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EXHIBITORS' OEM CHECKLIST FOR RAW SPACE STANDS

| S/N | SERVICE FORMS | MANDATORY / OPTIONAL | CATEGORY | DEADLINE | CONTACT PERSON | SUBMITTED |
|-----|---|----------------------|---|-----------------------------------|--|-----------|
| 1 | Construction & Dismantling Passes (For External Contractor) | Mandatory | Stand Construction/ Equipment | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 2 | Appointed Contractor & Performance Bond | Mandatory | Stand Construction/ Equipment | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 3 | Electrical Fittings | Mandatory | Stand Construction/ Equipment | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 4 | Air Space Charges | Optional | Stand Construction/ Equipment | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 5 | Carpets & Others | Optional | Stand Construction/ Equipment | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 6 | Furniture for Hire (Chairs & Barstools) | Optional | Furniture, AVs, Office Equipment for Hire | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 7 | Furniture for Hire (Table & Pedestal) | Optional | Furniture, AVs, Office Equipment for Hire | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 8 | Video & Audio Visual Equipment | Optional | Furniture, AVs, Office Equipment for Hire | 13-September-2024 | Penny Tan (PICO International Pte Ltd) | |
| 9 | Booth Catering | Optional | F&B Services | 02-October-2024 | Sands Expo & Convention Centre - Banquet Operations | |
| 10 | Logistics Services | Optional | Stand Services | 12 days before 1st day of tenancy | Sands Expo & Convention Centre - MICE Service Centre | |
| 11 | Rigging (Hanging / Truss Labor) - Form 13A | Optional | Stand Construction/ Equipment | 14-October-2024 | Sands Expo & Convention Centre - MICE Service Centre | |
| 12 | Rigging (Banner Hanging) - Form 13B | Optional | Stand Construction/ Equipment | 14-October-2024 | Sands Expo & Convention Centre - MICE Service Centre | |
| 13 | Cleaning Services | Optional | Stand Services | 11-October-2024 | Sands Expo & Convention Centre - MICE Service Centre | |
| 14 | Internet Services | Optional | Internet and Telecommunication Services | 11-October-2024 | Sands Expo & Convention Centre - MICE Service Centre | |
| 15 | Plumbing / Compressed Air / Water / Drain Services | Optional | Stand Services | 11-October-2024 | Sands Expo & Convention Centre - MICE Service Centre | |
| 16 | Telecommunication Services | Optional | Internet and Telecommunication Services | 11-October-2024 | Sands Expo & Convention Centre - MICE Service Centre | |
| 17 | Local Freight Handling - Local Transport Service Booking | Optional | Freight Service | 06-October-2024 | Serena Chew / Raymond Chin (Schenker Singapore) | |
| 18 | Local Freight Handling - On-Site Handling Form | Optional | Freight Service | 06-October-2024 | Serena Chew / Raymond Chin (Schenker Singapore) | |
| 19 | Contact Schenker for International Freight Handling | Optional | Freight Service | 06-October-2024 | Serena Chew / Raymond Chin (Schenker Singapore) | |

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 | |