|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Form  NO | Deadline | Description | Emails to return form submission online | Remarks |
|  |  | Form Summary | Record of form status/returned date |  |
|  |  | Exhibitor’s login ID & Pwd & Email address | All submission to be sent to Exhibitor’s Email & list below: |  |
| T1 | 20 May 2023 | Organiser’s Shell Stand – Fascia Name | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com)  PIFA2023@sunyauexpo.com.sg |  |
| T2 | Stand Contractor (Raw Space / Enhancement) | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com) | Attach stand design drawing |
| T3 | **Electrical & Lighting Form** | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com)  PIFA2023@sunyauexpo.com.sg | 30% & 50% surcharge |
| T4 | **Furniture Rental** | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com)  PIFA2023@sunyauexpo.com.sg | 30% & 50% surcharge |
| T5 | Graphics Printing Services | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com)  PIFA2023@sunyauexpo.com.sg | 30% & 50% surcharge |
| T6 | Audio Visual Form | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com)  [willy@av.com.sg](mailto:willy@av.com.sg) (tbc) | 30% & 50% surcharge |
| T6A | IT & Internet Services Form | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com)  [PIFA2023@ascendcom.com.sg](mailto:PIFA2023@ascendcom.com.sg) | 30% & 50% surcharge |
| T7 | Location Plan for Utility | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com)  PIFA2023@sunyauexpo.com.sg | Down location plan & attach plan |
| T8 | Contractor’s Badges | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com) |  |
| T9 | Vehicle Permit for Loading/Unloading Dock | [PIFAforms@montgomeryasia.com](mailto:PIFAforms@montgomeryasia.com) |  |
| MBS | Deadline tbc | Broadband/Internet Line Order Form (MBS Form 9) | Download PDF | Forms pending from MBS |
| Rigging/Hanging Service Order Form (MBS Form 13A & 13B) | Download PDF |
| MBS Credit Card Authorisation Form | Download PDF |
|  |  | Shipping Manual – DSV | Download PDF |  |
|  |  | Shipping Manual - Expotrans | Download PDF |  |

**SUMMARY**

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|  | General Information / Contact List | 2 |  |  |
| T1 | Organiser’s Shell Stand – Fascia Name | 4 | 20 May 2023 |  |
|  | *Exhibitors in Singapore Pavilion will be sent T1A form separately – please do not return T1 form* |  |  |  |
| T2 | Stand Contractor (Raw Space / Enhancement)  Stand Construction Rules & Regulations | 6 | 20 May 2023 |  |
| T3 | Electrical & Lighting Form | 9 | 20 May 2023 |  |
| T4 | Furniture Rental | 11 | 20 May 2023 |  |
| T5 | Graphics Printing Services | 13 | 20 May 2023 |  |
| T6 | Audio Visual Form | 14 | 20 May 2023 |  |
| T6A | IT & Internet Services Form | 15 | 20 May 2023 |  |
| T7 | Location Plan for Utility | 16 | 20 May 2023 |  |
| T8 | Contractor’s Badges | 17 | 20 May 2023 |  |
| T9 | Vehicle Permit for Loading/Unloading Dock | 18 | 20 May 2023 |  |
| Forms by MBS (venue) | Broadband/Internet Line Order Form (MBS Form 9) | 19 | ?? |  |
| Rigging/Hanging Service Order Form (MBS Form 13A & 13B) | 20 |  |
| MBS Credit Card Authorisation Form | 22 |  |
| Shipping Manual & Tariff will be sent OR can be download on show website separately | | | |  |