



Rules & Regulations

Exhibition Showcase/Design Installation Construction

Observance of Rules & Regulations

Exhibitors are responsible for their contractors' observance of all rules and regulations and are liable for any damages arising to the venue directly or indirectly from any infringement.

Exhibitors and their appointed contractors must strictly adhere to the build-up and tear-down schedules given by the Organiser.

Venue Structure & Damage to Exhibition Premises

No construction works such as sawing, drilling, nailing or painting is allowed within National Design Centre. All structures are to be built offsite and brought over to National Design Centre for assembly if possible.

Painting is prohibited, with the exception of minor touching up using only water-based emulsion paint. Prior approval must be obtained from Organiser for all activities related to painting.

No person under any circumstances shall cut into or through any existing structure/surfaces/walls and floors (eg. drilling, nailing, wiring or fixing of items etc); or affix graphics/stickers on all existing surfaces of National Design Centre (eg walls, pillars, doors, windows, glass etc); or hang exhibits from existing structure of National Design Centre including its ceiling. Any such damage to the festival site resulting from such actions will have to be made good by the exhibitor.

At close of festival and upon teardown, the affected structures/surfaces/walls/floors etc must be reinstated by the exhibitor and/or their appointed contractors to their original conditions, to the satisfaction of National Design Centre management.

Removal of Rubbish during Build-Up and Tear Down

During the build-up period and at close of

festival, exhibitors and their contractors are jointly responsible for the day-to-day removal of all debris (i.e. empty paint cans, lumber scraps, used packaging, etc) in accordance with the teardown schedule specified by the Organiser. There is **NO** skip tanks provided on-site during build-up and teardown. Exhibitors and/or their appointed contractors shall be responsible for all debris removal. Failure to do so will result in the exhibitors being liable for service fees incurred in debris removal.

Exhibit Space Boundaries

Exhibitors are requested not to place any display material or exhibits, nor extend their stand structures and fittings, beyond their contracted or allotted boundaries. Likewise, exhibitors' representatives are also requested not to distribute brochures, invitations etc. at the registration areas, entrances/exits or any other areas which, in the opinion of the Organiser, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.

Exhibit Maximum Height Limit

Maximum height of all exhibits shall be kept at **4m** (for exhibits located within atrium of National Design Centre), and at **2.4m** (for exhibits located within Design Gallery 1 of National Design Centre due to its lower ceiling).

Structural Safety of Exhibits

Exhibitors are to ensure structural safety of their exhibits at all times, and obtain all necessary approvals and permits.

PE endorsement is **REQUIRED** for any structure/exhibit that exceeds the height of 3m (subjected to Organiser's and National Design Centre's approval) and associated costs of obtaining it are to be borne by exhibitors.

Dangerous Materials

No naked or open flames are allowed within the festival site at any time for safety



considerations. Exhibitors are responsible to take own precautionary measures when using highly combustible materials and items (eg wood shavings).

Loudspeakers and Image Projection

Professional sound systems with tower speakers and sub-woofer are not allowed within National Design Centre premises, except with written approval by Organiser and National Design Centre Management.

The operation of any sound device or image projector must not interfere with, or be an annoyance to neighbouring exhibitors.

Power Supply

Existing wall power points found at festival site are strictly for Organiser's use only (unless otherwise advised by Organiser to exhibitors).

Due to the limited power supply at National Design Centre, all electrical installation work from source of supply must be carried out solely by the Organiser's appointed vendor, to prevent electrical overload.

Exhibitors **MUST** also declare what devices they would be tapping onto the festival's power source for their exhibits on **Form 3 - Power Tapping by 31 January 2019**.

Storage

Exhibitors must arrange for their cartons and cases to be transported back to their own premises. There is **NO** storage facility available on-site for Organiser to do so on behalf of exhibitors. The Organiser reserves the right to remove /dispose of any cartons,

cases and/or packing materials left in the festival site by exhibitors and/or their appointed contractors. Any cost incurred will be passed on to the exhibitor.

Cleaning

During event days, the Organiser will be responsible for the general cleaning of festival site. We seek exhibitors' assistance and co-operation to maintain the cleanliness of their contracted or allotted spaces throughout the duration of build-up through to teardown. Exhibitors are responsible to dispose their own build up/teardown waste.

Security

24/7 general security of the festival site is provided by the security guards engaged by the National Design Centre. However, the Organiser and National Design Centre management shall not be held responsible for items lost during duration of the festival (including build-up and teardown).

Exhibitors should ensure that all exhibits and/or valuables are secured and/or stored well and may arrange for their own security services on their own expenses if deemed necessary.

Festival site doors will be locked after festival opening/visiting hours. For security and safety reasons, exhibit movements in and out of festival site during festival opening hours are not permitted.

Unforeseen Occurrences

In the event of any occurrence not foreseen in these Rules & Regulations, the decision of the Organiser, whether prior to the festival, onsite or post festival, shall be final.