



Dear Exhibitor,

**WELCOME TO SEATRADE MARITIME CREW CONNECT GLOBAL 2024!**

This Exhibitor Services Manual is a comprehensive guide to the technical services available at Seatrade Maritime Crew Connect Global 2024.

We request that Exhibitors study in detail all the services available and comply with all the instructions. This particularly applies to the application deadlines on each order form, and we ask you to act before the dates shown. Failure to do this causes frustration and inconvenience to all parties and will result in additional costs and surcharges payable by you, the Exhibitor. We therefore ask you to give this due consideration.

The manual is separated into six parts:

[Section One](#) contains important information including important deadlines and the team contact list.

[Section Two](#) contains important general information about exhibiting and the exhibition timetable.

[Section Three](#) comprises of hotel and venue information.

[Section Four](#) contains important information about your tabletop and what is included.

[Section Five](#) contains important information about health & safety, it is compulsory that this information is read.

[Section Six](#) comprises of all supplier order forms. Venue Work Permit – Needs to be completed by the Exhibitor, for all external Contractors, or Suppliers.

Finally, this Exhibitor Services Manual is not designed to replace our personal service. If you have any questions or require further support, please contact our Customer Services team.

**Hotline & WhatsApp: +44 (0)20 8052 0660**

**Email: [CCGcustomerservice@informa.com](mailto:CCGcustomerservice@informa.com)**

Available: Monday - Friday, 09.00 - 17.00 UK time

Section 1 – Important information

**IMPORTANT DEADLINES CHECKLIST**

<b>ORDER FORM</b>	<b>RETURN TO</b>	<b>DEADLINE</b>	<input checked="" type="checkbox"/> <b>WHEN COMPLETED</b>
Audio Visual Equipment	Variety Communications	25/10/24	<input type="checkbox"/> notes:
Customs Handling	EFI Logistics	ASAP	<input type="checkbox"/> notes:
Floral	Shangri-La, The Fort Manila	ASAP	<input type="checkbox"/> notes:
Furniture	Variety Communications	25/10/24	<input type="checkbox"/> notes:
Graphics	Variety Communications	25/10/24	<input type="checkbox"/> notes:
Hotels	CCG Events	INFO ONLY	<input type="checkbox"/> notes:
Internet (Hardwired) Free Wi-Fi throughout hotel	Shangri-La, The Fort Manila	ASAP	<input type="checkbox"/> notes:
Stand Catering	Shangri-La, The Fort Manila	ASAP	<input type="checkbox"/> notes:
Temporary Staff	Variety Communications	25/10/24	<input type="checkbox"/> notes:
Work Permit	Shangri-La, The Fort Manila	ASAP	<input type="checkbox"/> notes:



# Seatrade Maritime

## CREW CONNECT GLOBAL

### ORGANISING TEAM

#### Organisers Address:

Seatrade Maritime Crew Connect Global 2024  
Informa Markets  
240 Blackfriars Road  
London  
SE1 8BF

		
<b>EVENT MANAGEMENT:</b>		
<b>Desi Zlatkova</b> Event Manager	<a href="mailto:desi.zlatkova@informa.com">desi.zlatkova@informa.com</a>	+44 (0)7388 959 863
<b>Afril Garcia</b> Event Executive	<a href="mailto:afril.garcia@informa.com">afril.garcia@informa.com</a>	+971 529022966
<b>SALES TEAM:</b>		
<b>Chris Adams</b> Group Head of Sales	<a href="mailto:chris.adams@informa.com">chris.adams@informa.com</a>	+44 (0)7866 799 191
<b>Ian Beattie</b> Sales Manager	<a href="mailto:ian.beattie@informa.com">ian.beattie@informa.com</a>	+ 44 (0)20 8052 0508



# Seatrade Maritime

## CREW CONNECT GLOBAL

<b>Zaynab Sharif</b> Delegate Sales	<a href="mailto:zaynab.sharif@informa.com">zaynab.sharif@informa.com</a>	+44 (0)20 8052 2042
<b>OPERATIONS TEAM:</b>		
<b>Fharisa Hersi</b> Operations Manager	<a href="mailto:fharisa.hersi@informa.com">fharisa.hersi@informa.com</a>	+ 44 (0)7879 800 985
<b>CONFERENCE TEAM:</b>		
<b>Desi Zlatkova</b> Event Manager	<a href="mailto:desi.zlatkova@informa.com">desi.zlatkova@informa.com</a>	+44 (0)7388 959 863
<b>Karina Markevica</b> Event Administrator and speaker liaison	<a href="mailto:karina.markevica@informa.com">karina.markevica@informa.com</a>	+44 (0)7407 874 003
<b>CUSTOMER SERVICE TEAM:</b>		
<b>Customer Services</b>	<a href="mailto:cgccustomerservice@informa.com">cgccustomerservice@informa.com</a>	+44 (0)20 8052 0660



# Seatrade Maritime

## CREW CONNECT GLOBAL

### LIST OF OFFICIAL CONTRACTORS

	Company	Contact Details
Electrics & Power	Variety Communications	<b>Jay Yeo Weijie</b> E: <a href="mailto:jay@varietycommunications.com">jay@varietycommunications.com</a> T: +65 9672 3066
Audio Visual		
Floral		
Furniture		
Graphics		
Temporary Staff		
Customs Handling	EFI Logistics	E: <a href="mailto:informa@efilogistics.com">informa@efilogistics.com</a> T: +44 1444 871314
Venue	Shangri-La The Fort, Manila	<b>The Shangri-La The Fort, Manila</b> E: <a href="mailto:manilafort@shangri-la.com">manilafort@shangri-la.com</a> T: + 632 8820 0888 W: <a href="#">Luxury Hotel in Manila   Shangri-La The Fort, Manila</a>
Hotels/Accommodation		
Internet (Hardwired)		
Catering		



# Seatrade Maritime

## CREW CONNECT GLOBAL

### Section 2 – General Information

#### EXHIBITION TIMETABLE

<b>BUILD UP:</b>		
Monday 11 <sup>th</sup> November	10.00 – 20:00	Tabletop & Exhibitor Set-up
	16.00 – 20.00	Exhibitors badge collection
<b>OPENING TIMES:</b>		
	Conference	Hall Open to Exhibitors
Tuesday 12 <sup>th</sup> November	09.00 – 18:00	07:30 – 18.00
Wednesday 13 <sup>th</sup> November	09.00 – 18:00	08.00 – 18.00
Thursday 14 <sup>th</sup> November	09.00 – 16.20	08.00 – 15.30
	Awards & Gala Dinner	
Thursday 14 <sup>th</sup> November	19.00 – 23.00	CLOSED
<b>BREAKDOWN:</b>		
Thursday 14 <sup>th</sup> November	15.30 – 18.00	All Exhibits and Displays to be removed from Tabletop stands by 18.00
<p>Please do not start removing exhibits from your stand until the Exhibition has closed at 15.30hrs on Thursday 14<sup>th</sup> November 2024. Remove all personal effects from hired furniture to prevent losses or damage during the Breakdown period.</p>		
<p>From 18.00hrs onwards on Thursday 14<sup>th</sup> November anything remaining on the stands will be considered as waste and will be removed. If you wish to leave any items beyond this point, please ensure the items are clearly labeled and you have informed the Event Organisers.</p>		

#### GENERAL INFORMATION



The Exhibitor Manual forms are part of the Rules & Regulations as detailed on your contract. By the agreement between the Exhibitor and the Organiser’s, all Exhibitors commit themselves to strict compliance with the Regulations contained within this Exhibitor Services Manual.

**ADDRESS OF VENUE**

Level 3, Grand Ballroom, Level 4, Bonifacio Hall, and Nara Hall  
**Shangri-La, The Fort Manila Hotel**  
 30<sup>th</sup> Street Corner 5<sup>th</sup> Avenue  
 Bonifacio Global City  
 Taguig City  
 Philippines  
 Tel: +632 8820 0888  
 Email: [manilafort@shangri-la.com](mailto:manilafort@shangri-la.com)

**ALTERATION TO EXHIBITION LAYOUT**

Here is the floorplan layout you can refer to for the event this year:

[CrewConnectGlobal2024 – Shangri-La The Fort Manila | November 12-14 2024 | Tuesday – Wednesday – Expo Floor Plan by ExpoFP](#)

Unforeseen circumstances may occur which necessitate an alteration in the layout of the Exhibition Floorplan. Exhibitors will be advised of all changes made to the floorplan. The Organiser cannot be held liable for any detriment that this may cause the Exhibitor.

**AUDIO VISUAL**

Audio Visual presentations must be contained within the booth area. Please note that AV volume must be kept to a level that does not disturb other Exhibitors. The Organiser reserves the right to restrict the frequency and/or cancel demonstrations if they are felt to be a nuisance to other Exhibitors. We also strongly recommend adding any transcript to all presentation showing visible by delegates.

**Variety Communications** is the official AV contractor for Seatrade Maritime Crew Connect Global, and can supply a variety of equipment for hire, please use the order in the **Forms Section, Section 6**.

**AV ORDER FORM – DEADLINE FRIDAY 25<sup>th</sup> OCTOBER**

<u>Contractor</u>	<u>Telephone</u> 	<u>Email</u> 
Variety Communications	T: +65 9672 3066	<a href="mailto:jay@varietycommunications.com">jay@varietycommunications.com</a>

**BALLOONS**

The sale or distribution of gas-filled balloons at **Shangri-La, The Fort Manila Hotel** is not permitted. Exhibitors will be responsible for any costs incurred for removal of balloons from the ceiling and any damage they may cause.

**BANKING/ATMs**

There are numerous ATMs located in **Shangri-La, The Fort Manila Hotel**, please go to the hotel reception desk for more information.

**BREAKDOWN**

Please refer to the Exhibition Timetable at the start of this section.

The Exhibition closes at 15.30hrs on Thursday 14<sup>th</sup> November. Under no circumstances may breakdown commence before this time due to health & safety regulations, and as a courtesy to delegates and fellow exhibitors.

Please remove personal effects or small and valuable items from your hired furniture and stand as soon as the Exhibition closes at 15.30hrs on Thursday 14<sup>th</sup> November 2024. Please bear in mind the conference next door will still be running, so low volume will be appreciated.

If you leave any freight shipments (clearly labelled) on your stand space and leave the Exhibition, please notify the Organisers as unless otherwise instructed any items left on your stand will be considered as rubbish and disposed of accordingly.

Breakdown is a vulnerable time for any items left unattended. Exhibitors must take care of their personal items. Exhibitors will be charged for the removal of any large waste left behind.

[Please note: The freight collection deadline is 18:00hrs on Thursday 14<sup>th</sup> November 2024. Your transport must be onsite before this deadline.](#)

**BUILD UP PERIOD**

Please refer to the Exhibition Timetable at the start of this section.

Access will not be permitted before 10:00hrs on Monday 11<sup>th</sup> November. All work must be completed by 20:00hrs on Monday 11<sup>th</sup> November to allow for room cleaning.

The Organiser's may dispose of an Exhibitors stand space without further notification or formal notice of default if they have failed to meet their obligation to pay the Organiser's on time.

Please note due to Health and Safety regulations and insurance purposes, children under the age of 16 are not permitted during Build Up and Breakdown periods.





**BUSINESS EQUIPMENT/ SERVICES**

The Events Concierge at Sha **Shangri-La, The Fort Manila Hotel**, is a one-stop centre that offers professional and responsive services to event organizers and guests. Event and business support include, but are not limited to the following:

1. Photocopying and printing services
2. Word processing services

**CAR PARKING**

Hotel parking is free, first come first serve basis. For more information about parking and how to get to the **Shangri-La, The Fort Manila Hotel**, please view the following link: [Luxury Hotel in Manila | Shangri-La The Fort, Manila](#)

**CATERING**

Only **Shangri-La, The Fort Manila Hotel** catering can provide food and beverage. Deliveries of food and beverage items from outside suppliers are prohibited. Food preparation is not permitted on stand.

To order stand catering, please contact:

<b><u>Contractor</u></b>	<b><u>Email</u></b> ✉
<b>Shangri-La, The Fort Manila Hotel</b>	<a href="mailto:kay.hernandez@shangri-la.com">kay.hernandez@shangri-la.com</a>

**CLEANING**

A general cleaning service will be provided daily to the room. This is for general cleaning and emptying of waste bins not the cleaning of exhibits, furniture and displays. Any items left in the gangways will be considered litter and disposed of accordingly.

Please note that a charge will be levied to those Exhibitors who leave bulky items or an excess of rubbish, including publications and printed matter.

**CLOAKROOM/ LEFT LUGGAGE**

If you need to store luggage or other packages, **Shangri-La, The Fort Manila Hotel** concierge desk operates 24/7, located in the lobby level beside the hotel entrance.

Items can only be left at the cloakroom during the duration of the event, boxes cannot be delivered before the 11<sup>th</sup> November.

Please note: SMCCG Events cannot be held liable for any missing items.

**CONTRACTORS**



A list of Official Contractors can be found in [Section 1](#). Exhibitors are requested to utilise their services wherever possible.

If you are contacted by any company not on this list, please note that they are not an official supplier and are, therefore, not recommended by Seatrade Maritime Crew Connect Global.

While onsite, all official Contractors can be contacted via the Organiser’s Office.

**CUSTOMS CLEARANCE**

EFI Logistics are the official custom brokers for the Exhibition. For Handling information, documentation, and rates, please contact:

<u>Contractor</u>	<u>Telephone</u> 	<u>Email</u> 
EFI Logistics	T: +44 1444 871314	<a href="mailto:informa@efilogistics.com">informa@efilogistics.com</a>

**DEMONSTRATIONS & ADVERTISING ON STANDS**

All types of demonstration (e.g., the operation of machines and live presentations) require advance notification and the written consent of the Organisers. Demonstrations must be carried out in accordance with health and safety regulations. A Risk Assessment may be required.

The Organisers are entitled to restrict or prohibit such demonstrations - even if consent has previously been given - if they interfere with the Exhibition or are detrimental to public safety.

Acoustic advertising also requires authorisation and must not disturb neighbouring Exhibitors. Musical reproduction by means of digital services requires written approval. In accordance with copyright regulations, Exhibitors must obtain the relevant licenses and permissions prior to the beginning of the Exhibition.

For more information and for permission please contact the Organisers:

<b>Operations</b>	Fharisa Hersi	<a href="mailto:fharisa.hersi@informa.com">fharisa.hersi@informa.com</a>
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**DILAPIDATIONS**

Exhibitors are liable for any damage they may cause to buildings, floors, walls, shell scheme equipment or other Exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or Contractors.

Any damage caused will be charged directly to the Exhibitor.

**DISABLED FACILITIES**

Disabled toilet facilities are available at the lobby level, same level as the Exhibition rooms. Please make sure you add transcripts on all presentations displayed on screen for everyone’s benefit.



# Seatrade Maritime

## CREW CONNECT GLOBAL

### DISTRIBUTION OF LITERATURE

The distribution of literature is prohibited unless from your own stand. This includes distribution in the common areas and foyers.

### ELECTRICAL REGULATIONS

For safety and liability reasons, the installation of electrical power onto tabletops stands at Seatrade Maritime Crew Connect Global may only be undertaken by **Variety Communications**. **Variety Communications** will ensure that all connections are verified as safe before being energized. The electrical facilities in the **Grand Ballroom A** are subject to Regulations of **Shangri-La, The Fort Manila hotel**.

Exhibit Booth Personnel are required to provide their own extension leads and adaptors and are responsible for them being properly wired and electrically tested. All electrical equipment and extension lead used must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labeled with inspection labels.

Any electrical equipment on the stand must be in sound condition, with live conductors enclosed and inaccessible and cables properly protected against damage. Due diligence must be taken by the Exhibitor to avoid the venue’s electrical system being overloaded due to the actions of the Exhibitor. Where an electrical installation is being wired or installed on site by the Exhibitor, such work must be undertaken by a qualified electrician in accordance with local wiring codes. Seatrade Maritime Crew Connect Global reserve the right for the official electrical contractor to inspect or test any wiring or installation and to disconnect if it is not properly installed and safe. Such inspection costs will be charged to the Exhibitor.

Seatrade Marime Crew Connect Global reserve the right to remove or disconnect any electrical equipment which appears defective or has inadequate evidence of electrical inspection.

The standard power supplies offered by **Shangri-La, The Fort Manila hotel** are single phase and three phases:

**Single phase neutral & ground 220V**

**Three phase neutral & ground 400V**

Electrical connections must be kept accessible.

You will be provided with 1 electrical socket. If you have any questions, please contact:

<b>Contractor</b>	<b>Telephone</b> 	<b>Email</b> 
<b>Variety Communications</b>	T: +65 9672 3066	<a href="mailto:jay@varietycommunications.com">jay@varietycommunications.com</a>

### EMERGENCY PROCEDURES

Please see **Shangri-La, The Front Manila Hotel** Emergency Procedures found in **Section 5** (Health & Safety).

**Event App - Digital**

The Crew Connect Global 2024 Event App will be available from the 12th October 2024 for Exhibitors to access the platform.

You will be able to connect with visitors two weeks before the show, as well as updating and promoting your own Exhibitor profile (For uploading your exhibitor profile and company logo, please refer to the initial email you have received from Customer Service Team).

Your log in details will be provided closer to the show - so please look out for emails from 'Swapcard'.

**EXHIBITS**

Exhibits must not project beyond the stand perimeter – this includes demonstrations. Dangerous components such as sharp protrusions must be effectively shielded. Exhibits may not be covered during the Exhibition open period. The Organiser’s are entitled to remove such covers without incurring any liability. Unsightly objects should not be placed in public view.

**FIRE REGULATIONS**

Exhibitors must adhere to the Regulations of the Local Authority and **Shangri-La, The Front Manila Hotel** – see General Guidelines for EANAP during set-up PDF, **Section 6**.

All materials used in the building, decoration and coverings of stands must be of approved non-flammable materials. No explosives, inflammable fluids or combustible materials may be used on any stand or stored within the venue.

**FIRST AID**

First aid is available from **Shangri-La, The Front Manila Hotel**. In the case of an emergency, you must follow instructions given by the venue staff.

**FLOOR PLAN OF EXHIBITION HALL**

Here is the floorplan layout you can refer to for the event this year:

[CrewConnectGlobal2024 – Shangri-La The Fort Manila | November 12-14 2024 | Tuesday – Wednesday – Expo Floor Plan by ExpoFP](#)

**FLORAL & PLANT HIRE**



Floral Services can be hired from **Variety Communications** on request. To order, please contact the **Variety** directly:

<b><u>Contractor</u></b>	<b><u>Telephone</u></b> 	<b><u>Email</u></b> 
<b>Variety Communications</b>	T: +65 9672 3066	<a href="mailto:jay@varietycommunications.com">jay@varietycommunications.com</a>

**FURNITURE**

**Variety Communications** are the official contractors for furniture and can supply a variety of furniture and accessories.

If you want to order some furniture, please contact one of the below contact for personal assistance and they will do their best to accommodate you.

<b><u>Contractor</u></b>	<b><u>Telephone</u></b> 	<b><u>Email</u></b> 
<b>Variety Communications</b>	T: +65 9672 3066	<a href="mailto:jay@varietycommunications.com">jay@varietycommunications.com</a>

**HEALTH AND SAFETY**

Exhibitors must adhere to the Regulations of the Local Authority, and the **Shangri-La, the Fort Manila Hotel** – see HEALTH AND SAFETY in General Guidelines for EANAP during set-up PDF, **Section 6**.

Seatrade Maritime Crew Connect Global maintain high standards of health and safety and require Exhibitors and Contractors to undertake their work in a safe way that does not put themselves or others at risk.

The standards and rules are outlined in **Section 5**. In this section, you can find key recommendations. **Section 5** also outlines your responsibilities and those of your contractors. Therefore, we ask that you read this section very carefully.

**HOTEL ACCOMMODATION**

Discounted hotel rooms have been reserved by Seatrade Maritime Crew Connect Global at **Shangri-La, The Front Manila Hotel** for the duration of the Exhibition. Online booking is now available. Please click booking link below:

[Seatrade Maritime Crew Connect Global](#)

**HOTEL LIMOUSINE**

To book a limousine, simply provide your airline, flight number, and estimated time of arrival when booking online. Alternatively, you may contact the hotel directly on +632 8820 0888 or email [reservations.slfm@shangri-la.com](mailto:reservations.slfm@shangri-la.com)

Learn more: [Hotel Limousine | Shangri-La The Fort, Manila](#)

**INTERNET CONNECTIONS**

**Shangri-La, The Front Manila Hotel** provides a complimentary shared wireless internet service for all attendees. You will be providing with the WIFI code when you register for the event, please note that the speed of the connection is very limited.



If you require dedicated internet access for anything business critical, such as stand presentations, you are advised to order a cabled internet line. Orders must be placed at least 4 weeks prior to the event. For more information contact:

<b>Contractor</b>	<b>Email</b> ✉
Shangri-La, The Front Manila Hotel	<a href="mailto:kay.hernandez@shangri-la.com">kay.hernandez@shangri-la.com</a>

**LOST PROPERTY**

Any items lost or found should be reported to the Organiser’s Office.

**ORGANISERS OFFICE**

The Organiser’s Office is **Kawayan room** located near to the Exhibition Hall. During show build/dismantle opening hours, the full SMCCG Events Team can be contacted via the Organisers Office.

Opening Hours:

**11<sup>th</sup> – 14<sup>th</sup> November 2024: 08:00AM-17:00PM**

**PILLARS IN HALLS**

There are a few pillars located in the Foyer. You are not allowed to use those pillars to add branding on them.

**PERSONAL PROTECTIVE EQUIPMENT – HOTEL RULES & REG’S**

1. During set-up, Contractors, and Suppliers should be properly dressed (no slippers, no sandals, or shorts), supplier should provide their own PERSONAL PROTECTIVE EQUIPMENT (PPE)
2. All suppliers should provide trash bags, and protective matting, if required
3. Delivery/Food bought from outside the hotel premises is not allowed in the hotel
4. It is the Suppliers, and Contractor’s duty to dispose of their own trash upon exit

**PLEASE BRING YOUR OWN LADDER IF REQUIRED.**

**REGULATIONS**

By the agreement between the Exhibitor and the Organiser’s, Exhibitors commit themselves to strict compliance with all Regulations of the Organiser’s, **Shangri-La, The Front Manila Hotel**, and the Local Authority.

**SECURITY**

The Organiser will take every reasonable precaution throughout the Exhibition. However, Organiser’s security is designed to secure the Exhibition Hall not the contents of individual stands.

Exhibitors should take care to ensure that their goods are safeguarded and should not leave their stands unattended during the Build Up, Breakdown or Open Hours of the show.



The Organisers cannot be held responsible for any loss, damage or accident that may occur to any Exhibitors property or personnel; therefore, Exhibitors must arrange full insurance cover.

**SECURITY ADVICE FOR EXHIBITORS**

*Please take a few moments to consider how you can secure your products and belongings while on-site. The following tips should assist you.*

**Speak to the Organisers about security for your stand if you have specific concerns**

Find out if they operate a lockable store for valuable items, such as computer equipment, overnight. If they do not, make your own arrangements for safe storage.

**Plan your arrival and departure from the venue during Build-Up & Breakdown**

Ensure that there are at least two representatives setting up and dismantling your stand if feasible, so that the stand is never left unattended during these vulnerable periods. Plan to remove all products and portable items from your stand as soon as possible.

**Book sufficient staff for your stand during the show**

This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break: they may become busy and not be able to keep an eye on your stand.

**Place a lockable cabinet on your stand**

Lock away briefcases, mobile phones, handbags, laptops, etc. during the day even when you are on your stand. If you get busy, you may not notice someone taking them. Please also check all lockable units on your stand before leaving them at night.

**Do not position desirable items at the front of your stand**

You may not always be able to keep an eye on them and they may be easily removed.

**Avoid leaving your stand each evening before visitors have left the show**

Likewise, ensure your stand is fully staffed by the show opening. Remember, however, the halls are open each morning from 0800 for all exhibitors and their maintenance staff.

**Report anything of a suspicious nature to the Organisers or Security**

Leads can be followed up to avoid incidents of theft.

Additional individual security can be ordered from **Shangri-La, The Front Manila Hotel**. For more information, please contact:

<b><u>Contractor</u></b>	<b>Email</b> ✉
<b>Shangri-La, The Fort Manila Hotel</b>	<a href="mailto:kay.hernandez@shangri-la.com">kay.hernandez@shangri-la.com</a>

**SMOKING**

Smoking is prohibited inside the **Shangri-La, The Front Manila Hotel** and is only permitted in designated smoking areas. Please ensure all your stand personnel are aware of this regulation.

**STAND SHARING**

If you are sharing a booth with another company, please ensure that you contact the Sales team. Failure to inform the Organisers may result in problems with your show guide entries, and with the receipt of other important information. There is a fee for any additional companies on your stand. For more information, please contact the Sales team:

<b>Sales</b>	Ian Beattie	T: + 44 (0)20 8052 0508	<a href="mailto:ian.beattie@informa.com">ian.beattie@informa.com</a>
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**STORAGE**

There is no storage space available within the Exhibition Hall for Exhibitors unused goods and packing boxes. It is forbidden to store exhibits or materials between or behind stands due to the risk of fire. Anyone wishing to arrange storage should contact the Organisers.

**SUSTAINABILITY**

We are continuously looking for opportunities to improve our impact- environmentally, socially, and economically. To find out what you can do as an exhibitor to help us deliver a more sustainable event, please see our Exhibitor Sustainability Checklist, Last 4 pages of this manual.

**TEMPORARY STAFF**

If you require temporary staff, please contact **Variety Communications** to discuss your requirements.

<b>Contractor</b>	<b>Telephone</b> 	<b>Email</b> 
<b>Variety Communications</b>	T: +65 9672 3066	<a href="mailto:jay@varietycommunications.com">jay@varietycommunications.com</a>

**WASTE MANAGEMENT & REMOVAL**

To reduce the volume of overall waste we urge all Exhibitors/Contractors to maximize their efforts to re-use and recycle materials where possible. All effort should be made to minimize waste.

**WEBSITES**

For more information on Seatrade Maritime Crew Connect Global 2024, please visit the Exhibition Website:

W: [HOME \(SEATRADE MARITIME-CREW-CONNECT-GLOBAL.COM\)](http://SEATRADE.MARITIME-CREW-CONNECT-GLOBAL.COM)

For more information on Shangri-La The Front, Manila, please visit the Venue Website

W: [Luxury Hotel in Manila | Shangri-La The Fort, Manila](#)

**WORK PERMITS**

- Prior to ingress, contractors/suppliers must accomplish two (2) sets of work permit (refer to attached Work Permit) to be submitted for approval of STFM one week prior to the event.





# Seatrade Maritime

## CREW CONNECT GLOBAL

- Contractor/Supplier must present two copies of duly signed work permit to the Security personnel at the time of ingress.
- One copy of the work permit will be left with Security as this will be used as the basis for allowing pull-out of items during egress.
- No work permit, No Entry.

Please complete the Work Permit form it can be found in the [Forms Section, Section 6](#). Contractor or Exhibitor completed signed copy needs to be returned to the Organiser's.

**WORK PERMIT – DEADLINE TO SUBMIT: ASAP**

<b>Operations</b>	Fharisa Hersi	<a href="mailto:fharisa.hersi@informa.com">fharisa.hersi@informa.com</a>
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### Section 3 – Map & Hotels

#### HOTEL BOOKINGS

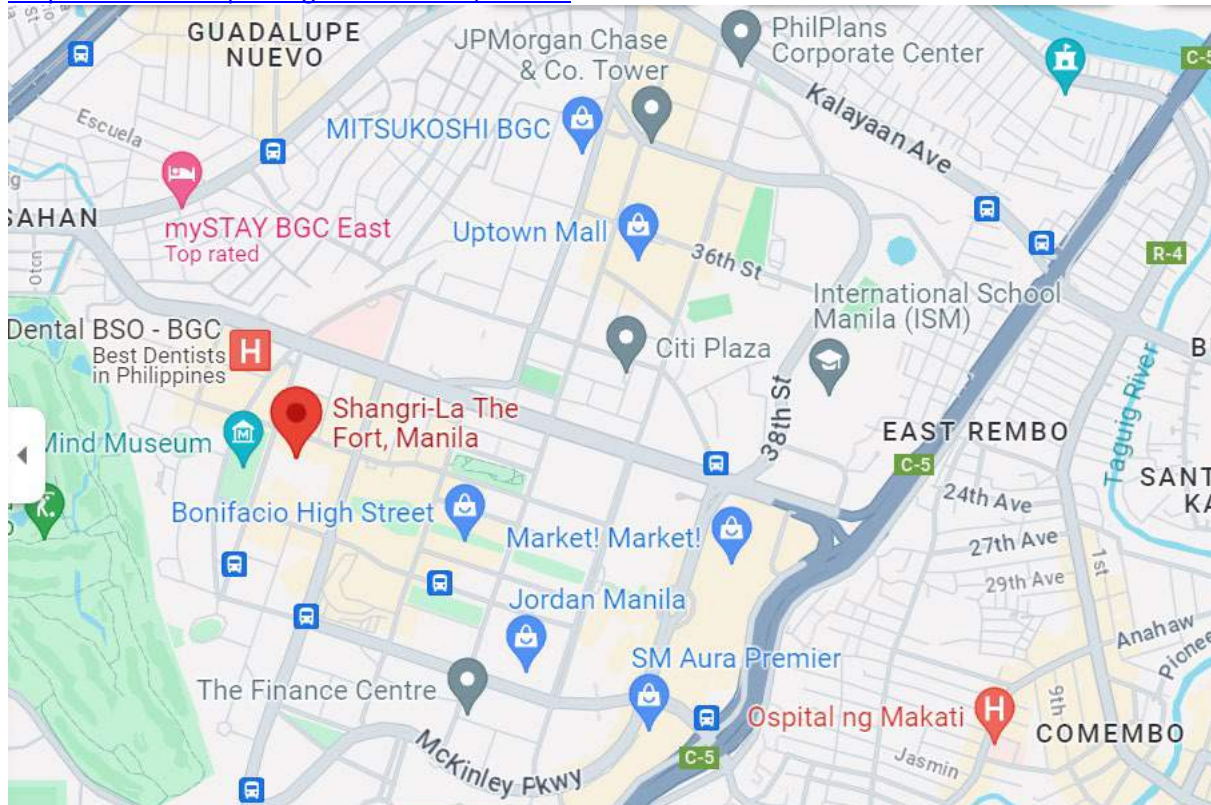
To view the venue, please use the following link: [Luxury Hotel in Manila | Shangri-La The Fort, Manila](#)

Discounted hotel rooms have been reserved by Seatrade Maritime Crew Connect Global at **Shangri-La, The Front Manila Hotel** for the duration of the Exhibition. Online booking is now available. Please click booking link below:

[Seatrade Maritime Crew Connect Global](#)

Please note, there are cafes and restaurants in **Shangri-La, The Fort Manila Hotel** where you can purchase food and drink.

[Map & Directions | Shangri-La The Fort, Manila](#)



## Section 4 – Tabletop inclusion

The Exhibition has been sold based on ‘Tabletop’ Booth.

### Stand Table-top Inclusions, option 1:

All booth packages (2x3sqm), will consist of the following:

- 1 x Table
- 2 x Chairs
- 1 x Waste Basket
- Power Socket

**Carpet:** Venue is carpeted.

Please note furniture and electric quantities will vary depending on stand size.

### Table-top Inclusions, option 2:

- 1 x Cocktail Table
- 2 x Cocktail Chairs

**Carpet:** Venue is carpeted.

### INTERIOR DISPLAYS

**Variety Communication** can provide quotes for graphics for your booth. Please refer to the order form that can be found in the [Forms Section, Section 6](#) For more details, please contact:

**DEADLINE FOR GRAPHICS ORDER FORM – FRIDAY 25<sup>TH</sup> OCTOBER 2024**

<u>Contractor</u>	<u>Telephone</u> 	<u>Email</u> 
Variety Communications	T: +65 9672 3066	<a href="mailto:jay@varietycommunications.com">jay@varietycommunications.com</a>

## **Section 5 – Health, Safety and Security**

### **YOUR RESPONSIBILITY AS AN EXHIBITOR**

Seatrade Maritim Crew Connect Global reserve the right to require the removal from the premises of any persons who do not comply with Company requirements, or who put themselves or others at risk. Seatrade Maritime Crew Connect Global similarly reserve the right to require the removal of any plant, equipment, or material that, in their opinion, is dangerous when used in the way intended.

All Personnel and Contractors employed by you must be provided with the necessary information, instruction, training and supervision in health and safety matters before coming on site.

### **Main areas which you must give due thought and consideration to before and during your time on site.**

- Understanding of Fire and Emergency Procedures and location of First Aid Centre (if available). All staff must be notified of these procedures.
- It is necessary to keep specific gangways clear during Build Up/ Breakdown and throughout the Show Open Days for emergency evacuation purposes. These will be identified to you during Build Up and Breakdown of the show.
- Working at height must always be done in a safe manner using suitable equipment in the approved way e.g., scaffold towers, hard hats etc.
- All mechanical lifting equipment, i.e., forklift trucks, cranes etc. must be operated by EFI Logistics - no one else will be permitted to drive or operate machinery of any description in the loading bays or Exhibition Hall.
- Personal Protective Equipment (PPE) MUST be worn for the duration of build-up and breakdown of the exhibition.
- Portable power equipment should only be used for the purpose for which it is designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and not cross any gangways. Power requirements must not overload the systems order. Such equipment must never be left unattended with power supplied to it. Please do not create a floor hazard at any time.
- All staff must be trained to ensure that safe working practices and good housekeeping is maintained in all work areas, minimising hazards.
- Exhibitors must obtain their Contractors Health & Safety Policy, details of specific safety procedures, competence and training of staff and the named individual Safety Officer responsible for the company. Please be aware that you may be asked to produce this documentation prior to Build Up.

Please note: It is the responsibility of the Exhibitor to ensure that Contractors employed by them are aware of all Health & Safety rules contained in this Manual.

If you require more information, please contact:

<b>Operations</b>	Fharisa Hersi	<a href="mailto:fharisa.hersi@informa.com">fharisa.hersi@informa.com</a>
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## 2) RISK ASSESSMENT AND METHOD STATEMENT

### Booths:

Exhibitors are not always required to undertake Risk Assessments. However, if any of the activities below are planned, you will be required to undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site & ways in which you will minimise & control these risks. Activities are:

- I. Any hazardous or moving exhibits on your stand.
- II. Any live demonstration or event involving members of the public.
- III. Any significant construction within your shell scheme.
- IV. Where your staff meet other hazardous areas of the exhibition.

## HEALTH & SAFETY A – Z

### ACCESS TO SAFETY EQUIPMENT AND SIGNAGE

Fire and safety signs are provided by the venue, for example indicating escape routes and warning of hazardous materials, prohibited areas or no smoking and these signs must be obeyed. Exit door lighting, fire signage and safety equipment signs must not be obstructed unless permission has been given by the Organiser’s and alternative arrangements made.

### ACCIDENTS

Any accidents that occur within the Exhibition Hall must be reported to the Organiser’s Office or the venue staff **immediately** so that treatment can be coordinated and, if necessary, emergency services can be called and directed to the correct location. It is advisable for Exhibitors/ Contractors to have their own First Aid pack available for minor injuries.

The Organisers Office is located next to the Exhibition Hall and contact details will be provided nearer the time.

### ALCOHOL & DRUGS

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of such substances and, in the opinion of the Organiser’s and their representatives, constitutes a danger to themselves or other people will be removed from the Exhibition by Security Officers. The consumption of alcohol is not permitted in the exhibition hall at any time.

### CHILDREN

Children under the age of 16 years are not permitted in the Exhibition Hall during the Build Up and Breakdown or during show open hours.

#### **ELECTRICAL SAFETY AND EQUIPMENT**

For safety and liability reasons the installation of electrical power onto stands may **only** be undertaken by **Variety Communications**, the official electrical Contractor, who will ensure that all connections are verified as safe before being energized. The electrical facilities in the Hall are subject to Regulations of the **Shangri-La, The Fort Manila Hotel**.

#### **FIRE EXITS/ EXTINGUISHERS**

Fire Exits and fire alarms must be kept clear of obstructions always.

#### **HOUSEKEEPING**

The exhibitors' staff are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits unless the Informa Event Organiser has agreed to this, and alternative safety arrangements have been made. Combustible waste and rubbish must be removed from stand areas to the receptacles provided as soon as possible and always at the end of the working day. Any uncontrolled dumping of waste outside the bins allocated for this use is forbidden.

#### **SMOKING**

Smoking is not prohibited inside **Shangri-La, The Fort Manila Hotel** and is only permitted in the designated smoking areas. Exhibitors are required to make this clear to their staff. Those who ignore smoking restrictions will be excluded from the venue.

#### **SPECIAL RISKS**

Unless specifically agreed by the Seatrade Maritime Crew Connect Global 2024, Organiser in writing following a notice period of at least 30 days' notice, the following goods and equipment are prohibited and will not be admitted on to the exhibition:

- Flammable liquids or gases, compressed gas cylinders or radioactive materials and radiation generators.
- Goods classified as hazardous including toxic, corrosive, irritant, harmful or oxidising materials (except for small quantities of domestic cleaning materials in containers or aerosols of less than 500 cc capacity).
- Any activity or water feature involving water where there is a risk of Legionella.
- Activities involving hot-works such as oxy-acetylene cutting/welding (which must be subject to a specific hot work permit). Explosive, pyrophoric or spontaneously combustible materials.
- Lasers other than Class 1 lasers or those in completely enclosed equipment.
- Equipment that may cause nuisance due to odour, emission of objectionable noises or stroboscopic or disturbing lights, simulators, and rides.
- Animals.

#### **SUBSTANCES HAZARDOUS TO HEALTH**

Where the work of an Exhibitor/ Contractor involves the use of chemicals, or where the work generates dust or substances which may give rise to a health risk, the Exhibitor/ Contractor must have on site an adequate written Risk Assessment and current Material Safety Data Sheets for any chemicals used. Both the assessment and current Material Safety Data Sheets must be available on request for inspection by

the Organisers. The Risk Assessment must identify how risks to others in the vicinity are to be avoided as well as how risks to staff are controlled.

All chemicals used by Exhibitors must be kept in closed, correctly labelled containers, and stored safely and securely at the end of each working day.

Exhibitors/ Contractors must also have safe and legal transport and disposal arrangements for any chemicals used.

## **FIRE & EMERGENCY PROCEDURES**

### **In the Event of Fire**

The fire alarm sound for the venue is a bell.

Should you hear the signal to evacuate, please leave immediately by the nearest exit.

The assembly point is located on the Promenade by the Event Plaza.

Do not stop to collect personal belongings and do not use the lifts.

When you reach the assembly point, remain there, and await further instruction.

### **If You Discover a Fire**

Raise the alarm by breaking glass. Please leave by the nearest exit and go to the assembly point and await further instruction.

In the event of an accident or an emergency contact a member of staff or dial, see below from an in-house phone.

<b>First Aid/ Medical as appropriate:</b>	<b>28</b>
<b>Fire:</b>	<b>28</b>
<b>Security:</b>	<b>29</b>

Arrangements for disabled evacuation are as follows

- Disabled guests are registered from Front Office and MICE registration
- Pre-arranged lift lobby and lifts by designated TM's
- Disabled guests are evacuated by staff to the same assembly area

In the case of any emergency, you must follow instructions given by the venue staff.

If you have any queries about the fire procedure or require special **assistance** in any of the above circumstances, then please approach a member of staff.

For both safety and security purposes ensure that gangways and fire exits are kept unobstructed always and that personal items are kept with you.

**If you see anything suspicious, then report it immediately to a member of staff.**

Please ensure that ALL your employees are aware of and comply fully with these procedures.



The Organiser's cannot be held responsible for damage, loss or injury however caused.





## **Section 6 – Approved Supplier Order Form, Forms, and Sustainability**

- 1. Variety Communications: AV, Furniture, and Graphics Order Form**
- 2. Work Permit Form**
- 3. General Guidelines for EANAP During Set-up**
- 4. Sustainability**

## Audio Visual/Furniture/Backdrop - Order Form


Event Name	Event Date & Time	Setup Date & Time	Teardown Date & Time
<b>CREWCONNECT GLOBAL</b>	<b>12,13,14 November 2024</b>	<b>Monday, 11 November 2024</b>	<b>After Event</b>

VARIETY COMMUNICATIONS *BRING EXPERIENCES ALIVE.*

Thank you for selecting us as the choice partner for your upcoming event.  
We appreciate the support and is pleased to present the below event specification for your review and confirmation:

COMPANY PROFILE	
Company:	Booth Number:
Company Address:	
Billing Address:	
Requestor's Name:	Email:
	Mobile:
On-site Contact Person:	Email:
	Mobile:

CODE	DESCRIPTION OF SERVICE / ITEMS - Rental is as a per day per set basis <i>*Refer to Annex A for pictures of equipments</i>	UNIT COST/DAY		QTY
Audio Visual				
AV1	55" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 590.00	GBP 345.00	
AV2	65" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 805.00	GBP 470.00	
AV3	75" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 1885.00	GBP 1100.00	
AV4	82" LED Display Monitor (USB Enabled, c/w 1 x 5m HDMI cable and 1 x floor stand)	SGD \$ 2055.00	GBP 1200.00	
AV5	APPLE iPad Pro (4G Data Enabled)	SGD \$ 205.00	GBP 120.00	
AV6	i7 Processor Laptop (Windows PC w Licensed Microsoft Office)	SGD \$ 345.00	GBP 200.00	
AV7	APPLE Macbook Pro 15"	SGD \$ 400.00	GBP 280.00	
AV8	Type-C (Thunderbolt 3) to VGA Adapter	SGD \$ 50.00	GBP 30.00	
AV9	Type-C (Thunderbolt 3) to HDMI Adapter	SGD \$ 60.00	GBP 35.00	
AV10	PA System :			
	2 x Handheld Micophones 1 x 3.5mm Jack to XLR ( For Laptop Sound) 2x Speakers (on stand) 1 x 16 Channel Mixer	SGD \$ 860.00	GBP 500.00	
AV11	Universal International 3-Pin Power Adaptor	SGD \$ 5.00	GBP 3.00	
AV12	4-Way Power Extension	SGD \$ 30.00	GBP 17.50	

Furniture				
CODE	DESCRIPTION OF SERVICE / ITEMS - Rental is as a per day per set basis	UNIT COST/DAY		QTY
F1	Cocktail Table (Spandex) Height: 42 inch, Diameter: 24 inch w/ Black or White Spandex Cover	SGD \$ 72.00	GBP 42.00	
				

<p><b>F2 Cocktail Table (Cloth Cover)</b>  <b>Height: 42 inch, Diameter: 24 inch w/ Black or White Spandex Cover</b></p>		<p><b>SGD \$ 60.00</b></p>	<p><b>GBP 35.00</b></p>	
<p><b>F3 Adjustable White Cocktail Table &amp; Adjustable White Chair</b></p>	<p>Chair</p> <p>Table</p> 	<p><b>SGD \$ 42.00</b></p>	<p><b>GBP 25.00</b></p>	
<p><b>F4 Adjustable High Chair (Side level to adjust seat) - Black</b>  - ABS Seat with high gloss finish  - Minimalist Design  - Variable Height Gas Lift with 360 swivel  - Chair Seating Capacity: 80kg</p>		<p><b>SGD \$ 60.00</b></p>	<p><b>GBP 35.00</b></p>	
<p><b>F5 Adjustable High Chair (Side level to adjust seat) - Brown</b>  - ABS Seat with high gloss finish  - Minimalist Design  - Variable Height Gas Lift with 360 swivel  - Chair Seating Capacity: 80kg</p>		<p><b>SGD \$ 60.00</b></p>	<p><b>GBP 35.00</b></p>	
<p><b>F6 High Chair Grey</b>  - Colour - Grey  - Material: Fabric and Wood  - Minimalist Design</p>		<p><b>SGD \$ 42.00</b></p>	<p><b>GBP 25.00</b></p>	
<p><b>F7 High Chair Grey</b>  - Colour - Khaki  - Material: Fabric and Wood  - Minimalist Design</p>		<p><b>SGD \$ 42.00</b></p>	<p><b>GBP 25.00</b></p>	
<p><b>F8 Roll-Up Banner</b>  - 83cm x 200cm</p>		<p><b>SGD \$ 155.00</b></p>	<p><b>GBP 90.00</b></p>	
<p><b>F9 Roll-Up Banner</b>  - 100cm by 200cm</p>		<p><b>SGD \$ 205.00</b></p>	<p><b>GBP 120.00</b></p>	
<p><b>F9 Branded Table</b>  <b>1 Set x Table with Drawers</b>  <b>Height: 33.75 inch - Width: 56 inch</b>  <b>Depth: 14 inch</b></p> <p><b>1 Set x Sticker on Sintra Board</b>  <b>1 x Front (H:33.75" x W: 56")</b>  <b>2 x Side (H:33.75" x W:14")</b>  <b>1 x Top (146 cm x 37 cm)</b></p> <p>- Inclusive of Printing, Delivery and Pick-Up After Event</p>		<p><b>SGD\$345.00</b></p>	<p><b>GBP 200.00</b></p>	

<p><b>F10 BLACK SOFA SET</b></p> <p><b>1 Set x 3 Seater</b>  <b>Height: 27 inch , Width: 65 inch</b>  <b>Depth: 29 inch</b></p> <p><b>2 Sets x 1 Seater</b>  <b>Height: 27 inch , Width: 26 inch</b>  <b>Depth: 29 inch</b></p> <p>- Coffee table not included  - Inclusive of Delivery and Pick-Up After Event</p>	 	<p><b>SGD\$375.00</b></p>	<p><b>GBP 220.00</b></p>	
<p><b>F11 Branded Backdrop</b></p> <p><b>1 Set x Backdrop set</b>  - Stretched Tarpaulin mounted on wooden frame</p> <p>- 8ft Height x 10ft Width</p> <p>- Refer to photos for mock-up sample with TV and roll-up banner</p> <p>- Inclusive of Printing, Delivery and Pick-Up After Event</p>	 	<p><b>SGD\$850.00</b></p>	<p><b>GBP 500.00</b></p>	
<p><b>Please take note of the following:</b></p> <ul style="list-style-type: none"> <li>- For your ready-to-print artworks, files must either be in AI, PDF or EPS formats.</li> <li>- Texts must be out-lined.</li> <li>- Photos must be high resolution and must be embedded.</li> <li>- <b>Artwork in high resolution file is required upon confirmation of order or not later than [ 25th October 2024 ]</b></li> </ul>				
<p>For equipment not listed, please contact us via email for a customised AV solution.</p> <p><b>Payment Terms:</b></p> <p>All exhibit orders must be reserved with a major credit card with payment in full due at the time. Our online credit card payment gateway is PCI - DSS compliant and partner with Stripe for payment security and fraud detection infrastructure.</p>		<p><b>[SGD\$] Total Cost:</b></p>		
		<p><b>[VAT] 9% GST</b></p>		
		<p><b>NETT Cost</b></p>		

**Terms and Conditions:**

- By signing and delivering this form to Variety Communications Pte Ltd, customer agrees to the following:
- The above requirements are complete and accurate.
- Orders received after the deadline may not be catered to, and if available will be subjected to a surcharge of 30%.
- Rental prices are for the duration of the show.
- On-site orders are subject to the availability of the equipment. If available, cost will be subjected to a surcharge of 50%. Priority will be given to advance orders.
- After the order is placed. A written confirmation will be sent to you once your order has been processed.

**Delivery:**

- An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

**Equipment:**

- Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).
- Equipment is guaranteed to be operational upon delivery to your booth.
- It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk.
- Variety Communications will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

**Cancellation:**

- Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.
- On-site cancellations will be charged 100% of rental fee.

We are happy to provide further information that you may need & trust that you will call on us to fill your order, which we assure you that it will receive our prompt and careful attention.

We hope that the above will meet your kind consideration and await your confirmation.

Please EMAIL scanned order form to : [SALES@VARIETYCOMMUNICATIONS.COM](mailto:SALES@VARIETYCOMMUNICATIONS.COM) by [ 1st Oct 2024 ]

**Payment should be made in advance and any order received after the above mentioned deadline will be subject to 25% additional charge.**

Warmest Regards,

Acceptance of Offer

\_\_\_\_\_  
Variety Communications Pte Ltd

.....  
Name:

Company:

**ANNEX A**

1 55" LED Display Monitor (USB Enabled with speakers and floorstand)



2 65" LED Display Monitor (USB Enabled with speakers and floorstand)



3 82" LED Display Monitor (USB Enabled with speakers and floorstand)



# BANQUET EVENT WORK PERMIT FORM

**THIS PERMIT WILL BE FORWARDED TO SECURITY PRIOR TO START OF WORK:**

AREA/DEPARTMENT:	DATE APPLIED:
CONTRACTOR:	ESTIMATED DURATION:
	WORKSITE:
CONTRACTOR SUPERVISOR:	CONTACT NUMBER:

**JOB TO BE DONE:**


**WORKPLACE SAFETY PRECAUTIONS/**

**PERSONAL PROTECTIVE EQUIPMENT**

<input type="checkbox"/> fire extinguisher	<input type="checkbox"/> Noisy Work Permit
<input type="checkbox"/> standby firehoses/AFF's	<input type="checkbox"/> Hot Work Permit
<input type="checkbox"/> warning signs /cordons	<input type="checkbox"/> Confined Space Permit
<input type="checkbox"/> face mask/goggles	<input type="checkbox"/> Electrical Safety Permit
<input type="checkbox"/> ear muffs/ear plugs	<input type="checkbox"/> Foul smell permit
<input type="checkbox"/> lighting	<input type="checkbox"/> Working at Height Permit
<input type="checkbox"/> safety gloves	<input type="checkbox"/> Area-in-charge consent
<input type="checkbox"/> Safety shoes	<input type="checkbox"/> BESC
<input type="checkbox"/> helmets / apron	<input type="checkbox"/>
<input type="checkbox"/> Others	<input type="checkbox"/>

**LIST OF TOOLS AND EQUIPMENTS TO BE USED:**


**VALIDITY : PERIOD VALIDATION**

FROM	TO
DATE:	DATE:
TIME:	TIME:

Validity of this permit should not exceed 7 calendar days

**PEOPLE ON THE JOB:**

Name		Date		Please check, if present					Name		Date		Please check, if present						
1.	_____	_____	_____							7.	_____	_____	_____						
2.	_____	_____	_____							8.	_____	_____	_____						
3.	_____	_____	_____							9.	_____	_____	_____						
4.	_____	_____	_____							10.	_____	_____	_____						
5.	_____	_____	_____							11.	_____	_____	_____						
6.	_____	_____	_____							12.	_____	_____	_____						

**SIGNATURES IN CORRECT SEQUENCE:** (All signatories in this certificate shall be aware of the responsibilities laid down in this permit.)

CONTRACTOR SAFETY OFFICER	PROJECT IN-CHARGE	FIRE LIFE SAFETY MANAGER	DIRECTOR OF ENGINEERING
I confirm that the safety precautions specified will be observed.	As project lead, I have coordinated with area in-charge & security for any operational requirements.	I have checked & certified that all precautions established are adequate.	I am aware of the job to be done and the precautions to be taken.

**General Guidelines**  
for  
**Events Acceptable and Not Acceptable**  
**Practices**  
**During Set-up**

*Mga Alituntunin sa Katanggap-tanggap at Di Katanggap-tanggap na mga Gawi Habang Nagseset-up para sa Events*



SHANGRI-LA  
THE FORT  
MANILA

# Objective:

This presentation is made to reinforce the Contractor Guidelines for Events Set-up, and clarify various provisions in relation to actual set-up practices.

All contractors must get a copy and be familiar with these guidelines. The overall objective of EANAP is to reduce the safety & security risk, and to protect life & property during the set-up.

*Pinagtitibay ng EANAP ang Contractor Guidelines for Events Set-up, at binibigyang linaw ang mga probisyon ukol sa mga gawi sa pagseset-up ng events. Layunin ng EANAP na maiwasan ang mga panganib sa kaligtasan at seguridad, bigyang proteksyon ang buhay at ari-arian habang nagseset-up para sa events.*



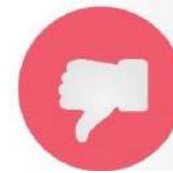
SHANGRI-LA  
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MANILA





# Proper attire for Contractors, Suppliers & Staff

*Tamang kasuotan para sa Contractors, Suppliers at Staff*



✓ jeans, t-shirt, closed shoes

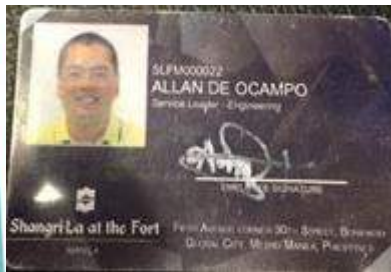
✗ Open shoes for male, slippers, sando, short sleeved shirt, sloppy shirts



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# Proper Identification (ID)



- ✓ Current company ID with photo or government issued ID

- ✗ No ID, ID without photo, or Expired ID

*Walang ID, ID na walang picture, pasong ID*

- ✗ Laminated ID (e.g. TIN ID) 



# Ingress

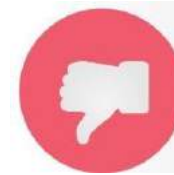


- ✓ 6 Wheeler Truck with maximum Gross Weight of **10 Tons only**
- ✓ Height maximum of **4 Meters**
- ✓ Upon INGRESS contractor must have Safety and Security Briefing with Engineering.

*Dapat makadalo sa Safety & Security Briefing kasama ang Hotel Engineering bago makapasok para sa set-up.*

- ✓ Walkthrough with Banquets Ops/Eng/Housekeeping/Security and contractors on the event venue before doing the set-up.

*Bago magset-up, iikutan ng Contractor ang venue kasama ang Hotel Engineering, Housekeeping, Security at Banquets.*



- ✗ Delivery Truck above 10 Tons
- ✗ Above 4 meters Height
- ✗ No Safety and Security Briefing conducted upon entry
- ✗ No walkthrough of the events venue



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THE FORT  
MANILA

## Hauling

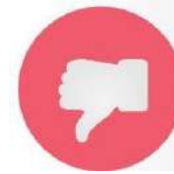


- ✓ Carpets and wooden floors must be properly protected upon entry of trolleys and other equipment with wheels; use at least ½” thick plywood.

*Gumamit ng ½”plywood para protektahan ang carpet at wooden floors kapag gumagamit ng trolley at mga gamit na may gulong*



- ✓ Trolleys should have rubber wheels



- ✗ Any type of trolley or equipment with wheels with passing through carpet and wooden floors without proper protection



SHANGRI-LA  
THE FORT  
MANILA

# Exhibitor Sustainability Checklist

We aim for all of our events to be run in an environmentally and socially responsible way whilst seeking to inspire sustainable development in our markets.

We do this not only because more than 80% of our attendees tell us that they care that our events are run in a responsible manner, but because it is the right thing to do for our customers, colleagues, and the communities we serve.

We would like to encourage you to join our sustainability efforts by completing the 10 point checklist enclosed in this document.


By working together, we can make the event more memorable, meet our audience's expectations and reduce wasted time, resources, and costs.





# Exhibitor Sustainability Checklist

10 things to remember





**1** Ensure your stand is designed so that its structure will be used again by either yourself or by your contractors. 

**2** For your travel and transport choose the most sustainable option possible for your journey to and from the event. Consolidate your shipments and use logistic companies that have sustainability credentials. 

**3** Select energy efficient, LED lighting and other equipment for your stand and be sure to power down your equipment at the end of the day. 



**4** Reduce paper handouts by going digital and source recycled, sustainably certified paper options where printing is needed. 

**5** When purchasing promotional items, consider the amount you order, the environmental credentials of the materials they are made from, as well as whether they are useful giveaways that will be used long after the event is over. 



Want a supplier you can trust? We have developed long-term relationships with the most quality focused, reliable and responsive vendors in the industry. Our preferred partners can help you to exhibit sustainably and we encourage you to engage with them for any logistic, stand build, signage, lighting or accommodation needs you may have.

**6** Help to support the sustainability of the local area by using local suppliers and considering the sustainability credentials of the hotels you book.

**7** Think about what waste your stand will create and try to minimize it as much as possible. For the unavoidable waste items, try to ensure it will be recycled. Key items to consider include signage, carpeting and packaging waste.

**8** Get involved with the numerous initiatives and conversations throughout the event which aim to help facilitate and inspire the sustainable development of your industry.



**9** Inspire the sustainable development of your industry by promoting your company's and your products' sustainability credentials.



**10** Ensure you and your contractor are aware of and compliant with all health, safety and security requirements.

Would you like to work with us on the sustainability of the event? Contact the event team or reach out to Informa's sustainability team for more information at [sustainability@informa.com](mailto:sustainability@informa.com)

# Do you know what happens to your stand?

Have you ever considered what happens to your stand after the event? Although only used by a minority of our exhibitors, the use of single use, “build and burn” stands that only last a few days are a major source of waste. One single stand can create around 4 tonnes of waste. They also take longer to build, are more risky to plan and can contain a lot of hidden costs.

**We would like to encourage every one of our exhibitors to join us in working towards the prevention of this unnecessary waste.**

What is a disposable stand?

The structure of a stand (e.g. the walls) are made to be used only once, and is therefore demolished and disposed of at the end of the event.

What is a reusable stand?

The structure is made using a system designed for multiple uses and in different formats and sizes to suit the client's style. It can be owned by the client or most often rented from a contractor.

Benefits to building a non-disposable stand

1. Faster, cleaner and safer build with a more reliable timeline – no stress!
2. Reduced costs due to a lower waste bill and fewer labour hours
3. Higher quality look and feel for your stand
4. Demonstrates your company's commitment to sustainability with a lower environmental impact

How you can make a difference

When choosing your contractor, make sure they are using a process which allows them to use the structure of the stand time and again. Specify it in your tender and ask them to confirm what will happen to the stand after the show.