

This is to certify that we are officially handing over the space mentioned below. We understand that the Organizers will initiate claims for any damage caused.

Hall & Stand No.		Hand Over Date		/		/	2023
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REMARKS ON HAND-OVER

Condition of space and details of any damages (to be filled by Reed Exhibitions representative)	Estimated Cost

For Exhibitor/Contractor	Reed Exhibitions Representative
Name: _____	Name: _____
Signature: _____	Position: _____
Contractors Company: _____	Signature: _____
Date: _____	Date: _____

Undertaking: We accept responsibility for any damage caused to the existing structures, finishes and fixtures. We also agree to abide by the regulations stated in the exhibitor’s manual issued by the Organizers, details of which are in our possession.

For official use

Remarks: _____

Name: _____