



EXHIBITOR DETAILS		
Company/ Stand Name:		
Hall No.	Stand No.	Date:
Contact Name	Job Title	
CONTRACTOR DETAILS		
Company Name		
Company Address		
TRN No:		
Contact Name	Mobile	
Email:		
City	Postal Code	Country

RETURN DETAILS	
Fill and return to operations team on show days	
Fax:	
Email	
Print	Submit

**Stand contractors appointed by the exhibitors will be charged for the maintenance work during show open days. Maintenance hours are from 18:00 till 20:00, no work will be allowed afterwards.**

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 Organizer 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.