

WORKER BADGE & VEHICLE PASS REQUEST FORM



(Valid during Move-in & Move-out Only)

Due Date: 27 July 2024

If you appoint the expo's Official Stand Contractor "AMC" / Official Forwarder "Rogers", you do not need to complete this form.

WORKER BADGE

- Workers & forwarders/deliverers from non-officials are required to wear Worker Badges at all times for access in and out of the exhibition halls. Worker Badge is only valid during move-in and move-out. **NOTE: Worker Badge is NOT exhibitor's badge!**
- **Exhibitors are responsible for obtaining the Worker Badge for Workers and Forwarders/Deliverers.**
- Non-official Stand Contractors appointed by Raw Space exhibitors, should apply for the "Contractor Badge and Vehicle Pass" by completing and returning the order form "Raw Space Contractors Info" with the Damage Deposit and stand drawing, to the Official Contractor "AMC".
- Worker Badges will NOT be issued if you do not complete this form.
- Security has the right to refuse entry if the Worker Badge is not produced or worn.
- **Worker Badge also applies to drivers and transportation workers. Refer to "Shipping, Installation & Dismantle" of Venue Access Policy.**

NOTE: If the quantity of Worker Badges requested is more than the allotted quantity for an exhibitor's stand size as noted below, then the number of Worker Badges to be given out is subject to the discretion of the Organizer.

Stand Size	Maximum Allotment of Workers Badges	Indicate Quantity of Worker Badges Required In below boxes
9 – 18 sq meters	3	
19 – 36 sq meters	6	
37 sq meters & above	8	

VEHICLE PASS

- Vehicle Pass is ONLY for vans or trucks that require usage of the venue's loading dock to unload/load cargo during move-in/move-out. Parking is NOT allowed with these Vehicle Pass and the Vehicle Pass cannot be used for private cars.
- **Exhibitors are responsible for obtaining the Vehicle Pass for their appointed Forwarders.**
- Each Vehicle Pass is for single entry only on the specified date and time slot noted on the pass.
- Extended Stay Charge shall apply to the vehicle staying at the loading area after the first 45 minutes.
- Vehicle Pass must be prominently displayed on the dashboard of the vehicle.
- Upon exit from the loading dock, the Vehicle Pass will be collected by a security guard.

NOTE: If the quantity of Vehicle Pass requested is more than the allotted quantity for an exhibitor's stand size as noted below, then the number of Vehicle Pass to be given out is subject to the discretion of the Organizer.

Stand Size	Maximum Allotment of Vehicle Passes	Indicate Quantity of Vehicle Passes Required	
		Move-In (3 Sep)	Move Out (6 Sep)
9 – 24 sq meters	1		
25 – 36 sq meters	2		
37 sq meters & above	4		

Name of Contact Person: Tel: Email: Signature with company chop:	Exhibitor's Information Company name: Stand No: Date:
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Email completed forms to Rhoda Lam at Diversified Communications

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