



Thereafter, they will be in contact with the recipient of the items for delivery date, time and venue as well as mode of payment. On the stipulated delivery date and time, the recipient will have to receive the item at the stipulated delivery venue. We will not be able to deliver and leave items unattended in a ballroom without any recipient receiving the items.

Please provide the following details are Mail Center in advance to ensure safe and prompt receipt of consignments

1. Customer Details

2. Consignment Details

a. Tracking or Waybill Number

b. Quantity of Packages

c. Weight of the Consignment

3. The Date / Time / Location to Deliver

4. Billing Arrangements

- All incoming consignments must reach the Center no more than 7 days prior to on-site receiving date of the customer. Storage charges will apply for consignments kept in the Center for more than 7 days.
- All incoming consignments must be arranged under 'Freight Prepaid' with the duties / GST / taxes must be borne by the shipper. The Mail Center will not accept any consignments under 'Freight Collect' in which the duties / GST / taxes are to be borne by the recipient.
- The Mail Center will not accept any Cash-On-Delivery consignments on behalf of the customer.
- If any consignments require special handling or special storage facilities, please communicate this request to the Mail Center prior to effecting shipment. The Mail Center will consider the request and try to accommodate wherever possible.
- If you require the Mail Center to send all the deliveries received on your behalf outside of their operating hours (e.g. before 0800 hrs. and after 1800 hrs.), please provide advance notice on the delivery date / time / venue.

Lastly, if your deliveries are made on the day(s) when the event venue is ready, you may advise the deliveries to come in via the Basement 4 Loading Bay and send up directly to your meeting venue with no handling costs.

Please do not hesitate to contact me should you require any further clarifications.



**MARINA BAY SANDS**  
SINGAPORE

**MAIL & PACKAGE CENTRE**

OPERATING HOURS :-

Weekdays: 0800HRS - 1800HRS

Weekends / Public Holidays: 0800HRS- 1700HRS

Located at Level 3 of The Sands Expo & Convention Centre

**COURIER CONSIGNMENT HANDLING CHARGES (IN/OUT)**

<b>Packages:</b>	
0 to 20kg	\$35.00
21 to 100kg	\$75.00
≥ 100kg	\$1.50 per kg

**Overtime Charges** \$35 /man/hour or part thereof  
(Delivery before and/or after operating hours)

**Remarks:**

Handling charges includes the following services:

1. Consignment processing
2. Storage at Mail & Package Centre up to 7 days
3. Delivery/collection to/from exhibition booths / meeting rooms
4. Collection of bulky empty boxes for storage

**CLOAKROOM SERVICES**

**Luggage**

Luggage storage (Max 2 Pcs/ Min 2 hrs)	\$11.00 / 1st 2 hour
Subsequent hours	\$4.00 / hour
	\$32.00 / day
Excess luggage storage	\$3.00 / piece

**Coat**

Coat storage (Max 2 Pcs/ Min 2 hrs)	\$5.00 / 1st 2 hour
Subsequent hours	\$3.00 / hour
Excess coat storage	\$2.00 / piece

*\*Please collect all items before 1730hrs on weekdays & before 1630hrs on weekends and public holidays*

**POSTAL HANDLING CHARGES**

Registered Article (Letter)	\$7.00
Registered Article (Package)	\$18.00

*\*All handling charges exclude the basic postage of the mail*

**DISPATCH CHARGES WITHIN SINGAPORE**

Collection and Delivery for Envelope	From \$20.00 onwards
Collection and Delivery for Packages	From \$150.00 onwards

*\*Above charges are only applicable for deliveries within the business district area during business hours*

*\*For other area's dispatch charges, please refer to our staff*

**ON-SITE HANDLING CHARGES (IN/OUT)**

Logistics operations for on-site services	\$100.00 /cbm/way
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1. Receiving of freight from the loading dock / unloading area
2. Storage at the Mail & Package Centre up to 7 days
3. Delivery/collection to/from the exhibition booths / meeting rooms
4. Unpacking / packing of freight
5. Mechanical aids for installation (excluding assembly)
6. Collection of bulky empty boxes for storage

*\*Excluding assembly services, vice versa services and packing materials*

(minimum 2cbm charge \$200.00 / way)

**PACKING MATERIALS RETAIL PRICE**

Bubble pack (0.5mx24m)	\$86.00 / Roll
Bubble pack (0.5m)	\$9.00 / Meter
Bubble pack (1.0m x 24m)	\$110.00 / Roll
Bubble pack (1.0m)	\$11.00 / Meter
Carton box (42cm x 30cm x 35cm)	\$6.00 / Carton
Carton box (51cm x 51cm x 57cm)	\$9.00 / Carton
Corrugated straw board	\$9.00 / Meter
Corrugated straw board (49" x 250")	\$75.00 / Roll
Packing tape (plastic 2" x 45m) (6xrolls)	\$17.00 / Tube
Packing tape (plastic 2" x 45m)	\$4.00 / Roll

Safety vest	\$8.00 / Piece
Raffia string	\$4.00 / Roll
Shrink wrap / plastic film (Transparent) 220"/roll	\$17.00 / Roll
Shrink wrap / plastic film (Black) 220"/roll	\$22.00 / Roll
<b>Standard Regular Envelope</b>	
DL (110mm x 220mm)	50¢ / Piece
C5 (162mm x 229mm)	80¢ / Piece
<b>Standard large Envelope</b>	
C4 (229mm x 324mm)	\$1.00 / Piece

\* ALL PRICES ARE IN SINGAPORE DOLLARS AND INCLUSIVE OF GOODS AND SERVICES TAX  
\* RATES AND PRICES MAY BE CHANGED WITHOUT PRIOR NOTICE.

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Updated as of January 2025