

Please Return this Form to:

CLOUD EXPO ASIA PTE LTD

72 Anson Road, Anson House #10-05, Singapore 079911

Tel: (65) 6817 5813

Attn: Choo Huey Wen (Ms)

Email: c.hueywen@closerstillmedia.com

EXHIBITOR NOMINATED BOOTH BUILDER (FOR SPACE ONLY BOOTH)

Exhibitors who are carrying out construction works to their booth must complete this form. Only applicable to Space Only Booth and booths with structure more than 2.44mHt

- No booth is allowed to exceed **4m** in height.
- Exhibitors with special design booths, double-decked booths and booths with covered ceiling must submit detailed information of their booth to the Organiser by **19 September 2025** to obtain approval from the exhibition centre. Drawings submitted must contain information such as floor plan, dimensions, booth elevation, plan layout, electrical fittings, materials to be used and equipment to be displayed. Plans must be in English and should be clearly marked "RE: Singapore Vet 2025 – Booth Design Submission" and emailed to c.hueywen@closerstillmedia.com **(Together with a set of risk assessment and method statement from your appointed booth builder)**
- Please ensure that your appointed booth contractor will abide by all the Rules & Regulations stated in the manual.

DISMANTLING

- Both the exhibitor and contractor are responsible for dismantling and removing the booth, in accordance with the schedule on **Page 7**. All debris and carpets must be cleared by the exhibitors and/or their contractor by **10pm on 25 October 2025**. Failure to do so may result in the contractor and/or exhibitors being liable for cleaning service fees incurred.

IMPORTANT

If you have not contracted the Official Contractor to be your booth builder, you or your nominated contractor will be required to lodge with Pico Art International Pte Ltd a refundable deposit equivalent to **S\$20.00 per sqm** based on your contracted space, subject to a minimum of **S\$500.00** per booth. Payments are to be made to "Pico Art International Pte Ltd" by **23 October 2025** before commencing of build-up on site.

This deposit is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claims Pico Art International Pte Ltd or Cloud Expo Asia Pte Ltd may have on your contractor and/or you if the damages exceed the deposit.

Nominated Contractor (Company Name): _____

Address: _____

Tel. No.: _____ **Fax No.:** _____

Contact Person: _____ **Email:** _____

No. of Contractors' Passes Required: _____

No. of Vehicle Passes Required: _____

Exhibiting Company name: _____ **Booth no.:** _____

Address: _____

Tel: _____ **Email:** _____

Authorised by: _____ **Signature:** _____ **Date:** _____