

Please send back to: **At Once Communication Limited**

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**DEADLINE: 21 October 2020 (Compulsory)**

- 1) All orders must be accompanied with full payment. (Please refer Decoration Form 21 for the detail of payment method)
- 2) All items ordered are on rental basis.
- 3) Exhibitor has to make good any damage or loss incurred.
- 4) Any complaint regarding rental furniture / installation must be lodged the day before the Exhibition commences using the Official Contractor complaint form. Otherwise all items are deemed to have been received in good order.
- 5) Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
- 6) Exhibitors are not permitted to fix their own spotlights or fluorescent lights. Special lighting supplied by Exhibitor can be handed over to Official Contractor for installation at a price to be quoted upon request.
- 7) Any stickers applied to the shell scheme panels have to be removed at the end of the fair. Official Contractor will claim the cleaning and damage cost if stickers are not removed.
- 8) Cancellation of orders will only be accepted in writing on or before 21 October 2020. Cancellation of orders after 16 November 2020 or on-site will NOT be accepted. All cancelled orders will be subject to a 30% cancellation charge.
- 9) On-site relocation of rental items will be subject to a 50% relocation charge of order price.

### **Exhibitor Information**

Exhibiting Company: \_\_\_\_\_ Booth no.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature & Company Chop: \_\_\_\_\_