

MOVE-OUT INSTRUCTIONS TO EXHIBITORS

Dear exhibitors,

The exhibition will close at 5pm on **14 March 2025 (Friday)**. Move-out begins from 5pm onwards on 14 March 2025. For the safety of the visitors of the show, exhibitors may not dismantle their exhibits before **5pm**.

Kindly see the move-out schedule for your perusal:

TEAR DOWN

*Please adhere to the move-out timing as advised:

Activities	Date	Time	Remarks
Power Supply Cut-Off	14 March 2025	5.00pm onwards	
Exhibitors to Move Out Hand-carried Exhibits	14 March 2025	5.00pm - 6.00pm	Reserved for Exhibitors' Move Out
Removal of Exhibits / Heavy Machinery/ Equipment (requiring mechanical handling)	14 March 2025	6.00pm Onwards	
All Stands To Be Dismantled And All Debris to be Removed	By 15 March 2025	2.00am	

Note:

- No late work is permitted. Individual stand fitting contractors must complete their work according to schedule listed. Overtime work may not be permitted, and if permission is sought from the Organiser, overtime and electrical charges will be charged to contractors.
- Safety boots, safety vest and long pants must be worn at all times during build-up and tear-down.
- Safety helmet is compulsory during overhead works.

During the move-out, exhibitors are advised to take note of the following:

- Please remove all hand-carried or easily movable goods and valuables once the show closes at 5pm. Please do not leave your stand unattended nor leave exhibits/souvenir items for collection on the next day, nor leave them in locked cupboards as furniture suppliers will collect their furniture and dismantling of stand will commence on the same evening of closing.
- Please note that your suppliers and/or contractors will NOT be allowed into the hall until at least one hour after the show closes at 5pm on 14 March 2025, unless prior approval has been granted by the Organiser. Removal of loaded crates and dismantling of stands should commence after 5pm, till 10pm on 14 March 2025. All materials/exhibits must be removed by then.

Power Supply, Compressed Air, Water Supply, Telephone and Internet Services

If you require extension of any of the above utilities on 14 March 2025 please inform the Organiser's office at least one day in advance.

IMPORTANT

As it is impossible to provide complete protection against theft, exhibitors should ensure that their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk from 5pm on the move-out day. Do not take chances with your valuables – once they are lost, it will be very difficult to recover them. The Organiser will accept no responsibility for losses or damages of any kind.