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** |
| **REMARKS ON HAND-OVER** | | | | | | | | | | | |
| **Condition of space and details of any damages** | | | | | | **Estimated Cost** | | | | | |
| (to be filled by Reed Exhibitions representative) | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
| **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: |  |
|  | |