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EXHIBITORS' OEM CHECKLIST

FOR SHELL SCHEME STANDS

| S/N | SERVICE FORMS | MANDATORY / OPTIONAL | CATEGORY | DEADLINE | CONTACT PERSON | SUBMITTED |
|-----|---|----------------------|---|-----------------------------------|--|-----------|
| 1 | Construction & Dismantling Passes (For External Contractor) | Optional | Stand Construction/ Equipment | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 2 | Stickers for Walls, Fascia & Standard Partition | Optional | Stand Construction/ Equipment | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 3 | Electrical Fittings | Optional | Stand Construction/ Equipment | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 4 | Air Space Charges | Optional | Stand Construction/ Equipment | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 5 | Shell Scheme / Package Stand - Fascia Name | Mandatory | Stand Construction/ Equipment | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 6 | Flooring & Carpeting | Optional | Stand Construction/ Equipment | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 7 | Furniture for Hire (Chairs) | Optional | Furniture, AVs, Office Equipment for Hire | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 8 | Furniture for Hire (Barstools) | Optional | Furniture, AVs, Office Equipment for Hire | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 9 | Furniture for Hire (Table & Pedestal) | Optional | Furniture, AVs, Office Equipment for Hire | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 10 | Furniture for Hire (Others) | Optional | Furniture, AVs, Office Equipment for Hire | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 11 | Floral Decoration & Plant | Optional | Furniture, AVs, Office Equipment for Hire | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 12 | Host, Hostess, Interpreters for the Stand | Optional | Stand Personnel | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 13 | Video & Audio Visual Equipment | Optional | Furniture, AVs, Office Equipment for Hire | 16-September-2022 | Liew Pik Ling (PICO International Pte Ltd) | |
| 14 | Booth Catering | Optional | F&B Services | 07-October-2022 | Sands Expo & Convention Centre - Banquet Operations | |
| 15 | Logistics Services | Optional | Stand Services | 12 days before 1st day of tenancy | Sands Expo & Convention Centre - MICE Service Centre | |
| 16 | Rigging (Hanging / Truss Labor) - Form 13A | Optional | Stand Construction/ Equipment | 07-October-2022 | Sands Expo & Convention Centre - MICE Service Centre | |
| 17 | Rigging (Hanging Sign) - Form 13B | Optional | Stand Construction/ Equipment | 07-October-2022 | Sands Expo & Convention Centre - MICE Service Centre | |
| 18 | Cleaning Services | Optional | Stand Services | 07-October-2022 | Sands Expo & Convention Centre - MICE Service Centre | |
| 19 | Internet Services | Optional | Internet and Telecommunication Services | 07-October-2022 | Sands Expo & Convention Centre - MICE Service Centre | |
| 20 | Plumbing / Compressed Air / Water / Drain Services | Optional | Stand Services | 07-October-2022 | Sands Expo & Convention Centre - MICE Service Centre | |
| 21 | Telecommunication Services | Optional | Internet and Telecommunication Services | 07-October-2022 | Sands Expo & Convention Centre - MICE Service Centre | |
| 22 | Freight Form | Optional | Freight Service | Refer to freight form | Ms Won Jea Hee (Schenker Singapore) | |
| 23 | Rental of Enterprise Router | Optional | Internet Router Services | 16-September-2022 | Fusion Wireless Pte Ltd | |

GENERAL FORMS FOR MBS

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|---|---|----------|--|--------------------------------|--|--|
| 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 | |