

EXHIBITORS' OEM CHECKLIST

FOR SHELL SCHEME STANDS

S/N	SERVICE FORMS	MANDATORY / OPTIONAL	CATEGORY	DEADLINE	CONTACT PERSON	SUBMITTED
1	Electrical Fittings	Optional	Stand Construction/ Equipment	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
2	Shell Scheme / Package Stand - Fascia Name	Mandatory	Stand Construction/ Equipment	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
3	Air Space Charges	Optional	Stand Construction/ Equipment	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
4	Flooring & Carpeting	Optional	Stand Construction/ Equipment	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
5	Furniture for Hire (Chairs)	Optional	Furniture, AVs, Office Equipment for Hire	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
6	Furniture for Hire (Barstools)	Optional	Furniture, AVs, Office Equipment for Hire	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
7	Furniture for Hire (Table)	Optional	Furniture, AVs, Office Equipment for Hire	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
8	Furniture for Hire (Others)	Optional	Furniture, AVs, Office Equipment for Hire	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
9	Floral Decoration & Plant	Optional	Furniture, AVs, Office Equipment for Hire	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
10	Host, Hostess, Interpreters for the Stand	Optional	Stand Personnel	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
11	Video & Audio Visual Equipment	Optional	Furniture, AVs, Office Equipment for Hire	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
12	Stickers for Walls, Fascia & Standard Partition	Optional	Stand Construction/ Equipment	23-September-2020	Zyan Yip / Eunice Lim (PICO International Pte Ltd)	
13	Booth Catering	Optional	F&B Booth Catering & Equipment	14-September-2020	Marina Bay Sands - Banquet Operations	
14	Internet Services	Optional	Internet and Telecommunication Services	09-October-2020	Sands Expo & Convention Centre - MICE Service Centre	
15	Telecommunication Services	Optional	Internet and Telecommunication Services	09-October-2020	Sands Expo & Convention Centre - MICE Service Centre	
16	Rigging (Hanging / Truss Labor) - Form 13A	Optional	Stand Construction/ Equipment	09-October-2020	Sands Expo & Convention Centre - MICE Service Centre	
17	Rigging (Hanging Sign) - Form 13B	Optional	Stand Construction/ Equipment	09-October-2020	Sands Expo & Convention Centre - MICE Service Centre	
18	Cleaning Services	Optional	Stand Services	09-October-2020	Sands Expo & Convention Centre - MICE Service Centre	
19	Logistics Services	Optional	Stand Services	09-October-2020	Sands Expo & Convention Centre - MICE Service Centre	
20	Plumbing / Compressed Air / Water / Drain Services	Optional	Stand Services	09-October-2020	Sands Expo & Convention Centre - MICE Service Centre	
21	Freight Form	Optional	Freight Service	23-September-2020	Ms Yee Puay Shan (Schenker Singapore)	
22	Rental of Enterprise Router	Optional	Internet and Telecommunication Services	16-September-2020	Fusion Wireless Pte Ltd	

GENERAL FORMS FOR MBS

1	Service Location Plan	Optional	To be sent along with services	Sands Expo & Convention Centre - MICE Service Centre
2	Credit Card Authorisation / Method payment form	Optional	To be sent along with services	Sands Expo & Convention Centre - MICE Service Centre