

To : Ms Jessie Lim  
Director of Conference & Event Services

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**STATEMENT**

I, \_\_\_\_\_ of  
(Name)

\_\_\_\_\_  
(Company)

hereby acknowledge that I have read, and understood the contents of the “Rules & Regulations Governing Contractors” at the Raffles City Convention Centre, and agree to abide by the same.

I understand that, should I or any of my employees or agents fail to comply with any of these procedures, the Raffles City Convention Centre reserves the right to prevent me from working on the premises, and to seek damages for any resultant loss or liability.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RAFFLES CITY CONVENTION CENTRE**  
**RULES AND REGULATIONS GOVERNING CONTRACTORS**

The following rules and regulations apply to any companies directly or indirectly involved with RC Hotel (Pte) Ltd (herein referred to as the Hotel) in the execution of any contractual agreement on the premises of Raffles City Convention Centre.

Access

1. The Hotel agrees to permit the Contractor/Agent access to the Hotel for the purposes of effecting the services on the terms, conditions and regulations specified below.
  - 1a. Advance notice of the date and time of the set-up for the event should be given to the Catering Sales Department prior to arrival.
  - 1b. All goods and equipment are to be delivered and pick-up through Raffles City's loading docks area only, accessible from Beach Road. No goods and/or equipment whatsoever are to be carried through any other areas. Any materials and equipment delivered to the Hotel before the move-in day will be refused entry, unless communicated in writing. All non-commercial vehicles (private cars) will not be permitted to enter the above-mentioned area. All non-commercial vehicles will be required to access loading area through Raffles City's car park area via Stamford Road entrance and to park in the green zone for easy access to loading Dock 3. No passenger lifts are to be used to carry any equipment or goods.
  - 1c. All equipment / goods not requiring more than 32 square meters / 1600kg will be unloaded at loading Dock 2 between 0800hours to 1800 hours. All equipment and goods requiring more than the above mentioned dimensions will be required to unload at loading Dock 3. To use the cargo lift at Dock 3, prior arrangements to a lift operator have to be made at least 24 hours before delivery date / time at the following number 64316013.
  - 1d. Unattended vehicles will not be allowed to remain at all loading areas
  - 1e. All goods/equipments delivered through Loading Dock will be reported to the security officer for further direction upon entering Hotel premises. Please ensure that the organizers and Function Room names are produced to Hotel representative.
  - 1f. Only Loading Dock 2, Dock 3, service entrance and service elevators are to be used for the movement of any and all equipment and materials whatsoever.
2. Setting-up And Dismantling
  - 2a. The Hotel will not supply any goods, equipment or decorations with compliments to the contractors/agents with the exception of what had previously been agreed with the function organizers.
  - 2b. The use of nails, screws, double-sided tapes, pins, paint or any other materials that may cause damages or alterations to the Hotel property is strictly forbidden. The Hotel reserves the right to charge the contractors/agents for any damages caused by them.

- 2c. All forms of decorations installed must be removed from the building by the agencies before leaving the Hotel premises. Any material left behind and judged to be of no use will be disposed off by the Hotel at the contractor's/agent's own expense.
- 2d. Any requirements for storage of goods and/or equipment has to be channeled through the function office at 6431 6013. The Hotel reserves the right not to accept any goods/equipment for storage in the Hotel premises. The hotel will not be responsible for any mishap regarding equipment/goods belonging to the contractor/agent.
- 2e. When bulky items are required to be moved onto the Convention floor, the contractor/agent shall put up protective covers on all pillars and door frames which are along the route leading to the contractor's assigned area. Such cover can be requested from the Hotel, however the contractor/agent is still required to put them up and return them to the Hotel.
- 2f. All banners, props, backdrops and wall decorations shall be self-supporting suspended from the ceiling with approved method of installation. All signs or notices displayed shall be free standing. No signs or notices are to be affixed to pillars or walls.
- 2g. All large items are to be brought into the Hotel by trolley (self-provided). All trolleys must be well protected with rubber bumpers to prevent chipping and scratching of doors, doorframes and walls.
- 2h. Materials shall be placed on the floor and shall not be left leaning against the walls, windows, pillars, or wall panels. The marble floors and carpeted areas shall be well protected and no material should be strewn on carpets or the marble floor without adequate cover sheets.
- 2i. The contractor/agent shall apply for and obtain all necessary permits and authorizations from the relevant Government authorities before commencement of the services and works. The Contractor/Agent shall make available to the Hotel copies of all such permits and authorizations upon request by the Hotel.
- 2j. Drawings of layout plans and electrical works (in relation to [designate services] shall be submitted to the Hotel for approval at least thirty (30) days prior to the Move-In Day.
- 2k. Entering to a preliminary set-up venue before the actual time of the event is at Contractors and/or Event organizer's own risk. Contractors and Event Promoters shall indemnified and hold harmless to RC Hotels (Pte) Ltd doing business as Raffles City Convention Centre and its subsidiaries against any accident or injury claim while entering to the premises before the full banquet step up is completed for the event.

3. Conduct of Contractor, Employees, Agents

3a. All contractors/agencies' representatives are to register their employees at the Security Office by giving full personal particulars and Risk Assessment form in writing. All workers must acquire to wear their company ID Pass and display the pass in a prominent position or company T-Shirt while working in the Convention Centre. Full particulars of an on-site supervisor, who must have the authority to make decision on instruction from the Hotel's authorized personnel, must also be provided to the Hotel.

3b. All foreign workers engaged by Contractors/Agents working on our premises must hold valid work permits.

3c. Smoking is strictly prohibited in all areas of the Convention Centre.

3d. No food and drinks are to be consumed in public areas. A designated area, with tables and chairs will be provided for contractors/agents. Any food or drinks brought in, or from the hotel, will be consumed in restricted areas as specified by Captain in-charge.

3e. Representatives and employees of any given contractors/agencies will not be allowed to enter any other function rooms on the Convention floor other than the one they are being contracted for. Breaking of this rule is considered as trespassing.

3f. The contractors/agencies are not allowed to consume drinks and/or food arranged in the function rooms without the official authorization of the main organiser of the function given in the presence of the Banquet Assistant Manager in-charge.

Should permission be granted, the Hotel will arrange for appropriate service. No employees will be allowed to help themselves.

3g. Only designated service entrances and elevators, that is Loading Dock 3 in Basement 1 are to be used for transportation of workers and materials.

3h. All workers are to be properly attired and must display in a prominent position, identification passes issued by the Hotel.

3i. All workers are to bring their own tools. The Hotel's equipment shall not be used unless prior approval had been obtained. Equipments are available to the contractors at specified rental charges, ie, audiovisual equipment.

3j. None of the guest facilities are to be used and no loitering is allowed in guest areas. 3k.

No gambling is allowed on Hotel premises.

3l. Please keep all noise to a minimum so as not to inconvenience our guests.

4. Fire and Safety Regulations

4a. All materials used, methods of installations and the structural fitness thereof shall

comply with all local safety codes and no temporary structure will be installed in such a way that will hinder or obstruct the operation of the Hotel's fire and life safety routes and equipment. The Contractor shall be liable for any non conforming item or any violation against the Fire Safety Act.

- 4b. All exit doors, stairwells and service corridors shall be kept free of obstruction, unlocked and readily operable at all times during the relevant Events
- 4c. No open flames shall be used.
- 4d. Additional illuminated exit directional signs shall be provided by contractor at locations where the exits are not immediately apparent.
- 4e. Gangways leading to exits, fire-fighting appliances, and fire alarm call points shall be kept clear at all time.
- 4f. Event and service activities shall be confined within approved areas.
- 4g. All materials used in connection with the services shall have flame spread rating of class ONE, a compliance with requirements of the fire codes.
- 4h. Any wiring running on floors must be properly taped down with cloth tapes. Wiring on floors must be avoided in high traffic areas such as aisle and door access.
- 4i. No explosives, petrol, gas or inflammable substances such as Liquid Petroleum Gas (LPG) cylinders are to be used or stored.
- 4j. During functions, lights shall never be completely turned off (black out).
- 4k. The floor load of the exhibit areas is of a maximum of 100lbs/sq ft. or 5KN/sq.m.
- 4l. The Contractor arranges sufficient 2.5kg BCF fire extinguishers within the Event area.
- 4m. No construction or any services whatsoever are commenced without the Hotel's approval of any layout plan and electrical drawing as specified in point 2J.
- 4n. In the event of using artificial smoke machines, the agency is responsible for advising the Hotel Security before the beginning of the function and/or before usage.
- 4o. Safety belt or safety harness must be worn by workers working at height I. Contractor is to comply with WSH (Works At Height) Regulations. Workers must attend training courses on work at height and the work activity must be supervised by WAH supervisor.
- 4p. Workers should put on personal protective equipment appropriate to the trade they are performing.
- 4q. Helium gas cylinder should stay upright and secured to a trolley to prevent fall.

- 4r. Approval must be obtained from Arms & Explosive Dept of the Singapore Police Force and Singapore Civil Defence Force for any display of pyrotechnic. The applicant will comply with the laid down conditions.
- 4s. Scaffolds erected must comply with WSH (Scaffolds) Regulations. Only an approved scaffold supervisor and erectors are allowed to erect and modify the scaffold.
- 4t. All Mobile Elevated Working Platform (MEWP) must be operated by trained and competent person. Operator of an MEWP is required to attend and pass a MEWP training course for the specific type of MEWP he is operating (e.g. Boom Lift, Scissors Lift and Vertical Personnel Platform etc). Authorised Examiners are required to test, examine and certify that the MEWP passes the statutory inspection.

5. Electricity Supply

The Contractor acknowledges and agrees that it shall strictly adhere to the Hotel's procedures for supply and installation of electrical wiring and fixtures in relation to any electrical installation and wiring conducted in that regard. No deviation from those procedures shall be permitted without the written approval from the Hotel's Engineering Manager.

The Contractor shall comply with the following requirements: -

- 5a. Prepare electrical single-line diagrams complete with relevant safety protection mechanisms. Diagram(s) will be forwarded to the Hotel's Convention Services Manager and Engineering Manager for approval at least two (2) weeks in advance of the relevant Event.
- 5b. Not to commence construction or any works whatsoever without the Hotel's written authorization.
- 5c. Supply all materials, fixtures and labor necessary to wire the various points and fixtures.
- 5d. Ensure that all wiring works comply with the Hotel's standard requirements in that regard and local fire and safety codes.
- 5e. Provide cabling and wiring from the nearest electrical riser(s) and terminate at designated points according to drawings and diagrams approved by the Hotel.
- 5f. Test and check all fixtures and circuits before connection.
- 5g. Test and check the whole system before commissioning. One number 2.5kg BCF fire extinguisher must be provided next to each electricity distribution board.
- 5h. Provide adequate certified technician(s) full-time for stand-by service.

5i. Dismantle and remove any and all wiring and fixtures no later than the relevant Move-Out day applicable (in relation to each Event with which the Contractor is involved), to the particular group involved in that Event, or as notified by the Hotels to the Contractor as the Move-Out Day.

5j. Power points are not to be overloaded. Convention Centre qualified employees will instruct accordingly.

6. Vehicle Movement and Display (if applicable)

Kindly conform to the following procedures on vehicle's movement and display at the Convention Centre: -

6a. Make prior arrangements with the hotel security (64315008) for the usage of the cargo lift at B1 car park (in-between Lot No: 1008 & 1009).

6b. The vehicle's (car, motorcycle, etc) fuel tank is to be emptied to the barest minimum prior to the access into Cargo lift. All fire safety measures must be adhered to during the "emptying" process.

6c. **Driving or riding** of vehicle or motorcycle on Convention floor is **strictly prohibited**. Vehicles must be pushed to their designed site.

6d. Vehicles must be situated entirely on platforms. The carpet floor must be protected from being damaged especially from oil drip or spillage.

6e. It is imperative to provide a sufficient quantity of portable fire extinguishers (dry powder) at the exhibition area.

6f. All displayed vehicles must be completely immobilised.

6g. The vehicle's battery must be disconnected.

6h. **Start-up or warm ups** of vehicles are **strictly prohibited**.

6i. You shall engage your own security to protect your exhibits from any mischief/theft. 6j.

Kindly refer to the relevant technical datas as stipulated in s/no 8.

7. Security, Insurance and Liability

7a. The Contractor agrees to protect, indemnify, defend and hold harmless RC Hotels (Pte) Ltd doing business as: -

Fairmont Singapore  
Swissôtel The Stamford, Singapore  
Raffles City Convention Centre  
Equinox Restaurant & Bar Complex  
Willow Stream Spa

Raffles International Limited and their respective affiliates, directors, officers, employees and representatives from and against any and all claims, liabilities, damages, losses, costs and expenses of any kind or nature, including without limitation legal fees, and all other liabilities howsoever the same may be caused by reason of any suit, claim, demand, judgement or cause of action initiated by any person(s) or entity(ies) or alleged to have arisen directly or indirectly out of the performance of the Contractor's work, services or obligations performed or rendered under this Agreement.

7b. The Contractor shall carry and maintain at its sole cost and expense, the following types of insurance:

- (i) Commercial General Liability insurance with limits of not less than Dollars One Million (S\$1,000,000) per occurrence; such insurance to include contractual liability to insure the performance by Contractor of the indemnity agreement as to liability for injury or death of persons or damage to property.
- (ii) Workmen's Compensation and Employer Liability insurance covering all its employees while they are performing work on the Hotel premise or in the performance of services on behalf of the Hotel.



All policies provided for herein shall name RC Hotels (Pte) Ltd doing business as: -

Fairmont Singapore  
Swissôtel The Stamford, Singapore  
Raffles City Convention Centre  
Equinox Restaurant & Bar Complex  
Willow Stream Spa

Raffles International Limited and their respective affiliates as additional insured(s). Executed copies of the policies or certificates of insurance shall be delivered to RC Hotels (Pte) Ltd upon the signing of this agreement. As often as any policy required hereunder shall expire or terminate, renewal or additional policies shall be procured and maintained by the Contractor.

7c. The Contractor assumes the entire responsibility and liability for any losses, damages and claims derived out of injury to exhibitors, their servants, agents or groups, members of the public or any persons' displays by reason of the works or other acts committed or omitted in this regard by the Contractor, its servant, agents, employees and independent contractors (including but not limited to electrical and construction services described above) and shall protect, indemnify, defend, pay on behalf of, save and hold harmless the Hotel and its affiliated companies and employees from and against claims, damages, losses and expenses, however the same may be caused by reason of any suits, claims, demand, judgment or cause of action initiated by any person arising or alleged to have arisen directly or indirectly out of the performance of the work by the Contractor, its servants, agents, employees and independent contractors, or other acts committed or omitted in this regard.

7d. The Contractor accepts full responsibility for and agrees to indemnify the Hotel for any damage (including any consequential loss) to the Hotel premises caused by the Contractor, its servants, agents, employees and independent contractors engaged by the Contractor.

8. Relevant Technical Data

8a. The permissible floor load is 488kg per sq m 8b.

The dimension of the doors are stipulated below:

- i) Service Door beside VIP A Room is 2.6m wide by 2.3m high.
- ii) Fairmont Ballroom Main Doors is 1.96m wide by 2.3m high.
- iii) Fairmont Ballroom Service door is 2.8m wide by 2.3m high.

8c. Cargo Lift (DSL 6):

- i) Load – 5 ton (max)
- ii) Length – 6.65m
- iii) Width – 2.93m
- iv) Height – 2.71m