

INTERNATIONAL PHOTOGRAPHY FESTIVAL

SERVICE ORDER FORMS

The Service Order Forms have been designed to enable you to order the various services you may need during the exhibition. Kindly view the document carefully and take note of the regulations and deadlines for submission of various Service Order Forms. Some forms are compulsory and need to be filled and submitted before the deadlines. The Forms need to be emailed to the relevant service providers via the email IDs specified.

XPF- 2016 Exhibitors Form Checklist				
Form No.	Form Name	To be Returned to	Form Type	Deadline
1	Indemnity & Waiver	arwa@xposure.ae	Mandatory	
2	Badges : Exhibitor / Contractors	heba@xposure.ae	Mandatory	30 Sep 2016
3	Fascia Name	spb@xposure.ae	Mandatory	30 Sep 2016
4	Additional Furniture Requirements	spb@xposure.ae	Optional	10 Sep 2016
5	Electrical Requirements	spb@xposure.ae	Optional	8 Sep 2016
6	Power Supply Form	spb@xposure.ae	Mandatory for Standard stand	8 Sep 2016
7	Grid Plan	spb@xposure.ae	Mandatory for Standard stand	15 Sep 2016
8	Custom Stand Contractor Details	spb@xposure.ae	Mandatory for Space Only	1 Sep 2016
9	Custom Stand Design Details	spb@xposure.ae	Mandatory for Space Only	1 Sep 2016
10	Performance Bond	heba@xposure.ae	Mandatory for Space Only	1 Sep 2016
11	Audio-Visual Requirements	spb@xposure.ae	Optional	10 Sep 2016
12	IT, Telecommunications & Data Requirement	monther@xposure.ae	Optional	15 Sep 2016
13	Temporary Staff (Hostesses / Interpreters)	spb@xposure.ae	Optional	15 Sep 2016
14	Floral Décor & Plant Hire at Stand	spb@xposure.ae	Optional	30 Sep 2016
15	Show Catalogue Entry	alya@xposure.ae	Mandatory	10 Sep 2016
16	Show Catalogue Advertising	alya@xposure.ae	Optional	10 Sep 2016
17	Carpet and Flooring	spb@xposure.ae	Optional	20 Sep 2016

* BY SENDING IN THIS FORM YOU HAVE UNDERTAKEN THAT YOU HAVE READ AND UNDERSTOOD THE CONTENT OF THE MANUAL AND THE TERMS & CONDITIONS OF EXHIBITING AT XPF 2016