# RWS Restricted

*Updated Jun 2023*

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| **SECURITY – Request for Vehicle Clearance**  (Location: RWS IR / ~~Genting Hotel Jurong / Genting Centre / Pandan Gardens~~) | |
| **[Section A] To be completed by Client/Vendor:** | |
| **Company Name:** | . |
| **Vehicle No.:** | . |
| **Driver Name:** | . |
| **HP Contact No:** | . |
| **Date:** | . |
| **Time:** | . |
| **Destination:** | LOADING BAY V |
| **Purpose for Clearance:**  *(For Delivery or Non-Delivery purposes such as setup, teardown & etc)* | . |
| **Additional Remarks:**  *(No. of workers, hazardous materials, outrider escort etc)* | **No. of Workers:** .  **Other Remarks:** . |
| **[Section B] To be completed by RWS Rep:** | |
| **Requesting BU:** | .Event Services |
| **Name & Designation of Supporting TM:** (M5 & above) | .Wong Wan Zhu (AM) |
| **HP Contact No:** | .88610386 |

# Note:

* Vehicles exceeding: Length 40 feet (13 meter), Width > 10 feet (3 meter) and

Height > 13’4 (4.1 meter) are NOT ALLOW access into basement loading areas

* Not valid for multiple days. Form is to be dated daily only and submitted at least 1 week in advance for clearance
* Vendors without Vehicle Clearance Form must either have a valid Delivery/Service Order or Approved Permit-To-Work (PTW) for entry

**IMPORTANT FOR IDENTIFICATION OF YOUR COURIER ONSITE – EXHITIBITION MATERIALS LABEL FOR EACH BOX**

In order to identify your boxes sent by your courier onsite, please ensure that EACH BOX is labeled with the following:

Event Name: CDAO Singapore

Date: 16-17 April 2024

Venue: Equarius Ballroom, Level 2

Sender Details:

Company Name:

Contact Person :

Contact Number

Booth No.

Box \_\_\_ of\_\_\_\_\_