Suntec SINGAPORE Convention & Exhibition Centre

The Preferred Place To Meet

[AP-006]

# CANVASSING & DISTRIBUTION OF MATERIALS **PERMIT**

This permit is required when canvassing and distribution of promotional materials is undertaken within public areas of Suntec Singapore. Please complete and submit this permit application to your dedicated Suntec Point of Contact (SPOC) no later than 21 days prior to event move-in day. **PLEASE SUBMIT ONE CONSOLIDATED FORM FOR EACH EVENT**.

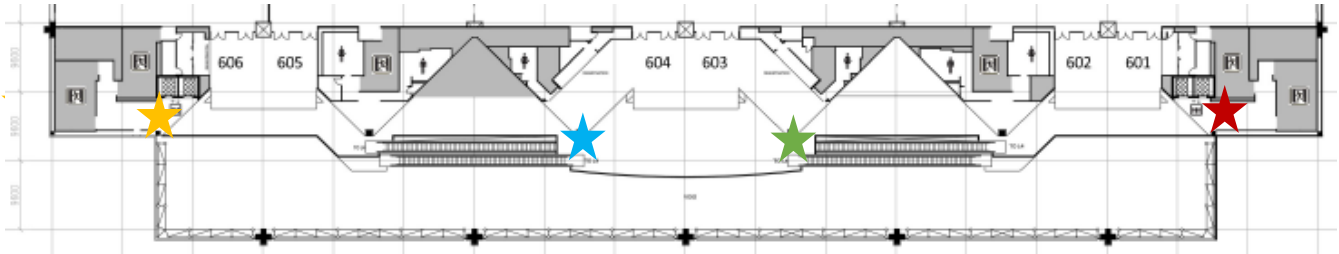
**All application forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.**

## Mandatory Requirements

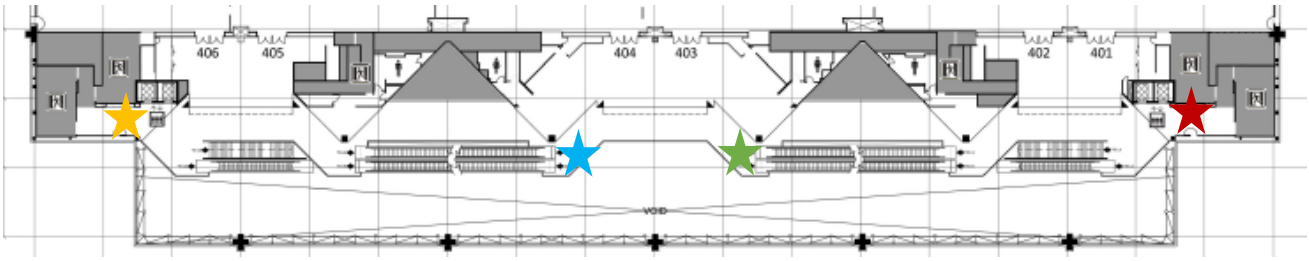
- The applicant must obtain prior approval via this permit from Suntec Singapore before any activity can take place.
- This permit is required if canvassing and distribution takes place within common/public areas. A permit is not required for such activities within contracted/licensed areas.
- The applicant must provide manpower, cleaning and disposal of waste and bear the associated costs.
- Only person-to-person canvassing/distribution is permitted. Build-up of structures or booths for this purpose is not permitted.
- Storage and delivery of promotional materials should be allocated and stored by the event organiser.
- At all times during distribution, the deployment area should be kept clear from potential trip hazards.
- Suntec Singapore reserves the right to revoke permits if deemed necessary.

## Technical Specification - Approved Locations

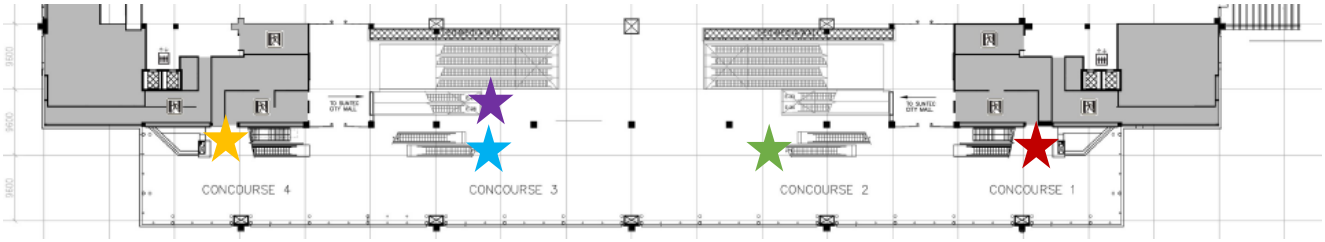
**Level 6:**




**Level 4:**

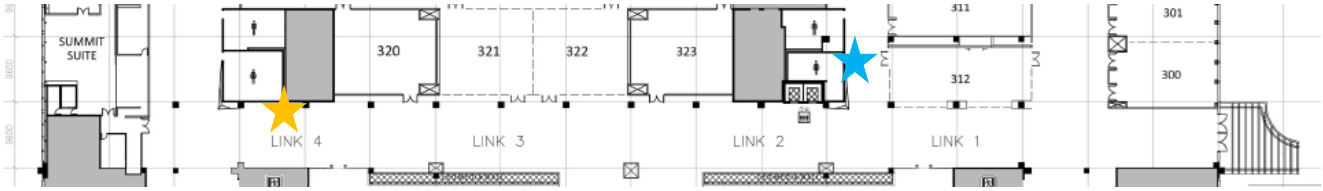



**Level 3 (Concourse):**

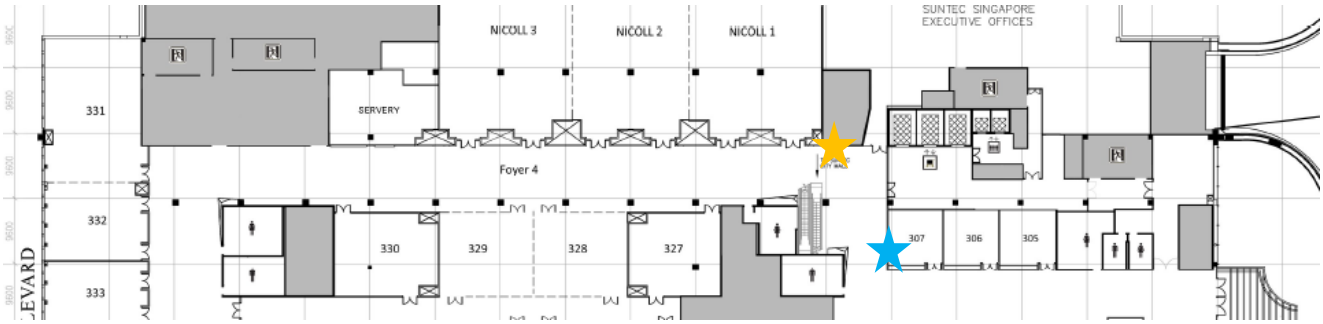


# CANVASSING & DISTRIBUTION OF MATERIALS **PERMIT**

**Level 3 (Linkway):**




**Level 3 (Rear):**




## Contact Details

**Licensee/Authorised Party's Name:**

**Licensing Agreement Number:**

| C | P | | | | | | |
|---|---|---|---|---|---|---|---|

**Event Name:**

**Event Location (Hall/Room Number):**

**Activity Start:**

| DATE | D | D | M | M | Y | Y |
|---|---|---|---|---|---|---|
| TIME | H | H | M | M | AM/PM | |

**Activity End:**

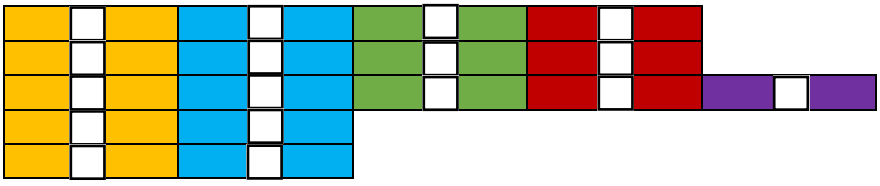
| DATE | D | D | M | M | Y | Y |
|---|---|---|---|---|---|---|
| TIME | H | H | M | M | AM/PM | |

**Contact Number:**

## Purpose

1) **Based on the location map enclosed, please tick the coloured boxes below to select the proposed location where the canvassing/distribution will take place?**

**Level 6**
**Level 4**
**Level 3 (Concourse)**
**Level 3 (Linkway)**
**Level 3 (Rear)**



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**2) If items are being distributed, please list the type and quantity (per day) of promotional materials. (Supplementary lists can be attached if required)**

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## Declaration

**I, the applicant, hereby acknowledge and agree to the technical and mandatory requirements set out by Suntec Singapore:**

**Signature & Company Stamp**

| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

## For Internal Processing Only

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**Reasons for rejection:**

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**SPOC's Signature:**