



Seatrade Maritime
CREW CONNECT GLOBAL

Exhibitor
Manual 2026



Dear Exhibitor,

WELCOME TO SEATRADE MARITIME CREW CONNECT GLOBAL 2026!

This Exhibitor Services Manual is a comprehensive guide to the build regulations, important information and technical services available at Seatrade Maritime Crew Connect Global 2026.

We request that Exhibitors study in detail all the services available and comply with all the instructions and build regulations stated within this manual. 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 the below sections, click the below sections to read more:

- [IMPORTANT DEADLINES AND EXHIBITING CHECKLIST](#)
- [KEY CONTACTS - ORGANISING TEAM](#)
- [KEY CONTACTS - OFFICIAL CONTRACTORS AND SUPPLIERS](#)
- [ORDER FORMS & MANDATORY TASKS](#)
- [EVENT TIMETABLE](#)
- [BUILD RULES & REGULATIONS \(NEW\)](#)
- [GENERAL INFORMATION - A-Z](#)
- [ACCOMODATION](#)
- [YOUR STAND - INCLUSIONS](#)
- [HEALTH & SAFETY](#)

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

Available: Monday - Friday, 09.00 - 17.00 UK Time

IMPORTANT DEADLINES AND EXHIBITING CHECKLIST

ORDER FORM	RETURN TO	DEADLINE	<input checked="" type="checkbox"/>
Stand Plan Review (Mandatory)	Seatrade Maritime jasmin.bille@informa.com	08-Sept-2026	<input type="checkbox"/>
Banquet Event Work Permit (Mandatory)	Seatrade Maritime jasmin.bille@informa.com	08-Sept-2026	<input type="checkbox"/>
Audio Visual Equipment	ES Exhibition Services xiaohui@es-corp.co	TBC	<input type="checkbox"/>
Freight Forwarding Customs Handling	EFI Logistics seatrade@efilogistics.com www.efilogistics.com/ccg26	05-Oct-2026	<input type="checkbox"/>
Floral	Shangri-La, The Fort Manila kay.hernandez@shangri-la.com	20-Sept-2026	<input type="checkbox"/>
Furniture	ES Exhibition Services xiaohui@es-corp.co	TBC	<input type="checkbox"/>
Graphics	ES Exhibition Services xiaohui@es-corp.co	TBC	<input type="checkbox"/>
Electrics	ES Exhibition Services xiaohui@es-corp.co	TBC	<input type="checkbox"/>
Internet (Hardwired)	Shangri-La, The Fort Manila kay.hernandez@shangri-la.com	20-Sept-2026	<input type="checkbox"/>
Stand Catering	Shangri-La, The Fort Manila kay.hernandez@shangri-la.com	20-Sept-2026	<input type="checkbox"/>

ORGANISING TEAM

Seatrade Maritime Crew Connect Global 2026

Informa Markets
240 Blackfriars Road
London
SE1 8BF

EVENT MANAGEMENT:		
Chris Morely Group Director	chris.morely@informa.com	+44 (0)7866 799317
Laura Denne Event Director	laura.denne@informa.com	+44 (0)7388 959 863
Erika Dean Event Manager	erika.dean@informa.com	+44 (0)7769 922 027
Claire Carran Event Executive	claire.carran@informa.com	+44 (0) 7341 260573
SALES TEAM:		
Chris Adams Group Head of Sales	chris.adams@informa.com	+44 (0)7866 799 191
Ian Beattie Sales Manager	ian.beattie@informa.com	+44 (0)7900 104 703
Peter Coffey Delegate Sales	peter.coffey@informa.com	+44 (0)20 8052 2808
OPERATIONS TEAM:		
Jasmin Bille Operations Manager	jasmin.bille@informa.com	+ 44 (0)7345 488 126
CONFERENCE TEAM:		

Claire Carran Speaker Liaison	claire.carran@informa.com	+44 (0) 7341 26057
Joanna Crisan Senior Conference Producer	joanna.crisan@informa.com	+44 (0)7904 933666
CUSTOMER SERVICE TEAM:		
Customer Services	cgcustomerservice@informa.com	+44 (0)20 8052 0660

OFFICIAL CONTRACTORS AND SUPPLIERS

Service	Supplier	Contact
Audio Visual	ES Exhibition Services	E: xiaohui@es-corp.co T: +63 6016 3351598 E: penny@es-corp.co T: +63 60162121598
Furniture/Extras	ES Exhibition Services	E: xiaohui@es-corp.co T: +63 6016 3351598 E: penny@es-corp.co T: +63 60162121598
Graphics	ES Exhibition Services	E: xiaohui@es-corp.co T: +63 6016 3351598 E: penny@es-corp.co T: +63 60162121598
Electrics & Power	ES Exhibition Services	E: xiaohui@es-corp.co T: +63 6016 3351598 E: penny@es-corp.co T: +63 60162121598
Freight, Logistics & Customs Handling	EFI Logistics	E: seatrade@efilogistics.com T: +44 1444 871314
Venue	Shangri-La The Fort, Manila	E: kay.hernandez@shangri-la.com T: + 632 8820 0888
Hotels/Accommodation		

Internet (Hardwired)		
Catering		

ORDER FORMS & MANDATORY TASKS

[STAND PLAN SUBMISSION FORM](#)

[MANDATORY WORK PERMIT FORM](#)

[EANAP – VENUE GUIDELINES](#)

All exhibitors are required to submit a stand plan submission form, irrespective of whether they are using ES Exhibition Services or engaging their own contractor or an additional third-party contractor.

The Seatrade Maritime Operations Team will conduct a review of your submitted stand plan. Upon completion of this review, you will receive email notification regarding the outcome within 72 hours. Please note that approval is not automatic - the Operations Team may require modifications or additional information before granting final authorisation.

Please see the “Stand Design Approval” section in the Build Rules & Regulations for more information.

Mandatory Work Permit Form:

Please note that all contractors entering the venue must complete and submit a mandatory work permit form to the Seatrade Maritime Operations Team. This form will be provided to you via email following the approval of your stand plan.

Your contractor must complete the work permit form and return it to the Seatrade Maritime Operations Team no later than **September 8th, 2026**. Failure to submit this completed form by the specified deadline will result in your contractor being denied entry to the venue.

Please see the “Work Permits” section in the Build Rules & Regulations for more information.

EVENT TIMETABLE

BUILD UP		
Monday 19th October	10.00 – 20:00	Exhibitor Set-up
	16.00 – 20.00	Badge Collection
SHOW OPENING & DISMANTLE		
Tuesday 20th October	07:30 – 09:00	Exhibitor Early Access
	09:00 – 18:00	Conference & Exhibition Open
Wednesday 21st October	08.00 – 09.00	Exhibitor Early Access
	09.00 – 18:00	Conference & Exhibition Open
	19:00 – 23:00	Awards & Gala Dinner
Thursday 22nd October	08:00 – 09:00	Exhibitor Early Access
	09.00 – 16:00	Exhibition Open
	09.00 – 17.30	Conference Open
	16:30 – 20:00	Exhibit Dismantle
<p>Please do not start removing exhibits from your stand until the Exhibition has closed at 16:00 on Thursday 22nd October 2026. Remove all personal effects from hired furniture to prevent losses or damage during the Breakdown period.</p> <p>From 20:00 onwards on Thursday 22nd October anything remaining on the stands will be considered as waste and will be removed.</p> <p>If you wish to leave any items beyond this point, please ensure the items are clearly labeled and you have informed the venue for pick up.</p>		

BUILD RULES & REGULATIONS

Below are the Rules & Regulations for exhibiting, 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.

MAXIMUM HEIGHT - 2.5m

All exhibitors must adhere to a maximum stand height of 2.5 meters. This height restriction applies to:

- The entire stand structure
- All exhibits displayed within the stand
- Any graphics, signage, or branding elements

No part of your exhibition presence may exceed this 2.5m height limitation. This restriction ensures consistency throughout the exhibition hall and maintains clear sightlines for all participants.

Please incorporate this height restriction into your stand design planning from the earliest stages. Stands found to exceed the permitted height may require on-site modifications at the exhibitor's expense.

LINE OF SIGHT

To maintain optimal visibility and fair exposure for all exhibitors, the following line of sight regulations must be observed:

- Tall elements and display materials over 1.5m in height must be positioned towards the back half of your stand, to minimize visual obstruction of adjacent stands.
- Solid walls exceeding 1.5m in height are only permitted on the back of your booth.
- Open stand designs are encouraged to promote visibility throughout the exhibition
- Corner and island stands must maintain visibility from all aisles and open sides of their stand.

These line-of-sight requirements work in conjunction with the 2.5m maximum height restriction to create an equitable exhibition environment. The organizers reserve the right to request modifications to any stand that significantly impairs visibility across the exhibition floor.

WORK PERMITS

In order to receive permission to bring exhibits and any stand materials into the venue, you need to complete the '**BANQUET EVENT WORK PERMIT FORM**' found below:

MANDATORY WORK PERMIT FORM

Submission Deadline: 8th September 2026

Return completed forms to: jasmin.bille@informa.com

On this form, you will have to accurately detail:

- The specific work you will undertake
- All tools and equipment to be used
- Safety precautions you will implement
- Your team's details and contact information

IMPORTANT: These forms will be provided to the hotel security team, and you will not be allowed to enter during the show build period without a completed and approved form.

Valid Government Issues ID and/or Company ID must be presented upon entering the hotel premises.

For questions regarding work permits or assistance with form completion, please contact: ccgcustomerservice@informa.com

STAND DESIGN APPROVAL

Exhibitors must submit an outline of their exhibit plans with dimensions of constructed displays and bulky furniture, graphics or equipment for approval prior to the show. **Show management may prohibit installation of any exhibit not approved in advance.**

Please submit your stand plans here:

STAND PLAN SUBMISSION FORM

DEADLINE - 8th September 2026

WASTE REMOVAL

It is the Exhibitor's responsibility to remove and dispose of all stand materials, packaging and waste from the venue. Nothing should be left in the exhibition halls. Discarded stand materials will be identified, and fines will be charged for removal of any waste.

SUSTAINABLE STAND OPTIONS

Seatrade Maritime Crew Connect Global asks all our exhibitors to participate in the Better Stands program, which encourages the use of modular and reusable displays and graphics instead of single-use or disposable materials. This initiative helps reduce waste and supports our sustainability goals.

You can find out more about Better Stands here: [Informa Markets Better Stands Sustainability](#)

For questions regarding these regulations, please contact us prior to finalising your stand design.

Customer Services	ccgcustomerservice@informa.com	+44 (0)20 8052 0660
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GENERAL INFORMATION – A-Z

ADDRESS OF VENUE

Level 3, Grand Ballroom, Level 4, Bonifacio Hall

Shangri-La, The Fort Manila Hotel

30th Street Corner 5th Avenue

Bonifacio Global City

Taguig City

Philippines

Tel: +632 8820 0888

Email: manilafort@shangri-la.com

ALTERATION TO EXHIBITION LAYOUT

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

<https://crewconnectglobal2026.expofp.com/>

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 closed captions to all presentations visible to delegates.

ES Exhibition Services is the official AV contractor for Seatrade Maritime Crew Connect Global, and can supply a variety of equipment for hire, please contact them directly using the details below.

AV ORDER FORM – DEADLINE: TBC

ES Exhibition Services	xiaohui@es-corp.co	+63 6016-3351598
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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** [here](#).

The Exhibition closes at 16:00 on Thursday 22nd October. 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 16:00 on Thursday 22nd October.

From 20:00 onwards on Thursday 22nd October 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 labelled and you have informed the venue for pick up.

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 22nd October 2026.

Your transport must be onsite before this deadline.

BUILD UP PERIOD

Please refer to the **Exhibition Timetable** [here](#).

Access will not be permitted before 10:00hrs on Monday 19th October 2026. All work must be completed by 20:00 on Monday 19th October to allow for 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 **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: [Shangri-La Map and Directions](#)

CATERING

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

To order stand catering, please contact:

Shangri-La, The Fort Manila Hotel	kay.hernandez@shangri-la.com
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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/DELIVERIES/ 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; deliveries will not be accepted before the 19th October.

Please note: The organisers cannot be held liable for any missing items.

CONTRACTORS

A list of Official Contractors and Suppliers can be found on Page 4 of this document. Exhibitors are asked to utilise their exclusive 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 freight forwarders and custom brokers for Seatrade Maritime Crew Connect Global. For Handling information, documentation, and rates, please contact:

EFI Logistics	www.efilogistics.com/ccg26	seatrade@efilogistics.com
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Shipping exhibit material to the Philippines can be challenging. Therefore, we strongly advise that exhibitors planning to ship to this event contact our customs broker. All documents need to be checked before goods are shipped.

DEMONSTRATIONS & ADVERTISING ON STANDS

All types of demonstrations (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. 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:

Customer Services	ccgcustomerservice@informa.com	+44 (0)20 8052 0660
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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 Exhibition and the Conference level next to the ballrooms.

We kindly request all exhibitors add transcripts on all presentations displayed on screen for everyone's benefit.

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 stands at Seatrade Maritime Crew Connect Global **may only** be undertaken by **ES Exhibition Services**. They will ensure that all connections are verified as safe before being energized. The electrical facilities 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 leads 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 reserves 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 Maritime Crew Connect Global reserves 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 phase:

Single phase neutral & ground 220V

Three phase neutral & ground 400V

Electrical connections must be kept accessible and not locked within storage cupboards or under flooring.

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

ES Exhibition Services	xiaohui@es-corp.co	+63 6016-3351598
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EMERGENCY PROCEDURES

Please see **Shangri-La, The Front Manila Hotel** Emergency Procedures found [here](#).

EVENT APP - DIGITAL

The Crew Connect Global 2026 Event App will be available from **3rd August 2026**.

You will be able to connect with visitors five weeks before the show. You will be able to manage your profile via the event platform and promote your presence at the show. Please use the messaging and connection capabilities to reach out to attendees that you wish to network with and begin making business connections that you can meet face to face at the event.

Your log in details will be provided closer to the show - so please look out for emails from 'info@seatrademaritimeevents.com' powered by Swapcard.

EXHIBITS

Exhibits must not project beyond the agreed stand perimeter provided – *this includes demonstrations and catering*. Dangerous components such as sharp protrusions must be effectively shielded. Unsightly objects should not be placed in public view.

Exhibits may not be covered during the show open period. The Organisers are entitled to move any items left outside the stand perimeter and remove any covers without incurring any liability.

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 [here](#).

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: [CCG 2026 Floorplan](#)

FURNITURE

ES Exhibition Services are the official contractors for furniture and can supply a variety of furniture and accessories.

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

ES Exhibition Services	xiaohui@es-corp.co	+63 6016-3351598
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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 [here](#).

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 [here](#). In this section, you can find key recommendations, rules and regulations for exhibiting. This sections also outlines your responsibilities and those of your contractors. Therefore, we ask that you read this section very carefully.

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

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 provided 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:

Shangri-La, The Front Manila Hotel	kay.hernandez@shangri-la.com
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LOST PROPERTY

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

ORGANISERS OFFICE

The Organiser's Office will be located on the 4th floor. During show build/dismantle opening hours, the full SMCCG Events Team can be contacted via the Organisers Office between the hours of 08:00 – 17:00.

PILLARS

There are a few pillars located in the Foyer on the 4th Floor across from the Conference Area. You are **not allowed** to use those pillars for branding.

PERSONAL PROTECTIVE EQUIPMENT – HOTEL RULES & REG'S

1. During set-up, Contractors, and Suppliers should be properly dressed (no slippers, no sandals, no flip flops), 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. LADDERS ARE NOT AVAILABLE TO HIRE.

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:

Shangri-La, The Fort Manila Hotel	kay.hernandez@shangri-la.com
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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:

Sales	Ian Beattie	T: +44 (0)7900 104 703	ian.beattie@informa.com
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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 here](#).

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.

WORK PERMITS

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

Valid Government Issues ID and/or Company ID must be presented upon entering the hotel premises.

Please complete the Work Permit form it can be found **below**:

MANDATORY WORK PERMIT FORM

Contractor or Exhibitor completed signed copy needs to be returned to the Organiser's before the deadline below.

WORK PERMIT – DEADLINE TO SUBMIT: 8TH SEPTEMBER

Jasmin Bille	jasmin.bille@informa.com	+44 (0)7345 488 126
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ACCOMODATION

A limited block of 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. Once online booking is enabled, you will find the booking link here.

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](#)



YOUR STAND



Stand Inclusions

All booth packages will consist of the following:

- 2.5m H modular panel back wall
- 1m H modular panel side wall/s
- 1 x Table
- 2 x Chairs
- 1 x Waste Basket
- 1 x Power Socket

INTERIOR GRAPHIC DISPLAYS

ES Exhibition Services can provide quotes for graphics for your booth. Graphics can be applied to the walls of your booth from just \$6 USD per sq ft. Please refer to the order form that can be found here. For more details, or contact:

DEADLINE FOR GRAPHICS ORDER FORM – TBC

<u>Contractor</u>	<u>Telephone</u>	<u>Email</u>
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ES Exhibition Services	xiaohui@es-corp.co	+63 6016-3351598
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HEALTH, SAFETY AND SECURITY

YOUR RESPONSIBILITY AS AN EXHIBITOR

Seatrade Maritime 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, including High Visibility Jackets and suitable steel-capped toe boots.
- 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:

Customer Services	ccgcustomerservice@informa.com	+44 (0)20 8052 0660
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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. Those activities are:

- Any hazardous or moving exhibits on your stand.
- Any live demonstration or event involving members of the public.
- Any significant construction within your shell scheme.
- 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 Conference Area.

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 **ES Exhibition Services**, 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 outside 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 Seatrade Maritime Crew Connect Global 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 (*excluding service 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 One Bonifacio High Street.

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.

First Aid/ Medical as appropriate:	28
Fire:	28
Security:	28

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
- Disable 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.

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	

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:

Please check, if present		Please check, if present													
Name	Date	Name	Date												
1. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							7. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						
2. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							8. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						
3. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							9. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						
4. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							10. _____	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						
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SIGNATURES IN CORRECT SEQUENCE: (All signatories in this certificate shall be aware of the responsibilities laid down in this permit.)

CONTRACTOR SAFETY OFFICER	EVENTS MANAGER	PROJECT IN-CHARGE	FIRE LIFE SAFETY MANAGER	DIRECTOR OF ENGINEERING
I confirm that the safety precautions specified will be observed.	I have checked & agreed to all arrangements specified.	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.

FREIGHT ORDER FORM

Services must be booked by Monday 5th October 2026



Exhibitor:	Stand No:
Invoice Company:	Telephone:
Address:	Contact email:
Town /City & Postcode:	Accounts email:
Country:	EORI/ VAT No.:

COLLECTION from

* Please insert location address for collection of your shipment

RETURN to

*Please insert address for delivery of your shipment after the exhibition

Customs and transfers from arrival in Manila

On Site handling unloading, delivery to stand, storage of empty packaging, reloading at close of show

ORDER BEFORE THE DEADLINE TO SECURE OUR BEST RATE AND ENSURE SERVICE

Order Deadline MONDAY 5TH OCTOBER 2026

If your shipment contains lithium batteries/ TVs or Plasma screens, contact EFI in advance

SHIPMENT DETAILS: NOTE there are weight and size restrictions at this venue.

Insert details of your shipment here (e.g. 1 crate - 120 x 80 x 100 cm @ 250kgs)

Advanced Payment Guarantee – required with order. Please complete this section.

Should the terms of the invoice be exceeded EFI reserve the right to debit the Credit /Debit Card used as guarantee. Payment by Credit Card is subject to 3% credit card fee. Payments will be taken in GBP at current rate of exchange.

Credit card details:



American Express



MasterCard



Visa

Number: - - - Expiry (mm/yy)

CSC Number (Visa/Mastercard last 3 digits back of Card/ Amex 4 digits front of card) _____

Cardholder name: _____ Signature: _____

We have read and accept your terms and conditions - BIFA 2021

Form Completed By*:

Name:

Signature:

*All prices are correct at time of publication and are subject to change without prior notice. By completing this form you are confirming that you have read and understand our shipping instructions & tariff for this event.

Return this completed form to seatrade@efilogistics.com and keep a copy for your records Issued by **EFI Logistics** Official Freight Contractor

www.efilogistics.com

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.

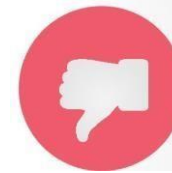


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Proper attire for Contractors, Suppliers & Staff

Tamang kasuotan para sa Contractors, Suppliers at Staff



✓ jeans, t-shirt, closed shoes

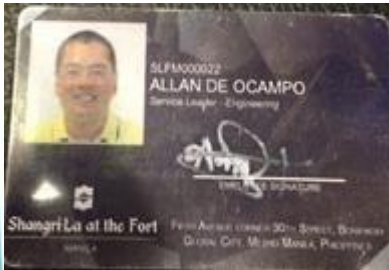
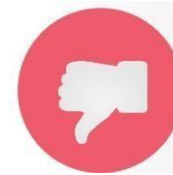
✗ Open shoes for male, slippers, sando, short sleeved shirt, sloppy shirts



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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

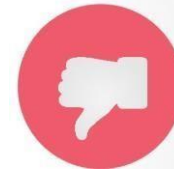


- ✓ 6 Wheeler Truck with maximum Gross Weight of **10 Tons only**
- ✓ Height maximum of **4 Meters**
- ✓ Upon INGRESS contractor must have Safety and Security Briefing with Engineering.

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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Hauling

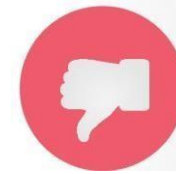


- ✓ Carpets and wooden floors must be properly protected upon entry of trolleys and other equipment with wheels; use at least ½” thick plywood.

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

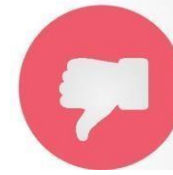


- × Any trolley or equipment **without wheels** or fitted with **non-rubber wheels** must **not be used** on carpeted areas, wooden floors, or marble surfaces.

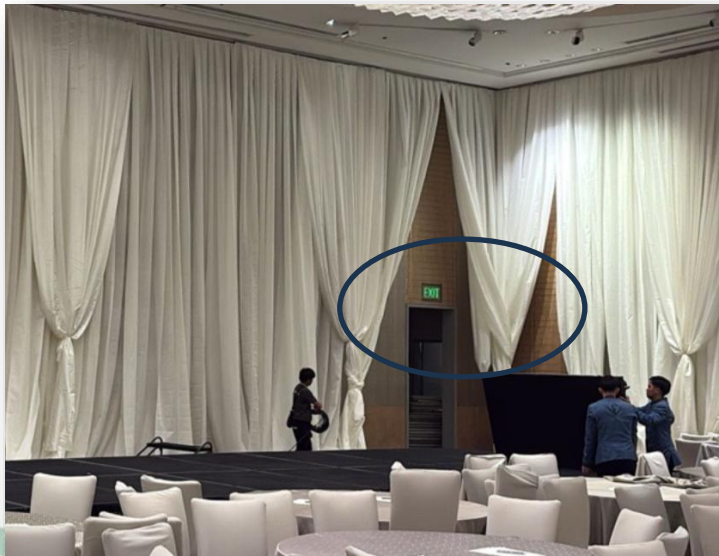


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Fire Exits



- ✓ Drapes opened for exits to be visible and accessible

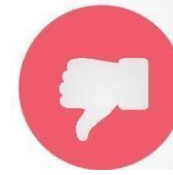


- ✗ Drapes closed, obscuring the exit points.

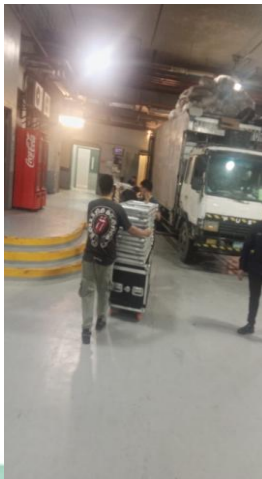
✗ *Hindi tinatakpan ng kurtina ang mga fire exit.*



Fire Exits



- ✓ Empty boxes and other event set up materials must be taken out after ingress
- ✓ *Ang mga walang laman kahon ay dapat ilabas matapos ang set-up/ingress*



- ✗ Leave all empty boxes and other event set up materials during event time

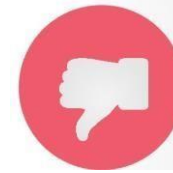
✗ Iwan lahat ng materiales at walang laman na kahon kahit umpisa na ng event



Fire Exits



- ✓ Speaker locations in function room/ballroom corners or on stage. ALL equipment must be at least 4' away from the Fire Exits.



- ✗ Speakers, screens, back drops obstructing exits or hampering operations

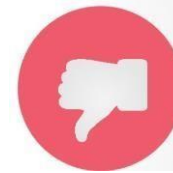
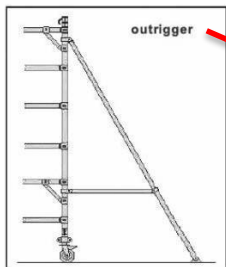
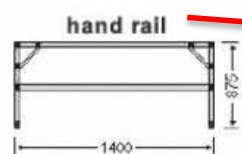


Working at Heights (6ft and above)

Paggawa sa Taas na Higit sa 6 na talampakan



- ✓ Full body harness, carabiner, & lifeline
- ✓ To install outrigger if more than 2 layer of scaffold frame
Maglagay ng outrigger kapag higit sa 2 patong ang scaffolding.
- ✓ With handrail at the top of the scaffold
Lagyan ng hawakanang itaas ng scaffolding.
- ✓ Don't ride the scaffold while it is being moved
Huwag sumakay sa scaffolding habang inuurongito.



- ✗ No safety harness, safety belt, & rope
- ✗ No outrigger (advice to stop immediately)
Agarang pahintuin ang trabaho kapag walang outrigger at handrail ang scaffolding.
- ✗ No Handrail (advice to stop immediately)



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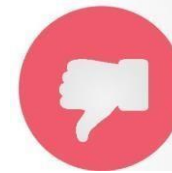
6.0 Audio/Visual, Lighting & Electrical Safety



- ✓ Proper connectors Used
3-Phase Cable
(3 main line, 1 neutral, and 1 ground)
- ✓ Splice/connector box locked
- ✓ Wires neatly arranged and away from other combustible materials



Ilatag nang maayos at malinis and mga kable, malayo sa mga combustible materials



- ✗ Improper splicing
- ✗ Exposed wires due to open splicing and broken insulation, unlocked splice box
- ✗ Wires mixed up/peeled wires
Sala-salabat na mga kable

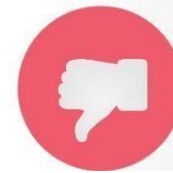
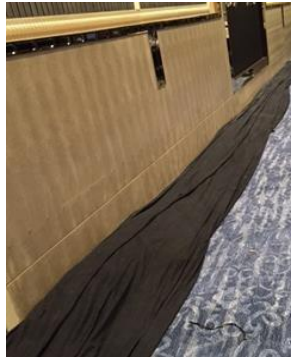


Audio/Visual, Lighting & Electrical Safety



- ✓ Cable lay-out well arranged & organized
Ilatag nang maayos at malinis and mga kable
- ✓ Appropriate sized wires vs electrical load
Akma ang sukat ng mga kable para sa electrical load
- ✓ Electrical works supervised by a qualified electrician
Siguruhing may nakabantay na qualified electrician
- ✓ Wires are well maintained, continuous and no cuts or peels.

Ang walang putol o hiwa ang rubber insulation ng mga kable



- ✗ Messed up wiring
Sala-salabat na mga kable
- ✗ Undersized wires
(cables become hot when held by bare hands)
Mainit sa hawak and mga kablengdi akma para sa electrical load.
- ✗ No qualified electrician on site
- ✗ Peeled-off wires



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Audio/Visual, Lighting & Electrical Safety



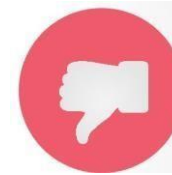
- ✓ Extension Cords shall be properly sized, with disconnect switch.

Akma ang size ng extension cord sa electrical load at may disconnect switch.

- ✓ Power pack equipped with main safety switch.

May safety switch ang power pack.

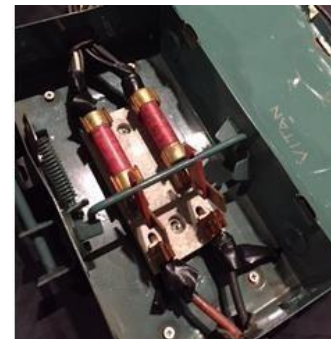
- ✓ Power packs should have enough length of wire from the tapping point (approx. 8 meters or up)



- ✗ Broken extension cords, piggy backing connection
Mga extension cord na nakasaksak sa extension cord din.



- ✗ Power pack with no main disconnect switch and no safety sign



Audio/Visual, Lighting & Electrical Safety



Electrical equipment and metal support shall be properly grounded;

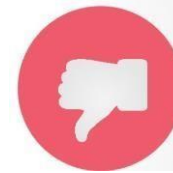
- ✓ If in-house power used, ground the equipment to the hotel's grounding system.

I-ground ang mga equipment sa grounding system ng hotel

- ✓ All metal structures and scaffolding that are used to mount or support lighting, speakers and other electrical equipment must be grounded

I-grounddin ang mga scaffolding at iba pang istruktura na gawa sa metal

- ✓ Electrical wires and installations off limits of unauthorized persons.



- ✗ Electrical equipment and metal support structures not grounded



General Set-up

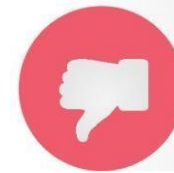


- ✓ Proper protection of carpet and walls must be provided by contractor. ALL equipment must be at least 1.2 meters away from the walls and furniture.

Kailangang maglagay ng contractor ng proteksyon and carpet at walls. Ang mga equipment ay dapat na 1.2 meters ang layo mula sa walls at mga kasangkapan.

- ✓ Black cloth to cover stands/ scaffoldings of lighting/ speakers and various equipment boxes.

Takpan ng itim na tela ang mga scaffolding at stand ng mga ilaw at speakers, pati ang mga equipment boxes.

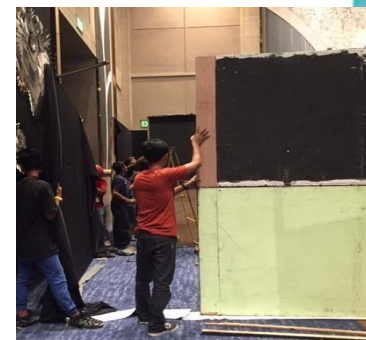


- ✗ Equipment touching walls and/or furniture.

- ✗ No carpentry and painting works inside the function rooms. *All materials must be pre-fabricated off-site.*

Bawal ang pagpipintura at carpentry works sa loob ng function room. Lahat ng materyales ay dapat pre-fabricated bago ipasok sa hotel.

- ✗ Uncovered scaffoldings, stands and equipment boxes



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Cash Bond:

Only touch up paint works using **water-based paints** (e.g. acrylic, latex) are allowed inside the event area, maximum of 25 ml can. All paints must be non-toxic, low odor, and fully dried and cured before the start of the event.

A **Cash Bond of Php50,000.00** is required for **heavy or massive setups** inside or outside the Function Rooms, including the **foyer and pre-function areas**.

Massive setups refer to activities that involve any of the following:

- **Carpentry works** (building or assembling booths, panels, or stages)
- **Painting works** using **brushes over 1-inch width** or **paint rollers**
- **Installation** of heavy materials (wood, metal, glass, etc.)
- **Setup of trusses, platforms, or elevated stages**
- **Construction of Backdrops or wall panels**
- **Use of power tools, lifts, scaffolding, or other heavy equipment**
- **Extensive decorative installations** requiring drilling, nailing, or floor anchoring



Cash Bond :

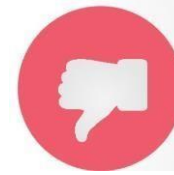
- *Organiser to present confirmation number and event name to the Front Desk to settle the cash bond*
- *Cash Bond may be settled using **cash or credit card pre-authorization transactions** only.*
- *Cheques and bank transfers will not be accepted as a form of Cash Bond.*
- *Proof of payment shall be presented upon ingress otherwise items will be denied for entry.*
- *The Cash Bond may be refunded provided that no damage is found in the venue during the egress walk-through inspection.*
- *In the event that any damages are found, the cash bond will not be released until the Engineering Department has provided the corresponding repair cost.*

7.1 General Set-up



- ✓ Use protective covering such as plywood (at least 1/2 " thick) with black paint provided by contractor

Kailangang maglagay ng contractor ng proteksyon and carpet at walls. Ang mga equipment ay dapat na 1.2 meters ang layo mula sa walls at mga kasangkapan.



- ✗ Heavy equipment/materials placed in direct contact with floor carpet.

Bawal ang diretsong pagpatong ng mabibigat na equipment sa carpet.



- ✗ FIREWORKS
- ✗ Cold pyros, or cold spark machines
- ✗ CRYOGENICS
(more than 10 lbs stored in pressurized containers)



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7.2 General Set-up



✓ LED candles



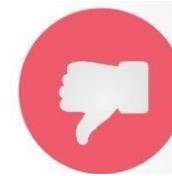
✓ Fire fighting equipment kept clear and visible

Panatilihin ang mga fire extinguishers sa lugar na madaling makita.



✓ Use of haze or smoke machine up to maximum 4 consecutive hours only

Paggamit ng haze machine sa loob lang ng apat na magkakasunod na oras.



✗ Lit candles even floating in water

Kandilang may sindi kahit nakalutang sa tubig



✗ Fire extinguisher used to wedge door open, used in set-ups or obstruction

Paggamit sa fire extinguisher na pangkalang sa pinto o pandagan sa set-up.
✗ cold sparks not allowed

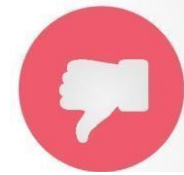


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7.3 General Set-up



- ✓ Free standing vertical banners (1 per meeting room) at foyer area.
- ✓ Each individual battens are designed to carry a load of 50 kgs



- ✗ Use of plastic nails or paper tapes to attach or hang display materials on walls or ceiling and floor area
Pagdikit o pagsabit ng display materials sa dingding, kisame o sahig.



- ✗ Live Fire, gas fired burners or stoves
- ✓ Flat top stoves or induction cooker c/o hotel only

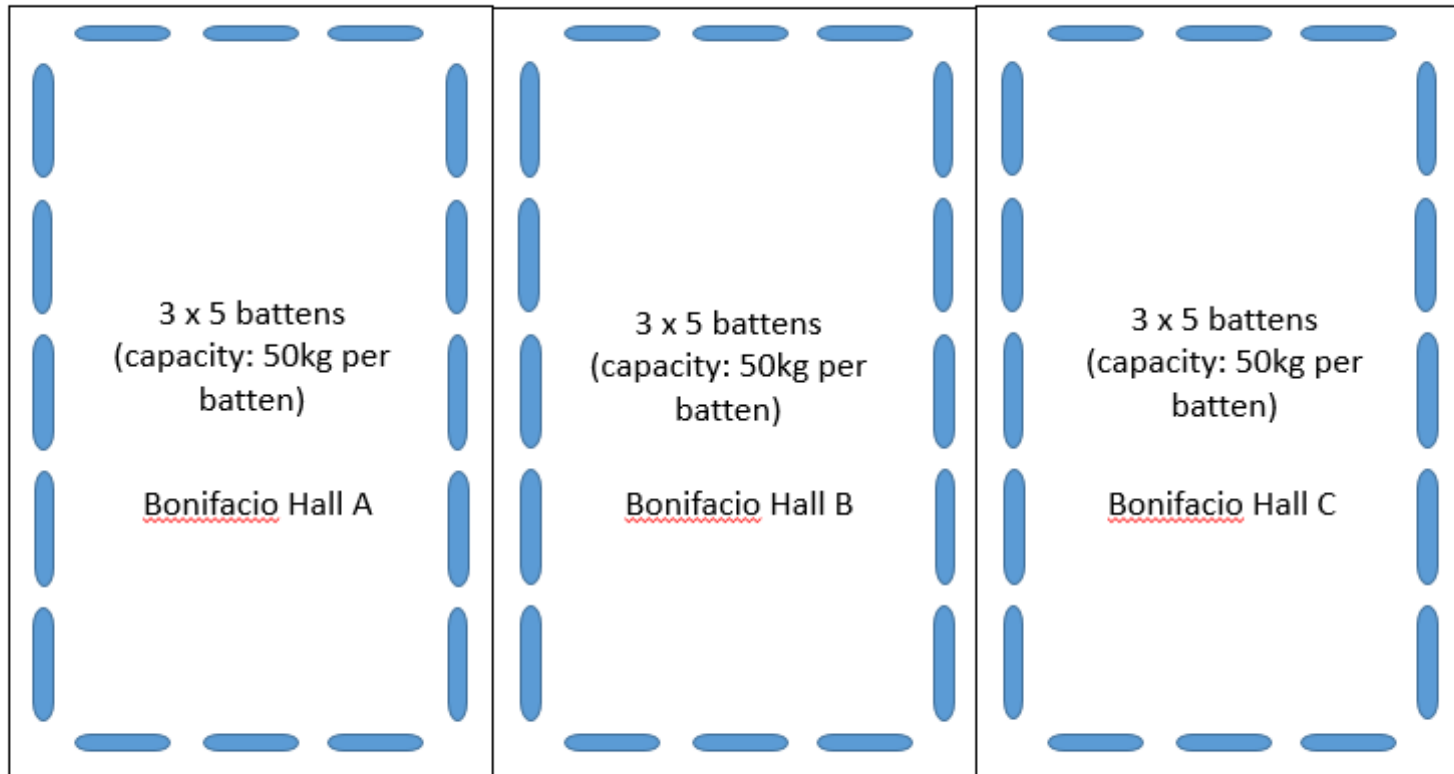


Bawal ang paggamit ng anumang kalan maliban sa induction stove na galling sa hotel.



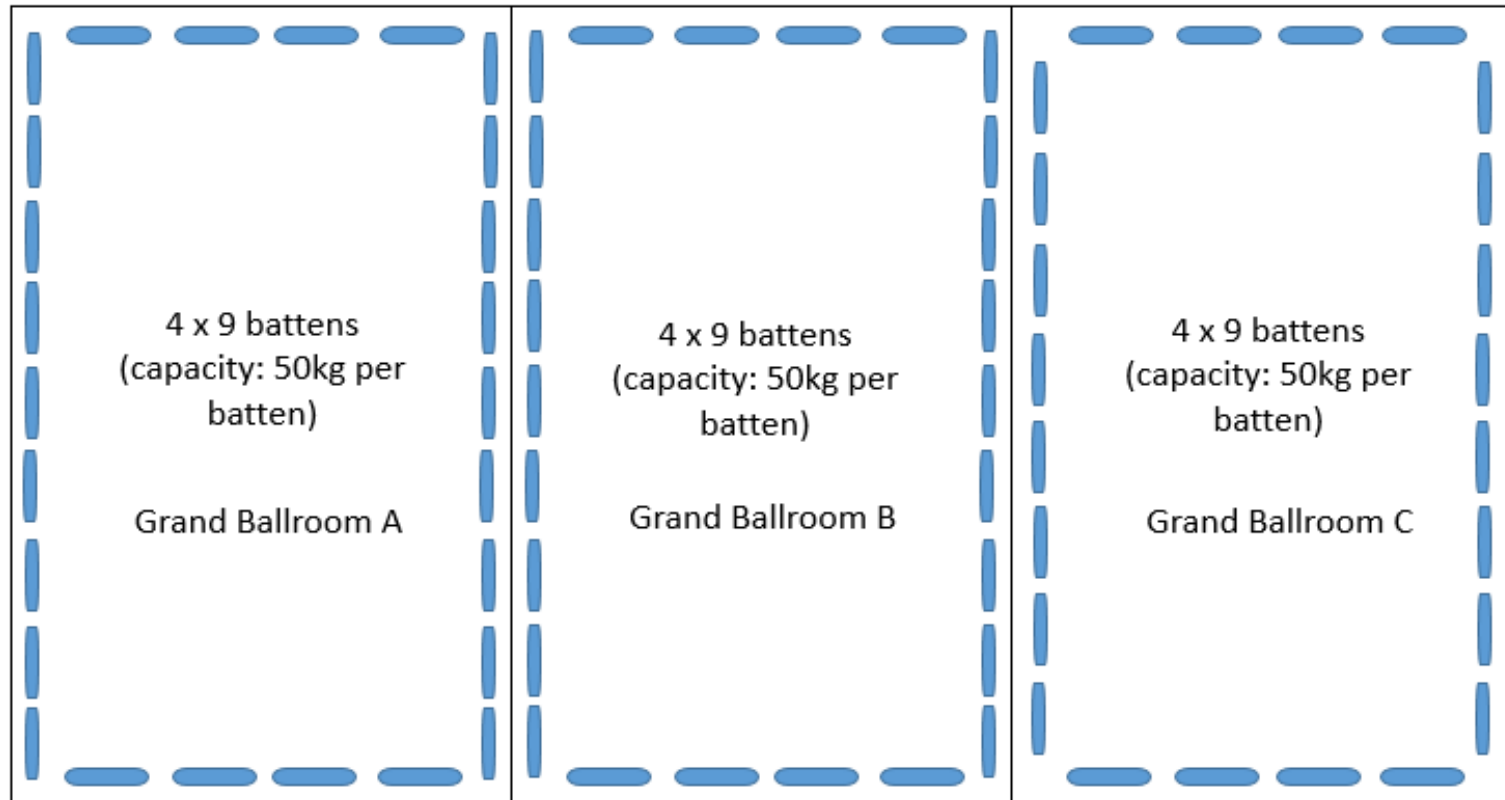
7.4 General Set-up

BATTENS



7.4 General Set-up

BATTENS

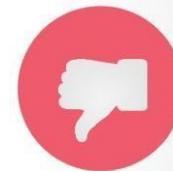


7.5 General Set-up



- ✓ Proper draping set up not to obstruct air circulation
- ✓ Keep air vents free of any hanging materials

Huwag takpan ang mga daluyan ng hangin para sa maayos na cirkulasyon ng hangin.



- ✗ Air circulation obstructed by draping
- ✗ Air vent used as hanging point

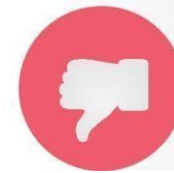
Nahaharangan na daluyan ng hangin. Bawal magsabit ng anumang bagay para sa mga louvers.



7.6 General Set-up



- ✓ Proper draping set up not to cover CCTV
liwas ang mga kurtina sa CCTV



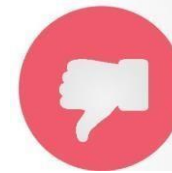
- ✗ CCTV obstructed by draping
Bawal takpan ng mga kurtina ang CCTV



7.5 General Set-up



- ✓ Proper draping at the bridgeway
- ✓ Do not block the CCTV
- ✓ Do not block the light fixtures
- ✓ Ensure 10.5 ft WALKING SPACE for fire life safety



- ✗ Air circulation obstructed by draping
- ✗ Air vent used as hanging point

Nahaharangan na daluyan ng hangin. Bawal magsabit ng anumang bagay para sa mga louvers.

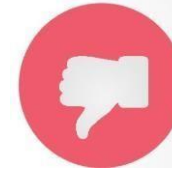
Huwag takpan and CCTV

Iwasan ang light fixtures





Grand Ballroom Bridgeway Set-up



- ✓ Any décor/installations at the Grand Ballroom Bridgeway must have an unobstructed pathway of 10.5 ft (width). Installations are only allowed to occupy 2.5ft on each side.

Anumang palamuti/installasyon sa Grand Ballroom Bridgeway dapat ay may hindi nahaharalang landas na may lapad na 10.5ft. Ang mga installasyon ay pinapayagan lamang na sumakop nang 2.5ft sa bawat panig.



- ✗ Obstructed pathway due to big decors/installations

Nahaharalang daanan gawa ng malalaking palamuti/installasyon

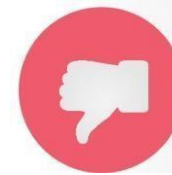
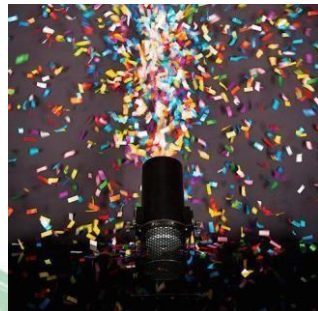


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7.6 General Set-up



- ✓ Cables properly covered by a rubber cover channels
- ✓ Air-filled balloons (*subject for testing*)
- ✓ Confetti machine (*metallic or white paper only*)



- ✗ Use of duct tapes are strictly prohibited on the carpet
Bawal gumamit ng duct tape para takpan ang mga kable sa sahig
- ✗ Balloons filled with flammable gas (e.g. hydrogen)
- ✗ Confetti machine positioned upright directly reaching the Chandeliers



Note: Cleaning of confetti from chandeliers is chargeable –Php 10,000.00 net per Chandelier

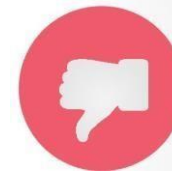


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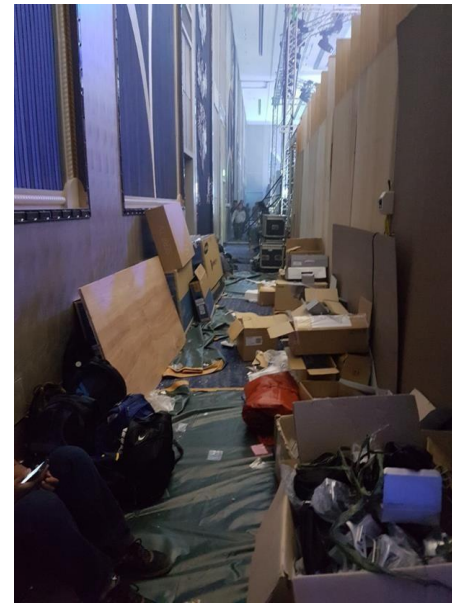
7.7 General Set-up



- × Backstage and hallways must be free from obstruction.
Bawal itambak ang mga gamit sa mga hallway at backstage.



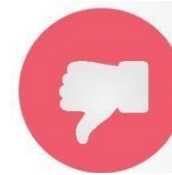
- × Backstage and hallways must be free from obstruction.
Bawal itambak ang mga gamit sa mga hallway at backstage.



7.8 General Set-up



- ✓ Fire exit must be free from obstruction
Huwag harangan ang mga fire exit.



- ✗ Obstructed Fire Exit



7.9 Uninterruptable Power Supply (UPS)

Function Room	Maximum Allowable Load (Inhouse Electrical Panel)
GBR A	1 (One) 100 AT ACB 3Φ
GBR B	1 (One) 100 AT ACB 3Φ
GBR C	1 (One) 100 AT ACB 3Φ
GBR Foyer A	1 (One) 40 AT ACB 3Φ
GBR Foyer B	1 (One) 40 AT ACB 3Φ
GBR Foyer C	1 (One) 40 AT ACB 3Φ
Bonifacio Hall A	1 (One) 60 AT ACB 3Φ
Bonifacio Hall B	1 (One) 60 AT ACB 3Φ
Bonifacio Hall C	1 (One) 60 AT ACB 3Φ
Bonifacio Hall Foyer A	1 (One) 40 AT ACB 3Φ
Bonifacio Hall Foyer B	1 (One) 40 AT ACB 3Φ
Bonifacio Hall Foyer C	1 (One) 40 AT ACB 3Φ
Narra A	Tapping Point at Narra C or D
Narra B	Tapping Point at Narra C or D
Narra C	1 (One) 60 AT ACB 3Φ
Narra D	1 (One) 60 AT ACB 3Φ
Abaca	Power supply (Outlets only) 20A
Capiz	Power supply (Outlets only) 20A
Hablon	Power supply (Outlets only) 20A
Kawayan	Power supply (Outlets only) 20A
Pavillion 1	Power supply (Outlets only) 20A
Pavillion 2	Power supply (Outlets only) 20A
Pavillion 3	Power supply (Outlets only) 20A
Pavillion 4	Power supply (Outlets only) 20A

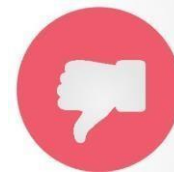
Note: Hotel will require a 20% factor of safety on the total load requirement during inhouse tapping (e.g. 100AT Breaker = 80 Ampere Max on GBR)



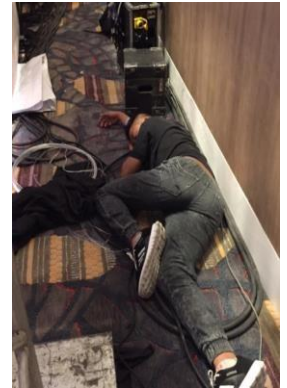
8.0 Meals/ Smoking



- ✓ Meals are to be taken in designated function space
- ✓ Crew meals may be availed from the Hotel
- ✓ No smoking policy is implemented at all times.



- ✗ Meals purchased from outside, and to be brought/ consumed inside the Hotel
Bawal magpasok at kumain ng mga pagkaing binili sa labas
- ✗ Smoking
Bawal manigarilyo kahit saan sa Hotel
- ✗ Sleeping in function rooms
Bawal matulog sa loob ng function rooms, maging sa ilalim ng mga stage.
- ✗ Leaving materials behind. *The hotel has the right to discard the materials in any manner if not removed on the time agreed upon*
Anumang gamit na maiiwan matapos ang pinagkasunduang oras ng pull-out ay maaring itapon ng Hotel.



Additional Info:

No.	Elevator	Units	Car Size (mm) Inner	Car Size (mm) Outer	Load Capacity
1	BS 1	1	157cm (D) X 119cm (W) X 243cm (H)	209cm (H) X 119cm (W)	1600 KG
2	BS 2	1	622cm (D) X 279cm (W) X 279cm (H)	258cm (H) X 279cm (W)	6000 KG
3	HS 1-6	6	220cm (D) X 119cm (W) X 243cm (H)	209cm (H) X 119cm (W)	1800 KG

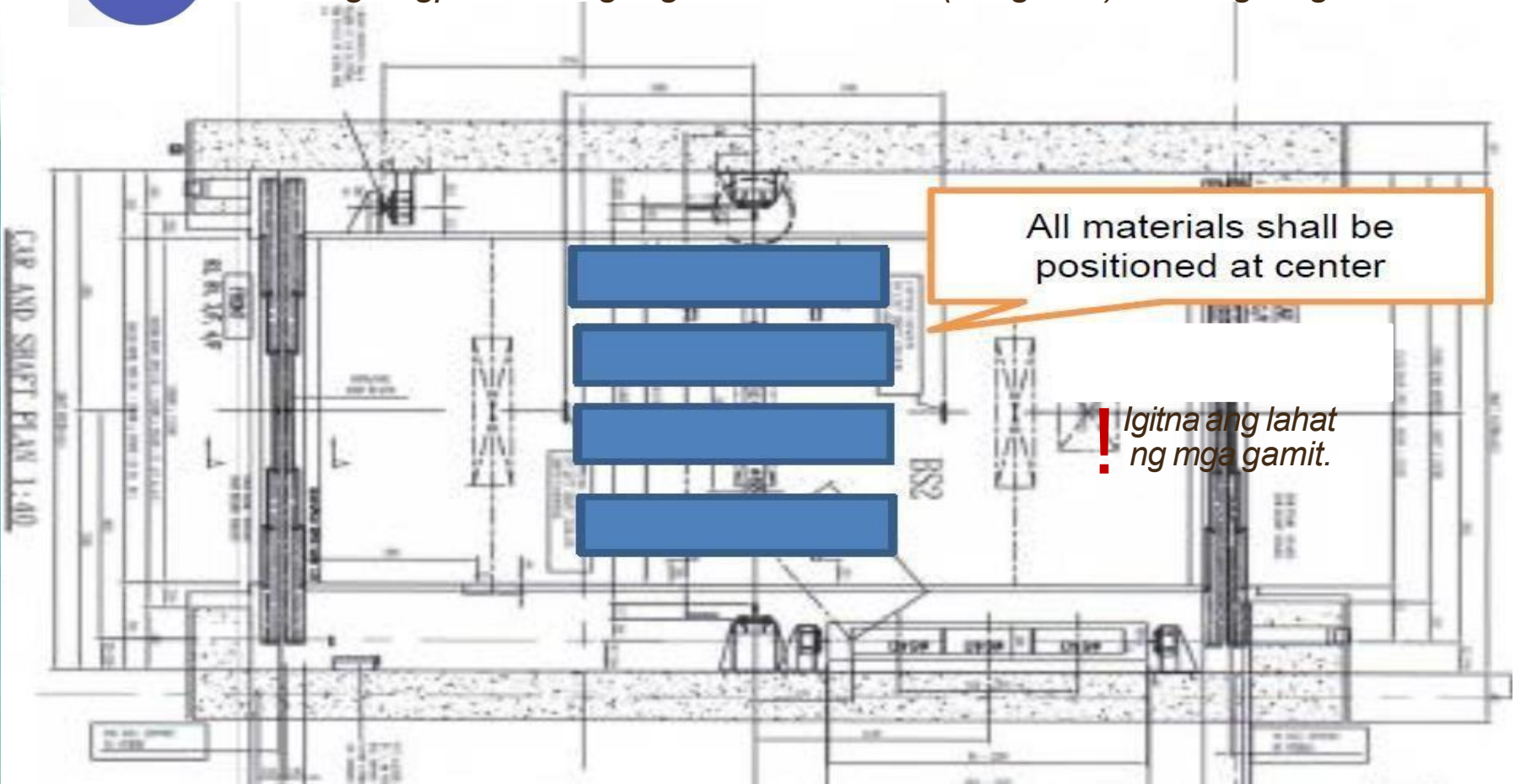
Note:

For Grand Ballroom – use BS1 & BS2

For Bonifacio Hall, other meeting rooms and Adventure Zone – use HS 2



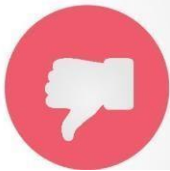
Proper Positioning of Materials During Hauling at BS2 (Cargo Lift) *Tamang Pagpuwesto ng mga Gamit sa BS2 (Cargo Lift) Habang Naghahakot*



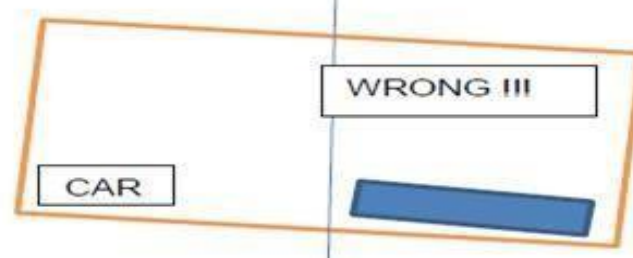
All materials shall be positioned at center

! Igitna ang lahat ng mga gamit.



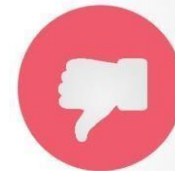


Improper Positioning of Materials During Hauling at BS2 (Cargo Lift) *Maling Pagpuwesto ng mga Gamit sa BS2 (Cargo Lift) Habang Naghahakot*





- ✓ Keep door clear at all times
Huwag kalangan ang pintuan ng elevator

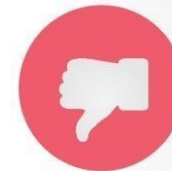


- ✗ Don't block the door
Huwag kalangan ang pinto ng elevator





- ✓ Keep the load distribution balanced
Panatilihing balanse ang bigat ng karga sa loob ng elevator



- ✗ Imbalanced load distribution
Hindi balanseng bigat ng karga



VIOLATIONS:

Violation or non-compliance with any of the above guidelines and setup requirements shall be penalized as follows:

1. *First offense: Php1,000.00/violation/person* including prohibition of such person to enter SLFM.
2. *Second offense: Php2,000.00/violation/person* including prohibition of such person to enter SLFM.
3. *Third offense: Php4,000.00/violation/person* including prohibition of such person to enter SLFM. The foreman or person in-charge of construction will be relieved.
4. *Fourth offense:* The contractor cash bond will be forfeited and work will be automatically stopped. Subject to SLFM discretion, work can only be resumed after posting another bond.

NOTE: A violation ticket shall be issued to the involved party, as a form of acknowledgement on the said offense.

For gross violations such as flooding, fire, fighting of workers, setup will be stopped and the Cash Bond shall be forfeited even at first offense. Setup can only be resumed after the contractor posts another bond and the person in-charge of the setup is relieved.



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MGA PAGLABAG:

Ang paglabag sa mga nabanggit na alituntunin ay papatawan ng mgs sumusunod na parusa:

1. *First offense:* **Php1,000.00** bawat paglabag kada tao. Ang taong ito ay hindi na maaaring pumasok sa SLFM.
2. *Second offense:* **Php2,000.00** bawat paglabag kada tao. Ang taong ito ay hindi na maaaring pumasok sa SLFM.
3. *Third offense:* **Php4,000.00** bawat paglabag kada tao. Ang taong ito ay hindi na maaaring pumasok sa SLFM. Kailangang palitan na ang foreman o person-in-charge.
4. *Fourth offense:* Madaliang pahihintuin ang Contractor sa anumang trabaho at ang Cash Bond na Php 50,000 ay hindi na makukuka ng Contractor. Kinakailangang magbayad ng karagdagang Cash Bondo bago pahintulutang ituloy ang trabaho o set-up ng Contractor.

NOTE: Bibigyan ng violation ticket ang Contractor bilang pagtanggap ng nasabing paglabag.

Para sa matinding paglabag kagaya ng pagkakaroon ng pagbaha, sunog o kaya ay pag-aaway ng mga staff, agarang pahihintuin ang anumang trabaho o set-up at ang Cash Bond na Php 50,000 ay hindi na makukuka ng Contractor kahit first offense pa lamang, Kinakailangang magbayad ng karagdagang Cash Bond bago pahintulutang ituloy ang trabaho o set-up ng Contractor.



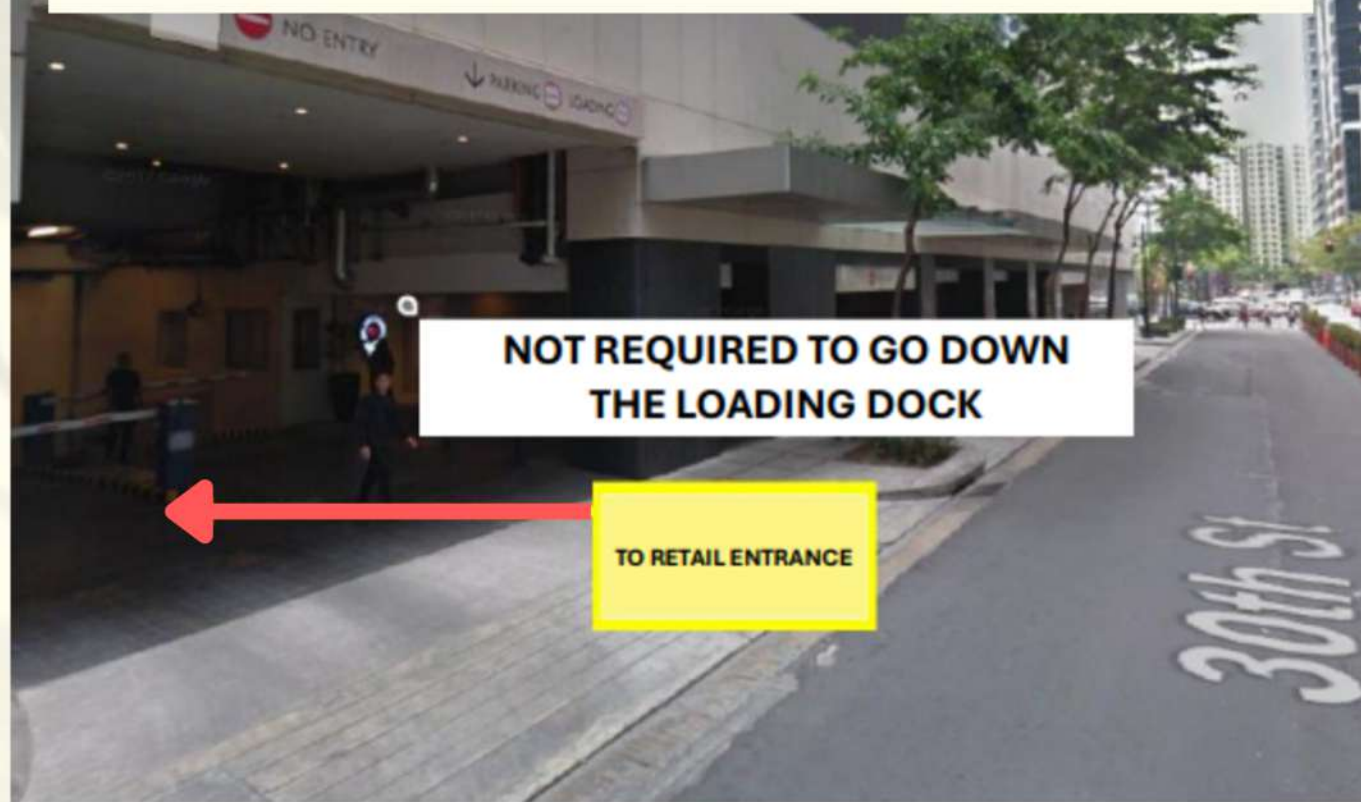
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HOW TO GO TO
GRAND BALLROOM
VIA RETAIL ENTRANCE

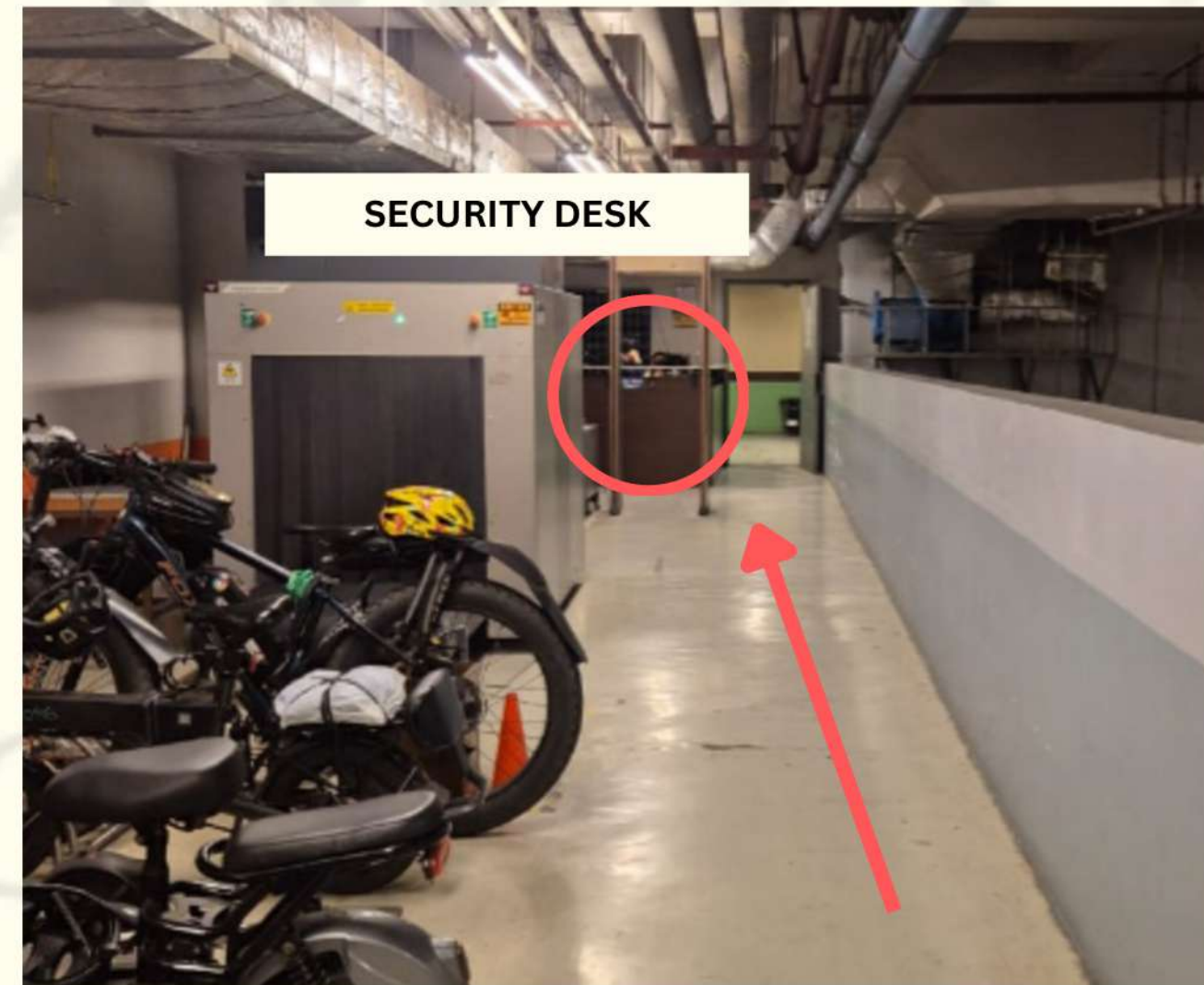
STEP 1: Proceed to **RETAIL ENTRANCE** beside BDO (along 30th street).



STEP 2: Look for the **SECURITY DESK**.



SECURITY DESK



STEP 3. At the **SECURITY DESK**, please present **valid GOVERNMENT-ISSUED ID** or **COMPANY ID**.



STEP 4. Walk through the hallway until you see the **ELEVATORS.**



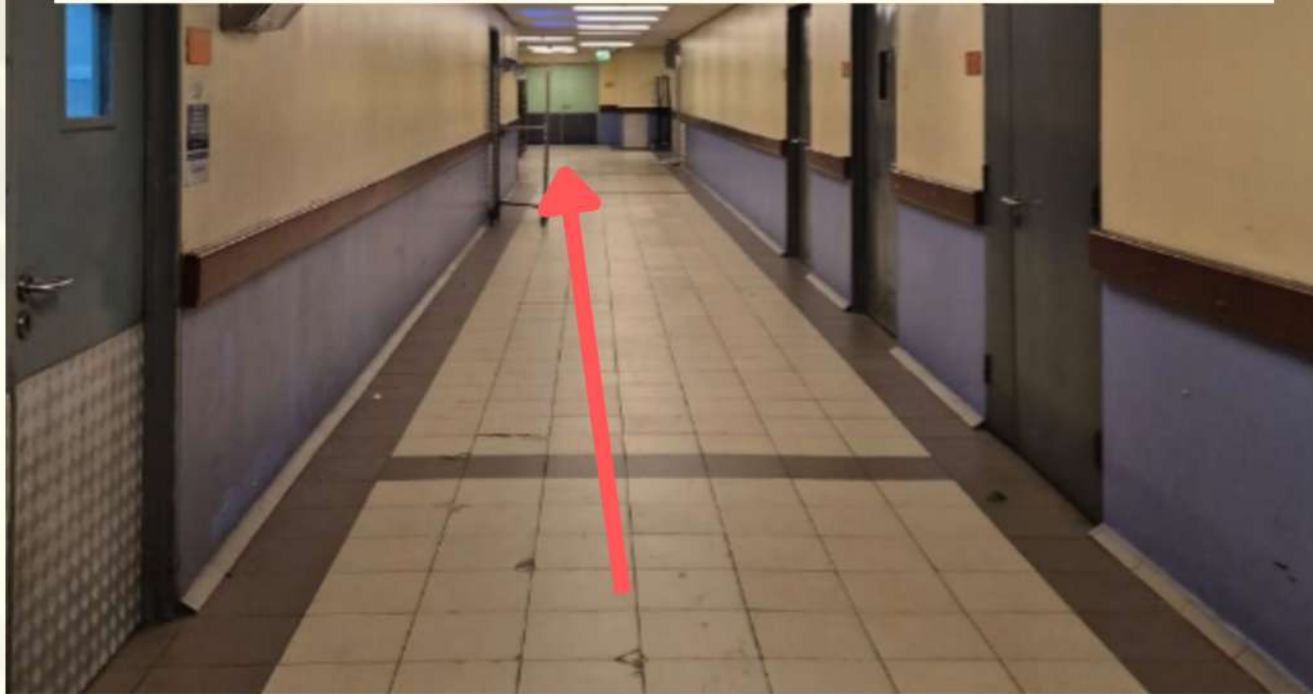
STEP 5. Take the **ELEVATOR** & go to **B2 (Basement2).**



STEP 6. From the elevator, go straight through this entrance.



STEP 7. Go straight until you see the far most **GREEN DOOR.**



STEP 9. Go straight until you reach the end of the hallway, and you'll see the **ELEVATORS** at the left side.



STEP 8. **TURN LEFT** once you reach the **GREEN DOOR.**



STEP 10. Take the elevator to **LEVEL 3** for the Grand Ballroom.

