

# MACHINE EQUIPMENT ABOVE 2 TONS PERMIT



Please email completed form to 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) Please complete the form

1. What type of machine/equipment will be used?	<input type="text"/>
2. What is the weight of the machine/ equipment that will be used on-site?	<input type="text"/>
3. What is the required floor loading capacity per sqm, for the machine/ equipment - while static or moving?	<input type="text"/>
4. Will there be a demo on-site? How much power supply is required?	<input type="text"/>
5. Who is the person in charge and responsible for the machine/equipment who will be stationed at the event at all times?	<input type="text"/>

## B) Please attach documents listed below together with this Permit

1. Floor plan showing the machine/ equipment display area or display location.
2. Floor calculation method and solutions if equipment/machine exceeds the venue floor facility.
3. Copy of a risk assessments information for any activities that use or involve the equipment/ machine, and for the machine or equipment that will be used for demonstration.
4. Provide sample of video of the demo machine/equipment. (if applicable)

## C) Terms and Conditions

1. Exhibitor must appoint the show's official freight forwarder for any unloading and delivery of the machine/equipment to the booth which require the use of on-site lifting equipment. (e.g. fork lift, crane, etc.)
2. Liaise with the show organiser for the move-in/out schedule of the machine/ equipment and issuance of gate pass.
3. Machine or equipment that is operated for demonstration must be barricaded or cordoned off and guarded to ensure that the public cannot come into contact with the machine or equipment in order to protect both the public and the operator. Exhibitor must barricade, cordoned 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. Exhibitor must ensure that the machine or equipment whether used for demonstration or display do not protrude onto the aisle.
5. Only well-trained staff to undertake any demonstration of machine or equipment. Exhibitor must provide and 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 representatives shall 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.

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**I hereby agree to comply and follow the above mentioned terms and conditions**

Name	<input type="text"/>
Designation	<input type="text"/>
Date	<input type="text"/>

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

Permit Issued by	<input type="text"/>
Comment	<input type="text"/>
Date	<input type="text"/>