



SERVICE MANUAL

In the effort of going green, the online service manual will be available on the website as and when you need it. The manual easily and effectively guide you through all the necessary steps of pre-exhibition planning. However, this manual is not designed to replace personal service. If you have any questions or concerns, please do not hesitate to contact our SEMI representative:

SEMI Singapore
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Here are some tips to best maximize the value of your Exhibitor Services Manual:

1. Read the Manual—Important information useful for ALL Exhibitors can be found in each section.
2. Follow Deadlines—Refer to the [Chronological Check List](#) to keep track of your order form deadlines.
3. Forms—We recommend that you make copies of all the forms you submit and keep them in your file. Exhibitors who sign up after the respective deadlines should submit all forms immediately by fax.
4. Move-In and Move-Out Information—[Timetable of Operations](#)
5. New and Important Notices for 2010—We recommend that you read the New and Important Notices for 2010 in Section 2 which include several critical rules regarding set-up and dismantle.

SECTION 1: GENERAL INFORMATION

- [Cover Letter](#)
- [A-Z, Location Map](#),
- [General Information](#)
- [Timetable of Operations](#)
- [Floorplan](#)
- [Chronological Check List](#)
- [Important Contacts](#)
- [SEMI Exposition Calendar](#),

SECTION 2: RULES & REGULATIONS

- [Rules & Regulations](#)

SECTION 3: FREIGHT

- [General Information](#)
- Onsite Handler: [Apex Expo Logistics](#)
- U.S. Shipments: [TWI Global Exhibitor Information](#) and Invoices [1](#) [2](#) [3](#)

SECTION 5: REGISTRATION

- [General Information](#)

SECTION 7: LABOR

- [Labour](#)

SECTION 4: DECORATING

- [Decorating and Rental](#)

SECTION 6: HOTELS

- [General Information](#)

SECTION 8: ADVERTISING & PROMOTION

- [Event Marketing Opportunities](#)

SECTION 9: ORDER FORMS

N.B. Singapore pavilion exhibitors, please ignore PICO Forms.

[Pico – Company Name for Name Fascia – Decorated booths only](#)

[Pico – Electrical Service](#)

[Pico – Compressed Air Supply](#)

[Pico – Water and Drainage](#)

[Pico – Furniture](#)

[Pico – Service Location Plan](#)

[Pico – Plants and Floral Decorations](#)

[Pico – Electrical Catalogue](#)

[Pico – Furniture Catalogue](#)

[Freight](#)

[Lead Retrieval Scanner Rental](#)

[Exhibitor Badge Request](#)

[Telephone and Internet Access](#)

[Catering Services](#)

- [Beverage and Equipment](#)

- [Snacks](#)

[Exhibitor Appointed Contractor](#)

[Emergency Notification](#)

[Audio Visual & Computer Equipment](#)

[Security](#)

[Temporary Staff](#)

[Booth Cleaning Services](#)

[Hotel Reservations](#)

[Albert Court](#)

[Bayview Hotel](#)

[Carlton Hotel](#)

[Ibis Hotel](#)

[Landmark Village](#)

