



**World  
Architecture  
Festival 2024**

World Festival  
of Interiors 2024

**Inside**

A faded, grayscale background image of the Marina Bay Sands hotel and the Gardens by the Bay, featuring the iconic three towers and the Esplanade - Theatres on the Bay.

**PARTNER  
MANUAL 2024**

**Marina Bay Sands,  
Singapore**

Thank you for choosing to Partner at the World Architecture Festival 2024. This manual contains all the information you need to plan your presence at this year's event. Please ensure you read all the information carefully in order to have a successful festival.

**All exhibitors must ensure to forward this information to your appointed stand contractor.**

## WAF Team & Contacts

<b>Operations</b> – stand plan, attendee, prize queries, venue	<b>Emily Hockton</b> Event Manager <a href="mailto:waf.partners@emap.com">waf.partners@emap.com</a> +44 (0) 2039532652
<b>Production</b> – any queries regarding speaking slots or the programme	<b>Jessica Soe</b> Conference Producer <a href="mailto:Waf.speakers@emap.com">Waf.speakers@emap.com</a>
<b>Production</b> – any queries regarding judging	<b>Jerry Soeroredjo</b> Conference Producer <a href="mailto:Waf.judges@emap.com">Waf.judges@emap.com</a>
<b>Marketing Team</b> – contracted deliverables, such as emails, social media etc.	<b>Lisa Duranti</b> Marketing Manager <a href="mailto:lisa.duranti@emap.com">lisa.duranti@emap.com</a> +44 (0)203 953 2864

## Key Dates

Below is a table of deadlines that are outlined in the Partner portal. For more information on deadline items, please see the relevant section.

Deadline Date	Deadline Item
ASAP	Company profile & logo (high res eps and jpg/png) – if not provided
	Company social media accounts, handles and URL redirections (twitter, instagram, facebook, linkedin)
	Details of stand contractor/main point of contact
19/06/2024	App goes live to partners to produce/update exhibitor booth
04/10/24	Artwork for App Advertisement, if applicable
	Artwork for Post Event Online Catalogue, if applicable
11/10/24	Partner booth, representatives (first batch) and advertisements on event app to be uploaded and finalised
14/10/24	All venue services and orders received (electricity, IT, rigging etc.)
	Stand plans, Health and Safety, Risk Assessment Statement and Site Induction forms submitted
18/10/24	App goes live to all attendees - start networking!
30/10/24	Final representatives details received – uploaded into event app by EOD 30/10/24
01/11/24	Ensure the MBS Workplace Safety and Health (WSH) document has been completed online

## Festival Timetable

BUILD UP	HALL OPEN	ACCESS FOR
Monday 4 <sup>th</sup> November	11.00 – 22.00	Contractors/exhibitors with space-only stands over 16m <sup>2</sup>
Tuesday 5 <sup>th</sup> November	08.00 – 22.00	All contractors/exhibitors  <b>All displays and exhibits must be completed, and all excess products and packaging materials removed by 19.00. Only stand dressing will be permitted following this time.</b>
SHOW OPEN	HALL OPEN	SHOW OPEN HOURS
Wednesday 6 <sup>th</sup> November	08.00 – 21.00	09.00 – 20.40
Thursday 7 <sup>th</sup> November	08.00 – 21.00	09.00 – 20.30
Friday 8 <sup>th</sup> November	08.00 – 17.40	09.00 – 18.40
BREAKDOWN	HALL OPEN	ACCESS FOR
Friday 8 <sup>th</sup> November	17.30 – 19.00	Contractors/exhibitors with shell scheme and space-only able to remove items by hand (no loading bay access)
Saturday 9 <sup>th</sup> November	09.00 – 17.00	Hard breakdown for building and heavy goods/forklifts
<p>All materials, packaging and waste must be removed from the halls and stand dismantling complete by 17.00 on Saturday 9<sup>th</sup> November 2024. Any waste or materials left for the organiser's disposal will be charged back to the exhibitor/contractor.</p>		

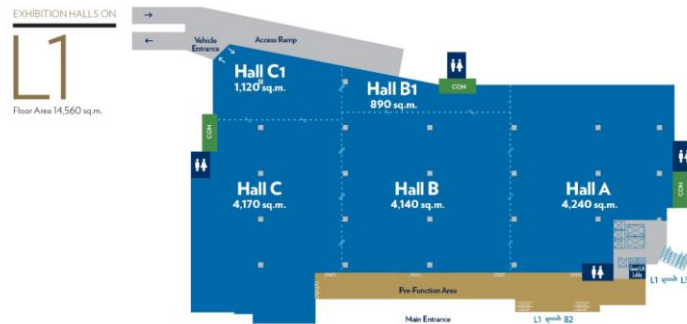
If you feel you may need to work additional hours, please contact email on [waf.partners@emap.com](mailto:waf.partners@emap.com) with your requirements. Please note that extra hours may carry an additional charge from Marina Bay Sands.

# Event Venue

**Hall A & B. Level 1**  
Marina Bay Sands  
10 Bayfront Avenue  
Singapore , 018956

<https://www.marinabaysands.com/expo-events-and-convention-centre/event-venues/exhibition-halls.html>

## L1 EXHIBITION HALLS



## Contractors & Services

<b>Accommodation &amp; Travel</b>	To book your accommodation with our preferred rates, please visit the following link: <a href="https://miceconciergeme.com/waf2024">https://miceconciergeme.com/waf2024</a>  Alternatively, contact the MICE Concierge team at: <a href="mailto:hello@miceconciergeme.com">hello@miceconciergeme.com</a>
<b>Audio Visual*</b> <b>Catering &amp; Beverages*</b> <b>Cleaning &amp; Waste Disposal*</b> <b>Electrical*</b> <b>Internet*</b> <b>Plumbing*</b> <b>Rigging Logistics*</b>	<b>SANDS EXPO &amp; CONVENTION CENTRE – MICE SERVICE CENTRE</b>  <b>Marina Bay Sands</b> secc@marinabaysands.com +65 6688 3888 <a href="#">Order Forms</a>

<b>Freight, Shipping, Lifting, &amp; Customs*</b>	<b>Naz Yusoff</b>  <b>DSV Solutions</b> <a href="mailto:sin@sg.dsv.com">sin@sg.dsv.com</a> Tel. +65 64 77 86 40 <a href="#">Tariff and Instruction details</a>
<b>Health and Safety – Stand Approvals*</b>	<b>Alan Hazelhurst</b>  <b>Onsite Exhibitions</b> <a href="mailto:alan.hazelhurst@onsiteexhibitions.co.uk">alan.hazelhurst@onsiteexhibitions.co.uk</a> +44 (0)7768 562770 <a href="#">Health &amp; Safety Forms</a>
<b>Security Personnel</b>	<b>Edwin Cheong</b>  <b>Horus I</b> <a href="mailto:edwin_cheong@horus-i.com">edwin_cheong@horus-i.com</a> Tel: +65 6256 6526 Mobile: +65 8113 6895
<b>Shell Scheme, Furniture Bespoke Stands/Other Signage</b>	<b>Maspol Bin Hussain</b>  <b>Marina Bay Sands</b> Maspol Hussain <a href="mailto:MICE_Contractorsvcs@MarinaBaySands.com">MICE_Contractorsvcs@MarinaBaySands.com</a> Tel: +65 6688 3134 Mobile: +65 8468 7362

\*Required contractor – no other contractors may be used

## FESTIVAL INFORMATION A-Z

### ACCOMMODATION

To assist you with your hotel arrangements, **MICE Concierge** has been appointed as the official agent. Early booking is recommended, please visit the following link:

[LINK TO PORTAL](#)

Alternatively, you can email hotel services at: [hello@miceconcierge.com](mailto:hello@miceconcierge.com)

## APP

Just as in a physical setting, you will be allocated an **interactive area on Swapcard** to engage with delegates and display your products and services. We refer to this area as your **Partner Booth**.

Attendees will be able to navigate their way to your partner booth to **learn more about your organisation**, so you should use the booth as an additional communication tool to being onsite, to explain to attendees what your company is about and **why you're attending the event**.

Attendees can **message you directly from the virtual booth**, and request meetings with you during or after the event. They can also bookmark a partner to return to later.

Partner booths **are essential** for you making the most of your experience at the event. They should be used to promote your expertise and show off your organisation. **Our team are on-hand** to help you make the most of your booth.

You can **upload documents** to your booth if you wish including products/solutions, brochures, photographs, or portfolios of work, whitepapers, etc. You can also add a web address and social media links.

Please note, if you previously attended WAF in 2023 and/or 2022 we will copy of your previous virtual booth and product/services once your signed contract has been received.

Please click [here](#) to view our video demonstration which will show you how to set up your booth and make the most of the Swapcard platform.

On **Wednesday 19<sup>th</sup> June** we will send you your access details to the event app to either produce or update your virtual exhibitor booth.

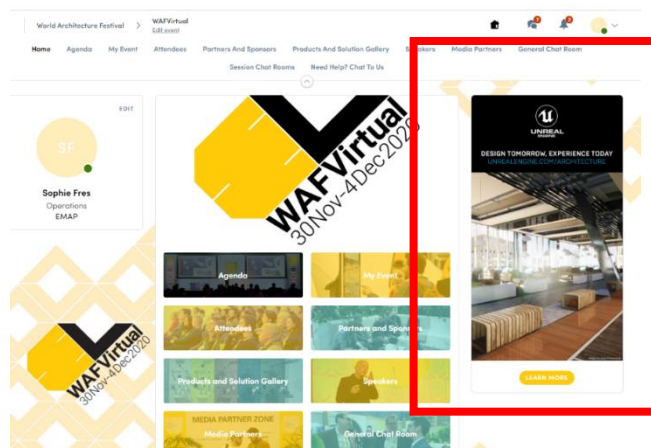
## AUDIO VISUAL / IT EQUIPMENT

To assist you with your AV and IT requirements, please refer to the Marina Bay Sands [Order Forms](#).

## BANNER ADVERTISEMENT (dependent on package type)

If applicable (dependent on your package type), you are entitled to a **banner advertisement** that will appear on the right side of the Swapcard platform.

Below, in the red box, you can see an example of how this will be displayed.



**Artwork requirements:** 1080x1920px (9:16 ratio) image, no larger than 1MB.

The deadline to submit this is **Monday 14th October**.

### BADGES AND COLLECTION

All personnel who will be attending WAF will require a badge to enter the event. This gives them access to the show during the open period. All of your attendees will be sent a unique QR/barcode via email in the week leading up to the event from [waf.customercare@emap.com](mailto:waf.customercare@emap.com), which they will need to bring with them either printed or on their mobile phone to be scanned in order to receive their physical badge.

We urge all attendees and Partners to collect their badges during the WAF Welcome Reception (**Dress Code: Smart Casual**), which will take place from 19.00-21.00 on Tuesday 5<sup>th</sup> November. This will allow for swift access upon arrival for the beginning of the festival on Wednesday.

Registration opens at 08.00 on Wednesday 6<sup>th</sup> November, however, please do still expect queues if you intend to collect your badges at this time.

As part of your Partnership package, you will have an allocated number of passes. To arrange the passes please complete the [Festival and Gala Dinner Passes Required Form](#) and send this to [waf.partners@emap.com](mailto:waf.partners@emap.com).

### BUILD UP AND BREAKDOWN ACCESS

All personnel accessing the venue during build-up and breakdown, including your stand contractors will need a wristband provided by EMAP. You will be required to complete the [Setup and Breakdown Access Required - WAF 24 Form](#) with the details of people that will need this additional access, please send the completed setup and Breakdown Access Required - WAF 24 to [waf.partners@emap.com](mailto:waf.partners@emap.com). Upon arriving, your contractors/suppliers will be provided with their wristbands which will allow them entry during build periods.

All personnel must be able to show ID on request.

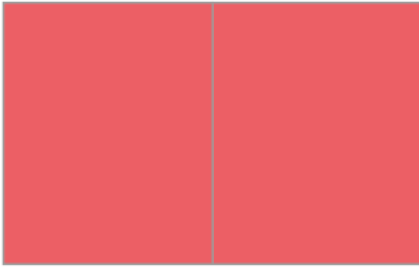
### CATALOGUE ADVERTISEMENT (dependent on package type)

If applicable, we will also require your advertisement for the online WAF catalogue which goes live post event.

Please submit your artwork to [Georgina.fahey@emap.com](mailto:Georgina.fahey@emap.com) and [lisa.duranti@emap.com](mailto:lisa.duranti@emap.com) by **Monday 14<sup>th</sup> October**.



Specification  
*Advert or advertorial*



Trim  
W 460mm x H 280mm  
Bleed  
W 466mm x H 286mm  
(3mm all round)  
Type  
W 435mm x H 260mm  
Gutter allowance  
8mm  
Must be supplied as one file

Specification  
*Advert or advertorial*



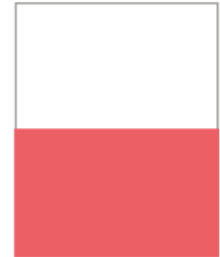
Trim  
W 230mm x H 280mm  
Bleed  
W 236mm x H 286mm  
(3mm all round)  
Type  
W 210mm x H 260mm  
Gutter allowance  
8mm

Specification  
*Vertical advert*



Type  
W 100mm x H 260mm  
Gutter allowance  
8mm

Specification  
*Horizontal advert*



Type  
W 210mm x H 125mm  
Gutter allowance  
8mm

## CATERING

To assist you with your stand catering requirements, please complete the [Order Form](#)

If you are ordering catering for your stand, please also inform Emily Hockton at [waf.partners@emap.com](mailto:waf.partners@emap.com), confirming items being distributed, and a what day/time.

There will be several catering outlets located within the Town Hall Networking area. These services will be available during the show open periods. Please note these services will be offered on a card basis, there are no free-of-charge catering outlets at the event.

**Exhibitors can bring in their own catering items, such as coffee machines and individual food items with additional sign off from Marina Bay Sands. Please submit your request to Karen Ng at [Karen.Ng@MarinaBaySands.com](mailto:Karen.Ng@MarinaBaySands.com) and [waf.partners@emap.com](mailto:waf.partners@emap.com).**

**Please note no other external catering companies are permitted onsite.**

## CLEANING

Please note that exhibitors are responsible for all stand cleaning. If you require a cleaning service to your stand prior to event open or each evening during the event, this can be ordered via the Marina Bay Sands with the [Order Form](#).

Health and safety marshals will be patrolling the exhibition areas during build-up and breakdown to ensure no materials (including waste) are left in gangways. Please note that exhibitors are also responsible for disposing of all waste items from their stands, and will be charged for any waste left for the event organisers/venue to remove.

The **deadline** for orders is **Monday 14<sup>th</sup> October**.

**Please note no other external cleaning companies are permitted onsite.**

## COMPANY PROFILE AND LOGO

Please submit your 250-word company profile ASAP. Your company logo must also be sent in both EPS and JPEG/PNG formats for use in the Official Event Guide App and for use on show signage.

If you have not done so already, please submit both your profile and logo to [waf.partners@emap.com](mailto:waf.partners@emap.com) as soon as possible.

## DELIVERIES AND STORAGE

DSV Solutions (contact details [here](#)) are the venue-appointed on-site logistics contractor and will be pleased to also assist you with any queries regarding transportation and storage. Please note that **ONLY DSV Solutions** are permitted to drive a forklift truck inside the exhibition hall or on the exhibition site.

Please ensure that all deliveries are brought onsite with you or sent via truck. If being sent before Monday 4<sup>th</sup> November, please send to the address below:

DSV Solutions Pte Ltd (DSV Fairs and Events)  
5 Changi North Way  
Singapore 498771  
Attention: Mr Andy Neo / Mr Rick Tan  
For: World Architecture Fest 2024  
6<sup>th</sup> November – 8<sup>th</sup> November  
Exhibitor Name / Booth No:  
Packages No: \_\_\_\_\_ of \_\_\_\_\_

### [Tariff and Instruction details](#)

For anything being delivered directly to the venue from Monday 4<sup>th</sup> November, please use the shipping label below:

Hall A & B. Level 1  
Marina Bay Sands 10 Bayfront Avenue Singapore , 018956  
Attention: Karen Ng  
For: World Architecture Fest 2024  
6<sup>th</sup> November – 8<sup>th</sup> November  
Exhibitor Name / Booth No:  
Packages No: \_\_\_\_\_ of \_\_\_\_\_

Please note there is a handling charge to deliver to DSV Solution as well as the venue.

The **deadline** for submitting delivery requests is the **Monday 14<sup>th</sup> October**.

## ELECTRICAL SERVICES

**Space-only exhibitors should read this section in conjunction with the electrical regulations in the space-only guide.**

**Please note that ALL electrical services must be ordered through Marina Bay Sands, as below. Power must not be taken from cleaners' sockets or other hall sockets.**

Power boxes must be included within your stand design. If you have any questions about the design of said power boxes or their position within your stand, please contact [waf.partners@emap.com](mailto:waf.partners@emap.com).

**SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE** (as per contact details [here](#))

All orders must be finalised by **Monday 14<sup>th</sup> October**, at the very latest.

### **Electrical Socket Loading Guide – to help estimate how much to order**

PC/printer/VDU/TV/Video/Fridge	500W socket (2amps)
Vacuum cleaner/plasma screen	1KW socket (4.2amps)
Coffee Machine	2KW socket (8.4amps)

### **Power turn-off time!**

Please note, power to stands will be switched off 30 minutes after the show closes each night and if you require 24hr power, this will need to be ordered in advance of the event.

**As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays/extra charges on-site and could cause a fire risk. On-site checks will be carried out by venue safety manager, as well as the official contractor. In all cases, the decision of EMAP and its appointed health and safety representative is final.**

## **FURNITURE**

Marina Bay Sands, our preferred stand contract will provide furniture options on request. For more information, please contact:

**Maspol Bin Hussain** (as per contact details [here](#))

## **GALA DINNER**

The gala dinner closing WAF will take place in main exhibition hall at Marina Bay Sands on Friday 8<sup>th</sup> November. This will begin with a drink's reception at 19:00, winner announcements at 20.15 and dinner at 20.30, we expect the dinner to then close at 22.30.

**Dress Code:** Business Dress / Architect Smart

Please submit your attendee details as part of the festival and gala dinner passes form – the template can be downloaded here and return this no later than **Friday 18<sup>th</sup> October**.

Please submit your representatives' details to [waf.partners@emap.com](mailto:waf.partners@emap.com) using the [Festival and Gala Dinner Passes Required Form](#).

For additional tickets please contact your account manager, as soon as possible to arrange these as space is limited,

## **HEALTH & SAFETY**

If you have a booth space at the event, Marina Bay Sands require you to complete the health and safety briefing.

Effective 1st January 2024, Sands Expo and Convention Centre Workplace Safety & Health (WSH)

Industry Briefing will now be launched into a fully automated new platform.

It provides flexibility to contractors and stakeholders, allowing them to complete the briefing on their own time.

All contractors involved with MICE events are required to observe and acknowledge the recorded safety briefing video before they are permitted to begin work.

The link to the briefing is here; <https://mice-wsh.marinabaysands.com/industry-briefing> and the acknowledgement receipt should be kept as the MICE WSH team will do random checks.

#### INTERNET

Complimentary Wi-Fi access "MARINA BAY SANDS" is available within the Convention Centre building. The bandwidth is up to a maximum of 10M/10M per connected device with no timeout session.

To assist you with your additional internet or telephone requirements, please complete the Internet form found [here](#), please note all orders need to be made through Marina Bay Sands.

**SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE** (as per contact details [here](#))

#### LATE WORKING

Subject to security and health & safety consideration, late working may be permitted in the halls but only by prior arrangement with the organisers.

If any exhibitors or contractors require to work outside of the published hours then please contact [waf.partners@emap.com](mailto:waf.partners@emap.com). Please note that there may be additional costs associated with late working.

#### LEAD RETRIEVAL FOR SPACE ONLY STANDS

As an event partner with a stand you are eligible to use our complimentary data scanning facility which gives you the ability to use your own smart phone to scan attendee badges and instantaneously capture potential leads.

Closer to the event taking place we will provide you with the app details and access codes.

#### LOADING BAY

Any vehicles accessing Marina Bay Sands during build-up, main event and breakdown will need to register for the Entry Pass and MICE Vehicle Entry Permit, details of these can be found in the [Order Forms](#).

Please note any vehicle without a pass will not be permitted on site.

**We would advise booking your slot as soon as possible, as these are first come first serve.**

Please note DSV Solutions can also facilitate booking your access slots to the loading bay if using them for shipping/storing your items too.

Naz Yusoff

**DSV Solutions** (as per contact details [here](#))

## MARKETING MATERIAL

You can download, event logos, partner banners, press releases and social media templates [here](#). To use along with your own promotional material.

All other marketing queries including specific partner deadlines can be directed to [lisa.duranti@emap.com](mailto:lisa.duranti@emap.com)

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

**Please note that when accessing the venue during build-up and breakdown periods, PPE (Personal Protective Equipment) clothing must be worn at all times and is a requirement of EMAP and MARINA BAY SANDS.** The required PPE includes high-vis jackets (**only** yellow and orange high-vis to be worn) and protective (steel-toe cap) footwear at all times.

## PLUMBING

To assist you with your plumbing requirements, please complete the form found [here](#), please note all orders need to be made through Marina Bay Sands.

**SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE** (as per contact information [here](#))  
[Order Form](#)

## REPRESENTATIVES

As we receive your **representatives details** they will be uploaded into the event app, they will then receive an invitation directly from 'Swapcard' our app provider to complete their registration, once completed will also be included on our badge system. The deadline to receive all of these details is **Friday 18<sup>th</sup> October**.

Please submit your representatives' details to [waf.partners@emap.com](mailto:waf.partners@emap.com) using the [Festival and Gala Dinner Passes Required Order Form](#).

## RIGGING

**ALL** rigging will be undertaken solely by the official in house contractor at Marina Bay Sands, at a cost to the exhibitor. Any rigging will be subject to sufficient time being available to carry out such operations. Banners, lighting trusses or any other rigging from the hall roof will be treated as part of the exhibitors stand design and must be approved along with stand plans. All rigging must be approved by the organisers in advance – including drop wires, banners and suspended fittings.

For all Rigging requests please complete the [Order Form](#).

All orders must be finalised by **Monday 14<sup>th</sup> October**, at the very latest.

**PLEASE NOTE:** Due to UK construction law, there will be an additional health and safety sign-off cost of £550 for any rigging ordered.

## STANDS - USING WAF CONTRACTOR

All exhibition space, sold by WAF, is sold as space-only.

Marina Bay Sands, the official stand contractor can assist you with the design and build of your stand, including furniture, if you are not bringing your own. We strongly suggest considering a branded lightbox, as shown in the image below, as an alternative to a standard shell scheme design.



**Maspol Bin Hussain, Marina Bay Sands** (as per contact information [here](#)).

All orders must be finalised by **Monday 14<sup>th</sup> October**, at the very latest.  
Please see our terms and conditions for stand regulations.

## SUSTAINABILITY

Exhibitors/contractors are urged to maximise their efforts to re-use and recycle materials where applicable.

- Try to use modular or reusable construction in preference to a custom build using timber
- We actively discourage single use carpet, try using reusable carpet tiles or heavier duty carpet that can be reused or donated to a housing association or reprocessed as an insulating underlay
- Stand fittings such as furniture, platforms and graphics should be reusable wherever possible
- Try to keep quantities of show literature and accessories to a minimum
- Exhibitors should consider trying to track how much literature/accessories are used from show to show
- Exhibitors can use the badge scanning app to collate visitor data and send information post event, preferably in electronic format
- Ensure literature/accessories are offered to interested visitors only or have sample copies, which visitors can request to be sent on after the show
- Produce literature that can be reused thus preventing the production of waste
- When choosing accessories such as give-aways, try to use high quality, longer-life or more practicable-use products, that will not have to be thrown away at the end of the exhibition and can be reused at another exhibition or company promotion

For more information regarding the venue's sustainability's credentials, please click [here](#). and for our own credentials please click [here](#).

In addition, we are trying to improve our stance on sustainability and for the second year are working with Carbon Consultancy to evaluate the carbon impact the event has and take on recommendations to reduce carbon emissions.

As part of this initiative, this year WAF is pleased to be partnering with Treeapp to plant mangroves on the shorelines in Lombok, Indonesia to help restore coral reefs and seabeds vital for rebuilding aquatic life. We will be planting a tree for every delegate, and have already committed to plant 1000 trees.

Planting trees can help offset the carbon that WAF produces, but attendees can also plant additional trees themselves if they wish by visiting the Treeapp online store [here](#).

## TRANSPORT & TRAVEL

### Singapore Airlines Discount

We have a promocode with Singapore Airline through the link [here](#), please use the code 'WAF2024'.

The discounts are as below:

- 7% discount - Economy Standard fare, not Economy Lite.
- 9% discount - Premium Economy
- 11% - Business

### Direction to Marina Bay Sands Expo & Convention Centre

Located in the heart of the central business district area, Marina Bay Sands is a convenient 20-minute ride from Changi Airport and just minutes away from popular cultural and leisure spots like Chinatown, Little India and Orchard Road.

Well-served by the transport system with a train station right on the doorstep, getting around to experience Singapore from Marina Bay Sands is a breeze.

#### Via MRT:

Marina Bay Sands is linked directly to Bayfront MRT Station (CE2m Exits B, C, D & E on the Circle Line).

#### Via Bus:

The following bus routes serve Marina Bay Sands Hotels and Marina Bay Sands MICE:

- 97/97E, 106, 133, 502/502A, 518/518A, NR1, NR6

NR services are available on Fridays, Saturdays and eve of Public Holidays.

For further information please visit MBS website [here](#).

Make the most of your time in Singapore, check out our destination guide [here](#).

#### Visas

We can provide Visa invitation letters to help you with your visa process. If you require one, please contact: [waf.customer@emap.com](mailto:waf.customer@emap.com).

## WASTE DISPOSAL

For any cleaning, skip hire and waste enquiries:

**SANDS EXPO & CONVENTION CENTRE – MICE SERVICE CENTRE** (as per contact information [here](#)).  
[Order Form](#)

The **deadline** for orders is **Monday 14<sup>th</sup> October**, at the very latest.





World Festival  
of Interiors 2024  
**Inside**

## TERMS AND CONDITIONS 2024

### ALCOHOL CONSUMPTION

Alcohol consumption during build-up and break-down is strictly prohibited in the exhibition hall. Drug use is strictly prohibited for the entire tenancy. Anyone found in violation of this may be ejected from the venue.

### DAMAGE AND LOSS

Neither EMAP nor Marina Bay Sands any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should arrange their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times.

### DILAPIDATIONS

Exhibitors are advised that no fixings can be made to any part of the premises. This includes nails, bolts and screws. Any carpet tape must be removed from the show floor. Any damage to walls, columns or other parts of the premises will be required by MARINA BAY SANDS to be made good at the exhibitor's expense.

The organisers will inspect every site before and after the construction of stands. In their own interests, exhibitors should satisfy themselves as to the condition of their site(s) before and after stand construction and clearance.

### DISTRIBUTION OF PROMOTIONAL MATERIAL

Exhibitors are reminded that all business including the dispensing of literature and promotional material must be conducted from stands. Exhibitors are not permitted to hand out leaflets etc. at the entrance to the event, in the gangways or any other part of the exhibition hall unless written consent from EMAP is obtained.

Please note we discourage printed/physical leaflets for sustainability reasons.

Solicitation on the premises of the event is strictly prohibited. Solicitation or canvassing of any visitors or exhibitors by representatives of any organisation not exhibiting will be deemed to be in breach of show terms and conditions. Any persons engaging in such activities will be asked to leave the premises immediately. Videotaping and photography are not allowed on the exhibition hall floor or in the conference rooms without prior written approval of show management. EMAP reserves the right to refuse entry.

## EQUALITIES & DISABILITY DISCRIMINATION ACT

The Organisers endeavour to provide all visitors with the same opportunities.

Exhibitors should be aware that they also have obligations under the UK Equalities Act 2010 because exhibitors are considered service providers. Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers. There is a legal requirement to comply with the Act to ensure disabled people are not treated less favourably than people who aren't disabled, which include:

- Reasonable adjustments must be made to services and environments so that disabled people can access them
- Inaccessible features must be removed or altered
- A reasonable alternative, or means of avoiding inaccessible features, must be provided
- Delivery of services by a reasonable alternative must be provided

It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations.

This list is by no means exhaustive and must be used as a guide only. Further information about The Equality Act 2010 can be found at:

[www.homeoffice.gov.uk/equalities/equality-act/](http://www.homeoffice.gov.uk/equalities/equality-act/)

[www.direct.gov.uk/en/DisabledPeople/](http://www.direct.gov.uk/en/DisabledPeople/)

[www.eqaulityhumanrights.com](http://www.eqaulityhumanrights.com)

## EMERGENCY GANGWAYS

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your allocated stand space at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary, doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route.

Exhibitors who have stands either side of the gangway must not link stands. All gangways must be kept visible and clear of obstructions.

You are not permitted to carpet or use stickers or equipment of any kind in the gangway without permission from EMAP.

## EMERGENCY PROCEDURES

In the event of an emergency, please contact a member of security staff immediately or any staff member with a radio, who will be able to inform the operations team. Alternatively, you can dial 112 from any venue phone.

## FIRST AID

We have a medical team onsite at Marina Bay Sands. If you require first aid please contact a member of the organiser team located around the hall and Info Point, or the security staff who will be able to assist you.

## HEALTH & SAFETY

As event organisers, we have calculated the risks associated with the construction and deconstruction of events and enforced controls to ensure that all employees, contractors and visitors are provided with a healthy and safe working environment on site. We are aiming to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards at all locations.

Cooperation and participation of all employees, trainees and sub-contractors is essential to obtain high standards of safety practices.

The contents of this section act as a guide only and are not intended to be a complete statement of law or other regulations. Where necessary, further advice can be obtained from the organisers.

EMAP Publishing Ltd. is committed to providing, maintaining and promoting the highest standards of health, safety and welfare at all of our events. All exhibitors and contractors at the event are expected to ensure that they provide a safe place and system of work, as is their legal duty under UK HASAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

### **The Construction Design Management Regulation**

There are many risks associated with the construction and deconstruction of events, there are now enforced controls to ensure that all employees, contractors and visitors are provided with a healthy and safe working environment while onsite.

Everyone on site is responsible for preventing personal injury and damage to property, and to protect everyone from foreseeable work hazards at all locations.

Co-operation and participation of all employees, exhibitors, contractors and sub-contractors are essential to obtain high standards of safety practices. High visibility jackets must be worn by ALL contractors and Exhibitors as well as appropriate footwear and hard hats. Please note that those who do not conform with these rules may be refused entry into the venue.

### **The Health & Safety at Work Act 1974**

This is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work:

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of work articles and substances

- Provision of information, instruction, training and supervision
- Provision of a safe place of work with safe access and egress
- A safe working environment with adequate welfare facilities

**These must be maintained for exhibitors, contractors and employees of ANY company working within any premises hired by EMAP Publishing Ltd.**

The Act places a general duty on employers to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site. General duties of persons concerned with premises to persons other than their employees.

## **The Management of Health & Safety at Work Regulations 1999**

These require additional action to be taken in order to ensure compliance. Namely:

- Requires suitable and sufficient risk assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place.
- Appointment of competent persons in health and safety
- Establish and implement emergency procedures
- Co-operation and co-ordination in shared workplaces
- Provision and sharing of information

## **Your Health & Safety Obligations**

As an exhibitor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the buildup, open period of the show and during the breakdown. Where you contract out the building and finishing of your stand you are still vicariously responsible for the activities of your contractors.

It is **your responsibility** to ensure you have completed the relevant Health & Safety forms and documents, as described below, with templates available in the links:

- Stand plans - full dimensional drawings, showing all proposed construction details, positions and dimensions
- [Exhibitors Health and Safety Declaration](#)
- [Risk Assessment Statement](#)
- [Site Induction Document for their stand](#) - relating to the entire exhibition

If you have any questions or queries regarding these, please contact:

[alan.hazelhurst@onsiteexhibitions.co.uk](mailto:alan.hazelhurst@onsiteexhibitions.co.uk)

**IMPORTANT:** All exhibitors and contractors must wear wristbands obtained from EMAP if onsite during build up, please send the completed [Setup and Breakdown Access Required - WAF 23 Form](#) to [waf.partners@emap.com](mailto:waf.partners@emap.com). Once onsite your supplier/contractor will be asked to provide their ID and once this has been matched with the form's details a wristband will be provided.

All forms must be submitted by **Monday 6th November**, at the very latest.

## **Health & Safety Dos and Don'ts**

- Accidents

Report accidents or 'near misses' to the Organisers immediately

- Alcohol & drugs

Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately

- Electrics

Don't mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off-site

- Fire & Emergency Procedures

Read the Fire & Emergency procedures at the end of this section

- Fire Extinguishers

The venue provides extinguishers based on the number required by the fire officer, don't move them & let us know if you require a specific type of fire extinguisher for your stand

- Ladders

Use the right ladder for the job, fix at a 1:4 angle – be aware of the Working at Height Regulations – please check the working at height section

- Manual handling

Think before lifting / Stand as near to the object as possible / Bend your knees / keep back straight / Grasp the load firmly / Lift with your legs / Hold the load closely to the centre of your body

- Personal Protective Equipment (PPE)

Wear the right clothes & shoes for what you are doing and the environment you are in. All contractors/exhibitors during build-up must wear high visibility jackets and appropriate footwear

- Staff

Make sure your staff is briefed properly about the risks to be aware of

- Vehicle movement

Be careful when you arrive & are unloading – there are traffic marshals to assist you

- Waste

Don't keep it stored on your stand – it's a fire hazard. Contact the Organisers for disposal

- Weird & wonderful features

Contact the Organisers if you are having a water feature, massage, any special effects, or anything that causes excessive heat or light

- Working at Heights

If you are working at height then please refer to the working at height regulations which can be found at [www.hse.gov.uk](http://www.hse.gov.uk)

- Young persons

Individuals under the age of 18 are NOT permitted during build-up and breakdown.

## HEIGHT LIMITS

The maximum build height is **3 meters without a permit**. The height limit can be increased up to 8m, but the exhibitor must have written consent from EMAP and the relevant permits completed. All stands are subject to approval by our appointed health & safety management company, Onsite Exhibitions before any build can commence.

For more information please contact [alan.hazelhurst@onsiteexhibitions.co.uk](mailto:alan.hazelhurst@onsiteexhibitions.co.uk)

## INSURANCE

You will need to arrange public liability insurance to ensure that you are protected against any claims should someone be injured whilst on your stand or as a result of your products. Your insurance provider will be able to advise you further on this. You will also need to ensure that you have relevant insurance against loss or damage of your products, as neither MARINA BAY SANDS nor EMAP can accept responsibility for any such situations.

## LOST PROPERTY

Lost property should be handed into the Info Point found at on the floorplan. It will be held there until the end of the event.

For any lost property enquires after the event please contact [waf.partners@emap.com](mailto:waf.partners@emap.com).

## MAINTENANCE & REPAIR OF EXHIBITS

No major maintenance or repair work to stands may be carried out while the exhibition is open to visitors.

Please note that emap and Marina Bay Sands is not responsible for maintenance to shell scheme stands. If space-only exhibitors require stand maintenance, it is the exhibitor's responsibility to contact the appointed stand builder to carry out any repair work, which must be at an agreed time with the organisers.

## MANNING OF STANDS

Your stand must be staffed and all exhibits must remain displayed during the hours the exhibition is open to visitors. Publicity notices and materials may only be displayed on, and distributed from, the exhibitor's own stand. Please ensure all stand staff are briefed thoroughly.

## MATERIALS & STAND DRESSING

Exhibitors and contractors must have test certificates for any materials that they intend to use in the constructions of a stand. For details on materials permitted, please refer to the space-only guide.

As a guide, artificial plants/flowers (except fire retardant silk flowers), flammable paints and fabric backdrops (unless treated) tend NOT to be permitted. For further information or questions, please email [waf.partners@emap.com](mailto:waf.partners@emap.com).

## MINOR & ANIMALS

Persons under the age of 18 and animals (except guide dogs) are not permitted in the halls at any time during the build-up or break down.

## MUSIC & NOISE LEVELS

We understand that due to the nature of WAF, some noise may be necessary to demonstrate products. Please consider your fellow exhibitors and visitors when carrying out demonstrations. Please also ensure to not disrupt any programme streams whilst they are in session.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

**Please note that when accessing the venue during build-up and breakdown periods, PPE (Personal Protective Equipment) clothing must be worn at all times and is a requirement of EMAP and MARINA BAY SANDS.** The required PPE includes high-vis jackets (**only** yellow and orange high-vis to be worn) and protective (steel-toe cap) footwear at all times.

Hard hats must be worn when working at height, and contractors must be harnessed when working at height on a live edge.

Should our health and safety officers deem it safe to relax these rules at a certain point during build-up or breakdown, the organisers will inform you.

Please ensure you are wearing your PPE when you arrive at the venue otherwise access to the halls will not be permitted.

## PHOTOGRAPHY

WAF will appoint official photographers to carry out any photography required at the show. No other photographers will be permitted to work within the exhibition without written permission from the organisers.

## SECURITY

Whilst every precaution is taken to ensure the safety and security of personnel, equipment and the premises at WAF 2024, the Organisers nor venue cannot accept any responsibility for any injury, loss or damage or any consequential losses which may befall on your personnel and their property.

We recommend that valuables, particularly those of a portable nature such as laptops are **NOT** left unattended on your stand at any time. Please be extra vigilant during build-up and breakdown. If you think you may need storage for a particular length of time, please contact Merkur prior to the event or, if necessary, on site.

Static security guards at venue entrance points will be checking badges and ID's. Patrolling security guards will be roaming the halls to prevent any unauthorised entries.

### General Security Tips for Exhibitors

When planning your stand and briefing your staff, please consider and advise them of the following:

- Evacuation procedures – what they should do and where their rendezvous points are – please refer to the health and safety section of this manual
- In the event of an incident at the show or within Singapore that results in your team not being able to make it home – please consider a contingency plan – have hotel numbers to hand, taxi details etc.
- Security measures:
  - Never leave your stand unattended

- Check your valuables: Do you need them all on-site or could some items be left at your home/hotel
- Laptops – please make sure they are secure and taken out of the venue each evening
- During the event, be aware of your space – report anything or anyone suspicious to security
- At the close of the day – tidy and check your stand

For your own bespoke security requirements during the event please contact:

Edwin Cheong

Horus I

[edwin\\_cheong@horus-i.com](mailto:edwin_cheong@horus-i.com)

Tel: +65 6256 6526

Mobile: +65 8113 6895

## SMOKING

It is illegal to smoke within the venue (this includes the use of vape pens or e-cigarettes). Smoking points are situated outside the Convention Centre.

## STAND - GUIDELINES

Most exhibitors will have booked a **space-only** package, meaning they are responsible for providing their own walls, floorcovering, electrics and furniture. Exhibitors are responsible for their own stand design and construction. No stand fitting or carpet is provided by EMAP on space-only sites.

Generally, risk you will either be managing this process yourself or employing a contractor to manage this process for you. It is advisable to pass on a copy of this manual to your contractor so that they can order products and services on your behalf and reference the various rules and regulations that exist for space-only stand construction. Stand fitting regulations contained within this section must be observed when planning your stand design and layout.

It is the responsibility of **THE EXHIBITOR** to examine the area and site allotted to you to avoid costly adjustments to stand structures once on site. Where possible, EMAP will provide (on request) detailed stand plots indicating the position of service ducts and pillars. **Please be aware that electricity boxes must be included as part of your stand design and cannot be positioned in the gangways/aisles.** Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition.

### **Rigging notice**

**Due to UK construction law, there will be an additional health and safety sign-off cost of £550 for any rigging ordered.**

## STANDS - BUILDING REGULATIONS

Below are all the stand build regulations for the space-only stands at the World Architecture Festival.

If you are part of a block sharing with other stands, you are obliged to leave access to the service duct if it falls in your stand site.



## Early and Late Working

Please refer to the **show timetable** for the build-up and breakdown schedule.

Your stand must be designed appropriately so that it can be erected and dismantled within the published build-up and breakdown periods.

Subject to security and health and safety consideration, late working may be permitted in the halls only by prior arrangement with EMAP.

If any exhibitors or contractors require to work outside of the published hours, then please contact [waf.operations@emap.com](mailto:waf.operations@emap.com) to complete the necessary paperwork (please note, this may incur additional charges).

## Dividing Walls

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.5m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only (no logos or lighting). The minimum height for dividing walls is 2.5m.

## Enclosed Stands

The inclusion of large enclosed areas within a stand can only be permitted with EMAP's prior written permission. If it is absolutely necessary to close off your stand, you must incorporate exits that lead out into the aisle. If you have a door, this **MUST NOT** open outwards directly onto the aisle. Permission for enclosed stands should be sent to the operations team and will have to be approved by our health and safety contractor.

To request permission please contact [waf.partners@emap.com](mailto:waf.partners@emap.com).

## Fire and Safety Regulations

Stand walls and stand must be made from classified fire-retardant materials i.e. as good, or better than wood. Particle board, non-porous fibre board, plywood etc. are all acceptable.

Fire-retardant materials must be approved according to one or more of the following classifications: **SS02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1.d0**. Approval certificates must be on hand at the display.

Decorative material, including fabrics, used for stand dressing must be flame proofed or purchased already treated by use of appropriate chemicals. Artificial plants and flowers are combustible and give off toxic fumes, so are not permitted. Silk flowers are acceptable providing they are fireproof.

## Flooring

**Please note that space-only stands are not provided with carpet.**

All floor coverings must be secured and maintained so that they do not cause a hazard. Nothing may be structurally attached to the floor of the exhibition premises without the written consent of the MARINA BAY SANDS. Carpet may only be fixed to the venue floor with approved carpet tape.

All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed directly to exhibitors. lifti

## Floorplan Layout

In the interests of the exhibition as a wider concept, it may be necessary to remove or alter anything in - or forming part of - any stand.

You can find a draft version on the floorplan [here](#). With a draft CAD version saved within the [Order Forms](#)

**Important:** this floorplan is subject to change at the discretion of EMAP

Please ensure you display your stand number within your stand so delegates can easily locate you.

## Maintenance

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If you need to carry out maintenance work on your stand during the event open days, this must be done after the exhibition has closed. This must be agreed with EMAP by 14:00 on the same day.

## Painting

No products containing organic solvents may be used. Examples of such solvents are contact-glue, spray paint, paints with petroleum spirit or thinner as a solvent etc. This applies throughout the entire tenancy period of WAF 2024.

## Permits

Permits are required for any outdoor activity and some items of special risk. To find out if a permit is deemed necessary for your proposed activity please contact [waf.partners@emap.com](mailto:waf.partners@emap.com).

## Risk Assessments & Method Statements

It is your responsibility to complete a suitable and sufficient risk assessment and bring a signed copy onsite. The organisers may request to see a copy during the show and, should an incident occur on your stand, you should be able to produce it immediately for the local authority to investigate.

To assist in the ease of completing risk assessments for your stand, we have provided you with a template, which can be found [here](#).

You can also find some tips for completing your risk assessment forms below:

- Split the event into parts
  - Build up
  - Open days
  - Breakdown
  
- Think about who is affected by your stand/activities
  - Your staff

- Your contractors
  - Your visitors to the stand
  - Neighbouring stands
- Think about what hazards could be involved to people at the times above
    - Build up – vehicles moving around the halls, lifting boxes, trip hazards, working at height, electrics, stand build etc.
    - Open days – tiredness, influence of alcohol, trip hazards, flashing lights, layout of stand etc.
    - Breakdown – similar hazards to build up but may be worth considering the risks of wanting to get home speedily i.e. rushing, everyone else rushing etc.
- Evaluate the risks
    - Can the hazard be removed completely or done in a different way?
    - If the risk cannot be eliminated, can it be controlled?
    - Can protective measures be taken that will protect the entire workforce on-site?
- Risk Assessment
    - Evaluate the risks
    - Pass on information about the significant risks to those people identified
    - Record what measures you have taken to control these risks.
- Review during and after
    - Try to assess as you go along
    - Anything that you change onsite can be added in for your next event

## Signage

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang gangways.

## Storage

No excess stock, literature or packing cases may be stored around or behind your stand. If you need help with storing freight cases, cases or large quantities of packing materials, please contact the official freight and storage contractor, DSV Solutions.

Naz Yusoff

**DSV Solutions**

[naz.yusoff@dsv.com](mailto:naz.yusoff@dsv.com)

Tel. +65 65715610

[Tariff and Instruction details](#)

## Venue and Local Authority Regulations

All work carried out at WAF 2024 must be in compliance with the regulations of the Venue, Marina Bay Sands.

If an exhibitor erects a stand which does not fully conform to guidelines in respects to the requirements of the organiser, venue and local authorities, EMAP reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense and to make it conform to the regulations and requirements. The health and safety management contractor's decisions are final.

## Walling-in Open Sides

Long runs of walling along open perimeters of stands must be avoided. **40% of any open side is permitted to be a solid wall.** No more than 40% of your stand length or width may be used for walling of any kind – including solid material, frosted material, draping or translucent material. Where long runs of walling are present along open sides, they must be relieved by display items and not left in plain colours. Any walling exceeding 40% of an open side is must be approved in advance by the organiser.

### STANDS - SPECIAL ITEMS OF RISK

Please ensure that the Organiser is aware if you will be having any of the following items on your stand:

- Helium or toy balloons or flagpoles exceeding 3.5m in height
- Dangerous or noxious substances including flammable oils, liquids & gases, compressed gases/acetylene/ LPG, also hot surfaces & naked flames
- Working machinery and apparatus
- Motor vehicles in the halls during the open period
- Fairground and other amusements
- Activities on water, also water & water equipment of any kind – including water features
- Laser products
- Radioactive substances
- Closely seated audiences

### TERMS OF CONDITIONS

The Partner Manual forms part of the Terms and Conditions that exhibitors agree to on signing their exhibition space contract.

### WASTE DISPOSAL

Planning for waste disposal should be a primary consideration for Organisers, exhibitors and contractors.

The Organisers have an Unreasonable Waste Policy. The policy states: “waste that cannot be placed into a refuse sack and easily manually lifted is deemed as unreasonable”. Waste materials including carpet, carpet tape, timber, excess literature etc. must be removed by the contractor or exhibitor and a charge will be incurred to dispose of said items if not removed.

The Organisers will monitor the amount of waste emanating from all stands and will impose penalties if this policy is breached. We strongly urge exhibitors to take ownership of stand and exhibition by-products.

**Removal of any waste items, carpet, timber etc. will be chargeable directly to the exhibitor.**

### WORKING AT HEIGHT

All contractors and exhibitors must avoid work at height where they can and use work equipment or other measures to prevent falls and to minimise the distance and consequences

of a fall. Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment. The contractor is responsible for ensuring that suitable equipment is used. For more information on working-at-height regulations please visit [www.hse.gov.uk](http://www.hse.gov.uk).