



MACHINE EQUIPMENT ABOVE 2 TONNES PERMIT

Please email the completed form to the Centre's Co-ordinator fourteen (14) days prior to the event.

CONTACT DETAILS

Event Name

Event Date

Venue/ Hall

Booth Name

Person in Charge

Booth No

Email

Mobile No

A) TERMS & CONDITIONS

1. The exhibitor must appoint the show's official freight forwarder for any unloading and delivery of the machine or equipment to the booth, which requires the use of on site lifting equipment. (e.g. forklift, crane, etc.)
2. Liaise with the show organiser for the move-in / out schedule of the machine or equipment and the issuance of a gate pass.
3. The exhibitor must barricade, cordon off and guard any machine or equipment that is operated for demonstration to ensure that the public cannot come into contact with the said machine or equipment in order to protect the public and the operator.
4. The exhibitor must ensure that no machines or equipment, used for demonstration or display, protrude onto the aisle.
5. Only well-trained staff may undertake any demonstration of machinery or equipment. Exhibitors must ensure that suitable PPE is worn by the operator at all times.
6. If, at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre's representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may, at its sole and absolute discretion, add or remove any restrictions to the use or application of this permit.



MACHINE EQUIPMENT ABOVE 2 TONNES PERMIT

B) Please complete the form below:

1. What type of machine or equipment will be used?

2. What is the weight of the machine or equipment that will be used on site?

3. What is the required floor loading capacity per sqm for the machine or equipment, while static or moving?

4. Will there be a demo on site? How much power supply is required?

5. Who is the person in charge and responsible for the machine or equipment, who will be stationed at the event at all times?

C) Please attach the documents listed below together with this permit:

1. A floor plan showing the machine or equipment display location.

2. The floor calculation method and solutions if the machine or equipment exceeds the venue floor facility.

3. A copy of a risk assessments information document for any activities that use or involve the machine or equipment, and for the machine or equipment that will be used for demonstration.

4. A demo video of the machine or equipment. (If applicable)

I hereby agree to comply with and follow the terms and conditions.

Name

Designation

Date

***** CONVENTION CENTRE USE ONLY *****

Issued by

Comment

Date

