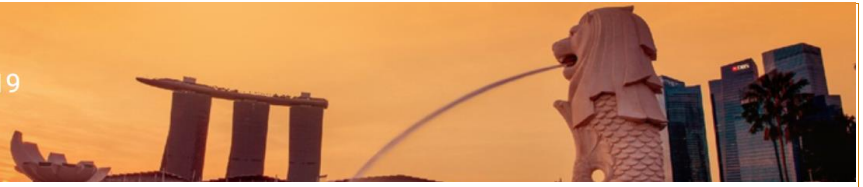




ITB
ASIA

Asia's Leading
Travel Trade
Show

16 - 18 October 2019
Singapore



EXHIBITORS' OEM CHECKLIST

RAW SPACE

S/N	SERVICE FORMS	MANDATORY / OPTIONAL	CATEGORY	Deadline	CONTACT PERSON	SUBMITTED
1	Rental of Leads Scanner & Subscription	Optional	On-Floor Lead generation	16-September-2019	Ace:Daytons Direct (International) Pte Ltd	
2	Rental of Enterprise Router	Optional	Internet and Telecommunication Services	16-September-2019	ELGONET Pte Ltd	
3	H3 - Floral Decoration & Plant	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
4	H7.1 - Furniture for Hire (Chairs)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
5	H7.2 - Furniture for Hire (Barstools)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
6	H7.4 - Furniture for Hire (Table/ Pedestal)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
7	H7.5 - Furniture for Hire (Others)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
8	H8 - Video & Audio Visual Equipment	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
9	D5 - Airspace Charges	Optional	Stand Construction/ Equipment	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
10	H4 - Flooring & Carpeting	Optional	Stand Construction/ Equipment	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
11	H2 - Host, Hostess, Interpreters for the Stand	Optional	Stand Personnel	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
12	A1 - Construction Dismantling Passes	Mandatory	Stand Construction/ Equipment	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
13	D2 - Electrical Fittings	Mandatory	Stand Construction/ Equipment	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
14	Freight Form	Optional	Freight Service	18-September-2019	Ms Yee Puay Shan (Schenker Singapore)	
15	F6 - Appointed Contractor & Performance Bond	Mandatory		25-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
16	Booth Catering	Optional	F&B Booth Catering & Equipment	04-October-2019	Marina Bay Sands - Banquet Operations	
17	Cleaning Services	Optional	Stand Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
18	Internet Services	Optional	Internet and Telecommunication Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
19	Fibre Optics / CAT 6 Order Form	Optional	Internet and Telecommunication Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
20	Telecommunication Services	Optional	Internet and Telecommunication Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
21	Plumbing Compressed Air Water Drain Services	Optional	Stand Construction/ Equipment	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
22	Rigging (Hanging Sign) - Form 13B	Optional	Stand Construction/ Equipment	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
23	Rigging (Hanging / Truss Labor) - Form 13A	Optional	Stand Construction/ Equipment	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
24	Logistics High-Reach Equipment Rental Services	Optional	Stand Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	

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	

****Exhibitors (or their nominated stand contractors) are required to submit for approval, stand layout plans, elevation and artist's impressions, in duplicate, to the organiser (Email: exhibitor@itb-asia.com) by 23 August 2019, together with their nominated contractor's details (company name, address and contact person's name).**