

This permit is to be submitted for the approval of large and heavy items including vehicles, machinery and large exhibits. 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.

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

- Event organisers are responsible for ensuring all structures that are delivered to the Centre do not exceed the stipulated weight loading capacity as stated in the **Technical Guide [Venue]**.
- For all large and heavy items including vehicles, machinery and large exhibits, prior weight loading should be submitted to the Centre for approval.
- All submissions should include the item's weight, measurements and visuals [showing the contact points to floor] as part of this submission.
- Upon approval, on-site deployment must strictly follow the requirements as stated in the approved permit.
- The applicant must ensure that proper precautions are implemented to reduce hazards. If necessary, an observer should be considered and appointed.
- For events where carpeting is provided by Suntec Singapore (or when moving over granite flooring surfaces), contractors are required to provide wooden planking protection.
- Organisers should note that heavy movements at Level 1, 2 and 3 are only permitted from 2200 – 0700hrs daily
- All event organisers/contractors must comply with legislation and guidelines set by Workplace Safety and Health Council (WSHC) and any other relevant government authorities.
- Suntec Singapore reserves the right to revoke permits if deemed necessary.

Contact Details

Licensee/Authorised Party's Name:

Licensing Agreement Number:

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Event Name:

Event Location (Hall/Room Number):

Contact Number:

Supporting Documents Required

The following documents are required to be submitted as part of this permit:

- Technical Drawings of Item (to include item's weight, measurements and visuals, showing the contact points to floor)
- Proposed Load In / Load Out Routing & Timing Plan
- State in Floor Plan the Exhibit Location

WEIGHT LOADING PERMIT

Declaration

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

Applicant's Signature & Company Stamp	PE's Signature & Company Stamp
Date:	Date:

For Internal Processing Only

Reasons for rejection:

SPOC's Signature: