

The Business Show Asia 2025

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Access: Shell Scheme Stands

Exhibitors with a **Shell Scheme** stand have access at the following times:

- *Build Up*

Tuesday 26 August: 12:00pm - 18:00pm

- *Show Open*

Wednesday 27 August: 8:00am (*Show Open 10:00 - 5:00pm*)

Thursday 28 August: 8:00am (*Show Open 10:00 - 4:00pm*)

- *Breakdown*

Thursday 28 August: 4:30pm - 6:00pm

Kindly note: Any Shell Scheme exhibitors arriving outside of these hours will be turned away. Shell Scheme stands will not be ready for set-up until the above times.

Access: Space Only Stands

Please ensure you have a Space Only stand if you intend to arrive within the below access times. This must be pre-approved by your Account Manager in advance. You will be turned away if you arrive during these times and have a Shell Scheme Stand.

Exhibitors with a **Space Only** stand have access at the following times:

- *Build Up*

Monday 25 August: 12:00pm - 8:00pm

Tuesday 26 August: 8:00am - 6:00pm

- *Show Open*

Wednesday 27 August: 8:00am (*Show Open 10:00am - 5:00pm*)

Thursday 28 August: 8:00am (*Show Open 10:00am - 4:00pm*)

- *Breakdown*

Thursday 28 August: 4:30pm - 10:00pm

Accommodation Partner: HotelPlanner **HotelPlanner**

We have teamed up with HotelPlanner to address all your accommodation requirements! Explore a diverse range of nearby hotels on their website, catering to various preferences, from budget-friendly options to more luxurious stays, enhancing your overall experience with us. We recommend booking as soon as possible to get the best rates. [You can book here.](#)

Air Conditioning

There will be air conditioning within the hall during show open hours.

Animals

As a general rule, no animal other than an animal that qualifies as a "Service Animal", such as guide-dog for the vision impaired or police dog as those animals are defined by law, shall be brought into the venue without the prior approval of the Marina Bay Sands Legal / Risk Management Department. This applies regardless of the type of animal or the length of time the animal will be at the venue. If you have any questions, please reach out to your Account Manager.

Audio Visual

Our official AV provider for the show is Connect Vision. Should you require to rent any AV equipment, [click here to order](#). The deadline to order is **14 August 2025**.

Build Up

Exhibitors with Space Only stands have access to the hall on Monday 25 August between 12:00pm - 8:00pm, and Tuesday 26 August between 08:00am - 6:00pm.

Exhibitors with Shell Scheme stands have access on Tuesday 26 August only, between 12:00pm and 6:00pm. Vehicle entry passes for the above times can be found on your Exhibitor Portal, under 'Schedule & Access'.

Breakdown

Breakdown will take place once the show closes on Thursday 28 August. Shell Scheme exhibitors have until 6:00pm to clear their stand, Space Only exhibitors have until 10:00pm. Breakdown will not start until the hall is clear of visitors, this will be announced over the hall speakers. Access to the hall is only available to contractors and other staff assisting in the breakdown of stands, once it is clear of visitors.

There are no storage facilities onsite. No items are to be left on the stand. Any uncollected items - whether it be by you or your courier - will be disposed of and the cost of this will be passed onto you.

Business Centre

The Business Centre and Mail & Package Centre is located on the 3rd floor of the Convention Centre.

Business Centre – Operation Hours and Contact Information Hours:

Monday – Friday, 8.00 a.m. – 7.00 p.m.

Saturday – Sunday/Public Holiday, 8.00 a.m. – 5.00 p.m.

Phone Number: +65 6688 3088

Fax Number: +65 6688 3089

Email: mice_businesscenter@marinabaysands.com

Offering a wide range of secretarial services, the Business Centre provides the rental of 3 conference rooms and a private office space to cater to guests' meeting needs. Business Centre's conference room guests will also have access to the Micro Pantry for basic refreshments such as sodas, snacks and coffee and tea amenities.

Mail & Package Centre – Operation Hours and Contact Information Hours:

Monday – Friday, 8.00 a.m. – 7.00 p.m.

Saturday – Sunday/Public Holiday, 8.00 a.m. – 5.00 p.m.

Phone Number: +65 6688 3083

Email: mailcenter@marinabaysands.com

Parcels and consignments can be sent directly to the Mail Room, located at Basement 4 of the Centre, where they will be received and thereafter stored in the Mail & Package

Centre until the Licensee arrives on-site to receive the consignment, or alternatively, the Mail & Package Centre will arrange delivery to the exhibition halls and/or meeting rooms directly. Handling fees will apply. Worldwide outward courier services are also provided by the Mail & Package Centre. [More information can be found here.](#)

Carpet / Stand Flooring

Shell Scheme stands between 3m x 3m and 3m x 6m will be carpeted in dark grey, unless otherwise pre-arranged with SunYau Expo or your Account Manager at an additional cost.

Space Only stands (any stand 6m x 6m or larger) are required to provide their own flooring for the stand, aligning with stand regulations which can be found on the exhibitor portal.

Catering

Booth Catering is an exclusive service of Marina Bay Sands. Services include coffee machines, kettles, a selection of snacks, pastries and sandwiches and soft drinks.

Remember, no outside food or drink is allowed to be given as samples unless it forms an integral portion of your day to day business and your request to sample has been approved - speak to your Account Manager as soon as possible if you would like to submit a request for food or drink sampling. If this is not the case for your company, in order to have food and beverages as part of your stand you will need to order it through the Marina Bay Sands. Make sure you place the order by **13 August 2025**. The order form is available on your Exhibitor Portal, under 'Supplier List'.

For all stand catering orders, please note that:

1. Paper and plastic utensils are supplied by the Centre; chinaware/glassware service is available at additional cost.
2. Tables must be supplied by the exhibitor or decorator or can be rented at a cost from Marina Bay Sands.
3. The exhibitor must provide necessary electrical sockets required for the service of the food item ordered.
4. Marina Bay Sands Catering is responsible for clearing the ordered food and / or beverage items from the booth.

Cleaning and Waste Management

Cleaning services are available to order from the Sands Expo and Convention Center for your stand. Any waste generated from building your stand or during breakdown including packaging, building materials and general rubbish must be removed from site. Any waste left onsite will incur a charge in excess of that charged for a bin, pallet or skip in advance of the event. Please ensure you take all your waste with you or order venue waste disposal services, [using this link](#).

Compulsory Forms

Shell Scheme stands must complete and return their Compulsory Shell Scheme Form no later than **25 July 2025**. This can be found on the Exhibitor Portal under 'Compulsory Submission'. Completed forms must be returned to both ricky.cobbledick@bsmexpo.com and tbsasia@sunyauexpo.com.sg.

Space Only stands must read through all the [required information](#) for the construction of their stand. This can be found on the Exhibitor Portal under 'Compulsory Submission'. Forms, certificates and the stand design must be shared with both ricky.cobbledick@bsmexpo.com and tbsasia@sunyauexpo.com.sg by **27 June 2025**, or as soon as possible.

Data Collection

The official registration company of the event, Jonas Event Technology, provides a data collection service which enables exhibitors to scan visitor badges and record the data, such as their name, contact details and employment information (data provided at the time of registration). The Engage Scanner App allows you to see the live data as you collect it, and you can also add notes, photos and voice notes. This is available to pre-order online, [here](#), or order onsite. For more information, read through the [Engage Scanner App Guide](#).

Decoration

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Sands Expo and Convention Center. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, and certain other plastic materials cannot be made flame retardant and hence, their use is prohibited. An Official Fire Resistance Certificate must accompany all materials. Draperies used must be inherent fire retardant (IFR) and tagged with a valid IFR property certificate. Utilising cardboard boxes as parts of stands or displays is not permitted.

Deliveries

Deliveries arriving on or before Monday 25 August 2025

Please carefully read the [Marina Bay Sands Mail Center delivery instructions here](#). They will take receipt of your delivery and make arrangements for it to be brought to the hall at a time convenient to you. Please be aware there will be a charge for this, pre-payable through the Mail Center. Kindly note that the Mail Center will not be able to deliver and leave items unattended in the Hall without the recipient receiving the items.

If you have any queries regarding the MBS Mail Center, please contact them directly via email at mailcenter@marinabaysands.com, or call the Mail Center Hotline at +65 6688 3083.

Deliveries on Tuesday 26 August 2025 (Preferable)

Preferably, please make arrangements for your delivery to arrive on Tuesday 26 August 2025, when you will be present in the hall. Exhibitors with a Shell Scheme stand have access on Tuesday between 12:00pm - 6:00pm, and exhibitors with a Space Only stand have access 8:00am - 6:00pm.

For all deliveries and consignments, please reflect the below essential information on every package:

Level 1, Hall A & B,
Marina Bay Sands,
Expo & Convention Centre,
10 Bayfront Avenue,
Singapore, 018956

The Business Show Asia 2025
Company Name: XXXX
Stand Number: XXXX
Onsite Contact Name: XXXX
Onsite Contact Number: XXXX

If your delivery arrives on Tuesday 26 August 2025 but you are not at your stand, please note:

- Deliveries will be signed by Business Show Media personnel at the Organiser Office on the show floor,
- Couriers will leave the delivery items on your stand unattended,
- Business Show Media will not be held responsible for any damages or loss of delivery items left on your stand.
- It is **strongly recommended** you arrange a delivery time for when you are present at your stand.

Elevators

Escalators and passenger elevators shall be dedicated for the use of passengers and shall not be blocked or used to transport freight or equipment or furniture / materials of any nature. Transportation of dollies, luggage, boxes or freight is strictly prohibited while the escalator is operational. Freight lifts must be used for transportation of freight and any support equipment.

Electric

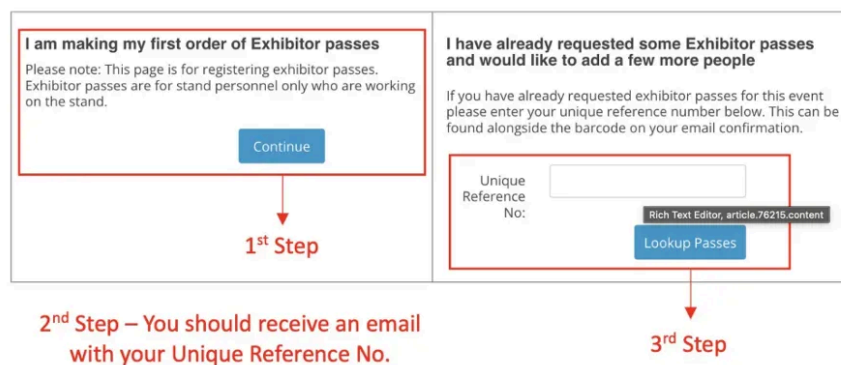
Should you require any electric connections for your stand, please [click here to download the order form](#) from SunYau, our official electricity provider. Note, the Early Bird deadline to order is **15 July 2025**, after this date there will be a surcharge of 30% in place until **26 August 2025**, when the surcharge increases to 50%. For any further enquiries, please email tbsasia@sunyauexpo.com.sg.

Exhibitor Badges

All staff who will be working on your stand are required to register for an exhibitor pass prior to the event. You can register for free [using this link](#). Bring your email confirmation with you and visit the Registration Desk in the Foyer on Tuesday 26th August between 12:00pm - 6:00pm and your exhibitor pass will be printed for you. You will need your exhibitor pass in order to access the hall from 08:00am on Show Days and to enter the exclusive **Exhibitor Drinks** on Wednesday 27th August.

For bulk exhibitor badge submission;

1. The main point of contact will need to be registered first.
2. The main point of contact should receive an email with the Unique Reference Number upon registration.
3. Please use the Unique Reference Number to submit the rest of your team members' information.



Exhibitor Drinks

You are invited to attend our Exhibitor Drinks, taking place on Wednesday 27 August from **5:00pm - 7:00pm** at the **Cassia Junior Ballroom**, 3211-2. Access is via the guest lift or escalator to Level 3. Don't forget to bring your Exhibitor Badge for access to this exclusive networking event!

Note: By presenting your exhibitor badge at the Level One Concierge Desk (located to the left of the event Registration Desk in the Foyer), you will be given one concession coupon which will provide a discounted parking rate of \$12.84. The coupon is valid on the day of redemption until 11:59pm. This desk is open 08:00am - 5:30pm only, therefore as the exhibitor drinks are due to finish at 7:00pm, please ensure you collect your Concession Coupon before 5:30pm.

First Aid

You can approach any Sands Expo and Convention Center staff member for help with a medical emergency.

Floorplan

You are able to download the event floor plan [here](#).

Furniture

Should you require furniture hire for your stand, please [click here to download the order form](#) from SunYau, our official furniture provider. Note, the Early Bird deadline to order is **15 July 2025**, after this date there will be a surcharge of 30% in place until **26 August 2025**, when the surcharge increases to 50%. For any further enquiries, please email tbsasia@sunyauexpo.com.sg.

Graphics

Should you require any graphics for your stand, please [click here to download the order form](#) from SunYau, our official electricity provider. Note, the Early Bird deadline to order is **15 July 2025**, after this date there will be a surcharge of 30% in place until **26 August 2025**, when the surcharge increases to 50%. For any further enquiries, please email tbsasia@sunyauexpo.com.sg.

Insurance (Public Liability)

All exhibitors are required to hold valid Public Liability Insurance for the duration of the show, including build up and breakdown. This must be submitted to your Account Manager no later than **25 July 2025**.

Internet

The official provider for internet connections is Sands Expo and Convention Center. There is free WiFi available in public areas and common areas within the venue at a speed of 20Mbps per device, however please be aware that this may not have a reliable or strong connection. To order a dedicated and reliable internet connection, you can find the order form on your Exhibitor Portal, under 'Supplier List'.

Lighting

The exhibition hall will be lit with the existing venue lighting. During build up, the lighting may operate at 50% however whilst the show is open, it will be increased to 100%.

Additional lighting can dramatically change the impact of an exhibit, no matter the size, and used effectively, can emphasise specific areas of a stand or highlight products. Should you require additional lighting for your stand, please [click here to download the order form](#) from SunYau, our official furniture provider. Note, the Early Bird deadline to order is **15 July 2025**, after this date there will be a surcharge of 30% in place until **26 August 2025**, when the surcharge increases to 50%. For any enquiries, please email tbsasia@sunyauexpo.com.sg.

Loading and Unloading

You will need a vehicle entry permit to access the hall with your vehicle for unloading on build day and loading during breakdown. Please note:

- Unloading or loading outside the venue or on public roads is strictly prohibited due to road safety regulations.
- You will need to print your vehicle passes in order to access the hall during build up and/or breakdown.
- [Click here](#) to download a visual guide on how to access the Loading Dock.

Vehicle entry passes for both Shell Scheme and Space Only exhibitors are available to download from the Exhibitor Portal, under 'Schedule and Access'. Note, these must be printed and displayed in the vehicle upon arrival. Kindly find a visual access guide [here](#). Please ensure you download the correct vehicle entry pass for your stand type.

Lost Property

Marina Bay Sands Expo & Convention Center is responsible for holding any lost property handed in at the event. All lost and found items are catalogued and stored for thirty (30) days. After such a period, all items will be disposed of at the venue's sole discretion and no person shall have any further claim. The organisers of the event and venue will not be responsible for any items not collected during the stipulated period.

Parking

The public car parking at Marina Bay Sands is 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 metres. Further information on parking at Marina Bay Sands can be found under 'Schedule and Access' on the Exhibitor Portal.

Please present your exhibitor badge at the Level One Concierge Desk to receive a coupon for discounted parking at Marina Bay Sands. The Level One Concierge Desk is located to the left of the event Registration Desk in the Foyer, and will be open between 8:00am and 5:30pm each day. You will be given one concession coupon which will provide a **discounted parking rate of \$12.84**. Kindly note, one exhibitor badge is redeemable for one concession coupon per day, per exhibitor only. The coupon is valid on the day of redemption until 11:59pm.

If you are joining us at the **Exhibitor Drinks** on Wednesday 27th August, please ensure you collect your Concession Coupon before 5:30pm.

Piped Services

The official contractor for piped services is Sands Expo and Convention Center. You can find the order form on your Exhibitor Portal, under 'Suppliers List'.

Props

PropsFactory specialise in designing and building thematic event installations that transform spaces into immersive, unforgettable experiences. From large-scale brand activations and pop-up exhibitions to retail environments and experiential sets, PropsFactory is here to captivate audiences through creative and custom-built installations. [Click here for more information.](#)

Sampling (Food and/or Beverage)

Sampling of food and beverage is only permitted for the producer, manufacturer or seller to promote the bigger product and where they form an essential part of the event. If this does not apply to you and you still wish to have food or/and drinks available on your stand these are available to order directly from the venue. The order form is available on your Exhibitor Portal, under 'Supplier List', with the deadline to order **13 August 2025**.

There are strict sampling regulations in place, including size regulations and certain hygiene/health and safety documents. A venue approval is required if your team plans to distribute food/beverage as a giveaway. In order to seek approval, please email your Account Manager and boothcatering@marinabaysands.com **as soon as possible**.

Scam Warning - Important

We do not sell and/or distribute your data, however, scammers are getting extremely clever, offering you the data of exhibitors and visitors. This information is always fake - please check with your Account Manager if you are unsure of a company.

Please stay vigilant, and only respond to emails that contain **@asiabusinessshow.sg**, **@singaporebusinessshow.sg** or **@bsmexpo.com**. All of the trusted suppliers are located on our Supplier List, and if you intend to purchase anything through them please reach out directly. They may contact you in the run up to the event to ensure your needs are covered.

Space Only Stands

Space Only Stands are not provided with flooring or any build. If you have not yet arranged a contractor to build your stand, reach out to SunYau Expo, our General Show Contractors, who may be able to help. Space Only exhibitors must submit their stand plans **as soon as possible**, as the deadline has already passed. All Space Only stands are required to provide their own flooring.

The more complex your Space Only structure is, the more information will be required:

- [Risk Assessment](#)
- [Method of Statement \(Safe Work Procedures\)](#)
- BizSafe Certificate
- Insurance Certificate
- 3D Rendering (final 3D rendering to be sent **as soon as possible**, as the deadline has already passed)

Please visit the 'Compulsory Forms' tab on the Exhibitor Portal for further information and details on how to submit your documentation.

Please note:

1. All contractors will need to submit a performance bond of SGD 50/sqm to Sunyau Expo. For more information, please reach out to tbsasia@sunyauexpo.com.sg.
2. All external contractors will need to request for the Vehicle Passes from Sunyau Expo, please reach out to tbsasia@sunyauexpo.com.sg.
3. Please use the email subject "*TBS Asia 2025 – H&S forms (Company Name + Booth Number)*" when returning your forms.

Staffing (Temporary)

Temporary manpower services are available through PrimeStaff Management Services Pte Ltd. Should you require temporary manpower services, [kindly click here](#). For any further enquiry, kindly email lyana@primestaff.com.sg and nishalini@primestaff.com.sg.

Smoking

In compliance with the Smoking (Prohibition in Certain Places) Act (Cap. 310), smoking of tobacco products and E-cigarettes is strictly prohibited in all areas within the entire Convention and Exhibition Centre at all times. This non-smoking ban also includes non-air conditioned areas such as car parks, staircases, loading bays, toilets and areas within the six (6) meters radius from the venue's outer perimeters.

Vehicle Displays

Please inform your Account Manager as soon as possible if you intend to have a vehicle displayed on your stand during the event. We will need some additional information from you for review before we can approve your vehicle display request. If approved, you will be required to hand keys for the vehicle to the Organisers once your vehicle has been placed. These will be returned to you once it is safe to leave, during breakdown.

Please note, under SCDF guidelines, motor vehicles powered by flammable liquids and/or gas motor vehicles may be displayed under the following conditions:

1. A fire extinguisher is to be supplied with the vehicles, by the exhibitor. A maximum of three vehicles is permitted in close proximity to one fire extinguisher.
2. Batteries shall be disconnected in an approved manner.
3. The fuel tank is to contain less than $\frac{1}{4}$ full of fuel.
4. Fuel-tank openings shall be locked and sealed to prevent the escape of vapours. The motor vehicle fuel filler cap must either be sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons.
5. Vehicles using liquid fuel shall be refuelled in the open air outside the Centre.
6. A Risk Assessment & Method statement must be submitted to your Account Manager before **25 July 2025** for review and approval.
7. For display of electric or battery operated vehicles, the vehicle must be properly immobilised from any accidental start up and the traction battery is disconnected at all times. No charging of electric vehicles is allowed during show time.

8. For details on the display of Flammable Gas (CNG) Powered Motor Vehicles, Formula One Motor Vehicles or Vehicles using highly volatile fuels, please contact your Account Manager.

Wheeled Vehicles (Personal)

The use of personal mobility devices, rollerblades, bicycles, skateboards, or all wheeled transportation not covered by the Handicap Policy is strictly forbidden from use within the Sands Expo and Convention Centre.

WiFi

The official provider for internet connections is Sands Expo and Convention Center. There is free WiFi available in public areas and common areas within the venue at a speed of 20Mbps per device, however please be aware that this may not have a reliable or strong connection. To order a dedicated and reliable internet connection, you can find the order form on your Exhibitor Portal, under 'Suppliers List'.