

Form 27 Maintenance of Exhibits

	EXHIBIT	OR DETAILS				RETURN	DETAILS
Company Name				Stand No.			omit to the Office onsite
Address					For any inc	quiries, please	contact operations team
City	PO Box	Post Code	Country				
Contact Name:		Position			Email		
Tel.	Mobile		Fax				
Email	Signature		Date		Print		Submit

Provide the information required below to enable us to process your hall access request through the venue security department.

HALL ACCESS REQUEST DETAILS				
Contractor Name:				
Contractor Contact Person:				
Mobile Number:				
Work to be done:				
Number of hours required:				
Start time:				
Number of workers:				

VEHICLE ACCESS	VEHICLE 1	VEHICLE 2	VEHICLE 3
VEHICLE TYPE			
VEHICLE PLATE NUMBER			

Venue rules and regulations

- This form must be submitted at the Organiser Office onsite **at least 4 hours** prior to the closing hour of the show on the day the maintenance work will be carried out.
- Only minor maintenance works are allowed such as graphic installation/adjustments, electrical troubleshooting, etc.
- Major stand fitting works will not be permitted once the Exhibition opens.