

M A L A Y S I A  
**APUSIC** 20  
26

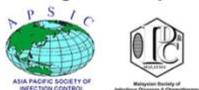
12th INTERNATIONAL CONGRESS OF  
ASIA PACIFIC SOCIETY OF INFECTION CONTROL

**30 JULY - 02 AUGUST 2026**

**Kuala Lumpur Convention Centre, Malaysia**

**EXHIBITOR MANUAL**

Organized by



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## SECTION 1 - GENERAL INFORMATION

This handbook serves as a comprehensive guide to assist exhibitors in planning for the **APUSIC 2026**. If you are unable to find specific information in this manual, feel free to contact the appropriate party directly for assistance.

### Contact List

 <p><b>ANDERES FOURDY</b></p> <p><b>CONFERENCE SECRETARIAT</b></p> <p><b>ANDERES FOURDY EVENTS SDN BHD</b></p> <p>G-3A, Hive 6, Mranti Park, Bukit Jalil, 57000 Kuala Lumpur.</p> <p>Attn : Mr. Daryl Tel : +6 011 – 1115 8268 Email : <a href="mailto:daryl@anderesfourdy.events">daryl@anderesfourdy.events</a></p>	 <p><b>OFFICIAL CONTRACTOR</b></p> <p><b>ES EXHIBITION SERVICES SDN BHD</b></p> <p>No.8, Jalan 4/118B, Desa Tun Razak, 56000 Kuala Lumpur.</p> <p>Attn : Ms. Rachel Koay Tel : +6 03 - 9172 1598 Email : <a href="mailto:rachel.koay@es-corp.co">rachel.koay@es-corp.co</a></p>
 <p><b>KUALA LUMPUR CONVENTION CENTRE</b></p> <p><b>VENUE</b></p> <p><b>KUALA LUMPUR CONVENTION CENTRE</b></p> <p>Jalan Pinang, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia,</p> <p>Attn : Exhibition Services Tel : +6 03 – 2333 2603 Email : <a href="mailto:exhservices@klccconventioncentre.com">exhservices@klccconventioncentre.com</a></p>	 <p><b>OFFICIAL FORWARDER</b></p> <p><b>R.E. ROGERS (MALAYSIA) SDN BHD</b></p> <p>No. 7, Jalan Warden U1/76, Taman Perindustrian Batu Tiga, 40150 Shah Alam, Selangor.</p> <p>Attn : Mr. Hafizzudin Mobile : +6 013 – 676 2716 Email : <a href="mailto:hafizzudin@rogers-asia.com">hafizzudin@rogers-asia.com</a></p>

### Exhibition Schedule

Date	Time	Build-Up
30 July 2026 (Thursday)	7am – 9pm	Official Contractor Set Up
	12noon – 8pm	Customized booths setup as scheduled by the official contractor.
	3pm – 8pm	Decorators / Exhibitors Move in
	8pm	Hall Cleaning
	10pm	Hall Closed
Date	Time	Show Day
31 July – 2 August 2026 (Friday - Sunday)	7.30am – 6pm	For Exhibitors
	8am – 6pm	For Visitors
Date	Time	Tear-Down
2 August 2026 (Sunday)	After 5pm & Before 9pm	Removal of All Exhibitor's Items/Equipment/Machines
		Dismantling of Stand Fitting/Electrical Installation
		All Booths have to Move-Out
		Handover Halls

Note: All exhibitors must clear their booths in between **5pm – 6pm on 2 August 2026**, in order for the stand dismantling to begin.

### Height Restriction & Limitations

Hall	Detail
Ballroom 1	<p>The maximum booth height is 5.5 m. If structure is higher than 4.9m, please submit a technical drawing with an Engineering Structural Endorsement to the official contractor for approval.</p> <p>All designs must be submitted in one PDF file, including the stand plan checklist and method statement.</p> <p><b>Submission Deadline : 30 June 2026</b></p>

### Badges & Vehicle Permit Collection

	Non- official Contractor	Exhibitor
Eligibility	Applicable to non- official contractor engaged by exhibitors.	Applicable to personnel manning exhibition booths.
Validity	Setup & Dismantle date only.	Show days only.
Collection of Badges	Collection date will be sent out by Official Contractor via email.	<b>30 July 2026, 1pm – 8pm</b> at Organizer counter.

### KLCC's Exhibitor Services Portal

The KL Convention Centre order form is on line now. To access to the system, kindly follow the below step-by step guide:

1. Click on [KLCC's Services Portal Link](#) and Sign-Up
2. Complete required details as a new user on your first visit to the site
3. Key in your booth/stand number and click "Ok"
4. You will be taken to the homepage to browse and purchase products and services and pay online (as well as the incentive rate deadline)
5. Your order will be sent directly to our teams to process in readiness and you will also receive an email confirmation

## SECTION 2 - SECURITY, ACCESS, INSURANCE & ENTRY POINTS

### Security

All personnel working in the exhibition halls must wear the official **APUSIC 2026** badges at all times. Organizer reserves the rights to evict any exhibitors not wearing the official badges together with the lanyard provided.

Exhibitors shall be responsible for all exhibits in transit to and from and within the confines of the exhibition area or venue. Organizer and hall management will not be responsible for any theft, loss or damage of exhibits/displays during the teardown period advised to monitor their own exhibits/display at all times.

### Insurance

Organizer will not be responsible or be liable to any exhibitor, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit or property or injury to person, arising out of or in any way connected with the exhibition. Exhibitors are strongly advised to purchase indemnity insurance to cover public liability and all risk against such loss or damage, risk of fire, injury caused by themselves/employees/ agents, natural disaster or any act of God throughout the duration of the exhibition including setup, move in and tear down period.

### Lifts, Escalator & Loading Dock

Exhibitors or contractors shall not use loading bay for storage / staging of goods or any other purpose than for the prompt loading and unloading of goods. All the necessary unloading or loading of items from or to individual vehicles shall be carried out at loading bay. Trolley are not allowed at common area; Shopping Mall. Restocking activity from loading dock to the booth by using trolley only.

The carting of goods shall only be routed to or from the centre and the exhibition halls. No personal or company's vehicle that is not loading or unloading is allowed to park at loading dock.

Due to large amount of non-official contractor and exhibitors move-in and move-out during the set-up and dismantle period, non-official contractors and exhibitors are required to follow the schedule provided by official contractor. To ensure a smooth flow of traffic during setup and dismantle period, non-official contractor and exhibitors is compulsory follow the schedule given by email and subject to prior permission on-site.

Major work construction – wood cutting, painting and angle-grinding is not permitted anywhere within the venue or enclosed loading dock area. Control point is at the Centre's checkpoint. Traffic flows in a one-way direction in from Jalan Persiaran KLCC and out to Jalan Pinang.

### Freight Lifts at Loading Docks (For Level 1,3,4)

One freight lift is located at the east building to service Level 3.

Freight lift: Depth 6.3m x Width 2.4m Height 2.6m and accommodates a total weight of 7 tonnes.

All goods must be transferred by hand onto trolley to Level 3. Forklifts are not permitted access to Level 3.

Timing of the use of freight lifts must be included in your traffic schedule and take into account other events taking place concurrently. Only vehicles below 3.5 metres in height are allowed access to the loading bay service road.

## SECTION 3: CONSTRUCTION AND BOOTH FITTINGS

- The standard height for all shell scheme booths is 2.5 m (8 ft). Any design that exceeds this height must submit an application and obtain approval from the official contractor.
- Booth walls are finished with white laminate. Nailing, drilling, or painting on these walls is strictly prohibited. Panels may only be attached using double-sided tape. Any non-compliance will result in the exhibitor being liable for all resulting damages. Any damage to panels will be charged at **RM300** per panel, payable on the same day.
- All inkjet stickers, posters, and similar materials must be removed immediately after the exhibition ends. Failure to comply will result in cleaning or penalty fees of RM150 per panel, at the our discretion..
- Exhibitors must return all booths and rented facilities in good condition and will be responsible for any damage incurred during the rental period.
- For shell scheme and upgrade booths, no additional fittings or displays may be attached to the booth structure unless approved by the official contractor. Any protruding or cantilevered signage must comply with approved specifications.
- No electrical cables, water or compressed air pipes, telephone lines, or other services inside or near the booth may be removed, altered, or redirected without written approval from the official contractor.
- Exhibitors and contractors must not obstruct aisles, emergency exits, fire hoses, fire extinguishers, control panels, or access doors at any time. Encroachment into public aisles is strictly prohibited. All display items like buntings, banners, display cases, products etc must remain within the assigned booth area. Failure to comply may result in penalties imposed by the official contractor.
- No items may be suspended from the exhibition hall ceiling, nor may any fixtures be attached to the building structure.
- Exhibitors must complete and submit the shell scheme or raw space form together with booth designs and other documents to the official contractor for approval before the submission deadline. Designs must be submitted in one PDF file (maximum 5 MB) and follow the sample guidelines in the appendix.
- An approved drawing must be obtained before booth construction begins. The official contractor and venue management reserve the right to reject any contractor or design deemed unsuitable. The final booth construction must strictly match the approved design and drawings. Any deviation may result in immediate suspension of construction without prior notice.
- All materials used for linings, drapes, or overhead structures must be non-flammable. Flammable materials are strictly prohibited unless treated with fire retardant.
- Failure to obtain written approval can result in costly alteration on site in the event that the designs or installations contravene fire and safety regulations, booth height limits and boundary or any space contract rules and regulations. Organiser, venue management or official contractor reserves the right to stop and disallow participation in lieu of failure to submit such designs for approval.
- Exhibitors constructing multi-level or double-decker booths must submit engineering drawings with load calculations certified by a registered engineer under the Board of Engineers Malaysia (BEM).
- Major painting and spray painting are not permitted within the venue. Only non-toxic, water-based paints may be used.
- All booth construction must be completed during the official build-up period. No touch-ups or corrective work will be allowed one hour before the event opens.
- All free-standing structures must be structurally safe and must not exceed the exhibition hall ceiling height. If a booth design does not comply with venue requirements, a structural engineer's certificate may be required.
- Exhibitors and contractors must remove all debris, rubbish, and packing materials from the venue. Failure to do so will result in cleaning charges. No signage or furnishings may be placed outside the designated booth area. (repeat 1)
- Contractors must sign a Contractor Activity Sheet to confirm compliance with regulations, schedules, and conduct. Only upon submission of the signed activity sheet and performance bond will contractors be allowed to bring materials on-site or commence work.
- For booths taller than neighbouring booths, the rear fascia or back panels visible to adjacent booths must be fully finished in plain white, without branding. If an unfinished portion of the booth or exhibit display is exposed, the booth contractor must make it presentable at the exhibitor's expenses.
- Customized structures located on the venue's carpeted or tiled flooring, or as required by the venue, must include an underlay within the booth area and adequate floor protection prior to the commencement of construction. The contractor is required to install a platform and/or underlay within the booth area to meet any special requirements set by venue management. The underlay must have a minimum thickness of 12mm.

- Timber flooring or platforms must be at least 25 mm thick, while chipboard or melamine flooring must not less than 18 mm thick. All corners must be rounded, bevelled, or protected with plastic guards. Floor coverings such as drugget or linoleum must be securely fixed or weighted at the edges to prevent safety hazards.

#### Information must be submitted for customized booth :

- A detailed scale drawing showing the proposed 3D design, including full dimensions and heights, with both plan and elevation views. The exact height must be clearly stated in the elevation view.
- A description of the materials to be used for stand construction, together with the building methodology.
- A layout plan showing the booth location within the exhibition, including details of any underlay or platform, especially for booths built on carpeted flooring.
- A risk assessment, including fire hazards, along with a method statement.

#### Information must be submitted for full-enclosed, covered booth with solid ceiling, roofed structure and hanging structure :

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
- Roof loading and structural calculations.
- Specifications of the materials used.
- A risk assessment, to include fire hazards and method statement.
- Structural Engineer's Certificate to the venue management no later than fourteen (14) days prior to the event build-up.
- A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment smoke detector, portable CO<sub>2</sub>, dry chemical extinguisher or sprinkler system.

#### Information must be submitted for Double Storey booth :

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each storey.
- Elevations including full steelwork and staircase details.
- Width and position of gangways within the stand.
- Floor and/or roof loading, specifications of the material used, structural calculations.
- The maximum number of public visitors allowed entry to the 2<sup>nd</sup> floor or upper level.
- A risk assessment, to include fire hazards and method statement.
- Sufficient illuminated exits signs positioned so that they can be seen to facilitate escape in an emergency.
- Written confirmation from a Structural Engineer's Certificate, with adequate professional indemnity cover, that the design is safe for its purpose, must be supplied together with the Structural Engineer's Certificate to the venue management and official contractor no later than fourteen (14) days prior to the event build-up.
- Double-storey structure is required to provide additional smoke detector and fire extinguishers – A:B:C dry powder type or CO<sub>2</sub> type.
- Where more than 50 people can occupy the upper level, the venue management requires a minimum of two separate staircases leading from the ground floor to the upper level.

#### Administration Fees and Performance Bond :

- A non-refundable administration fee of RM50.00 per square meter is payable by the contractor to the official contractor for liaison and approval with the relevant authorities. Non-official contractors are also required to submit a refundable performance bond of RM10,000.00 per exhibiting company, payable to ES Exhibition Sdn Bhd, before permission is granted to bring materials into the exhibition hall and commence work.
- All rental order payments must be submitted before the stated deadline. The official contractor reserves the right to prevent contractors from moving in if payment is not received by the deadline. Order forms submitted after the deadline will be subject to a 50% surcharge.
- Non-official contractors and exhibitors will not be allowed to collect vehicle permits or contractor badges until full payment has been received.

## SECTION 4: ELECTRICAL CONTRACTOR & INSTALLATION

- The official contractor has been appointed to handle all electrical work on-site, including lighting installation, wiring, and connections for both shell scheme and raw space booths. For safety reasons, no other electrical contractors will be allowed to perform any electrical work on-site.
- No electrical installations may be suspended from the roof of the exhibition halls or affixed to any part of the building structure. Additionally, no fittings may extend beyond the boundaries of the designated installations and must be properly safeguarded against electrical overload..
- Each exhibit must use only one power point at a time. The use of multi-plugs is strictly prohibited, as it can lead to electrical overloads, tripping, and potential damage to machines or items. The organizer and official contractor will not be held responsible for any damage caused by electrical issues, including overloads or tripping.
- Contractors and exhibitors providing their own lighting fixtures will incur a charge for the lighting connection. Each lighting connection is charged per item, with a maximum of 100 watts per fixture.
- Charges for lighting connections, including LED lighting, will be based on the number of tubes, bulbs, or meters of strip lighting used on the stand. Lightboxes will be charged according to the number of tubes contained within each unit. Exhibitors and contractors are strictly prohibited from using power points for lighting items.
- All electric lighting must be installed at a minimum height of 2.2 meters above floor level. Lighting must remain within the confines of the exhibition booth, with no protrusion into the aisle areas.
- Contractors are required to order temporary power for any setup or dismantling activities that require electricity.
- Exhibitors and contractors must ensure they have ordered sufficient power supply for any machines, cooking, or boiling equipment to prevent electrical overloads and tripping.
- Exhibitors and contractors must also order sufficient 15A/230V power points for LED screens.
- The official contractor, organizer, or venue management reserves the right to disconnect the electrical supply to any installation deemed unsafe or likely to cause disruption or inconvenience to visitors or other exhibitors, as assessed by the Electrical Chargeman.

## SECTION 5: IMPORTANT INFORMATION

This section outlines essential guidelines and regulations that exhibitors must adhere to during the exhibition. Following these rules is crucial to avoid any confusion and ensure smooth operations. It is therefore imperative that all exhibitors thoroughly understand these requirements. For any inquiries, please refer to the event organizer or official contractor.

### BALLOONS

- Exhibitors wishing to use balloons must obtain permission from the official contractor or hall management at least one (1) month prior to the build-up date. The written request should include:
  - Location of stand displaying the balloons
  - Types and sizes of balloons
  - A 3D photo of the balloons
  - Types of gas used
- Toy balloons containing HELIUM are prohibited. The placement of balloons should not obstruct the view of CCTV cameras or the water sprinkle system.

### AIR CONDITIONING

- Air conditioning is not provided during the build-up and tear-down periods.

### EXHIBITION MANAGEMENT

- The organizer reserves the right to be the sole judge of any exhibits and may, at their discretion, require any exhibit to be immobilized or removed.

### ANIMALS

- Live animals are not permitted in the venue (unless the animal are connected with the purpose of the exhibition).

### LOSS & DAMAGE

- The Organizer shall not be held liable or responsible for any loss or damage to the exhibitor's property, including exhibition materials, whether caused by the official contractor, the freight forwarder, or arising from transportation, shipment, or handling to or from the exhibition premises, or for any other reason whatsoever.

### STORAGE

- No storage facilities are provided to contractors or exhibitors.

### DISTRIBUTION OF BROCHURES

- Brochures may only be distributed within the exhibitor's own stand space. Distribution outside the stand area is not allowed.

### PROMOTIONAL MATERIALS

- Exhibitors are not permitted to display or attach promotional materials in public areas, on walls, in aisles, or in a manner that obstructs emergency exits, fire hose cabinets, or control access doors. Floor stickers for promotional purposes are not allowed.

### LEFTOVER GOODS IN THE VENUE / HALL

- Exhibitors wishing to store leftover goods with the contractor will be charged based on quantity, transportation, storage, and labor. Charges are non-negotiable.

### PUNCTUALITY

- Exhibitors or contractors who fail to complete their booth within the allotted setup or dismantling time will incur an hourly penalty, payable in cash on-site by one of the parties.

### EXHIBITORS' HAND-CARRY PROCEDURES

- Exhibitors and stand contractors must adhere to the access times specified in the manual. Hand-carried freight refers to items that can be easily carried by an individual without the need for mechanical equipment. This includes boxes, suitcases, portable displays on wheels, and small luggage bags.
- Exhibitors may use the guest lifts to transport materials that can be hand-carried to their booths. Items such as carts, crates, or two-wheel dollies are not considered hand-carried

### EXHIBITORS' DELIVERIES AND FREIGHT

- Advance deliveries and freight shipment are not permitted prior to the move-in date. If exhibitors have any concerns regarding timing, shipment and transportation, please contact Organiser or Official Freight Forwarder.
- Personal forklifts, tow motors, cranes, dollies, and pallet jacks are not permitted under any circumstances. For items that cannot be hand-carried and required to move in and out, please contact the official freight forwarder for assistance.

### FIRE SAFETY

- All fire protection systems, exits, and evacuation routes must be kept unobstructed. No item may remain within 3 meters of any exit. The storage of combustible materials is prohibited, and toxic or hazardous substances, including flammable liquids and compressed gas, are not allowed

### EMERGENCY EVACUATION PROCEDURE

Organiser and official contractor have an emergency evacuation plan to enable successful evacuation of staff, exhibitors and visitors in the case of fire or other emergencies.

#### ACTION UPON HEARING THE FIRE ALARM

- Upon the sounding of the emergency tone, immediately stop any ongoing activities.
- Stay at your location and wait for instruction from the floor warden or the PA system.
- After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area.

#### EVACUATION ASSEMBLY AREA

- Organiser, exhibitors, visitors and contractors in any hall or any part of the centre must be assembled at the nearest assembly area.
- The evacuation route and assembly area are outlined on the maps shown.
- The map should be studied by all exhibitors, contractors and all their staff or agents as part of their familiarisation with the venue physical infrastructure.

### MACHINE / EQUIPMENT

- Any piece of equipment, display, vehicle, or machinery to be displayed inside the Centre which weighs over two (2) tons, including transport vehicles must be approved by Centre's/ Management no less than fourteen (14) days prior to move-in.

### CHEMICALS

- Exhibitors intending to use hazardous substances must submit full details to the official contractor for approval prior to the exhibition.

### AUDIO VISUAL EQUIPMENT / SOUND (NOISE) LEVEL

- Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and / or sequential sounds/ noise is not permitted without prior approval from the Organiser and Centre.
- Demonstrations: Exhibitors are required to ensure all AV equipment used for marketing purposes is maintained at comfortable volume levels. Any audio system or electronic device that is deemed disruptive to the standard conduct of business of the exhibition or organizer/venue will not be tolerated and will be removed from site, this includes noisemakers such as whistles, vuvuzelas, horns, etc.
- Sound levels: AV presentations must be muffled so that noise does not interfere with other Exhibitors. Extremely loud noises such as bells, sirens, buzzers etc. will not be permitted in order that a professional atmosphere be maintained. Music or noise emitting from exhibition booth cannot exceed 70 decibels (A). Organizer and venue management reserves the right to reduce the sound levels, restrict and/or switch off any AV displays deemed disruptive.

- **Music & film copyrights:** Exhibitors who wish to utilise audio and/or visual aids in the exhibition in relation to the sound tracks of videos and music must ensure that the use thereof will not infringe on the copyrights of others. Exhibitors are advised to contact the regulating authority regarding the procedures for application of a “Copyright Music Licence”.
- **Projectors and/or screens:** Viewing areas should not result in people causing congestion in aisles. If you have a large viewing screen make sure it can be enclosed or draped for better viewing.
- All AV equipment and console must be properly arranged. For safety and aesthetics, use cable protectors to cover cables running.
- **Live Broadcasting:** must seek prior approval from Organizer and venue management.
- **Outsource AV Supplier:** Supplier must comply to venue in house rules and regulations.

#### CATERING – FOOD & BEVERAGE / FOOD SAMPLING

- Outside food and beverages are strictly prohibited except for F&B exhibitions or where prior approval has been granted by the venue.
- Details of proposed preparation, cooking and dispensing of food including sampling and distribution in non-F&B events must be provided to the Centre for approval at the early planning of such event. Proposed sampling activity must be submitted in writing to the official contractor for approval at least 14 days prior to the event.

#### SCAFFOLDING / LADDER

- Only aluminium scaffolding/aluminium ladder/steel ladder are allowed to use in the hall.
- All scaffolding or temporary seating must be erected by a licensed person in accordance with the manufacturer’s instructions and certified by an engineer in writing; also a hand-over certificate must be completed. A copy of engineer’s certifications and hand-over certificates must be provided to Centre’s Health & Safety Officer at least 24 hours. Scaffolding that is above 2 meter height must be inspected by certified scaffolder registered with DOSH and scaffold tagging must be display on the structure itself.
- Contractors working at height on the scaffolding must be equipped with proper PPE(Personal Protective Equipment)

#### SMOKING POLICY

- Smoking is prohibited in the entire Centre including all indoor and outdoor areas. This also applies to the use of all electronic cigarettes and vaporisers. Failure to comply with these regulations could lead to possible prosecution.

#### COMPLAINT / CLAIM

- Any complaints regarding non-delivery of ordered goods must be reported to the Official Contractor Counter on the first day of the exhibition. If no report is made, the goods will be deemed to have been delivered in good condition, and no further claims will be accepted.

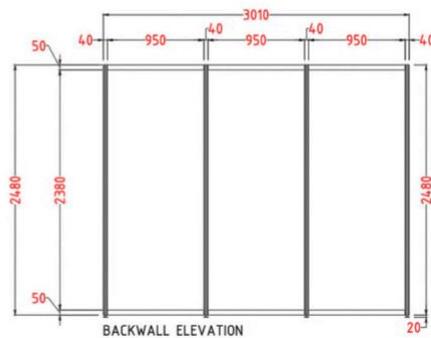
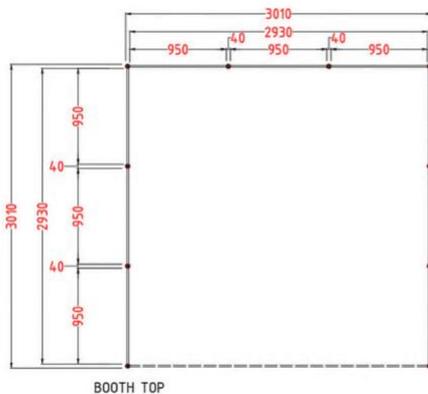
### Form 1 – Shell Scheme Form

- Forms submitted after **30 June 2026** are not guaranteed.
- Fascia names must be in capital letters and cannot be changed once the form has been submitted to the organiser or official contractor.
- Amendments or exchanges of fascia names are not allowed on-site, except in cases of spelling errors.
- Chinese fascia names will be charged at RM50 per word.
- Nailing, drilling, or any other modification to the shell scheme panels is strictly prohibited. Any damage to the panels will be charged at RM300 per panel.
- Only one company name is allowed per fascia board. Any additional company names (even on separate boards) are subject to charges by the official contractor and approval from the organiser.

#### Fascia Name (Please fill in):

Fascia wording is allowed only on each shell scheme exhibiting stand and must not exceed 48 characters.

Shell Scheme Specifications	
Booth Size	9 Sqm
Back & Side Wall	2.44m Height (8 Feet)
Fascia Board	3m x 330mmH
Flooring	Needle Punch Carpet @ 9 Sqm
Reception Table	1 unit
Folding Chair	2 units
Waste Bin	1 unit
Fluorescent Light	2 units
4A/230V Power Point (not for lighting)	1 unit
*Above Items cannot be replaced / exchanged.	



### Company Information

Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Please submit the completed form by the **deadline of 30 June 2026** to **ES Exhibition Services Sdn Bhd** :  
Attn: Ms. Rachel Koay      Email : [rachel.koay@es-corp.co](mailto:rachel.koay@es-corp.co)      Tel : +6 03 – 9172 1598

### Form 2 – Raw Space Form

- All prices stated are inclusive of 6% Sales and Services Tax (SST).
- Forms and customized booth designs submitted after **30 June 2026** will be subject to a 50% surcharge.
- A 50% cancellation fee will be applied to any cancelled items after the forms have been submitted to the official contractor.
- Orders without payment are not guaranteed. Please submit the bank-in slip after payment and collect the original invoice at the Technical Services Counter. No refunds will be made for services installed but not utilized during setup or show days.
- Non-official companies are entitled to a maximum of two (2) non-official contractor vehicle permits for setup and dismantling.

### Contractor Information (complete only if different from billing information)

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

### Contractor Badges

Contractor Badges	Payable By (Company Name)
( ) unit x RM 30 = RM	
Note : Contractors without badges will not be permitted entry into the Exhibition Hall. Badges requested after the deadline will be charged RM50 per unit.	

### Administration Fee (Non-Refundable)

Administration Fee	Payable By (Company Name)
( ) sqm x RM 50 = RM	
Note: An 8% SST is included in the Administration Fee.	

### Performance Bond (Refundable)

Item	Total	Payable By (Company Name)
Single Deck Structure   Double Deck Structure	RM10,000	
Note : Please issue a separate cheque for the Performance Bond from other payments.		

### Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Please submit the completed form by the **deadline of 30 June 2026** to **ES Exhibition Services Sdn Bhd** :  
Attn: Ms. Rachel Koay Email : [rachel.koay@es-corp.co](mailto:rachel.koay@es-corp.co) Tel : +6 03 – 9172 1598

**Form 3 – Contractor Activity Sheet**



ES EXHIBITION SERVICES SDN. BHD. (4020027-T)  
8, Jalan 4/118B, Desa Tun Razak,  
56000, Kuala Lumpur, Malaysia  
T +603 9172 1598 E info@es-corp.co www.es-corp.co

ES-A06-F03

Rev. 11

18-Dec-25

**CONTRACTOR ACTIVITY SHEET**

Please tick accordingly (  )

Person In-Charged : \_\_\_\_\_ Phone No: \_\_\_\_\_

Non-Official Contractor Company \_\_\_\_\_ Booth No : \_\_\_\_\_

Exhibitor's Company : \_\_\_\_\_

Description of Work - Structure :

Wooden  Truss  Maxima  R8 System

Electrical : Lighting  Others \_\_\_\_\_

**General Rules, Environmental & Safety Activity Requirements:-**

- (A) Contractors must wear the pass supplied by ES Exhibition at all times when entering the halls.
- (B) Contractors must possess a valid business registration license, workmen's compensation insurance, and public liability and/or third-party liability
- (C) All Malaysian workers must hold a valid Identity Card (IC), and all foreign workers must hold a valid work permit to obtain a contractor badge.
- (D) Persons under 18 years of age are not permitted to enter or work on the premises.
- (E) Consumption of food is not allowed in back-of-house areas, loading docks, or public areas.
- (F) Alcohol is not permitted in work areas, and no one is allowed to work under the influence of drugs or alcohol.
- (G) Smoking is prohibited in the exhibition hall and associated work areas. Smoking is allowed only in designated smoking areas.
- (H) Construction materials must not be placed on NO FREIGHT AISLES or obstruct fire exits and firefighting equipment. All materials must be kept within the contracted booth space at all times.
- (I) Contractors must take all necessary measures to prevent chemical spills. Any hazardous chemicals must be properly contained and disposed of by the
- (J) Any work involving fire, open flames, spark-producing tools, or other potential ignition sources (e.g., welding arcs, petrol/diesel engines, torches, matches, lighters, etc.) must be fully supervised, and appropriate fire extinguishers must be provided in permitted areas.
- (K) Contractors and their employees are strictly prohibited from using guest toilet facilities or loitering in lobby or guest areas.
- (L) Urinating in paint-washing rooms or any unauthorized areas is strictly prohibited.
- (M) Paint preparation and cleaning must be carried out only in the designated washroom. Contractors found cleaning or disposing of paint, chemicals, or materials in toilets or wash basins will be penalised and liable for the cost of rectifying any damage to the drainage system.
- (N) Contractors must remove all debris, rubbish, and packing materials from the premises upon completion of work.
- (O) Contractors are strongly encouraged to adopt a "lifecycle perspective" to protect the environment—procure from responsible vendors, apply the 3Rs (reduce, reuse, recycle), dispose of waste according to government requirements, and implement programs to reduce carbon footprint.
- (P) All hazardous waste must be disposed of in accordance with DOE requirements.
- (Q) Contractors must strictly follow the venue's waste management rules, including disposing of waste only in designated bins.
- (R) Activities that generate dust such as welding, sanding, and sawing are strictly prohibited. Structural components must be pre-fabricated off-site, and no major painting is permitted.
- (S) Contractors must maintain their vehicles to prevent diesel/petrol leaks and ensure clean engine emissions.
- (T) Contractors must wear proper attire and necessary personal protective equipment (PPE) at all times. Safety must be the highest priority. Anyone working on scaffolding 2 metres or higher must wear PPE such as a safety helmet, body harness, and safety shoes. Covered footwear is required at all times—no slippers, sandals, or open-toed shoes are allowed.
- (U) Screwing, drilling, nailing, or painting on the floor, walls, pillars, or any part of the exhibition hall is strictly prohibited.
- (V) Unruly, unacceptable, or violent behaviour is strictly prohibited. Individuals acting without due care for others or refusing to follow instructions from Security personnel will be removed from the site. Anyone using abusive language, engaging in violent behaviour, unsafe work practices, or non-compliant activities will be prohibited from working in the Centre immediately.
- (W) Contractors must consult the event officer or relevant personnel-in-charge if they have any questions regarding these rules or other matters. The responsible officer must also be informed upon completion of work before leaving the site.
- (X) All incidents during build-up or tear-down activities must be reported to the Centre's Security Department, located in the designated area.

**CONDITION OF SAFETY HEALTH AND ENVIRONMENT OF WORKPLACE**



**Hazardous Waste Management**



Acknowledgement by Contractor :

Name :

Date :



## Form 4 – Furniture &amp; Electrical Order Form

- All prices stated are inclusive of 6% Sales and Services Tax (SST).
- Forms and customized booth designs submitted after **30 June 2026** will be subject to a 50% surcharge.
- A 50% cancellation fee will be applied to any cancelled items after the forms have been submitted to the official contractor.
- Orders without payment are not guaranteed. Please submit the bank-in slip after payment and collect the original invoice at the Technical Services Counter. No refunds will be made for services installed but not utilized during setup or show days.

CODE	ITEM	UNIT COST		QTY	RM
		Before 30 June	After 30 June		
BS01	S Type bar Stool	110.00	165.00		
BS02	Classic Bar Stool	110.00	165.00		
BS03	Square Bar Stool	160.00	240.00		
BS04	Leather Modern Bar Stool	180.00	270.00		
BS05B	Back Rest Bar Stool (Black)	136.00	204.00		
BS05W	Back Rest Bar Stool (White)	136.00	204.00		
BS06	Cushion Leather Bar Stool	250.00	375.00		
BS07	Belmond Bar Stool	180.00	270.00		
BS08B	Swivel Bar Stool (Black)	180.00	270.00		
BS08W	Swivel Bar Stool (White)	180.00	270.00		
BS09B	Scandinavian Bar Stool (Black)	200.00	300.00		
BS09W	Scandinavian Bar Stool (White)	200.00	300.00		
C01	Folding Chair	40.00	60.00		
C02	Easy Armed Chair	110.00	165.00		
C03	Slim White Chair	130.00	195.00		
C04	Back Rest Chair	160.00	240.00		
C05	Cushion Leather Chair	180.00	270.00		
C06	Eames Chair	180.00	270.00		
C07	Swivel Chair	180.00	270.00		
L01	Lounge Sofa Single Seat	290.00	435.00		
L02	Lounge Sofa Double Seat	390.00	585.00		
L03B	Chrome Sofa Single Seat (Black)	320.00	480.00		
L03W	Chrome Sofa Single Seat (White)	320.00	480.00		
L04B	Chrome Sofa Double Seat (Black)	400.00	600.00		
L04W	Chrome Sofa Double Seat (White)	400.00	600.00		
SS01	Display Box 500mmH	130.00	195.00		
SS02	Display Box 750mmH	140.00	210.00		
SS03	Display Box 1000mmH	150.00	225.00		
SS04	Low Showcase	470.00	705.00		
SS05	High showcase with Downlight	670.00	1005.00		
SS06	Square Showcase with Downlight	500.00	750.00		
T01	Reception Table	90.00	135.00		
T02	Lockable Cabinet	120.00	180.00		
T03	Info Counter	170.00	255.00		
T04	Lockable Counter	230.00	345.00		
T05	Maxima Lockable Counter	150.00	225.00		
T06	Round Table	120.00	180.00		
T07	Bistro Round Table	120.00	180.00		
T08	Glass Round Table	180.00	270.00		
T09	Glass Bistro Round Table	180.00	270.00		
T10	Square Coffee Table	140.00	210.00		
T11	Rectangular Coffee table	140.00	210.00		
T12	Round Coffee Table	140.00	210.00		
V01	Book Rack (Wall Unit)	150.00	225.00		
V02	Book Rack (Island Unit)	170.00	255.00		
V03	Shelving @ Flat	70.00	105.00		
V04	ZigZag Brochure Rack	180.00	270.00		
V05	Chrome Brochure Rack	140.00	210.00		
V06	Netting with 10 hooks	110.00	165.00		
V07	Cloth Bar	80.00	120.00		
V08	Cloth Rack	100.00	150.00		
V09	System Rack	240.00	360.00		
V10	Oblong Table (Black Cloth)	120.00	180.00		
V11	Q-Stand	130.00	195.00		
V12	Easel Stand with Top	150.00	225.00		
V13	Mirror Stand	180.00	270.00		
V14	Refrigerator Single Door	450.00	675.00		
V15	Dustbin	12.00	18.00		
V16	Needle Punch Carpet	40.00	60.00		
<b>Total (RM) :</b>					

CODE	ITEM	UNIT COST		QTY	RM
		Before 30 June	After 30 June		
EL01Y	LED Spotlight (Yellow)	120.00	180.00		
EL01W	LED Spotlight (White)	120.00	180.00		
EL02Y	LED Armed Spotlight (Yellow)	130.00	195.00		
EL02W	LED Armed Spotlight (White)	130.00	195.00		
EL03Y	White LED Spotlight (Yellow)	130.00	195.00		
EL03W	White LED Spotlight (White)	130.00	195.00		
EL04Y	White LED Armed Spotlight (Yellow)	130.00	195.00		
EL04W	White LED Armed Spotlight (White)	130.00	195.00		
EL05Y	Black LED Spotlight (Yellow)	150.00	225.00		
EL05W	Black LED Spotlight (White)	150.00	225.00		
EL06Y	Black LED Armed Spotlight (Yellow)	150.00	225.00		
EL06W	Black LED Armed Spotlight (White)	150.00	225.00		
EL07	40w Fluorescent Light	110.00	165.00		
EL08Y	2' T5 Light (Yellow)	150.00	225.00		
EL08W	2' T5 Light (White)	150.00	225.00		
EL09Y	3' T5 Light (Yellow)	170.00	255.00		
EL09W	3' T5 Light (White)	170.00	255.00		
EL10Y	4' T5 Light (Yellow)	270.00	405.00		
EL10W	4' T5 Light (White)	270.00	405.00		
EL11	LED Strip (Per meter)	170.00	255.00		
EL12Y	50W LED Metal Halide (Yellow)	300.00	450.00		
EL12W	50W LED Metal Halide (White)	300.00	450.00		
EL13Y	50W LED Armed Metal Halide (Yellow)	300.00	450.00		
EL13W	50W LED Armed Metal Halide (White)	300.00	450.00		
EL14	100W LED Armed Flood Light White	370.00	555.00		
EL15Y	11w LED Down Light (Yellow)	230.00	345.00		
EL15W	11w LED Down Light (White)	230.00	345.00		
EP01A	13A / 230V Socket (4Amp output)	130.00	195.00		
EP01B	13A / 230V Socket (4Amp output, 24 Hours)	370.00	555.00		
EP02A	15A / 230V Socket	240.00	360.00		
EP02B	15A / 230V Socket (24 Hours)	650.00	975.00		
EP03	15A/415V Isolator	980.00	1470.00		
EP04	30A/230V Isolator	1400.00	2100.00		
EP05	30A/415V Isolator	2000.00	3000.00		
EP06	60A/415V Isolator	3200.00	4800.00		
EP07	100A/415V Isolator	4700.00	7050.00		
EW01	Lighting Connection (Per Bulb / Meter)	110.00	165.00		
EW02	LED Lighting Connection (Per Bulb / Meter)	110.00	165.00		
	Temporary 13A/230V Power Point for Setup	320.00	480.00		
<b>Total (RM) :</b>					

## NOTE :

- Multi-plug extensions are not permitted, and power points must not be used for lighting purposes.
- For LED strips (per meter run) or LED lights (per bulb), it is compulsory to order "LED Lighting per Connection."
- For non-LED lighting items, it is compulsory to order "Lighting Connection" for each item, with a maximum load of 100W per item

## Billing Information

Billing Company's Name:		Person-In-Charge:	
Exhibiting Company's Name:		Booth No:	
Tel :	Mobile :	Email :	
Address:		Signature & Company Stamp:	

Please submit the completed form by the **deadline of 30 June 2026** to **ES Exhibition Services Sdn Bhd** :  
**Attn: Ms. Rachel Koay** Email : [rachel.koay@es-corp.co](mailto:rachel.koay@es-corp.co) Tel : +6 03 – 9172 1598



**FURNITURE CATALOGUE**

BAR STOOL



BS01  
**S Type Bar Stool**  
Diameter 340mm



BS02  
**Classic Bar Stool**  
L420mm X W400mm



BS03  
**Square Bar Stool**  
L400mm X W400mm



BS04  
**Leather Modern Bar Stool**  
L350mm X W420mm



BS05B  
**Back Rest Bar Stool**  
BLACK  
L450mm X W450mm



BS05W  
**Back Rest Bar Stool**  
WHITE  
L450mm X W450mm



BS06  
**Cushion Leather Bar Stool**  
L360mm X W400mm



BS07  
**Belmond Bar Stool**  
L430mm X W420mm



BS08B  
**Swivel Bar Stool**  
BLACK  
L400mm X W320mm



BS08W  
**Swivel Bar Stool**  
WHITE  
L400mm X W320mm



BS09B  
**Scandinavian Bar Stool**  
BLACK  
L420mm X W440mm



BS09W  
**Scandinavian Bar Stool**  
WHITE  
L420mm X W440mm



**FURNITURE CATALOGUE**

CHAIR



C01  
**Folding Chair**  
L360mm X W400mm



C02  
**Easy Armed Chair**  
L490mm X W450mm



C03  
**Slim White Chair**  
L460mm X W430mm



C04  
**Back Rest Chair**  
L390mm X W420mm



C05  
**Cushion Leather Chair**  
L410mm X W470mm



C06  
**Eames Chair**  
L450mm X W420mm



C07  
**Swivel Chair**  
L770mm X W700mm

LOUNGE SEAT



L01  
**Lounge Sofa Single Seat**  
L740mm X W670mm



L02  
**Lounge Sofa Double Seat**  
L740mm X W670mm



L03B  
**Chrome Sofa Single Seat**  
BLACK  
L840mm X W700mm



L03W  
**Chrome Sofa Single Seat**  
WHITE  
L840mm X W700mm



L04B  
**Chrome Sofa Double Seat**  
WHITE  
L1400mm X W700mm



L04W  
**Chrome Sofa Double Seat**  
BLACK  
L1400mm X W700mm

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**FURNITURE CATALOGUE**

TABLE



**T01 Reception Table**  
L1000mm X  
W500mm X H750mm



**T02 Lockable Cabinet**  
L1000mm X  
W500mm X H750mm



**T03 Info Counter**  
L1000mm X  
W500mm X H1000mm



**T04 Lockable Counter**  
L1000mm X  
W500mm X H1000mm



**T05 Maxima Lockable Counter**  
L500mm X  
W500mm X H1000mm



**T06 Round Table**  
D750mm X H750mm



**T07 Bistro Round Table**  
D600mm X H1000mm



**T08 Glass Round Table**  
D750mm X H750mm



**T09 Glass Bistro Round Table**  
D600mm X H1000mm



**T10 Square Coffee Table**  
L610mm X  
W610mm X H450mm



**T11 Rectangular Coffee Table**  
L920mm X  
W610mm X H450mm



**T12 Round Coffee Table**  
D490mm X H450mm

SYSTEM STRUCTURE



**SS01 Display Box 500mmH**  
L500mm X  
W500mm X H500mm



**SS02 Display Box 750mmH**  
L500mm X  
W500mm X H750mm



**SS03 Display Box 1000mmH**  
L500mm X  
W500mm X H1000mm



**SS04 Low Showcase**  
L1000mm X  
W500mm X H1000mm



**SS05 High Showcase with Downlight**  
L1000mm X  
W500mm X H2100mm



**SS06 Square Showcase with Downlight**  
L500mm X  
W500mm X H2100mm

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**FURNITURE CATALOGUE**

... VARIATION



V01  
**Book Rack (Wall Unit)**  
L1000mm X  
W430mm X H1900mm



V02  
**Book Rack (Island Unit - Double Side)**  
L1000mm X  
W660mm X H1140mm



V03  
**Shelving**  
L1000mm X W300mm



V04  
**ZigZag Brochure Rack**  
H1500mm



V05  
**Chrome Brochure Rack**  
H1200mm



V06  
**Netting with 10 hooks**



V07  
**Cloth Bar**  
L1000mm



V08  
**Cloth Rack**  
L900mm X H1510mm



V09  
**System Rack**  
L1000mm X  
W500mm X H2120mm



V10  
**Oblong Table (Black Cloth)**  
L1830mm X  
W610mm X H760mm



V11  
**Q Stand**



V12  
**Easel Stand with Top**



V13  
**Mirror Stand**  
L650mm X  
W500mm X H1500mm



V14  
**Refrigerator Single Door**  
H850mm



V15  
**Dustbin**



V16  
**Needle Punch Carpet**  
H850mm

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**ELECTRICAL CATALOGUE**



**EL01  
LED Spotlight**  
Yellow (Y) / White (W)



**EL02  
LED Armed Spotlight**  
Yellow (Y) / White (W)



**EL03  
White LED  
Spotlight**  
Yellow (Y) / White (W)



**EL04  
White LED  
Armed Spotlight**  
Yellow (Y) / White (W)



**EL05  
Black LED  
Spotlight**  
Yellow (Y) / White (W)



**EL06  
Black LED  
Armed Spotlight**  
Yellow (Y) / White (W)



**EL07  
40W  
Fluorescent Light**



**EL08  
2ft T5 Light**  
Yellow (Y) / White (W)

**EL09  
3ft T5 Light**  
Yellow (Y) / White (W)

**EL10  
4ft T5 Light**  
Yellow (Y) / White (W)



**EL11  
LED Strip**



**EW01  
Lighting Connection**

**EW02  
LED Lighting Connection**



**EL12  
50W LED  
Metal Halite**  
Yellow (Y) / White (W)



**EL13  
50W LED Armed  
Metal Halite**  
Yellow (Y) / White (W)



**EL14  
100W LED Flood  
Light White**



**EL15  
11W LED  
Down Light**  
Yellow (Y) / White (W)



**EP01  
13A / 230V  
Power Point**  
4 Amp output (A)  
4 Amp output (24H) (B)



**EP02  
15A / 230V  
Power Point**  
15 Amp output (A)  
15 Amp output (24H) (B)



**EP03  
15A /  
415V Output**



**EP04  
30A /  
230V Output**



**EP05  
30A /  
415V Output**



**EP06  
60A /  
415V Output**

**EP07  
100A /  
415V Output**

## Form 5 – Store Room , Upgrade Structure Height, Other Equipment, Printing Order Form

- All prices stated are inclusive of 6% Sales and Services Tax (SST).
- Forms and customized booth designs submitted after **30 June 2026** will be subject to a 50% surcharge.
- A 50% cancellation fee will be applied to any cancelled items after the forms have been submitted to the official contractor.
- Orders without payment are not guaranteed. Please submit the bank-in slip after payment and collect the original invoice at the Technical Services Counter. No refunds will be made for services installed but not utilized during setup or show days.

Please submit artwork in AI format along with the layout indicating the printing position by **30 June 2026**. For different printing sizes, please consult the person in charge.

- Format : AI (Adobe Illustrator) file
- Resolution : At least 300dpi
- Note : Please ensure all fonts are converted to outlines, and include all linked files to avoid any missing content or logos.

Store Room		Size	Unit Cost (RM)	QTY	RM
1	System Store Room c/w Swing Door	1m x 1m	550		
2	System Store Room c/w 1 Swing Door	2m x 1m	650		
3	System Store Room c/w 1 Swing Door	3m x 1m	750		
Shell Scheme Upgrade Structure Height With Tarpaulin Printing					
1	Upgrade Structure with tarpaulin printing	3m x 0.5m (H)	1000		
2	Upgrade Structure with tarpaulin printing	3m x 1m (H)	1200		
3	Upgrade Structure with tarpaulin printing	3m x 1.5m (H)	1500		
Other Equipment					
1	40" LED with USB Support, TV Standee & Power Connection		2400		
2	50" LED with USB Support, TV Standee & Power Connection		3400		
Total (RM) :					

Printing		SIZE mm (L) X mm (H)	Unit Cost (RM)	QTY	RM
1	Fascia : Inkjet Sticker on Fascia Panel	2930 x 230	158		
2	Fascia : Inkjet Sticker on Foam Board	3010 x 330	289		
3	Backwall : Inkjet Tarpaulin	3000 x 2480	1302		
4	Backwall : Inkjet Sticker on Panel (Per Pcs)	950 x 2380	528		
5	Backwall : Inkjet Sticker on Foam Board	3000 x 2480	2170		
6	Inkjet Sticker on Reception Table	Front : 950 x 650 Side : 450 x 650	281		
7	Inkjet Sticker on Info Counter 1mH	Front : 950 x 920 Side : 450 x 920	397		
8	Inkjet Sticker on Foam Board @ Reception Table	Front : 1000 x 750 Side : 500 x 750	438		
9	Inkjet Sticker on Foam Board @ Info Counter 1mH	Front : 1030 x 1000 Side : 535 x 1000	583		
Total (RM) :					

### Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Please submit the completed form by the **deadline of 30 June 2026** to **ES Exhibition Services Sdn Bhd** :  
Attn: Ms. Rachel Koay Email : [rachel.koay@es-corp.co](mailto:rachel.koay@es-corp.co) Tel : +6 03 – 9172 1598



## PRINTING CATALOGUE

### FASCIA



Inkjet Sticker On Fascia Panel



Inkjet Sticker On Foam Board

### BACKWALL



Inkjet Tarpaulin



Inkjet Sticker On Shell Scheme Panel



Inkjet Sticker On Foam Board

### RECEPTION TABLE & INFO COUNTER 1MH



Inkjet Sticker on  
Reception Table



Inkjet Sticker on Foam Board  
@ Reception Table



Inkjet Sticker on  
Info Counter 1mH



Inkjet Sticker on Foam Board  
@ Info Counter 1mH

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**Form 6 – Electrical Allocation Form**

—|— 40W Fluorescent Light

△ LED Spotlight (White)

△ LED Spotlight (Yellow)

△ LED Armed Spotlight (White)

△ LED Armed Spotlight (Yellow)

○ Halogen Down Light (White)

○ Halogen Down Light (Yellow)

□ Metal Halite (White)

□ Metal Halite (Yellow)

□ Armed Metal Halite (White)

□ Armed Metal Halite (Yellow)

⊕ 13A / 230V Power Point

⊗ 15A / 230V Power Point

⊕ 13A / 230V Power Point(24H)

⊕ 15A / 415V Isolator

⊕ 30A / 230V Isolator

⊕ 30A / 415V Isolator

⊕ 60A / 415V Isolator

⊕ 100A / 415V Isolator

⊕ Air Compressor

⊕ Lighting Connection

BACKWALL

SIDEWALL

SIDEWALL

AISLE

**Billing Information**

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Please submit the completed form by the **deadline of 30 June 2026** to **ES Exhibition Services Sdn Bhd** :  
Attn: Ms. Rachel Koay Email : [rachel.koay@es-corp.co](mailto:rachel.koay@es-corp.co) Tel : +6 03 – 9172 1598

### Form 7 – Shell Scheme's Upgrade Booth Design Order Form

- All prices stated are inclusive of 6% Sales and Services Tax (SST).
- Forms and customized booth designs submitted after **30 June 2026** will be subject to a 50% surcharge.
- A 50% cancellation fee will be applied to any cancelled items after the forms have been submitted to the official contractor.
- Orders without payment are not guaranteed. Please submit the bank-in slip after payment and collect the original invoice at the Technical Services Counter. No refunds will be made for services installed but not utilized during setup or show days.

Please submit artwork in AI format along with the layout indicating the printing position by **30 June 2026**. For different printing sizes, please consult the person in charge.

- Format : AI (Adobe Illustrator) file
- Resolution : At least 300dpi
- Note : Please ensure all fonts are converted to outlines, and include all linked files to avoid any missing content or logos.

ITEM	RM	Tick (✓)	ITEM	RM	Tick (✓)
Option 1 @ 3m x 3m 	8,000		Option 5 @ 3m x 3m 	10,000	
Option 2 @ 3m x 3m 	8,000		Option 6 @ 6m x 3m 	12,000	
Option 3 @ 3m x 3m 	10,000		Option 7 @ 6m x 3m 	12,000	
Option 4 @ 3m x 3m 	10,000		Option 8 @ 6m x 3m 	12,000	

### Billing Information

Billing Company's Name:		Person-In-Charge:	
Exhibiting Company's Name:		Booth No:	
Tel :	Mobile :	Email :	
Address:		Signature & Company Stamp:	

Please submit the completed form by the **deadline of 30 June 2026** to **ES Exhibition Services Sdn Bhd** :  
Attn: Ms. Rachel Koay Email : [rachel.koay@es-corp.co](mailto:rachel.koay@es-corp.co) Tel : +6 03 – 9172 1598



### SHELL SCHEME'S UPGRADE BOOTH DESIGN CATALOGUE



OPTION 1



OPTION 2



OPTION 3



OPTION 4



OPTION 5



OPTION 6



OPTION 7



OPTION 8

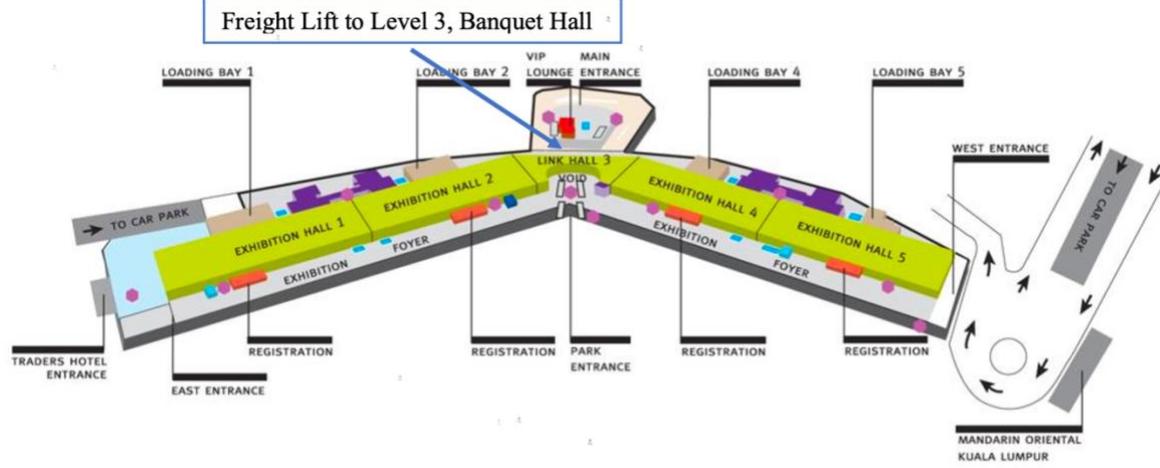
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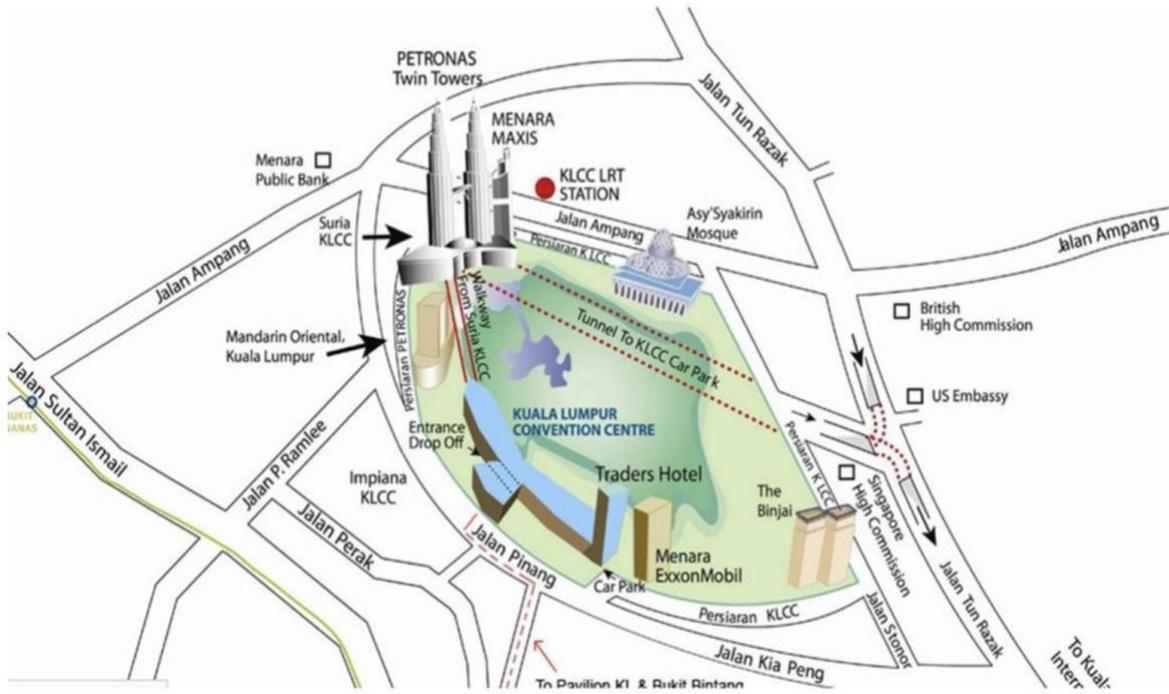




### LOADING MAP

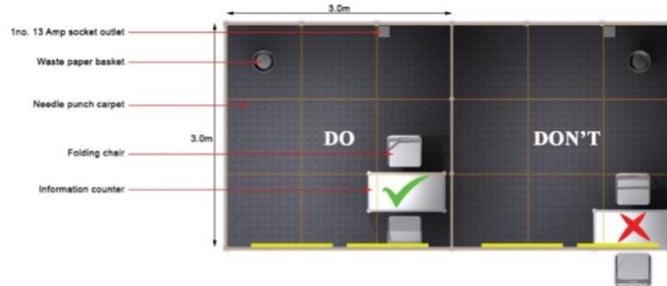


### MAP TO KLCC



**DO & DON'T OF SHELL SCHEME BOOTH**

**DO & DON'T (EXAMPLE A1)**

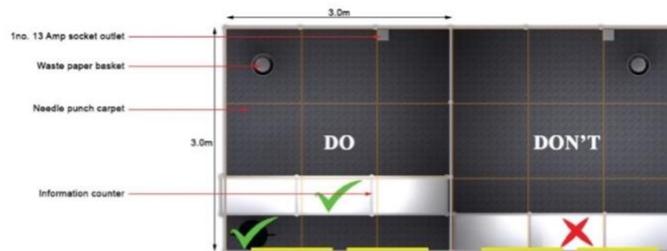


TOP VIEW



PERSPECTIVE VIEW

**DO & DON'T (EXAMPLE C1)**



TOP VIEW



PERSPECTIVE VIEW

## DESIGN SUBMISSION GUIDELINE

### Design Submission Requirement

Event Name	
Event Date	
Contractor Company	
Contractor Name	
Contractor Phone Number	
Contractor Email	
Booth Name	
Booth Number	
Booth Size (sqm)	
Booth Height	

\*booth number must be indicated above 3mH of booth/pelmet (not provided by Main Contractor)

**1. Booth Location in Exact Floor Plan**

**2. Overall Perspective View & Bird View**

**3. Other Perspective Views and Back View**

**4. Elevation Views From All Angles**

**5. Structural Details / Materials**

**6. Building Methodology (Method to Construct & Support)**

Method to construct the HEADER:

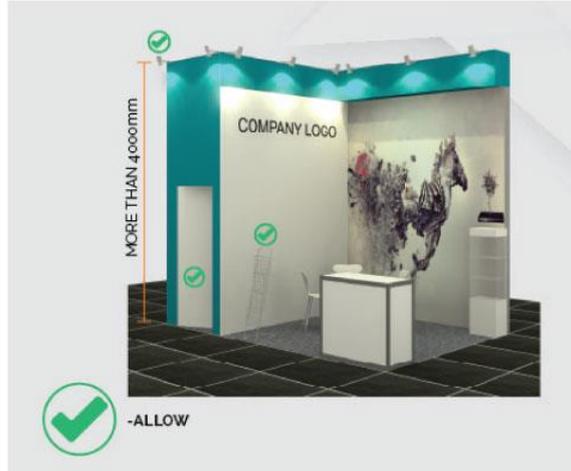
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Method to support to HEADER

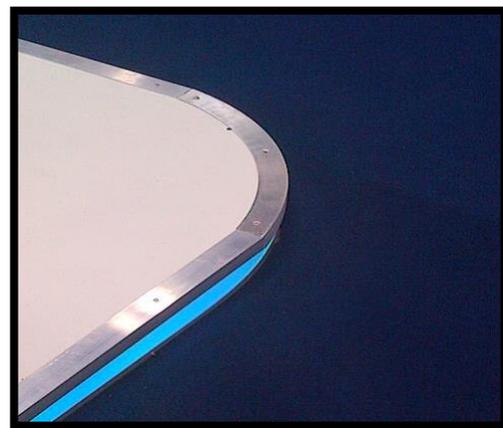
- 1.
- 2.
- 3.



# CUSTOMIZED BOOTH DESIGN GUIDELINE



Round Shape Corner or Corner



protection must have for wooden platform



30TH JULY - 2ND AUGUST 2026

KUALA LUMPUR CONVENTION CENTRE, MALAYSIA



## WORKING CONDITION (SAFETY FIRST)

-  **No children allowed**
-  **No slippers, High heel & sandals**
-  **No shorts & singlets**  
(min. length 7/8 quarter must be below the knee)
-  **No food & drink allowed**
-  **No smoking and vaping**
-  **Do not stand on chairs & tables**
-  **Do not use overload trolley**  
(max. eye level)
-  **No alcohol**
-  **No shopping mall trolley allowed**

### PPE must be worn in designated areas

PPE = Personal Protection Equipment

- |  |  |
|--|--|
|  <b>Proper Attire</b>     |  <b>Safety Belt</b>         |
|  <b>Suitable Glove</b>    |  <b>Eye Protection</b>      |
|  <b>Helmet</b>            |  <b>Safety/Covered Shoe</b> |
|  <b>Use Proper Ladder</b> |  <b>Suitable Mask</b>       |

 **Emergency gangways MUST be kept clear**

 **Beware! Slip & Trip hazards**

 [info@apsic2026.my](mailto:info@apsic2026.my)

 [www.apsic2026.my](http://www.apsic2026.my)

Collaboration with:



Malaysian Society of Infection  
Control & Infectious Diseases  
(MylCID)



**INS**  
INFUSION NURSES SOCIETY  
PERSATUAN JURURAWAT INFUSI MALAYSIA



Supported by:



## EMERGENCY RESPOND PLAN

### What to do in emergency situations

#### How to Respond When Confronted by An Armed Attacker

- Practice ESCAPE | HIDE | TELL concept.
- ESCAPE - Move quickly and quietly away from danger
- HIDE - Stay out of sight and silent your phone
- TELL - Call the Police when it is safe. Contact Dang Wangi Police Head Police Head Quarters (03- 2697 7099/ 999) at your earliest opportunity.
- When police arrived, follow their instructions. You will be evacuated when it is safe to leave the area.

#### Managing Fights or Brawls in Public Areas:

- Ensure Personal Safety
  - Priorities your safety and maintain a safe distance from the altercation.
  - Avoid attempting to intervene directly unless properly trained.
- Alert Security or Authorities
  - Notify on-site security personnel immediately.
  - Please provide clear details about the location and nature of the incident.
- Observe and Document
  - Take note of key details such as the number of individuals involved, physical descriptions, and any weapons or dangerous objects present.
  - If safe, document the incident using your phone or by taking notes, but avoid escalating the situation.
- Protect Bystanders
  - Guide uninvolved individuals to a safe location away from the conflict zone.

#### Weather related emergency

- Generally, weather related situations are preceded by a warning to allow ample time to protect the safety of attendees and exhibitors.
- Depending on your location in the Centre, move participants to an interior room or hallway on the lowest level.
- Move participants away from all windows and areas with glass.
- Keep telephone lines available for emergency use.
- Stay inside the Centre until instructed by the Emergency Response Team.
- Await further instruction from the Centre.

#### Power outage

- Retrieve your personal items, turn on the torchlight or light from your phone and wait for updates on the situation.
- If people are trapped in the lift during a power outage:
  - Stay calm, press the alarm button or intercom located inside the elevator and wait for help to arrive.
  - Do not attempt to force open the lift doors.
  - Do not dial 999 unless there is a life-threatening situation.
- Turn off all electrical equipment in use and wait instructions from the Centre.
- If necessary to evacuate the building, use stairwells instead of elevators.

#### Electric Vehicle (EV) Fire

- Evacuate the area immediately. Maintain a safe distance of at least 50 feet (15 meters).
- Stay Clear of smoke/fumes and avoid inhaling toxic smoke.
- Warn others to stay clear of the fire and potential toxic fumes.
- Contact in-house security immediately.
- Provide relevant details (vehicle make/model, hazards observed) and follow instructions from Centre's team.
- Be aware that EV fire may reignite.

#### How to escape safely from the Centre

- In case of emergency, exit the building by using the nearest emergency exit or fire staircase. Never use lifts in an emergency evacuation.
- Evacuation of Disabled Persons / Wheelchair Users:
  - Stairwells are designated as temporary safe zones, providing protection from fire or other hazards. Emergency Response Team (ERT) members will remain with persons with disabilities or wheelchair users in the designated platform or stairwell area.
  - ERT members will stay with the individual until additional assistance arrives.
  - Wheelchairs are not designed for use on stairwells. A stair stretcher must be used to safely evacuate the individual.

#### Escaping Through Smoke

- Cover your nose and mouth with a wet cloth and avoid inhaling through the mouth.
- Get down, keep close to the ground and crawl towards the point of escape under the smoke.
- If you are unable to leave the building, you should create an area of refuge:
  - Seal the room. Use wet cloth to stuff around cracks in floors and seal up vents to protect against smoke
  - Stay low! The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
  - Signal for help. Call 911 or hang something in the window.

#### Actions upon hearing fire alarm

**Alarm Triggered > Stop all work immediately > Remain calm > Wait for Instructions**

#### If Evacuation IS Required (Uncontrolled Fire)

- Exit Floor
  - Use the nearest safe exit.
  - Avoid elevators.
  - Follow exit signs and evacuation routes.
- Proceed to Assembly Area
  - Report to designated assembly area coordinator.
  - Stay with your team and await further instructions.

#### If Evacuation is NOT Required (Small Fire or False Alarm)

- Use Fire Extinguisher
  - Only if trained and it is safe to do so.
  - Follow PASS method
    - Pull the pin
    - Aim at the base of the fire
    - Squeeze the handle
    - Sweep from side to side
- Resume to Work
  - Wait for confirmation from the Emergency Response Team (ERT) before resuming work.

#### Actions involving medical condition

1. Immediately identify and assess the situation to determine the severity of the incident.
2. Report the incident by notifying the Centre's staff or the Event Organiser promptly.
3. Call for assistance by using the in-house telephone and dialing 555, or by communicating via Channel 2 on the walkie-talkie.
4. Determine whether ambulance assistance is required:
  - a. **If an ambulance is required:**
    - The Emergency Response Team (ERT) reports to the Control Room.
    - The Control Room arranges for an ambulance.
    - Await the arrival of the ambulance on-site.
    - The ambulance will transport the casualty to the hospital for further treatment.
  - b. **If an ambulance is not required:**
    - The ERT responds to the casualty and provides necessary support.
    - Once the situation is resolved, the ERT is stood down.

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KUALA LUMPUR CONVENTION CENTRE, MALAYSIA

#### Useful Emergency Contact Numbers

Dial **'555'** (via all in-house telephone) or **03-2333 2900** (via mobile phone)

Location / PIC	Contact Number
Head of Safety & Security	012-688 3266
Safety, Health & Environment Manager	012-294 0753
Security Service Counter, Level Concourse	03-2333 2888 Ext: 2327
Prince Court Medical Centre (PCMC)	03 2160 0999
Hospital Kuala Lumpur (HKL)	03 2615 6705
Plux Health Clinic (Permata Sapura)	03-4818 0471
Nexus Clinic, Wisma UOA 2	03-2163 5699
Malaysian Red Crescent (PBSM)	03-2141 8227
St. John Ambulance Malaysia	03-9285 5294 03-9283 3000
Dang Wangi Police Headquarters	03-2697 7099

*\*You may want to keep these contact details somewhere safe and handy.*

#### Assembly Area (Near Masjid As-Syakirin, KLCC Park)



Points to remember

Upon hearing the evacuation announcement via Centre's PA system or as directed by Centre's Emergency Response Team, immediately look for these signs :



1. If evacuation is required, announcement will be made.
2. **Stay calm and wait for further instruction.**
3. **Exit the building by using the nearest emergency exit or fire staircase.**
4. **Follow instructions** by our Emergency Response Team.

