

# UTILITY SERVICES – ELECTRICAL [LEVEL 2 & 3] ORDER FORM

[OF-030A]

This order form is for booking of a power turn on/off slots. Please complete and return this form to your dedicated Experience Manager no later than 14 days prior to move-in day of the event.

All 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**.

## Contact Details

Licensee/Authorised Party's Name:


Licensing Agreement Number:

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Event Name:


Event Location (Hall/Room Number):


## Terms & Conditions

- An in-house power supply of 13amp power is made available on a complimentary basis for all Level 2 & Level 3 meetings rooms. Selected rooms are also equipped with 15amp power. These power points do not require advance orders and are made available for organiser's use. For more information on locations, please see **Technical Guide [Venue]**.
- Organisers should note that the in-house power supply of 13amp and 15amp is only suitable for general power usage.
- Overloading of sockets or daisy chaining is not permitted, for higher power consumption – a dedicated electrical order should be ordered via this form.
- Where a dedicated electrical order is required, all installations are to be conducted by a licenced electrical worker from the Centre's approved list, see **Approved LEWs & Utility Contractor Services**.
- All electricians are required to adhere to the regulations in accordance to the Singapore Standards CP5.
- A licenced electrical worker is required to be on-site during all power turn on appointments.
- In addition to the appointment fee, connection point and consumption charges are applicable. Please refer to your licence agreement for rates.
- All wiring is to be set on top of carpet (where applicable) and must be clearly marked with tiger tape or placed in wiring trays.
- Wiring should not block doors or access points to decoys.
- Upon submission of this form, Suntec Singapore will issue a contract for appointment charges.
- Invoices for appointment charges will be issued upon receipt of signed contract. Invoices for connection and consumption charges will follow after the event.
- Pre-payment is required for all appointment charges.
- Suntec Singapore reserves the right to revise the indicative prices and service offerings without prior notice given.
- All confirmed orders are non-refundable and non-returnable.
- All prices are subject to prevailing government taxes.
- All standard terms and conditions apply.
- All information is intended as a guide only.
- All prices are quoted in Singapore Dollars [SGD].
- This form is valid till 31 December 2023.

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## Service Offerings

Turn On & Off Mandatory Charges		
Item Code	Item	Price
USEA001	Turn ON Time [Between 0800hrs to 2200hrs]	\$0.00
USEA002	Turn ON Time [Between 2201hrs to 0759hrs]	\$400.00
USEA003	Turn OFF Time [Between 0800hrs to 2200hrs]	\$0.00
USEA004	Turn OFF Time [Between 2201hrs to 0759hrs]	\$400.00
USEA005	5 For late submission (less than 14 days but no less than 48 hours prior to turn on time), a late charge is applicable in addition to the standard stipulated charges.	\$400.00

## Appointment Charges – Billing Details\*

Company Name:


Contact Name:


Company Address:


Contact Number:


## Consumption Charges – Billing Details^

Company Name:


Contact Name:


Company Address:


Contact Number:


## Connection Charges – Billing Details^

Company Name:


Contact Name:


Company Address:


Contact Number:


\* Appointment charges will be billed prior to the event.

^ Consumption and connection charges will be billed after the event. Please refer to your contract for a list of rates

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## Order Submission

Request [1]			
Turn <b>ON</b> Date		Turn <b>OFF</b> Date	
Turn <b>ON</b> Time	:	Turn <b>OFF</b> Time	:
LEW's Name		LEW's Contact Number	
LEW's Company Address			
<p>I, _____ the undersigned, hereby certify that I have supervised the work on the above temporary electricity installation to the best of my knowledge and belief that the temporary electrical installation is in accordance with the Singapore Standards CP5 and other relevant Regulations, drawings and specifications, and conditions under which such drawings and amendments thereto, if any, were submitted to Suntec Singapore Convention &amp; Exhibition Centre.</p> <p>I further certify that the said temporary electrical installation is safe for TURN-ON.</p> <p>Insulation resistance of all circuit conductors is no more than ____ megaohms [inspection test sheet and results to be attached when submitting this form]</p> <p>I, the undersigned have included a copy of the endorsed single line drawing denoting:</p> <ul style="list-style-type: none"> <li>• Incoming power supply (denoting phase of power)</li> <li>• Location of main circuit breaker (MCB)</li> <li>• Location of residual current device (RCD)</li> <li>• Location and quantity of power sockets</li> </ul> <p>It would be appreciated if arrangements can be made by Suntec Singapore Convention &amp; Exhibition Centre to turn-on the electricity supply to the above Temporary Electrical Installation.</p> <p>I will be the EMA Licensed Electrical Worker in charge of the Temporary Electrical Installation after turn-on of electricity.</p>			
LEW Licence Number		Temporary Electrical Supply Location	
LEW's Signature		LEW Endorsement Stamp	
Temporary Electrical Installation Drawing Number:			

# UTILITY SERVICES – ELECTRICAL [LEVEL 2 & 3] ORDER FORM

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Request [2]			
Turn <b>ON</b> Date		Turn <b>OFF</b> Date	
Turn <b>ON</b> Time	:	Turn <b>OFF</b> Time	:
LEW's Name		LEW's Contact Number	
LEW's Company Address			
<p>I, _____ the undersigned, hereby certify that I have supervised the work on the above temporary electricity installation to the best of my knowledge and belief that the temporary electrical installation is in accordance with the Singapore Standards CP5 and other relevant Regulations, drawings and specifications, and conditions under which such drawings and amendments thereto, if any, were submitted to Suntec Singapore Convention &amp; Exhibition Centre.</p> <p>I further certify that the said temporary electrical installation is safe for TURN-ON.</p> <p>Insulation resistance of all circuit conductors is no more than ____ megaohms [inspection test sheet and results to be attached when submitting this form]</p> <p>I, the undersigned have included a copy of the endorsed single line drawing denoting:</p> <ul style="list-style-type: none"> <li>• Incoming power supply (denoting phase of power)</li> <li>• Location of main circuit breaker (MCB)</li> <li>• Location of residual current device (RCD)</li> <li>• Location and quantity of power sockets</li> </ul> <p>It would be appreciated if arrangements can be made by Suntec Singapore Convention &amp; Exhibition Centre to turn-on the electricity supply to the above Temporary Electrical Installation.</p> <p>I will be the EMA Licensed Electrical Worker in charge of the Temporary Electrical Installation after turn-on of electricity.</p>			
LEW Licence Number		Temporary Electrical Supply Location	
LEW's Signature		LEW Endorsement Stamp	
Temporary Electrical Installation Drawing Number:			

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Request [3]			
Turn <b>ON</b> Date		Turn <b>OFF</b> Date	
Turn <b>ON</b> Time	:	Turn <b>OFF</b> Time	:
LEW's Name		LEW's Contact Number	
LEW's Company Address			
<p>I, _____ the undersigned, hereby certify that I have supervised the work on the above temporary electricity installation to the best of my knowledge and belief that the temporary electrical installation is in accordance with the Singapore Standards CP5 and other relevant Regulations, drawings and specifications, and conditions under which such drawings and amendments thereto, if any, were submitted to Suntec Singapore Convention &amp; Exhibition Centre.</p> <p>I further certify that the said temporary electrical installation is safe for TURN-ON.</p> <p>Insulation resistance of all circuit conductors is no more than ____ megaohms [inspection test sheet and results to be attached when submitting this form]</p> <p>I, the undersigned have included a copy of the endorsed single line drawing denoting:</p> <ul style="list-style-type: none"> <li>• Incoming power supply (denoting phase of power)</li> <li>• Location of main circuit breaker (MCB)</li> <li>• Location of residual current device (RCD)</li> <li>• Location and quantity of power sockets</li> </ul> <p>It would be appreciated if arrangements can be made by Suntec Singapore Convention &amp; Exhibition Centre to turn-on the electricity supply to the above Temporary Electrical Installation.</p> <p>I will be the EMA Licensed Electrical Worker in charge of the Temporary Electrical Installation after turn-on of electricity.</p>			
LEW Licence Number		Temporary Electrical Supply Location	
LEW's Signature		LEW Endorsement Stamp	
Temporary Electrical Installation Drawing Number:			