

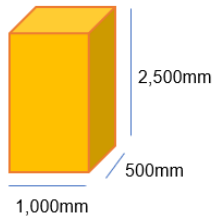
# SIGNAGE & POSTER PLACEMENT PERMIT

This permit is required when deploying signage and poster boards within Suntec Singapore. Please complete and submit this permit application to your dedicated Experience Manager 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.**

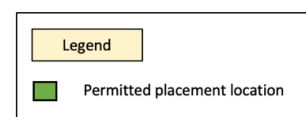
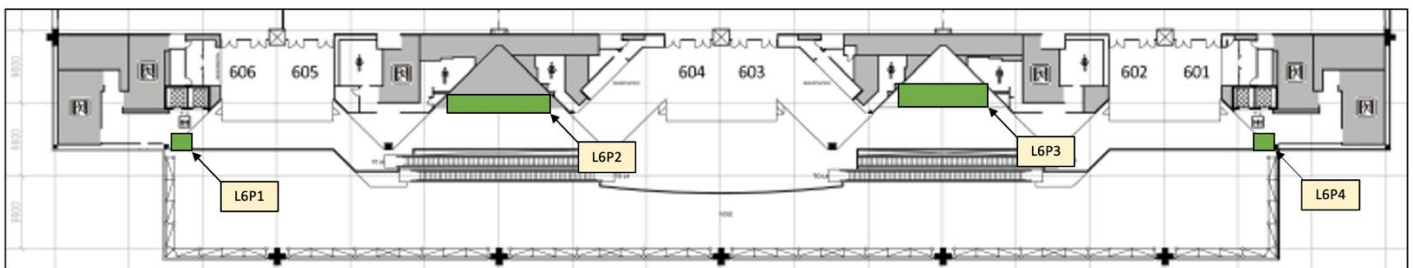
## Mandatory Requirements

- The applicant must obtain prior approval via this permit from Suntec Singapore before any activity can take place.
- This permit is required for deployment of all signage and posters within common/public areas. Submission is not required for such activities within contracted/licensed areas.
- Only approved areas denoted in the Technical Specification section will be approved. Any submissions for deployment outside of these areas will be rejected by the venue.
- Event organisers are permitted to place one signage per approved location.
- Each signage should be self-supporting and does not exceed 2,500mm (Height) x 1,000mm (Length) x 500mm (Depth). Signage should not cause any damage to the venue's infrastructure.
- Structures are permitted to be deployed only during the contracted/licensed period.
- All structures are to be placed in close proximity to the wall to avoid a trip hazard and should avoid any firefighting equipment.
- Wording and imagery presented should be appropriate for public consumption.
- The event organiser must undertake manpower, logistics, distribution and disposal of signage and bear any associated costs.
- Structures provided for the usage of signage and poster placement must be structurally sound.
- The area used for signage and poster placement should be clear from potential trip hazards at all times.
- Suntec Singapore reserves the right to revoke permits. Signage/posters which are deemed inappropriate will be required to be removed.



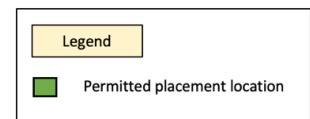
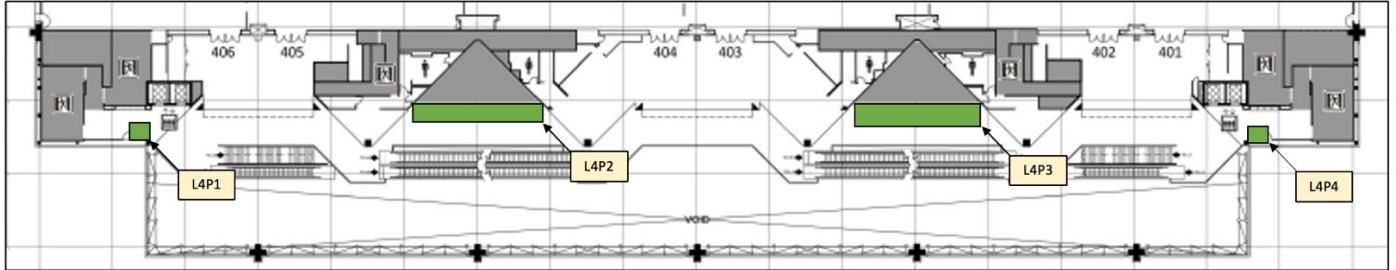
## Technical Specification - Approved Locations

### Level 6:

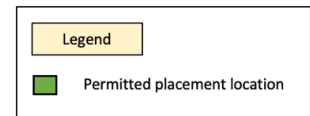
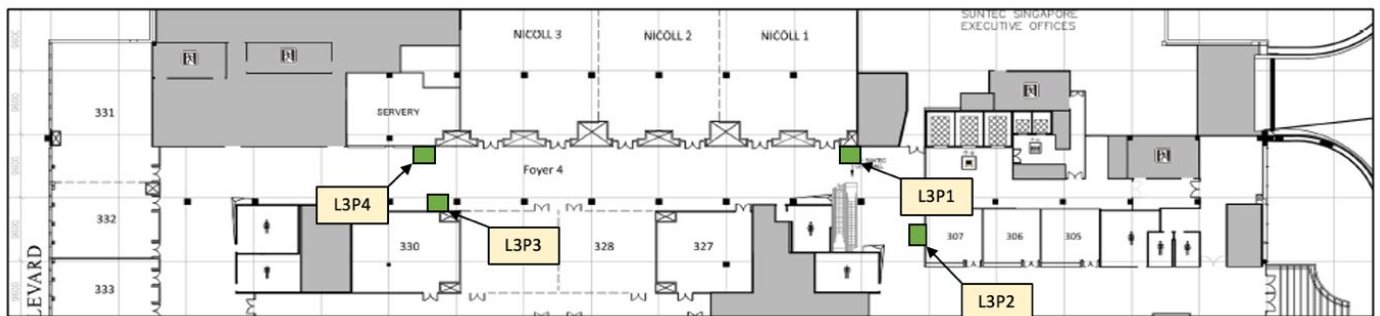


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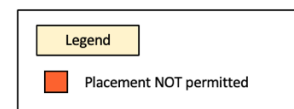
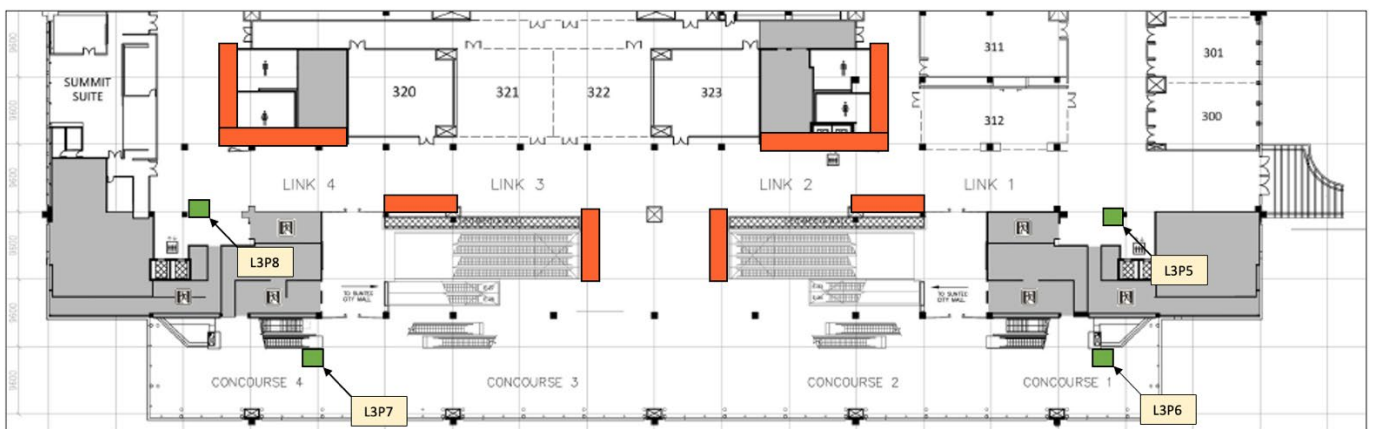
## Level 4:



## Level 3 (Rear):

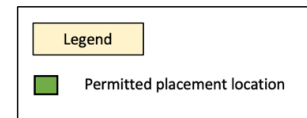
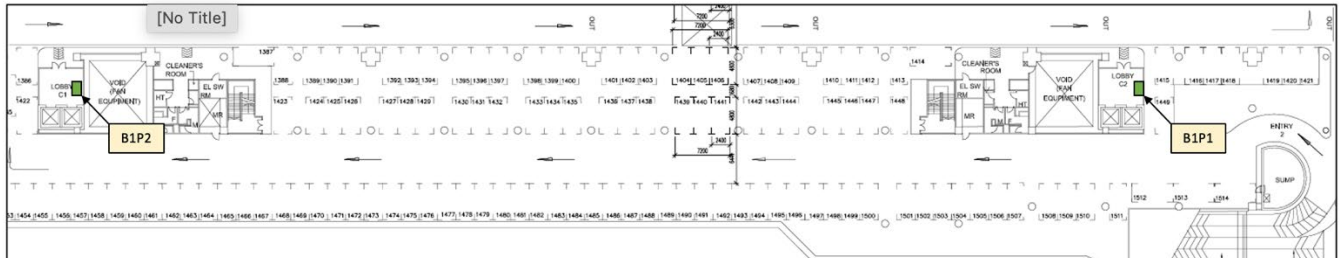


## Level 3 (Concourse):

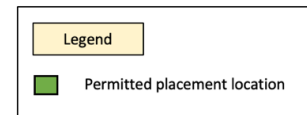
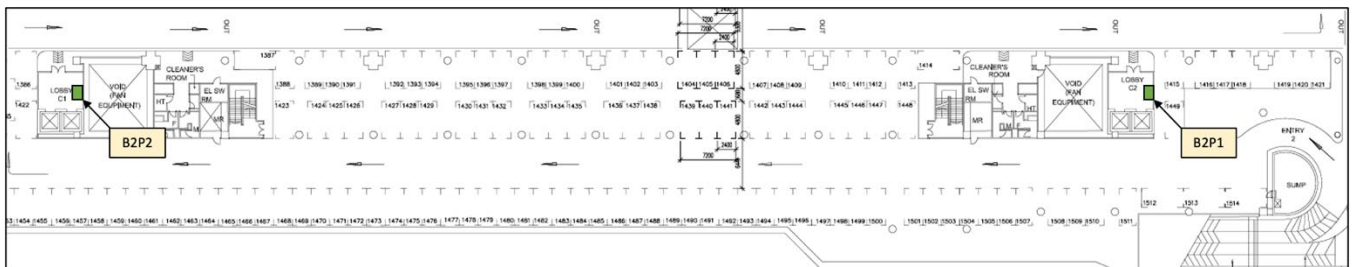


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### Basement 1 [Car Park]:



### Basement 2 [Car Park]:



## Contact Details

**Licencee/Authorised Party's Name:**[illegible]**Event Name:**[illegible]

### Activity Start:

DDMMYY						
DATE						
TIME					AM/PM	

**Activity End:**

DDMMYY						
DATE						
TIME					AM/PM	

**Licence Agreement Number:**

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


**Contact Number:**


# SIGNAGE & POSTER PLACEMENT PERMIT

## Purpose

- 1) Based on the location maps above, please circle the location(s) of proposed signage/poster placement:

Level 6	L6P1	L6P2	L6P3	L6P4
Level 4	L4P1	L4P2	L4P3	L4P4
Level 3 [Rear]	L3P1	L3P2	L3P3	L3P4
Level 3 [Concourse]	L3P5	L3P6	L3P7	L3P8
Basement 1	B1P1	B1P2		
Basement 2	B2P1	B2P2		

## Declaration

I, the applicant, hereby acknowledge and agree to the technical and mandatory requirements set out by the Centre

Sign & Company' Stamp

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## For Internal Processing Only

Approved / Rejected

Reject Reasons:

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EM Signature: