

EHS Event House Rules Agreement

Compliance with the following rules is mandatory. Vendors are required to familiarize themselves with the terms, conditions, and requirements governing their tasks or activities within Taylor's Lakeside Campus. This agreement is in line with the **Event and Space Management Policy (THE-EVENT-POLY-ESMP)** and the **Food and Hygiene Policy (THE-EHS-POLY-FHS)**.

*This agreement applies to vendors involved in **Food, Booth, and Media Shooting (Event-related)** activities. Vendors with extensive setups must attend a contractor house rule briefing.*

1. **Acknowledgment of Registration.** Vendors under the scope of Food, Booth, and Media Permits must use this form as acknowledgment of their registration. These documents must always be available on campus premises.
1. **Dress Code.** Vendors must wear appropriate attire, including covered shoes, while on campus. Singlets and shorts are strictly prohibited.
2. **Prohibited Substances and Activities.** Smoking or vaping is strictly forbidden on campus. Alcoholic beverages, drugs, and gambling materials are also not permitted.
3. **Foreign Worker Permits** must possess valid work permits. Expired permits will not be accepted.
4. **Risk Assessments.** All vendors must conduct risk assessments when necessary or upon demand by the management.
5. **Incident Reporting.** All accidents, including those that do not involve injuries, must be reported via the Campus Emergency Number: **03-5629 5214**.
6. **Food handlers** must be able to provide food handling attendance certificate and typhoid injection certificate for food permit application and inspection upon demand.
7. **No Live Cooking Station** is allowed on campus for event purposes.
8. **Prohibition of Occult-Related Activities.**
9. **Ban on Counterfeit Products.** All vendors are strictly prohibited from selling any fake, counterfeit, or imitation products.
10. **Permit to Work (PTW) Event Pass Requirement.** All vendors must obtain full approval for their Permit to Work (PTW) before securing an Event Pass from Security. Both the PTW and Event Pass must be clearly displayed at all times.
11. **Electrical and Equipment Usage.** All vendors are required to submit an equipment list, along with photos of all equipment and nameplates during PTW application. Only electrical appliances with a power rating of **1,500W or below** are permitted on campus.

I, _____, acknowledge that I am responsible for adhering to and communicating the above rules and regulations to my colleagues, sub-vendors, or subcontractors before entering Taylor's Lakeside Campus.

If there are any discrepancies or disputes regarding the vendor information attached to this form, the vendor will be required to leave the campus immediately. Failure to comply with these rules and regulations may result in actions taken by the management.

Note to Vendors:

You are required to acknowledge below. You are deemed to have understood the "House Rules for Contractors" at Taylor's University Lakeside Campus.

Company: _____

Name: _____

Email address: _____

Signature & Date: _____

Contact Number: _____