

TECHNICAL REFERENCE ON SAFETY HEALTH AND TECHNICAL OPERATIONAL EFFICIENCY (SHTOE)

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Co-Chairman
EMS SHTOE WORKING GROUP

TECHNICAL REFERENCE ON SAFETY HEALTH AND TECHNICAL OPERATIONAL EFFICIENCY (SHTOE)



AGENDA:

- Purpose of Technical Reference (TR)
- Scope of TR
- Framework of operations for core exhibition categories

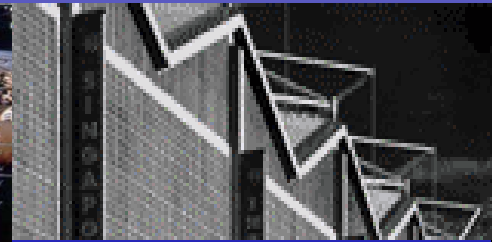


TECHNICAL REFERENCE ON SAFETY HEALTH AND TECHNICAL OPERATIONAL EFFICIENCY (SHTOE)



PURPOSE OF TECHNICAL REFERENCE

- Lay down standardised guidelines for operational efficiency, safety and health issues
- Recommendations and guide for comparison of information for the industry

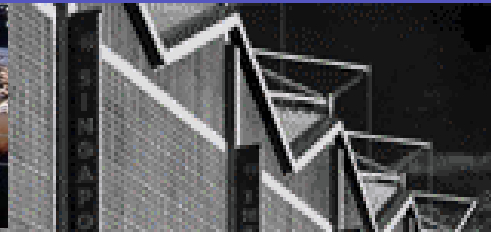


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SCOPE OF TECHNICAL REFERENCE

- Sets out guidelines and recommendations for:
 - 1) Preparation process for exhibitions
 - 2) Exhibition procedures from Build Up to Tear down
- Documents recommended practices of organisers, contractors and exhibitors for the guidance of the industry



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CORE EXHIBITION CATEGORIES

- **Organisers**
- **Official Stand Contractor (OSC) and Appointed Stand Contractor (ASC) by Exhibitors**
- **Freight Forwarders**
- **Venue Operators**
- **Other Supporting Services**

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Framework of Operations For All Core Exhibition Categories

**Work Procedures and
General Guidelines**

**Pre Move-in Preparations
& On-site Operations**

Show Period

Post Show

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- ORGANISERS

WORK PROCEDURES & GENERAL GUIDELINES

- **Exhibitor Service / Technical Manual - to be distributed to all concerned parties for reference**
- **Rules and Regulations to be strictly adhered to**

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- ORGANISERS

PRE MOVE-IN AND ON-SITE PREPARATIONS

- Approval of Hall Layout Plans and Booth designs
- Guidelines on construction on single & multi-storey booths
- Materials to be used for booth construction
- Technical, Health and Safety aspects



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- ORGANISERS

SHOW PERIOD

- Plan for contingencies in event of overcrowding

POST SHOW

- Dismantling
- Post Show Review

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STAND BUILDERS / DESIGNERS

**Official Stand Contractor (OSC)
for Organiser**

**Appointed Stand Contractor (ASC)
for Exhibitors**



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- OFFICIAL STAND CONTRACTOR (OSC)

WORK PROCEDURES & GENERAL GUIDELINES

- **Organiser briefing**
- **Site inspection**
- **Submission of layout plan**
- **Confirmation of technical service requirements from Exhibitors**

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- OFFICIAL STAND CONTRACTOR (OSC)

PRE MOVE-IN AND ON-SITE PREPARATIONS

- **Length of build up period should not compromise on safety and health of all personnel and visitors concerned**
- **All installation work should conform to proper and tight logistics management with special attention to safety and health matters**

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- OFFICIAL STAND CONTRACTOR (OSC)

SHOW PERIOD

- Qualified staff should be stationed
- daily checks on safety and health

POST SHOW

- Proper time schedule for dismantling

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- APPOINTED STAND CONTRACTOR BY EXHIBITOR

WORK PROCEDURES & GENERAL GUIDELINES

- Exhibitor's briefing
- Design and approval of concept
- Deadline for Utility Services Orders

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- APPOINTED STAND CONTRACTOR BY EXHIBITOR

PRE-SHOW. ON-SITE, SHOW PERIOD & POST SHOW

- Similar to Official Stand Contractor (OSC)
- Design and approval of concept
- All ASCs are required to work closely with OSC for above operations

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- UTILITY SERVICES

UTILITY SERVICES INFRASTRUCTURE

- **Electricity, Water, Compressed Air. Telecom & IT**
- **Only OSC and his appointed contractors can access the venue's utility services infrastructure**
- **Main utility contractors are subject to Venue Operator's rules & regulations**
- **Utility contractors must have knowledge of operations procedures, local rules & regulations**

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- UTILITY SERVICES

ELECTRICAL STANDARDS & SAFETY GUIDELINES

- **Should comply to SS CP 5 & SS CP 6**

MINIMUM TECHNICAL EXPERTISE REQUIRED

- **Electrical services**
- **Water and Drainage, Compressed Air**
- **Telecommunications and IT Services**

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- OFFICIAL FREIGHT FORWARDER

WORK PROCEDURES & GENERAL GUIDELINES

- **Minimum technical expertise required**
 - **Documentation**
 - **Technical knowledge and skills**
- **Recommended to have at least 1 to 2 trained technical personnel to be attached to each company for its respective**

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- OFFICIAL FREIGHT FORWARDER

PRE MOVE-IN & ON-SITE OPERATIONS

- Custom clearance
- Loading / Unloading operations
- On-site handling / delivery schedules
- Floor loadings
- Storage

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- OFFICIAL FREIGHT FORWARDER

POST-SHOW PROCEDURES

- Proper move-out schedule
- Cargo Label Icons - reference from IDMG (International Maritime Dangerous Goods)

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- VENUE OWNERS

WORK PROCEDURES & GENERAL GUIDELINES

- Each Venue Operator has its own set of rules and regulations which all users must strictly adhere to
- Markets the services that are available to users
 - a site inspection is conducted for user / Organiser

PRE MOVE-IN & ON-SITE PROCEDURES

- Inspection of hall by Organiser and OSC

SHOW PERIOD AND POST SHOW

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SUPPORTING EXHIBITION SERVICES

Cleaning Services

Security Services

**Temporary Professional
Staffing**

Catering Services

**Transportation /
Travel Arrangement**

Insurance

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Co-Chairman :	Mr Low Wun Gong	Pico Art International Pte Ltd
Co-Chairman:	Mr Benedict Soh	Kingsmen Exhibits Pte Ltd
Working Committee Members Centre :	Mr Albert Chia	JIM Logistics Management Pte Ltd
	CPT Choh Choon Jin	SCDF / Fire Safety Bureau
	Mr Chu Pau Wah	Singapore International Convention & Exhibition Centre
	Mr Goh Mong Song	Trans-Link Exhibition Forwarding Pte Ltd
	Mr Bernard Koh	Reed Exhibitions Pte Ltd
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	Mr Subari bin Musnih	Singapore Expo
	Mr James Ng	JIM Logistics Management Pte Ltd
	Mr Daniel Seah	Singapore Trade Development Board
	Mrs Seow-Tan Hong Ying	Institute of Technical Education
	Mr Stephen Tan	Singapore Exhibition Services Pte Ltd
	Mr William Tan	Parico Electrical Engineering Pte Ltd
In-Attendance:	Ms Susan Chong	Singapore Productivity and Standards Board
	Ms Chung Suet Mui	Singapore Productivity and Standards Board
Secretariat :	Mr Winston Wong	Singapore Productivity and Standards Board



Thank You