

**Please return this form to**

Kingsmen C.M.T.I. PLC.

Contact Ms. Suthathip Kavinate/Ms. Kusumal Kebboonkerd

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[kusumal@kingsmen-cmti.com](mailto:kusumal@kingsmen-cmti.com),

**HiMSS AsiaPac16**

23-26 August 2016 Queen Sirikit National  
Convention Center, Bangkok, Thailand

**Contractors Form - for Raw Space (Compulsory)**

**Deadline: 5 August 2016**

**THIS FORM APPLIES TO RAW SPACE EXHIBITORS ONLY**

Exhibitor Company: \_\_\_\_\_ Booth No: \_\_\_\_\_

**Please indicate the scope of service :**

☐

Booth Construction Contractor

☐

Light & Sound Contractor

☐

Other (please specify \_\_\_\_\_)

Contractor Company: \_\_\_\_\_ Date: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Number of contractor badge required : \_\_\_\_\_

Signature: \_\_\_\_\_

Contractor registration starts on Tuesday 23 August 2016 at 07.00-10.00 hrs. at the loading B which located at the back of Plenary Hall 3. Contractor needs to keep the Contractor Badge for move out on 25-26 August 2016.

**Move in Schedule – Tuesday 23 August 2016**

07:30 - 09:00 hrs.: Access commences to loading bay for main stand contractor and 36sq.m or larger space only free builds

09:00 - 23:59 hrs.: Access commences to loading bay for all other space only free builds and 18sq.m or larger shell scheme builds of significant design

14:00 - 23:59 hrs. : Access for all shell scheme stands to commence build

*Remark : Contractor badge is allowed for access to the exhibition hall during move in and move out period only.*

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**Inspection for Construction**

- The appointed contractor is required to submit the construction drawing (Elevations, Layout Plans & Perspective) illustrating the design and dimensions of the stand and the relative locations of all display for approved to Kerry Lewis-Zovi at email : [klewis@himss.org](mailto:kewis@himss.org) by **5 August 2016**.
- The design must be approved by organizer before construction.
- In case the contractor requires to hang truss, hanging banner, etc. contractors have to submit plan of hanger position within **5 August 2016**. The hanging service fee will be quoted based on the type of hanging need based on the approved drawing from the organizer.

**Performance Bond**

- If the Exhibitor's Contractor is not the Organizer's Official Contractor, this **Appointed Contractor** will be required to lodge with the Organizer's Official Contractor a refundable deposit equivalent to THB 1,000 per square meter based on the contracted space **within 5 August 2016**
- Contractor is required to submit performance bond in the form of cashier cheque to **Kingsmen C.M.T.I. Public Co., Ltd. within 5 August 2016**
- If no damage, cheque will be returned to the contractors within 15 days after the show finished.