



## SITE RULES

As part of the Health and Safety Regulations, all staff (exhibitors or contractors) who wish to access the hall during build-up or breakdown must read and understand the Site Rules.

- 1. ACCESS** - Authorised access to the halls will only be allowed for personnel who have read and understood these site rules. Access with an Exhibitor Badge or Contractor Pass (contractor wristbands will be issued on upon entry to the hall by Security).
- 2. TRAFFIC RULES** - The maximum speed limit for vehicles within the exhibition hall is **always 5mph and pedestrians have right of way**. However, all contractors and exhibitors must be vigilant and aware that forklifts will be operating during build-up and breakdown.
- 3. EMERGENCY GANGWAYS** - Emergency gangways will be clearly identified and must be kept clear of all building material, waste and exhibits in order to allow forklift movement and emergency access/egress at all times.
- 4. PERSONAL PROTECTIVE REQUIREMENTS (PPE)** - Contractors & exhibitors are required to wear suitable protective clothing relevant to their job. This includes protection for eyes, ears, hands, and feet. **Anyone wearing open toed shoes will not be able to access the halls.** Protective footwear should be worn at all times. High visibility jackets **must** be worn in all locations where vehicles are operating (i.e., loading bays).
- 5. HOT WORK RULES** - A hot working permit must be obtained from the venue, prior to commencement of hot work e.g., ox -acetylene, cutting/welding, arc welding, gas/ oil blowlamps, grinders, tar boilers, soldering or cutting of LEV metal pipes etc.
- 6. WORKING AT HEIGHT RULES** - Appropriate management and safe methods of working at height are required at all times, checks on suitable equipment will be made onsite.
- 7. LATE WORKING RULES** - Exhibitors and contractors should plan to ensure that working outside the published hours is not necessary. All staff must be made aware of and adhere to the current Working Time Regulations.
- 8. ACCIDENTS AND 'NEAR MISSES'** – Any incident that occurs onsite must be reported to the Organisers Office.
- 9. SMOKING** - Smoking (including e-cigarettes) is not allowed in the halls at any time. Smoking is only permitted in designated smoking areas.

### Contact Numbers

**Organisers Office:** +65 8720 9729

**First Aid/Medical Emergency:** +65 8720 9729

### Locations – *please see Site Locations Plan below*

Organisers Office

Toilets

Drinking Water

First Aid

Seating

Cafe

# SITE LOCATIONS PLAN



22 - 24 June 2022

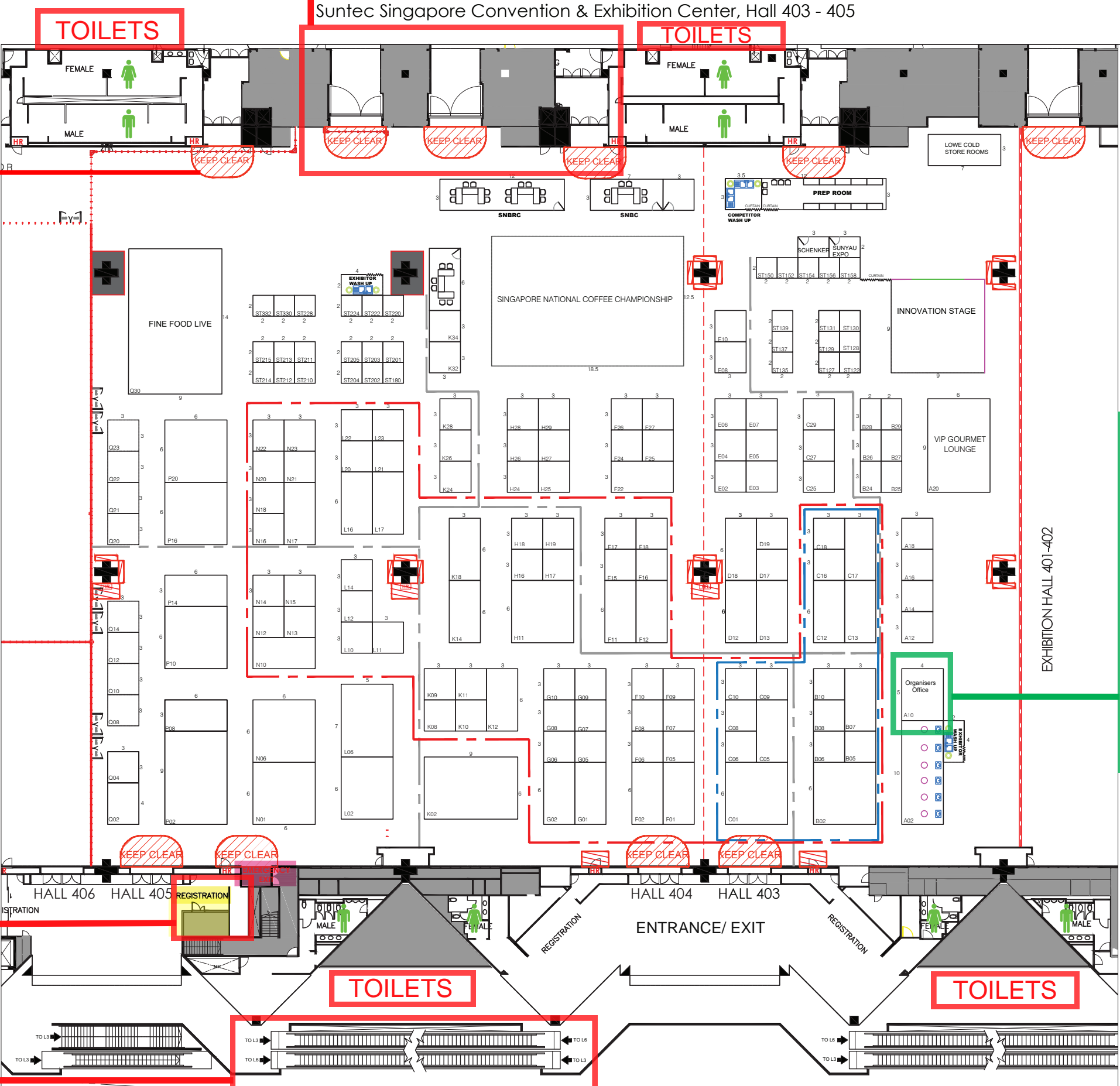
Suntec Singapore Convention & Exhibition Center, Hall 403 - 405

ACCESS TO HALL FROM LOADING BAYS

EMERGENCY EXITS 'KEEP CLEAR' AT ALL TIMES

**FIRST AID**  
Qualified First Aiders will be based here, please call Organisers Office if unmanned

DOWN TO CAFES ON LEVEL 1



**ORGANISERS OFFICE**  
Please call Organisers Office number if unmanned: +65 8720 9729 (this number works using WhatsApp)

|             |                                       |            |            |
|-------------|---------------------------------------|------------|------------|
| EVENT NAME  | SFFA, RPB, MPA & SCTA 2022            | SCALE      | 1:350 (A3) |
| EVENT DATE  | 22 - 24 June 2022                     | VERSION    | 14         |
| EVENT VENUE | SUNTEC SINGAPORE, HALL 403, 404 & 405 | UPDATED ON | 18-05-2022 |