APAO 2027 SINGAPORE

The 42nd Asia-Pacific Academy of Ophthalmology Congress

Exhibitor Manual

The Future of Ophthalmology

March 18–21, 2027 · Singapore

HOST:

Asia-Pacific Academy of Ophthalmology®

CO-HOSTS:

Singapore Society of Ophthalmology

College of Ophthalmologists, Academy of Medicine, Singapore

Academy of Medicine Singapore

THE 42ND ASIA-PACIFIC ACADEMY OF OPHTHALMOLOGY CONGRESS 2027

March 18 – 21, 2027 | Suntec Singapore Convention & Exhibition Centre

EXHIBITOR MANUAL

(Version 1)

Dear Exhibitor,

Thank you for being part of the 42nd Asia-Pacific Academy of Ophthalmology Congress (APAO) 2027. We would like to assure you that the health and safety of our participants is our highest priority.

This Exhibitor Manual contains important information and guidelines to assist you in planning and preparing for your participation at APAO 2027. Please read the manual carefully and ensure that all relevant requirements, deadlines and procedures are noted and followed.

Please note that the online order form link and login credentials will be shared with the registered exhibitor contact via email.

Should you have any queries, please reach out to Putri Wan Fatin at putri.fatin@mpinetwork.com.

Please forward this manual to the person responsible for exhibit arrangements
All information in this manual is accurate at time of distribution.
For the latest information and updates, please visit the official APAO 2027 website at
https://2027.apaophth.org/

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A Contact List

Event Manager	**Kenes MP Asia Pte Ltd** 20 Kallang Avenue, 2nd Floor Pico Creative Centre Singapore 339411 **Izzam Anuar** Tel: (60) 12-343 8129 Email: izzam.anuar@mpinetwork.com **Putri Wan Fatin** Tel: (65) 9320 4988 Email: putri.fatin@mpinetwork.com
Official Stand Fitting Contractor	**Pico Art International Pte Ltd.** **Alyssa Lee** Tel: (65) 8017 2736 Email: alyssa.lee@pico.com
Official Freight Forwarder	**Rogers Expo Services (S) Pte Ltd** 6 Harper Road #05-03 Leong Huat Building Singapore 369674 Tel: (65) 6846 0055 **Faith Ong** Tel: (65) 6846 0055 Fax: (65) 6846 1376 Mobile: (65) 9745 0728 Email: faith@rogers-asia.com
Employment Pass/Work Permit	**Ministry of Manpower** 18 Havelock Road Singapore 059764 Tel: (65) 6534 1522 Fax: (65) 6534 4840 Website: http://www.mom.gov.sg

B Onsite Schedule

Build-up Period

Activities	Date	Time(hrs)	Description
Non-Official Stand Fitting Contractor Registration and Move-in (Raw Space Booths)	March 16, 2027 March 17, 2027	0900 – 2200 0700 – 1500	For build-up of Raw Space booths only. Major works to be completed by **1500hrs on March 17, 2027**
Shell Scheme Booth Stands Decoration	March 17, 2027	1500 - 2000	Only minor works are allowed from **on March 17, 2027. 1500hrs onwards.**
Exhibitor Registration (Badge collection for exhibitors)	March 17, 2027	1500 – 2000	All exhibitors must register and collect their badges at the Exhibitor Registration Counter on Level 3, before the exhibition hall entrance.
Electrical Supply to Stands	March 17, 2027	1500 onwards	Electricity supply will be turned on after the inspection by the Official Electrical Engineer and the Certificate of Fitness has been signed.
Completion of All Stand Decoration	March 17, 2027	2000	All stands must be completed and ready for exhibition.

Exhibition Period

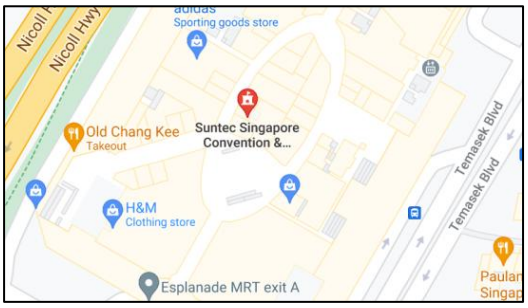
Admission	Date	Time(hrs)
Exhibitor's pre-access for setup	March 18 – 20, 2027	0800 - 0900
Exhibition Hours		0900 – 1800

Tear-down Period

Admission	Date	Time(hrs)	
Shut down of all demonstration exhibits/ equipment	March 20, 2027	1800	All demonstration exhibits and equipment must be shut down before the electricity supply is turned off at **1830hrs.**
Dismantling of Booths	March 20, 2027	1800 – 2359	All structures of the stand must be cleared by **2359hrs.** Booth space and areas surrounding working. The Organiser will not accept responsibility for any items left in the exhibition hall.as are to be **cleared of waste.**

Please note:

- Exhibits should not be dismantled before the closing hours. A fine of SGD 2,000 will be levied in the case of exhibits & stands being dismantled before the end of the exhibition.



C General Information

About the Venue

The 42nd Asia-Pacific Academy of Ophthalmology Congress (APAO) 2027 will be held in Suntec Singapore Convention & Exhibition Centre.

The event will take place from March 18 - 21, 2027.

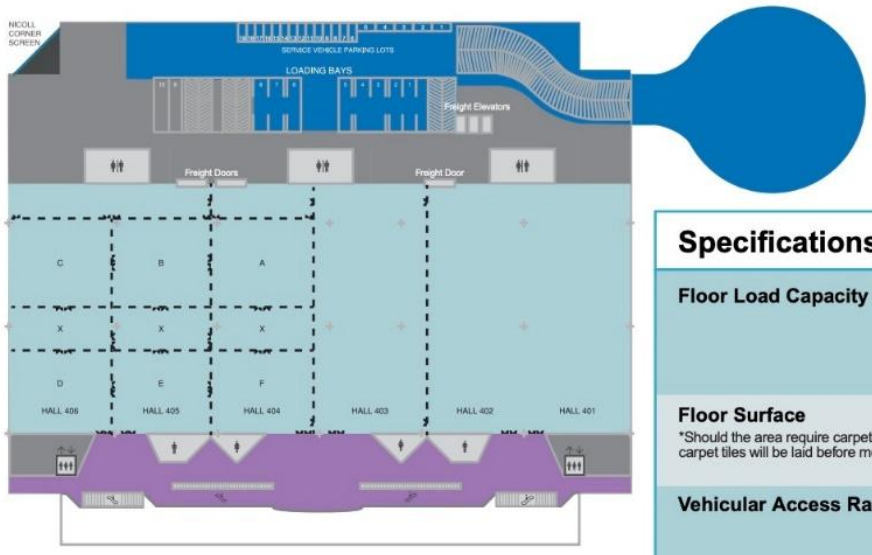
Suntec Convention Centre is strategically located at the heart of Singapore's Central Business District. If you are coming by train, do alight at Esplanade or Promenade via Circle Line or City Hall via East West Line. There are bus services 36, 70Mm, 111, 133, 133A, 162M, 518, 518A, 700A, 857, NRI, 97, 97Aa, 70A, 106, 502, 502A, 502B, 551,578, 581, 577, 580, 575, 576, 579 to ease your transportation.

1 Raffles Blvd, Singapore 039593
https://www.suntecsingapore.com/

Technical Specs for Level 4	
Floor Finish:	Concrete
Floor Loading:	17.5KN/m2
Maximum Booth Height	4m (Subject to approval) *Any structure at 4 meters and above is required to submit a PE endorsement.*
Freight Door Dimensions:	14m(W)x4.75m(H)
Freight Elevator Loading (MAX):	9,500 kg
Freight Elevator Dimensions:	3m(W)x6.1m(D)x4m(H)
Freight Elevator Door Clear Opening Size:	3m(W)x3.5m(H)
Electrical Loading:	3,000amp
Rigging Points*	1 ton load capacity

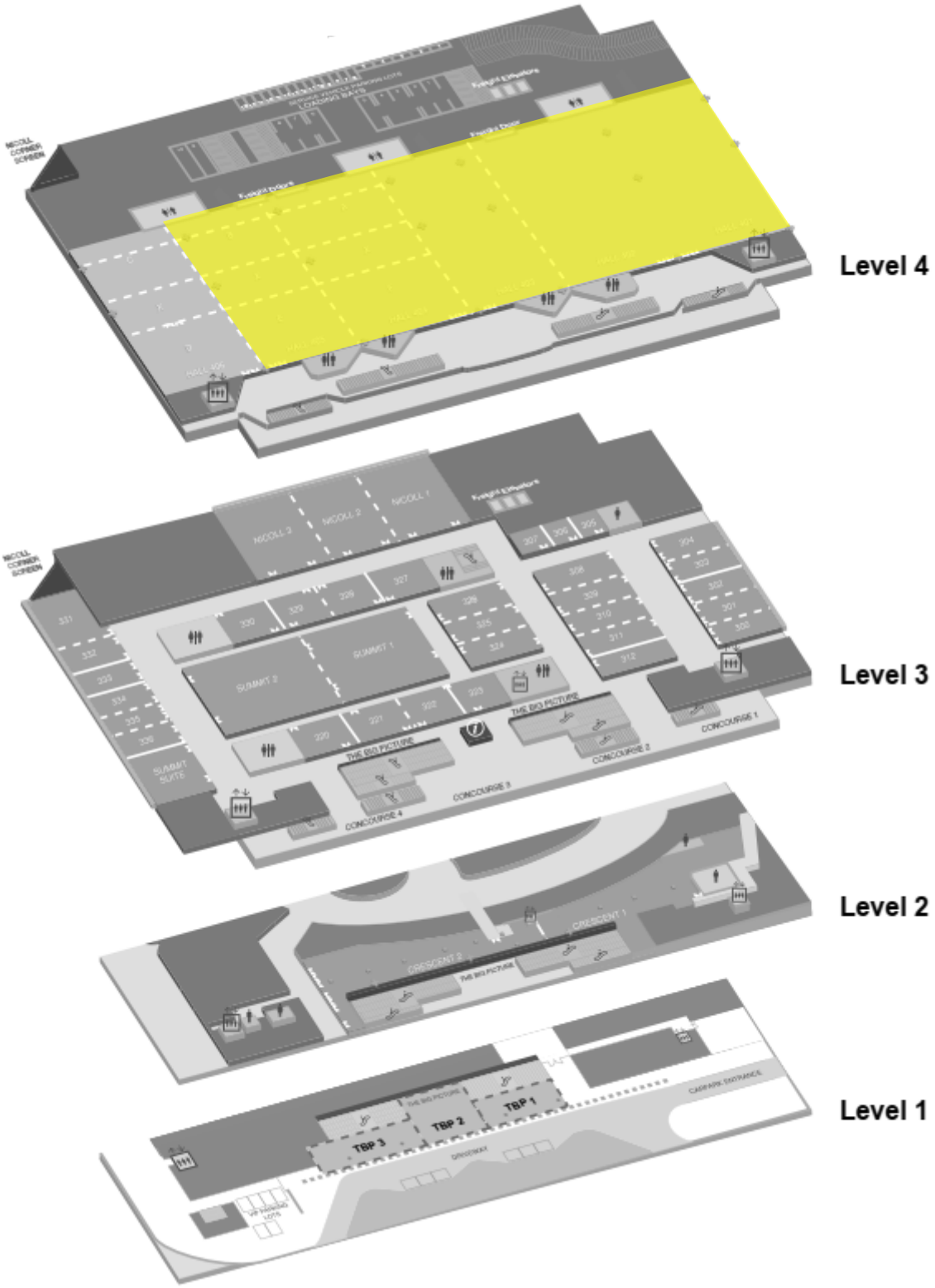
**For Rigging: only for booth support. For queries and approval, please contact Alyssa Lee, alyssa.lee@pico.com*

FLOOR LOADING



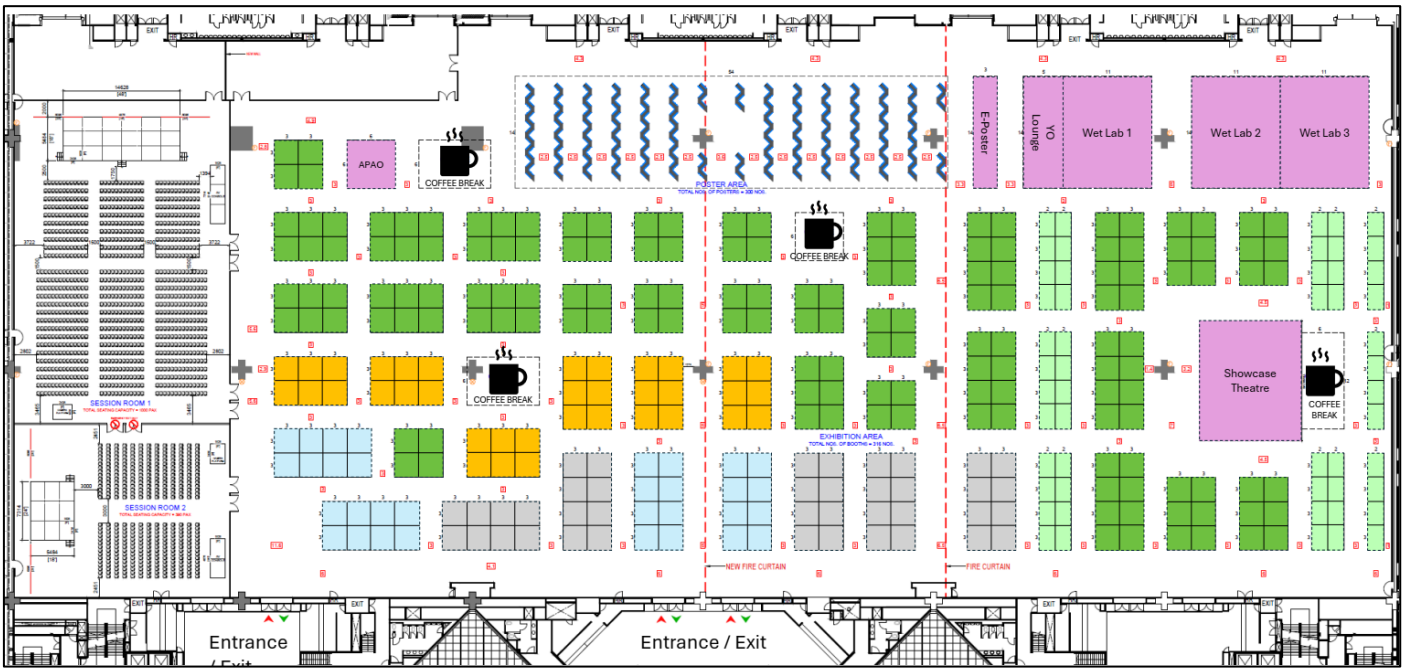
Specifications	
Floor Load Capacity	5.0KN/m² (100lb/ sq ft) 10.0KN/m² (200lb/ sq ft) 17.5KN/m² (350lb/ sq ft)
Floor Surface *Should the area require carpeting, carpet tiles will be laid before move-in	Halls: Concrete* Foyer: Granite
Vehicular Access Ramp	Width of Individual Driveway: 600mm Diameter of Ramp: 26,298mm Maximum Clearance Height: 4,000mm

Suntec Singapore Convention and Exhibition Center



Exhibition Hall, Level 4

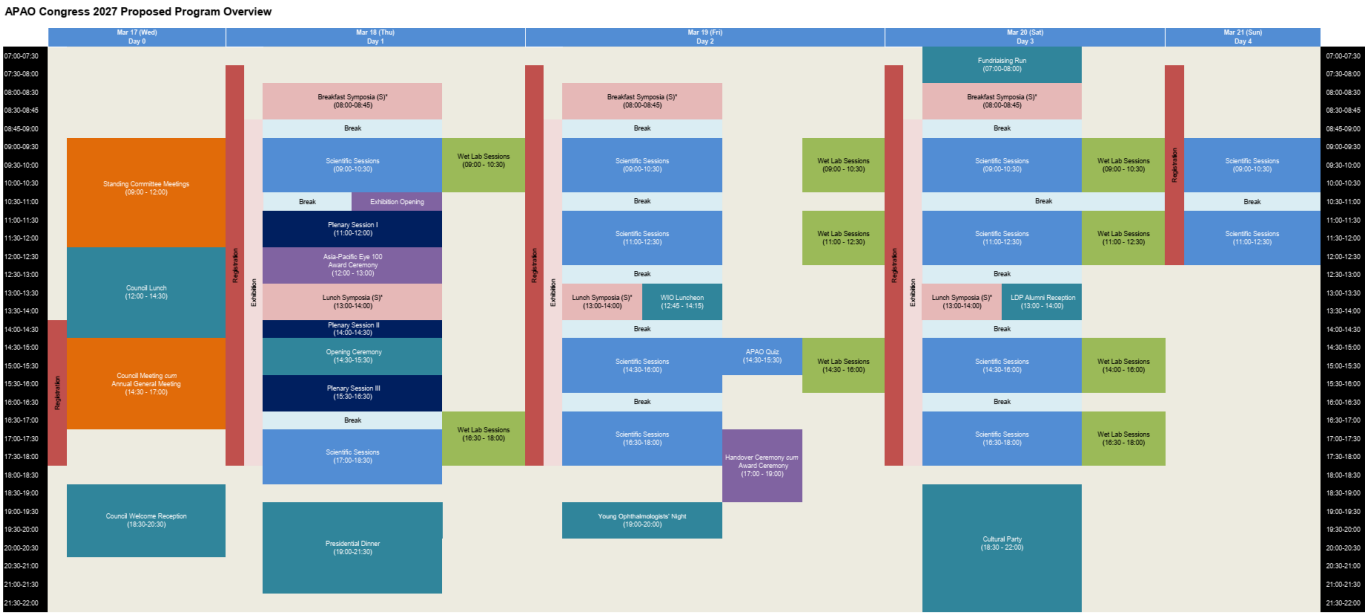
(Hall 401 to 405)



*Tentative layout, subject to changes at the discretion of the Organizers.
Please refer to https://2027.apaophth.org/exhibition-floor-plan/ for the latest floor plan.*

APAO 2027 Programme Overview

For the updated programme, you can refer to the website: https://2027.apaophth.org/program-overview/



Custom Requirement

All goods to be imported for display at the exhibition must be declared to Customs at the entry point and must be covered by proper Customs documents. These documents should be retained at the exhibition as they are subject to Customs inspection on-site. Please refer to https://www.customs.gov.sg for information on Exhibition Customs requirements and procedures.

Telecommunication Order (Deadline **March 4, 2027**)

Suntec Singapore has developed and established a robust and dynamic network to assist event organisers with their technical needs.

Customisation has been built into the Centre's infrastructure to facilitate telco requirements and reduce costs to event organisers. The Centre's advanced telecommunication system featuring complimentary high-speed WiFi can support up to 8,000 devices at a time, with a speed of up to 500 Mbps.

Exhibitors can order telco service for their booths. Do review the information via the link: **CLICK HERE**

Any queries, the exhibitor can contact this email : telecoms@suntecsingapore.com

Exhibitor Marketplace (Deadline **March 4, 2027**)

For the exhibitor placing orders for their booth, we have created an Exhibitor Booth Catering Marketplace which the exhibitor can access to book the services under the following categories during their event in our venue :-

- Food Orders
- Beverages Orders
- Manpower Orders (pertaining to banquet service)

All orders are to be made by the exhibitor via our Marketplace Online Form that can be found via the link below :-

https://www.cognitoforms.com/SuntecSingapore/MarketplaceNavigator?v2

For your event, the access code to the Marketplace Online Form have been created as outlined below.

Event Code: APAO2027_Suntec

The Marketplace Price List (PFD) can be found in the link: **CLICK HERE**

It is important to place your orders by 14 working days before Event Start Date as the offerings will gradually reduce as we get nearer to the Event Start Date.

Do note that the prices are subject to change without prior notification.

External F&B Catering

Should an exhibitor want to bring into any F&B that is not available in our venue's F&B offering, an External Catering Charge will be levy.

Please submit the application via the link below. The External Catering Charges are also outlined in the link below.

https://www.cognitoforms.com/SuntecSingapore/ExternalFBRequests

Parking Coupons Purchase (Deadline **March 8, 2027**)

Exhibitors may purchase parking coupons (minimum 10 coupons per day) at least 10 days prior to usage day.

Carpark Coupons Purchase Online Form

Media Spaces (Static / Digital)

Should the event wants to purchase additional Digital or Static Media, you can see our offerings via the link below :-

Digital Media Technical Guide
Static Media Technical Guide

For enquiries, you can reach out to my Media Sales colleague

Ms Cara Wong: cara.wong@suntecsingapore.com

Deliveries

Please note that Suntec Singapore is unable to accept deliveries directly from exhibitors, especially advance deliveries that require storage prior to the event.

Exhibitors may arrange deliveries to Suntec Singapore via the loading bay. However, a company representative must be present on-site to receive and manage the items at their booth.

Alternatively, exhibitors may coordinate all deliveries through our appointed official freight forwarder, Rogers Asia.

D Rules and Regulations

Booth Operation Etiquettes

a. All booths MUST be fully staffed and operational throughout **APAO 2027** opening hours. Stands and exhibit decorations (including signs, flags, plants, carpets, and lights etc.) should not be placed or be extended beyond one's own stand. Any exhibitor refusing to make changes as directed will have their electricity supply cut off.

b. Exhibitors may display stickers, signs, posters and materials **only within their own booth** or on **paid advertising sites**. Distribution of brochures, invitations or similar materials is **not permitted** in registration areas, F&B areas, hospitality zones, or any other areas deemed inappropriate by the Organiser. Materials may be affixed **only to booth partition walls**. Non-compliance may result in removal of materials at the exhibitor's expense.

c. Activities disturbing or causing inconvenience to the **APAO 2027** event sessions will not be allowed, i.e. promotional gimmicks, raffles, picture-taking, musical entertainment, use of animation and sound equipment.

d. Without special permission of the Organiser, exhibits are not allowed to be brought into the hall after **APAO 2027** event sessions have commenced or removed from the hall before **APAO 2027** closes for the day.

e. Stage shows without prior application will not be permitted.

f. In accordance with Fire & Safety regulations, goods and packing materials must not be stored behind booths, along hall walls, or in spaces between stands. Exhibitors should incorporate adequate storage within their booth design. Alternatively, storage may be arranged with the Official Freight Forwarder at an additional cost.

g. Exhibitors who showcase items needing specific fire protection must independently arrange and cover the costs for the necessary equipment, ensuring all precautions are taken to safeguard the public from potential fire risks

h. Exhibitors shall be responsible for any damages caused to properties of the Venue, Organiser, and any other Exhibitors during delivery and removal of exhibits, refuse and/or decoration works by their staff.

i. Exhibitors shall not assign, sublet, or apportion any part of the space assigned to him or have representatives, equipment, or materials from other firms appear in the exhibition space.

Photography and/or Videography

Unauthorised photography of exhibits and displays (other than your own), audio/tape or video recording within the **APAO 2027** area are not allowed.

Product Demonstrations & Presentations

a. The Organiser appreciates that demonstrations and presentations form an integral part of the exhibition. Exhibitors, however, should exercise discretion when carrying out demonstrations and presentations, in consideration of other exhibitors.

b. 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 80dB** for all speech, music, and sound effects.

c. 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.

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

Sound Control (IMPORTANT)

Should an exhibitor exceed the maximum sound levels (80db), they will be requested by The Organiser to reduce the volume.

If this request is ignored a member of the organising team will be summoned to the stand and will issue the exhibitor a written warning (in duplicate). Once in receipt of the written warning, a further breach of the regulations will result in power to the stand being turned off.

In the event of any future occurrences, the electrical supply to the stand will be disconnected for a duration of 24 hours starting from the time of the violation, without any additional notification.

Exhibitors must obtain all/any licenses, permits or approvals required from the relevant authorities for the demonstration of the exhibits/products. Exhibitors must ensure they are the rightful agent, distributor or dealers for the exhibits/products at their stands. The Organiser reserves the right to make the final decision on any disputes regarding the right to exhibit.

Exhibitors' Move-in

Small exhibits and hand-carried items which are consigned to the exhibition site should NOT arrive at the exhibition hall earlier than **March 17, 2027 at 1500hrs**.
Exhibitors are required to engage the Official Freight Forwarder for the movement of heavy or large exhibits from the loading bay to their stand.

All packing should be clearly marked with the following details:

APAO 2027
(Name of Exhibiting Company)
(Stand Number)
Level 4, Suntec Singapore Convention and Exhibition Centre, Hall 4XX (401, 402, 403, 404 or 405)
(Case No…of…)

Insurance Requirements

a. While every reasonable precaution is taken by the Organiser to ensure the security and safety of the exhibition, including 24-hour security, the Organiser will not accept liability for loss of, or damage to any exhibits, persons, or property at any time or in any way connected with the exhibition.
b. Exhibitors are advised to insure their exhibits against such loss or damage including risk of fire.
c. Exhibitors will be held responsible for loss of, or damage or injury to properties (including other exhibits) and persons caused by themselves, their employees, or agents.
d. Exhibitors shall ensure that they are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his agents or contractors first enter the Exhibition site, and to continue until all his exhibits and property have been removed.
e. Exhibitors participating in the exhibition agree to indemnify the Organiser against all claims of whatsoever nature that may be made against the Organiser, arising out of or in any way connected with such exhibitor's participation in the exhibition.

Smoking

Smoking is strictly prohibited within the event premises. Smoking areas are available at allocated locations.

Power Supply and Lighting

Pico Art International Pte Ltd has been appointed as the Official Stand Fitting Contractor for the event. No other contractors shall be permitted to undertake electrical work in the venue. All electrical requirements i.e. power points, lighting, etc. that are not part of any standard shell scheme booth package must be sourced from the Official Stand Fitting Contractor.
The following rules must be complied with:

a. In accordance with local regulation, the following methods of starting must be installed to all motors prior to delivery to the Show:
   - Up to 5 Hp Direct on line
   - 5 Hp to 25 Hp Star Delta
   - Above 25 Hp Auto-transformer
b. Owing to limitations in electrical supplies, exhibitors requiring three-phase electrical supplies of exhibits must provide, as soon as possible, the following information for each machine:
   - Starting load (in kilowatts) for each motor
   - Running load (in kilowatts) for each motor
   - Kilowatts loading of heaters, etc.
   - Number of other machines running concurrently at any one time.
   - Exhibitors requiring different voltages, stabilisers, frequency, or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organiser informed.
c. Exhibitors shall inform or consult the Official Stand Fitting Contractor whenever works are carried out near any electrical installations such as distribution boxes, fuse switches, isolators and/or power points. The Official Stand Fitting Contractor has the right to switch the supplies off for safety reasons as well as to prevent any damage to the exhibitor's equipment. However, it is the responsibility of the exhibitor and their implementing partner(s) to ensure that the Official Stand Fitting Contractor is informed to check the integrity of all circuits, distribution boxes &/or connections before supply is switched on again. Failing notification, the Organiser and the Official Stand Fitting Contractor shall assume no responsibility for any damage caused.
d. If the actual power consumption of any exhibitor exceeds the applied limit and affects the operations of other exhibitors or the power supply system of the venue, the Organiser will stop the power supply to their booths immediately and the exhibitor shall be liable for all damages caused.

e. Exhibitors requiring special arrangements (different voltages, frequencies, etc.) must arrange for their own transformers and converters or hire from the Official Stand Fitting Contractor.
f. For safety reasons and the protection of electrical installation at the venue, all power main installations from source to outlet (exhibition stands) must only be carried out by the Official Stand Fitting Contractor. All distribution boxes, where required and deemed necessary by the Official Stand Fitting Contractor, will be hung, or mounted on the walls or structures of the stand.
g. Connection of exhibits within the stands may be carried out by the exhibitor's technician; the circuits are subject to a mandatory inspection by the Official Stand Fitting Contractor before they are made live.
h. Each electrical supply provided is intended for one equipment or machine on display. Please note that no extension cord shall be connected to any socket and no multi-adaptors are allowed to be used at the exhibition booth to prevent possible overload and thereby tripping the power supply.
i. No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Organiser and the venue. If permitted, a fee may be levied.
j. The Official Stand Fitting Contractor (in consultation with the Organiser) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical/Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.
k. Supply to stands will be from 30 minutes before and 30 minutes after the Show's operating hours each day.
l. Exhibitors requiring 24-hour supply must submit in writing their requirement to the Official Stand Fitting Contractor, at least two (2) weeks prior to the set-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc., shall be borne by the exhibitor concerned.
m. Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.
n. No air conditioning unit or system is permitted in the stands without written special permission by the Organiser and Venue Owner.
o. Neon lights may be permitted with written approval from the Organiser and must be fitted with a safety "fireman" switch. Flashing lights/signs will not be permitted unless it forms an integral part of an exhibitor/vendor's product. In case of light box displays brought in by exhibitors, each fluorescent or lamp used will be treated as general lighting and charged as an additional order.
p. All electrical equipment should be tested and approved by the Organiser's appointed licensed engineers prior to turning on the electrical supply.
q. Requests for any item not listed in the form can be directed to the Official Stand Fitting Contractor.

Material Handling Equipment and Exhibits in Permanent Carpeted Areas

a. There are specific limitations on exhibits in the various exhibition areas. Exhibitors and their service contractors must lay proper padding and plywood over the permanent carpeted area before moving-in the freight or material handling equipment when storing their exhibits.
b. When installing exhibits in these areas, exhibitors and their service contractors should not use tape to mark the carpeted floors.

Working Exhibits

a. Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the electrical power source. Working machines must be placed at relatively safe distance from the audience.
b. All pressure vessels or equipment under pressure must conform to the safety standards and regulations. Approval for its use is required. No motors, engines or power-driven machinery may be used without adequate protection against the risk of fire.
c. Welding works, naked lights and lamps, open flame, temporary gas or naked, live electrical fittings, explosives, petrol, dangerous gases, radioactive materials, or highly flammable substances are strictly forbidden in the area.

Dangerous Materials

a. No temporary gas (LPG) or naked live electrical fittings are to be used in the exhibition grounds at any time.
b. No explosives, petrol, dangerous gases, or highly inflammable substances are allowed in the halls.
c. No radioactive substances are allowed unless prior approval in writing is obtained from the Organiser. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

Hot Work Demonstrations

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

Stand Boundaries and Design Restriction

a. All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a back wall must be installed for every stand. Stand with immediate neighbour(s) should also be provided with the necessary sidewall(s).

b. Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The exhibitor will be charged for any infringement of this rule, and the Organiser reserves the right to remove the infringement. Likewise, any display of programmable moving lights (cyber lights) is restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply with the above.

Structural Height Restrictions

The permitted stand height is **4m**. Any design for a structure exceeding **2.5m** in height must be submitted for approval at least 4 weeks prior to the exhibition and will be considered on a case-to case basis, subject to approval with the relevant professional endorsements to prove that the structure is structurally safe. If approved, this structure will be restricted to a distance of 1m (3.28 ft) away from the dividing walls of the adjoining stands. This restriction also applies to any overhead structure suspended from the existing hall ceiling.

Maximum height allowed for booths in exhibition ground: 4m (subject to approval). Any structure at 4m and above is required to submit a PE endorsement.

No double storey booths allowed.

Rigging/Hanging Structure

Rigging for branding purposes is strictly prohibited within the exhibition area. Rigging is permitted only for the structural support of exhibition booths. For any other requirements, please contact our official contractor, Alyssa Lee, alyssa.lee@pico.com.

Booth Decor

All exhibits including any furniture or decorations must be within the boundaries of the contracted exhibition booth space. Exhibitors must also ensure all decors are safely secured or placed securely on the floor without causing any hazard to the visitors.

No helium balloons are allowed to be used as part of booth décor or giveaways in the hall.

Open Frontages

All stands in the exhibition, irrespective of height, must have **at least 50% of any frontage** facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.

Damage to Stand Structures and Exhibition Premises

No person under any circumstances shall cut into or through any floor covering or wall nor alter the stand service structure except when authorised in writing by the Organiser. Any such damage to the stand service structures will be invoiced to the exhibitor. The movement of equipment and material in these areas is limited to hand-carried items. No lifts, carts, or other equipment are allowed on the carpet unless it is adequately protected with suitable floor coverings.

Public Space – Protection layer needed

There are common areas, hallways throughout the venue leading to and from the exhibit and meeting space. Please note the following:

a. Carts, scooters, pallet jacks, or mechanical lifts of any type are prohibited in the public space without proper carpet protection (e.g. wooden floorboards, solid plastic foils, or thick carpet overlays). This must be approved in advance by the Organiser.

b. Material handling equipment (forklift, pallet jet) prohibited from entering the areas in the facility which have ceramic, stone, or marble tile.

c. Proper carpet protection must be used in hallways and meeting rooms for move-in/out of freight.

If placing carpet on exhibition room carpet, a protective layer must be placed in between the two carpets. Visqueen/Plastic Sheeting is to be laid directly over the Venue carpet and secured with a low adhesive tape. Decorator carpet may then be laid over the Visqueen with tape securing the carpet to the Visqueen.

Floor Loading Capacity

The permitted floor loading on Level 4 is 17.5KN/m2 on concrete flooring.

Fire Precaution

a. The exhibition ground is equipped with fire extinguishers, smoke detection and extraction system.
b. Exhibitors, who because of the nature of their exhibits require special type of fire extinguishers, must make arrangements at their own cost for the provision of such equipment.
c. Any person, upon seeing an outbreak of fire, must make immediate use of the Fire Alarm System and subsequently, use every endeavour to extinguish the outbreak or to confine it using extinguishers and/or removal of goods in the vicinity.

Storage

Material storage is not permitted on-site within the Venue's premises. Once exhibit material and stand material have been unloaded, all crates, cases and other storage means must be removed by the exhibitor.

Exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition grounds. The Organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition grounds. Any cost incurred will be borne by the exhibitor.

Stand Cleaning

During the exhibition days, the Organiser will be responsible for the general cleaning of stand carpets and gangways daily. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish daily. All aisles must be left clear. 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.

Security and Insurance

a. General security will be provided by the Organiser round the clock. Exhibitors and their staff will not be allowed in the exhibition ground outside the official hall opening hours.
b. Security guards will patrol the exhibition ground in general, but their duties will not include specific attention to individual stands.
c. If your displays are valuable or sensitive and you wish please contact the appointed agency for security services to hire security personnel to attend to your stand exclusively, do note that you ARE NOT to use your own staff or personnel from other security agencies.
d. For security and safety reasons, exhibit movement in or out of the halls during show hours are not permitted.
e. All personnel in the exhibition grounds must wear identification badges.
f. The Organiser cannot be held responsible for any loss or damages which may befall the person or property of the Exhibitors from any cause whatsoever.

Failure to Exhibit

a. Any organisation/company, having signed a contract for a stand, fails to exhibit and has not been released from the contract by the Organiser, will be liable for the full cost stated in the contract plus any additional cost incurred by the Organiser as a result of the failure to exhibit.
b. If an exhibitor has not taken up the hired stand space or if it is evident prior to this that the exhibitor will not be taking up the space reserved for him, this space may be made available by the Organiser to other exhibitors without further notice or proof of default. In such a case, the agreed price is still payable in full by the exhibitor to the Organiser, and the exhibitor is not entitled to claim compensation.

Indemnity & Authorised Signatures

a. The exhibitor must undertake to indemnify the Organiser from and against any payment the Organiser is called upon to make to the local authorities on the exhibitor's behalf in respect of any customs levy, tax, fine or other money due from the exhibitor.
b. The Organiser requires a list of personnel authorised to place orders on behalf of the exhibitor with the Organiser. Two specimen signatures are required from each authorised signatory.

Dilapidation

a. Exhibitors are responsible for the cost of repairing or replacing any damage or dilapidation to the **APAO 2027** premises, whether caused by themselves and their agents, or by any person or persons employed or engaged on their behalf by such agents.

b. The cost of repairing or replacing any damage or dilapidation to the properties of the Venue or Official Stand Fitting Contractor will be charged to the exhibitors accordingly.

Force Majeure

a. In the event **APAO 2027** is postponed, shortened, or extended due to any cause whatsoever outside/ beyond the control of the Organiser, the Organiser shall not be held responsible for any loss sustained by the exhibitors directly or indirectly, attributable to the elements of nature, acts of God, war government regulation, disaster, acts or threats of terrorism, fire strikes, civil disorder or orders and directive imposed by any government authority. Under such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.
b. The Organiser shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Organiser in any problem of dispute will be final.
c. In the event of any occurrence not foreseen in these Rules and Regulations the decision of the Organiser shall be final.

Regulatory Authorities

Where applicable, the above rules and regulations are additional to rules and directions set by the Regulatory Authority. All exhibitors must abide by the code of practices set by the relevant regulatory authorities. The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis, subject to the approval of the venue owner, special arrangements including the provision of steel base plates may be required for any exhibit exceeding these limits. The Organiser's delivery schedule for heavy and large exhibits must be strictly adhered to.

E Stand Building Regulations

General

For exhibitors who have selected for "Shell scheme" for space request in the booking form. A shell scheme booth includes 2 white folding chairs, a 760mmHt Info Counter, a Wastepaper Basket, a 13Amp Power Point, 2 Fluorescent Lamps, a Fascia Board with booth, and Needle Punch Carpet. Two booth sizes, 3m x 3m and 3m x 2m, are available for selection in APAO 2027.

For exhibitors who have selected "Space only" for space request in the booking form, only the bare floor space is provided. Exhibitors will need to arrange furniture, electrical power supply, etc., either on their own or through the contractor.
If exhibitors wish to transition from a Shell scheme to a Raw space booth or vice visa, the submission for approval or the customized design needs to be completed on or before November 30, 2026. Any booth type changes made after this deadline will result in additional charges.

Any proposed modifications to the booth design must receive approval from the Organizer and comply with Suntec's rules and regulations

Shell Scheme Booths

Official Stand Fitting Contractor

APAO 2027's Official Stand Fitting Contractor, only **Pico Art International Pte Ltd** is permitted to carry out all plumbing and electrical works to ensure a more efficient and regulated build-up and dismantling.

The services of the Official Stand Fitting Contractors are for the convenience of exhibitors, and the Organiser will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants, and agents.

Workers for Stand Construction

Manpower is available for hire. Please contact Official Stand Fitting Contractor for rates:

a. Any request to change the type or colour of the floor covering provided, must be made with the Official Stand Fitting Contractor. Any cost incurred will be paid by the exhibitor concerned.
b. No additional stand fitting or display may be attached to the shell scheme structure. NO nailing or drilling is allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Stand Fitting Contractor.
c. No painting or wallpapering on the shell scheme stand panels will be allowed. Exhibitors who wish to have their panels painted must inform the Official Stand Fitting Contractor who will provide a quotation for the requirements.

d. The wall panels will be white laminated finish. Panels can be fixed by double-sided tape or with brackets rented from the Official Stand Fitting Contractor.
e. No free-standing fitment may exceed a height of 3m from hall floor level or extend beyond the boundaries of the site allocated. This includes company name, towers, and logos provided by the exhibitor.
f. Exhibitors may affix lightweight photographs and technical information sheets etc. directly onto the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels.
g. **Note: A penalty of SGD 300 per system panel would be levied should there be any damages to the wall panels. Exhibitors are fully responsible for ensuring all rental items listed in the FORM for Furniture and Electrical shall be returned undamaged.**

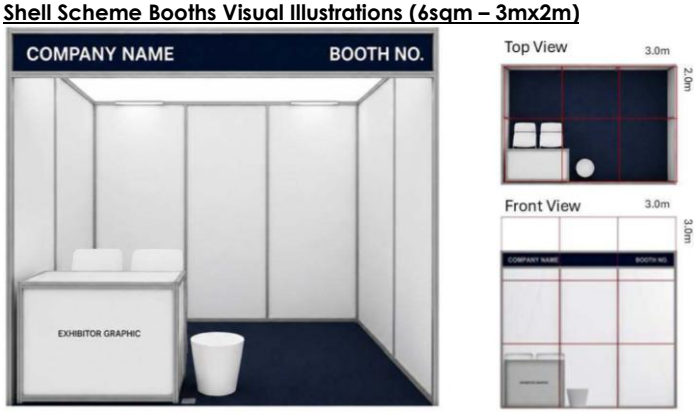
Shell Scheme Booths Visual Illustrations (9sqm – 3mx3m)

Visuals for illustration purposes

9sqm Shell Scheme Booths Entitlements

1. 2 x White Folding Chair
2. 1 x 760mmHt Info Counter
3. 1 x Wastepaper Basket
4. 1 x 13Amp Power Point
5. 2 x Fluorescent Lamp
6. 1 x Fascia Name & Booth Number
7. Needle Punch Carpet (9sqm)

Shell Scheme Booths Visual Illustrations (6sqm – 3mx2m)



Visuals for illustration purposes

6sqm Shell Scheme Booths Entitlements

1. 2 x White Folding Chair
2. 1 x 760mmHt Info Counter
3. 1 x Wastepaper Basket
4. 1 x 13Amp Power Point
5. 2 x Fluorescent Lamp
6. 1 x Fascia Name & Booth Number
7. Needle Punch Carpet (6sqm)

Exhibitor Nominated Stand Contractor (For Non-Official Contractor)

Non-Official Contractor

Exhibitors (or their nominated stand contractors) are required to submit for approval, stand layout plans, elevation, and artist's impressions, in duplicate, to the Organiser/Show Manager's office by **November 30, 2026** together with their nominated contractor's details (company name, address and contact person's name) using Exhibitor Nominated Stand Contractor Form. This is to prevent costly alterations being required on-site by the FSB, Hall Owner and/or Organiser.

All drawings must have clear dimensions, and scale drawings should not be smaller than 1:200. Faxed copies are acceptable, but original drawings must be submitted for final approval. Late submission may mean that approval may not be granted in time for construction to commence on-site. And although such an approval may have been given already, the Organiser/Show Manager reserves the right to request the Exhibitor concerned to modify certain portions of their stand to meet Hall or government or the Exhibition's prevailing conditions and circumstances.

Refundable Performance Bond

Before the nominated stand contractor is permitted to start work in-hall, either he or his employing Exhibitor/group is required to pay a refundable performance bond of **SGD 100 per square metre** (***minimum of SGD 2,000 per booth***) to the Organiser/Show Manager and sign an undertaking to guarantee conduct and behaviour, proper schedule of works, and observance of the Exhibition and Hall regulations. The Organiser reserves the right to increase this maximum limit on any Exhibitor and their contractor who had previously performed or behaved unsatisfactorily, without having to assign any reason.

Only when the performance bond is received and the Undertaking signed, will the contractor be allowed to bring stores into the Hall and commence work. All monies must be lodged in cheques or cashier's orders. Please note that any bank charges, levies or exchange rate differences will be deducted accordingly from the performance bond money. No banker's guarantees (BG) or other forms than those stated are acceptable for this purpose. Contractors will also have to bear any charges levied by the Hall Owner for damages caused to their property and/or flooring. Contractors, especially foreign-based ones who do not engage a

local sub-contractor for the installation and dismantling works should make prior arrangements with the Official Cleaning Contractor for the cleaning and disposal of waste materials daily during the Build-up and Break-down periods. The standard working areas used and occupied by the contractors should be always kept tidy.

Contractor Badges

Ten (10) Contractor Badges will be issued complimentary for external contractors; additional passes will be charged at SGD 50 per badge. Please note that a complete name list, with details of identification card/passport/work permit numbers must be provided. Where a contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), please register at the Show Management Office (SMO) on-site. The Organiser/Show Manager reserve the right to disallow any contractor using Exhibitor or Visitor badges into the Exhibition.

All foreign employees and staff must be in possession of valid work permits issued by the Ministry of Manpower and the Immigration Department of the Government of Singapore. Relevant Government officials do visit during Build-up/Tear-down to check on work permits. Please note that the issuance of Exhibitor and Contractor badges by the Organiser/Show Manager does not imply in any way that permission is granted for any person to work on-site without the necessary work permits.

Guidelines for Constructions Installation & Dismantling Works

a. Exhibitors must ensure that no part of their exhibit/display materials extend beyond their contracted booth space, including the vertical air space.
b. Exhibitors may not place any display material or exhibits, not extend their stand structures and fittings, beyond their contracted boundary.
c. Corridors indicated on the floor plan must be kept clear of all exhibition goods or decoration materials to facilitate movements.
d. Back-to-back signage and company and/or product names that protrude and/or can be seen from adjacent booths of other exhibitors are not allowed.
e. Exposing display material/exhibition stands to neighbouring exhibit spaces is not permitted.
f. Fire extinguishers and fire hoses are situated around the halls and no structures or constructions should be built around the pillars with these facilities. In the event where these facilities are located near stands, it is mandatory to have a 1.5m clearance away from these facilities. They must not be covered or be enclosed inside a storeroom and must be clearly visible from the corridor.
g. No stand structure, decoration, exhibit or display may be suspended, attached, wired, nailed, screwed, or drilled on to the property and structures of the hall except at allocated rigging points by the venue management.
h. The name and stand number of the exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers as they deem fit and will charge all costs incurred to the exhibitor. All exhibitors must provide their own wall panels instead of using the back walls of the adjacent exhibitors.
i. The Organiser will not give financial credits for items not utilised.
j. The Venue only allows the use of a residue-resistant single sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors, and walls.
k. Adhesive-backed (stick-on) decals or similar promotional items are not permitted in the Venue. Any costs incurred by the Centre for the removal of these items and repair of any damage caused will be charged to the exhibitor and their appointed contractors.

F Venue Rules and Regulations

a. All exhibitors are strictly prohibited from smoking; it is not allowed in all internal areas of **Suntec Singapore Convention & Exhibition Centre.**
b. At all times, safety precautions and regulations are to be strictly adhered to by each exhibitor.
c. All workmen are to clear and remove all garbage and debris from construction/preparation area.
d. The venue strictly prohibits unauthorised construction of any kind at the exhibition area. Specifically, there shall be no sawing, hammering, or painting at all.
e. The Centre only allows the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors and walls.
f. Exhibitors are advised to always maintain cleanliness at work areas. Garbage bins will be provided, and exhibitors are to always use these bins.
g. Exhibitors are expected to exercise caution while transporting exhibits. Particular attention must be paid to walls, doors, and other venue fixtures i.e., Lightings. The fittings of exhibits are to be properly secured without risking any injuries to venue staff and guests.
h. Any temporary structures erected must allow a minimum clearance of 1.5m from doors opening to fire cabinets, electrical and mechanical riser, and alarm call points.
i. Animals are not allowed in all internal areas of **Suntec Singapore Convention & Exhibition Centre**.

j. All high structures should not cover the function room/service door particularly the fire exit doors.
k. Exhibitors must inform the Organiser and the venue of any use of flammable materials in all rooms and function areas together with the quantity well in advance and such flammable materials could be used only with the permission granted by the Organiser and the venue's Management.
l. On the Exhibition Days, Exhibitors are permitted into the Exhibition Area one hour before opening (i.e., 0700 hours) and remain for half an hour after closing to service their stands.
m. Exhibitors are to strictly follow all the rules and regulations and ensure **NOT TO**:
    - Have nails or screws driven, or holes drilled on the floors, walls, doors, pillars, or other parts of the structure of the Exhibition and Convention Halls, Ballroom, Theatre, Meeting Rooms or any part of the building.
    - Paint or spray directly onto floor, wall, and poet surfaces of **Suntec Singapore Convention & Exhibition Centre**.
    - Leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
    - Switch on/off or connect electrical unit from **Suntec Singapore Convention & Exhibition Centre** Electrical Main Distribution.
    - Operate electrical sawing machine or any dangerous working machinery in **Suntec Singapore Convention & Exhibition Centre.** This can be done at the loading entrance.
    - Bring in gas, explosives, radioactive, highly inflammable, or other dangerous substance into the building.
    - Smoke or drink alcohol when working in the Hall. Smoking areas are provided outside the building.

Please clean the place, clear all the construction materials, rubbish, and debris immediately after the event. Vehicles used for delivery of materials or exhibits are not permitted to remain in the Venue after business hours. All exhibitors are requested to abide by the venue's rules and regulations. The Organiser has all the rights to stop, suspend and/or charge for any damages caused by the construction when exhibitors overrule.

G Freight Forwarding Information

Important Information

Please take note of the shipping requirements and deadlines. If you decide not to use the Official Freight Forwarder and their recommended agents (for non-local exhibitors only), your appointed freight forwarder is required to contact the Official Freight Forwarder so that your exhibits can be correctly dispatched and consigned to the Official Freight Forwarder. Failure to comply with the deadlines and instructions may cause unnecessary delays in clearance and additional expenses being incurred.

Official Freight Forwarder

All heavy or large exhibits that require the use of forklift or pallet truck MUST be handled by the Official Freight Forwarder within the exhibition area. Movement of freight from the day of the build-up is subject to size and equipment required and they may not be permitted entry into the exhibition area.

Rogers Expo Services (S) Pte Ltd
6 Harper Road #05-03
Leong Huat Building
Singapore 369674
Tel: (65) 6846 0055

Faith Ong
Tel: (65) 6846 0055
Mobile: (65) 9745 0728
Email: faith@rogers-asia.com

NOTE: Please do NOT send your shipment directly to the convention centre. The Organiser/Venue/Official Forwarder will NOT receive exhibits consignment on behalf of the exhibiting companies/participants. The Organiser/Venue/Official Forwarder will NOT accept any responsibility/liability for missing/damaged cargo consigned in such a way.

Consignment Instructions

All exhibition goods dispatched either by sea freight or air freight must be consigned to the Official Freight Forwarder, regardless of the freight forwarder you may be using. They must be consigned **'Freight Prepaid'**.
Please consult the Official Freight Forwarder for more details on the below items should you need consultation.

Regulated Items

a. For items that requires permit or license to import (e.g., foodstuffs, telecommunication/ computer equipment, CD's/DVD's, gaming equipment & paraphernalia, guns and ammunition, etc.) must be communicated to the Official Freight Forwarder ahead of time to prepare the application of permit/license from government bodies. 7 – 10 working days must be allotted to process the approval.

b. Official Freight Forwarder is not responsible for any disapproval of permit/license by the government bodies. It is recommendable to secure the said permit prior to arrange the shipment. Failure to comply will result to delay in customs clearance, penalties and other unnecessary costs which will be charged to exhibitors as per outlay.

Reminders/Custom Examination

a. The Local Country Customs are strict and thorough in their examination of goods. Expect all packages to be opened and contents checked against the Commercial Invoice and Packing List. **HEAVY FINES** will be imposed on the exhibitor in case of "**UNDEREVALUATION**", "**NON-DECLARATION**", and "**ERRONEOUS DECLARATIONS**".
b. In such cases, Official Freight Forwarder shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. The exhibitors are there strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of the documents.

Giveaway/Consumable Items

Giveaway items such as brochures, magazines, giveaways/promotional items, and goods that will be consumed during the fair proper shall be cleared under permanent basis, wherein outright payment of duties/taxes is required by customs upon clearance. Final duties/taxes amount as per Customs assessment will be billed as per outlay.

Hand Carried Items and Stand Layout Plans

Please provide the Official Freight Forwarder with scale layout drawing so that positioning on heavy exhibits can be carried out early during the build-up period. Please fax the final layout of your stand to the Official Freight Forwarder at least one week before the build-up of the exhibition.

Access to the Exhibition site is restricted. Exhibitors must ensure that the delivery, loading and unloading of goods is via the bay designated by the Official Freight Forwarders. Vehicles at these loading/unloading bays will be under the supervision and direction of the Official Freight Forwarders and the Hall Owner/Exhibition Security Officers, who will see that the operation is carried out smoothly.

Packing and Unpacking

a. Please ensure that your equipment is packed in a strong, waterproof packing case, which lends itself to be repacked after the exhibition. Bolted returnable types of cases are suggested for main exhibits. All packing cases, cartons, etc., to be sent to the exhibition must display the following information:

   APAO 2027
   c/o Rogers Expo Services (S) Pte Ltd
   Name of Exhibitor: _____
   Stand Number: _____
   Case Numbers: _____
   Gross Weight/Net Weight: _____
   Dimensions: _____

b. The Official Freight Forwarder will assist with the site handling & crating/un-crating of wooden cases (if required). However, exhibitors must supervise and are responsible for these operations. Similarly, exhibitors must supervise the dismantling and re-packing of exhibits, especially for dedicate or heavy equipment.

On-site Storage Facilities

a. Material storage is not permitted on-site within the Venue's premises. Once exhibit material and stand material have been unloaded, all crates, cases and other storage means must be removed by the service contractor, who will safely store the material off-site and return them promptly to the appropriate booth locations after the end of an event.
b. Please clean the place, clear all the construction materials, rubbish, and debris immediately after the event.
c. Vehicles used for delivery of materials or exhibits are not permitted to remain in the Venue after business hours.
d. All exhibitors are requested to abide by the venue's rules and regulations. The Organiser has all the right to stop, suspend and/or charge for any damage caused by the construction when exhibitors overrule.
e. If on-site storage is required, direct arrangement should be made with the Official Freight Forwarder.

Insurance

Insurance is not provided. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by **Rogers Expo Services (S) Pte Ltd**, and ensure that the Transport Insurance is arranged for exhibits sold locally.

H Service Order Forms

The terms and conditions of contract/rules & regulations should be read together with the Exhibitor Manual, which form part of your contract to exhibit.

Please use this checklist to help you plan your work schedule and participation.

All compulsory forms must be returned by the deadlines stated on the form.
Services cannot be guaranteed for forms submitted after the stipulated deadline.

Any late orders received after the form deadline will be subject to availability:

a) 30% surcharge for orders received on and between **January 26, 2027 to February 9, 2027.**
b) 50% surcharge for orders received on and after **February 10, 2027**
c) **Cancellation clause:** Full cost shall apply for any cancellation received after **March 8, 2027**.

Exhibitors who contracted their space after the deadline are to return all forms immediately.

If you have any queries, please contact **Putri Wan Fatin** @ putri.fatin@mpinetwork.com

EXHIBITOR ORDER FORMS

Service Order Form Check List

FORM NO.	SERVICES	DEADLINE	COMPULSORY / OPTIONAL	RETURN TO:
01	Hall Indemnity & Authorised Signature	**November 30, 2026**	**COMPULSORY**	**MP**
02	For Special Design Space Only	**November 30, 2026**	**COMPULSORY**	**MP**
03	Non-Official Contractor Badges	**November 30, 2026**	**COMPULSORY**	**MP**
04	Exhibitor Badges	**November 30, 2026**	**COMPULSORY**	**MP via LINK**
05	Fascia Name (For Shell Scheme Booth)	**January 25, 2027**	**COMPULSORY**	**PICO Online portal**
06	Audio Visual	**January 25, 2027**	Optional	**PICO Online portal**
07	Furniture Rental	**January 25, 2027**	Optional	**PICO Online portal**
08	Power Supply	**January 25, 2027**	Optional	**PICO Online portal**
09	Lighting	**January 25, 2027**	Optional	**PICO Online portal**
10	Service Location Plan	**January 25, 2027**	Optional	**PICO Online portal**
11	Graphics Printing	**January 25, 2027**	Optional	**PICO Online portal**
12	Freight Forwarder	**January 25, 2027**	Optional	**ROGERS**

For additional order such as Furniture, Power Supply, Lightning and Graphics, kindly order via the PICO Concierge:

Please note that the online order form link and login credentials will be shared with the registered exhibitor contact via email.

If you have any enquiries regarding PICO Concierge, do reach out to **Alyssa Lee** at alyssa.lee@pico.com