

## Revised Order Forms Checklist – Compulsory

Please state Yes (Y) in the respective columns for services required and No (N) for services not required accordingly and mail this form, together with the other required Technical forms (from Form 1 – Form 25) to the Technical Service Office, BJITME by the stipulated deadline.

Form	Order Forms	Deadline	Compulsory	Required (Y/N)	
Form 1	Machinery Layout, Stand Construction and Stand Fencing	29 February 2008	Must be submitted		
Form 2	Electricity for Lighting and Power	29 February 2008			
Form 3	Water and Drainage	29 February 2008			
Form 4	Compressed Air	29 February 2008			
Form 5	Hanging Point/Rigging	29 February 2008			
Form 6	Declaration of Risks	29 February 2008	Must be submitted		
Form 7	Insurance	29 February 2008			
Form 8	Storerooms and Meeting Rooms	29 February 2008			
Form 9	Telephone, Fax and Internet Access	29 February 2008			
Form 10	Exhibitor Badges, Installer Passes and Service Passes	29 February 2008	Must be submitted		
Form 11	Car Parking	29 February 2008			
Form 12	Shell Scheme Package	29 February 2008			
Form 13	Special Design Stand Construction	29 February 2008	Must be submitted		
Form 14	Furniture and Floral Decorations	29 February 2008			
Form 15	Carpeting	29 February 2008			
Form 16	Removal of Demonstration Waste Materials	29 February 2008			
Form 17	Stand Security Service	29 February 2008			
Form 18	Temporary Personnel	29 February 2008			
Form 19	Timetable for Move In/Move Out (Exhibits Only)	29 February 2008	Must be submitted		
Form 20	Equipment Order for Assembling/ Dismantling Period	29 February 2008	Must be submitted		
Form 21	Additional Equipment Order for Build Up / Dismantling Period (Stand Building Materials)	29 February 2008			
Form 22	Demonstration Consumables Delivery Schedule	29 February 2008			
Form 23	Badge Reader Rental	29 February 2008			
Form 24	Overtime Request	By 1400 hours on the day concerned			
Form 25	Payment for Services	29 February 2008			
Form A26	Advertising in Official Exhibition Catalogue	29 February 2008			
Form A27	Onsite Marketing Opportunities	29 February 2008			

Company Name and Stamp: \_\_\_\_\_

Hall and Booth No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_