

**Deadline: Monday, 3 May 2010**

Return Form to :

**REED EXHIBITIONS**

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

A division of Reed Elsevier (Singapore) 2008 Pte Ltd

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**Form E11**

**EXHIBITOR NOMINATED STAND CONTRACTOR**

Contracted Exhibitor Details :

Company Name	:	_____	Stand No	:	_____
Address 1	:	_____	City	:	_____
Address 2	:	_____	State	:	_____
Address 3	:	_____	Postal Code	:	_____
Tel	:	_____	Country	:	_____
E-mail	:	_____	Fax	:	_____
Authorised By	:	_____	Title	:	_____

Please note that your nominated contractor must be approved by the Organiser / Show Manager and Hall Owner before they are permitted to work in the Exhibition. In order for us to contact them, please provide their details below:

My nominated Contractor is: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person : \_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email Address : \_\_\_\_\_ Mobile : \_\_\_\_\_

Upon approval, your nominated contractor will be issued with the relevant information on build-up and tear-down timings, services and utilities order forms and rules regulations pertaining to the exhibition, of which you should advise your contractor to familiarise with and observe.

Your nominated contractor will also be required to sign documents confirming their acceptance to comply with the Exhibition rules and regulations. Only when the Organiser has received these documents duly signed and necessary payment made, will the contractor be allowed to commence work in the Exhibition.

**IMPORTANT NOTE:**

**Exhibitors and their contractors building the stands must abide by all the rules and regulations in this Exhibitor Manual as well as those stated in the Exhibition Participation Agreement.**

**FOR ORGANISER / SHOW MANAGER'S USE ONLY**

This is to inform you that your nominated contractor is APPROVED / NOT APPROVED by the Organiser / Show Manager and Hall Owner to work in the Exhibition, subject to the compliance of all the rules and regulations stated.

Signature (Operations Manager) : \_\_\_\_\_ Date : \_\_\_\_\_

Organiser's Company Stamp : \_\_\_\_\_

**Please Keep a Copy For Your Records**