

EVENT SPACE/DISTRIBUTION POINT/PUSHCART – BOOKING PROCEDURE AND REGULATIONS

A) Booking Procedure

1. Client to provide the following during enquiry at least 4 weeks before event commencement date

1.	Station
2.	Location
3.	Preferred Dates
4.	Type of event (roadshow/ distribution)
5.	Description of Trade

2. After finalizing on the available dates, we would revert with a confirmation email
3. Client to submit the following items to accept confirmation on dates, 4 weeks before event commencement.

Item 1 – 3 is applicable for distribution point

Item 1 – 7 is applicable for event space and pushcart

Item	Documents	Requirements
1	Booking Form	Complete contact details
2	ACRA Profile	<p>Latest and complete set of ACRA is required (retrieve at least 6 months ago at time of booking)</p> <p>To show registered address and shareholder details</p> <p>Please note that one of the director listed has to be the one to sign the license agreement.</p> <p>If company is under private limited, director can write an authorization letter to allow someone to sign the contract on his/her behalf.</p>
3	Photographs of set-ups, flyers and/or items to be distributed	To submit for approval
4	Screenshot of bank statement (no older than 1 month from submission date)	To show only the account name and number for refund of security deposit. For Finance verification purpose only.
5	Proposed layout plan	No hand-drawn, to indicate the specification and dimensions of the furniture and fixtures

6	SCDF Temporary Change of Use Licence	<p>Item 5 – Proposed layout plan would be endorsed and approved by SMRT. Client would then have to apply for SCDF Temporary Change of Use licence (at own cost) and submit a copy of the approval license to SMRT before commencement of event. Failure to submit will delay the refund of the security deposit.</p> <p>For more information about SCDF Temporary Change of Use license, please visit: https://www.scdf.gov.sg/fire-safety-services-listing/permits-and-certifications/temporary-change-of-use</p> <p>Please refer to this link to apply for your SCDF license: https://dashboard.gobusiness.gov.sg/login</p>
7	Public Liability Insurance	Minimum \$500,000 and joint name with 'SMRT Trains Ltd'

B) Payment

- Full payment to be made before commencement of event. We would advise on the amount to be paid during confirmation.
- Mode of payment: Bank Transfer
- Bank details are appended as follows:

Name of Account	SMRT Trains Ltd
Name of Bank	DBS Bank Ltd
Bank Account Number	001-031593-5
Bank Code	7171
Branch Code	001
Swift Code	DBSSSGSG

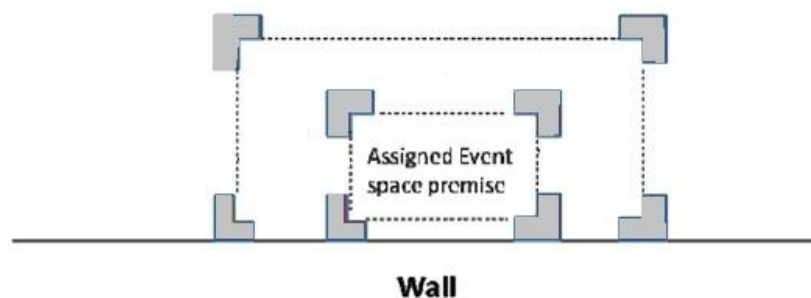
- Upon completion of the transfer,
 - i) please provide us a copy of the bank remittance advice or a screenshot for tracking and verification purposes. Strictly no refund after payment made.
 - ii) we email an electronic version of the license agreement for endorsement

C) Cancellation/ Revisions

- No cancellation is allowed after our confirmation.

D) On-Site regulations

- All event set-ups to be placed within the inner boundary; all roadshow staff to conduct promotional activities within the outer boundary. Refer to illustration below:



- Refer to specimen agreement (clauses 23 to 26) for actions that will be taken against non-compliance.
<https://stellarlifestyle.com.sg/wp-content/uploads/2024/02/Specimen-Agreement-Event-Space.pdf>
- All staff are to exchange for the AUTHORIZED PROMOTER pass daily at the Passenger Service Centre before start of roadshow using their photo ID, display it prominently and return the pass daily after roadshow ends.
- Strictly no sales/ monetary transaction is allowed

(E) Detailed pointers to note:

1. ELCB (Earth Leakage Circuit Breaker) is to be use before plugging in your appliances into the switch socket outlet. Wiring laid on the floor are to be covered with non-conductive protective cover/ trunking.
2. Only furniture of non-combustible material (metal or aluminum) are allowed.
3. Maximum no. of staff are allowed (we will advise you once you confirm the location) at any point of time.
4. Event space should not be left unattended at all times; staff are to stay within the event space and strictly no touting/ creating nuisance to the public and no impeding of traffic flow.
5. All roadshow items are to be kept daily (to arrange own removal) after operating hours; no storage area will be provided by SMRT.
6. For lease within the Raffles Place and Tanjong Pagar Atriums, you may leave your items overnight at your own risk; SMRT shall not be liable for any loss or damage.
7. Laying of carpet is optional (except for Xchange which is compulsory). If carpet is laid, it should be taped around the perimeter with similar colored tape and remove daily as well.
8. Height limit of set-up is 1.8m
9. To provide own fire extinguisher
10. Setting up and dismantling time:

Raffles Place and Tanjong Pagar Atriums

- Setup on Saturday from 10am to 6pm
- Dismantling on Friday from 8pm to 11pm

for others (indoor or concourse)

- Setup on the event day after 9am
- To vacate on the last day of event by 11pm

Note: SMRT reserves the right the change the above without prior notice