

## 5. Exhibitor Checklist



Deadline	Description	Mandatory	Submit To
Immediately	Product/Service Listing	ALL	OTC Asia
11 December 2023	Work Authorisation Form	Space Only	Innogen Online Services Centre
15 December 2023	Exhibitor Contractor Form		
5 January 2024	Fascia Name Form	Stand Package	
	Furniture on Hire Order Form	Optional	
	Electrical and Lighting Order	Optional	
	Audio Visual	Optional	
	Service Location Plan Form	Optional	
	Printing	Optional	
	Contractor Passes Form	Space Only	
Booth Design Drawings Submission			
26 January 2024	Booth Activity Form	ALL	OTC Asia
	Exhibitor Registration	ALL	<a href="#">Exhibitor Registration Page</a>
8 February 2024	Shipment Submission - Sea Freight	If Applicable	Contact R.E. Rogers
13 February 2024	Shipment Submission - Air Freight	If Applicable	Contact R.E. Rogers
18 February 2024	Audio Visual Order	Optional	<a href="#">KLCC ESC</a>
	Food and Beverage - Booth Catering Order	Optional	
	Food and Beverage - Beverage Order	Optional	
	Food and Beverage - Catering Service Staff Order	Optional	
	Internet and Telecommunication Order	Optional	
	Hanging Banner Request	Optional	
	Hanging Object Request	Optional	
Booth Cleaning Order	Optional		
26 January 2024	Travel and Accommodation	Optional	<a href="#">View Information</a>
9 February 2024	Lead Capture Service	Optional	OTC Asia
1 March 2024	Visitor Registration	ALL	OTC Asia

*This section is updated as of 11 January 2024.*