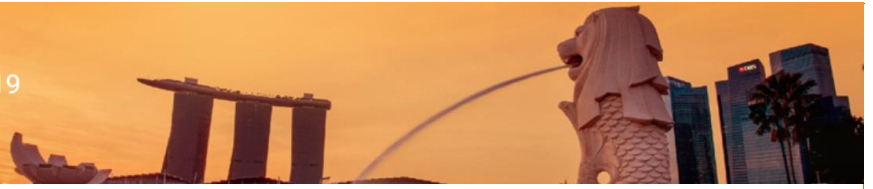




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16 - 18 October 2019
Singapore



EXHIBITORS' OEM CHECKLIST

SHELL SCHEME

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	Booth Catering	Optional	F&B Booth Catering & Equipment	04-October-2019	Marina Bay Sands - Banquet Operations	
4	H3 - Floral Decoration & Plant	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
5	H7.1 - Furniture for Hire (Chairs)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
6	H7.2 - Furniture for Hire (Barstools)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
7	H7.4 - Furniture for Hire (Table)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
8	H7.5 - Furniture for Hire (Others)	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
9	H8 - Video & Audio Visual Equipment	Optional	Furniture, AVs, Office Equipment for Hire	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
10	F7 - Shell Scheme / Package Stand - Fascia Name	Mandatory	Stand Construction/ Equipment	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
11	H4 - Flooring & Carpeting	Optional	Stand Construction/ Equipment	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
12	D2 - Electrical Fittings	Optional	Stand Construction/ Equipment	18-September-2019	Ms Amanda CHOO (PICO International Pte Ltd)	
13	H2 - Host, Hostess, Interpreters for the Stand	Optional	Stand Personnel	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	Fibre Optics / CAT 6 Order Form	Optional	Internet and Telecommunication Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
16	Internet Services	Optional	Internet and Telecommunication Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
17	Telecommunication Services	Optional	Internet and Telecommunication Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
18	Rigging (Hanging Sign) - Form 13B	Optional	Stand Construction/ Equipment	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
19	Rigging (Hanging / Truss Labor) - Form 13A	Optional	Stand Construction/ Equipment	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
20	Cleaning Services	Optional	Stand Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
21	Logistics Services	Optional	Stand Services	04-October-2019	Sands Expo & Convention Centre - MICE Service Centre	
22	Plumbing / Compressed Air / Water / Drain 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	