

Deadline: Friday, 7 May 2010

Return Form to :

REED EXHIBITIONS

The Signature, 51Changi Business Park Central 2, # 07-01 Singapore 486066

Tel : (65) 6780 4685

Fax : (65) 6588 3779

Attn : Ms Sharon Lim

Email : sharon.lim@reedexpo.com.sg

Checklist

ORDER FORMS CHECKLIST

Contracted Exhibitor Details :

Company Name : _____ Stand No : _____

Address 1 : _____ City : _____

Address 2 : _____ State : _____

Address 3 : _____ Postal Code : _____

Tel : _____ Country : _____

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Authorised By : _____ Title : _____

(Please type/write in BLOCK letters)

FORM	DESCRIPTION OF SERVICE	DEADLINE	RETURN TO	FAX NO	Please tick (√)	
					Service NOT Required	Service Required
E1	FASCIA NAME - SHELL SCHEME PACKAGE	Fri, 7 May 2010	Pan-Pacific Exhibits	(65) 6459 2002		
E2	ELECTRICAL SERVICE	Fri, 7 May 2010	Pan-Pacific Exhibits	(65) 6459 2002		
E3	FURNITURE RENTAL	Fri, 7 May 2010	Pan-Pacific Exhibits	(65) 6459 2002		
E4	SERVICE LOCATION PLAN	Fri, 7 May 2010	Pan-Pacific Exhibits	(65) 6459 2002		
E5	AUDIO/VISUAL EQUIPMENT RENTAL	Fri, 7 May 2010	Expo AV – Insync	(65) 6748 7961		
E6	FREIGHT INSTRUCTIONS	Fri, 30 April 2010	Agility	(65) 6467 9467		
E7	TAPE/DISCENSORSHIP EXEMPTION	Fri, 30 April 2010	Agility	(65) 6467 9467		
E8	ACCOMMODATION	Mon. 3 May 2010	BCD Travel	(65) 6339 9536 / (65) 6339 3731		
E9	TEMPORARY STAFF	Fri, 30 April 2010	ML Consulting	(65) 6222 5195		
E10	TELEPHONE/FAX MACHINE RENTAL	Fri, 7 May 2010	Reed Exhibitions	(65) 6588 3779		
E11	EXHIBITOR STAND CONTRACTOR	Mon, 3 May 2010	Reed Exhibitions	(65) 6588 3779		

1. For convenience, exhibitors may return (either by fax or mail) this checklist for “Services Not Required “with the appropriate tick (√) to the relevant addressees by the deadlines indicated. However, for all required services the actual Forms must be submitted.
2. Exhibitors who sign-up after the stipulated deadlines are requested to submit this checklist or Forms IMMEDIATELY for prompt service on site.