



Suntec
SINGAPORE
Convention & Exhibition Centre

The Preferred Place To Meet



TECHNICAL GUIDE [VENUE]

INTRODUCTION

Thank you for choosing Suntec Singapore as your preferred place to meet.

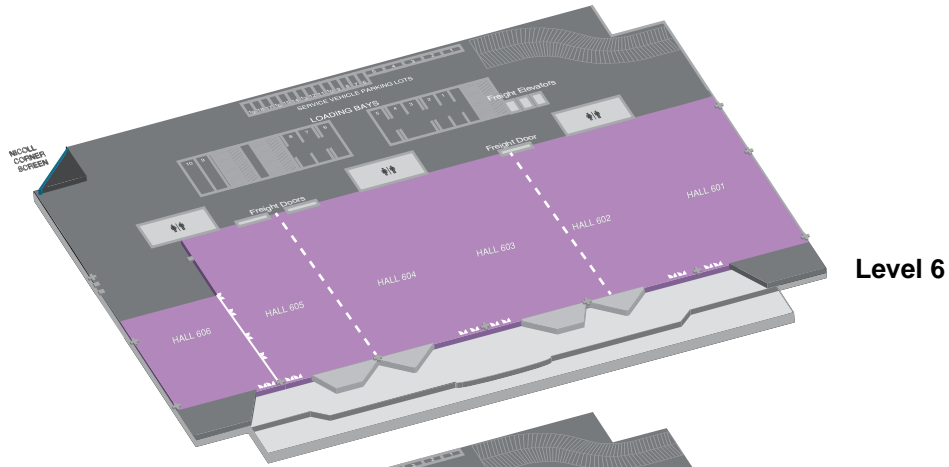
Suntec Singapore is the World's Leading Meetings & Conference Centre, located at the heart of Asia's most integrated meetings, convention and exhibitions hub. With great versatility featuring 42,000m² of flexible customisable space, free WiFi, digital signages, an excellent range of culinary choices and dedicated team of service experts, our award-winning facility can cater to events from 10 to 10,000 persons.

This guide contains essential details about our Centre's technical specifications, providing you with the necessary information required to deliver a successful event. Should you have further questions, our team of professional and dedicated Suntec Point Of Contact will be with you from start to finish - helping you with all your event needs.

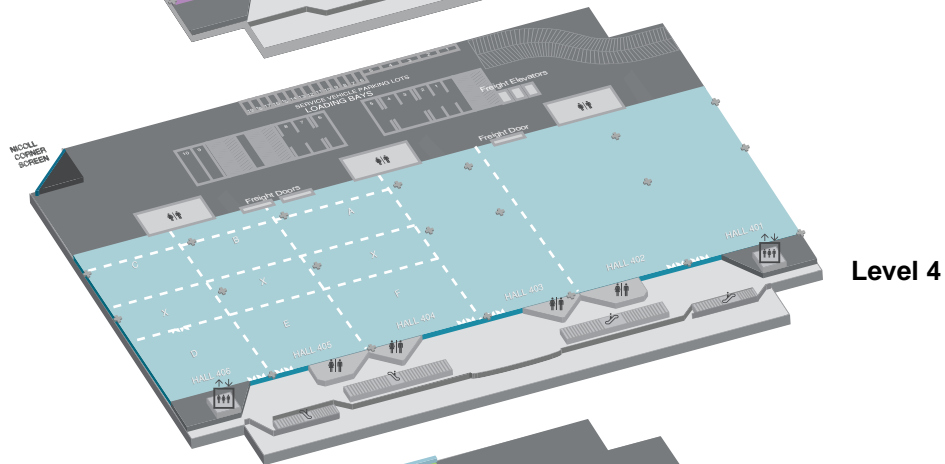
We look forward to having you with us at Suntec Singapore, your preferred place to meet.

Additional technical guides can be found [here](#)

VENUE LAYOUT



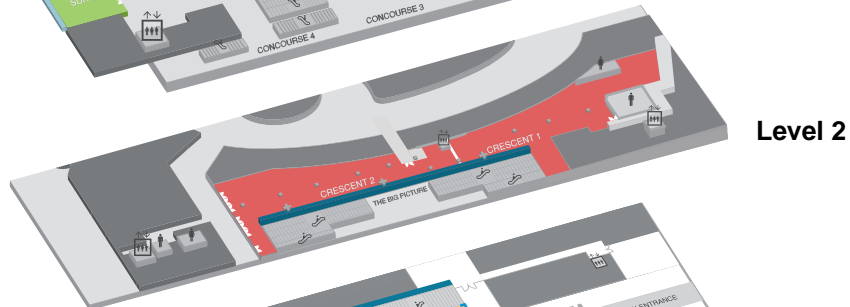
Level 6



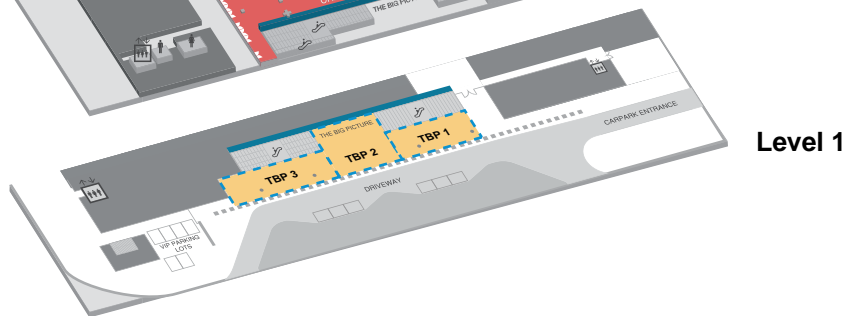
Level 4



Level 3



Level 2



Level 1

LOADING BAY ACCESS

Loading bays are made available on Level 4 and Level 6 of the Centre. Suntec Singapore reserves loading bays for usage by goods vehicles such as vans and lorries only. To access the loading bay, turn in from Nicoll Highway as indicated on the map below:



Loading bays are designed for loading/unloading only for a maximum duration of 20 minutes. Storage of items is not allowed unless permission is granted in advance.

Suntec Singapore can only accept delivery of items during the licensed period. Delivery companies and freight forwarders attempting to access loading bays before or after the licensed period will be declined entry.

Suntec Singapore recommends that official freight forwarders are appointed to move large and heavy items that cannot be pushed on a trolley and require the usage of a forklift or pallet jack. For a list of official freight forwarders, please refer to [Preferred Partners Guide](#).

Organisers should note that an ID such as an identity card or driving licence is required to be presented at the entrance to the loading bay. A copy of the vehicle's licence plate may be taken on entry for verification purposes. Drivers are required to state the name of the event to obtain entrance to the loading bay.

Drivers should note the height safety clearances when accessing the loading bays.

Here are the height restrictions:

Level	Areas Served	Height
6	All Level 2 & Level 3 Meeting Rooms, Halls 601-604, Hall 605, Hall 606 & 606 Meeting Rooms	4m*
4	Halls 401-406	4m*
3	Proceed to Level 6 and Use Freight Lift to Access Level 3	3m*
2	Proceed to Level 6 and Use Freight Lift to Access Level 2	3m*

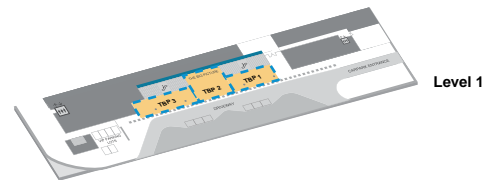
* Organisers should note that the internal door height within the Centre may differ from the loading bay height stated above.

FOR EVENTS TAKING PLACE AT LEVEL 1

Contractors requiring to load or unload items at Level 1 [The Big Picture] should advise their Suntec Point Of Contact in advance, in order to receive advice on the best access routing.

Placement of structures or build-up within this area should follow the space utilisation requirements featured on page 6 of this guide. Movements are restricted to evening hours from 2200hrs - 0700hrs daily and contractors are required to protect the flooring with plywood planking for heavy movements during move-in and move-out.

Organisers should note that mechanical machinery such as forklifts, boom or scissor lifts are not permitted within this area.

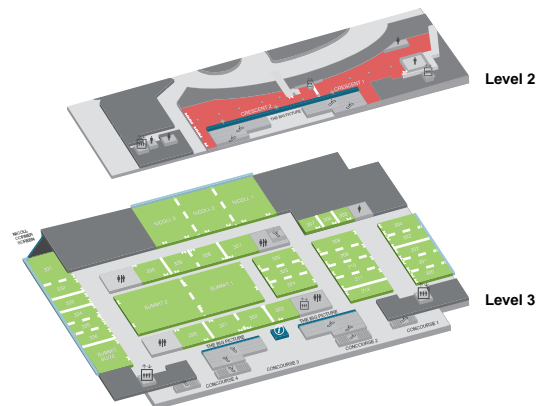


FOR EVENTS TAKING PLACE AT LEVELS 2 & 3

Vehicles should proceed up the spiral ramp to level 6 loading bay, where bay 1 and 2 will be made available on a first-come-first-served basis. Event organisers and contractors are provided with 3 freight lifts, which can be used to access level 2 and 3 event spaces.

Heavy movements through Suntec City Mall at level 2, or within the Centre at level 3 are restricted to evening hours from 2200hrs - 0700hrs daily. Contractors are required to protect the tiled and carpeted areas with plywood planking during move-in and move-out.

Organisers should note that mechanical machinery such as forklifts, boom or scissor lifts are not permitted on these floors.

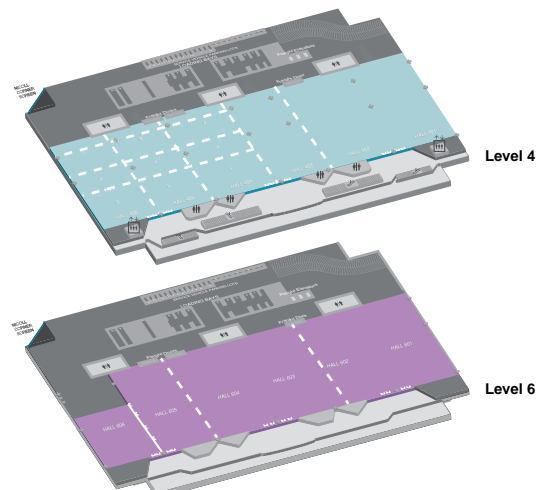


FOR EVENTS TAKING PLACE AT LEVELS 4 & 6

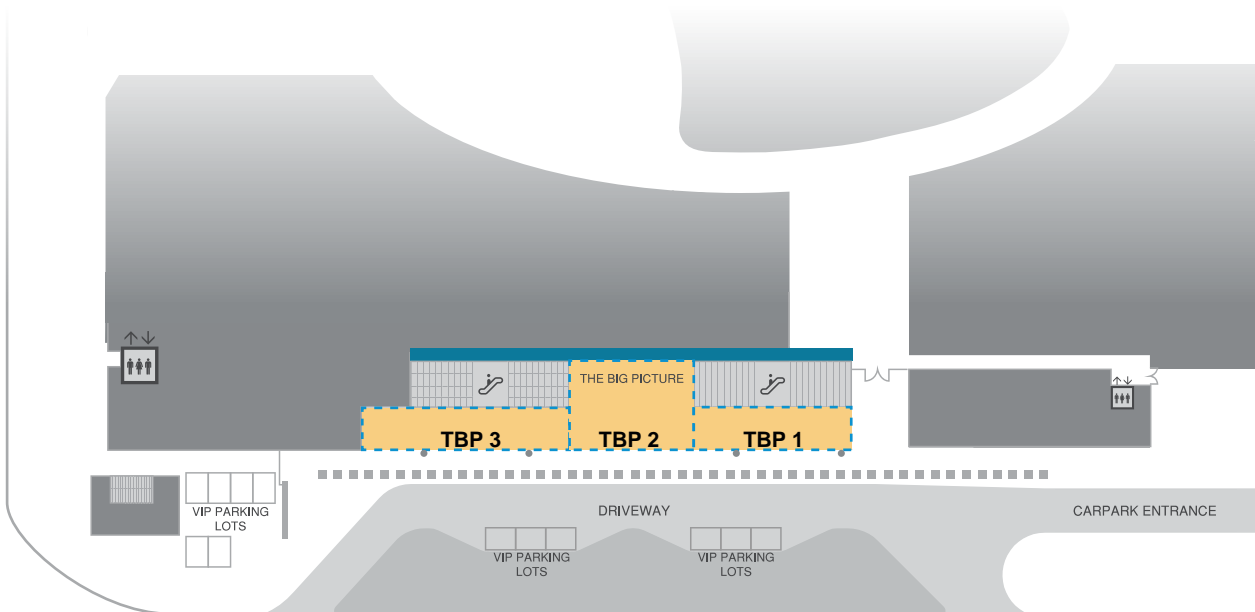
Vehicles should proceed up the spiral ramp to their respective event floor. Loading bay allocations will be reflected in the licensing agreement and event organisers should share this information with all delivery contractors and freight forwarders prior to the event.



At the discretion of the event organiser and with the appropriate implemented precautions (such as marshalling, signage and security), vendors and exhibitors can drive their trucks and items directly into the halls.

During move-in/move-out, activities that could cause disruption to adjacent events (besides, below or above) such as heavy loading, carpentry, movement of construction equipment, deployment of system panels and removal of utility pit covers are only permitted during the hours of 2200hrs - 0700hrs.



LEVEL 1 OVERVIEW FLOOR PLAN



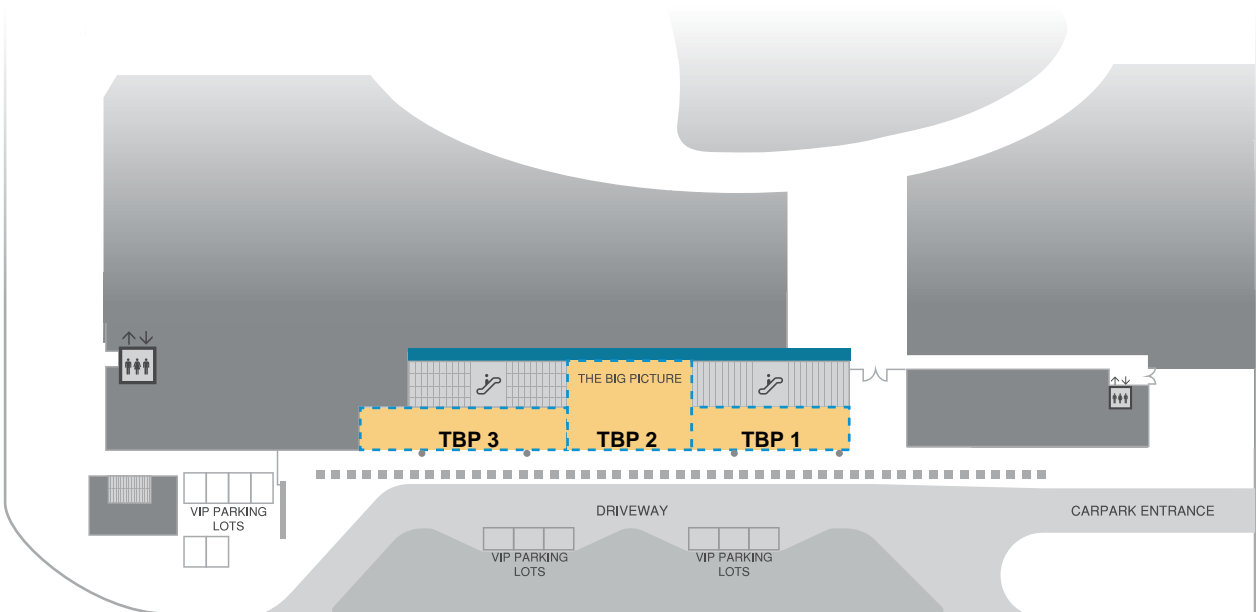
-  The Big Picture
-  Suntec City Mall

CAPACITY CHART

Meeting Room /Space	Maximum Usable Floor Area (SQM)	Event Settings			F&B Settings		
		Theatre	Classroom	Cluster (7 seats per table)	Banquet (10 seats per table)	Buffet	Cocktail
TBP 1	177.75	-	-	-	-	-	-
TBP 2	490.53	-	-	-	-	-	-
TBP 3	177.75	-	-	-	-	-	-

Room capacities are estimated and may vary with different setups.

LEVEL 1 FLOOR LOADING



Specifications

Floor Load Capacity	5.0KN/m ² (100lb/ sq ft)
Floor Surface	Lobby: Granite
Vehicular Access Route	Width of Access Route: 3,800mm Maximum Clearance Height: 5,600mm

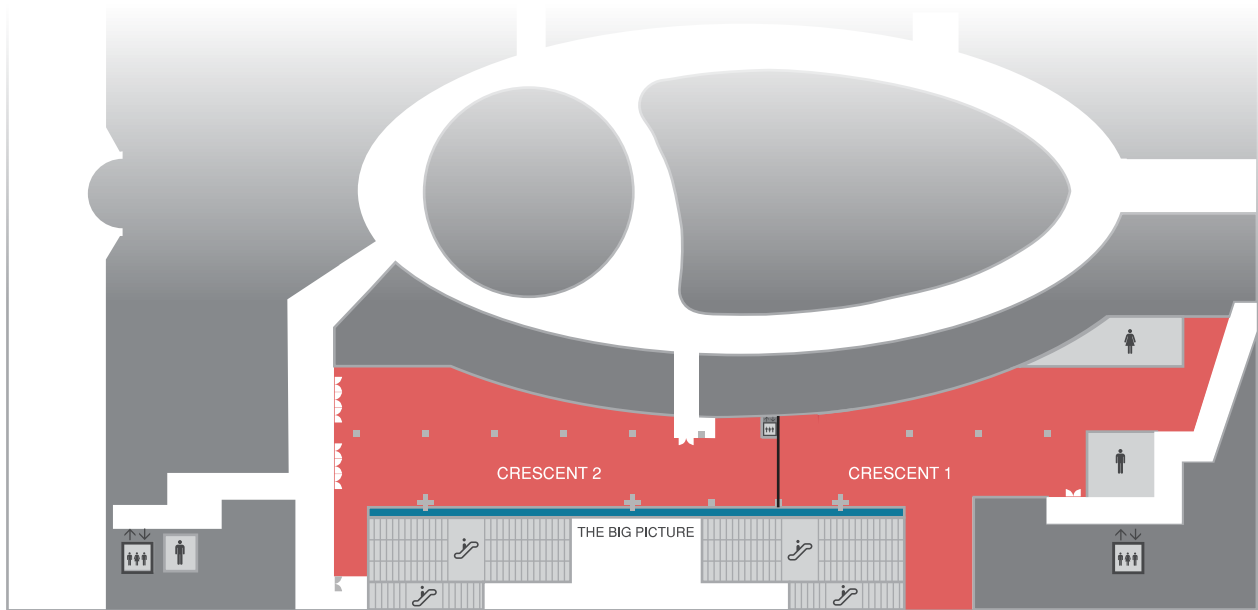
SPACE UTILISATION



Height of structures at The Big Picture should not exceed the metal section of the escalators.

Structures should not cross the pillar line and should be contained within the demarcated licenced area. A clear pathway should be maintained at all times from any doorway.

LEVEL 2 OVERVIEW FLOOR PLAN



- Crescent
- Suntec City Mall
- Foyer
- Fixed Walls
- + Fixed Pillars



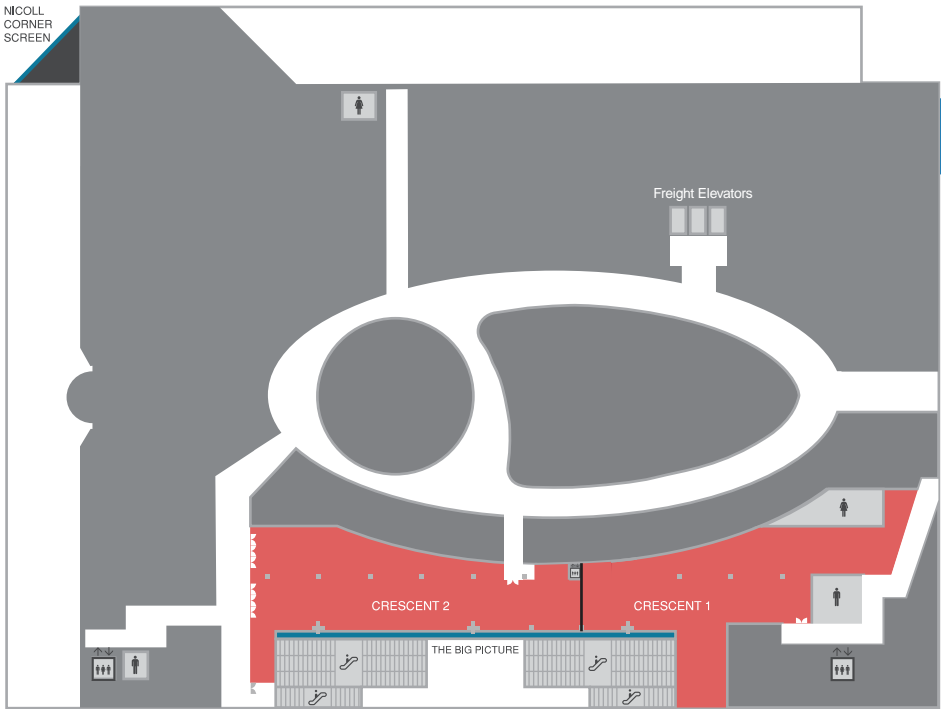
CAPACITY CHART

Meeting Room /Space	Maximum Usable Floor Area (SQM)	Event Settings			F&B Settings		
		Theatre (with stage)	Classroom (with stage)	Cluster of 7 (with stage)	Banquet (10 seats per table)	Buffet	Cocktail
Crescent 1	1,000	170	108	84	120	120	250
Crescent 2	1,150	405	270	196	260	260	450

Room capacities are estimated and may vary with different setups.

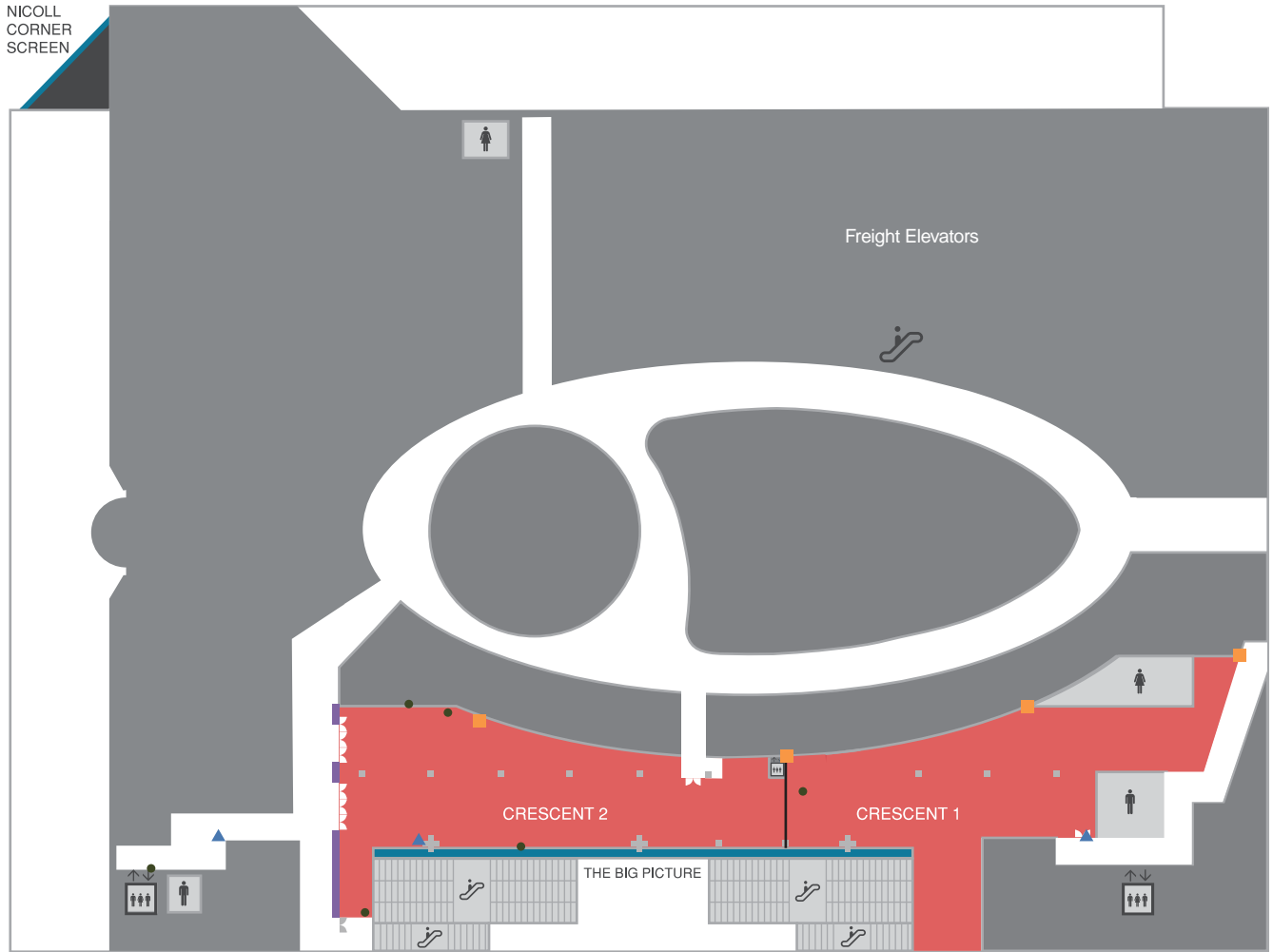


LEVEL 2 FLOOR LOADING



Specifications	
Floor Load Capacity	<ul style="list-style-type: none"> ■ 5.0kN/m² (100lb/ sq ft) ■ 10.0kN/m² (200lb/ sq ft)
Floor Surface	Meeting Rooms: Carpet Lobby: Granite
Vehicular Access Ramp	Width of Individual Driveway: 600mm Diameter of Ramp: 26,298mm Maximum Clearance Height: 4,000mm



LEVEL 2 FIRE SAFETY FLOOR PLAN



- ▲ Dry Riser
- Fire Extinguisher
- Fire Hose Reel
- Fire Curtain

LEVEL 3 OVERVIEW FLOOR PLAN



- | | |
|--|---|
|  Meeting Rooms |  Fixed Walls |
|  Back of House |  Movable Walls |
|  Front of House (Foyer) |  Fixed Pillars |
|  Windows | |

LEVEL 3 CAPACITY CHART

Meeting Room /Space	Maximum Usable Floor Area (SQM)	Event Settings					F&B Settings		
		Theatre	Classroom	Cluster (7 seats per table)	Boardroom	U-Shape	Banquet (10 seats per table)	Buffet	Cocktail
300	140	98	55	35	30	30	40	91	98
301	138	91	61	35	32	30	40	90	97
302	157	105	73	56	32	30	40	102	110
303	125	84	62	35	32	27	40	81	88
304	168	119	70	56	32	28	40	109	118
305	71	41	30	21	14	14	20	46	50
306	69	41	30	21	14	18	20	45	48
307	69	41	30	21	14	18	20	45	48
308	192	144	99	56	46	47	70	125	134
309	185	144	106	56	46	46	70	120	130
310	169	132	90	56	46	57	60	110	118
311	205	151	96	63	46	48	60	133	144
312	178	156	100	70	48	49	80	116	125
320	178	107	74	56	30	28	50	116	125
321	173	136	80	56	30	34	60	112	121
322	174	126	72	56	24	34	60	113	122
323	178	104	72	35	24	30	40	116	125
324	187	192	96	63	52	42	60	122	131
325	209	180	108	91	48	48	70	136	146
326	196	144	99	63	50	46	60	127	137
327	169	123	68	42	24	30	60	110	118
328	171	132	76	56	24	32	60	111	120
329	173	120	76	56	24	32	60	112	121
330	189	144	88	63	34	36	60	123	132
331	304	249	152	126	48	52	100	198	213
332	163	112	60	42	30	24	40	106	114
333	149	120	72	42	32	30	40	97	104
334	139	98	60	35	32	33	40	90	97
335	119	84	50	42	30	30	30	77	83
336	145	105	60	42	30	30	40	94	102
Nicoll 1	557	508	307	217	56	62	210	362	390
Nicoll 2	491	448	282	189	56	77	190	319	344
Nicoll 3	557	502	288	231	56	78	230	362	390
Summit 1	975	918	656	476	64	100	440	634	683
Summit 2	806	764	516	378	64	88	390	524	564
Summit Suite	317	-	-	-	-	-	-	206	222
Concourse 1	313	-	-	-	-	-	-	203	219
Concourse 2	329	-	-	-	-	-	-	214	230
Concourse 3	329	-	-	-	-	-	-	214	230
Concourse 4	313	-	-	-	-	-	-	203	219

Selected meeting rooms can be combined to create customisable spaces for larger capacities. Room capacities are estimated and may vary with different setups.

LEVEL 3 CAPACITY CHART

Meeting Room /Space	Maximum Usable Floor Area (SQM)	Event Settings					F&B Settings		
		Theatre	Classroom	Cluster (7 seats per table)	Boardroom	U-Shape	Banquet (10 seats per table)	Buffet	Cocktail
300-301	279	189	151	98	40	43	80	182	195
300-302	437	336	210	168	78	60	140	289	305
301-302	296	210	130	112	40	46	100	192	207
303-304	294	210	151	119	40	46	100	190	206
308-309	379	264	192	154	40	56	140	245	264
308-310	550	396	288	238	60	72	200	355	382
308-311	757	592	312	315	94	88	280	488	526
309-310	361	276	180	133	32	56	120	230	248
309-311	563	423	312	232	62	72	200	363	392
310-311	376	299	192	140	40	56	120	243	262
321-322	347	276	160	126	70	55	130	225	243
324-325	405	308	200	168	38	64	150	238	256
324-326	594	506	320	252	72	78	230	365	393
325-326	398	319	225	168	40	63	150	263	283
328-329	347	282	152	112	64	55	140	223	241
331-332	468	364	222	140	80	66	160	304	327
334-335	259	182	115	91	40	44	80	167	180
334-336	405	311	212	112	72	60	140	261	282
335-336	265	168	130	70	40	45	80	171	180
Nicoll 1-2	1,051	1,001	594	448	-	-	460	681	734
Nicoll 1-3	1,611	1,394	864	644	-	-	710	1,043	1,124
Nicoll 2-3	1,051	956	596	448	-	-	460	681	734
Summit 1-2	1,786	1,932	1,260	952	-	-	980	1,161	1,250

Selected meeting rooms can be combined to create customisable spaces for larger capacities.
Room capacities are estimated and may vary with different setups.

LEVEL 3 FLOOR LOADING



Specifications

Floor Load Capacity

- 5.0KN/m² (100lb/ sq ft)
- 5.0KN/m² (100lb/ sq ft)
- 10.0KN/m² (200lb/ sq ft)

Floor Surface

Meeting Rooms: Carpet
Foyers: Carpet
Concourse/Link: Granite

Vehicular Access Ramp

Width of Individual Driveway: 600mm
Diameter of Ramp: 26,298mm
Maximum Clearance Height: 4,000mm

LEVEL 3 CEILING HEIGHT PLAN

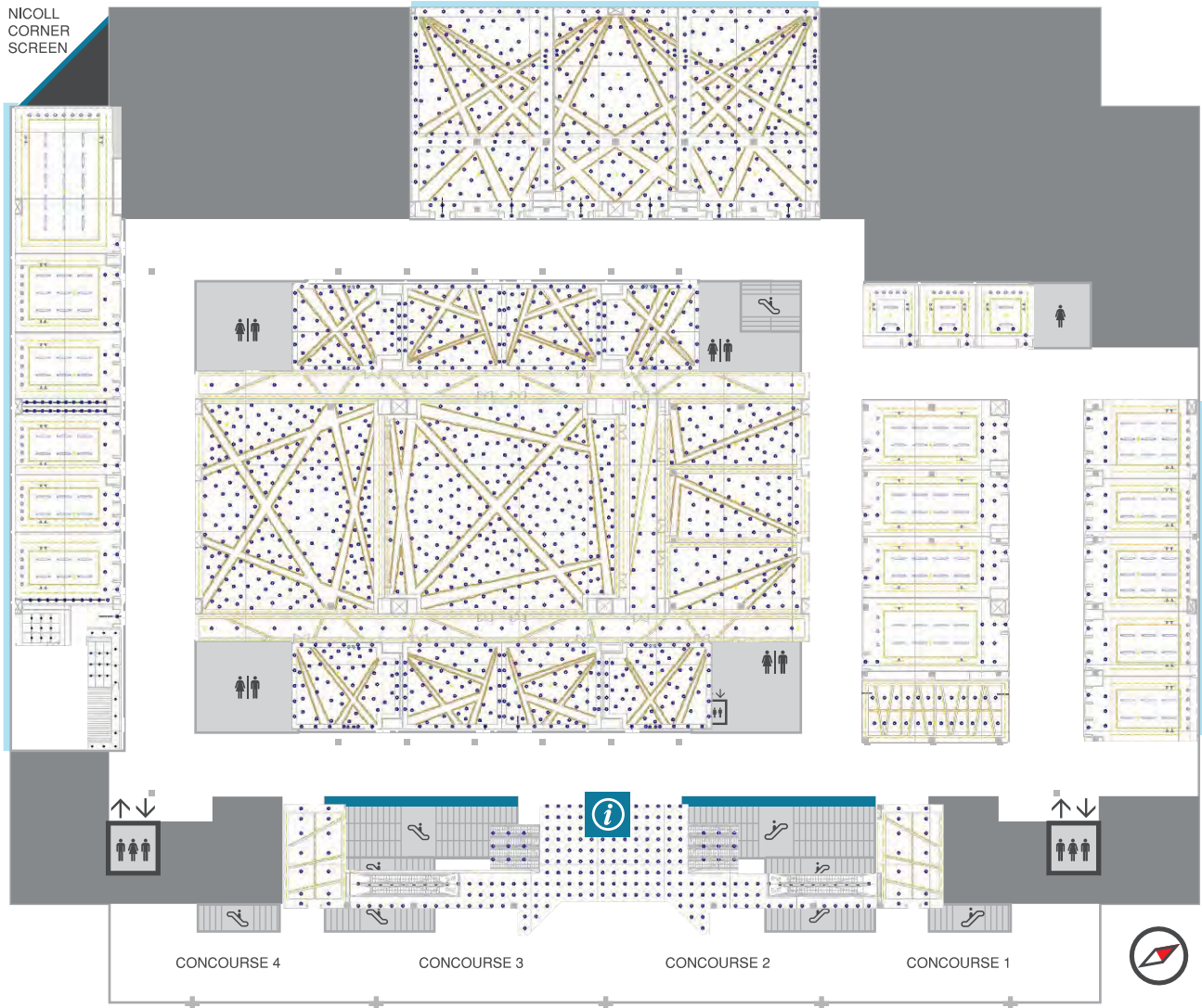


Ceiling Height








All dimensions are calculated in mm

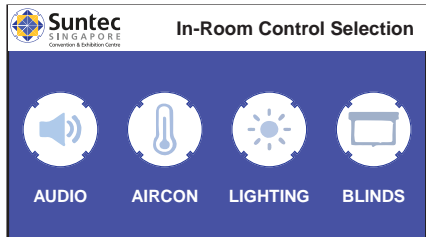


LEVEL 3 LIGHTING PLAN



Lighting Legend

-  Downlight
-  Wall Washer
-  Adjustable Spotlight on Track
-  Universal Sensor
-  Cove Lighting
-  Perimeter Lighting
-  Linear Light with Downlight



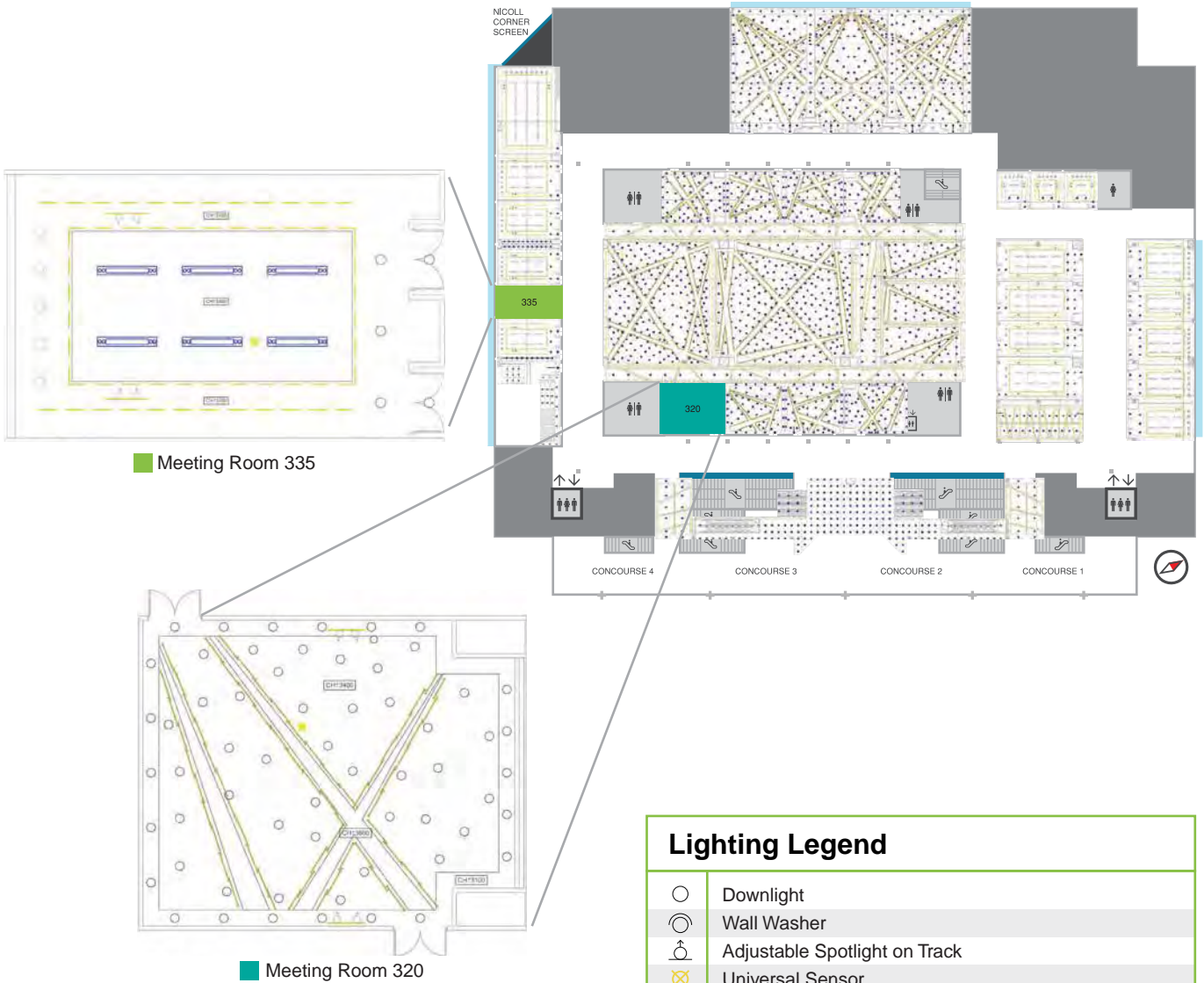
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Convention & Exhibition Centre

In-Room Control Selection

AUDIO AIRCON LIGHTING BLINDS

In-room touch panels allow users to control the lighting, air-conditioning, background music and blinds.





LEVEL 3 LIGHTING DETAILS



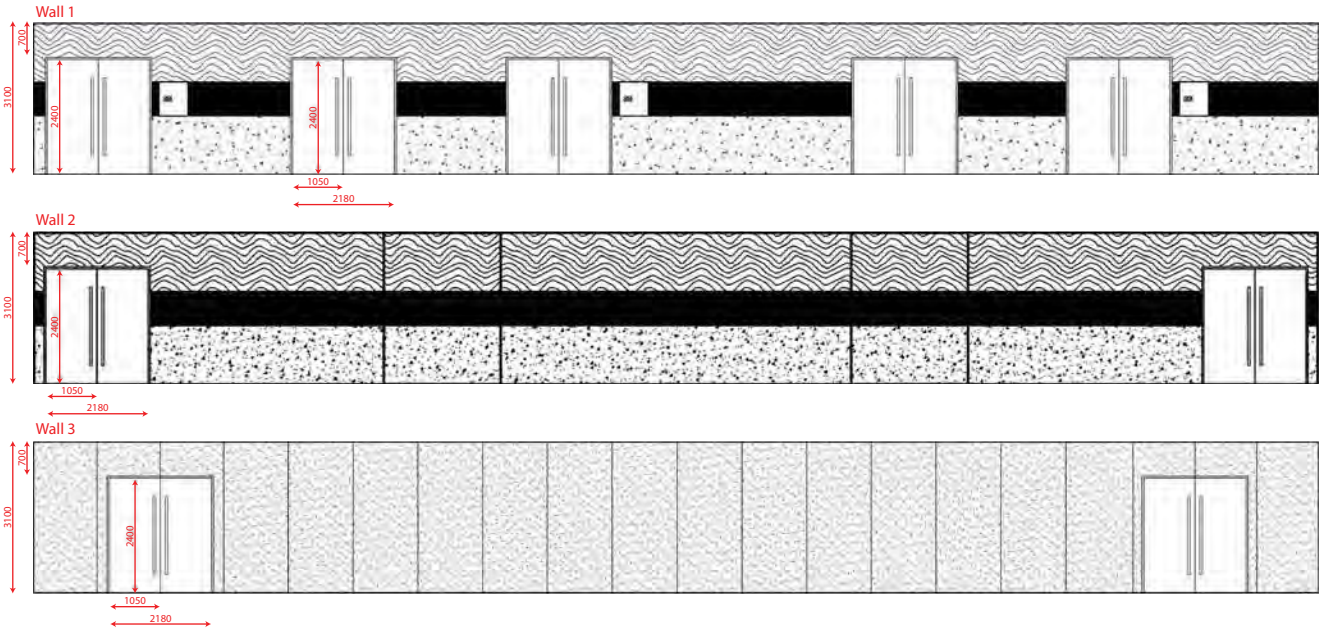
LEVEL 3 ELECTRICAL POINTS



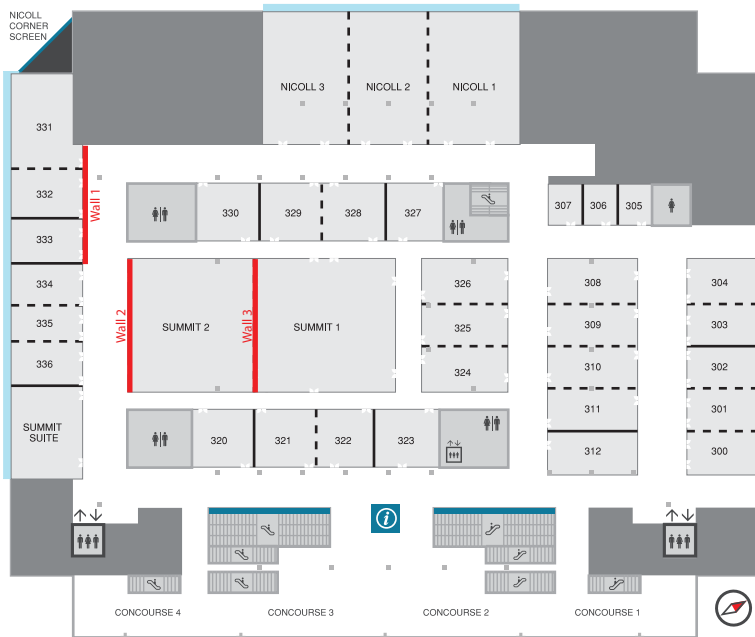
Legend

	13-AMP Wall Powerpoints
	13-AMP Floor Powerpoints
	15-AMP Wall Powerpoints
	32-AMP Wall Powerpoints

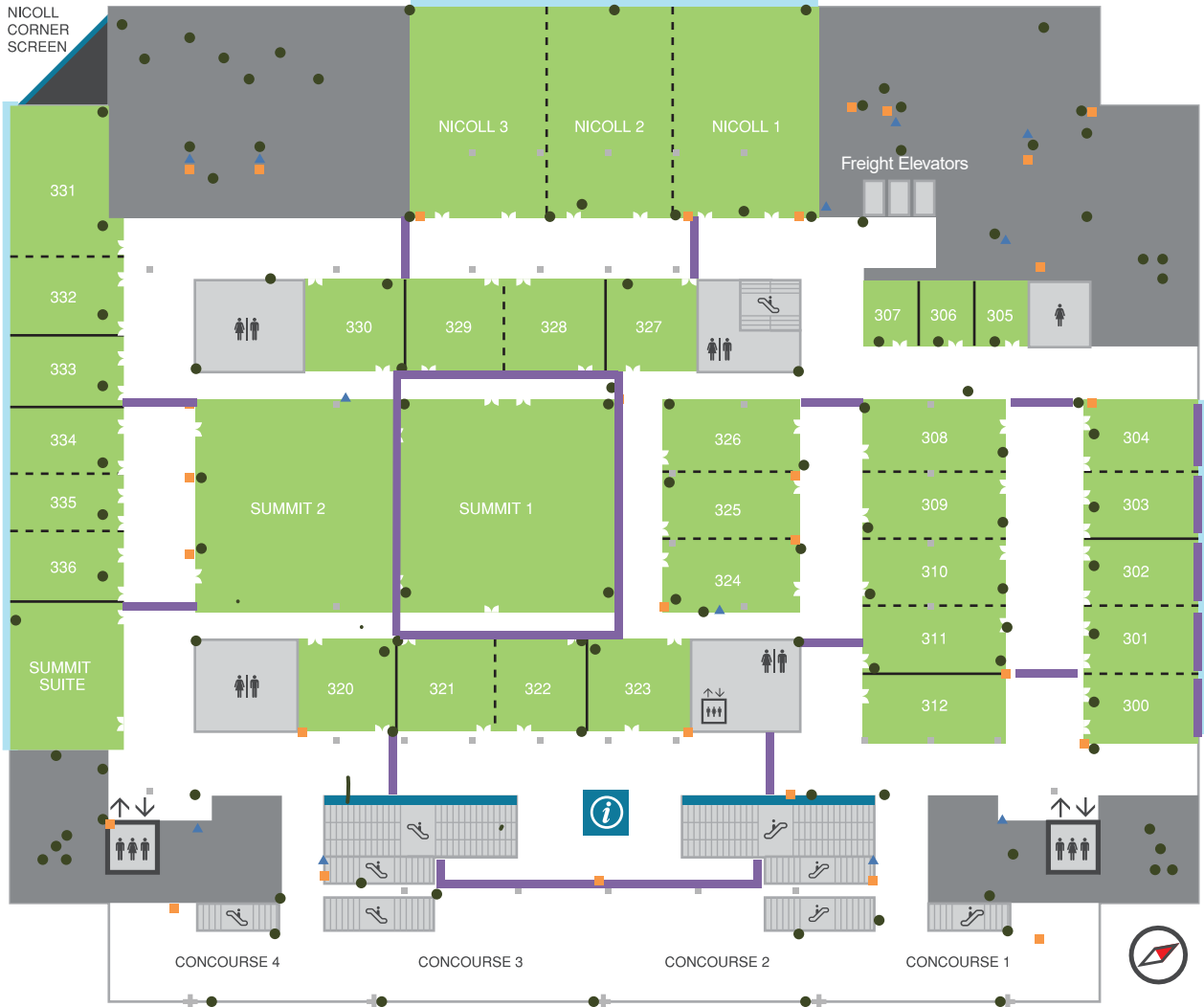
LEVEL 3 WALL & DOOR SPECIFICATION



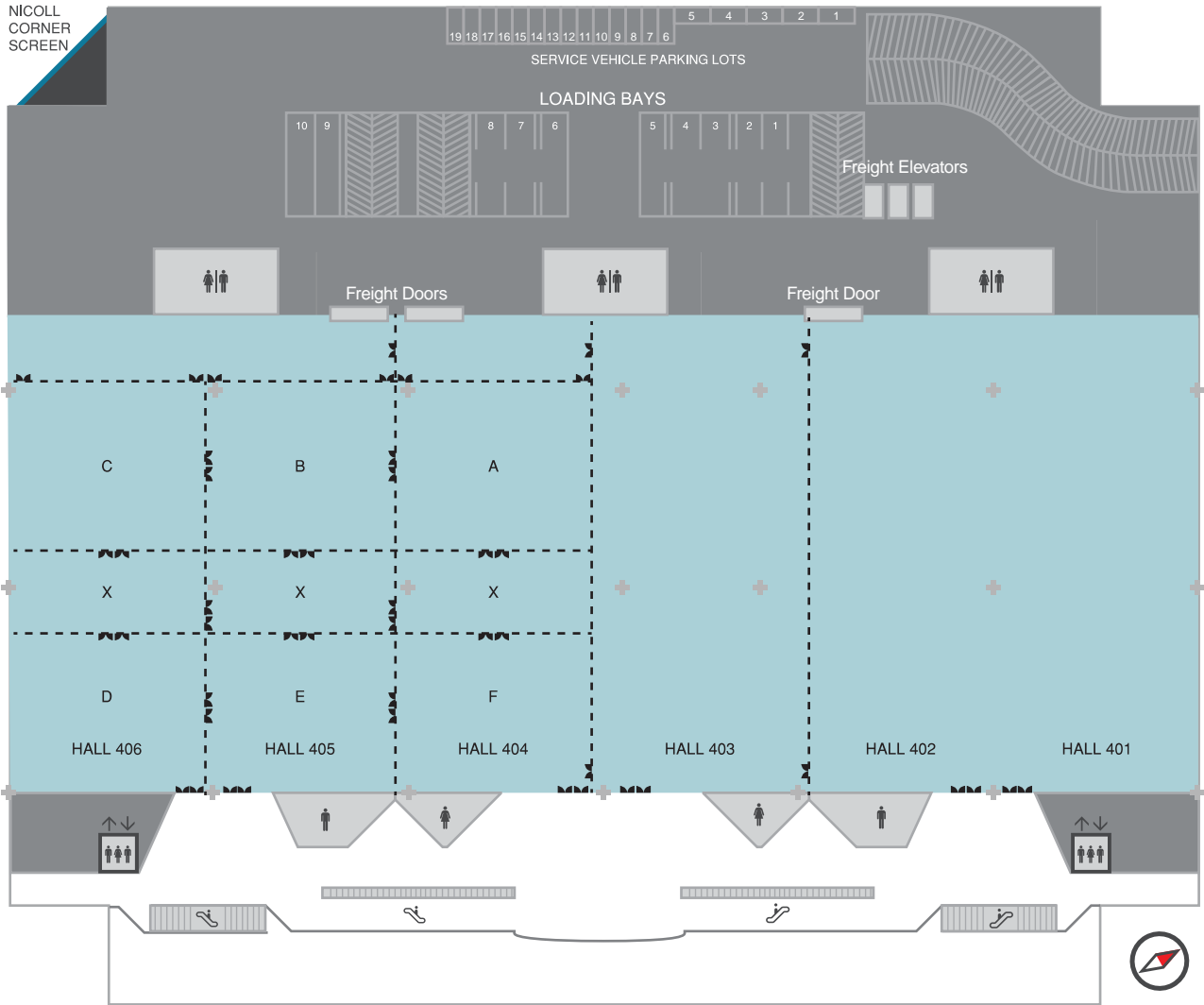
Soundproofing specifications for operable wall: 55dB



LEVEL 3 FIRE SAFETY FLOOR PLAN



LEVEL 4 OVERVIEW FLOOR PLAN



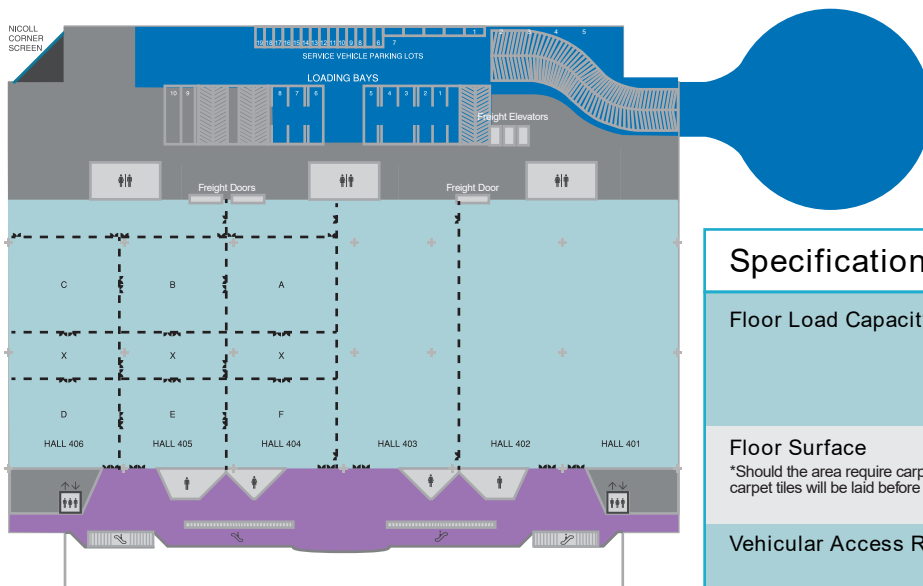
- Halls
- Back of House
- Front of House (Foyer)
- Fixed Walls
- Movable Walls
- + Fixed Pillars

LEVEL 4 CAPACITY CHART

Hall	Maximum Usable Floor Area (SQM)	Event Settings			F&B Settings		
		Theatre	Classroom	Cluster (7 seats per table)	Banquet (10 seats per table)	Buffet	Cocktail
Hall 401-402	3,890	2,620	1,670	1,170	1,235	2,529	2,723
Hall 401-406	12,000	8,000	5,150	3,610	3,610	7,800	8,400
Hall 403	2,220	1,500	955	670	705	1,443	1,554
Hall 404	2,000	1,350	860	600	635	1,300	1,400
Hall 405	1,969	1,325	850	598	625	1,280	1,378
Hall 406	1,890	1,250	800	556	840	1,198	1,290
Hall 404AX	1,157	988	583	441	420	752	810
Hall 404F	630	448	271	175	200	410	441
Hall 405BX	1,145	988	566	441	420	744	802
Hall 405E	615	378	204	168	150	400	431
Hall 406CX	1,074	930	554	392	480	698	752
Hall 406D	582	392	250	175	200	378	407
Hall 406CXD	1,656	1,322	804	567	720	1,071	1,154

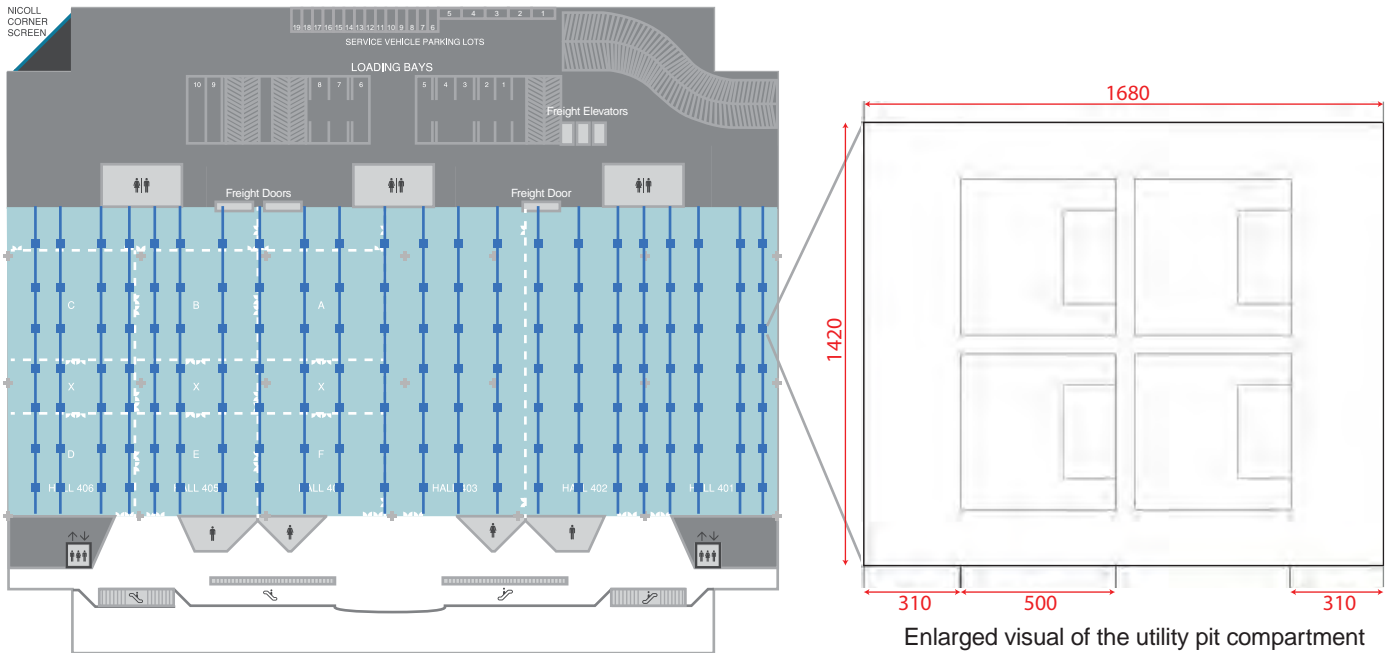
Selected meeting rooms can be combined to create customisable spaces for larger capacities.
Room capacities are estimated and may vary with different setups.

FLOOR LOADING



Specifications	
Floor Load Capacity	<ul style="list-style-type: none"> 5.0KN/m² (100lb/ sq ft) 10.0KN/m² (200lb/ sq ft) 17.5KN/m² (350lb/ sq ft)
Floor Surface	Halls: Concrete* Foyer: Granite <small>*Should the area require carpeting, carpet tiles will be laid before move-in</small>
Vehicular Access Ramp	Width of Individual Driveway: 600mm Diameter of Ramp: 26,298mm Maximum Clearance Height: 4,000mm

LEVEL 4 UTILITY PIT SPECIFICATION



Utility Pit & Trench System

Wet Compartment

- Utility Pit: 500mm (L) x 500mm (W) x 725mm (H)
- Trench: 175mm (W) x 200mm (H)
- 1 x 25mm (1") diameter water outlet at 2-3 bar pressure (29~43.5 psi).
- 1 x 100mm diameter floor drain (2")
- 1 x 100mm diameter drain point (2")
- 1 x 20mm compressed air outlet at 4-6 bar pressure.
- The maximum total air supply will be 150 L/S for the Hall, (58-87 psi), (317 CFM).

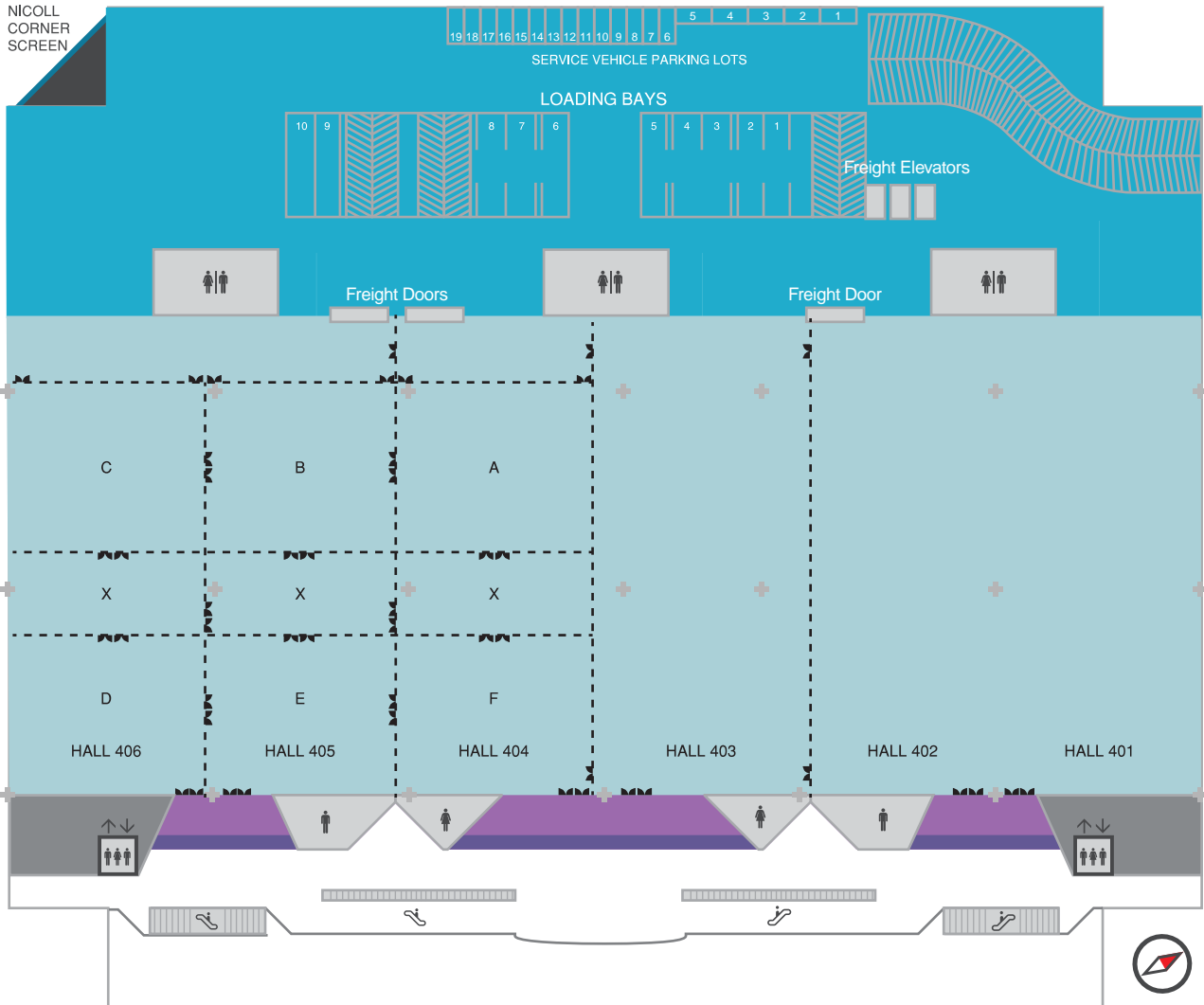
Electric Compartment

- Utility Pit: 500mm (L) x 500mm (W) x 725mm (H)
- Trench: 275mm (W) x 200mm (H)
- 2 x 60 Amp TPN Outlets: 400 volts
- 2 x 30 Amp TPN Outlets: 400 volts
- 1 x 30 Amp DP Outlet: 230 volts

ELV Compartment

- Utility Pit: 500mm (L) x 500mm (W) x 725mm (H)
- Trench: 100mm (W) x 200mm (H)
- 1 x PVC water proofed enclosure
- 4 x twin telephone outlet
- 1 x spare outlet complete with ten pairs of telephone cables
- Microphone outlets at every second utility pit

LEVEL 4 CEILING HEIGHT PLAN



- Halls
- Back of House
- Front of House (Foyer)
- Fixed Walls
- Movable Walls
- Fixed Pillars

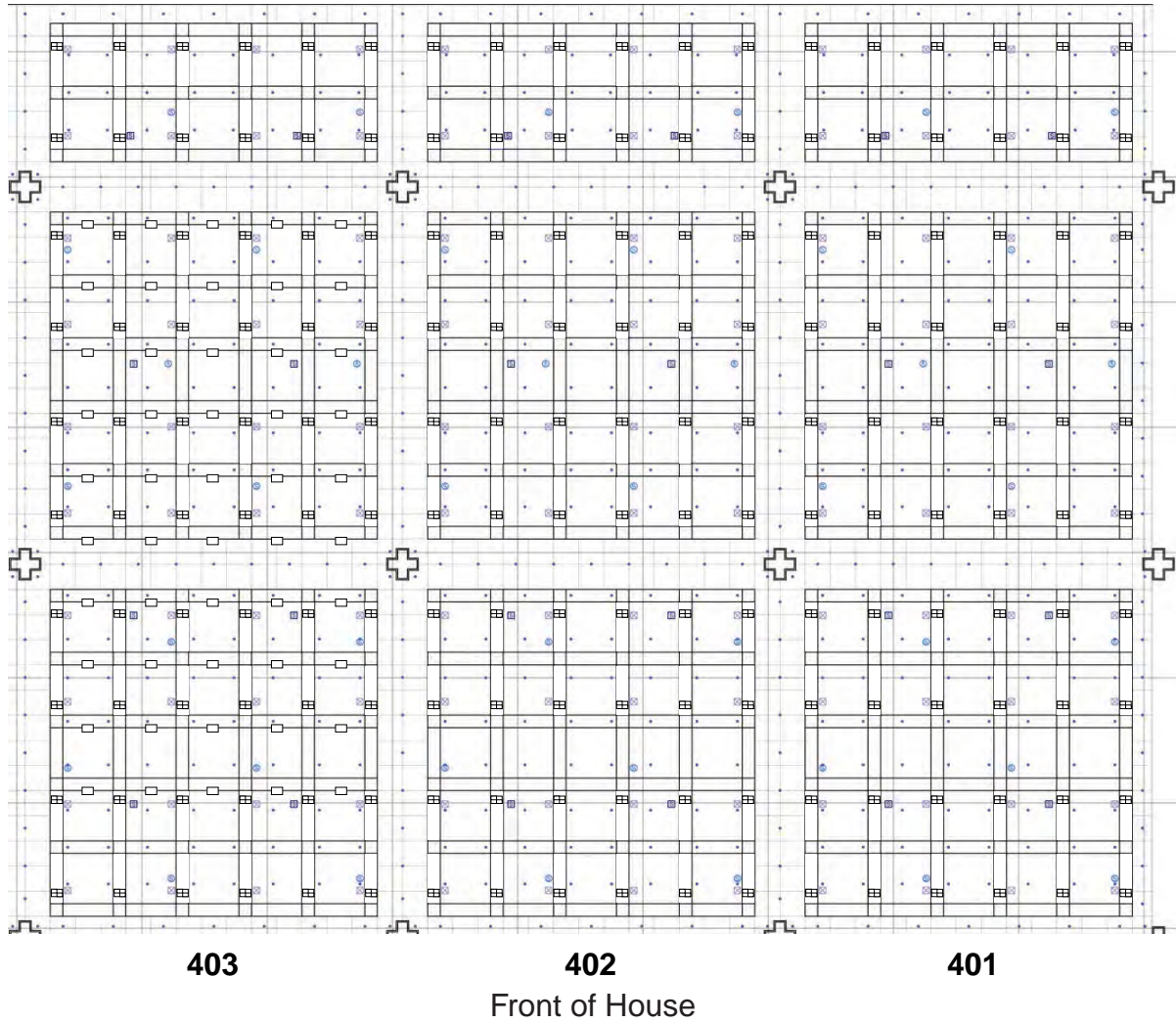
Ceiling Height



All dimensions are calculated in mm

- 7800
- 4000
- 3600
- 2800

LEVEL 4 LIGHTING PLAN - HALL 401, 402, 403

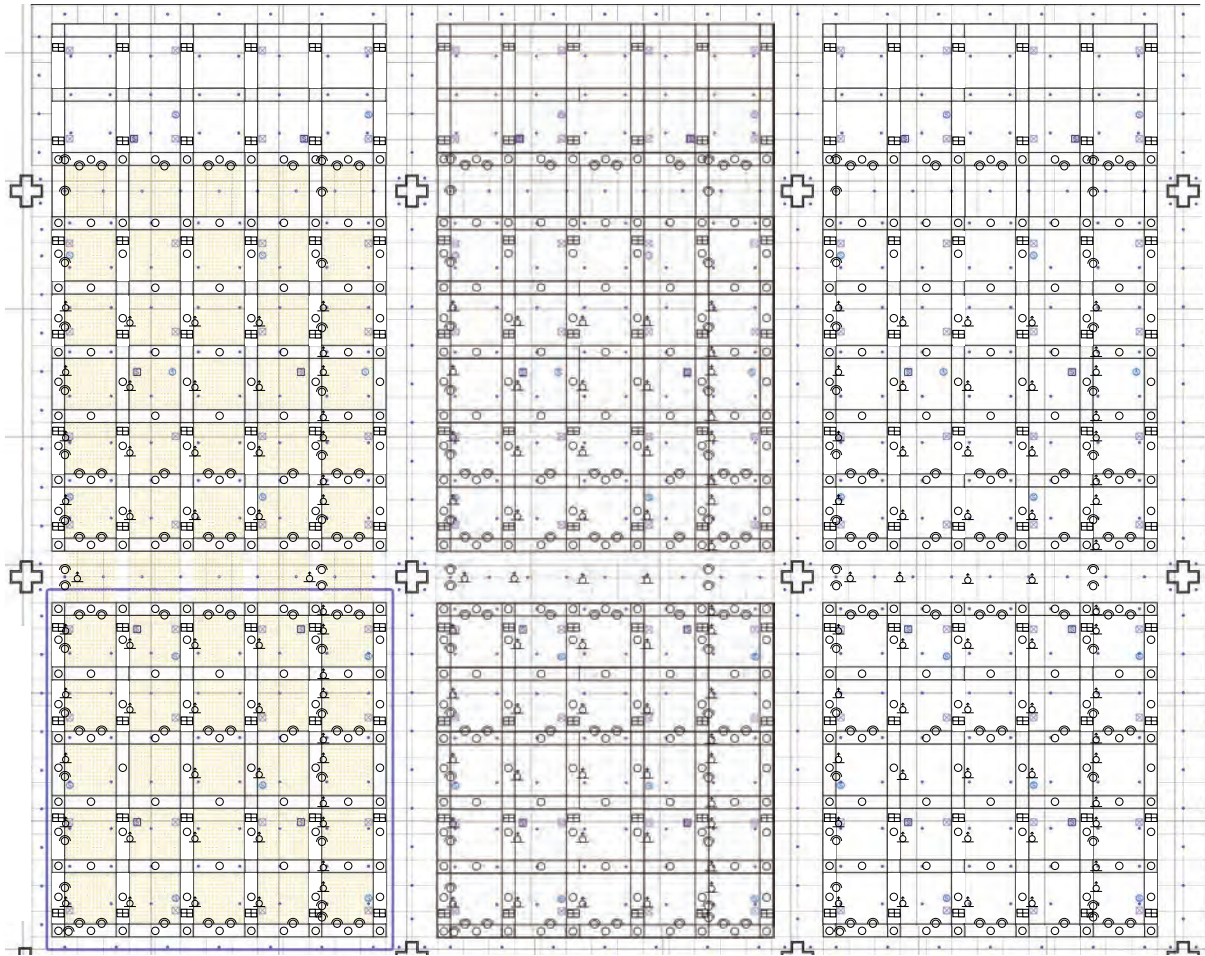
Back of House



Lighting Legend	
	Ambience Light
	Exhibition Light

LEVEL 4 LIGHTING PLAN - HALL 404, 405, 406

Back of House









406

405

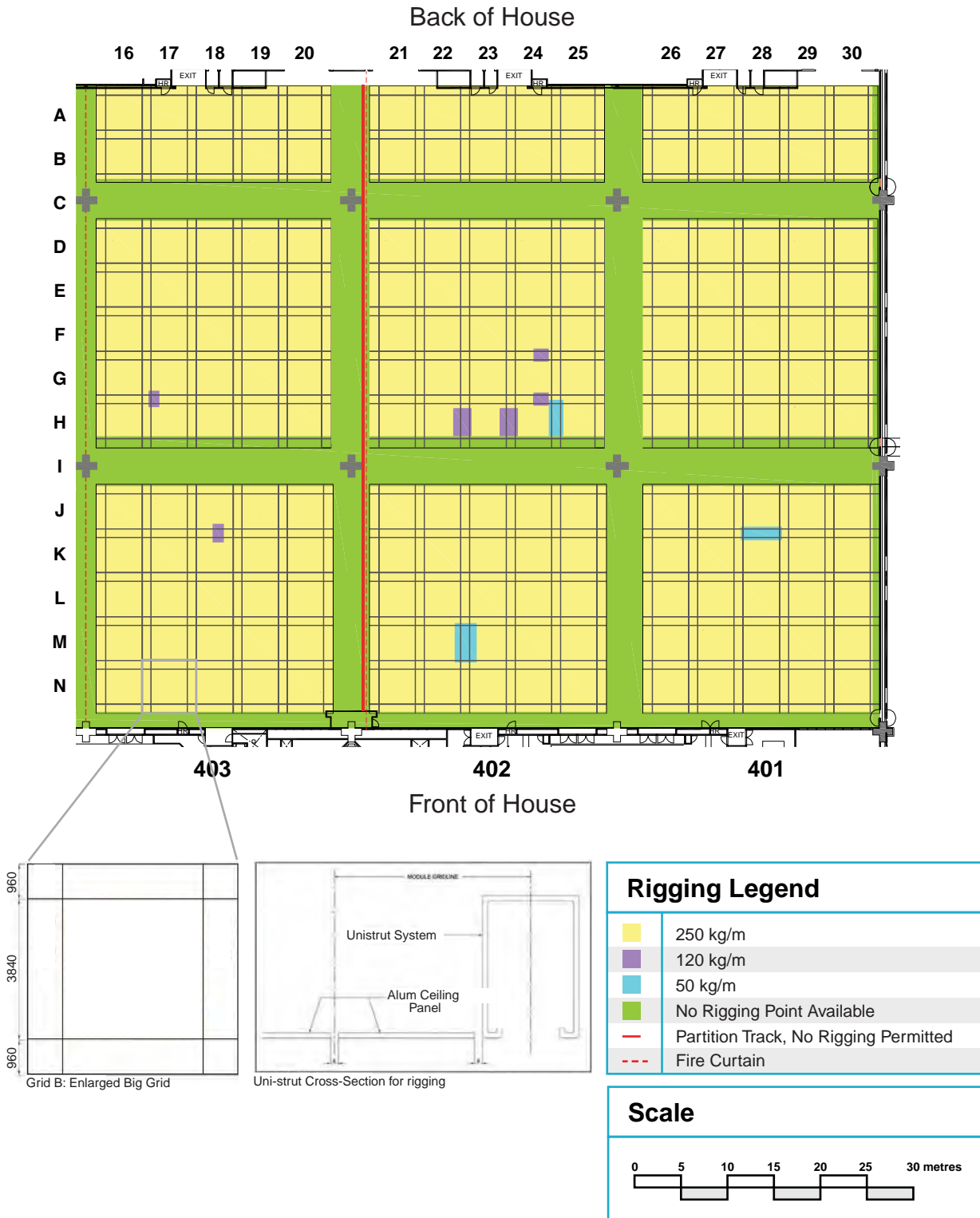
404

Front of House

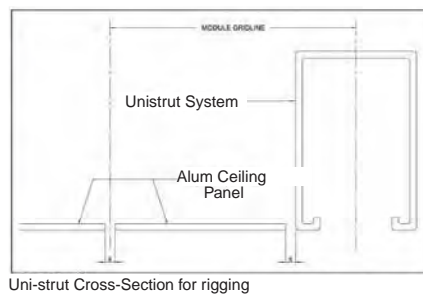
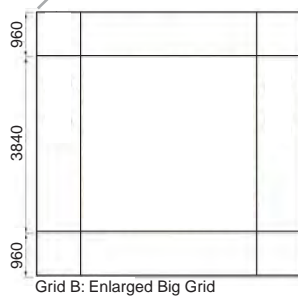
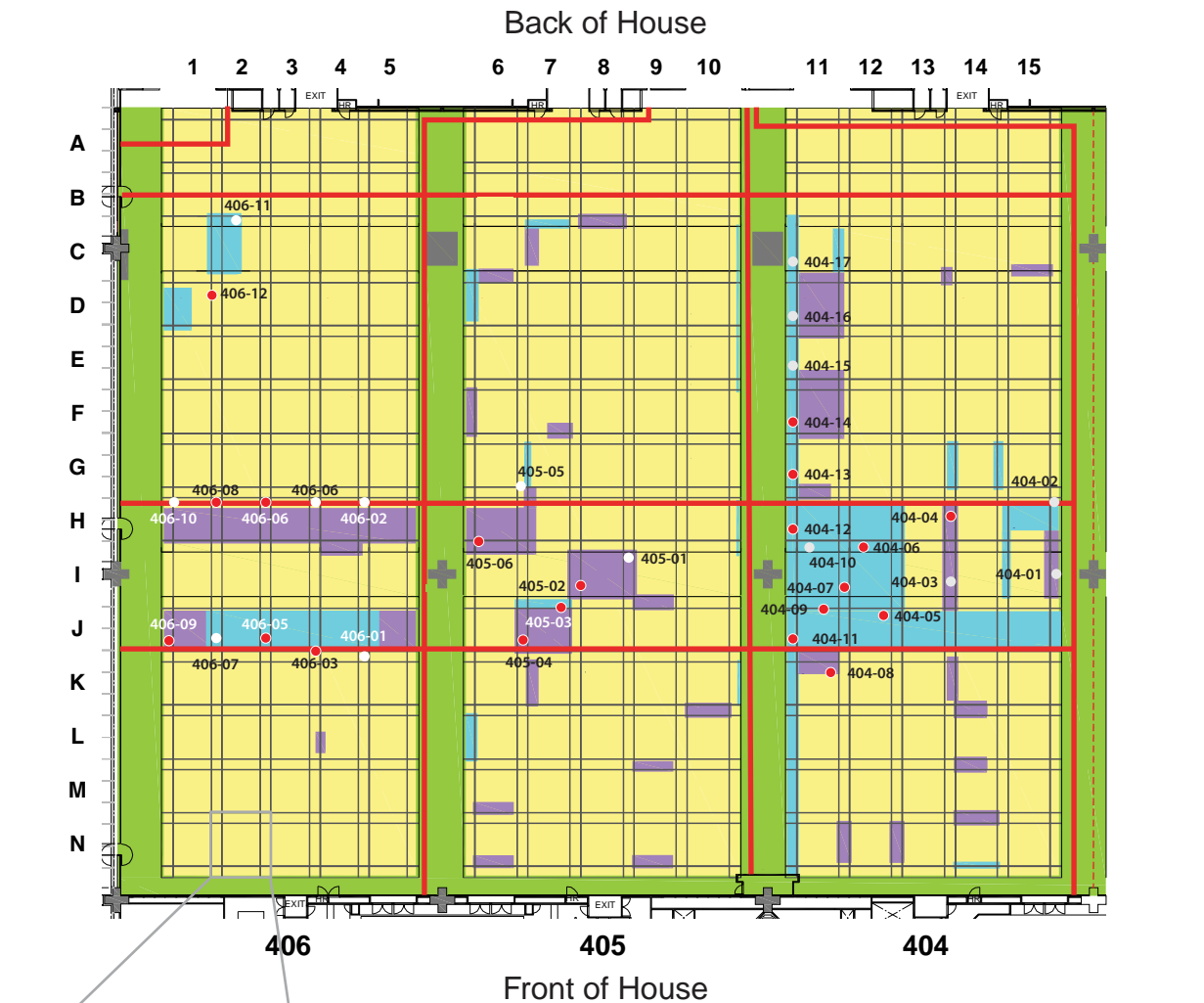
Lighting Legend

	Ambience Light
	Exhibition Light
	Conference Light
	Wall Washer
	Robo Light
	Crystals on 4 [Only In Hall 406]

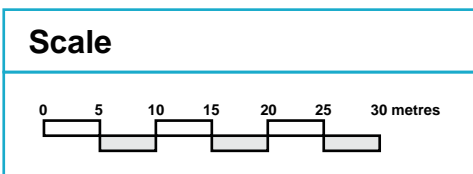
LEVEL 4 RIGGING LAYOUT - HALL 401, 402, 403



LEVEL 4 RIGGING LAYOUT - HALL 404, 405, 406

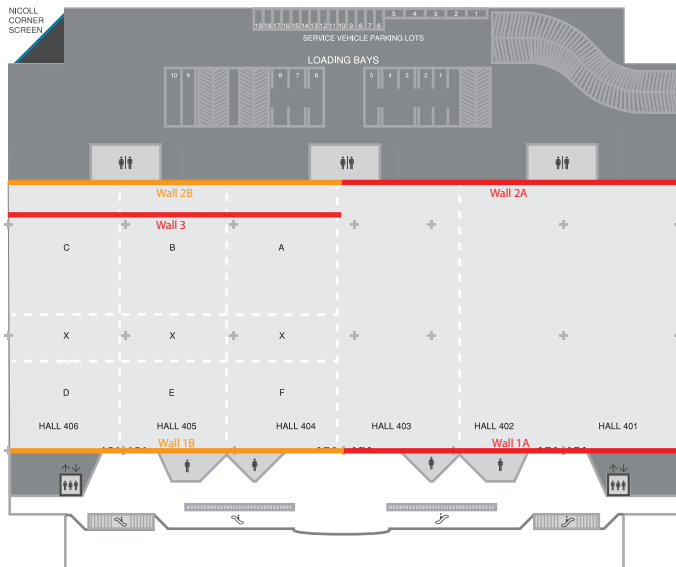
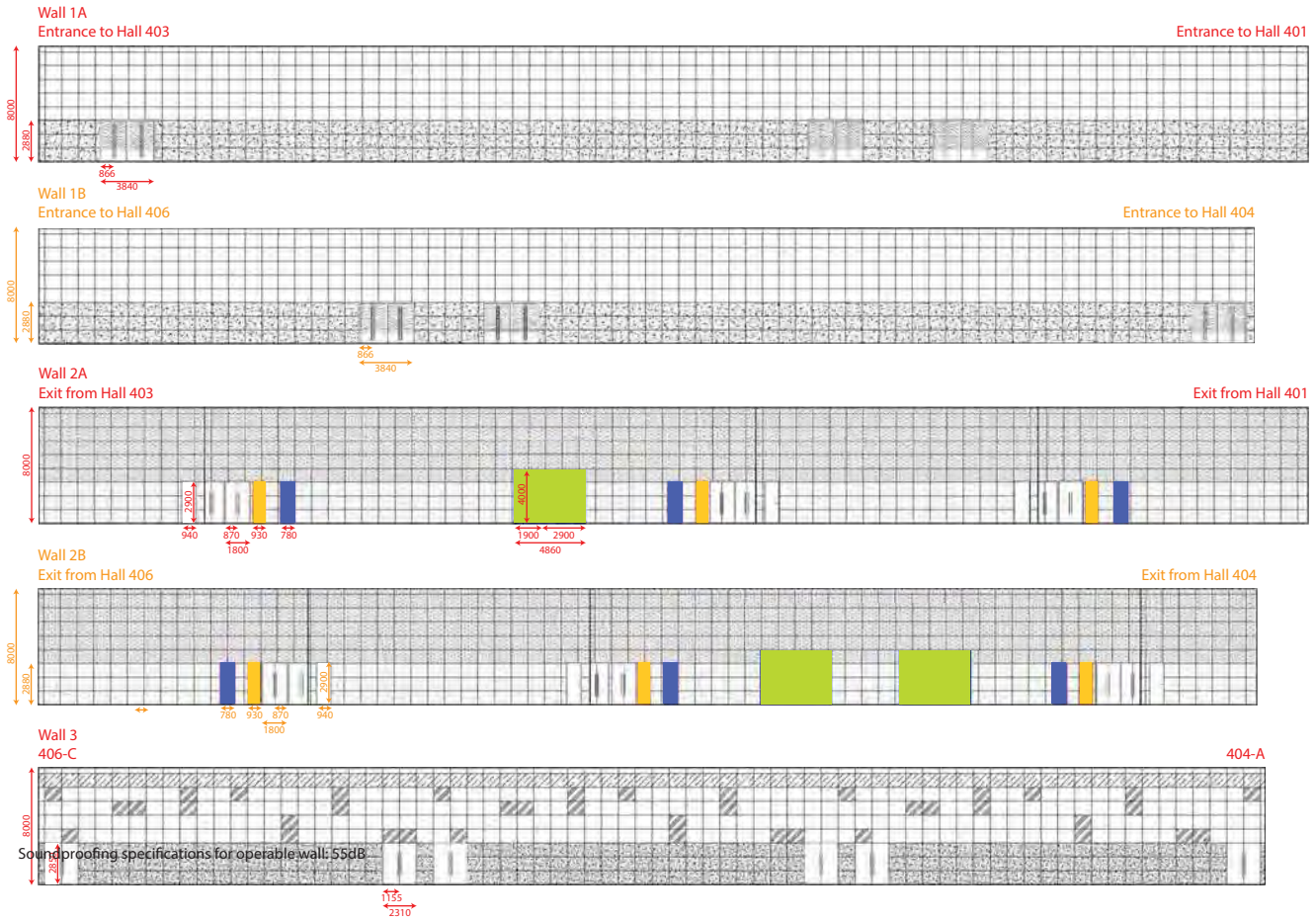


Rigging Legend	
	250 kg/m
	120 kg/m
	50 kg/m
	No Rigging Point Available
	Partition Track, No Rigging Permitted
	Fire Curtain
	Rigging Point (500 kg/point)
	Rigging Point (500 kg/point) Reduced clearance room above the rigging point



Note: In general, all rigging points shall maintain tangent (90 degree) to the ceiling, especially for those highlighted in RED.

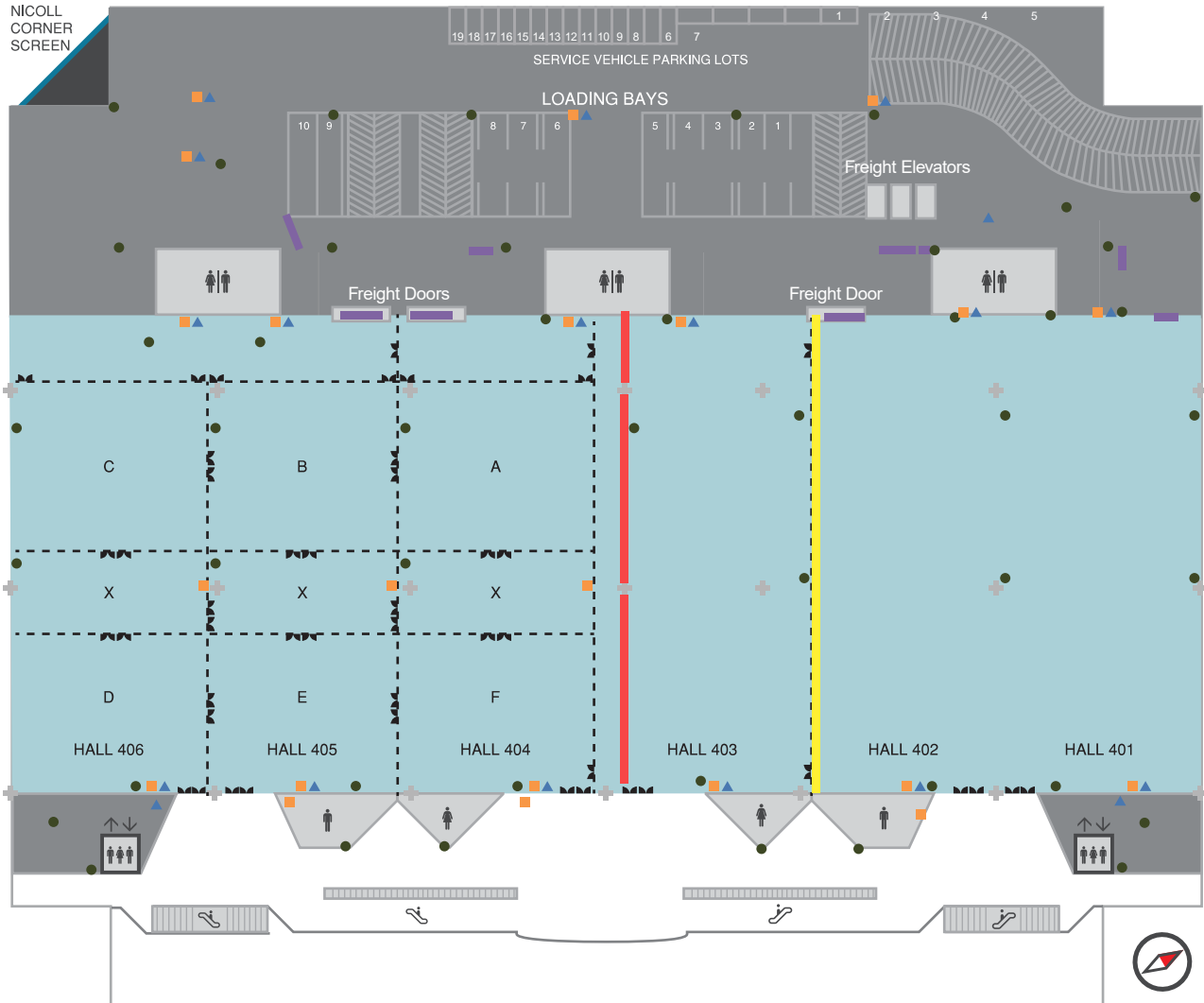
LEVEL 4 WALL & DOOR SPECIFICATION



Door Type Legend
All dimensions are calculated in mm

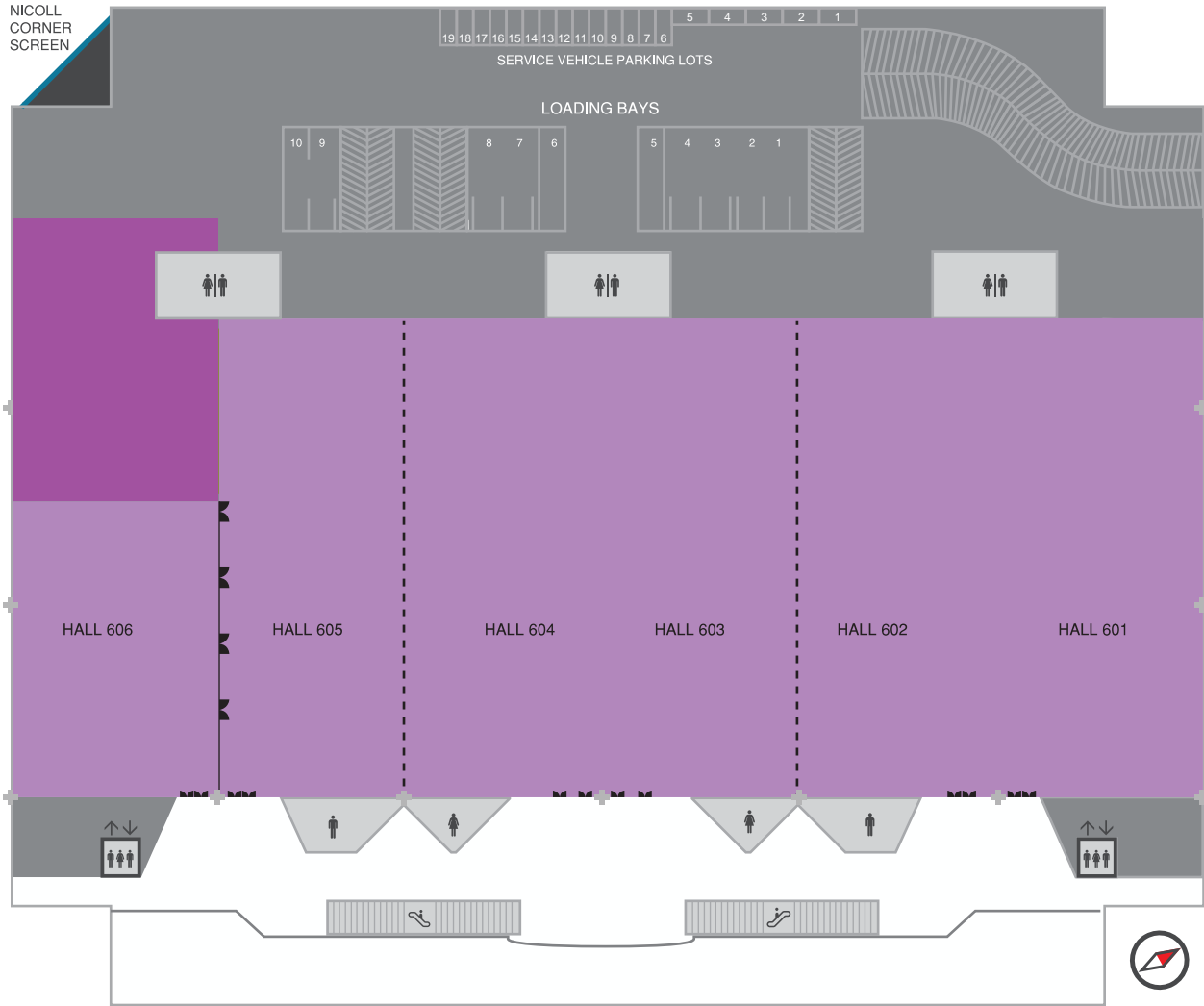
- Freight Doors
- Mechanical Risers
- Electrical Risers

LEVEL 4 FIRE SAFETY FLOOR PLAN



- ▲ Dry Riser
- Fire Extinguisher
- Fire Hose Reel
- Fire Curtain
- Fire Curtain between 402 & 403 (3 metre clearance)
- Fire Curtain between 403 & 404 (2.3 metre clearance)

LEVEL 6 OVERVIEW FLOOR PLAN



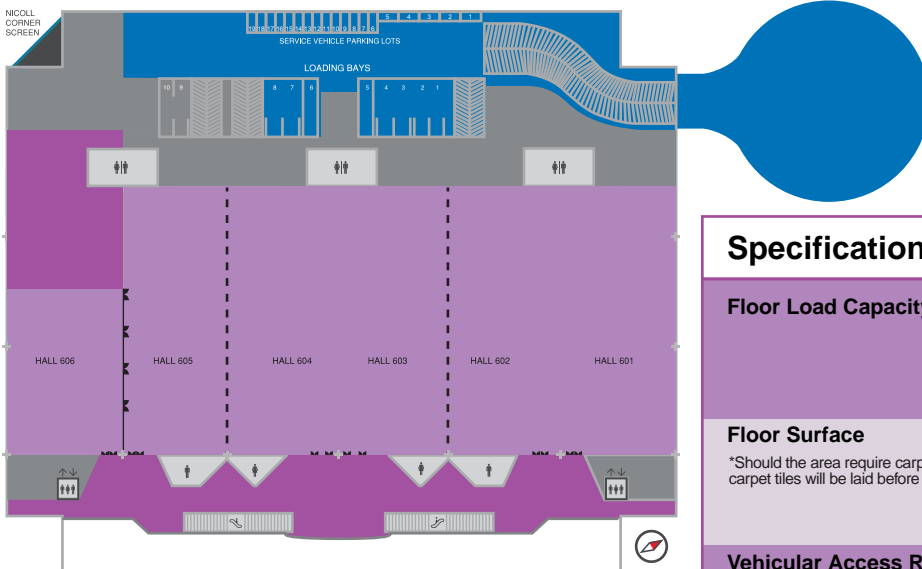
- | | | | |
|---|------------------------|---|---------------|
|  | Meeting Rooms |  | Fixed Walls |
|  | Halls |  | Movable Walls |
|  | Back of House |  | Fixed Pillars |
|  | Front of House (Foyer) | | |

LEVEL 6 CAPACITY CHART

Hall	Maximum Usable Floor Area (SQM)	Event Settings			F&B Settings		
		Theatre	Classroom	Cluster (7 seats per table)	Banquet (10 seats per table)	Buffet	Cocktail
Hall 601-602	4,000	-	-	-	-	-	-
Hall 601-604	8,000	6,059	-	-	-	-	-
Hall 601-605	9,935	-	-	-	-	-	-
Hall 603-604	4,000	-	-	-	-	-	-
Hall 606	1,155	850	-	200	300	500	500

Room capacities are estimated and may vary with different setups.

FLOOR LOADING



Specifications

Floor Load Capacity

- 5.0KN/m² (100lb/ sq ft)
- 10.0KN/m² (200lb/ sq ft)
- 17.5KN/m² (350lb/ sq ft)

Floor Surface

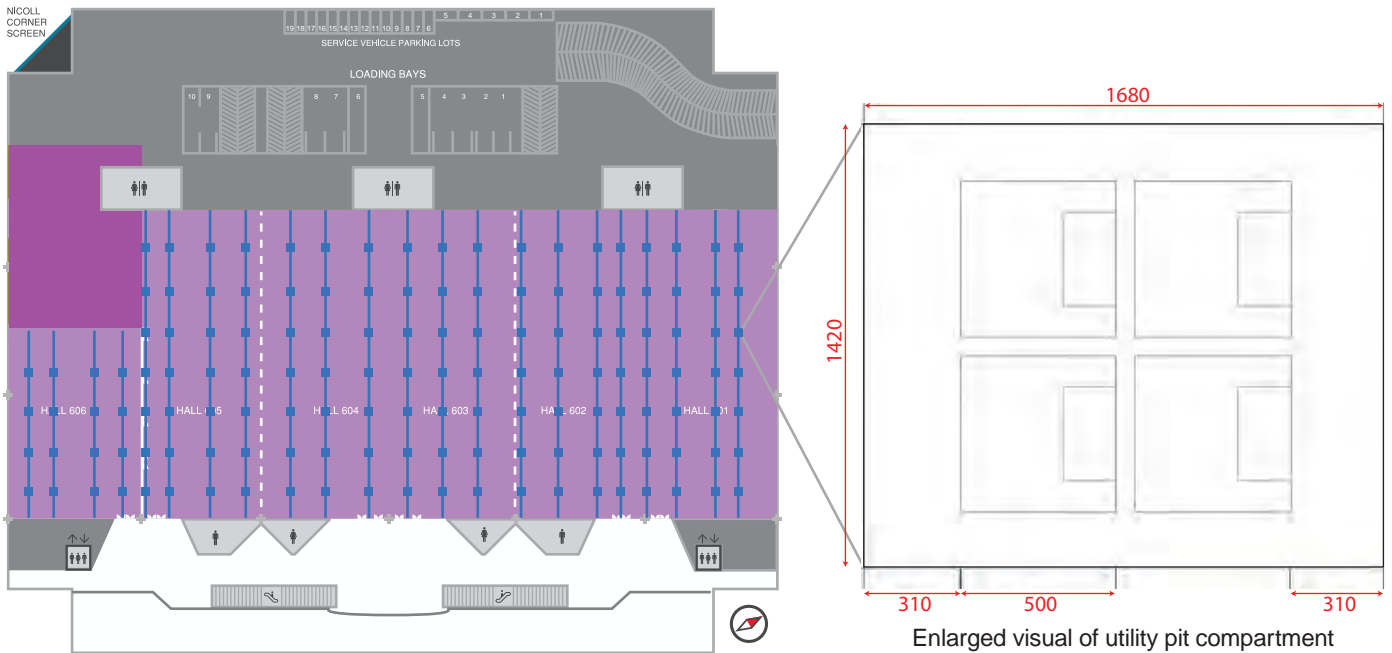
*Should the area require carpeting, carpet tiles will be laid before move-in

- Halls: Concrete*
- Foyer: Granite
- Meeting Rooms: Carpet

Vehicular Access Ramp

- Width of Individual Driveway: 600mm
- Diameter of Ramp: 26,298mm
- Maximum Clearance Height: 4,000mm

LEVEL 6 UTILITY PIT SPECIFICATION



Utility Pit & Trench System

Wet Compartment

- Utility Pit: 500mm (L) x 500mm (W) x 725mm (H)
- Trench: 175mm (W) x 200mm (H)
- 1 x 25mm (1") diameter water outlet at 2-3 bar pressure (29~43.5 psi).
- 1 x 100mm diameter floor drain (2")
- 1 x 100mm diameter drain point (2")
- 1 x 20mm compressed air outlet at 4-6 bar pressure.
- The maximum total air supply will be 150 L/S for the Hall, (58-87 psi), (317 CFM).

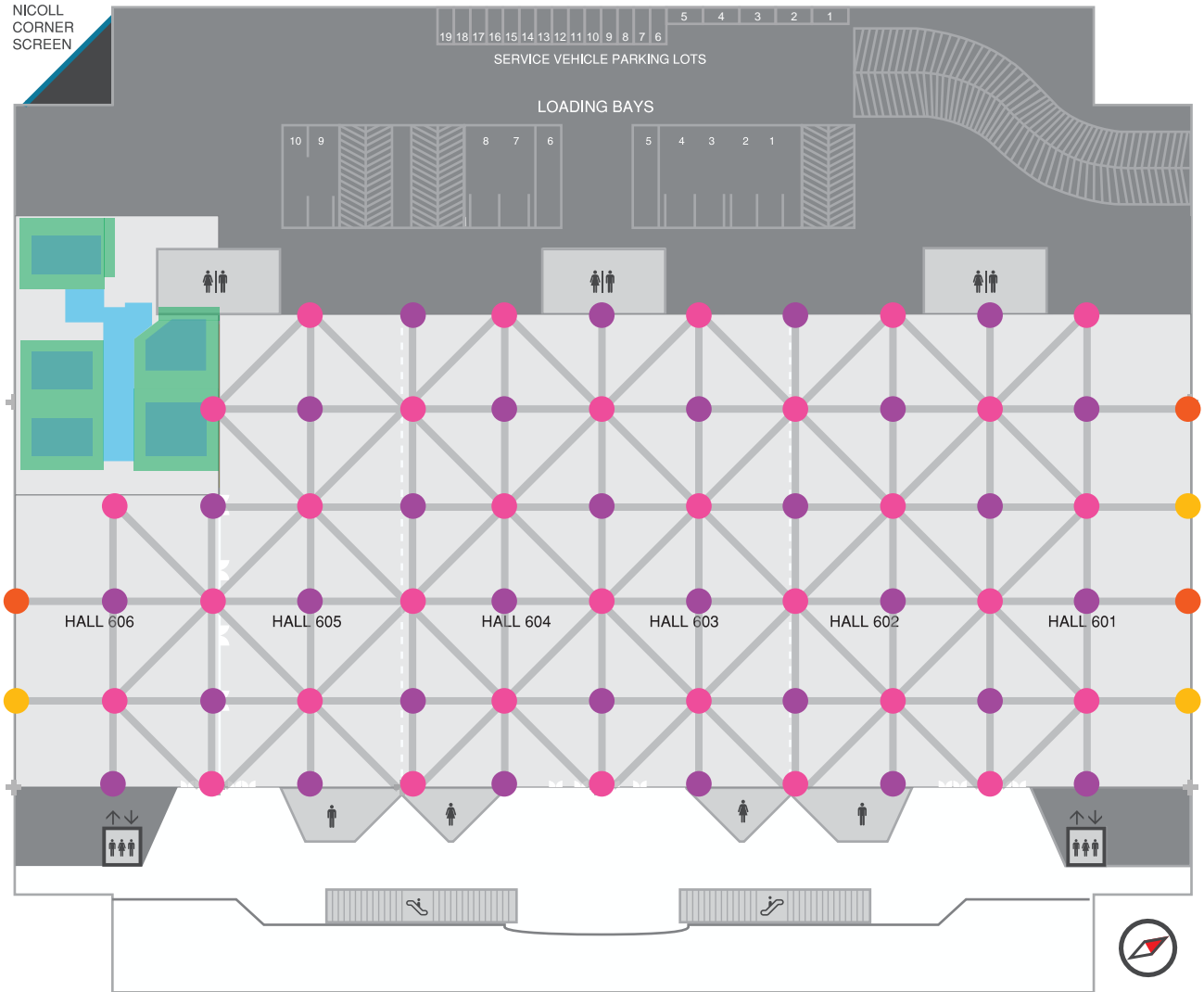
Electric Compartment

- Utility Pit: 500mm (L) x 500mm (W) x 725mm (H)
- Trench: 275mm (W) x 200mm (H)
- 2 x 60 Amp TPN Outlets: 400 volts
- 2 x 30 Amp TPN Outlets: 400 volts
- 1 x 30 Amp DP Outlet: 230 volts

ELV Compartment

- Utility Pit: 500mm (L) x 500mm (W) x 725mm (H)
- Trench: 100mm (W) x 200mm (H)
- 1 x PVC water proofed enclosure
- 4 x twin telephone outlet
- 1 x spare outlet complete with ten pairs of telephone cables
- Microphone outlets at every second utility pit

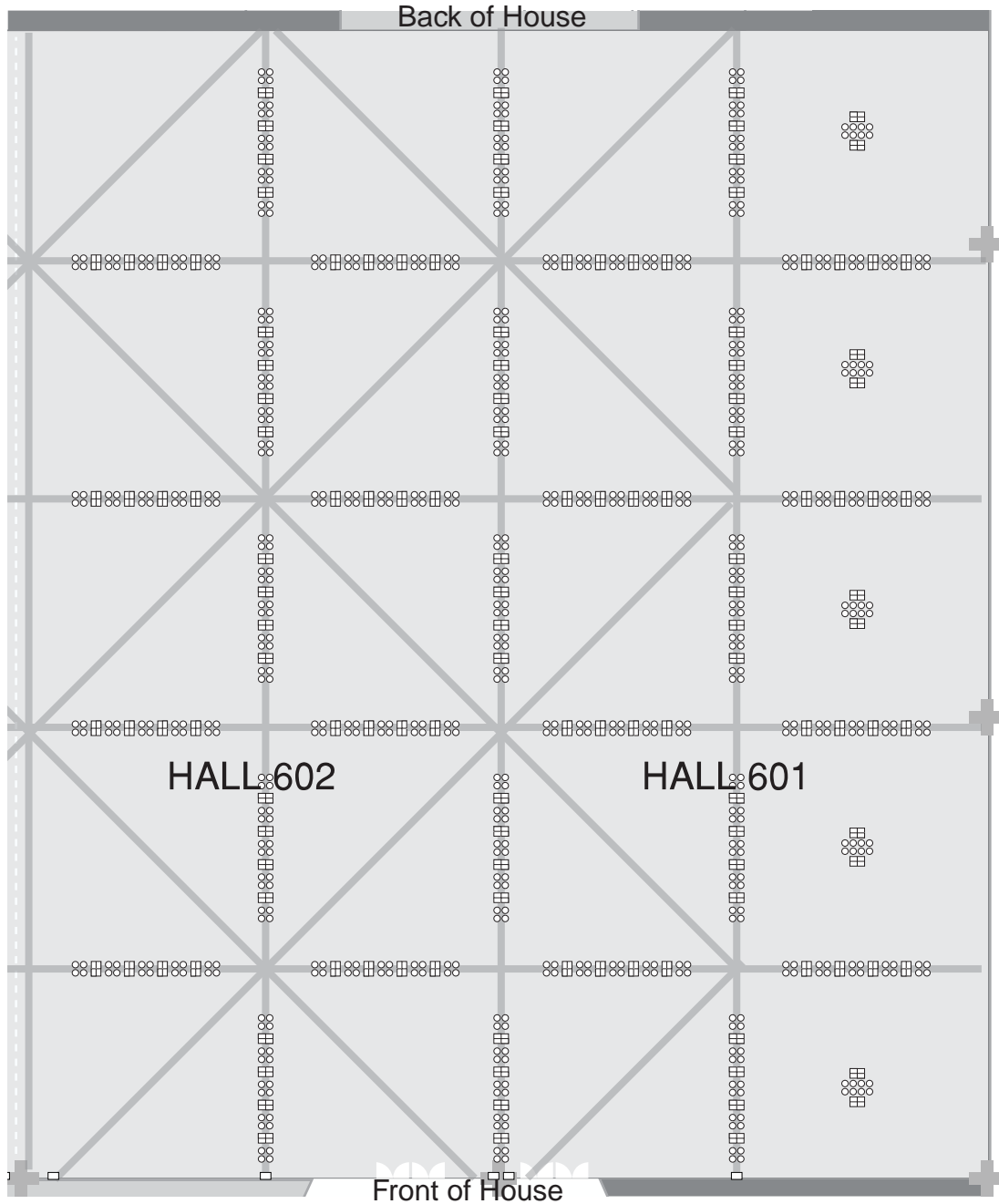
LEVEL 6 CEILING HEIGHT PLAN



Ceiling Height
All dimensions are calculated in mm

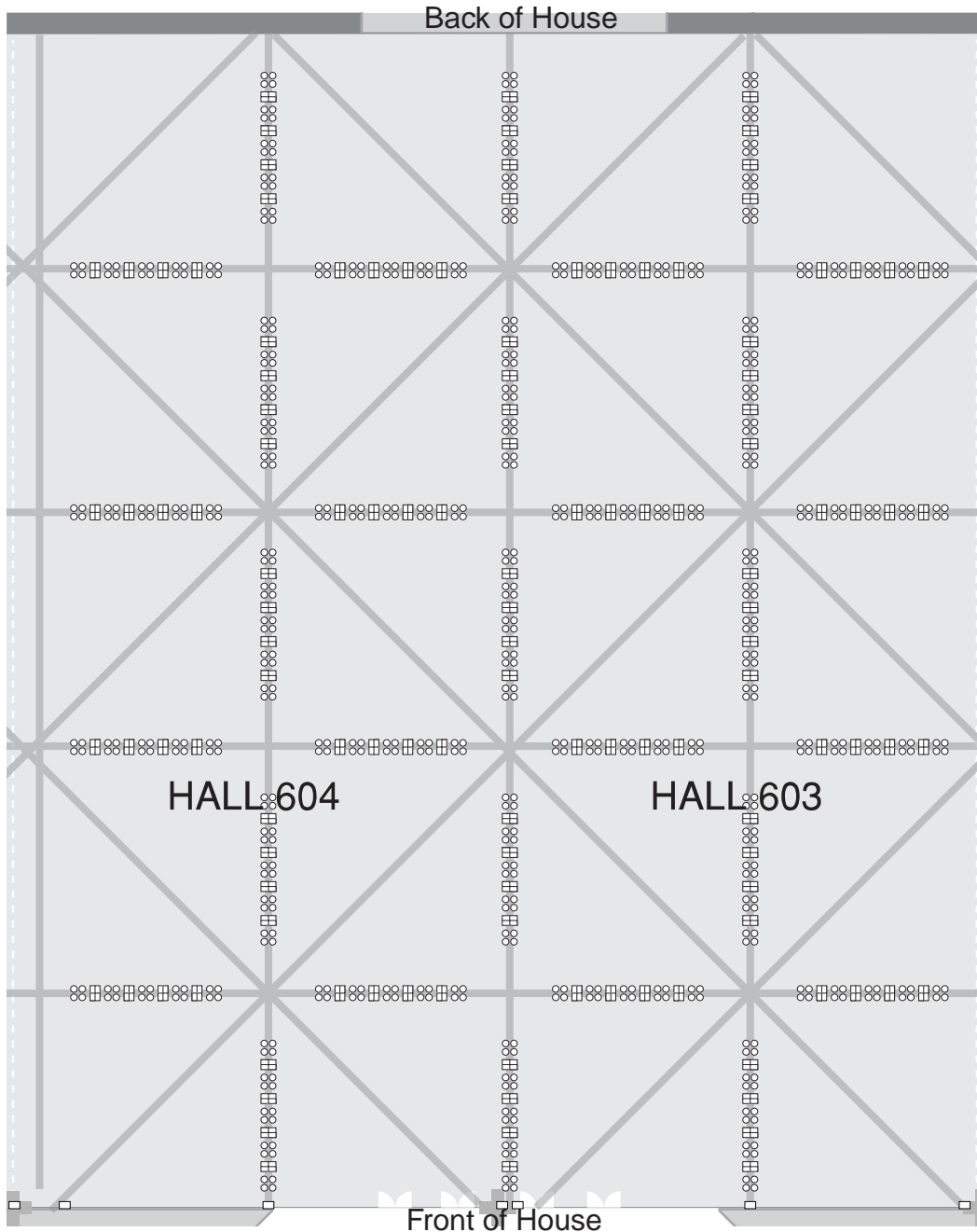
16400	10050	9760	3100	3056	3000	2800
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LEVEL 6 LIGHTING PLAN - HALL 601, 602



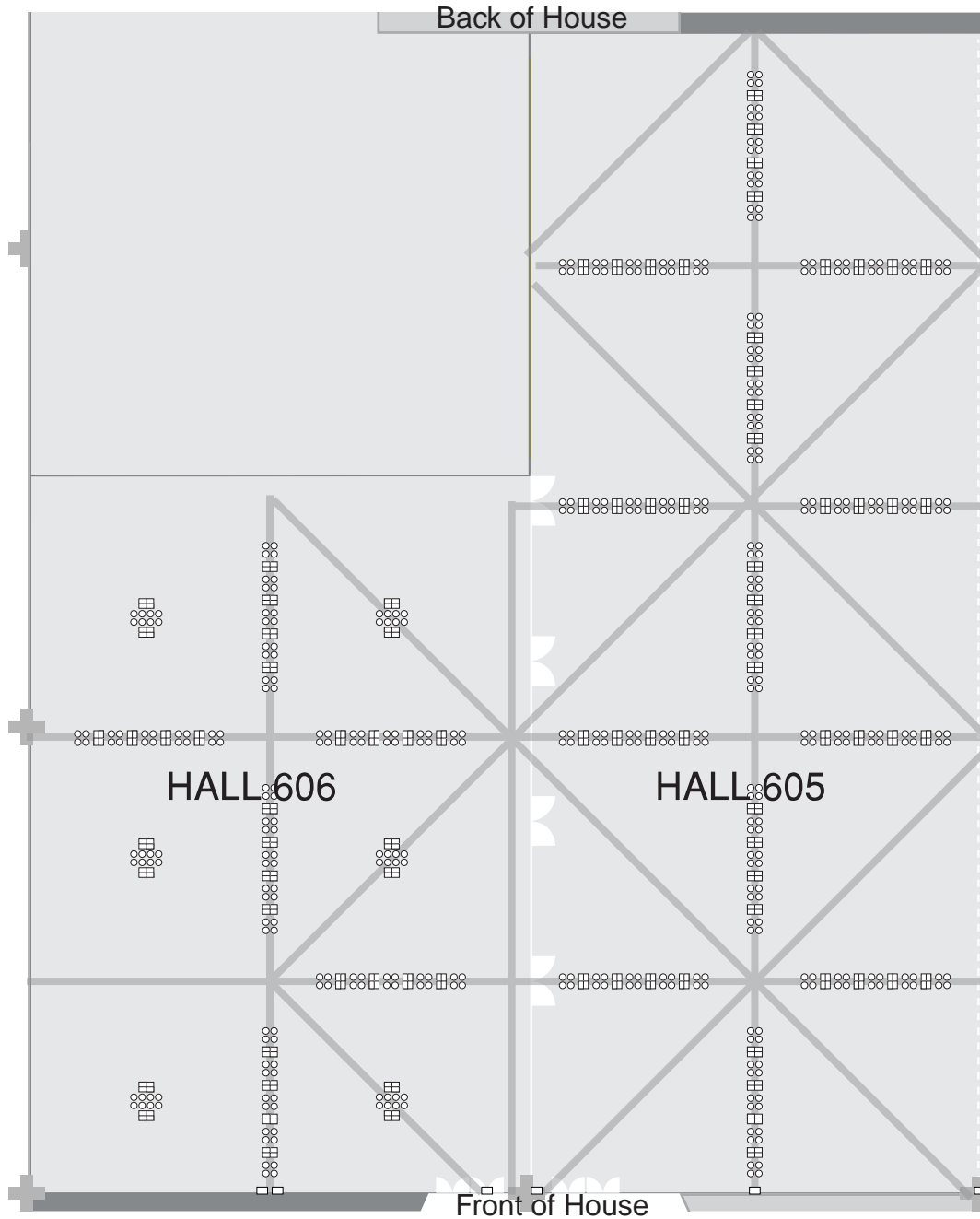
Lighting Legend	
□	Ambience Light
▣	Exhibition Light
○	Conference Light




LEVEL 6 LIGHTING PLAN - HALL 603, 604



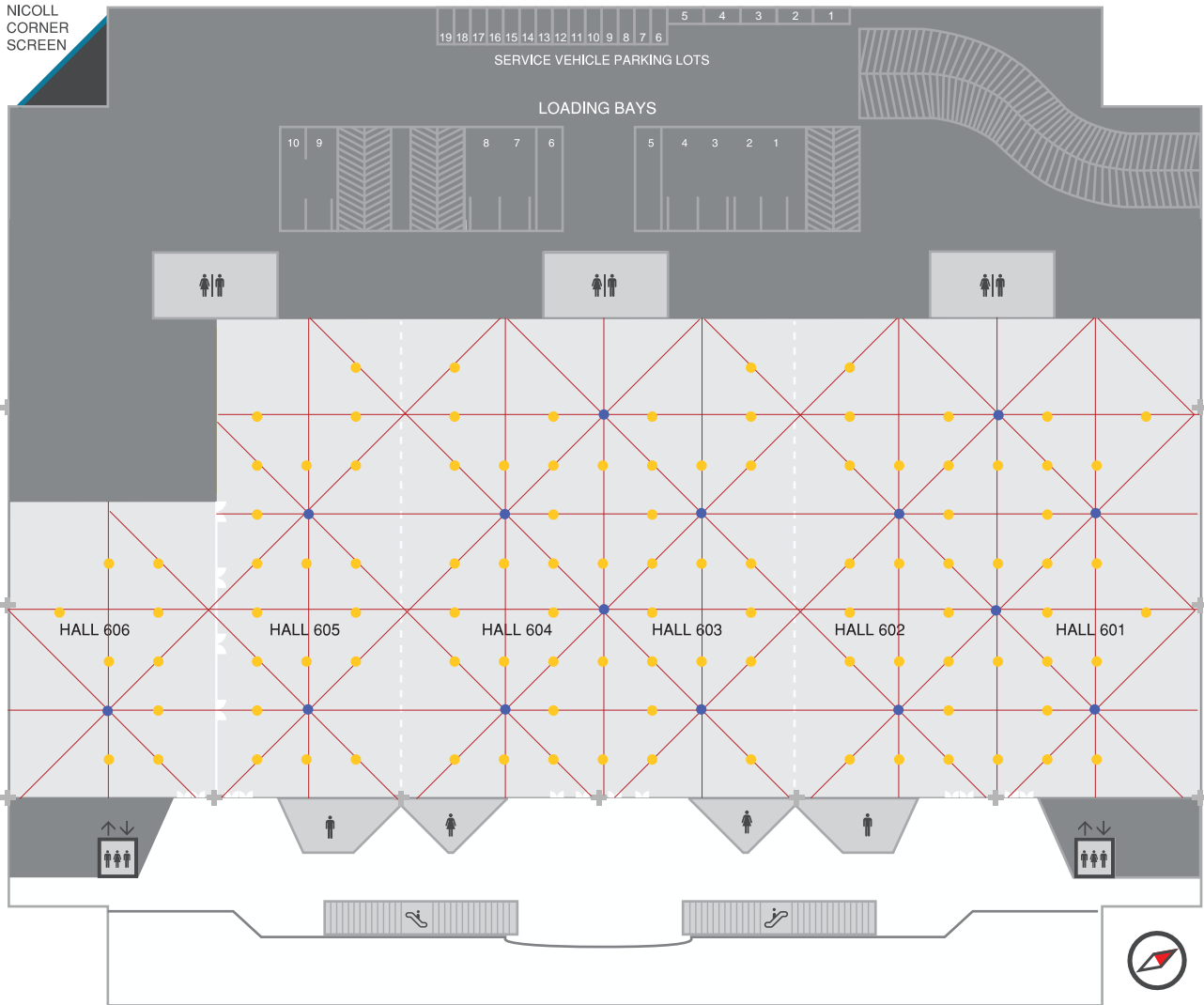
Lighting Legend	
	Ambience Light
	Exhibition Light
	Conference Light

LEVEL 6 LIGHTING PLAN - HALL 605, 606



Lighting Legend	
	Ambience Light
	Exhibition Light
	Conference Light

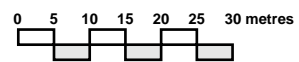
LEVEL 6 RIGGING LAYOUT



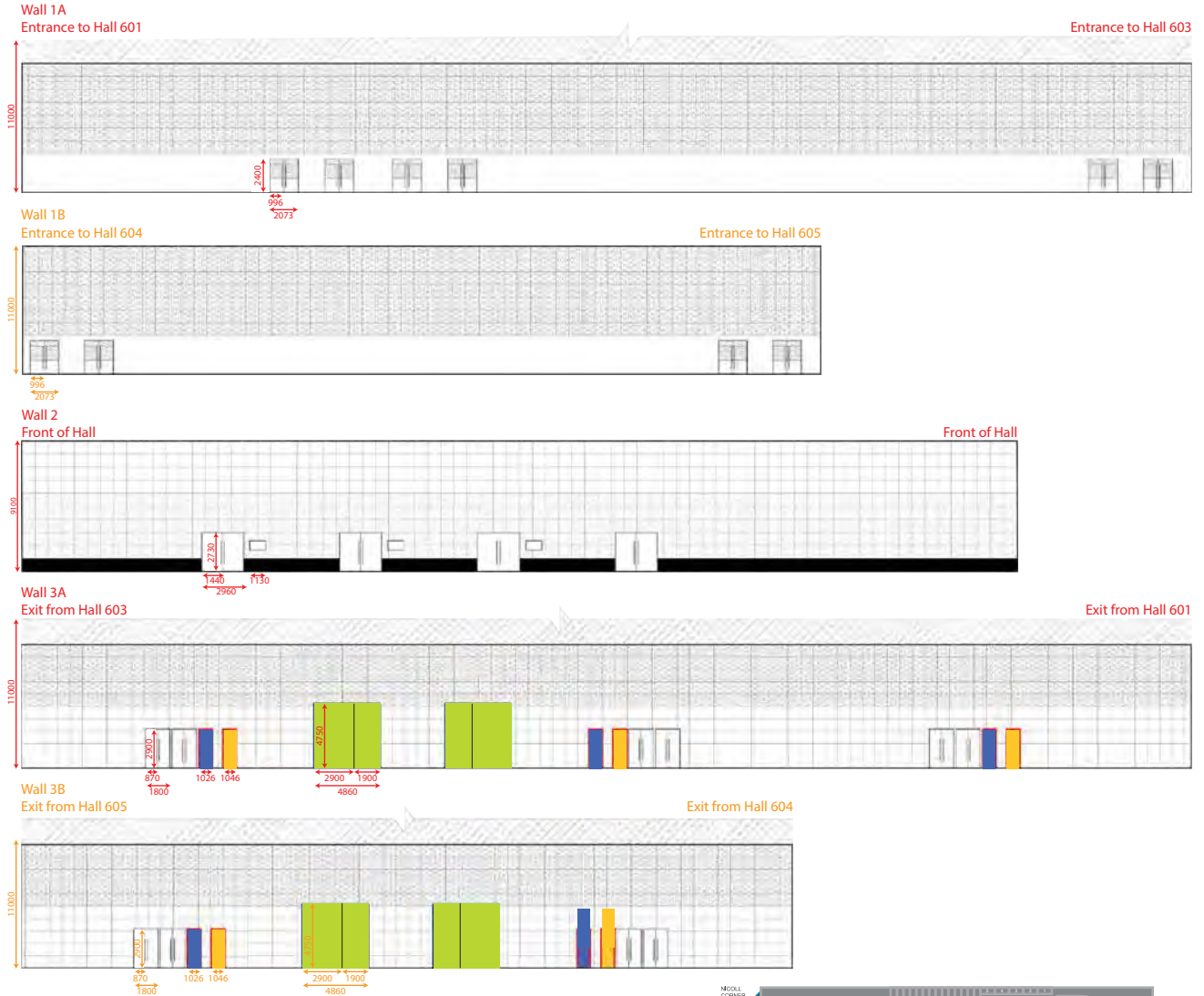
Rigging Legend

- 1 Ton Rigging Point
- 5 Ton Rigging Point

Scale



LEVEL 6 WALL & DOOR SPECIFICATION

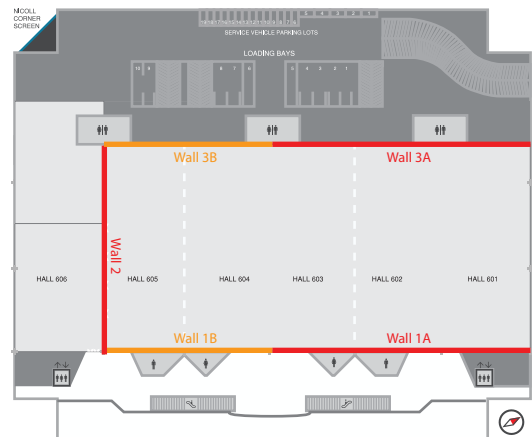


Soundproofing specifications for operable wall: 55dB

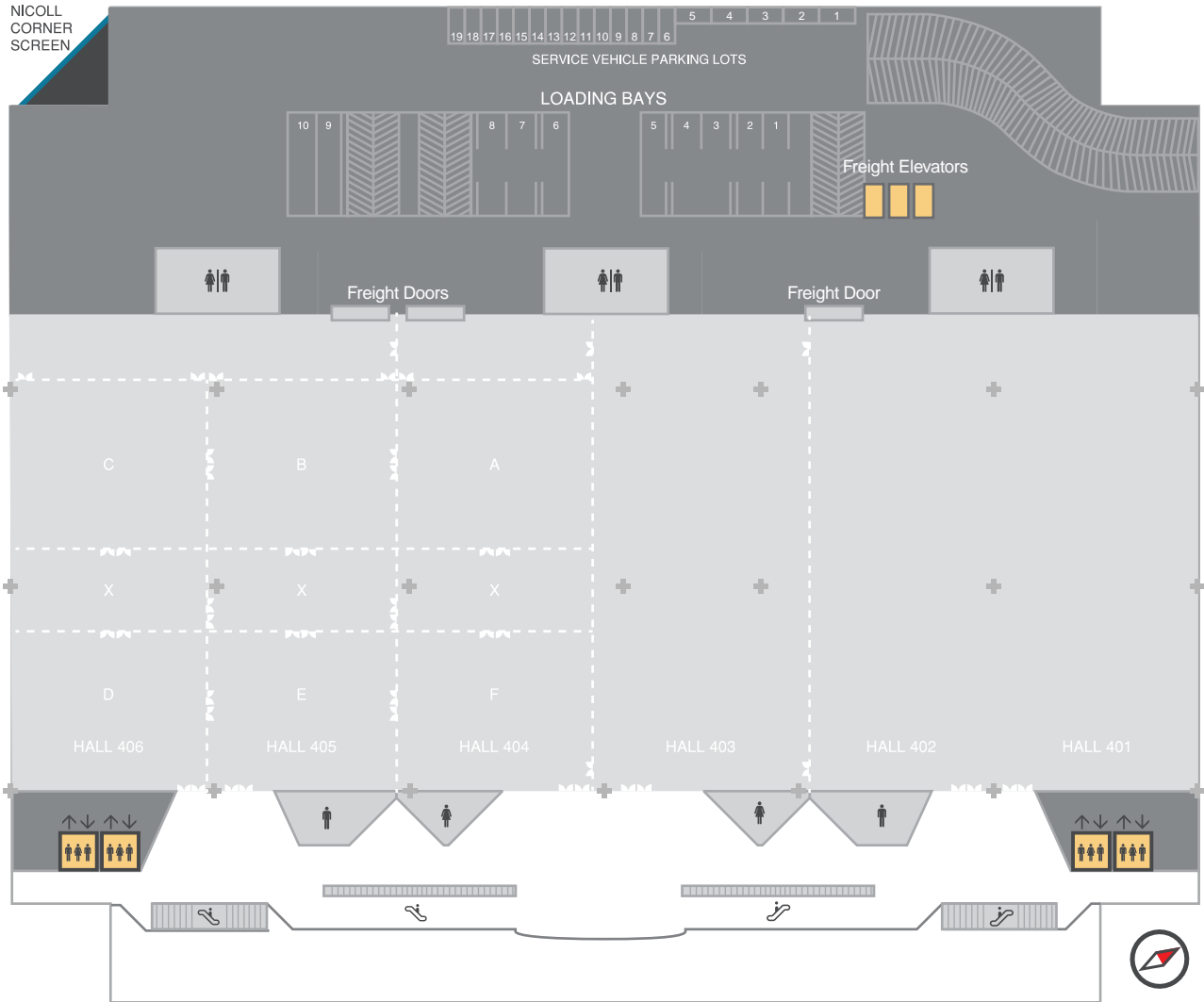
Door Type Legend

All dimensions are calculated in mm

- Freight Doors
- Mechanical Risers
- Electrical Risers



ELEVATOR SPECIFICATIONS



Passenger Elevators Specifications

System:	Duplex Control
Speed:	105m/min
Capacity:	1,360kg
Levels Served:	B2, B1, 1, 2, 3, 4, 6
Interior Dimensions:	1,850mm (W) x 1,700mm (D) 2,900mm (H)
Door Size:	1,000mm (W) x 2,420mm (H)





Freight Elevators Specifications

System:	Traction
Speed:	0.5m/s (1.64 ft/s)
Capacity:	7,000kg/7 tonnes (15,400 lbs)
Levels Served:	B1, L2 to L4 & L6 (2 elevators) B2 to L6 (1 elevator)
Interior Dimensions:	2.5m (W) x 4.35m (D) x 3.1m (H) [8.2ft (W) x 14.3ft (D) x 10.2ft (H)]
Door Size:	2.5m (W) x 2.8m (H) [8.2ft (W) x 9.2ft (H)]



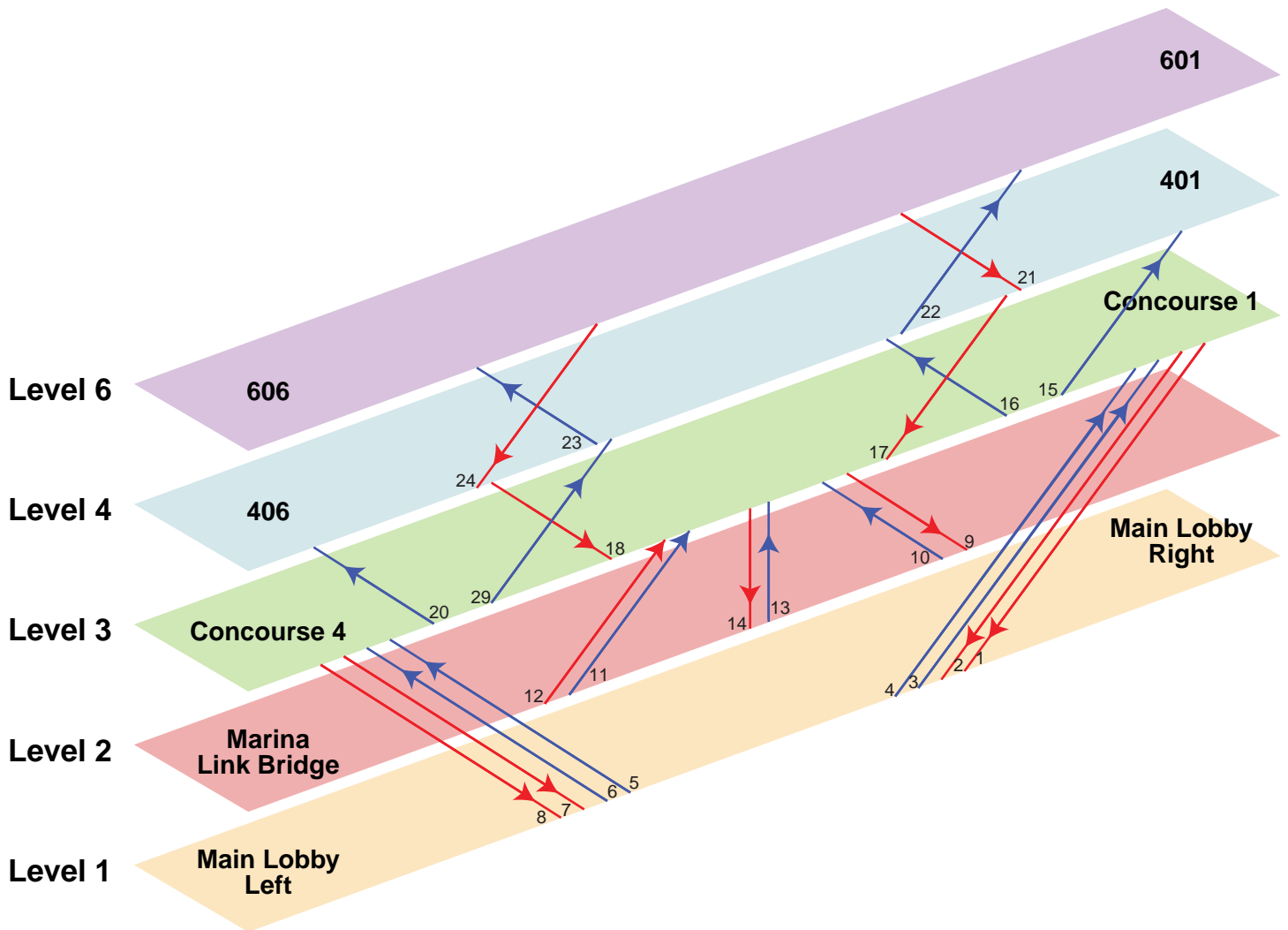
LEVEL 6 FIRE SAFETY FLOOR PLAN



-  Dry Riser
-  Fire Extinguisher
-  Fire Hose Reel
-  Fire Curtain

ESCALATOR SPECIFICATIONS

DEFAULT ESCALATOR FLOW



Escalator Specifications			
Escalator	Distance	Speed	Levels Served
1-8	20.5m	0.65m/s	1 to 3
9-12	10.5m	0.65m/s	2 to 3
13-14	10.5m	0.50m/s	2 to 3
15-20	10.5m	0.65m/s	3 to 4
21-24	20.5m	0.65m/s	4 to 6



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