

5. EXHIBITOR CHECKLIST

Item	Mandatory	Deadline	Submit to
Product/Service Listing and Company Logo	ALL	Immediately	IPTC
Work Authorisation Form	Space Only	30 December 2022	Innogen
Booth Design Drawings Submission	Space Only	13 January 2023	Innogen
Exhibitor Appointed Contractor Form	Space Only		Innogen
Booth Indemnity Form	Space Only		Innogen
Booth Activity Form	Optional		IPTC
Fascia Name Form	Stand Package		Innogen
Furniture on Hire Order Form	Optional		Innogen
Electrical and Lighting Order Form	Optional		Innogen
Printing / Inkjet Printing Order Form	Optional		Innogen
Service Location Plan Form	Stand Package		Innogen
Exhibitor Registration	ALL	27 January 2023	IPTC
Invitation Letter Request Form	Optional		IPTC
Shipment Submission - Air Freight	Optional		Rogers Bangkok
Hotel Booking - Siam Kempinski Hotel Bangkok	Optional	31 January 2023	Hotel
Hotel Booking - Centara Grand at CentralWorld	Optional		Hotel
Shipment Submission - Sea Freight	Optional	6 February 2023	Rogers Bangkok
Contractor Passes Form	Space Only	10 February 2023	Innogen
Swapcard Lead Capture Service	Optional		IPTC
Booth Catering Order Form	Optional		BCC
Internet-Telephone Service Order Form	Optional		BCC
Booth Cleaning Service Order Form	Optional		BCC
Visitor Registration	ALL	3 March 2023	IPTC