



EQUINOX SINGAPORE

EVENT INFORMATION & KEY DATES

DATE 24/11/22
DAY Thursday
TIME 6pm - 10pm
VENUE Pan Pacific
Hotel

EVENT CONTACT DETAILS	
Name	Sally Kheng
Phone	9017 5438
Email	s.kheng@bcicentral.com

EVENT CONTACT DETAILS	
Name	Kim Foo
Phone	9114 3933
Email	Fk.foo@bcicentral.com

KEY DATES	
Please ensure that you provide all information by required dates outlined below and your event contact will send calendar invites for each key date	
Onsite Technical Briefing	Thursday 13 th October at 11.30am
Event Display Requirement (EDR) Form – located on event home page	Friday 11th November
Exhibitor Registration – located on event home page	Friday 11 th November
Show Bag Items – Target attendance is 200. Please deliver items to venue	Thursday 24 st November

VENUE ACCESS TIME	
Event Set up time	Thursday 24 th November 1:00 am – 5.00 pm
Event Tear down time	10:00 pm – 11:30 pm
Notes	Booth must be ready by 5:00 pm
	If you require items to be delivered to site before the event date then please contact Kim
	Trolleys & pallets are <u>not</u> available on site so please bring your own

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VENUE LOADING & UNLOADING

The venue loading dock is located at Level 1 (between Paulaner and Marina Square at the rear of the building.

Please see images below.



SERVICE LIFT

Service Lift
Information

Dimensions of the service door lift is 2.1m wide x 1.5m deep (3.5sqm) and weight limit is 1360 kgs. Door size 2.1m wide x 1.05m high



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BOOTH GUIDELINES

All exhibitors are responsible for their own design/construction of booth. The maximum allowable vertical height is 2.8m.

All booths/standees must be standalone, no leaning against the wall. Drilling, nailing, screwing and mounting on any part of the venue is strictly prohibited.

Exhibitors are not allowed to use adhesive products or leave marks or cause damage to the floor, walls or wall coverings.

No placing or displaying stickers, signs, posters, banners or standee anywhere in the event hall other than within designated booth area.

All exposed surfaces must be furnished and no exposure of raw material is allowed to face the public.

Flooring and carpeting within the event hall have to be protected with protective layers, such as plaster sheets, plywood or floorboards before any heavy material handling equipment or machinery is allowed on the surfaces.

All exhibitors are responsible for damages occurred at the venue due to construction/setting up of their booth.

All exhibitors are required to dispose of their own waste and construction debris after the set up and tear down. No garbage is allowed in common area with venue.

Following items are strictly prohibited in the event hall unless prior approval has been obtained

- Open fire and/or naked flames
- LPG gas cylinders, refillable gas cylinders and charcoal
- Fireworks, pyrotechnics or laser display
- Smoke, mist, haze or dry ice machines
- Confetti
- Helium balloons
- Inflammable, explosive or offensive material
- Candles or incenses for any praying rituals

PUBLIC TRANSPORT

BY MRT

Esplanade MRT
Promenade MRT

CAR PARKING

Location & Cost

The nearest car park located at Marina Square

Parking rate is S\$12.75 per car park coupon per entry