



BREAKBULK

ASIA 18-19 NOVEMBER 2026

EXHIBITOR MANUAL

Dear Exhibitor,

We're delighted to welcome you as an exhibitor at the launch of Breakbulk Asia, taking place 18-19 November 2026 at Marina Bay Sands, Singapore.

Breakbulk Asia brings together professionals from across the project cargo and breakbulk supply chain. At the core of this community are key decision-makers, including EPCs, manufacturers, and senior logistics and procurement executives.

To help you prepare for a successful event, we have created this Exhibitor Manual, which contains important operational information, deadlines, venue regulations, health and safety requirements, and supplier contacts. We encourage you to review the manual carefully and share any relevant information with your contractors, booth builders, and onsite team.

Taking a little time now to plan and organise will help avoid unnecessary costs and last-minute challenges closer to the event. For a full overview of the information available, please refer to the Contents page.

Need Assistance?

Our dedicated Breakbulk Support team is here to help:

✉ breakbulksupport@breakbulk.com

☎ 44 20 3545 9605 / +44 20 3545 9760 (Monday to Friday, 9am-5pm UK time, excluding Bank Holidays)

We are excited to have you with us and look forward to welcoming you in Singapore.

Best wishes,

Ben Blamire
Event Director
Hyve Group Plc



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EVENT TIMETABLE

Activity	Date	Time	Access Information
Build-up	Monday 16 November 2026	08:00 - 20:00	Raw Space Exhibitors & Contractors
Build-up	Tuesday 17 November 2026	08:00 - 22:00	Raw Space Exhibitors & Contractors
Build-up	Tuesday 17 November 2026	08:00 - 20:00	Shell Scheme Exhibitor Access
Registration Open	Tuesday 17 November 2026	12:00 - 18:00	Exhibitor Registration & Badge Printing
Registration Open	Wednesday 18 November 2026	08:00 - 18:00	Exhibitor Registration & Badge Printing
Registration Open	Thursday 19 November 2026	08:00 - 17:00	Exhibitor Registration & Badge Printing
Exhibitor Access Event Days	Wednesday 18 November 2026	08:00 - 19:00	Exhibitor Access
Exhibitor Access Event Days	Thursday 19 November 2026	08:00 - 19:00	Exhibitor Access
Show Open	Wednesday 18 November 2026	10:00 - 18:00	Visitor Access
Show Open	Thursday 19 November 2026	10:00 - 17:00	Visitor Access
Breakdown	Thursday 19 November 2026	17:00 - 22:00	Shell Scheme & Raw Space Exhibitors/Contractors
Breakdown	Friday 20 November 2026	08:00 - 14:00	Raw Space Exhibitors & Contractors

Important Information:

- The exhibition halls are considered a construction site during build-up and breakdown
- High-visibility vests and closed-toe footwear are mandatory during build-up and breakdown
- Early access or late working is subject to organiser approval and may incur additional charges

TOP THINGS TO KNOW

- **Official Contractors** - Refer to the Official Show Supplier Contacts section before placing orders
- **Important Deadlines** - Order before published deadlines to avoid late fees and surcharges
- **Build-up Completion** - Booth construction must be completed by 22:00 on Tuesday 17 November 2026. Late working is subject to organiser approval and additional charges
- **Breakdown Requirements** - Shell scheme exhibitors must clear all booth material and displays by 22:00 on Thursday 19 November 2026. Raw Space exhibitors must clear all booth material and rubbish by 14:00 on Friday 20 November 2026. Should the exhibitor or contractor fail to dismantle booth and all materials and rubbish within this deadline, Hyve Group will take necessary actions to dismantle the booth without further notice and costs will be passed onto the exhibitor or contractor.
- **Mandatory PPE** - High-visibility vests and closed-toe footwear are mandatory during build-up and breakdown periods
- **Raw Space Booths** - Booth drawings, risk assessments and mandatory documentation must be submitted and approved before construction permission can be granted
- **Height Restrictions** - Maximum booth height is 6 metres. Booths over 4 metres in height are considered complex structures and require structural calculations and approval
- **Internet & WiFi** - Complimentary Wi-Fi is available throughout the venue. For demonstrations, presentations or business-critical applications, exhibitors are strongly advised to order a dedicated internet connection
- **Food & Beverage** - Marina Bay Sands is the exclusive provider of all food and beverage services within the venue. No external catering, food or beverage supplies may be brought into the venue without prior approval

OFFICIAL SHOW SUPPLIER CONTACTS

For any general or registration queries, please contact the Hyve show organisers at **Breakbulk Support**.

✉ breakbulksupport@breakbulk.com

☎ +44 20 3545 9605 / +44 20 3545 9760 (Monday to Friday, 9am–5pm UK time, excluding Bank Holidays)

Supplier Name	Service/s	Contact Information
Marina Bay Sands (MBS)	Catering Cleaning - Booth & Waste Internet & Telecommunications Piped Services - Air & Water Rigging	Service Queries Email: secc@marinabaysands.com Telephone: +65 6688 3888 Catering Queries Email: boothcatering@MarinaBaySands.com MICE Service Centre Hours Weekdays: 8am - 6pm Weekends & Public Holidays: 8am - 5pm
Pico	Audio Visual Equipment Flooring Furniture Graphics Lighting Power Supply Shell Scheme	General Enquiries Email: breakbulkasia2026@pico.com Telephone: +65 6290 5938 Raw Space Booths Contact: Audris Sua (Ms.) Email: audris.sua@pico.com Mobile: +65 9363 4597
DSV Fairs & Events Singapore	Freight Forwarding and Shipping Heavy Machinery and Forklifts Storage and Empty Cases	Contact: Robin Lim Email: sgsol.fairs&events@sg.dsv.com Telephone: +65 9851 0038
Essential Events	Raw Space Booth Plan Assessment	Contact: Lynn Hanstock Email: ghanstock@essentialevents.co.uk Telephone: + 044 1926 470 100 Mobile: +44 7398 570 388
Refix	Event Staffing & Support Services	Contact: Valencia Yap Email: valencia@wearerefix.com Telephone: +65 8168 1457
Fervour Pte Ltd	Security	Idris Abu: +65 8037 9183 Email: idris.abu@fervour.sg Rozaini Rahani Mobile (WhatsApp): +65 8829 9419 Email: rozaini.rahani@fervour.sg
HotelMap	Accommodation	Providing a 24/7 multi-language customer support, you can reach them on either the website's live chat function or email assistance@hotelmap.com for any queries
Visit by GES	Lead Retrieval	Email: visitconnect@ges.com

IMPORTANT DEADLINES

Supplier	Deadline Information	Order Links and Forms
Marina Bay Sands – Venue Services	Services Deadline: 4 November 2026 Prices will increase after this date	Webshop: Marina Bay Sands Webshop
Pico – Official General Contractor	Early Deadline: On or before 16 October 2026 - Order processed at discounted rate Nameboard submission: On / before 16 October 2026 - Nameboard submission - Additional orders at regular price Standard Deadline: 17 October to 13 November 2026 - All orders subject to a 30% surcharge - Ordering dependent on item availability Final/Onsite Deadline – On or after 14 November 2026 - Pico Concierge closed - Orders may be placed onsite at the service counter - A 50% surcharge applies - All items subject to availability	Webshop: Pico Exhibitor Webshop
DSV Fairs & Events Singapore – Show Logistics Partner	Friday 16 October 2026 - Medical/telecommunication equipment approvals Friday 6 November 2026 - Seafreight shipments must arrive in Singapore Monday 9 November 2026 - Airfreight shipments must arrive in Singapore - Courier shipments must arrive at DSV warehouse	Webshop: <i>eFairs Booking Portal coming soon</i>
Essential Events – Raw Space Booth Assessment	Friday 25 September 2026	Forms: Raw Space Contractor Undertaking Form Method Statement Risk Assessment <i>Each form is to be submitted with booth designs/drawings</i> Email to: ghanstock@essentialevents.co.uk
REFIX – Event Staffing & Support Services	Wednesday 28 October 2026 14 calendar days or less prior to show day: 20% surcharge on the total manpower charges 7 calendar days or less prior to show day: 50% surcharge on the total manpower charges 3 working days or less prior to show day: 100% surcharge on the total manpower charges	Form: Exhibitor Order Form Email to: valencia@wearerefix.com
Fervour – Security	Friday 23 October 2026	Form: Security Booth Order Form
HotelMap – Accommodation Partner	Any discounts from the private rate link will appear with a red box percentage	HotelMap – Accommodation Partner – Private Rates Link
Visit by GES – Lead Retrieval	Pre-show or onsite	Visit Connect Webshop

GENERAL INFORMATION

VENUE

Venue Name: Sands Expo and Convention Centre, Marina Bay Sands, Singapore

Address: 10 Bayfront Ave, Singapore 018956

Venue Website: <https://www.marinabaysands.com/expo-and-convention.html>

Event Halls: A, B & C

The event halls are located on Level 1 of the Marina Bay Sands Expo and Centre.



Image sourced from: <https://www.marinabaysands.com/>

VENUE DIRECTIONS

Marina Bay Sands is conveniently located in Singapore's Marina Bay district and is accessible by MRT, taxi, bus and private vehicle. For venue directional and transport options, please visit the Marina Bay Sands Website: [Directions to Marina Bay Sands](#).

EXHIBITOR BADGES (SHOW DAYS)

It is mandatory to wear badges to access the exhibition halls on show days. Badges can be printed onsite from **Tuesday 17 November 2026**.

A unique exhibitor registration link will be sent from Visit by GES via no-reply@registration.breakbulk.com. There is no cost to attend the event. Please check your spam or junk folder if you don't receive the email.

For security and health and safety reasons it is imperative exhibitor badges are only allocated and worn by the staff that are working on your booth. Badges should not be given to anyone else including visitors.

During build-up and breakdown, coloured wristbands will be provided to contractors by security persons after booth details are confirmed. Contractors and booth builders do not need to register for a badge if not attending on show days.

INSURANCE

As part of your exhibition fee, insurance is provided through InEvexco, our official insurance partner. For full details, please refer to Page 9 of your exhibition contract.

The insurance premium of **USD \$220.00** will appear on your invoice.

If you wish to use the insurance provided through Breakbulk, no further action is required, and you may disregard any insurance reminder emails received from InEvexco.

If you wish to use your own Public Liability Insurance, you must upload a copy of your insurance certificate using the unique link provided by InEvexco.

Once submitted, InEvexco will review your policy and confirm whether it meets the required level of cover. If approved, the **USD \$220.00 insurance charge will be credited by Hyve.**

Your insurance policy should include:

- Public Liability Insurance to the value of £2,000,000
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the booth, including the fittings

Please note: Contractors must arrange and provide their own insurance cover and are not covered under the exhibitor insurance scheme.

Hyve is the event organiser, and their full address is provided below:

HYVE INTERNATIONAL EVENTS LIMITED, 2 Kingdom Street, Paddington, London W2 6JG, United Kingdom

For assistance, please contact Breakbulk Support.

✉ breakbulksupport@breakbulk.com

☎ +44 20 3545 9605 / +44 20 3545 9760 (Monday to Friday, 9am–5pm UK time, excluding Bank Holidays)

For insurance-specific queries, please contact InEvexco:

✉ exhibitor@inevexco.co.uk

☎ +44 173 275 7630

LEAD RETRIEVAL APP

Visit Connect is the official lead retrieval tool for Breakbulk Asia 2026. It allows exhibitors to scan and capture visitor details directly from their smart device, enabling quick and efficient follow-up after the event.

Key features include:

- Scan visitor badges to capture full lead details
- Add notes, voice memos, or photos to each lead
- All leads from your team sync centrally within your Visit Connect account

Lead Capture Licences are available for either single-device use or unlimited devices for the duration of the event. You can purchase the Lead Capture Licence option that suits your booth via the [Visit Connect Webshop](#).

A unique login link will be sent from Visit by GES at no-reply@registration.breakbulk.com. For support, please email visitconnect@ges.com.

PROMOTIONAL MATERIAL

Exhibitors should ensure that all promotional materials, displays and activities are appropriate for a diverse international audience and do not contain content that may be considered offensive, discriminatory or insensitive to Singapore's cultural, religious or social values.

If you are unsure whether any proposed promotional material is suitable for the event, please contact the Breakbulk Marketing Team for guidance before production or distribution.

PUBLIC RELATIONS AND SOCIAL MEDIA

Breakbulk Events & Media would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to Product Director's approval). Please send requests to Leslie Meredith, Product Director at Leslie.Meredith@breakbulk.com.

Tag Breakbulk Asia in your posts and use the official event hashtags to maximise visibility before and during the event.

- X (formerly Twitter): https://twitter.com/Break_Bulk
- YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ/videos>
- LinkedIn: <https://www.linkedin.com/showcase/breakbulk-events-&-media/>
- Facebook: [Breakbulk Events & Media | London](#)
- Instagram: https://www.instagram.com/break_bulk/
- Hashtags:
 - #BBAS2026
 - #BreakbulkAsia2026

ACCOMMODATION PARTNER - HOTELMAP

HotelMap is our exclusive accommodation partner operating in over 500 cities worldwide and offers access to over 1,000,000 accommodation options. Providing a 24/7 multi-language customer support, you can reach them on either the website's live chat function or email assistance@hotelmap.com for any booking queries.

HotelMap key features: 24/7 concierge support, dynamic currency and language functionality, group booking app, seamless booking experience, extensive hotel options and discounted market rates.

As a unique service for our attendees, you will receive discounted market rates compared to booking providers.

Click this link to book: [HotelMap - Accommodation Partner - Private Rates](#)

AIRLINE PARTNER - SINGAPORE AIRLINES

Singapore Airlines is the Official Exclusive Airline Partner for Breakbulk Asia 2026. Enjoy exclusive discounted fares on eligible Singapore Airlines flights by booking through the Singapore Airlines website using the promotional code: BA2026.

EVENT STAFFING

Exhibitors employing event staff remain responsible for ensuring adequate supervision, training and compliance with venue regulations and Singapore workplace safety requirements. All event staff should be briefed on emergency procedures and booth operations before the event opens.

If you require event staff, please contact our official staffing partner, Refix, for a quotation. To help them provide an accurate proposal, please include:

- Dates and working hours
- Expected roles and responsibilities
- Any special requirements

Please refer to the Important Deadlines and Official Show Supplier Contacts sections for order information and contact details.

SECURITY

The Organisers for Breakbulk Asia 2026 provide security for common areas during build-up, event days and breakdown. Exhibitors remain responsible for the security of their booth, products and personal belongings and should ensure they have adequate insurance cover for all items onsite.

To help protect your property, please follow these guidelines:

- Exhibitor staff are responsible for the security of their booth.
- Do not leave cash, handbags, laptops, mobile phones or other valuables unattended.
- Do not store valuables in unlocked cupboards, drawers or storage areas.
- Build-up and breakdown periods are high-risk times for theft and extra vigilance is advised.
- Arrive before the exhibition opens and do not leave your booth unattended until visitors have cleared the hall.
- Where possible, store valuable items in lockable cabinets or secure storage areas.

Additional booth security services are available through our official security partner, Fervour Pte Ltd.

Please refer to the Important Deadlines and Official Show Supplier Contacts sections for order information and contact details.

LOGISTICS

DSV Fairs & Events Singapore has been appointed as the Official Logistics Partner for Breakbulk Asia 2026.

DSV provides a full range of exhibition logistics services including freight forwarding, customs clearance, heavy lift handling, forklift services, storage, empty package handling, traffic management and return shipping.

Please refer to the Important Deadlines and Official Show Supplier Contacts sections for order information and contact details.

The booking portal allows exhibitors to request quotations, book logistics services, track shipments, arrange freight forwarding, order storage and handling services, and manage return shipments.

Important Information:

- All shipments should be clearly labelled with the exhibitor's name and booth number
- Shipping deadlines, delivery addresses and detailed shipping instructions are available from DSV
- Late shipments may incur surcharges and cannot be guaranteed for delivery before show opening
- Early planning is strongly recommended for heavy machinery, oversized cargo and permit-controlled goods
- Return shipping instructions should be submitted before the close of the exhibition

CUSTOMS AND TEMPORARY IMPORTS

Exhibitors importing goods into Singapore may require customs clearance, temporary import arrangements or permit applications.

DSV can provide guidance on:

- Temporary Import Scheme (TIS)
- ATA Carnets
- Customs Clearance
- Permit-Controlled Goods
- Food Imports
- Telecommunications Equipment
- Medical Devices

Exhibitors should contact DSV as early as possible if permits or licences may be required.

DELIVERIES AND SHIPPING

DSV can assist with airfreight, seafreight, courier shipments, customs clearance, temporary imports, permanent imports and return shipping.

Exhibitors are strongly encouraged to submit shipping documentation in advance and ensure all commercial invoices and packing lists are accurate.

DSV Fairs & Events Singapore is the recommended logistics provider for advance warehouse shipments, international freight, customs clearance and onsite logistics services.

Exhibitors may utilise either an advance warehouse service through DSV or arrange a direct-to-venue delivery. Direct-to-venue deliveries must comply with the Marina Bay Sands Mail Centre procedures and can only be accepted during the published tenancy dates.

All shipments must be clearly labelled with the Event Name, Exhibitor Name, Booth Number, Number of Packages and Gross Weight.

Courier shipments arranged through DSV should be shipped in accordance with the official shipping instructions. Exhibitors arranging independent courier or direct-to-venue deliveries should follow the Marina Bay Sands Mail Centre procedures.

Please note that Marina Bay Sands and the Organisers cannot accept or sign for deliveries on behalf of exhibitors. If using an independent courier service, exhibitors must ensure a representative is available to receive and sign for the shipment.

The Organisers are unable to trace, track or manage exhibitor shipments. Any shipment enquiries should be directed to DSV, the courier company or your appointed freight forwarder.

Shipping Deadlines:**Friday 16 October 2026**

- Medical/telecommunications equipment approvals

Friday 6 November 2026

- Seafreight shipments must arrive in Singapore

Monday 9 November 2026

- Airfreight shipments must arrive in Singapore
- Courier shipments must arrive at DSV warehouse

Shipping Addresses:

Airfreight and Seafreight - must be sent "Freight Prepaid" to:

Consignee: DSV Contract Logistics Pte Ltd
2 Changi South, Avenue 1
Singapore 486149
For: **Breakbulk Asia 2026**
Booth Number: _____

All documents such as Bill of Lading and Air waybill must show DSV Singapore as the consignee.

Courier Address:

All courier shipments must be consigned to the following address:

Consignee: DSV Contract Logistics Pte Ltd
c/o DSV Fairs & Events
14 Tukang Innovation Dr,
Singapore 618300
For: **Breakbulk Asia 2026**
Booth Number: _____
Robin Lim
Tel. +65 9851 0038
Email: sgsol.fairs&events@sg.dsv.com

Direct-to-venue deliveries must comply with the Marina Bay Sands delivery procedures and can only be accepted during the published tenancy dates.

HEAVY MACHINERY AND FORKLIFTS

Forklifts and high-reach equipment operating within Marina Bay Sands are provided exclusively through approved venue services. Only authorised operators holding the appropriate licences may operate lifting equipment.

External forklifts and lifting equipment are not permitted within loading docks, service ramps, exhibition halls, meeting rooms, ballrooms or pre-function areas.

DSV provides forklift services, heavy lift handling, machinery positioning, pallet truck services and lifting support.

Exhibitors wishing to display heavy machinery, vehicles or oversized equipment should contact the Organisers for further information.

RETURN SHIPPING

Exhibitors requiring return shipment of exhibits must provide return shipping instructions before the close of the exhibition. Additional charges may apply for late instructions.

STORAGE AND EMPTY CASES

Storage within the exhibition halls is not permitted. DSV can provide onsite and offsite storage solutions (charges apply).

DSV offers empty case storage, loaded cargo storage, offsite storage and empty crate collection and return services.

VENUE FACILITIES AND SERVICES A-Z

ACCESSIBILITY

Access to the Sands Expo and Convention Centre is fully step-free, with passenger lifts connecting all levels (Basement 2, Level 1, and Levels 3 through 5). These guest elevators are located near Hall A on Level 1 (just past the Origins & Bloom cafe) and are separate from the main hotel towers. Accessible toilets are available on every level of the Expo & Convention Centre, including near the exhibition halls, meeting rooms, and pre-function areas.

Wheelchairs are available for loan at Level 1 (MICE or Shopee Concierge), subject to availability, and may be borrowed upon presentation of valid identification.

AIR CONDITIONING

Air conditioning is provided within the exhibition halls during official show opening hours. During build-up and breakdown periods, ventilation systems will operate to provide airflow within the halls.

Exhibitors requiring specific environmental conditions for product demonstrations should notify the organisers in advance. The venue reserves the right to determine operating temperatures and ventilation levels throughout the event.

AUDIO-VISUAL

We recommend ordering services through our show general contractor Pico. To order, visit [Pico Exhibitor Webshop](#).

Alternatively, exhibitors may appoint their own audio-visual contractor. If exhibitors are bringing their own TV and require it to be wall-mounted, they are required to order a reinforcement panel from Pico. Once the order is received, Pico will contact the exhibitor to confirm whether any modifications to the reinforcement panel are required based on the specifications of the TV they are bringing. Exhibitors are responsible for providing their own TV bracket and all necessary mounting tools. The installation and dismantling of the TV must also be carried out by the exhibitor or their appointed contractor, Pico do not provide mounting or dismantling services.

If Shell Scheme exhibitors arrange TV from another supplier, this must be freestanding screens and not wall mounted. If wall-mounted screens must be ordered from Pico to ensure no damage to the Shell Scheme panels.

All audio-visual equipment and presentations must comply with venue noise restrictions. Sound levels must not exceed 75dB(A) and must not interfere with neighbouring exhibitors.

Wireless microphone systems operating within the 470–698 MHz frequency range require advance coordination with the venue to prevent frequency interference.

BALLOONS AND INFLATABLES

All helium balloons, blimps and inflatable displays must receive prior written approval from the organisers and Marina Bay Sands.

The following conditions apply:

- Balloons must be securely tethered at all times
- Mylar balloons and balloons constructed from electrically conductive materials are prohibited
- Balloons must be inflated using non-combustible gas
- Balloon materials must be flame retardant
- Balloons must not obstruct fire protection systems, emergency exits, sprinkler heads or venue signage
- Maximum permitted balloon height within exhibition halls is 7.5 metres

Exhibitors will be charged for the retrieval of any balloons that become trapped within venue ceiling spaces.

BUSINESS CENTRE

Business services are available through Marina Bay Sands Business Centre located on Level 3 of the Convention Centre.

Operating Hours and Contact Information:

Monday to Friday: 08:00-18:00

Weekends and Public Holidays: 08:00-17:00

Telephone: +65 6688 3088

Email: mice_businesscenter@marinabaysands.com

CAR PARKING

There is no carpark reservation for exhibitors. All parking lots availability are based on first-come-first-served.

Licensees, guests and visitors to the Centre may use the public car parking at Marina Bay Sands on a first-come-first-serve basis at the prevailing car parking rates and according to the official operating hours (car park is 24/7). Please note that clearance height at the Public Car Park is 2.0 meters.

Applicable for weekdays only, Event Delegates are entitled to redeem a single-entry concessionary parking coupon with their event badge. Coupon can be collected during opening hours from the services concierge counter during. The parking coupon is valid on the day of redemption only.

For more information on parking locations and rates, please visit [Parking at Marina Bay Sands](#).

CATERING

Marina Bay Sands is the exclusive provider of all food and beverage services within the venue.

External food and beverage suppliers are not permitted to provide catering services without prior written approval from Marina Bay Sands.

Food safety regulations are strictly enforced, and all food service activities must comply with Singapore Food Agency (SFA) requirements.

Exhibitors wishing to provide hospitality on their booth, can order from [Marina Bay Sands Webshop](#).

ALCOHOL

Alcoholic beverages may not be brought into Marina Bay Sands from external sources and must be supplied through Marina Bay Sands Catering.

The following conditions apply:

- Alcohol may only be served by authorised personnel
- Self-service alcohol stations are prohibited
- Persons under 18 years of age may not be served alcohol
- Marina Bay Sands reserves the right to refuse service to intoxicated individuals

Alcohol sampling activities require prior written approval.

BOOTH CATERING

Booth catering is provided exclusively through Marina Bay Sands. Services available include:

- Beverage stations
- Coffee services
- Hospitality platters
- Reception catering
- VIP hospitality

If you have a specific catering requirement that cannot be accommodated through the webshop, please contact the Organisers to discuss your requirements with the venue.

FOOD SAMPLING

Exhibitors wishing to distribute food or beverage samples must obtain prior written approval from both the organisers and Marina Bay Sands.

Requirements include:

- Compliance with Singapore Food Agency regulations
- Completion of any required indemnity documentation
- Product liability insurance
- Appropriate food handling procedures
- Safe storage and disposal arrangements

Alcohol sampling activities may require additional licensing and approval. There is a levy fee for any sampling or giveaways, and items must not be sold. The fee is S\$500 before tax per station/cart per day.

CLEANING AND WASTE

General cleaning, waste management and recycling services are exclusive services provided by Marina Bay Sands.

Exhibitors are responsible for:

- Maintaining their booth in a clean condition
- Removing waste generated during build-up and breakdown
- Ensuring all packing materials are removed from exhibition areas

The following items may not be stored in the halls:

- Empty crates
- Pallets
- Packaging materials
- Timber storage containers

Charges will be applied for waste or materials left onsite after the contracted tenancy period.

Please refer to the Important Deadlines and Official Show Supplier Contacts sections for order information and contact details.

CLOAKROOM FACILITIES

There are no cloakroom facilities at Marina Bay Sands.

COMPRESSED AIR

Compressed air services are provided exclusively by Marina Bay Sands.

Please refer to the Important Deadlines and Official Show Supplier Contacts sections for order information and contact details.

DILAPIDATIONS

A venue dilapidation inspection will take place before build-up and breakdown.

Exhibitors and contractors are responsible for any damage caused to:

- Floors
- Walls
- Doors
- Columns
- Venue infrastructure
- Shell scheme structures

No drilling, fixing, nailing or penetration into venue surfaces is permitted.

Any reinstatement costs resulting from exhibitor activities will be charged accordingly.

ELECTRICITY

Primary electrical services are supplied exclusively by Marina Bay Sands.

All electrical installations must:

- Comply with Singapore regulations
- Be installed by competent personnel
- Be maintained in safe working order
- Be free from exposed wiring and trip hazards

Exhibitors must order electrical services in advance via the [Pico Exhibitor Webshop](#).

Electrical consumption is not included with booth packages unless specifically stated.

FLOORING

All exhibition booths must include suitable floor covering.

Shell scheme booths include standard rewind carpet as part of the package.

Raw space exhibitors are responsible for providing their own flooring solution. You can either purchase from [Pico Exhibitor Webshop](#) or should you wish to provide your own carpet, flooring or platform etc, then it is required to be laid by a qualified contractor.

Raised platforms must incorporate suitable edge protection and accessibility provisions.

FLOOR LOADING AREAS

Exhibitors intending to display heavy equipment must notify the Organisers in advance. Any concentrated loadings may require engineering review and venue approval.

- Column Spacing: 33 x 18 metres
- Floor Load-Bearing Capacity: 12 KN/m²

HEIGHT RESTRICTIONS

Some areas within the halls have no or low rigging sections. Where there are no height restrictions, the maximum building height is 6m. Booths 4m H and above are considered complex structures and require structural calculations and approval. The venue ceiling height is 9.45m and the max hanging height is 7.45m.

INTERNET AND WI-FI

Complimentary Wi-Fi is available in public and common areas of the venue.

For demonstrations, presentations or business-critical applications, exhibitors are strongly encouraged to order dedicated internet services.

Available services from Marina Bay Sands include wired internet, dedicated broadband, wireless solutions and temporary network installations.

Please refer to the Important Deadlines and Official Show Supplier Contacts sections for order information and contact details.

PA SYSTEM

The organiser will have a PA System available in the event space - this is only to be used for emergency and show announcements.

RAISED PLATFORMS

We strongly recommend ordering a raised platform if your booth has water services to hide unsightly pipe work. All platform corners must have rounded corners or plastic guards to help ensure exhibitors safety.

If your power connections are within an open space or pulled from a neighbouring booth, a raised platform with the use of a platform is highly recommended for any booths with water and /or electrical wiring. This will ensure no water or electrical connections will be visible in floorcoverings/carpet.

Exhibitors who use such platforms should bear in mind that:

- The maximum height allowed, measured from floor level to the top of the platform, is 10cm
- The platform sides must be closed and neatly finished
- Platforms should be placed within the booth perimeter
- Platform corners must have rounded corners or plastic guards
- All platform corners must have safety tape. Exhibitors whose booths have raised floors are requested to ensure that their booth is accessible to the disabled, for instance, by employing sloping booth edges or by adding ramps (of sufficient width and without sharp-angled sides)

RIGGING

Primary rigging services are provided exclusively by Marina Bay Sands. All suspended items require approval.

This includes banners, lighting trusses, hanging signs, AV equipment and decorative features.

Engineering calculations will be required for suspended structures.

No rigging may extend beyond the contracted booth space. Rigging Points have a 1-ton load capacity, reflective ceiling plan upon request.

All banners or signs hung or suspended from the ceiling or against walls must be hung by the Technical Services Team.

The venue ceiling height is 9.45m and the max hanging height is 7.45m.

Please note that banners are not allowed in public areas of the Centre unless approved by the Marina Bay Sands Management Team.

- Banners are not to be hung outside of function rooms
- Signs or banners may not be taped, stapled, nailed, tacked or otherwise affixed to any of the Centre doors, walls, columns, ceiling, or other parts of the building or furnishings. Any damage that may occur from the promotion will be the responsibility of the Licensee to whom the space is leased. Any such damage will be billed to the licensee to whom the space was rented when the violation occurred
- All banners are to be hung by the technical support team. For all signage, banners, etc., which will be hung from the ceiling INSIDE Function Rooms, the load is not to exceed 20kg in weight and not longer than 4m in length and width. A labor charge will be assessed for the hanging of signs and banners
- Permanent Centre signage is located throughout the property and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, restrooms, exhibit hall / ballroom signs, etc. Show signs and or decorations may not be attached to the permanent Centre signage. The removal of such signage is strictly prohibited

STORAGE

Storage within the exhibition halls is strictly limited and must not obstruct fire exits, fire safety equipment or gangways.

Exhibitors should ensure they have adequate storage within their own booth for literature, giveaways, personal belongings and other items required during the event.

Empty crates, pallets and packing materials must be removed from the exhibition halls immediately following unloading.

If additional storage is required, please contact DSV Fairs & Events Singapore to discuss available options, subject to availability.

HEALTH AND SAFETY

Hyve Group is committed to providing a safe environment for exhibitors, contractors, visitors and staff. All persons working onsite within the Sands Expo & Convention Centre must comply with Singapore Workplace Safety and Health legislation, Marina Bay Sands venue regulations and the requirements outlined in this manual.

Failure to comply with health and safety requirements or venue regulations may result in removal from the venue or suspension of work.

Your Responsibilities:

Exhibitors and contractors are responsible for ensuring the safety of their booth, staff, contractors and anyone who may be affected by their activities.

All full-time and part-time workers on an exhibitor's booth must:

- Be aware of the significant hazards they may face when carrying out tasks and of any control measures that the exhibitor implements to reduce risks to the lowest level reasonably practicable
- Observe safety regulations and signs at all times; be aware of the emergency procedures relevant to their place of work; wear the appropriate safety equipment and use appropriate safety devices as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their supervisor and Organisers Office onsite at the venue
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions
- Co-operate with any duty or requirement imposed by the venue when acting under the requirements of Health, Safety or Environmental legislation
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- Immediately report any serious shortcomings that may affect the health, safety and welfare of their job to their supervisor and the Organisers Office onsite at the venue

Raw Space exhibitors must submit a Risk Assessment as part of the booth approval process. Shell Scheme exhibitors should keep a copy available onsite if requested by the organisers or relevant authorities.

Failure to comply with these requirements may result in permission to exhibit being withdrawn or removal from the venue.

ACCIDENTS

All Accidents and Near Misses should be formally logged and recorded with witness statements and accompanying photographs taken. All reports may be used for future investigation, therefore as much detail as practical should be collected. All documents are to be treated with the upmost confidentiality and as such should be stored so as to maintain data protection.

ANIMALS

No animals are allowed in the venue. Presence of animals is only allowed during animal related shows. Where animals are present, they shall be controlled so as not to be allowed to escape control, cause distress and danger to persons or other animals or cause damage to the venues.

CANDLES

Flames from open fires or candles are not permitted.

CHILDREN

It is mandatory for all attendees to be 16 years and older, no persons under 16 will be permitted during build-up, event days or breakdown.

DRINK AND DRUGS

The drinking of alcohol or consuming illicit substances during the build-up and breakdown phase is forbidden. Anyone under the influence of alcohol or forbidden substances will be removed from site. Drugs are not permitted anywhere in the venue.

ELECTRICAL WIRING AND INSTALLATION

Any cable laid across the floor of a booth shall be effectively protected and fixed to such floor in such a manner as to prevent risk of injury and where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials used to provide mechanical protection should be efficiently bonded to earth. Where tough overall sheathed cables are used without further protection, i.e. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. In circumstances where full mechanical protection is impracticable a supply will only be provided if the circuit has a 100mA RCD/ELCB-installed. **Cables should not be placed under carpets or in positions to cause a trip hazard.**

EMERGENCY NUMBERS

If you need assistance during your time at Breakbulk Asia, please speak to the nearest member of security staff, Health and Safety or the Show Organisers who will be happy to assist you. Emergency numbers are as follows:

Service	Contact Number
Police:	999
Fire & Ambulance:	995
Non-Emergency Ambulance:	1777
Emergency Medical Technician (EMT) – 24 hours security hotline	+65 6688 0999

EMERGENCY PROCEDURES

Venue staff are trained to handle emergency situations with a security office operational 24 hours a day.

In the event on an emergency, the venue security office becomes the communications centre and command post.

Centre personnel will keep licensees and service contractors informed of decisions relating to emergency events in progress.

In the event of alarm activation, audible and visual alarms will be activated. This is not a signal to evacuate the building. An announcement will be made stating that the nature of the alarm is being investigated. Once the nature of the alarm is determined, further instructions will be communicated. In the event the alarm poses no danger, an “all clear” will be announced.

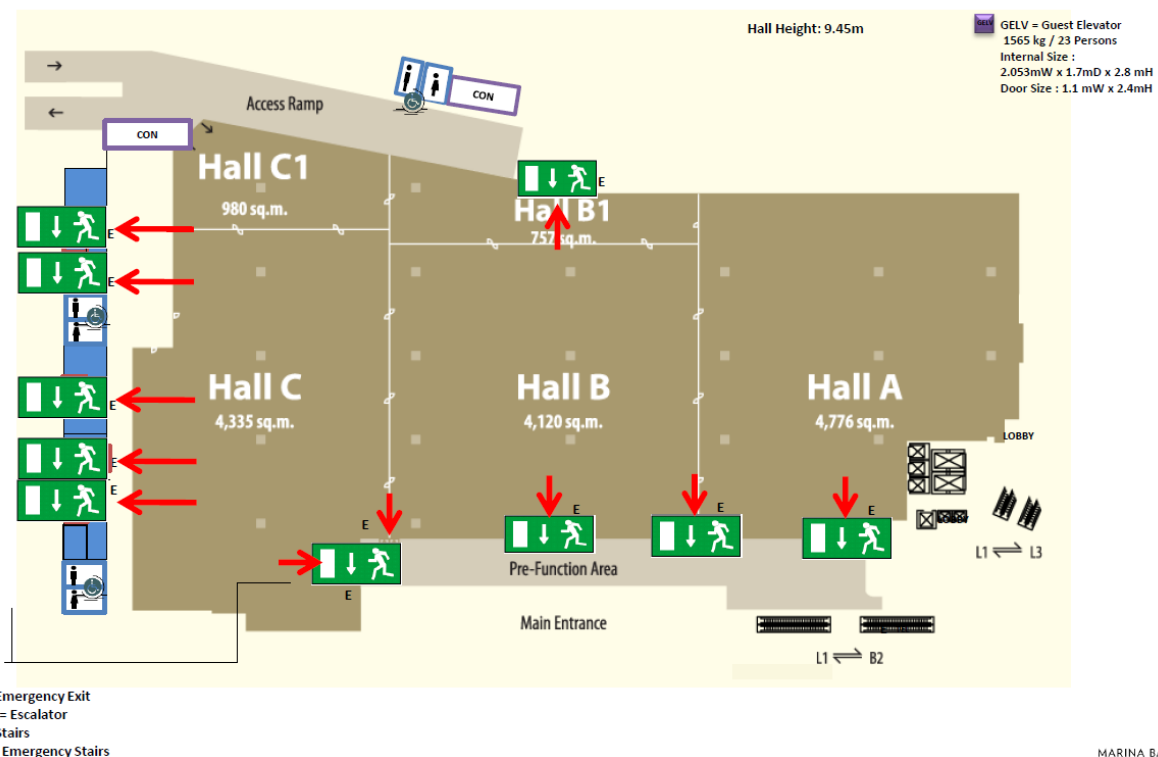
Should any need arise, the Centre has an Emergency Medical Technician (EMT) on duty 24 hours a day, seven days a week. The 24 hours security hotline number is: +65 6688 0999.

EMERGENCY EVACUATION ASSEMBLY AREAS

Emergency Evacuation Assembly Areas (EAA)



MICE LEVEL 1 EMERGENCY ROUTE



FIRE SAFETY

There are strict rules governing what materials can be used to build booths and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. You are not permitted to build your booth with anything which is flammable or non-flame resistant unless it has been treated. Combustible waste must be safely disposed of and boxes and cargo must not be stored on the booth.

Marina Bay Sands is equipped with an alarm system and sprinkler system which is activated by heat sensitive devices and smoke detectors in the ventilation system. Fire extinguishers and other emergency equipment are strategically located in all the areas of the building. Marina Bay Sands Fire and Safety Department continually monitors all building emergency systems throughout the Centre.

All event organisers, service providers and exhibitors must:

1. Ensure that all fire protection systems (fire alarms, extinguishers, fire hydrants, drenches, sprinkler system valves, smoke curtains, fire shutters, fire hoses, etc.), all security systems (panic intercoms, panic buttons, closed-circuit television cameras, hot-line telephones, house telephones, optical beam sensors etc.), together with their control switches are kept clear and accessible at all times.
2. Fire extinguishers, fire hose cabinets and booth pipes in all exhibition space must remain visible and accessible at all times.
3. All aisles must be kept clear of any obstructions, exhibitor products or displays with a minimum aisle width of 2.5 meters.
4. "NO FREIGHT" aisles of minimum width of 3 meters must be maintained across the exhibition hall longitudinally and transversally, leading to the main fire exit door for each unit of exhibition hall. These aisles must remain clear at all times during move-in, set-up and move-out periods.
5. Location and rating of block mains, power supply points required for the exhibition booths, display, stage, etc., must be indicated clearly on the layout plan for estimation of total electric load. Utility mains within the Centre shall not be used without prior approval from the Centre.
6. All points of entrance and egress shall have adequate clear space on all sides as approved by the Centre. No set up, exhibition booth or display of any type can be set up within 4 meters radius of the main entrance and exit of the Hall.
7. Dead-end aisles shall not be longer than 18 meters.
8. The layout grids shown on the plans issued by the Centre to the Licensee shall be shown on the layout plans.
9. Hall population, as regulated by safety and fire prevention measures, will be advised to Licensee by the Centre and must be observed at all times.
10. All exhibit construction and decoration materials must be flame-retardant, including scenery, backdrops, tables, and dust covers. Utilizing cardboard boxes as parts of exhibits or displays is not permitted.
11. All drapery or curtain used on stages, used for room partitioning or separation must be of inherent fire retardant (IFR) property and attached with a valid fire safety tag. Rental of such drapery is available in the Centre.
12. Booths with ceiling are to be provided with an automatic fire extinguishing system for every 9 square meters of covered area
13. Any row of booths shall not exceed a continuous length of 30 meters
14. All fire and emergency exits inside and outside the building must remain clear of obstructions.

FIRST AID

First aid cover will be provided by the Organisers, with a dedicated first aid office located near the exhibition halls. In an emergency, please contact the nearest security steward, Health and Safety Officer, or speak to a member of the Hyve team for assistance.

METHOD STATEMENTS

Raw Space exhibitors must submit the required booth assessment documentation. Please refer to the Important Deadlines section for submission deadlines and templates.

A work method statement, sometimes referred to as a safe work method statement or a safe work procedure, is a part of a workplace safety plan. It is primarily used in construction to describe a document that gives specific instructions on how to safely perform a work related task, or operate a piece of plant or equipment. In many countries it is law to have work method statements, or similar, in place to advise employees and contractors on how to perform work related tasks safely.

The statement is generally used as part of a safety induction and then referred to as required throughout a workplace, you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

NOISE AND MUSIC LEVELS

NOISE

The use or testing of any equipment or activity in any part or parts of the Authorised Area or elsewhere at the Centre shall at all times not cause the maximum permitted noise level at 75dB (A) to be exceeded. Any exception to this shall be subject to prior approval from the Centre.

MUSIC

There are no restrictions in playing background music as long as it is not live performance and adhering to the noise levels mentioned in the exhibitor manual. However please keep in mind that if a neighbouring booth is disrupted, it will be up to the organiser to shut down to avoid conflicts.

PROPERTY DAMAGE

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the Marina Bay Sands property will be charged with the replacement value of such items.

RISK ASSESSMENTS

Raw Space exhibitors must submit the required booth assessment documentation. Please refer to the Important Deadlines section for submission deadlines and templates.

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition booth
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours

Please note you do not need to submit your Risk Assessment if you are a shell scheme exhibitor, however you will need to bring a copy of it to the show as you may be required to show it to appropriate authorities whilst onsite. You may also be required to send further details concerning the risk(s) and your booth may be visited on site to check the risk(s).

STROBE LIGHTING

No strobe light effects are permitted.

RAW SPACE BOOTHS

Raw Space (Space Only) booths include floor space only and do not include booth construction, flooring, power, furniture, graphics or any other booth services. Exhibitors are responsible for appointing a booth builder and ordering all required services.

Raw Space exhibitors must submit the required booth assessment documentation for approval. Please refer to the Important Deadlines section for submission deadlines and templates. **Build-up may not commence until approval has been received.**

For booth design and construction services, we recommend contacting our official contractor for a quotation:

Contact: Audris Sua (Ms.)

Email: audris.sua@pico.com

Mobile: +65 9363 4597

HYVE GROUP'S RAW SPACE REQUIREMENTS

- No double decker's framework is constructed from wood, only steel used as standard
- Double decker booths where more than 50 people can occupy upper level have a second staircase to it
- The floor loading of the upper level can withstand a weight loading of 5kN/sqm
- Ramps have a gradient that is not too steep for use by pedestrians and wheelchairs
- Stairs follow guidelines noted in the blueprint, this is communicated to exhibitors and contractors
- Handrails anywhere are non-climbable (vertical not horizontal)
- Barriers are provided to protect exposed edges of staircases, landings, balconies and other level changes
- Decorative materials used for booth dressing are flame proofed or purchased already treated
- Artificial plants cannot be used for booth dressing apart from silk material provided they are treated
- Drapes or curtains are inherently flame proofed. Test curtains are available for inspection
- All floor coverings are secured and maintained so they do not cause a hazard
- Any uninterrupted large areas of clear glazing (i.e. glass) are indicated with warning stripes/dots, etc
- Only water-based paint is used onsite
- **No more than one third of each open side is allowed to be walled in. Otherwise the wall must be see-through or set back into the booth by 1m**
- **Some areas within the halls have now ceiling or no rigging sections. Where there are no height restrictions, the maximum building height is 6m. Any booth built over 4m is considered complex and will require structural calculations.**

BACK WALLS AND NEIGHBOURING BOOTHS

Dividing walls must be finished on all visible sides. Any wall overlooking a neighbouring booth must be neatly finished in a plain neutral colour.

The organiser does not provide partition walls and each booth must build freestanding partition walls between their own and adjoining booths. These must be to a minimum height of 2.5m. Adjoining walls on the side connected to a neighbouring booth must be finished in a hard-plain white surface.

Where partition walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in solid hard white walling.

Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring booths.

Large enclosed areas require organiser approval.

BOOTH BREAKDOWN

No booth materials, exhibits or display items may be removed before the official close of the exhibition.

Raw Space exhibitors must remove all booth construction, display items and materials within the published breakdown schedule.

Any materials remaining after the tenancy period may be removed by the organisers at the exhibitor's expense.

CARPET AND FLOORING

Flooring is mandatory for all booths.

Raw Space exhibitors are responsible for providing, maintaining and removing their own floor covering. Any tape residue, flooring materials or waste left at the end of the event will be subject to removal charges.

COMPLEX STRUCTURES

A complex structure is any form of construction of any height, which may require input from a structural engineer. It is the responsibility of the booth designer to determine whether the construction is complex or not.

Examples include:

- Booths above 4m in height
- Double-decker or Multi-storey booths
- Suspended structures
- Sound or lighting towers
- Temporary tiered seating
- Public stages and platforms over 600mm in height (not including booth floor flats and platforms)

CONSTRUCTION MATERIALS

All construction and decorative materials must be non-combustible, flame retardant or suitably treated in accordance with venue requirements.

Artificial plants, drapes, curtains, fabrics and decorative materials must be flame retardant.

Only water-based paints should be used onsite.

ELECTRICS

Electrical installations must be completed by a competent person and comply with Singapore regulations. Distribution Boards are not included and must be ordered separately if required.

Services can be ordered from Pico. Visit the

GANGWAYS

All gangways, aisles and emergency routes must remain clear during build-up, show open and breakdown periods.

The minimum aisle width is 2.5 metres unless otherwise specified by the organisers.

WALLING IN ON OPEN SIDES

No more than one-third of an open side may be enclosed. Walls must either be transparent or set back at least 1 metre from the booth perimeter.

Additional restrictions may apply to booths adjacent to feature areas or catering zones.

CONTRACTORS

BOOTH DOCUMENTATION

All raw space contractors must prepare suitable and sufficient:

- Risk Assessments
- Method Statements
- Contractor Undertaking Form
- Booth Designs / Submission of Drawing

Please refer to the Important Deadlines section for submission dates and templates. **Failure to obtain approval will result in permission to build being withheld.**

Documentation must cover all activities undertaken during Delivery, Build-up, Event operation, Breakdown and Removal of materials.

The documents must identify Hazards, People at risk, Control measures, Emergency arrangements and Responsible people.

Submission of Drawing requirements:

- Plan view, showing the dimensions and positions of audio-visual equipment, walling, seating, features, major working exhibits and demos
- Detailed technical drawings, identifying connections and materials used with sizes
- Plan of each elevation showing all dimensions and overall build height
- Construction Supervisor Appointment (on method statement)
- Details of build and construction materials (on method statement)
- Public Liability insurance certificate of Contractor
- Full contact details for your booth contractor/designer

The submission must include detailed information on booth structure, perspectives, materials used and event/booth/company/ contact details. All information should be submitted at one time to avoid delays.

BUILD-UP AND BREAKDOWN ACCESS

During build-up and breakdown, the exhibition halls are considered active construction sites. Access is restricted to authorised contractors, exhibitors, service providers and venue personnel.

Visitors and unauthorised personnel will not be permitted access.

All persons entering the halls during construction periods must comply with PPE requirements.

CONTRACTOR REQUIREMENTS

All contractors, subcontractors, booth builders, suppliers and service providers working at Breakbulk Asia 2026 must comply with:

- Marina Bay Sands Expo & Convention Centre regulations
- Singapore Workplace Safety and Health (WSH) Act
- SS 539:2008 – Guidelines for Safety and Operational Management for Indoor Exhibitions
- All applicable Singapore legislation and regulatory requirements
- Breakbulk Asia organiser regulations

Contractors are responsible for ensuring their employees, subcontractors and suppliers operate safely at all times and in accordance with approved risk assessments and method statements.

The organisers reserve the right to refuse access, suspend activities or stop work where safety or venue regulations are not being complied with.

All contractors must comply with venue regulations, attend any mandatory WSH briefings and ensure their employees operate safely in accordance with approved risk assessments and method statements. Attendance may be verified during site access on WSH Industry Briefing completion.

HOUSEKEEPING

Contractors must maintain good housekeeping at all times. Work areas must be kept clean, free from waste and clear of trip hazards and emergency routes. Gangways must be kept clear and materials stored safely. Poor housekeeping may result in work being stopped until corrective action is taken.

INCIDENT REPORTING

All incidents, accidents, injuries, dangerous occurrences and near misses must be reported immediately to the Organisers, Marina Bay Sands Security or the MICE Safety Team. Contractors must cooperate fully with any subsequent investigation.

INSURANCE

All contractors must maintain appropriate insurance including Public Liability Insurance, Employer Liability Insurance (where applicable) and Contractor All Risks Insurance.

Evidence of insurance may be requested prior to site access. Contractors are responsible for any damage caused by their activities, employees or subcontractors.

LATE WORKING

Hyve are committed to safe working and aim to minimise the number of people working outside the timetabled hours.

Contractors should aim to work strictly within the published build-up and breakdown schedule.

Any requirement to work outside official working hours must be approved by the organisers. The organisers reserve the right to refuse late working requests where safety may be compromised.

Late working requests are subject to:

- Health and Safety approval
- Venue approval
- Availability of venue services
- Additional operational charges

If late working has been approved, the following late working charges are applicable per booth and at the following rates:

- SGD \$1,000 per hour per booth
- SGD \$3,000 per day per booth

Payments can only be made by card onsite following organiser approval. A mandatory form must also be completed. Please visit the Organisers Office onsite for further information.

LOADING AREA

Contractors must use designated loading, marshalling and holding areas assigned by the venue and organisers.

Vehicles, materials and personnel must not obstruct:

- Emergency routes
- Fire exits
- Loading dock access
- Service corridors
- Public circulation routes

The organisers reserve the right to relocate materials or equipment found in unauthorised locations.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following PPE requirements apply throughout build-up and breakdown periods:

Mandatory:

- High-visibility Vests: Must be worn at all times by all workers, contractors, and booth builders.
- Covered Shoes: Closed-toe, sturdy footwear (like safety boots or proper athletic shoes) is strictly required. Sandals, slippers, or open-toe heels are strictly prohibited.

- Safety Helmets (Hard Hats): Mandatory for any overhead work, use of heavy machinery, or construction taking place onsite.

Additional PPE may be required depending on the activity being undertaken:

- Hard hats
- Safety glasses
- Gloves
- Hearing protection
- Respiratory protection
- Fall arrest equipment

Contractors are responsible for providing suitable PPE to their workforce.
Persons failing to comply with PPE requirements may be refused access to the venue.

SUBCONTRACTORS

Where works at the venues have been subcontracted out to third parties, it is a requirement that the works are suitably supervised by a competent person. Where subcontracted work is of poor health and safety standard the contractors will be stopped. Enquiries will be made to ascertain who contracted the work out and action taken to penalize the company concerned by restricting access to the venues for failing to check the competence of the sub-contractor company, in accordance with performance monitoring.

The Sub-Contractor work to be controlled with Main Contractor Supervisor or Engineer. The Main Contractor need to take responsibility for any occurrence during work. If the main contractor fails to monitor the subcontractor's work, Venue Health & Safety issue violation/penalty.

WASTE MANAGEMENT

Contractors and Exhibitors are responsible for their own waste per exhibition space. This includes during build-up, exhibition days and breakdown, **exhibit spaces do not come with cleaning services.**

General cleaning of licensed areas, waste removal and waste sustainability initiatives are exclusive services provided by Marina Bay Sands. No external cleaning or waste removal companies are allowed to operate within the Sands Expo & Convention Centre.

Please note that:

1. All structures, empty pallets, empty wooden cases, empty wooden crates, plastic boxes and exhibit packing must be cleared by the respective exhibitors and service contractors. Charges will apply for items left after the licensed period.
2. Cleared rubbish must be loaded onto individually ordered rubbish skips. The actual quantity of rubbish skips utilized will be updated to the Licensee's account after the end of the Event and billed accordingly.
3. The service contractors and exhibitors will be responsible for their respective rubbish skips. The Centre will not be liable for any rubbish and debris thrown into the rubbish skips other than the hirers.

All contractors are responsible for removing construction waste generated by their activities.
Examples include Timber offcuts, Packaging, Cardboard, Plastic wrapping, Pallets and Crates.

Waste must be disposed of using approved venue waste management services.
No contractor may engage an external cleaning or waste removal company within Marina Bay Sands.

Please refer to the Important Deadlines and Official Show Supplier Contacts sections for order information and contact details.

WORKING AT HEIGHT

All work at height must be properly planned, supervised and carried out by competent personnel.

Appropriate controls must be implemented including Mobile elevated work platforms (MEWPs), Scaffolding, Guardrails, Fall restraint systems, Fall arrest systems.

Ladders must only be used for short-duration, low-risk activities.

SHELL SCHEME BOOTHS

SPECIFICATIONS

All shell scheme booths will be assembled and constructed by our official contractor Pico.

- Shell Scheme booths are pre-built and include the booth package listed below
- Additional walling, furniture, graphics, power, shelving and other services can be ordered at an additional cost
- Modifications or damage to the Shell Scheme structure will be subject to additional charges
- Additional walling or enclosed areas are subject to organiser approval
- If you are buying additional walling, please note that walling-in on open sides is at the discretion of the organisers and may only be approved if the walling does not exceed one third of the total run of meterage of each open side. Therefore, two thirds of the run must be open or made from transparent material
- Exposed external panels should be branded where possible. The organisers reserve the right to apply event branding to unbranded external panels
- Shell scheme booth panels are built to 2500mmH and 1000mmW
- No displays, graphics or structures may exceed the booth height
- Number of wall panels for each booth will depend on how many open sides the booth has
- Corner booths are supplied with two open sides. If you prefer to have one side closed, please advise the organisers in writing. This will need to have organiser approval
- It is prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any other part of the shell scheme booths
- Shell scheme panels are reusable, and any damages will incur a fee
- The company name and booth number will be supplied on a standard panel fixed to the front and / or side of the shell scheme booth

PACKAGE INCLUSIONS

The inclusions below are based on a standard 9sqm Shell Scheme booth:

- Black maxima structure with white partition panels
- Fascia board with company name and booth number (digital inkjet print option included)
- 1x System information counter (760mmH)
- 2x White folding chair
- 1x Wastepaper basket
- 9sqm Rewind carpet (single colour)
- 3x 10W LED long arm spotlight
- 1x 13Amp/220V power outlet
- 500W power supply

Please note: The included 500W power supply is suitable for basic usage such as charging mobile phones and laptops. Additional power must be ordered for higher-consumption equipment, including televisions, refrigerators, coffee machines, demonstration equipment and other electrical appliances.

The furniture and electric quantities vary depending on the booth size:

Item Description	9sqm	18sqm	27sqm
System information counter (760mmH)	1	2	3
White folding chair	2	4	6
Wastepaper basket	1	2	3
10W LED long arm spotlight	3	6	9
13Amp/220V power outlet	1	2	3

PACKAGE NON-INCLUSIONS

The following items are not included as part of the standard Shell Scheme package:

Graphics, Booth Cleaning, Additional Power or Furniture, Internet Services, Floral Arrangements or Catering.

For graphics or custom branding requirements, please contact Pico for booth measurements and artwork guidance.

BOOTH VISUALS

The below sample visuals are for reference only. Shell scheme booked with the show organiser may look different depending on the booth size, location and orientation. Some larger booths may require additional pole support on its open sides.

SHELL SCHEME 9SQM

Standard Shell Scheme 9sqm (one-side open)

3000

Plan

Elevation

Item Description	9 sqm
System Information Counter (760mmH)	1
White Folding Chair	2
Wastepaper Basket	1
10W LED Long Arm Spotlight	3
13Amp/220V Power Socket	1

pico

SHELL SCHEME 18SQM

Standard Shell Scheme 18sqm (two-side open)

6000

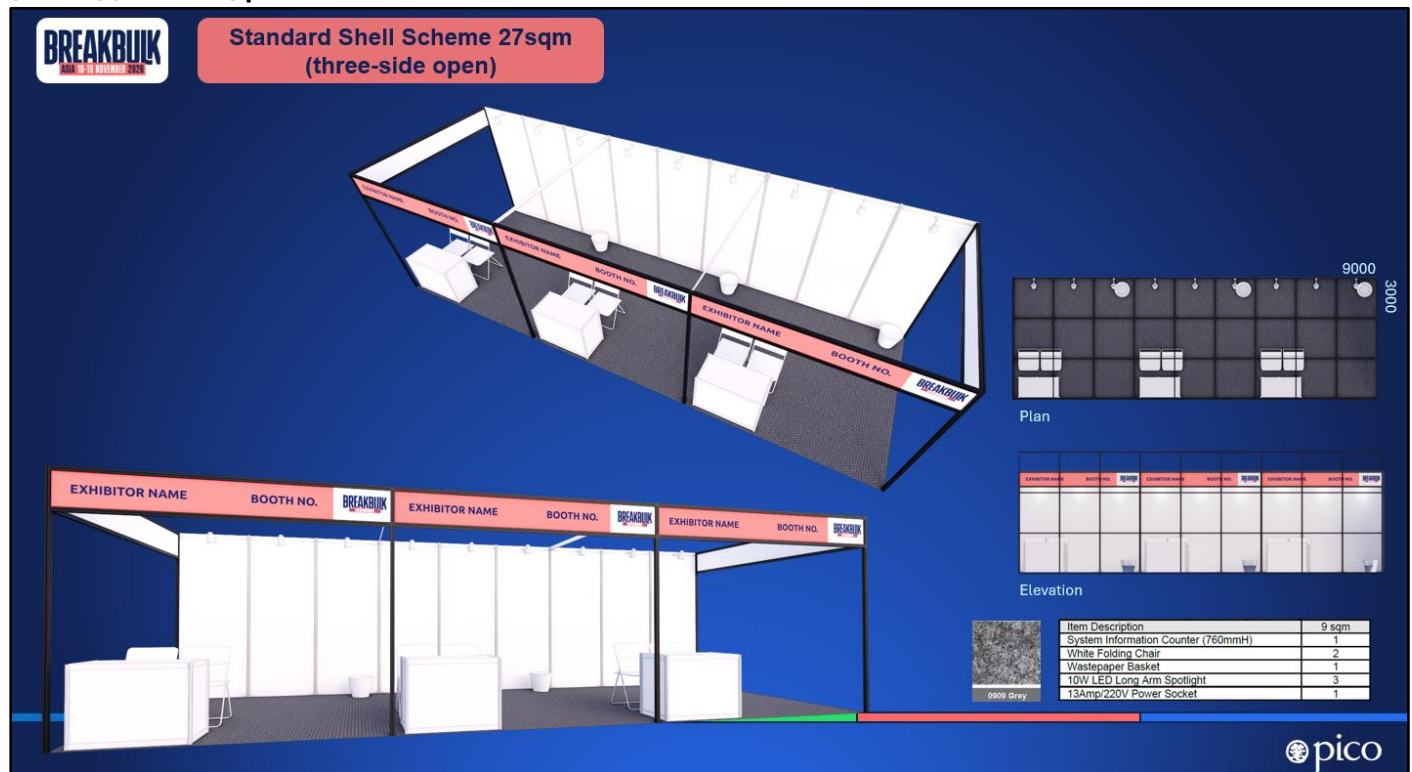
Plan

Elevation

Item Description	18 sqm
System Information Counter (760mmH)	2
White Folding Chair	4
Wastepaper Basket	2
10W LED Long Arm Spotlight	6
13Amp/220V Power Socket	2

pico

SHELL SCHEME 27SQM



FASCIA BOARD

The fascia board is included as part of the Shell Scheme package and displays your company name and booth number.

The number of fascia boards provided will depend on the booth size, orientation and location.

The fascia name will be printed in UPPERCASE, standard 75mm Ht English alphabet (maximum 24 letters).

If fascia details are not submitted by the deadline, the company name shown on your exhibition contract will be used.

Late submission and reprinting of fascia name graphic will be subjected to a fee of SGD 150.00 (before GST, if applicable).

Please refer to the Important Deadlines section for fascia submission deadlines.

Example fascia board shown below with the Digital Inkjet Print on Fascia Board option.



FLOORING, FURNITURE AND DÉCOR

Additional furniture, flooring and décor items may be ordered through the [Pico Exhibitor Webshop](#) and are subject to availability. Exhibitors are encouraged to place orders before the published deadlines to avoid late order charges.

GRAPHICS

Printed graphics (including production and installation) are available from Pico in the below dimensions. To place an order, visit the [Pico Exhibitor Webshop](#).

Exhibitors may supply their own graphics or use an alternative supplier. When installing graphics, only Velcro should be used to attach materials to the shell scheme panels. To protect the shell scheme, exhibitors must not:

- Screw, drill, nail or paint the aluminium framework or panels
- Apply self-adhesive graphics, stickers or other materials directly to the panels. Any self-adhesive graphics must first be mounted onto a suitable backing board and then fixed using Velcro

Exhibitors are responsible for removing all graphics, Velcro and adhesive residue during breakdown. Any damage to the shell scheme or residue requiring additional cleaning or repairs will result in charges to the exhibitor or their contractor.

FULL PANELS

Option 1: Digital Inkjet Print on System Panels

- Description: Direct mounting of inkjet print on individual panels. The pole securing the panels will be seen (Visible system poles).
- Dimension: Printable dimensions: 964mmL x 2350mmHt and Viewable dimensions: 950mmL x 2330mmHt
- Artwork Format: PDF, AI, or EPS format. Minimum 300dpi with a 10mm bleed all around



Option 2: Digital Inkjet Print on Compressed Foam

- Description: Mounting of inkjet print on compressed foam before mounting on system panel. The Print will look like an entire mural without having poles in between
- Dimension: 1000mmL x 2470mmHt
- Artwork Format: PDF, AI, or EPS format. Minimum 300dpi with a 10mm bleed all around



SYSTEM COUNTER

Option 1: Option 1: Digital Inkjet Print on Counter (760mmHt)

- Dimension: 910mmL x 615mmHt (Front) and 455mmL x 615mmHt (Side)
- Artwork Format: PDF, AI, or EPS format. 10mm bleed all around



Option 2: Option 2: Compressed Foam on Counter (760mmHt)

- Dimension: 1030mmL x 760mmHt (Front) and 535mmL x 760mmHt (Side)
- Artwork Format: PDF, AI, or EPS format. 10mm bleed all around

