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## EXHIBITORS' OEM CHECKLIST FOR SHELL SCHEME STANDS

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

### 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	