

SANDS EXPO AND CONVENTION CENTRE

GOODS VEHICLE TEMPORARY ENTRY PERMIT

1. Application Details (Vendors, Contractors and Delivery Agents's to fill-up) Date : / / (dd/mm/yy)

Requested by :	Company :	
	Person in Charge :	
	Contact Number :	
	Event Name :	

S/N	Entry Date dd/mm/yy	Estimated Time of Arrival (Please Tick)			Vehicle Details (Please Tick)				Driver's Contact Details
		08:00hrs to 12:00hrs	12:00hrs to 18:00hrs	Others (Please Specify)	Vehicle No.	Crane Lorry / Lorry / Van	Trailer / Container	Others (Please Specify)	
1.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
2.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
3.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
4.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
5.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

2. Rules and Regulations

- No Passenger vehicle is allowed access into the Centre's Loading Docks / Halls.
- This Entry Permit is entitled to a single Goods Vehicle entry only.
- For consignments requiring mechanical aids, MICE Logistics Team needs to be informed in-advance.
- The Goods Vehicle must be removed from the Centre's Loading Docks / Halls immediately upon loading / unloading operations. No parking in the Centre's Loading Docks / Halls is allowed.
- MICE Logistics team will not be responsible for any missing or damaged goods, or whatsoever, whilst storage or handling of the goods in the property by the delivery agents.
- All debris and waste materials must be removed by the respective delivery agents.
- Strictly no dumping is allowed in the Centre's premise.
- The Centre's Loading Docks operating hours are from 0800 – 1800hrs, from Mondays to Sundays.
- Cash card Gantry system is in operational, when accessing the Centre's Loading Dock / Halls Charges (1) First 45mins no charges
- (2) Next 15mins S\$8.00 (3) Per half hour block thereafter S\$10.00 (4) Maximum per 24hrs S\$26.00

Note:

- This Entry Permit should be submitted to MICE Logistics Team, at least a day prior to the required date. The cut off time is 1500 hrs.
- **Please email the completed Entry Permit to MICE_LOGISTICS@Marinabaysands.com**
- **For assistance, please contact 8138 9867 MICE MSO**
- The Entry Permit will be emailed back to the delivery agents.
- The endorsed Entry Permit must be prominently displayed at the vehicle windshield prior to entry

3. For Official use only

Reviewed By : <hr/> MICE Logistics Team Approved by : _____ Date : _____	Approved for Entry into Expo Hall / Loading Dock: <input type="checkbox"/> Level 1-Expo Hall A – Height Limit at 4.20metres <input type="checkbox"/> Basement 2-Expo Hall D – Height Limit at 4.40metres <input type="checkbox"/> Basement 4- MICE Loading Dock – Height Limit at 4.25metres <input type="checkbox"/> Others _____
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