

Recommended standard operating procedures for non-sales related showroom visit

Group Visits

For visiting our showroom in groups, kindly email at least two days in advance to make an appointment. Space reserves the rights to decline group visits without prior appointment, for the consideration of the business operations.

Please note that recommended group size should be no larger than 20. A Space personnel will be assigned to accompany the group around the showroom at all times during visit. The person-in-charge of organising the showroom visit must also be present at all times to actively supervise.

In the event any item is lost or damaged during the showroom visit, or deemed unfit for sale by Space management, the organiser of the showroom visit will undertake to purchase the damaged item/s at the retail price.

Visits on the basis of learning

Students keen to visit the showroom to fulfil their academic assignments should make prior appointment with Space by email at least two days in advance. A letter from the lecturer or institution or any form of proof of assignment needs to be attached to the email. Visits can only be made upon approval by Space management.

The appended procedure needs to be observed:

- Students may visit in groups no more than five each time.
- Students should approach the receptionists on duty at Space upon arrival. Receptionists will cross check student visit schedule before permitting showroom visit.
- Students should be respectful of the retail operation by minimising disruption, i.e. no blocking of walkways, no chattering or laughing loudly, touching and sitting on furniture is allowed if utmost care is taken to avoid damaging the products, no consumption of food and drinks in showroom at all times.
- Acrylic tags accompanying the products may serve as reference for information on brand names, product names, designers, materials/ finishes and specifications. In the event students have further questions, they may approach Space sales staff on duty.
- Photo taking will not be allowed unless accompanied by Space personnel, solely for the purpose of learning and observation.

For further enquiries, please contact the marketing department on +65 6415 0000 or email info@spacefurniture.com.sg.