not allowed. False ceilings of egg grid and mesh construction of non



combustible materials may be allowed, subjected to the approval of the Fire Safety & Shelter Department (FSSD). Provision of powdered fire sprinkler ball is required.

永久性的吊顶是不允许的。但经消防安全与防空署 (FSSD) 批准, 网格吊顶及阻燃材料的网状结构是允许的。要求备有粉末状消防灭火器。

No rigging is allowed.

不允许使用索具。

## B5 Floor Space Booth (Regulations) 空地展位规定

Exhibitors having floor space stands are advised to use the services of the Official Contractor appointed by the Organiser to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organiser before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Organiser reserves the right to reject any contractor and design they deem inappropriate.

建议空地展位的展商使用主办单位指定的主场承建商, 便于搭建工作的进行。否则, 参展商在委托其搭建商在现场工作前必须获得主办方的同意, 并遵守以下规则和规定。主办单位有权拒绝任何其认为不合适的搭建商和设计方案。

Both exhibitors and contractors are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the Organiser.

参展商和搭建商均应遵守任何搭建规定、所有政府法规和主办方制定的规定。

The name of the contractor, stand layout plan and design (plan, front & perspective view), Risk Assessment Form, letter of undertaking and a copy of the insurance certificate must be submitted by completing [Stand Design Submission](#) by 06 January 2025 and that contractor must abide the regulations.

A copy of the drawings will be returned, authorising the commencement of construction if the design is approved.

Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety, stand height and boundary or any space contract rules and regulations.

搭建商的名称、展台平面图和设计(平面图、字体和透视图)、风险评估表、承诺书和保险证明的副本必须在2025年1月6日前通过[展台设计提交](#)平台完成, 搭建商必须遵守规定。

如设计方案通过审核, 将退还图纸副本, 并授权施工。

未获得书面批准, 有可能产生昂贵的现场改造成本。如设计或安装违反消防安全、展台高度不符或违反展位合同上的规则与条例。

Before permission is granted or necessary passes being issued to stand contractors to carry out work at the Exhibition for Shell Scheme Stands interior decoration or upgrading of booth, the below listed must be received by the Organiser from the raw space contractors before commencing to work;

为在展会上进行展台的内部装修或升级改造, 展台承建商在获得许可或必要的通行证签发前, 需向主办单位提供以下清单以便开展工作:

The contractor or Exhibitor will only be allowed to bring their materials onto the site or commence work upon the Organiser receipt of the above listed.

主办方收到上述清单后, 搭建商或参展商才能将其材料带入现场开始工作。

The contractor will also have to bear any charges levied by the venue owner for damages caused to their property, flooring, or for debris not cleared away.

搭建商还须承担展馆就其场地、地面或未清除的碎片造成的任何损害而收取的赔偿费用。

Provided the stand is completed on time, and no damages are caused, the Bond will be returned to the Contractor in full after the exhibition.

如展位搭建按时完成, 并且没有对展馆造成任何损坏, 展会结束后, 保证金将全额退还给搭建商。

Failure to comply with the Informa Health, Security and Safety - [Exhibitor Guidelines \(English / Chinese\)](#), [Rules & Regulations](#) and Site Information will result in a [Penalty Charge](#) based on organiser's discretion  
如未能遵守健康、安保和安全 - [参展商指南 \(英文/中文\)](#)、[规则 and 规定](#) 以及现场信息，主办方有权酌情决定的 [罚款](#)。

Refundable Performance Bond at S\$20 per sqm (Minimum of S\$500).  
可退还履约保证金，每平方米20新币（最低500新币）。

Non-refundable Administrative Fee will be charged as per below:  
不可退还管理费将按以下收取：

Raw space booth except pavilion  
空地展位，除展团以外

SGD2.50 per square metre  
每平方米2.50新币

Pavilion展团

Below 80 sqm - SGD2.50 per square metre  
80平方米以下-每平方米2.5新币

Above 80 sqm - SGD1.80 per square metre  
80平方米以上-每平方米1.8新币

Risk Assessment Form and SWP, Letter of undertaking and The Insurance Certificate via [Stand Design Submission](#)

通过[展台设计提交系统](#)获取的风险评估表及SWP，承诺书及的保险证明。

Stand structure may go up to 4m high maximum depending on stand design. For structure height at 4m, technical drawings must be endorsed by professional engineer to certify the structure is safe. Written approval must be obtained from Official Stand Vetting Contractor on all special design stands.  
空地展台的结构限高4米。对于高度为4米的结构，技术图纸必须由专业工程师认可，以证明结构是安全的。所有特殊设计展台必须获得主场承建商的书面批准。

All partition walls should not be covering more than 50% in length and/or width, unless the partitions are constructed against the actual walls of the hall. The Organiser reserves the right to request the Exhibitor to change, modify, lower or shorten any back wall and sidewall proposed if, in the opinion of the Organiser, such back wall or sidewall obstruct the reasonable exposure of any adjacent exhibition stands.  
所有隔墙的长度和/或宽度不应超过50%，除非隔墙是靠展厅的实际墙壁建造的。主办单位如果认为该后墙或侧壁妨碍了任何相邻展台的合理曝光。主办单位有权要求参展商更换、修改、降低或缩短。

Back walls must be provided, except in the case of an island stand. Stands with adjoining neighbours should also be provided with the necessary sidewalls.  
除四面开展台外，所以展台都必须设置背墙。与相邻的展台也应提供必要的侧墙。

The Name and Stand Number of the Exhibitors must be prominently displayed. If this is not observed, the Organiser reserves the right to affix stand numbers as they consider fit and charge the cost incurred to the Exhibitor.

参展商的名称和展位号必须显示在显著的位置。如参展商未遵守上述规定，主办单位保留在其认为合适的展位上加贴展位号的权利，并向参展商收取相应的费用。

Where a 'Floor Space' stand is located adjacent to a 'Shell Scheme' stand, the wall of the 'Shell Scheme' stand is considered rented by that exhibitor and may not be utilised by the 'Floor Space' stand.  
如果“空地展位”与“标准展位”相邻，则“标准展位”的墙壁被该参展商视为租用，不得被“空地展位”使用。

Exhibitors are reminded that it is the responsibility of their appointed stand fitting contractor to clean and vacuum the stand upon completion of construction, before handing over to the Exhibitor.  
参展商须注意，其指定的展台搭建商在完成搭建将展台交付给参展商前，有责任对展台进行清洁和洗尘。

All exposed rear surfaces of designs and structures must be painted white unless it is against the actual





walls of the Exhibition Hall. No advertisement display is allowed for exposed setback structure.  
展台设计和结构所有的外露背面必须美化成白色，除非它正对着展厅的实际墙壁。外露的部分不允许做广告展示。

Contractor's admission: Please refer to [Contractor's Badges requisition form](#) for details.

搭建商入场：详情请参阅[搭建商胸卡申请表](#)。

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

参展商须负责修复或更换展览场地的任何损坏或失修的费用，不论是由他们自己、他们的代理、搭建商或由这些代理或搭建商雇用或代表他们任何人而造成的损坏或失修。

The cost of making good any damages will be assessed by the Official Contractor and charged to the Exhibitor. The Organiser, together with the hall owners, will inspect the hall before and after the exhibition.

赔偿任何损害的费用将由主场承建商评估并由参展商承担。在展会前后，主办单位将与场馆一起检查展厅。

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 as required by prevailing fire safety regulations.

所有用于展台搭建的材料必须是阻燃的，符合当地的规定，即现行消防安全法规要求的最小火焰蔓延等级为2级。

Permanent false ceilings are not allowed. False ceilings of egg grid and mesh construction of non combustible materials may be allowed, subjected to the approval of the Fire Safety & Shelter Department (FSSD). Provision of powdered fire sprinkler ball is required for every 9sqm of covered ceiling.

永久性的吊顶是不允许的。但经消防安全与防空署（FSSD）批准，蛋网格吊顶及阻燃材料的网状结构是允许的。每9平米顶棚要求备有粉末状消防灭火球。

Rigging is not allowed.

不允许使用索具。

Double storey stands are not allowed.

展台搭建不允许双层结构。

## **B6 Operation of Stand 展台运行规定**

The stand must be staffed and operational at all times during show opening hours. The Exhibitor's staff must wear Exhibitor's badges issued by the Organiser for identification. The Exhibitor shall be responsible for the good conduct of all his staff, agents or representatives.

在展会开放时间内，展台必须随时配备工作人员并保持运转。展台工作人员必须佩戴由主办方发给展商的展商证，以供识别。参展商应对其所有员工、代理或代表的良好行为负责。

No business activity shall be conducted by the Exhibitors and/or his staff or exhibits display outside their stand boundaries. Organisers have the right to remove all items from the common areas and/or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

参展商及/或其员工不得在其展位边界外进行商业活动或展示展品。主办方有权从公共区域移除所有物品，并/或对使用的额外空间收取费用。不遵守这个准则可能会导致您的展位被封闭。

No activity, which in the opinion of the Organiser, is tantamount to inconvenience or annoyance to the public or other Exhibitors, shall be caused by Exhibitors within the vicinity of the Exhibition. Examples include the noise level of equipment demonstration and audio-visual presentations.

参展商不得在展会周边举办主办方认为会给公众或其他参展商带来不便的活动。包括控制设备演示和视听演示的噪音水平。

No Exhibitor may use air compressors or pressurised containers without prior approval of the Organiser.

未经主办方事先批准，所有参展商不允许使用空气压缩机或增压容器。

All precautions must be taken by the Exhibitor against fire and to protect the public.

Exhibitors, who, because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.

Without the special permission of the Organiser, no exhibits can be taken into the stand once the Exhibition has been officially opened, nor removed from the stand before the close of the Exhibition. No stage shows will be permitted, unless approved by venue owner. Please contact show organiser for details.

Exhibitors are not allowed to distribute promotional materials outside their stands. This is to observe fairness to other Exhibitors and to prevent inconvenience to visitors.

Each Exhibitor is responsible for indemnifying the Organiser and their agents against liability to the owners of the exhibition premises, and public authority or department of Singapore Government and each and every other Exhibitor in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents.

The Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organiser, and any other Exhibitors caused by his staff in transportation, removal of exhibits, refuse and/or decoration works.

Any display of petrol fuel exhibit is subject to approval by the Organiser.

展商必须采取一切预防措施，防范火灾并保护公众安全。

鉴于展品性质需要特殊的防火措施，展商必须自行安排并承担相关设备的费用。

除非获得主办方的特殊许可，展览会正式开幕后不能再将展品带入展位，也不能在展览会结束前将展品移出展位。

除非获得场地所有者的批准，否则不允许进行舞台表演。请联系展会主办方获取详细信息。

展商不得在展位外分发宣传材料。这是为了公平对待其他展商并避免给访客带来不便。

每个展商有责任赔偿主办方及其代理人对展览场地的所有者、新加坡政府的公共机构或部门以及其他展商因展商、其员工或代理人的任何行为或疏忽而产生的任何性质的诉讼、费用、索赔和要求承担责任。

展商应对其员工在展品运输、搬移、废物处理和/或装饰工作过程中对场馆的结构、地板、墙壁、柱子以及主办方的财产和其他展商造成的任何损坏负责。

展示石油燃料展品需获得主办方的批准。

## **B7 Electrical Contractor and Installations 电气服务商和安装**

Electricity will be supplied through the Organiser only. The Official Contractor has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all stands (Shell Scheme/Package and Special Design) at the exhibition and all charges thereof shall be paid by the exhibitor. For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.

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 project beyond the boundaries of the installations and must be adequately protected against excess current.

No flashing/blinking lights or neon lights will be permitted.

NO MULTI-PLUGS ARE ALLOWED. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.

In the case of light box displays brought in by Exhibitors, each fluorescent or lamp used will be treated as general lighting and charged as per an additional order. The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on [Lighting and Power Supply](#). A quotation will be submitted on receipt of this form for unscheduled fittings or installations.

Any design or plan of electrical installation must be submitted to the official appointed contractor before the deadlines indicated. No installation work shall be carried out without the written permission of the Organiser. The Organiser reserves the right to disconnect electricity supply to 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.

The Organiser reserves the right to disconnect electricity supply to any Exhibitor whose installations



are violating the Organisers' regulations, dangerous or likely to cause annoyance to visitors or other exhibitors.

Electricity supply to stands will terminated one hour after the exhibition is closed on the final day of the exhibition. Exhibitors who need electricity to turn off or lock their machines must arrange it within this period otherwise they will have to pay re-connection charges for electrical supply.

电力只能由主办方提供。已指定主场承建商负责在展览会上的所有展位进行电气工作（布线和连接、照明等），所有相关费用将由展商支付。出于安全原因，不允许其他电气服务商在现场进行电气工作。

任何电气设施都不能悬挂在展厅顶部或安置在展台结构的任何地方。任何配件都不能超出装置的边界，并必须充分防护以防止漏电。

不允许使用闪光灯或霓虹灯。

不允许使用多用插头。所有插座仅供机器操作使用，不得用于照明。出于安全原因，请每台机器只使用一个插座。

如展商带了灯箱展示，使用的每一个荧光灯或灯管都将视为一般照明，并按照额外订单收费。展商必须在[照明及电源](#)上注明所需的额外电气配件和设施的数量和类型。主场收到该表格后，将提供报价以供展商使用。

任何电气安装的设计或计划必须在指定的截止日期前提交给主场承建商。未经主办方书面许可，不得进行任何安装工作。主办方保留断开电力供应的权利，对违反主办方规定、被认为具有危险性或可能对访客或其他展商造成麻烦的展商进行断电。

主办方保留断开电力供应的权利，对违反主办方规定、危险或可能对访客或其他展商造成麻烦的展商进行断电。

展位的电力供应将在展会最后一天结束后的一小时内终止。需要关闭或锁定机器的展商必须在此时间内安排，否则将需要支付重新连接电力供应的费用。

## LIGHTING AND POWER SUPPLY 灯光 / 电力接驳服务

Exhibitors who are using the Organiser's stand package are reminded to refer to Form 2 for their lighting entitlement supplied under the package. This form is only for ADDITIONAL orders.

All lighting and power supply must be ordered on this form and returned by the deadline. Late orders received after the form deadline will be subjected to availability, and a 30% surcharge for orders received after 20 January 2025, and a 50% surcharge on site.

Cancellation clause: Full cost shall apply for cancellation received after 3 February 2025.

使用主办方展位标准展位配套的参展商请参阅表格2，了解配套中提供的灯光和电源。此表格仅适用于额外订单。

所有灯光和电力必须在此表格上订购并在截止日期前返回。表格截止日期之后收到的迟到订单将视供应情况而定，2025年1月20日之后收到的订单将收取30%的附加费，现场收取50%的附加费。

取消条款：2025年2月3日之后收到的取消预订需支付全额费用。

ITEM NO.	DESCRIPTION	SGD
LIGHTING		
1	12W LED Spotlight - Warm Light (LED 射灯-暖光)	70
2	12W LED Spotlight - White Light (LED 射灯-白光)	70
3	12W LED Long Arm Spotlight - Warm Light (LED 长臂射灯-暖光)	80
4	12W LED Long Arm Spotlight - White Light (LED 长臂射灯-白光)	80
5	LED Fluorescent Light Tube, 1.2mL - White Light (LED 灯管)	80
6	4W LED Downlight (LED 筒灯)	165
7	50W LED Metal Halide with Arm (LED 长臂铲灯)	180
8	Per Light Fitting Connection (Up to 100W) (100W 灯具接驳)	70

9	Per Light Fitting Connection (Up to 300W) (300W 灯具接驳)	120
10	LED Lighting Connection (per metre) *LED Strip (LED 灯条接驳-每米)	70
POWER SUPPLY		
11	13Amp/230V SPN 50Hz AC Socket (Max 800W) (Not for lighting use) 13 安培/220 伏特单相电源 (不适用于灯具)	80
12	13Amp/230V SPN 50Hz AC Socket with 24hrs Supply (Max 800W) (Not for lighting use) 24 小时供电 13 安培/220 伏特单相电源 (不适用于灯具)	160
13	15Amp/230V SPN 50Hz AC Socket (Max 3kW) (Not for lighting use) 15 安培/220 伏特单相电源 (不适用于灯具)	130
14	15amp/415V Three Phase Power Point (not for lighting) 15 安培/415 伏特三相电源 (不适用于灯具)	400
15	32amp/415V Three Phase Power Point (not for lighting) 32 安培/415 伏特三相电源 (不适用于灯具)	975
16	63amp/415V Three Phase Power Point (not for lighting) 63 安培/415 伏特三相电源 (不适用于灯具)	1950



12W LED Spotlight



12W LED Long Arm Spotlight



12W LED Fluorescent Light Tube



4W LED Downlight



50W LED Metal Halide



13 AMP  
1-Phase Power Point



15 AMP  
1-Phase Power Point  
Round/Square



## FURNITURE 展具租赁服务

Exhibitors who are using the Organiser's Stand Package are reminded to refer to Form 2 for the list of entitlement supplied under the package. Form 6 is only for ADDITIONAL orders.

Late orders received after the form deadline will be subjected to availability, a 30% surcharge for orders received after 20 January 2025, and a 50% surcharge for orders on site.

Cancellation clause: Full cost shall apply for cancellation received after 3 February 2025

使用主办方展位标准展位配套的参展商请参阅表格2，了解配套中提供的家具。此表格仅适用于额外订单。

所有家具出租必须在此表格上订购并在截止日期前返回。表格截止日期之后收到的迟到订单将视供应情况而定，2025年1月20日之后收到的订单将收取30%的附加费，现场收取50%的附加费。

取消条款：2025年2月3日之后收到的取消预订需支付全额费用。

ITEM CODE	DESCRIPTION	SGD
TABLES		
T201	Bistro Table (White) 可调节吧桌 (白色)	140
T201	Bistro Table (Black) 可调节吧桌 (黑色)	140
T101	Round Table (White) 圆桌 (白色) 600 Dia	80
T101	Round Table (Black) 圆桌 (黑色) 600 Dia	80
T102	Round Table (White) 圆桌 (白色) 800 Dia	100
T102	Round Table (Black) 圆桌 (黑色) 800 Dia	100
T105	Square Table (White) 方桌 (白色)	80
CHAIRS		
C101B	White Folding Chair (白折椅)	20
C105	Black Leather Arm Chair (黑皮椅)	70
C208	Hydraulic Barstool (White) 太空吧椅 (白色)	120
C208	Hydraulic Barstool (Black) 太空吧椅 (黑色)	120



SYSTEM FURNITURE		
S01	Reception Desk 咨询台	80
S02	System Lockable Cabinet 锁柜	100
S04	System High Lockable Cabinet 高锁柜	160
S09	High Show Case (w) Lights (高玻璃展示柜) 带灯	300
S07	Low Show Case (w) Lights 标准玻璃展示柜 (带灯)	200
S12	Low System Display Block 低方形展示台	140
S12	Medium System Display Block 中方形展示台	140
S12	High System Display Block 高方形展示台	140
M100	Flat Shelving 平层板	45
M100	Slope Shelving 斜层板	45
OTHERS		
D03	Metal Brochure Rack 金属资料架	80
D07	Acrylic Brochure Rack 亚克力资料架	80
M07	Wastepaper Basket 垃圾桶	5





**C101B**  
Folding Chair



**C105**  
Leather Arm Chair



**C208**  
Hydraulic Barstool  
■ □



**T101**  
Round Table with Metallic Round Base  
600DIA x 750H  
■ □



**T102**  
Round Table with Metallic Round Base  
800DIA x 750H  
■ □



**T105**  
Square White Table  
810L x 810W x 750H



**T201**  
Bistro Table  
600DIA x 1000H  
■ □



**S01**  
Reception Desk  
1000L x 500W x 750H



**S02**  
Lockable Cabinet  
1000L x 500W x 750H



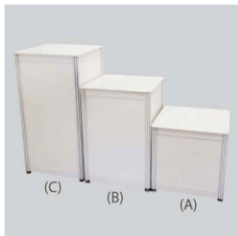
**S04**  
High Lockable Cabinet  
1000L x 500W x 1000H



**S07**  
Low Showcase with LED Light  
1000L x 500W x 1000H



**S09**  
High Showcase  
1000L x 500W x 2000H



**S12**  
Display Block  
(A)500L x 500W x 500H  
(B)500L x 500W x 750H  
(C)500L x 500W x 1000H



**D03**  
Metal Brochure Rack  
430L x 430W x 1090H



**D07**  
Standing Acrylic Zig Zag Brochure Rack  
280L x 390W x 1350H



**M07**  
Waste Paper Basket



**M100** Wall Shelving  
1000L x 2500H

## B8 Exhibitor Insurance 展商保险

Each Exhibitor is responsible for indemnifying the Organiser and their agents against liability to the owners of the exhibition premises, and public authority and each and every other Exhibitors in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents.

Exhibitors are responsible for public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover if no less than USD2 million against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organisers will not be held responsible for any loss of, or damage to, exhibits and personal items. Please also refer to Section 17 ("Insurance") of the [Terms & Conditions of Contract](#) All exhibitors are required to submit Insurance Coverage / Public Liability / Refunds form as acknowledgement of insurance coverage.

All stand contractors are required to take out and maintain Contractor's All Risks Insurance in respect of the Individual Stand Contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than USD2 million for any single claim, unlimited in aggregate. Please refer to B9 Contractor Insurance for details.

It is essential that Exhibitors with Raw Space/Special Design stands to check any stand contractors being considered for work have this insurance coverage, before appointing them.

展商有责任购买公共责任保险，保障其展位上人员的人身及财产安全。包括展会期间，以及展品及物品的运输过程中。每个展商应购买有效且足够的保险，投保不少于200万美元的公众责任保险。展商应联系其保险经纪人，为展品和展览材料提供保险。主办方对展品和个人物品的任何损失或损坏概不负责。请参阅[合同条款](#)中的第17节（“保险”）。所有展商都需要提交“保险责任范围/公众责任/退款表格”作为保险责任范围的确认。

所有展台搭建商必须购买并保有建筑工程保险，以覆盖搭建商在提供服务过程中对任何人的死亡或伤害、财产损失或损坏的责任，单次索赔金额不低于200万美元，总计数无限制。请参阅B9搭建商保险以了解详细信息。

对于采用光地/特装展位的展商来说，必须在委托展台搭建商之前，核实其是否具备相关保险责任范围，这非常重要。

## B9 Contractor Insurance 搭建商保险

Individual Stand Contractors are required to take out and maintain Contractor's All Risk insurance in respect of the Individual Stand Contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services, in the sum not less than USD2 million for any single claim, unlimited in aggregate. In addition, an Individual Stand Contractor shall take out and maintain valid and adequate insurance cover against theft, fire damage to property, accidents, natural calamities, acts of God and such other risk normally insured against by a reasonable person in the position of the Individual Stand Contractor in connection with, inter alia, the Individual Stand Contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the Individual Stand Contractor in the performance of the Services) and the performance of the Services. The insurance shall be maintained in force at all times during the Move-in/out and Exhibition Period.

Each Individual Stand Contractor MUST HAVE valid and adequate insurance cover of no less than USD2 million against Contractor's All Risks insurance for the entire move-in and out period. Individual Stand Contractors are required to submit the certificate to the Organiser before 06 January 2025 [Stand Design Submission](#). The Organisers reserve the right to refuse access to Stand Contractors that fail to do so.

每个独立展台搭建商都需要购买并保有建筑工程保险，以覆盖搭建商在提供服务过程中对任何人的死亡或伤害、财产损失或损坏的责任，单次索赔金额不低于200万美元，总计数无限制。此外，独立展台搭建商还必须购买并保有有效且充足的保险，以应对以下风险：财产被盗、火灾损害、事故、自然灾害、不可抗力等，以及正常情况下由搭建商的合理人员就展台搭建商的财产（包



括所有设备、配件、家具、材料和其他用于或由展台搭建商提供的设施) 以及服务的执行相关进行的投保。保险必须在整个搭建和撤展期间始终保持有效。

每个独立展台搭建商在整个搭建和撤展期间必须具备有效且充足的, 不少于200万美元的建筑工程保险。独立展台搭建商须于2025年1月6日前通过[展台设计提交系统](#)向主办方提交保险证明。主办方保留拒绝未提供保险证明的展台搭建商进入的权利。

### B10 Venue Rules and Regulations 场馆规则和条例

With your cooperation in adhering to the guidelines listed below, we can all benefit from maintaining the highest possible standards of cleanliness and quality for your event.

通过您遵守以下列出的准则, 我们可以共同维持展会的清洁和高质量, 并从中受益。

Exhibition Area Technical Specifications	
Floor Capacity	L1: Concrete floor with hardening, Loading: 12KN/m2
Suspension Points	Loading: 1,000kg & 5,000kg
Freight Entrance	Size: 3.0m (W) x 3.5m (H)
Ventilation	Air-condition provided during show hours supply only - Central Air Conditioning
Storage space	To be arranged through the Official Freight Forwarder
Rules and Regulations	
Restricted Area	For your safety, Fire Hoses, Exits, Lifts, Ramps and Public Areas must remain clear of any obstruction at all times.
Lease Area	Construction work should be done within the area specified in the lease agreement.
Floor Covering	For the protection of the flooring, appropriate materials are needed to cover areas where painting and construction occur. Our staff will be happy to assist you with this important matter.

Painting	<p>Major painting of displays and exhibition materials are not permitted in the Centre. However, "touch-up" painting of the displays and exhibition materials is permitted in the Exhibition 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:</p> <ul style="list-style-type: none"> <li>Painting in an area which is properly ventilated</li> <li>Use of Non-Toxic Paints</li> <li>Covering the floor with plastic overlay or drop sheets</li> <li>No painting near the Centre's vertical structures (i.e. walls, columns)</li> <li>No washing of paint material within or surrounding the Center</li> </ul> <p>The use of spray paint is strictly prohibited within the Centre. The Licensee is responsible for any damage to the Centre that is caused as a result of painting and will be liable for the cost of reinstating the damaged area to its original condition.</p>
Electrical Equipment	<p>For your safety electric saws, welding and drilling equipment which emit sparks are not allowed to be used in the building.</p>
Identification	<p>For the security of your event, all organisers, contractors and subcontractors must have identification. Please consult with the show organiser for assistance.</p>
Working Hours	<p>Construction work and dismantling time must be in accordance with the lease agreement. Please refer to B1.</p>
Forwarding	<p>Construction equipment is allowed to be transferred to the building only on set-up and tear-down days.</p>
Smoking	<p>The venue is a "smoke free" building. No smoking is allowed anywhere inside the venue, at any time.</p>
Dangerous Materials	<p>No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls.</p> <p>No explosive, petrol, dangerous gases or highly inflammable substances are allowed in the halls.</p> <p>No radioactive materials are to be used.</p> <p>No weapons, ammunition, explosives, petrol and highly flammable toxic substances are allowed.</p>
Food & Beverage	<p>No outside food and beverage are allowed into the venue.</p>

All exhibitors and contractors are requested to abide by the venue's rules and regulations. Organisers have all the rights to stop, suspend and/or charges for any damages caused by the construction when exhibitors or contractors overrule.



展区技术规格	
地板承重能力	L1层：硬化混凝土地坪，负载：12KN/ m2
吊点	负载：1,000公斤，5,000公斤
卸货入口	尺寸：3.0米（宽）x 3.5米（高）
通风	展览期间仅提供空调供应 - 中央空调
仓储	需通过官方指定物流进行安排
规章制度	
限制区域	为了您的安全，请确保消防水带、出口、电梯、坡道和公共区域始终保持畅通，不得有任何障碍物。
租赁区域	施工工作应在租赁协议指定的区域内进行。
地面保护	为了保护地板，请在进行油漆和施工的区域使用适当的材料进行遮盖。我们的工作人员将乐意为您提供帮助。
喷涂油漆	金沙会展中心不允许进行大型的展示和展览材料的喷涂工作。 然而，展览馆允许对展品和展览材料进行”修饰”喷涂，前提是这种工作只能在搬入期间进行，并采取一切安全预防措施和使用保护表面的覆盖物。 这些预防措施包括： 在适当通风的区域进行绘画 使用无毒油漆 用塑料地膜或防护垫布遮盖地板 不在会展中心的垂直结构（如墙壁、承重柱）附近喷涂 不在会展中心内或周围清洗喷涂工具 禁止在会展中心内喷漆。承租方对因喷漆而造成的中心损坏负责，并将承担将受损区域恢复原样的费用。
电气设备	为了您的安全，请不要在建筑物内使用产生火花的电锯、焊接和钻孔设备。
身份认证	为了活动的安全，所有主办方、搭建商和分包商人员必须携带身份证件。请咨询展会主办方以获取帮助。
工作时间	布展和撤展时间必须符合租赁协议的要求。请参考B1。
货物转运	只允许在搭建和撤展当日将施工设备转运进、出展馆。
禁烟管理	本场馆为“无烟”建筑物。任何时候，场馆内禁止吸烟。
危险物品	展览大厅内不得使用明火和灯具，或使用临时煤气或电器配件。 展览大厅内禁止使用爆炸物、汽油、危险气体或易燃物质。 展览大厅内禁止使用放射性材料。 禁止携带武器、弹药、爆炸物、汽油和高度易燃的有毒物质。
食品和饮料	不允许外带食品和饮料进入展馆。

所有参展商和承包商均被要求遵守场馆的规章制度。主办方有权在参展商或承包商违反规定时停止、暂停或要求支付因施工而造成的任何损坏费用。



## C1 Custom Requirements 参展商须知

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 subject to Customs inspection on-site. Please refer to [www.customs.gov.sg](http://www.customs.gov.sg) for information on Exhibition Customs requirements and procedures.

所有进口的展品必须根据相应的海关文件在入境处进行海关申报。展会期间，参展商须保留相关海关文件以备海关现场检查。有关展会海关要求和流程的信息，请点击官网查询：[www.customs.gov.sg](http://www.customs.gov.sg)。

## C2 Goods & Services Tax (GST). 新加坡消费税(GST).

GST rate is 9%.

GST的税率为9%。

All Singapore registered companies are subject to the prevailing GST. For foreign exhibitors, GST is zero-rated i.e. they do not have to pay GST for space rental 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.

所有在新加坡注册的公司均需缴纳现行新加坡消费税。对于国外参展商，GST是零税率，即他们不必为展览中租赁的场地支付GST。但是，若进口到新加坡的展品在当地销售，则国外参展商需缴纳现行的新加坡消费税。在这种情况下，参展商须获得有关当局的事前批准。新加坡消费税应按到岸价或售价的现行新加坡服务税税率支付，两者以较高者为准。

All goods imported into Singapore are subject to prevailing GST. GST is not applicable if the goods are brought in using Carnets, The Temporary Import Scheme (TIS) or the Security Deposit Scheme (SDS). However, this exemption does not apply to liquors and tobacco. Please refer to: [www.customs.gov.sg](http://www.customs.gov.sg) for more information.

所有进口到新加坡的商品均需缴纳现行新加坡消费税。若货物是使用通行证、临时进口计划（TIS）或保证金计划（SDS）进口的，则无须缴纳新加坡消费税。但是，此豁免不适用于酒类和烟草。更多信息请查阅官网：[www.customs.gov.sg](http://www.customs.gov.sg)。

Goods for exhibition may be imported 3 weeks before the 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.

展品可在展会前3周进口，并应在闭馆后3周内出口。若需延长展品出口时间，请书面提出申请，此申请会根据具体情况进行考虑。

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.

任何展品在当地销售或再出口时下落不明，需缴纳新加坡消费税。关税/消费税必须在展览关闭后14天内支付。

### Brochures and Souvenirs 宣传册和纪念品

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

若宣传手册、礼品或纪念品通过邮寄或空运进来，且总价值不超过400新币，则无需缴纳新加坡服务税。

### Hand-Carried Goods 手提物品

Travellers to Singapore with hand-carried goods are requested to refer to [www.customs.gov.sg](http://www.customs.gov.sg) for information.

携带手提物品前往新加坡的旅客请点击官网[www.customs.gov.sg](http://www.customs.gov.sg)查阅相关要求。

### Controlled and Prohibited Goods 受管制类物品和违禁品

Prior approval must be obtained from the Customs before such goods may be temporarily imported for exhibition purpose. Please refer to [www.customs.gov.sg](http://www.customs.gov.sg) for more information on Prohibited items and Controlled and Restricted items.

此类货物须获得海关的提前批准，方可暂时进口用于展览。有关违禁物品、受管制类物品和更多限制条款的更多信息，请点击[www.customs.gov.sg](http://www.customs.gov.sg) 查阅相关要求。





## Sustainability 可持续性

### S1 Let's work together for Sustainability! 让我们一起为可持续发展而努力!

We are committed to having a positive impact on people and planet. We want to play a key role in helping to improve the event's sustainability by connecting people with the networks and knowledge they need to help solve the big challenges of the future.

我们致力于让我们展览/会议对人类和地球产生积极的影响。通过为人们构建起他们所需的人脉关系和知识，我们希望在帮助相关行业提高自身可持续发展方面发挥关键作用，帮助他们解决未来的重大挑战。

### AS PART OF OUR COMMITMENT, WE ARE FOCUSING ON 为践行承诺，我们将重点关注：



Embed sustainability into our brand by 2025 to inspire our sector to be more sustainable, promoting the achievement of the UN's Sustainable Development Goals. 到2025年，将可持续发展融入我们的所有品牌之中，激励我们的行业变得更为可持续，促进联合国可持续发展目标的实现。



Become carbon neutral, halve our waste and save customers more carbon than we emit by 2025 as a stepping stone to being zero waste and net zero carbon by 2030 or earlier. 实现碳中和，到2025年将我们的废弃物减半，并且我们为客户带来的碳节约大于我们的碳排放并将此作为2030年内实现零废弃物和净零碳目标的方法。



Contribute value of at least 1% of profit before tax to community groups by 2025, champion diversity and inclusion and create value for our host cities. 到2025年，为社区贡献1%以上的税前利润，倡导多元化和包容性，为我们的主办城市创造价值。

### How can you be more sustainable? 如何才能更加可持续?

if you'd like to know more about how you can help the show be more sustainable. [Click here for Exhibitor Checklist.](#)

如果您想更多地了解如何帮助该节目更具可持续性，单击此处查看[参展商清单](#)。

### Contact and share your story 联络我们分享您的故事

Would you like to work with us on the sustainability of our event? Would you like to share your own story and efforts? Got an idea? Contact the event team or reach out to Informa's sustainability team for more information: [sustainability@informa.com](mailto:sustainability@informa.com)

您希望与我们合作，共同推动展会的可持续发展吗？您希望分享自己的故事和所付出的努力吗？您有任何好构想吗？请联系展会团队，或英富曼可持续发展团队，以获取更多信息: [sustainability@informa.com](mailto:sustainability@informa.com)

## S1A Faster Forward

Sustainability at Informa focuses on the long term impacts we have on customers, colleagues, the communities we work in and the environment. For this reason, Informa developed the FasterForward approach to sustainable business.

Informa's aim is to become an ever more sustainable, positive impact business. Through the FasterForward programme, we are embedding sustainability into everything we do and seizing opportunities from helping our customers and markets do the same.

FasterForward is a structured three-part programme with ambitious commitments and a wide range of activities, covering Informa's business operations, our brands and products and our broader community impact. To find more about our approach, follow this link: <https://www.informa.com/sustainability/faster-forward/>.

When it comes to sustainability, we're moving FasterForward.

Informa plc is ranked #1 in the media sector globally in the prestigious Dow Jones Sustainability Indices 2022. Read more here: Informa achieves top global ranking in Media Sector in leading ESG Index

英富曼的可持续发展专注于我们对客户、同事、我们工作的社区和环境的长期影响。出于这个原因，英富曼开发了“Faster Forward”的可持续发展业务途径。

英富曼的目标是成为一家更为可持续、更能产生积极影响的企业。通过“Faster Forward”计划，我们将可持续发展融入我们所从事的一切工作中，并把握机会帮助我们的客户和市场紧跟脚步。

“Faster Forward”是一个条理清晰的三阶段计划，有着雄心勃勃的承诺，并包含一系列活动，涵盖英富曼的业务运营、我们的品牌和产品以及我们更广泛的社区影响。如需了解关于我们方法的更多资讯，请点击此链接：<https://www.informa.com/sustainability/faster-forward/>。

每每提及可持续发展，我们就在“Faster Forward”。

Informa plc在著名的道琼斯可持续发展指数2022年全球媒体行业中排名第一。阅读更多：英富曼在领先的ESG指数中获得媒体行业中在全球排名前列



Member of  
**Dow Jones  
 Sustainability Indices**  
 Powered by the S&P Global CSA



## Renewable Electricity 可再生电力



As a part of our continued commitment to the sustainability, we have switched to 100% renewable electricity for our event.

This makes our electricity usage carbon neutral and significantly reduces the carbon footprint of our event.

作为我们对展会可持续发展工作承诺的一部分，我们的展会已改用100%可再生电力。此措施让我们的电力使用实现碳中和，并大大减少了我们展会的碳足迹。



## Better Stands 绿色展装

Did you know that one medium sized disposable stand produces around four tonnes of waste, which is almost 10x the average person's household waste per year. Designed to be used only once, they have a significant impact on the environment, in addition to increasing health and safety risks onsite.

Better Stands is an Informa wide programme aiming to ensure that all core elements of exhibitor stands are reusable.

Better Stands is an Informa wide programme aiming to ensure that all core elements of exhibitor stands are reusable." before this sentence. Help us to reduce the environmental impact of Asia Photonics Expo 2025 by committing to the Better Stands programme framework and show that your company values being part of sustainable and socially responsible events.

您知道吗，一个中型一次性支架约产生4吨废物，几乎是普通人每年生活垃圾的10倍。这种一次性设计，除了增加现场健康风险和安全隐患外，还会对环境产生极大影响。

"绿色展装"是Informa的一项旨在确保参展商展台的所有核心要素都是可重复使用的计划。致力于"绿色展装"计划，Informa协助参展商减少2025年亚洲光博会对环境的影响，并表明公司重视成为可持续的一部分并成为践行社会责任活动的一部分。

### What's in it for me? Informa可提供什么?

A better quality, more attractive & sustainable stand

Opportunity to promote the sustainable credentials of your brand

Smoother, more efficient build up and breakdown periods

Lower work hours and reduced construction costs

Reduce or eradicate your waste bill

- 质量更好、更具吸引力和可持续性的展位
- 提升您品牌的可持续资质的机会
- 更平稳、更高效的建立和故障周期
- 减少工作时间，降低施工成本
- 减少或避免不必要的浪费

### What do I need to do? 参展商需要做什么?

To make your commitment to Better Stands and contribute to a more sustainable event:

Familiarise yourself with the Better Stands framework found below (or [click here](#))

Share these guidelines with your contractor before they begin designing your stand

Ensure your stand reaches at least a bronze level, meaning the stand structure and walls, platform or raised flooring, furniture, equipment and lighting are all reused

Ensure that the submitted stand design clearly communicates how you will meet the Better Stands guidelines

为您致力于“绿色展装”计划并为可持续性活动做出贡献:

1. [点击此处](#)了解“绿色展装”计划
2. 在承包商开始设计您的展台之前，请与他们共享这些准则
3. 确保您的展台至少达到铜牌标准，这表明展台结构、墙壁、平台或架空地板、家具、设备和照明都是可重复使用的
4. 确保提交的展台设计清晰地传达了您将如何满足“绿色展装”计划要求

## How do you define a Better Stand?

We classify all stands into 4 categories – Disposable, Bronze, Silver or Gold – depending on the particular elements that are reused or recycled.

All elements of a particular category must be shown to be reused or recycled in order to achieve that classification. If a stand does not meet all the elements in the Bronze level then it is classed as disposable.



Category	Items	Fully disposable	Better Stands		
			Bronze	Silver	Gold
Reused	1 Stand structure and walls	✗	✓	✓	✓
	2 Platform or raised flooring	✗	✓	✓	✓
	3 Furniture and equipment	✗	✓	✓	✓
	4 Lighting	✗	✓	✓	✓
	5 Fascia and overhead signage	✗	✗	✓	✓
	6 Rigged structure	✗	✗	✓	✓
	7 Ceiling	✗	✗	✓	✓
	8 Display facilities	✗	✗	✓	✓
Reused or recycled	9 Floor covering	✗	✗	✗	✓
	10 Graphics and decorative items	✗	✗	✗	✓

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## What will we do? Informa会做什么

To ensure that all exhibitors can meet the Better Stands guidelines we will:

Provide a [procurement guide](#) supporting you to find contractors that can build reusable stands

Review your stand designs prior to the permission stage and make you aware of any breaches.

Offer help and advice to find sustainable solutions that suit your needs

Provide a list of contractors with Sustainable Build

If you require any further information or guidance on the Better Stands program, please contact [ops-ape@informa.com](mailto:ops-ape@informa.com)

为确保所有参展商都能满足“绿色展装”计划要求，我们将：

提供采购指南，支持您找到可以建造可重复使用展台的搭建商

在许可前审查您的展台设计，以让您知晓到任何违规行为

为找到适合您需求的可持续解决方案提供帮助和建议

提供可持续搭建商名单

若需要有关“绿色展装”计划的任何更多信息或指导，请邮件联系：[ops-ape@informa.com](mailto:ops-ape@informa.com)。



## Health, Fire & Safety Guidelines 健康、消防和安全指南

A. Informa Health, Security and Safety - Exhibitor Guidelines ([English](#) / [Chinese](#))

A. 展会健康与安全全球标准指南 ([English](#) / [Chinese](#))

B. Site Safety Information ([English](#) / [Chinese](#))

B. 现场安全信息 ([English](#) / [Chinese](#))

C. WorkPlace Safety

C. 工作场所安全 ([WorkPlace Safety](#))

D. Evacuation Plan

D. 疏散计划 ([Evacuation Plan](#))

E. Additional safety information to note:

E. 需要注意的其他安全信息：

### 1) Keep Clear Zone

During move-in/out keep clear zone 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.

#### 1.保持区域畅通

在布展/撤展期间，指定的紧急通道需全程保持区域通畅，以便疏散和应急车辆的通行。逃生路线旁的门和大门必须保证里外都没有障碍物，并且能够从内部轻松打开。

### 2) PPE requirement must be worn during move in and tear down

a. Safety vest

b. Safety shoes

c. Safety helmet/hard hats must be worn in all areas where there is work activity taking place overhead such as, but no limited to,:

· Areas where any hoist, mobile elevating 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.

2.在布展和撤馆期间，必须全程佩戴个人防护装备。

a. 安全背心

b. 安全鞋

c. 在头顶上方正在作业的所有区域都必须佩戴安全帽，例如但不限于：

·任何起重机、移动式升降工作平台（MEWP）或其他高架起重设备正在作业的区域。

·可能有物体坠落的区域；例如，有工作人员正在上方作业的区域。

·对人的头部可能造成冲击的区域。

## Emergency Procedures 紧急处理程序:

Fire emergency

If you detect fire or smoke:

· Activate the nearest fire alarm if possible and safe to do so.

· Leave the fire area immediately by the nearest exit (emergency exits are marked in green); do not use lifts.

· Close doors behind you.

- Leave building by the nearest exit (emergency exits are marked green); do not use lifts.

消防应急

一旦您发现火灾或烟雾：

- 在可能并且安全的情况下，启动最近的火灾报警器。
- 立即从最近的出口（紧急出口标志为绿色）离开火灾区域。请勿使用升降梯。
- 关闭身后的门。
- 请勿使用升降梯。

### **In case of fire alarm 发生火警时：**

1.If you hear a fire alarm:

Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by Venue staff.

Continue as normal should the fire alarm be discontinued.

1.如果您听到火警警报:

保持警惕，并准备在听到火警、公共广播系统可能发布的公告、或收到场馆工作人员的指示后离开大楼。

如果火警停止，则继续正常工作。

2. If you hear a fire alarm evacuation announcement or instruction:

Leave the building via the nearest exit (emergency exits are marked in green); do not use lifts. If you encounter smoke in the stairway, use alternative exits where available. Do not attempt to remove vehicles from parking garage or loading docks. Follow announcements over the public address system or instructions by Venue staff and/or fire/police officials. Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.

2.如果听到火警疏散广播或指示:

从最近的出口离开大楼（紧急出口标志为绿色）；请勿使用升降梯。如果您在楼梯上遇到烟雾，请使用其他出口。请勿将车辆从停车场或装卸区移走。遵循公共广播系统的公告，遵从场馆工作人员/消防/警察的指示。一旦走出大楼，请远离建筑物，并且在消防/警察官员宣布安全之前不要返回。

### **Medical emergency 医疗急救**

In case of a medical emergency:

- Dial emergency number: 995
- Give exact location
- Give detailed information when possible of the injury and cause of the injury.
- Remain in contact with Venue staff until emergency personnel have arrived.

在医疗紧急情况下：

- 拨打紧急电话995
- 提供准确位置
- 尽可能提供受伤情况和受伤原因的详细信息。
- 在紧急救援人员到达之前，请与场馆工作人员保持联系。

### **Firefighting Equipment 消防设备**

All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, including those inside exhibit/booth space, shall be visible and accessible at all times.

所有的消防柜，灭火器和手动拉站和其他消防设备，包括展馆/展位内，均应始终可见且易于使用。



