

WORKER BADGE & VEHICLE PASS REQUEST FORM



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

Due Date: 1 August 2025

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

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 box
9 – 18 sq meters	3	
19 – 36 sq meters	6	
37 sq meters & above	8	

VEHICLE PASS

- Vehicle Pass is **only** for vans and trucks that require access to the venue's loading dock for cargo unloading/loading during move-in/move-out. **Parking is NOT permitted** with this pass, and private cars are **not** eligible for a Vehicle Pass.
- **Exhibitors are responsible for obtaining the Vehicle Pass for their appointed Forwarders.**
- Each Vehicle Pass is for single entry only, valid for the specified date and time slot noted on the pass.
- Extended Stay Charge will apply to the vehicle staying at the loading area after the first 45 minutes.
- Vehicle Pass must be clearly displayed on the vehicle's dashboard.
- Security will collect the Vehicle Pass upon exit from the loading dock.

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 (9 Sep)	Move Out (12 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:
--	---

Email completed forms to Rhoda Lam at Diversified Communications

Email: RLam@divcom.com

Tel: +852 3958 0593