



Please read this manual carefully - it provides essential information, as well as useful hints for SASS sponsors who will exhibit (table-top). Any queries arising from the information and instructions in this manual should be addressed to the Organizers well in advance of the exhibition.

Seminar and exhibits organized on behalf of:



CONFERENCE ORGANIZING TEAM - STAFF CONTACTS

Elizabeth (Liz) Solorzano, CMP
Director, Conferences and Events
Flight Safety Foundation
701 N. Fairfax Street, St 250
Alexandria, VA 22314 USA
Office: +1 703.739.6700 x143
Fax: +1 703.739.6708
Mobile: +1 202.747.4306
rochette@flightsafety.org

Khoo Jacelyn (Ms)
Manager (School of Aviation Safety & Security)
Singapore Aviation Academy
Office: (65) 6540 6354
Mobile: (65) 9800 6427
Fax: (65) 6542 9890
Jacelyn_KHOO@caas.gov.sg

Alfred QIU (Mr)
Manager (School of Aviation Safety & Security)
Singapore Aviation Academy
Office: (65) 6540 6239
Mobile: (65) 9069 7834
Fax: (65) 6542 9890
Alfred_QIU@caas.gov.sg

VENUE

Singapore Aviation Academy
1 Aviation Drive Singapore 499867

Refer to [Appendix A – Map of SAA](#) for the location details

SPONSORSHIP PACKAGE

Please refer to the sponsor confirmation letter sent by Liz Solorzano (solorzano@flightsafety.org) for complete details on your sponsorship benefits.

EXHIBITION MOVE-IN SCHEDULE

Table-top exhibit set-up can be done on:

- 1) Monday, March 16, 2020 from 0800hrs – 1700hrs.
- 2) Tuesday, March 17, 2020 from 0730hrs – 0830hrs.

All table-top exhibits must be set-up by 0830hrs on the first day (March 17) of the event. Exhibitors who need extra time to set up may contact Liz Solorzano at solorzano@flightsafety.org.

EXHIBITION MOVE-OUT SCHEDULE:

Removal of table-top exhibits can begin after SASS concludes on Thursday, March 19 from 1530hrs – 1800hrs. Kindly contact Liz Solorzano at solorzano@flightsafety.org if you need to make special arrangements for early tear-down.

EXHIBITION SCHEDULE

Time	Program	Location
Monday, March 16, 2020		
Day 1		
0800 – 1700	Exhibition Set-Up	Foyer
Tuesday, March 17, 2020		
Day 1		
0730 - 0830	Exhibition Set-Up	Foyer
0900 - 1000	Registration, Coffee with Exhibitors	Main Lobby, Foyer
1000 – 1030	Opening Ceremony	Auditorium
1030 – 1050	Keynote Address	Auditorium
1050 – 1115	Photo-taking and light refreshments	Auditorium, Foyer
1115 - 1245	Plenary Session	Auditorium
1245 – 1400	Lunch	Foyer
1400 – 1530	Panel Session	Auditorium
1530 - 1600	Afternoon Break	Foyer
1600 – 1730	Panel Session	Auditorium
1730 - 1900	Cocktail Reception	Paya Lebar Hall
Wednesday, March 18, 2020		
Day 2		
0800 – 0900	Registration, Coffee with Exhibitors	Foyer
0900 – 1030	General Session	Auditorium
1030 – 1100	Morning Break	Foyer
1100 - 1245	General Session	Auditorium
1245 – 1400	Lunch	Paya Lebar Hall
1400 – 1530	General Session	Auditorium
1530 - 1600	Afternoon Break	Foyer
1600 – 1730	General Session and concurrent workshops	Auditorium
1730 – 2000	Networking Dinner	Off-site
Thursday, March 19, 2020		
Day 3		
0800 – 0900	Registration, Coffee with Exhibitors	Foyer
0900 – 1030	Concurrent workshops	Auditorium, Seletar Rooms 1 & 2
1030 – 1100	Morning Break	Foyer
1100 - 1245	Concurrent workshops	Auditorium, Seletar Rooms 1 & 2

1245 – 1400	Lunch	Paya Lebar Hall
1400 – 1530	Concurrent workshops	Auditorium, Seletar Rooms 1 & 2
1530 - 1600	Afternoon Break	Foyer
1600 – 1730	General Session	Auditorium
Friday, March 20, 2020		
Day 4		
0800 – 0900	Registration and Breakfast	Foyer
0900 – 1030	Data Workshop	Seletar Rooms 1 & 2
1030 – 1100	Morning Break	Foyer
1100 – 1245	Data Workshop	Seletar Rooms 1 & 2
1245	End of Data Workshop	

Agenda times subject to change. Visit <https://flightsafety.org/sass-2020-main-page/> for the most up-to-date program.

EXHIBIT SPACES

Your exhibit space (2.5m x 2.5m) includes:

- 1 table (75cm x 150cm with red skirting)
- 2 chairs
- 1 extension wire with 6 power plugins
- 1 waste paper basket

Complimentary wireless internet connection is available throughout the Academy.

Refer to [Appendix B – Layout of SAA Level 1 & Booths in Foyer.](#)

BOOTH CONTRACTORS

There is no provision of booth contractors for participating exhibitors. Exhibitors are to engage their preferred booth contractors if necessary.

BOOTH BUILDING GUIDELINES

- a) All parts of any structure of exhibit must not extend beyond the boundaries of space allocated. All booth fittings, equipment and structures **should not exceed 2.1 meters** in height.
- b) Neon or flashing lights/signs will not be permitted, unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used subject to approval by SAA.
- c) There should be no change to the type or color of the original floor covering. Any additional floor covering to be installed must be applied through SAA and will be subjected to approval.

ELECTRICITY

Electrical appliances/equipment used at the booths should not exceed or overload the standard Singapore power supply output of 220 – 240 volts AC. Please contact SAA to confirm your requirements if you require additional electrical points. Any heavy or industrial machinery that is to be installed at the booth should be approved by SAA in advanced prior to installation.

FREIGHT FORWARDER/ SHIPPING

- a) It is NOT the responsibility of the SAA and FSF to ensure your freight arrives in time for the exhibition. Please allow adequate shipping time for your freight to reach its destination and ensure that freight is clearly labeled and that all appropriate customs paperwork is duly completed and filed with the appropriate authorities.
- b) The exhibitor is responsible for insuring its property for loss or damage.
- c) Your material should be at the venue no later than **Monday, March 16, 2020**
- d) If you are using a courier, please ensure that a door-to-door service is arranged or your shipment may not be accepted by the facility.
- e) The Singapore Aviation Academy can receive deliveries from no earlier than Friday, March 13, 2020. All items shipped should be labeled as below:

Singapore Aviation Academy
Attn: Cheryl Sw (Ms)
Deputy Manager (Programme & Event Management)
Singapore Aviation Safety Seminar (SASS)
1 Aviation Drive Singapore 499867
Tel: (65) 6540 6215

DRESS CODE

Business attire is appropriate for this event.

DEADLINES

Please ensure that all deadlines are adhered to. Failure to meet these deadlines could result in your company information being omitted from publications or material not being available for your booth.

SMOKING

No smoking is permitted in SAA's premises at any time, except at designated smoking points.

SECURITY

While every precaution is taken to protect the security of the exhibition room, valuables left in the exhibition area are the responsibility of the sponsor. We strongly recommend that you remove any valuables from your exhibit space and bring them to your hotel room each evening. Flight Safety Foundation and the Singapore Aviation Academy will not be liable for loss or damage to exhibitor's property. Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft and damage to property.

LIABILITY

The exhibitor is solely responsible for the safeguarding of materials, equipment and displays at all times. Flight Safety Foundation and the Singapore Aviation Academy are not responsible for any loss, theft, damage, injury or destruction of Exhibitor's property or the property of its agents or employees, by or from any cause whatsoever. The exhibitor expressly releases Flight Safety Foundation and the Singapore Aviation Academy and their respective officers, employees, members and agents from any and all claims for such loss, theft, damage, injury or destruction, or loss of good will (whether or not in relation to any property).

APPENDIX A – Map of SAA

LOCATION OF SAA

SAA is located at the eastern end of Singapore, along Telok Paku Road in Changi Village.

Map of Changi Village where Singapore Aviation Academy is located



● Bus Stop and its identifier. Buses services 9, 19 and 89 ply along Telok Paku Road to/from Airport Cargo Complex.

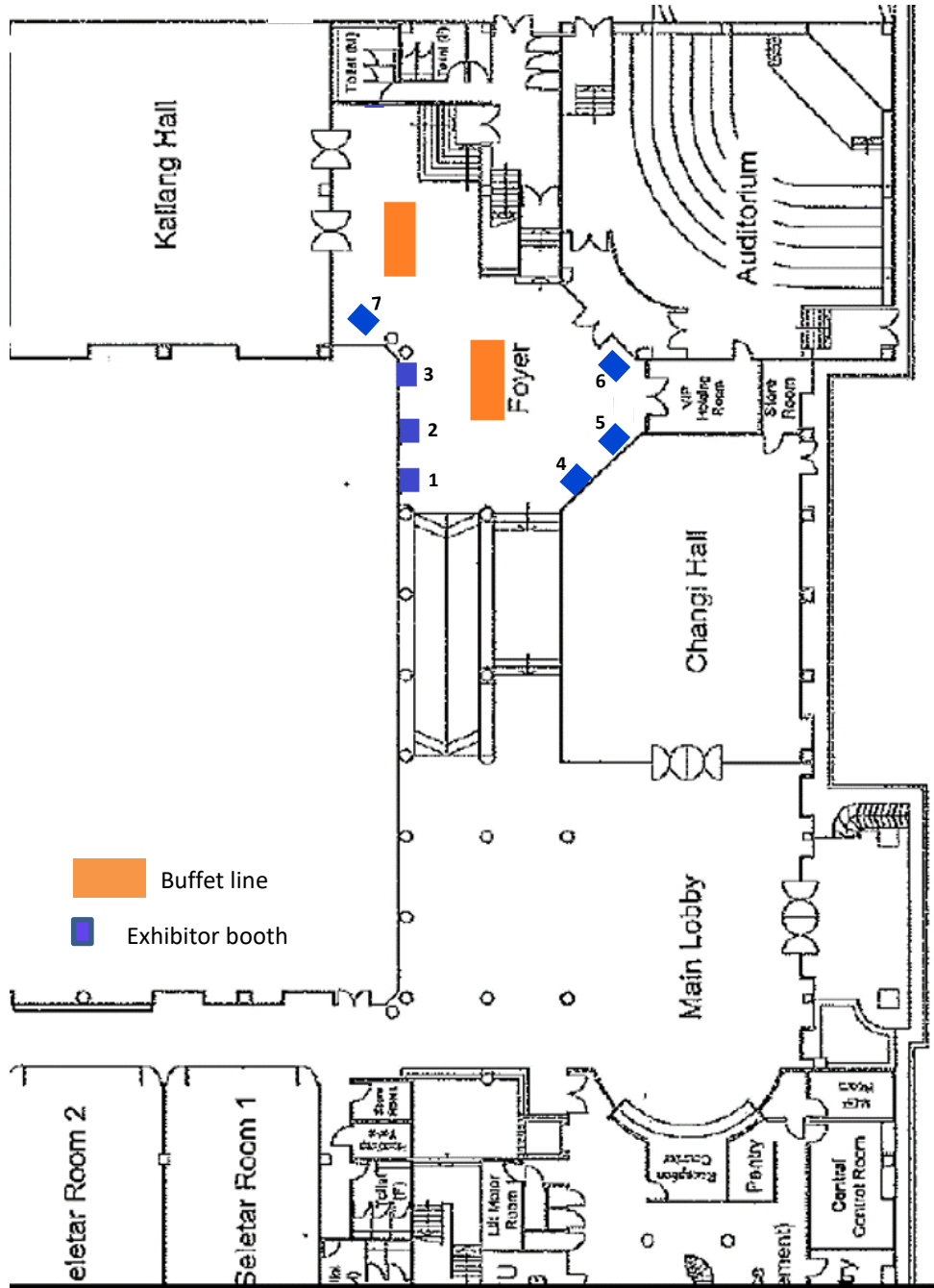
Parking Charges at SAA:

Vehicle Type	Per Minute	Per hour
Car	\$0.02	\$1.20
Motorcycle	-	\$0.65 per parking session

APPENDIX B – Layout of SAA Level 1 and Booths in Foyer

LAYOUT OF SAA LEVEL 1 and TABLETOP EXHIBITS

SAA is a non-residential, fully air-conditioned 3-storey building made up of the Main Complex, the Operations Complex and the Sports Complex. The Level 1 floor plan can assist you in finding your way around the Academy. It also illustrates the location of the exhibition booths, buffet lines and drinks counters:



Booth Allocation

Booth No	Sponsor
1	
2	Hold
3	Hold
4	Hold
5	Flight Data Services
6	
7	