

SERVICE LOCATION PLAN – 2017

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan.

The service ordered will be dropped from the exhibition hall ceiling vertically above the booth area or obtained from the nearest service closest of the booth on floor level. The termination point will be as close as possible to the required location (s). The service will be terminated at floor level with the appropriate termination. Any horizontal running of the service is subject to a separate charge with quotation on actual work involved.

TELECOMMUNICATION SERVICES:

- Indicate main telephone line termination location.
- Indicate extension phone line termination locations.

INTERNET SERVICES:

- Indicate location of internet port termination location.

EVENT NAME: HIMSS AsiaPac17		EVENT DATES: 12th – 13th September 2017
EXHIBITING CO. NAME:		BOOTH #:
CONTACT PERSON ON SITE:	LOCAL CONTACT NO. (IF ANY)	EMAIL CONTACT:
PREFERRED SERVICE ACTIVATION / HAND-OVER SCHEDULE: (Time / Date)	Note: All services provided under this standard service order forms are intended to be used by the customer for a continuous rental period of not more than seven (7) days unless otherwise stated. The Centre reserves the right to apply a surcharge for early activation and/or extended usage of the services. A surcharge is also applicable if the customer requests the Centre to handover and/or activates the service outside the license period.	

Please indicate and mark up the location of the service in the diagram below.

Scale: 1 square = _____ square meter OR Other: _____

INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____



INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION



INDICATE
ADJACENT
BOOTH NO.
THIS DIRECTION



INDICATE ADJACENT BOOTH NO. THIS DIRECTION _____