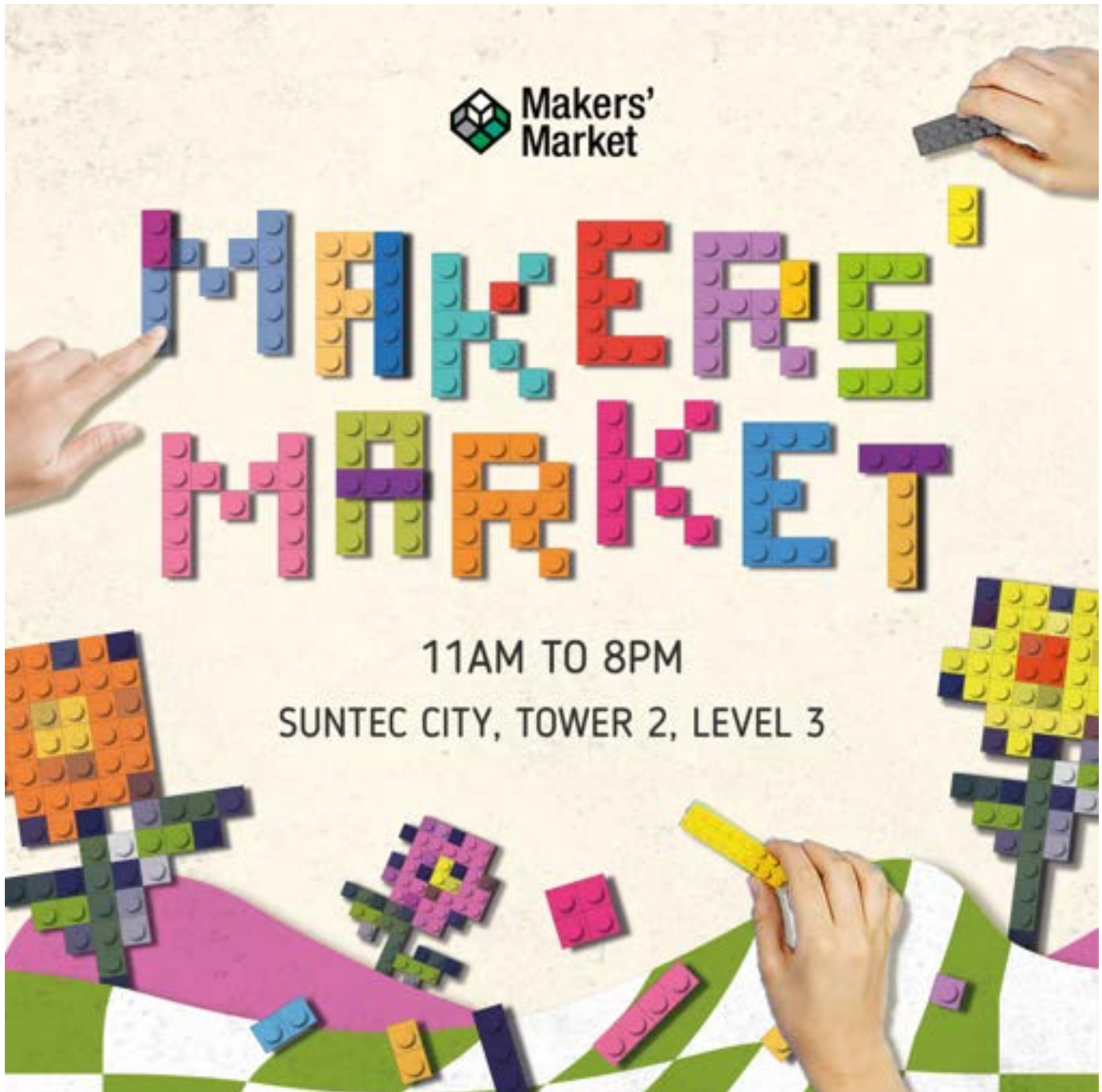


# Makers' Market @ Suntec City

## Vendor Kit



Thank you for joining us at Makers Market @ Suntec City!  
Do read through and familiarize yourself with the terms & regulations that are listed.

## **Event Venue**

Suntec City, East Wing, Tower 2, Level 3  
3 Temasek Blvd,  
Singapore 038983

## **Operating Hours**

11am - 8pm\*

**\*Set-Up is 1.5 hour before operation hour\***

## **Booth Area**

Booth allocation and layout will be sent through whatsapp prior to the event

## **Loading and Unloading**

Loading and unloading can be done at the carpark - access from cargo lift beside the event location and head down to carpark level.

## **Pick-up & Drop-off Point**



**Kindly refer below for the Parking Rates:**

Hourly Parking (incl. GST)

Mondays to Fridays (except Public Holidays)

7.00am – 5.00pm\*: \$2.60 for the first hour; \$1.30 per 30 mins or part thereof

\*Per entry charge will apply upon 5pm.

5.00pm – 4.00am: \$3.00 per entry

4.00am – 7.00am: \$2.60 for the first hour; \$1.30 per 30 mins or part thereof

Saturdays, Sundays & Public Holidays

7.00am – 4.00am: \$2.60 for the first hour; \$1.30 for the next 3 hours; \$1.30 after the 4th hour (per 30 mins or part thereof)

4.00am – 7.00am: \$2.60 for the first hour; \$1.30 per 30 mins or part thereof

**Kindly refer below on how to get to Suntec City**

**By Train:**

Suntec City is easily accessible by three MRT stations (see MRT map) - **Esplanade** or **Promenade** via the Circle Line, and **City Hall** via the East West Line.

Follow these directions to get to Suntec City:

From **CC3 Esplanade MRT Station** (3 minutes): Take **Exit A** and follow the signage to our Shopping Centre

From **CC4 Promenade MRT Station** (5 minutes): Take **Exit C** and follow the signage to our Shopping Centre

From **EW13 City Hall MRT Station** (8 - 10 minutes): Walk through City Link Mall and then Esplanade Exchange to get here

## By Bus:

### **Suntec City:**

36, 70M, 111, 133, 133A, 162M, 518, 518A, 700A, 857, NRI, 97, 97A, 70A, 106, 502, 502A, 502B, 518, 551, 578, 581, 577, 580, 575, 576, 579

### **Opposite Suntec City:**

36, 36A

### **Suntec Tower Two:**

107M, 551, 578, 581, 577

### **Suntec Tower Three:**

36, 36A, 531

### **Nicoll Highway next to Suntec City Mall:**

10, 14, 16, 70, 70M, 196, 608, 541, 547, 70A, 196A

## By taxi:

- If you're taking a taxi to Suntec City, alight at the Pick-Up / Drop-off Point at Tower 2

## Booth Details

1. The booth includes 1 booth table (4ft by 2ft) and 2 Stools.
2. Vendors are encouraged to decorate their booths.
3. Organisers reserve the right to reserve booths should it be necessary.
4. Vendors are not allowed to rearrange the booths set by coordinators unless otherwise stated.
5. Vendors are not allowed to occupy more than the number of booth(s) booked.
6. Do not switch out your allocated booth without approval from our team.
7. Changes of booths are subjected to management's approval.
8. Vendors are expected to dispose of unwanted items or rubbish.
9. Drilling or dismantling of booths is not allowed.
10. Electrical installation work must be approved by our team before being carried out (eg. wiring connections, lighting etc.)
11. Electrical installations such as lightings, fixtures or overhead lighting are not allowed outside the boundaries of the allocated booth space.
12. Potential lighting such as lasers and UV (ultraviolet lighting) must be approved by the management.
13. Vendors are to abide by the individual's booth space. Coordinators on site are allowed to request vendors to shift in order to abide by the booth space given.
14. Do bring your own black cloth for the table.
- 15. Strictly NO sharing of booths.**



## **Booth Set Up / Tear Down**

1. Vendors are to set up their booths only on the date of the booth.
2. Kindly arrive **1.5 hours** earlier to set up your booth.
3. Event space is located indoors of the mall; Suntec City.
4. Booths allocation will be pre-allocated.
5. It is **COMPULSORY** to bring a table cloth and have to be long enough to cover the table legs.
6. Products that are not included in the sales at the booth should be hidden from the public view (eg. bulky boxes, storage equipment).
7. No balloons of any type are allowed in the booth.
8. Do ensure that set up is **within the booth space** that includes **NO hanging allowed on the booth or extra racks.**
9. Vendors are to strictly follow the **booth's operation hours** (11am-8pm)
10. Vendors are to clear ALL items from the booths at the end of their event date.
11. Ensure that there is NO marks/residue left from sticky tapes/posters.
12. Ensure that there is NO rubbish left behind around your area.
13. Immediately inform our team of any damages to the booth.
14. A fee of **\$50** will be incurred when there is a need for INVADE's staff to be present for any assistance.
15. A fine of \$100 will be imposed if any of the instructions above are not followed.
16. Any property of INVADE must be returned to its original condition and place.

## **Contact Details**

You may reach out to the contact below if you require any assistance during the event or if you are unable to operate for the event.

**INVADE Duty Phone:** +65 9697 3884 (Call/Whatsapp)

**Email:** [spaces@invade.co](mailto:spaces@invade.co)

Do share the event to your followers on your social media accounts and tag us on Instagram **@makersmarketsg**

**Thank you for your participation and cooperation. Have a lovely time with us over at Suntec City!**