



EXHIBITOR MANUAL

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CONTACT LIST

ORGANISER

APAIE 2019 CONFERENCE ORGANISERS

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Official Professional Conference Organiser:

Anderes Fourdy / My Meeting Partner

Contact No: +6011 2669 1491

Email address: exhibitor@apaie2019.org /
enquiries@apaie2019.org

APAIE Secretariat

Contact No: +61 3 9035 8742

Email address: APAIE-Secretariat@unimelb.edu.au

OFFICIAL FREIGHT FORWARDER

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OFFICIAL STAND CONTRACTOR

PICO International (M) Sdn Bhd

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Ms. Kimberly Kong

Contact No: +6016 335 0620

Email address: kimberly.kong@pico.com.my

Office Number:

Tel: +603 6275 5990

Fax: +603 6275 6366

Company Address:

Wisma Pico
19 - 20 Jalan Tembaga SD 5/2,
Bandar Sri Damansara,
52200 Kuala Lumpur.

EXHIBITION SERVICES

Kuala Lumpur Convention Centre

Company Address:

Kuala Lumpur City Centre
50088 Kuala Lumpur , Malaysia.

Office Number:

Tel: +603 2333 2603

Fax: +603 2333 2729

Email address:

exhservices@klccconventioncentre.com

SCHEDULE

BUILD UP / MOVE-IN

24th March 2019	7.00am	Floor markings & arrival of building materials at Hall 1-2
	8.00am	Building of Organizer's Shell Scheme Stands
		Electrical Installations
		Official Freight Forward move-in
	10.00am	Custom Stands Construction (Non-official contractor to move-in according to individual move-in time slot arranged by the official contractor)
	11.00pm	Close
25th March 2019	7.00am	Hall 1-2 Build-up continues
	2.00pm – 10.00pm	Entry of hand-carried items. Exhibitors may begin decorating their stands
	10.00pm	Final cleaning to start
		Note: All exhibitors and contractors shall leave the Halls at 10.00pm to allow for hall flushing
	11.00pm	All Halls close

SHOW DAYS FOR ALL HALLS

26th - 27th March 2019	7.30am	Open for Exhibitors
	8.30am - 5.30pm	Exhibition Hours. Hall access for exhibitors and delegates
	6.30pm	Close
28th March 2019	7.30am	Open for Exhibitors
	8.30am - 4.00pm	Exhibition Hours. Hall access for exhibitors and delegates
	4.00pm – 5.30pm	Close. Exhibitors move-out

MOVE-OUT

28th March 2019	5.00pm-11.00pm	Booth structure tear down
		Teardown of Organiser's Shell Scheme Stands
		All visual display items such as posters, banners, etc. to be removed from the halls.
		Removal of all electrical fittings and other related exhibits (Non-official contractor to move-out according to group move-out time slot arranged by the official contractor).
	11.59pm	All Halls close

ORDER FORM DEADLINE SUBMISSION

Booth Design, Stand Design Appraisal Checklist & Indemnity Letter	31 st January 2019
Fascia Board Name	31 st January 2019
Furniture Order Form	31 st January 2019
Electrical Order Form	31 st January 2019

Note:

- On exhibition days, exhibitors are permitted to enter the exhibition hall 1 hour before and stay 1 hour after official event hours. Exhibitors requiring to start earlier/stay later must obtain prior permission from the Organiser for security reasons.
- Usage of trolleys is **strictly** not allowed within the entire exhibition foyer area.
- Parking at the Loading Area is **strictly not allowed**. All car parked for more than 30 minutes will be clamped and fine accordingly.
- No outside food** is allowed within the exhibition hall, during the entire duration of the exhibition period from set-up, show day till dismantle. If any food sampling required, please refer to page no.65 for KLCC Food & Beverages Sample Request Form.

EMERGENCY AND EVACUATION PROCEDURE

The Centre has an Emergency Evacuation Plan to enable the successful evacuation of staff, exhibitors and visitors in the case of a fire or other emergencies.

All Centre staff will assist in the evacuation if the need arises.

Contractors and Exhibitors and their employees must be familiar with the emergency exits and it is crucial that all occupants of the Centre must be aware of the Kuala Lumpur Convention Centre Emergency Procedures Plans.

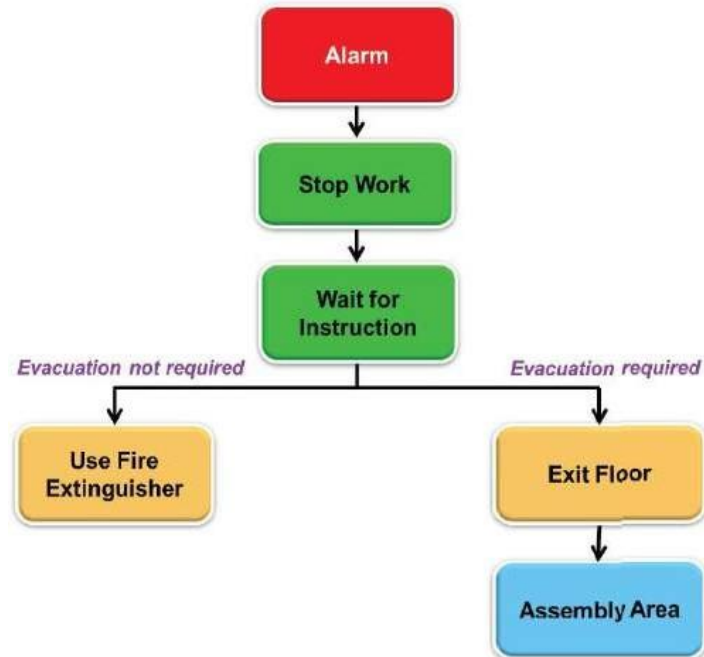
Action upon Hearing the Fire Alarm

- Upon the sounding of the emergency tone, immediately stop any ongoing activities.
- Stay in your location and wait for instructions from the Floor Warden or the PA system.
- Switch off all electrical equipment being used if necessary.
- After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area which is located at the KLCC Park.
- Use nearest and safest exit.
- Proceed to the predetermined emergency assembly area and report to the Floor Warden / designated staff for roll call.
- Wait for further instructions

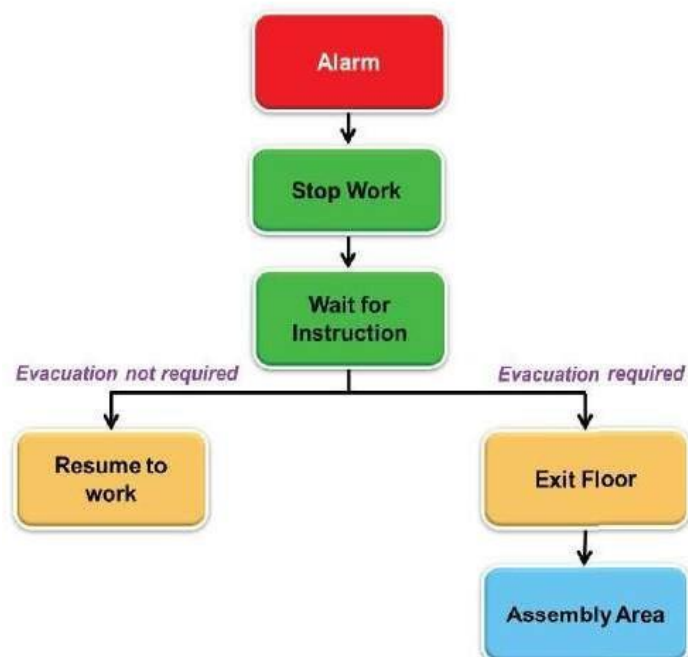


The Fire Alarm makes a Whoop Whoop sound

ACTION IN THE EVENT OF FIRE SITUATION



ACTION UPON HEARING THE ALARM



ASSEMBLY AREA
NEAR MASJID AS-SYAKIRIN, KLCC PARK



Evacuation Assembly Area

- During an evacuation, Contractors, Exhibitors and Visitors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
- The Evacuation Route and Assembly Areas are outlined on the maps below.
- These maps should be studied by all Exhibitors and Contractors and all their staff or agents as part of their familiarization with the Centre's physical infrastructure.

Action in the Event of Fire

- Raise the alarm by activating the nearest fire break alarm.
- Report the incident to the nearest Supervisor who has a radio or any type of communication system.
- Attempt to put out the fire if it is safe to do so using the firefighting equipment. Do not put yourself at risk.
- If the smoke or fire threatens to endanger others, close all the doors and evacuate the occupants to the assembly area which is located at the KLCCPark.

Calling for Security/Safety Manager

- Call Kuala Lumpur Convention Centre's Fire Control Room – Extension 555.
- Make the communication clear and brief. "This is (state name) at (state your location). We have a fire at (state location)"
- Wait for further instructions.

EXHIBITION GENERAL RULES & REGULATIONS

Aisles

Exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisle space, or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels, etc. These no-build areas are clearly marked on the floor.

Any encroachment into public aisles from an assigned stand area is strictly prohibited. The Centre reserves the right to have anything obstructing or restricting access to the above items removed at the exhibitor's cost, without any liability for loss or damage.

Animals

- Live animals and pets are not permitted in the exhibition booths.
- Where an animal is approved and/or is part of the event, the owner must comply with the Wildlife Act 1722 and shall be held fully responsible for obtaining all appropriate permits and for all its sanitary needs.
- The owner must submit to the Centre's Management, a comprehensive risk assessment report including details of all procedures for the handling and containment of the animal before, during and after the event, including the controls in place to protect the public and our employees specifically where any interaction between the animal(s) and the public or our employees is likely to occur.
- All procedures for the handling, containment before, during and after the exhibition shall be presented to the Centre's Management for approval and the decision to allow such a display shall be at the discretion of the Centre's Management.

Balloons

- Helium-filled balloon displays and other inflatable items must be approved by the Centre's Management.
- Due to the complexity and costs of retrieving balloons, helium-filled balloons are not allowed to be distributed in the exhibition booths.

Alcohol

- Alcohol is strictly not permitted in the exhibition hall.
- No one is allowed to work while under the influence of drugs or alcohol.

Flying Objects

Remote-controlled flying objects are not permitted in the exhibition booths.

Care of Building

No attachment, fitting, equipment or device is allowed to be affixed to or suspended from any structure of the building as this can damage the structure of the building.

Electrical Installation, Compliance and Fire Safety

- For exhibitions, electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.
- Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand.
- The uses of block sockets for multiple plugs are not permitted.
- The Centre reserves the right to withhold connection of power to a stand or to shut off power to a stand which does not comply with the electrical safety requirements or if it is deemed to be unsafe.

Dangerous Activities

- Exhibitors must provide full details of any potentially dangerous activities to be undertaken in the exhibition booth(s) to the show organiser.
- No such activities may be conducted during an exhibition without the show organiser and the Centre's approval which must be obtained before move-in day and which may be withheld at the Centre's absolute discretion.
- Activities conducted in exhibition booths must comply with fire, health and safety regulations.

Exhibitors' Hand-Carry Procedures

- Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanised equipment.
- Examples of acceptable hand-carried materials include boxes, suitcases or fibreboard shipping cartons, portable displays on wheels and small luggage bags.
- Exhibitors may use the guests lift access to transport materials that can be handcarried to their booths.
- The following items are not considered hand-carried items: two wheel dolly loads, carts, heavy and large boxes or crates.

Exhibitors' Loading and Unloading Procedures

- Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days.
- Vehicle Entry Permit will be issued to exhibitors for entering the loading docks by the Show Organiser nearer to move in date via email.
- Hand carry loading procedures are limited to cars, mini-vans, station wagons or pick-up trucks (cannot exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height). No full-sized trucks or trailers will be allowed to unload via the hand carry loading procedures.
- Should exhibitors need assistance with load in/out, they will be referred to the appointed freight forwarder at which time fees may apply.
- Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- Upon the close of the exhibition, there will be a 1 hour allowance for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during breakdown.

Exhibitors' Deliveries and Freight

- The Centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.
- Advance deliveries and freight shipments are not permitted
- If you have any concerns regarding timing, shipment and transportation, please contact Freight Forwarder.
- Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the official show freight forwarders must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by Freight Forwarder

Machines and Equipment

- Exhibitors who wish to display machines and equipment must have the display machines' weight assessed to conform with the Centre's requirements. For exhibits on the ground floor; display machines exceeding two (2) tonnes must not be placed directly on the platform of the booth but on the concrete floor instead. For exhibits on the Level 3 carpeted floor; display machines that exceed the floor loading will not be allowed.
- If approved by the Centre's Management, adequate protection must be provided to the existing carpet prior to placement of the display machines.
- The above requirements are mandatory for health and safety reasons.

Sound (Noise) Levels

- Objectionable sound devices may not be used.
- 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 show organiser and the Centre's Management.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.
- Music or noise emitting from the exhibition booth cannot exceed 70 decibels (A). Exhibitors receiving requests from the show organiser or the Centre's Management to reduce the music volume or noise level must conform immediately to the request or be subjected to having the power to their sound system disconnected.

Promotion Materials

- Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.
- Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- The Centre's Management reserves the right to have anything obstructing or restricting access to the above- mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.

Soliciting/Demonstrating

- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.
- Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space.
- No exhibits, displays or advertising material of any kind will be allowed in the Centre's public areas, basement parking or hallways.
- Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.

Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.

Raw Space Stand Guidelines and Approval

All raw space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined in the Centre's Guidelines as well as APAIE Stand Design Guidelines. Please refer to Raw Space Stand Guidelines at Page 11 - 15.

Stand Cleaning

- Exhibitor is fully responsible for cleaning their stands and exhibits.
- If you have any specific requirement on waste disposal especially paint, grease and oil, please contact the Centre Management to discuss correct disposal methods.
- To order this service please contact Exhibition Services.

Smoking Policy

- Smoking is prohibited in the Kuala Lumpur Convention Centre.
- KL Convention Centre as a non-smoking building. No smoking is not allowed at the perimeter of the building.
- Hirer/ show organiser agree to use their best endeavours to ensure that their exhibitors, patrons and visitors comply with the policy.

Contractors, Sub-contractors and Suppliers

All Contractors and their sub-contractors/suppliers working at the Centre are required to comply with the Centre's safety, health and environmental procedures and guidelines, conducting work in a safe manner and not placing themselves or others at risk. For detailed rules and regulations, please refer to Indemnity Letter at Page 20 to 23.

People acting without due care for others, or not following directions of Security or S.H.E. staff may be evicted from site.

The Centre and ITE reserves the right to add and change any of the procedures and requirements at any time. Any person caught committing unsafe work practices and or non-compliance activities will be fined or prohibited from working in the Centre.

Non-official Contractors

All non-official contractors are required to register with ITE and the Official Contractor. Non-official contractors are required to comply with ITE and the Centre's rules and regulations as well as S.H.E. guidelines. Non-compliance will result in the offender being prohibited from working in the Venue.

Before permission is granted for a non-official contractor to work at the Exhibition and the necessary passes issued, the non-official contractor is required to place a refundable Performance Bond and non-refundable Administration Fee to the Official Contractor.

Only when this Performance Bond is received and the Undertaking acknowledged, will the contractor be allowed to bring their materials onto the site to commence work.

The contractor will also have to bear any charges levied by the Centre for damages caused to their property, flooring, or for debris not cleared away.

Provided the stand is completed on time, and no damages are caused, the Bond will be returned to the contractor in full after the exhibition. If a contractor does not complete their stand in the given time frame, hourly charges will be deducted from the Performance Bond.

Damages

The Exhibitor is responsible for any damage to the Venue caused by its employees, contractors, sub-contractors, service providers, agents and exhibitors. The cost of repair and replacement will be evaluated by the Centre and charged to the Exhibitor.

Raw Space Stand (for custom booths)

- Exhibitors wishing to build Custom Booths can reserve unfurnished space within the exhibition area.
- Raw space bookings are entitled to the same furniture package and inclusions as per shell scheme bookings.
- Exhibitors will be required to set up their booths at their own costs, including construction and operation fees, electricity, etc.
- For security reasons, exhibitors cannot occupy areas such as corridors, back parts, emergency exits and storage. All exhibits must be kept within the contracted booth boundary.

RAW SPACE STAND GUIDELINES

Stand Constructions Guidelines

- The design and construction of exhibition stands must meet the Centre's specifications for safety.
- The exhibitors or the appointed contractor must submit stand designs along with the completed Kuala Lumpur Convention Centre Stand Design Appraisal Check-list to the official contractor to obtain approval from the official contractor and the Centre at least 30 days prior to the move in date which is 22nd February 2019.
- The building of stands which have not been checked and approval by the official show contractor and the Centre will not be permitted.
- The organiser shall not permit a stand to open if the structure is considered to be unsafe.
- Stand designs which are not approved or do not conform to the technical regulations or the laws governing such items, must be altered or removed. Exhibitors or their appointed contractor will be responsible for all costs incurred with regards to the necessary alterations.
- The Centre will endeavour to inspect all exhibition booths to ensure that they are safe and do not pose a hazard to any user of the Centre.
- The Centre's Management reserves the right to request modification or close any stand which is deemed to be a safety hazard.
- Each stand will be inspected prior to the opening of the exhibition and amendments for any unsafe booth structure must be completed or to be rectified immediately upon request by the Centre.
- It is the exhibitor's responsibility to ensure each stand is presented to the public in a safe manner and maintained as such.
- In cases where a stand design does not comply with the Centre's requirements, the Centre will require the stand builder to obtain a structural engineer's certificate to verify the integrity of the structure or compliance with the relevant legislation.
- Only single-level booths are permitted for this exhibition, no double-storey booth is allowed.

Regulations for Stands Requiring Structural Engineer's Certification

- Stand designs meeting the following criteria will need to submit a Structural Engineer's report together with the stand design:-
 - a. Solid ceiling or roof area of more than 18 sq metres (193.75 sq feet).
 - b. Hanging object exceeding 500 kg.
- Written confirmation from a Structural Engineer, 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 Centre's Management no later than one month prior to the event build-up.
- The Centre reserves the right to refuse the build-up on site if the endorsement is not received by the stipulated deadline.
- Only a structural engineer's certificate registered under the Board of Engineers Malaysia (BEM) is accepted.

Build Height

- The maximum build height in Halls is six (6) metres (19.69 feet) inclusive of hanging objects (suspended structures).
- Stands underneath the balconies and low-ceilings of Exhibition Halls cannot exceed three (3) metres (9.84 feet) in height.

Visibility

Open frontages: All stands, irrespective of height must have at least one-half of any frontages facing an aisle open or fitted with transparent (clear see-through) materials. This area must be left visibly free of obstruction.

Raw Space Stand

- All space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined in the Centre's Guidelines as well as the Stand Design Guidelines set out by the show organiser.
- The stand itself must have the correct dimensions to fit the allocated stand space.
- The top of all stands must, in all cases, be opened so as not to impair protection by the sprinkler system.
- The following information must be submitted for space stands:-
 - a. Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
 - b. Description of materials to be used for the stand construction.
 - c. A plan showing its locations within the exhibition.
 - d. A risk assessment, to include fire hazards and method statement.

Full-Enclosed, Covered Booth with Solid Ceiling and Roofed Structure

- Where a stand has a solid ceiling or roof area more than 18 sq metre (193.75 sq feet), the following information must be submitted :-
 - a. Detailed scale drawing with proposed 3D design, detailed dimensions and height, including plan views and elevation.
 - b. Roof loading and structural calculations.
 - c. Specifications of the materials used.
 - d. A risk assessment, to include fire hazards and method statement.
 - e. Structural Engineer's Certificate to the Centre's Management no later than 30 days prior to the event build-up.
 - f. A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment (smoke detector, portable CO2, dry chemical extinguisher or sprinkler system).

Hanging Objects

- Hanging objects must be hung over an exhibitor's contracted stand space only and not over the aisles and passageways.
- If rigging points do not exist where points are required, a high beam or truss has to be installed to provide the desired rigging points.
- The Centre is the exclusive provider of rigging services. Trusses and motor chain hoists must be supplied by the Centre.
- Exhibitors must appoint qualified or experienced riggers to install the hanging objects.
- The following information must be submitted for hanging objects:-
 - a. Scale technical drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each of the hanging object.
 - b. Superimposed ceiling truss plan provided by the Show's Official Contractor showing the cables or motor hoist drop points for the hanging object.
 - c. Load or weight.
 - d. Specification of materials used.
 - e. Structural calculations.
 - f. A risk assessment, to include fire hazards and method statement.
- Rigging equipment used must be free from defects; fit for purpose, marked to indicate its Working Load Limit (WLL), adequately maintained and subject to legal requirements for inspection with valid certification.

All hanging objects exceeding 500kg require written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose and must be supplied together with the Structural Engineer's Certificate to the Centre's Management no later than one month prior to the event build-up.

Stand Construction Requirements

Construction Materials - Drapes

- All decorations; drapes, fabric walls, signs, banners, acoustical materials or similar decorative materials used to construct the exhibition booth must be flame-retardant and must meet current fire regulations. Test certification must be available for inspection.
- Fabrics used for interior stand decoration must be fixed taut and or in tight pleated (not loosely draped) to a solid backing, secured above floor level and not touching lightfittings.

Random testing may be performed at any time by BOMBA or the Centre's Management.

Glazing

- All glazing used in the construction of stands must consist of safety glass (laminated or tempered) with a minimum of thickness of 6mm to prevent injury from glass shattering.

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Timber

- Timber under 25mm thick must be impregnated to be fire resistant. Treated materials should be marked as such. Boards, plywood, chip wood must be treated if under 18mm thick. The exception to this is MDF, which is usually accepted for use due to its density.

Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the Centre. Protective measures must be taken to ensure no paint is spilt or sprayed on the building.

Raised Floors

- Raised flooring can become a tripping hazard.
- The raised floor surface or ramped edge must not contain sharp or dangerous edges and must not be a trip hazard.
- Raised flooring must have rounded edges or protective covering to the sharp edges.
- No raised floors or overhanging roof lines are permitted to cross the aisles.

Ramps

- Ramps should be of a gradient that is not too steep for use by pedestrians and wheelchairs. The following are the ideal requirements:-
- Ramps should not be greater than 10 metres or raised more than 500mm.
- Ramps should have a minimum, unobstructed width of 1.5 metres.
- The ramp's surface must be slip resistant.

Tunnels

Tunnels are strictly prohibited at all times.

Lighting

- Where lighting equipment is fitted to the stands as part of decors or exhibits, it be kept within the boundaries of the stand; and be placed more than 500mm from flammable material (for high-powered lights).
- All electric lighting must be at least 2.2 metres above floor level.
- All lighting must be kept to within the confines of the exhibition booths, no lighting shall protrude out into the aisle ways.

The hirers are responsible for ensuring all lights are switched off at the end of each day and you will be asked to participate in a daily inspection with Centre's security to ensure this has been done.

Air Space

The air space of adjacent booths is not to be used by the exhibitor without prior approval by the Centre's Management.

Cutting Materials

- Construction materials should not be cut or sawn on permanent carpeted floor.

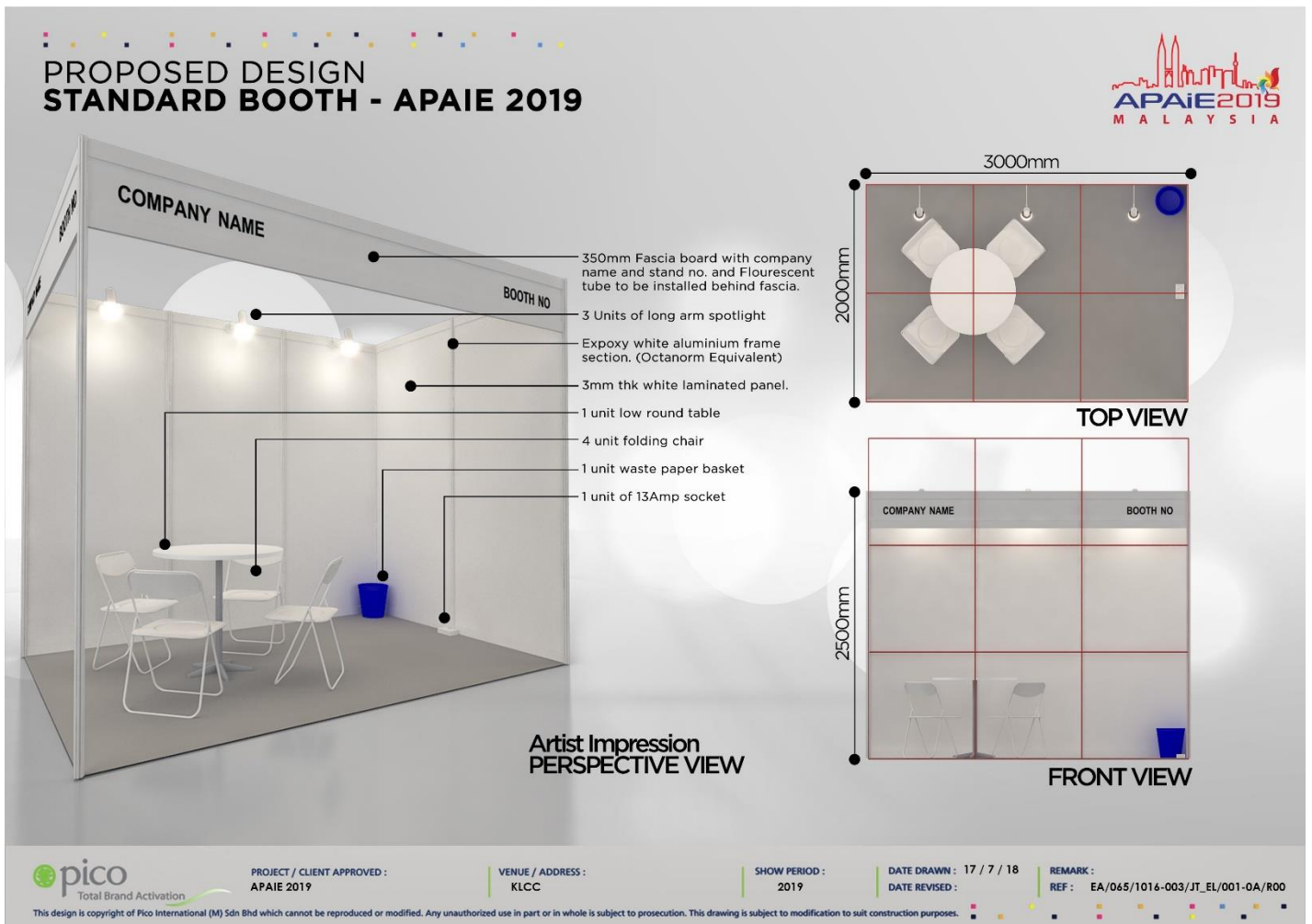
Cutting devices should be fitted with a vacuum mechanism to remove sawdust and the area should be cleaned afterwards.

Fixing

- No items or material shall be taped, tacked, stapled or otherwise affixed to any surface of the Centre (eg. floor, wall, ceiling and glass panel).
- No core drilling or fixing into any floor is allowed or permitted. No structure can be fixed to the venue structure.
- No pins, nails, tape or tacks are to be used on any surface of the venue. Velcro tape is the only approved method for affixing to fabric material.

SERVICE FORMS
Official Contractor
Pico International (M)
Sdn Bhd

SHELL SCHEME PACKAGE



Standard Shell Scheme Information & Regulations

Each 6 sqm standard shell scheme stand includes:

- 2.5 m high wall and dividing wall partition with white laminated in-fill panels.
- One (1) 13-Amp, single-phase power point.
- Three (3) Spotlight
- Overhead fascia panel with organisation's name and stand number.
- Four (4) white folding chairs.
- One (1) 790mmH round table.
- One (1) waste paper basket.

The following Regulations must be observed:

- No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed.
- No painting on the shell stand panels is allowed.
- No freestanding structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
- An Exhibitor occupying a corner stand has the option to remove the side wall to open the corner.

FORM 1 STANDARD SHELL SCHEME- FASCIA NAME FORM



DEADLINE: 31ST JANUARY 2019

Authorized Representative Applying:-

Exhibitor Company : _____ Booth No: _____
Contractor Company : _____
Person in Charge : _____
Email : _____
Mobile : _____
Tel No : _____
Fax No : _____
Date : _____

Company Stamp & Signature : _____

Please fill in the following to ensure your name appears correctly on your fascia board. Failure to submit the request after the deadline, the name on signed contract will be used.

Any changes on site will be charged at **RM 100.00** for each set of fascia name. You

are limited to a maximum of 32 individual letters (including spacing).

Please note that this form is applicable to SHELL SCHEME stands only.

Submit by 31ST JANUARY 2019 to:

PICO International (M) Sdn Bhd

• Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: jacy.choong@pico.com.my (JACY CHOONG) / kimberly.kong@pico.com.my (KIMBERLY KONG)

FORM 2 NON OFFICIAL CONTRACTOR FORM**DEADLINE : 31ST JANUARY 2019**

Authorized Representative Applying:-

Booth Name : _____ Booth No: _____
Contractor Company : _____
Person in Charge : _____
Email : _____
Mobile : _____
Tel No : _____

Company Stamp & Signature : _____

PERFORMANCE BOND (REFUNDABLE SECURITY DEPOSIT)

No.	Particular	Space Size	Amount (RM)
1.	RM5,000.00 (50sqm and below)	50sqm and below	5,000.00
2.	RM100.00 per sqm (above 50sqm)	_____sqm	
TOTAL (RM)			

ADMINISTRATION FEE (NON REFUNDABLE)

No.	Particular	Space Size	Amount (RM)
1.	RM30.00 per sqm	_____sqm	
6% Service Tax			
Grand Total (RM)			

IMPORTANT NOTES:

- 1) Please issue separate cheque for performance bond.
- 2) Bare space consists of **SPACE ONLY** with no lightings, furniture and carpet.
- 3) All stand design must compile in proper 3D drawing and be submitted to PICO (kimberly.kong@pico.com.my and jacy.choong@pico.com.my) no later than **31ST JANUARY 2019** for approval.
Only upon approval, can the contractor commence work on site.
- 4) Admin fees is subjected to 6% Service Tax.

Submit by 31ST JANUARY 2019 to:

PICO International (M) Sdn Bhd

• Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: jacy.choong@pico.com.my (JACY CHOONG) / kimberly.kong@pico.com.my (KIMBERLY KONG)

STAND DESIGN SUBMISSION FORM

Section A	General information
Event Name	
Event Date	
Contractor Company	
Contractor Name	
Handphone	
Email	
Booth Name/ Number	
Booth Size	
Halls Name	
Booth Height	
Note	Due to some variance in the heights in some areas within the different halls , all exhibitors/ stand builders must refer to the technical floor plans provided by show organiser.

Section B
Attach the technical floor plan showing the exact location of the stand location plan.

Section C	
1	Only 3D stand design plans or photos are accepted
2	The structural details of the stand should include 3D specifications indicating views from all angles of the model
3	The construction and structural details of the stand should include the respective building methodology, materials used and other relevant details inclusive of specific suspension requirements if required.
4	A copy of the Structural Engineering Certification for Double deck and "Complex" stand. (use additional or separate document where necessary)
5	Certification by a structural engineer , certifying them as safe, fit for use and constructed in accordance with the designer's specification shall be supplied to the Centre if requested. (not imitated to Complex Structure)

SECTION D	
Prepared by	
Date	
Name of the stand builder	

SECTION E	
View and Accepted by :	
Date	
Name of organiser/ appointed stand plan competent contractor	

Note:

- * The format should be written in power point or word documentation.
- * The previous venue stand plan check-list is **NO** longer required
- * Submission of the stand format must compliance with format including Section A, B , C and D (see sample above) and Event Guidelines
- * If the stand has a suspended object, please prepare two sets;
 - One format for ground structure
 - One format for suspended object

INDEMNITY LETTER

RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

It is the responsibility of the contractor to ensure all regulations, policies and deadlines (outlined in the Services Manual) of **APAIE** are observed carefully and performed by the Contractor involved in Exhibition. The contractors must adhere to the following guidelines:-

Part 1: Kuala Lumpur Convention Centre Hall Management Rules and Regulations.

1. All non-official contractors are required to register with the Organiser and the Official Main Exhibition Contractor.
2. All non-official contractors must possess valid business registration license, workmen compensation insurance and public liability and or third party liability insurance.
3. All contractors must be registered and accredited by United Nation and to wear a pass supplied by the Show Management all the times when entering to the halls.
4. All Malaysian workers must possess an Identity Card (IC) and all foreign workers must possess a valid work permit.
5. No persons under age 18 years old are permitted to enter or work on the premises.
6. No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
7. Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol.
8. Smoking is not allowed at any time in the Halls and associated work areas.
9. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
10. Construction materials are not allowed to be piled onto NO FREIGHT AISLE, or obstruct fire exit and fire fighting equipment. All materials must be kept within contracted booth space at all times.
11. All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guest's area.
12. Urinating in paint washing room or any unauthorised designation is strictly prohibited.
13. Preparation and cleaning of paints must be conducted in wash room located at ground floor; loading dock 2 and loading dock 4.
14. Contractor caught cleaning and disposing paint, chemical of build-up materials in the toilet bowl and washing basin will be penalised and liable to bear any cost incurred for rectifying the drainage system.
15. Only non-toxic primarily water-based, paints are permitted. Any liquid chemical in bottle must be label and Spray painting is not allowed within the center.
16. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.

17. Activities which generate dust such as welding, sanding, sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.

18. Any person working on scaffolding of 2 meters and above must be protected with appropriate personal protective equipment such as safety helmet, body harness, covered or safety shoes. Only competent and experienced personnel shall be allowed to erect and dismantle the scaffolding.

19. Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are strictly not allowed.

20. Unruly or unacceptable behavior and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel shall be evicted from site.

21. Any person with using abusive language, violent behavior or committing unsafe work practices and or non-compliance activities will be prohibited from working in the Centre immediately.

22. The Centre's Security Department deals with all reported incidents. Any incidents occur during the build and tear down activity, the contractors should report to the Centre's Security Services which located at the Concourse Level.

23. Safety height clearance at loading dock is 4m. Vehicle in loading shall not exceed 3.5m in height and 20' (6.1m) in length. Any incidental damage for non-compliance for this restricted height will be liable for compensation to the Centre for damage.

Part 2: Raw Space Stand Rules and Regulations

1. All stand design layout plans must be computer generated in 3D with elevated & perspective view to be submitted to the official contractor before or by 31ST January 2018 for approval to ensure a smooth build-up. All stand measurements must be in metric format.

2. All contractors to ensure all the waste construction materials are cleared from the loading bay and exhibition during installation and dismantle. The appointed contractor will be charged a penalty and disposal fee from the performance bond if any materials found left at the loading bay or exhibition hall.

3. All contractors must follow the move in/move out schedule which will be sent one week before move in to ensure the loading/unloading run smoothly.

4. It is the responsibility of space only exhibitors to ensure that their stand number is incorporated within their stand design and is clearly displayed.

5. Exhibitors are responsible and liable for any such contractor's observance of all Rules and Regulations, including the strict observance of the Build-up and Teardown schedule. The official contractor reserves the right to charge any such Exhibitor and/or Contractor who have violated any rules and regulations or delay in the build-up and teardown, for additional works required as a result of the violation.

6. Non-official / Independent stand builder must submit stand designs or others related for approval and a refundable deposit of no less than MYR5,000.00 per stand with **Show Official Contractors** to serve as a performance bond as well as damage deposit. The deposit calculated at MYR 100.00 per square meter but subject to a **minimum of MYR5, 000.00 per stand**, will be refunded after the deduction for services and damages. Please refer to Non-Official Contractor Registration Form for details.

7. All non-official contractors will need to pay MYR 30.00 per square meter (non-refundable) for administration fee to Show Official Contractors depending on the location of the booth in the hall.

8. No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.

9. Exhibitors are responsible for the stand design and construction of stand walls as follows: -

OPEN FRONTAGE ONLY – Must have a back wall, 2 side walls and floor covering.

2 OPEN SIDES – Must have a back wall, a side wall and floor covering.

3 OPEN SIDES – Must have a back wall and floor covering.

It is compulsory for exhibitor to provide full floor and wall finishing for their stands, regardless of the height of the stand. Failure to do this will result in the Official Contractor building this wall on the Exhibitor's behalf and the cost will be charged to the exhibitor or the appointed contractor.

Maximum Stand Height

KLCC (Convex)	Maximum Structural Height
Hall 1 / 2	6.0 m

10. Only upon approval, can the exhibiting company commence work on site.

11. The booth must be constructed in accordance with the approved design and be ready within the build-up period specified in the show rules and regulations.

12. The exhibiting company shall ensure that the booth is built and dismantled in a safe, systematic and organized manner, within the specified build-up and dismantling period.

13. Round edges at the four corners of the booth are required for any raised-up platform. 'Caution tape' is deemed necessary at all edging of platform that may cause hazard to the visitors.

14. In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof.

15. Starting arrangement of motors: All motors must have independent automatic protection against excessive current surge using one of the following starters:

- i. Up to 5 HP: Direct-on-line
- ii. 5 - 25 HP
- iii. Above 25 HP

16. All electrical installation work from source of supply at the exhibition must be carried out solely by the Official contractor.

17. Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc and keep the Organiser and Official Contractor informed.

18. Sharing of power socket among booth during build up is strictly prohibited.

19. Lighting Connection (maximum 100W per fitting) has to be ordered for every lighting items fitted at the booth.

20. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.

21. An official warning letter will be issued and a penalty fee will be imposed by the official contractor to outside contractor who do not comply to venue and show rules & regulations (as spelled out in this indemnity letter) after second verbal warning is given.

Part 3 : Indemnity

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

Booth Name	
Booth No.	
Contractor Company Name	
PIC Name	
Contact No.	
Email	
Signature	
Company Stamp	

Kindly provide the details below:

Date	Size of Lorry	No. of Lorry
24 th March 2019		
29 th March 2019		

Failing to sign back the indemnity letter will not be granted access to the exhibition hall for build up.

Submit by 31ST JANUARY 2019 to:

PICO International (M) Sdn Bhd

• Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: jacy.choong@pico.com.my (JACY CHOONG) / kimberly.kong@pico.com.my (KIMBERLY KONG)

DEADLINE: 31ST JANUARY 2019**Billing Information:**

Exhibitor Company : _____ Booth No: _____
 Person in Charge : _____
 Email : _____
 Mobile : _____
 Tel No : _____
 Fax No : _____
 Date : _____

Company Stamp & Signature : _____

NO.	DESCRIPTION OF ITEM (See image on following pages)		UNIT COST(RM)	QTY	TOTAL COST (RM)
1	PF01	INFORMATION DESK	85.00		
2	PF01A	INFORMATION COUNTER	150.00		
3	PF01B	2 TIER COUNTER	250.00		
4	PF01C	CURVE COUNTER	380.00		
5	PF01D	CURVE TABLE	280.00		
6	PF03	LOCKABLE CUPBOARD	110.00		
7	PF02	LOW SHOWCASE	450.00		
8	PF04	HIGH SHOW CASE (WITH 1no.DOWNLIGHT)	550.00		
9	PF08	LOW DISPLAY CUBE	110.00		
10	PF07A	MEDIUM DISPLAY CUBE	150.00		
11	PF07	TALL DISPLAY CUBE	180.00		
12	CT01A	CRYSTAL D3	180.00		
13	ET06	LOW ROUND TABLE	120.00		
14	ET06A	TALL ROUND TABLE	130.00		
15	RT01	PLASTIC ROUND TABLE	100.00		
16	RT02	ALUMINIUM TABLE	100.00		
17	PF12	SQUARE TABLE	80.00		
18	PF11	WHITE FORMICA COFFEE TABLE	65.00		

FORM 3**FURNITURE RENTAL FORM****DEADLINE: 31ST JANUARY 2019**

NO.	DESCRIPTION OF ITEM (See image on following pages)		UNIT COST (RM)	QTY	TOTAL COST (RM)
19	CT01	GLASS TOP COFFEE TABLE	85.00		
20	PF08	SYSTEM RACKING	260.00		
21	PS08	SHELF-FLAT/SLOPE PER M RUN	75.00		
22	AS03A	BROCHURE RACK	150.00		
23	ES10	BARRICADE V TAPE	50.00		
24	ES10A	BARRICADE BELT TAPR	75.00		
25	AU01A	SOFA	120.00		
26	SF02	BLACK SOFA	180.00		
27	EC08	WHITE FOLDING CHAIR	35.00		
28	BS02	BAR STOOL	85.00		
29	BS03	BARSTOOL WITH HIGH BACK	100.00		
30	BS04	SERENA BARSTOOL	100.00		
31	BS05	OSCAR BARSTOOL	120.00		
32	CC05	BLACK LEATHER ARM CHAIR	85.00		
33	EC01	EASY ARM CHAIR	75.00		
34	EC05	SECRETARY CHAIR	75.00		
35	EC02	SAVANNI CHAIR	120.00		
36	EC03	MEDIUM BACK OFFICE-PU	180.00		
37	EC04	ALUMINIUM CHAIR	95.00		
38	EC06	PLASTIC CLUB CHAIR	35.00		
39	CH01	COAT HANGER	150.00		

FORM 3**FURNITURE RENTAL FORM****DEADLINE: 31ST JANUARY 2019**

NO.	DESCRIPTION OF ITEM (See image on following pages)		UNIT COST (RM)	QTY	TOTAL COST (RM)
40	DR02	FOLDING DOOR	260.00		
41	DR01	WOODEN DOOR	300.00		
42	DS01	DUSTBIN(NORMAL)	10.00		
43	CG01	CEILLING GRID	100.00		
44	BR01	DISPLAY BOARD	95.00		
45	EE01	REFRIGERATOR – MEDIUM (WITH 1 NO. 24 HRS 13AMP SOCKET)	480.00		
46	EE02	REFRIGERATOR	420.00		
Sub Total :					
Order made after deadline is subjected to 50% surcharge :					
Grand Total :					

IMPORTANT NOTES:

- 1) All items are on rental basis.
- 2) Late order: **50% late surcharge** will be charged for any late orders received after (**31ST JANUARY 2019**), while orders received on site will be subject to **100% onsitesurcharge**.
- 3) Any cancellation before/on **31ST JANUARY 2019** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **31ST JANUARY 2019**.
- 4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

Submit by 31ST JANUARY 2019 to:

PICO International (M) Sdn Bhd

• Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: jacy.choong@pico.com.my (JACY CHOONG) / kimberly.kong@pico.com.my (KIMBERLY KONG)

FURNITURE CATALOGUE

Furniture & Accessories

To enhance the interior of an exhibition stand, one can always turn to Pico for additional furniture and lighting fixtures at an attractive cost, without compromising on the accessory's quality.

Furniture Rental



PF01 **Information Desk**
1030(W) x 540(L) x 760(H)



PF01A **Information Counter**
1030(W) x 540(L) x 1030(H)



PF01B **2 tier Counter**
1000(W) x 760(L) x 1000(H)



PF01C **Curve Counter**
1980(W) x 500(D) x 1000(H)



PF01D **Curve Table**
1980(W) x 500(D) x 760(H)



PF03 **Lockable Cupboard**
1030(W) x 540(L) x 760(H)



PF02 **Low Show Case**
1030(W) x 540(L) x 1030(H)



PF04 **High Show Case**
1030(W) x 540(L) x 2070(H)



PF07B **Low Display Cube**
540(W) x 540(L) x 510(H)
PF07A **Medium Display Cube**
540(W) x 540(L) x 760(H)
PF07 **Tall Display Cube**
540(W) x 540(L) x 1030(H)



CT01A **Crystal D3**
900(D) x 760(H)



ET06 **Low Round Table**
800(D) x 790(H)
ET06A **Tall Round Table**
600(D) x 1000(H)



RT01 **Plastic Round Table**
930(D) x 760(H)



RT02 **Aluminium Table**
600(D) x 790(H)



PF12 **Square Table**
600(W) x 600(L) x 760(H)



PF11 **White Formica Coffee Table**
540(W) x 540(L) x 510(H)



CT01 **Glass Top coffee Table**
600(W) x 600(L) x 520(H)



PF08 **System Racking**
1000(W) x 500(L) x 2070(H)



PS08 **Shelf-flat or slope**
1000(W) x 310(L) x 2490(H)



AS03A **Brochure Rack**
320(W) x 600(L) x 1380(H)



ES10 **Barricade V Type**
1460(W) x 900(H)



ES10A **Barricade Belt Type**
1500(W) x 900(H)

FURNITURE CATALOGUE



AU01A **Sofa**
600(W) x 750(L) x 730(H)



SF01 **Sofa Blue**
790(W) x 750(L) x 730(H)



SF02 **Sofa Black**
800(W) x 900(L) x 730(H)



EC08 **Folding Chair**
450(W) x 400(L) x 770(H)



BS02 **Bar stool**
390(D) x 350(L) x 750(H)



BS03 **Bar stool with high back**
390(D) x 350(L) x 850(H)



BS04 **Serena Bar stool**
500(W) x 600(L) x 970(H)



BS05 **Oscar Bar stool**
440(W) x 400(L) x 900(H)



CC05 **Black Leather Arm Chair**
590(W) x 530(L) x 770(H)



EC01 **Easy Arm Chair**
540(W) x 680(L) x 880(H)



EC05 **Secretary Chair**
470(W) x 640(L) x 900(H)



EC02 **Savanni Chair**
470(W) x 400(L) x 800(H)



EC03 **Medium Back office-PU**
660(W) x 600(L) x 1150(H)



EC04 **Aluminium Chair**
550(W) x 600(L) x 740(H)



EC06 **Plastic Club Chair**
570(W) x 560(L) x 780(H)



CH01 **Coat Hanger**
480(W) x 1800(H)



DR02 **Folding door**
1000(W) x 2490(H)



DR01 **Wooden door**
1000(W) x 2490(H)



BT01 **Bunting stand**
390(W) x 2500(H)



DS01 **Dustbin (Normal)**
290(D) x 280(H)



CG01 **Ceiling Grid**
1000(W) x 1000(H)



BR01 **Display Board**
950(W) x 1200(H)



EE01 **Refrigerator (Medium)**
540(W) x 540(L) x 1100(H)



EE02 **Refrigerator (Small)**
500(W) x 540(L) x 700(H)

DEADLINE: 31ST JANUARY 2019**Billing Information:**

Exhibitor Company : _____ Booth No: _____
 Person in Charge : _____
 Email : _____
 Mobile : _____
 Tel No : _____
 Fax No : _____
 Date : _____

Company Stamp & Signature: _____

NO.	DESCRIPTION OF ITEM (See image on following pages)		UNIT COST(RM)	QTY	TOTAL COST (RM)
1	SL01	100W SPOTLIGHT	95.00		
2	LS01	100W LONGARM SPOTLIGHT	110.00		
3	HS04	50W HALOGEN SPOTLIGHT	110.00		
4	HL503	50W HALOGEN LONGARM SPOTLIGHT	120.00		
5	SR205	50W HALOGEN DOWNLIGHT	110.00		
6	HF01	300W HALOGEN FLOODLIGHT	290.00		
7	HLF02	300W HALOGEN LONGARM FLOODLIGHT	350.00		

IMPORTANT NOTES:

- 1) All items are on rental basis.
- 2) Late order: **50% late surcharge** will be charged for any late orders received after the deadline (**31ST JANUARY 2019**), while orders received on site will be subject to **100% onsitesurcharge**.
- 3) Any cancellation before/on **31ST JANUARY 2019** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **31ST JANUARY 2019**.
- 4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

FORM 4**ELECTRICAL RENTAL FORM****DEADLINE: 31ST JANUARY 2019**

NO.	DESCRIPTION OF ITEM (See image on following pages)		UNIT COST(RM)	QTY	TOTAL COST (RM)
8	FL01	FLUORESCENT LIGHT 4'X40W	80.00		
9		T5 FLUORESCENT LIGHT LIGHT 4'	150.00		
10	HQI	70W METAL HALIDE	390.00		
11	HQI150	150W METAL HALIDE	490.00		
12	PC1000	1000W PARCAN LIGHT	280.00		
13		13AMP/230V SINGLE PHASE	70.00		
14		13AMP/230V SINGLE PHASE(24 HOURS)	150.00		
15		15AMP/230 SINGLE PHASE	150.00		
16		LIGHTING CONNECTION (MAXIMUM 100W PER FITTING)	80.00		
17		LIGHTING CONNECTION FOR LED STRIPS (MAX 1 METER)	80.00		
18		LIGHTING CONNECTION FOR LED BULD (MAX 1 FITTINGS)	80.00		
Sub Total :					
Order made after deadline is subjected to 50% surcharge :					
Grand Total :					

IMPORTANT NOTES:

- 1) All items are on rental basis.
- 2) Late order: **50% late surcharge** will be charged for any late orders received after the deadline (**31th JANUARY 2019**), while orders received on site will be subject to **100% onsite surcharge**.
- 3) Any cancellation before/on **31th JANUARY 2019** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **31th JANUARY 2019**.
- 4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

Submit by 31ST JANUARY 2019 to:

PICO International (M) Sdn Bhd

• Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: jacy.choong@pico.com.my (JACY CHOONG) / kimberly.kong@pico.com.my (KIMBERLY KONG)

Electrical Rental



SL01 **Spotlight**
100 Watt



LS02 **Longarm Spotlight**
100 Watt



HS04 **Halogen Spotlight**
50 Watt



HLS03 **Halogen Longarm Spotlight**
50 Watt



SR2.05 **Halogen Downlight**
50 Watt



HF01 **Halogen Floodlight**
300 Watt



HLF02 **Halogen Longarm Floodlight**
300 Watt



FL01 **Fluorescent Light**



Power Socket



HQ 70 **Metal Halide**
70 Watt



HQ 150 **Metal Halide**
150 Watt



PC1000 **Parcan Light**
1000 Watt

Design & Construction

In Pico, we believe it takes specialist support at every stage of the creation process to deliver a package that performs for you. It all lies in focused quality and craftsmanship, from inception to the finished product. With co-ordinated support from our in-house services for design, graphics, lighting, fixtures and signage, Pico can transform your concept into reality.

ELECTRICAL RULES AND REGULATIONS - PICO

1. Electrical power supply:
 - Single-phase: 230V / 50Hz \pm
 - 5% Three-phase: 415V / 50Hz \pm 5%
2. All prices quoted include approval fees, installation, power consumption, and standby maintenance.
3. Lighting Connection:
 - All lighting connection work must be done by Pico. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection.
4. Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
5. Lighting Connection (maximum 100W per fitting) has to be ordered for every lighting item fitted at the booth. (e.g. A 150Watt Metal Halide = 2 lighting connections)
6. Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever is applicable. Exhibitors are encouraged to use tubes of higher voltage (maximum 100W per fitting) wherever possible.
7. Exhibitors who provide their own lighting fixture containing wiring installation must comply with the following procedures: -
 - Submit detailed drawings of such installation to Pico for approval.
 - Show proof that such installation is carried out by a registered wiring contractor with relevant Class of Certificate of Registration issued by the Energy Commission of Malaysia or its equivalent.
 - Use materials approved by the Energy Commission of Malaysia or its equivalent.
8. All equipment should have independent neutral & earth for equipment that require three phase power supply.
9. All exhibitors are encouraged to retest the incoming voltage before commissioning their equipment.
10. Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation.
11. Exhibitors are encouraged to use Uninterruptible Power Supply (UPS) to prevent any immediate interruption of power supply in the event of tripping and stabilizers for sensitive equipment.
12. Each individual power point or isolator is to be restricted for the use for only (one) piece of equipment and it cannot be used for lighting purpose.
13. Exhibitors should refer to and obtain from Pico for special light terms required and pay all relevant cost directly to Pico.
14. Plans and location of electrical points have to be submitted to Pico before 31ST JANUARY 2019..
15. Pico reserves the right to request Exhibitors to change any wiring installation, connection etc. contained in lighting fixtures for safety reason.

FORM 5 PRINTING SERVICE ORDER FORM



DEADLINE: 31st January 2019

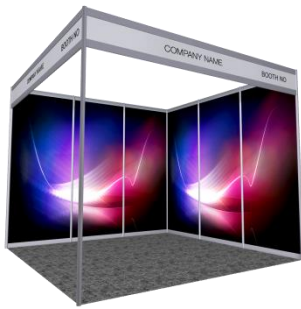
EXHIBITION EVENT INFORMATION			
Event / Exhibition Name	APAIE 2019		
Booth Name		Booth No	
BILLING INFORMATION			
Company			
Company Address			
Person In Charge			
Contact No. (Office)		(Mobile)	
Email Address			

NO	ITEMS	UNIT COST(MYR)	QTY	TOTAL COST (MYR)
1	Digital Inkjet Print On System Panels (Artwork Measurement : 950mm x 2350mmH) Direct mounting of inkjet print on individual panels. The poles securing the panels will be seen.	400/ per meter		
2	Digital Inkjet Print On Compressed Foam (Artwork Measurement: 1000mm x 2440mmH) Mounting of inkjet print on compressed foam before mounting on the system wall. The print will look like an entire mural without having poles in between.	500/ per meter		
3	Inkjet Sticker on Fascia Board (Artwork Measurement : 3000mm x 210mmH)	120/ per unit		
4	Compress Foam on Fascia Board (Artwork Measurement : 3000mm x 350mmH)	250/ per unit		
5	Inkjet Sticker on Information Desk (Front Artwork Measurement : 950mm x 620mmH)	120/ per unit		
6	Compress Foam on Information Desk (Front Artwork Measurement : 1030mm x 750mmH & Side : 535mm x 750mmH)	360/ per unit		
7	Inkjet Sticker on Low Show Case (Artwork Measurement : 950mm x 620mmH)	120/ per unit		
8	Inkjet Sticker on High Show Case (Artwork Measurement : 950mm x 890mmH & Top : 950mm x 145mmH)	200/ per unit		
9	Inkjet Sticker on Curve Counter (Artwork Measurement : 1533.m x 600mmH)	180/ per unit		
10	Roll Up Banner (Artwork Measurement : 800mm x 2000mmH)	300/ per unit		
Sub Total				
Grand Total :				

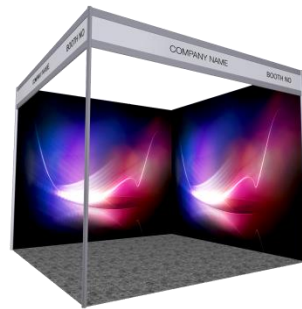
IMPORTANT NOTES:

- 1) Please refer to the next page for printing items appendix.
- 2) Kindly send us the final artwork in AI format / high resolution PDF as well as the same copy in JPEG for reference
- 3) Late order: Any late orders received after the deadline (**31st January 2019**) is subject to availability
- 4) Any cancellation before/on **31st January 2019** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **31st January 2019**.
All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

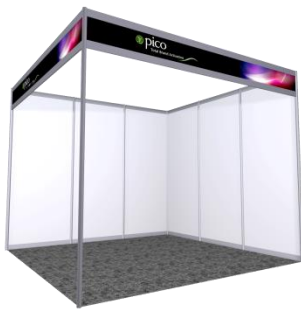
Printing Items Appendix



Digital Inkjet Print On System Panels



Digital Inkjet Print On Compressed Foam



Inkjet Sticker on Fascia Board



Compress Foam on Fascia Board



Inkjet Sticker on Information Desk



Compress Foam on Information Desk



Inkjet Sticker on Low Show Case



Inkjet Sticker on High Show Case



Inkjet Sticker on Curve Counter



Roll Up Banner

APAIE 2019, 26-28 MARCH

**KUALA LUMPUR CONVENTION CENTRE,
MALAYSIA**

Dear Exhibitor:

We have taken note of your orders and others for the above-mentioned event. For payment, we would appreciate it if you could indicate on this form your payment method and payment details as soon as the arrangement has been confirmed. This is to allow us to trace and process your payment more effectively for you.

Please kindly note that all payment for orders must reach us by the stipulated date or will be deemed as invalid.

Thank You.

JACY CHOONG / KIMBERLY KONG

DID: + 60 3 6275 5990, Ext 359/372

Mobile: +6016 360 0954 / +6012 335 0620

Email: jacy.choong@pico.com.my

Kimberly.kong@pico.com.my

Exhibitor	:	_____
Booth No	:	_____
Contact Person	:	_____
Tel	:	_____
Fax	:	_____
Email	:	_____

Please return this form together with your order via email/fax to:

PICO INTERNATIONAL(M) SDN BHD

Attn: Ms Jacy Choong / Ms kimberly kong

Email: jacy.choong@pico.com.my / kimberly.kong@pico.com.my

Tel: +603-6275 5990, Fax: +603-6275 6366

☐ TT Transfer

Please remit to :

CIMB BANK BERHAD

B-G-8, Block B, Plaza Ativo, Jalan PJU 9/1,
Damansara Avenue, Bandar Sri Damansara
52200, Kuala Lumpur.

RM A/C No: 8003039011

USD A/C No: 800003733440

SGD A/C No: 800013639002

Swift Code: CIBBMYKL

(In favour of PICO INTERNATIONAL (M) SDN BHD)

Please also indicate the show name:

APAIE 2019

Kindly fax your remittance advice together with this form to the fax number: **+60 3 6275 6366** when the payment has been made in order for us to trace and activate your orders without delay.

Credit Card

☐ Visa ☐ MasterCard

Card Number : _____

Expiry Date : _____

* CVV2 No (Last 3 digit behind Card) : _____

Name of Card Owner : _____

Signature as appear in the credit card:

Total Amount : -

RM _____

*(Inclusive of remittance bank charges) to the Account Detailed below and agree to the terms and conditions stated below.

Note: A surcharge of 3% will be incurred for all Payment via credit card

SERVICE FORMS
KUALA LUMPUR
CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

AUDIO-VISUAL FORM 2019

Please send the completed form to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:			
Venue/Hall	:		Event Date	:
Booth Name	:		Booth No	:
Onsite Contact Person	:		Mobile	:

Billing Address

Company	:			
Name	:	MR / MRS / MS	Co Registration No	:
Designation	:		GST Registration No	:
Address	:			
City	:		Postal Code	:
State	:		Country	:
Tel	:		Mobile	:
Email	:			

SECTION A : GUIDELINES

1. The equipment will be delivered to the exhibitor's booth from 3pm onwards on the last day of build-up.
2. All equipment must be returned to the Centre in the same condition that they were delivered.
3. Lost or damaged equipment will be charged to you at replacement cost.
4. No refunds will be given for cancelled orders of equipment installed and not used during the event.
5. Should you require any power connections, you will need to arrange this with your appointed exhibition booth contractor prior to build-up.
6. Kindly attach your booth plan which clearly marks your equipment location(s) to help facilitate the installation of this online order.

SECTION B : PRICING

Video Projection (Per Day)	Incentive Rate*	Late Fee*	Units x Days (Date Required)	Total (RM)
Projector 3,000 Ansi Lumens	<input type="checkbox"/> 406.00	<input type="checkbox"/> 527.80		
Projector (LCD) – 6,500 Lumens	<input type="checkbox"/> 580.00	<input type="checkbox"/> 754.00		
Video Plasma/TV (Per Day)				
<input type="checkbox"/> LCD TV 42" – HDMI port <input type="checkbox"/> LCD TV 42" – USB port	<input type="checkbox"/> 464.00	<input type="checkbox"/> 603.20		
<input type="checkbox"/> Tall TV Stand (158cm) <input type="checkbox"/> Table Stand				
<input type="checkbox"/> LCD TV 50" – HDMI port <input type="checkbox"/> LCD TV 50" – USB port	<input type="checkbox"/> 522.00	<input type="checkbox"/> 678.60		
<input type="checkbox"/> Tall TV Stand (158cm) <input type="checkbox"/> Table Stand				
Portable Screen (Per Day)				
6' x 6' Tripod Screen	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00		
7' x 7' Tripod Screen	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00		
* All prices are in Ringgit Malaysia (RM)				TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED



KUALA LUMPUR
CONVENTION CENTRE

AUDIO-VISUAL FORM 2019

Terms and Conditions

- Incentive Rate applies when order and full payment are received before the seven (7) days prior to the event. Payment and order placed after the seven (7) days leading to the event will incur a late order fee of 30%.
- The prices quoted above are inclusive of 10% Service Charge and 6% Sales & Service Tax (SST).
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.
- Any order placed without payment will be cancelled after the **Incentive Rate** cut-off date of seven (7) days prior to the event, unless full payment is received.
- **Late order(s) are subject to availability.**
- **Notice of cancellation must be given at least seven (7) days before the event date and emailed to Exhibition Service Counter - exhservices@klccconventioncentre.com. If cancellations are received after this time, full charges will apply.**
- No refunds will be given for services installed and not used.
- Refunds or overpayment will be processed by the Centre's Finance Department within thirty (30) days of the event closing date.
- A tax invoice will be provided within fourteen (14) days of the event closing date.

Payment

- Payment option:
☐ Deposit Cash ☐ Cheque/Bank Draft ☐ Telegraphic Transfer ☐ Credit Card
- All cheques or bank drafts are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by a Malaysian bank are accepted.
- If payment is made by bank wire transfer, please email the payment receipt along with your order number, booth name and booth number to exhservices@klccconventioncentre.com for processing. Banking details are as follows:

BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 80-0104209-3
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre,
Swift Code	: CIBBMYKL		50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Card Company and your order(s) will be deemed invalid.
- **Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

I, _____ MyKad/Passport No _____, hereby authorise
CONVEX MALAYSIA SDN BHD to process the authorised charges to the following credit card:

Credit Card details are as follows:

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID / CVV No : Expiry Date : /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date: Name: Signature: Company Stamp:	Date Received:



KUALA LUMPUR
CONVENTION CENTRE

BEVERAGE FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:				
Venue/Hall	:		Event Date	:	
Booth Name	:		Booth No	:	
Onsite Contact Person	:		Mobile	:	

Billing Address

Company	:				
Name	:	MR / MRS / MS	Co Registration No	:	
Designation	:		GST Registration No	:	
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. The Kuala Lumpur Convention Centre has exclusive food and beverage distribution rights within the venue.
2. Any outside food and beverage brought into its premises for sale and consumption is strictly prohibited.
3. All food and beverage items in the exhibition halls must be purchased through the Exhibition Services Counter. **This includes coffee bean refills and bottled water.**
4. A deposit of RM1,000.00 is required for each water dispenser and espresso machine. Deposit will be forfeited should there be any damage to the machine or it is refilled with coffee beans purchased outside the Centre.
5. Power connection(s) are required for any items marked (#). This **MUST** be ordered through your service contractor.
6. Exhibitor Catering **DOES NOT** supply tables, chairs, equipment and electricity for your booth. You **MUST** order these through your booth contractor.
7. Disposable service ware will be provided for all food and beverage functions on the booth.
8. Water dispenser(s) and espresso machine(s) will be delivered to your booth on the final day of exhibition build-up once construction is completed; please submit a booth layout with the marked location to facilitate delivery.
9. For the hiring of service personnel, please complete the **Catering Service Staff Order Form**.
10. Should you have any special requirements, please contact the Exhibition Services Counter.



KUALA LUMPUR
CONVENTION CENTRE

BEVERAGE FORM 2019

SECTION B : PRICING

Date	Delivery Time	Beverage Code	RM	Unit	Total (RM)
TOTAL					
*Deposit for Water Dispenser is RM1000.00 (refundable)					
*Deposit for Espresso Machine is RM1000.00 (refundable)					
*All prices are in Ringgit Malaysia (RM)					
TOTAL					

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Code	Non-Alcoholic Beverages	Incentive Rate*	Late Fee*
NA1	Coca Cola 330ml (24 Cans)	□ 104.40	□ 135.72
NA2	Light Coke 330ml (24 Cans)	□ 104.40	□ 135.72
NA3	Sprite 330ml (24 Cans)	□ 104.40	□ 135.72
NA4	Orange & Carrot Juice 250ml (24 Bottles)	□ 266.80	□ 346.84
NA5	Apple Juice 250ml (24 Bottles)	□ 266.80	□ 346.84
NA6	Drinking Water 600ml (24 Bottles)	□ 55.68	□ 72.38
NA7	Drinking Water (19-litre Bottle)	□ 23.20	□ 30.16
NA8	San Pallegirino Sparkling Mineral Water 250ml (24 Bottles)	□ 266.80	□ 346.84
NA9	# Water Dispenser including five(5) 19-litre Bottles of Drinking Water	□ 348.00	□ 452.40
NA10	# Espresso Machine including 1kg of Coffee Beans for 100 Cups	□ 750.00	□ 975.00
NA11	Coffee Beans 1kg (100 Cups) Refill	□ 232.00	N/A

*All prices are in Ringgit Malaysia (RM)



KUALA LUMPUR
CONVENTION CENTRE

BEVERAGE FORM 2019

Terms and Conditions

- Incentive Rate applies when order and full payment are received before the seven (7) days prior to the event. Payment and order placed after the seven (7) days leading to the event will incur a late order fee of 30%.
- The prices quoted above are inclusive of 10% Service Charge and 6% Sales & Service Tax (SST).
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.
- Any order placed without payment will be cancelled after the **Incentive Rate** cut-off date of seven (7) days prior to the event, unless full payment is received.
- **Late order(s) are subject to availability.**
- **Notice of cancellation must be given at least seven (7) days before the event date and emailed to Exhibition Service Counter - exhservices@klccconventioncentre.com. If cancellations are received after this time, full charges will apply.**
- No refunds will be given for services delivered and not used.
- Refunds or overpayment will be processed by the Centre's Finance Department within thirty (30) days of the event closing date.
- A tax invoice will be provided within fourteen (14) days of the event closing date.

Payment

- Payment option:
☐ Deposit Cash ☐ Cheque/ Bank Draft ☐ Telegraphic Transfer ☐ Credit Card
- All cheques or bank drafts are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by a Malaysian bank are accepted.
- If payment is made by bank wire transfer, please email the payment receipt along with your order number, booth name and booth number to exhservices@klccconventioncentre.com for processing. Banking details are as follows:

BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 80-0104209-3
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre,
Swift Code	: CIBBMYKL		50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Card Company and your order(s) will be deemed invalid.
- **Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy_-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

I, _____ MyKad/Passport No _____, hereby authorise
CONVEX MALAYSIA SDN BHD to process the authorised charges to the following credit card:

Credit Card details are as follows:

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID / CVV No : Expiry Date : /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date: Name: Signature: Company Stamp:	Date Received:



KUALA LUMPUR
CONVENTION CENTRE

BOOTH CATERING FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:		Event Date	:	
Venue/Hall	:		Booth No	:	
Booth Name	:		Mobile	:	
Onsite Contact Person	:				

Billing Address

Company	:		Co Registration No	:	
Name	:	MR / MRS / MS	GST Registration No	:	
Designation	:				
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. The Kuala Lumpur Convention Centre has exclusive food and beverage distribution rights within the venue.
2. Any outside food and beverage brought into its premises for sale and consumption is strictly prohibited.
3. The completed order form needs to be submitted together with the booth design plan, which must indicate the food and beverage location(s).
4. Power connection(s) shall be arranged for any order(s) of hot food (**marked #**). Please arrange with the appointed booth contractor prior to build-up.
5. Disposable cutlery and crockery will be provided.
6. For the hiring of service personnel, please complete the **Catering Service Staff Order Form**.

SECTION B : PRICING

Date	Delivery Time	Menu Code	RM	Qty	Total (RM)
* All prices are in Ringgit Malaysia (RM)					TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED



BOOTH CATERING FORM 2019

Code	"Cool Chill" and Simple	Quantity	Incentive Rate*	Late Fee*
CC1	Chips and nuts	Per bowl	<input type="checkbox"/> 34.80	<input type="checkbox"/> 45.24
CC2	Vegetables crudités with yogurt dip (V)	50 Pcs	<input type="checkbox"/> 46.40	<input type="checkbox"/> 60.32
CC3	Assorted grilled vegetables sandwiches (V)	50 Pcs	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
CC4	Vegetables pesto tortilla rolls (V)	50 Pcs	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
CC5	Assorted mini bun sandwiches	50 Pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
CC6	Chicken mozzarella with tomato salsa	50 Pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
CC7	Petit chicken terrine with mixed fruits compote	50 Pcs	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00
CC8	Assorted petit canapés	50 Pcs	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00
Code	"Hot – Hot" Let's Try	Quantity	Incentive Rate*	Late Fee*
HH1	# Vegetarian samosa with coriander dip (V)	50 pcs	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
HH2	# Mushroom vol-au-vents (V)	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
HH3	# Oriental minced seafood vol-au-vents	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
HH4	# Miniature quiche lorraine with beef flavoured	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
HH5	# Baked herbs chicken tulips with dip	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
HH6	# 'Cheesy' chicken spinach strudel	50 pcs	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00
HH7	# Smoked beef pies	50 pcs	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00
HH8	# Chicken mushroom pies	50 pcs	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00
Code	"WOW" Sweet Marvellous	Quantity	Incentive Rate*	Late Fee*
W1	American cookies	50 pcs	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
W2	Assorted Nyonya kuih (Available from 12noon onwards)	50 pcs	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
W3	Assorted French pastries	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
W4	Lemon meringue pies	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
W5	Chocolate cremeux cups	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
W6	Exotic fresh fruit tartlets	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
W7	Pecan torte	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
W8	Green tea opera	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
W9	Chocolate creamy profiteroles	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
W10	Petit orange cheesecake	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
Code	"Negeraku" Signature Dish	Quantity	Incentive Rate*	Late Fee*
N1	# Roti jala with potato curry (V)	50 pcs	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
N2	# Vegetables potato masala 'bergedils' (V)	50 pcs	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
N3	# Portuguese 'kapitan' baked chicken tulip	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
N4	# Pumpkin and prawn masala puffs	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
N5	# Chicken rendang vol-au-vent	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
N6	# Seafood otak-otak vol-au-vent	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
N7	# Oriental style soya-garlic glazed chicken skewers	50 pcs	<input type="checkbox"/> 232.00	<input type="checkbox"/> 301.60
N8	# Homemade beef rendang pies	50 pcs	<input type="checkbox"/> 290.00	<input type="checkbox"/> 377.00
Code	"Hot Pot" Noodles and Rice	Quantity	Incentive Rate*	Late Fee*
HP1	# Vegetarian mee goreng mamak (V)	2 kg	<input type="checkbox"/> 150.80	<input type="checkbox"/> 196.04
HP2	# Mee goreng mamak	2 kg	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
HP3	# Vegetarian meehoon goreng Siam (V)	2 kg	<input type="checkbox"/> 150.80	<input type="checkbox"/> 196.04
HP4	# Meehoon goreng Siam	2 kg	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
HP5	# Vegetarian Hakka fried rice (V)	2 kg	<input type="checkbox"/> 150.80	<input type="checkbox"/> 196.04
HP6	# Hakka fried rice	2 kg	<input type="checkbox"/> 174.00	<input type="checkbox"/> 226.20
HP7	# Nasi goreng kampung	2 kg	<input type="checkbox"/> 208.80	<input type="checkbox"/> 271.44

* All prices are in Ringgit Malaysia (RM)

* (V) – Vegetarian



KUALA LUMPUR
CONVENTION CENTRE

BOOTH CATERING FORM 2019

Terms & Conditions

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- The prices quoted above are inclusive of 10% Service Charge and 6% Sales & Service Tax (SST).
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.
- Any order placed without payment will be cancelled after the **Incentive Rate** cut-off date of seven (7) days prior to the event, unless full payment is received.
- **Late order(s) are subject to availability.**
- **Notice of cancellation must be given at least seven (7) days before the event date and emailed to Exhibition Service Counter - exhservices@klccconventioncentre.com. If cancellations are received after this time, full charges will apply.**
- Refunds or overpayment will be processed by the Centre's Finance Department within thirty (30) days of the event closing date.
- A tax invoice will be provided within fourteen (14) days of the event closing date.

Payment

- Payment option:
☐ Deposit Cash ☐ Cheque/ Bank Draft ☐ Telegraphic Transfer ☐ Credit Card
- All cheques or bank drafts are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by a Malaysian bank are accepted.
- If payment is made by bank wire transfer, please email the payment receipt along with your order number, booth name and booth number to exhservices@klccconventioncentre.com for processing. Banking details are as follows:

BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 80-0104209-3
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur
Swift Code	: CIBBMYKL		

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- **Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

I _____ Mykad/Passport No _____, hereby authorise **CONVEX MALAYSIA SDN BHD** to process authorised charges to the following credit card:

Credit Card details are as follows:

☐ American Express

☐ MasterCard

☐ Visa

Credit Card No :

ID No / CVV :

Amount (RM) : _____ Expiry Date : _____ / _____ Authorised Signature : _____

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date:	Date Received:
Name:	
Signature:	
Company Stamp:	



KUALA LUMPUR
CONVENTION CENTRE

CATERING SERVICE STAFF FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:				
Venue/Hall	:		Event Date	:	
Booth Name	:		Booth No	:	
Onsite Contact Person	:		Mobile	:	

Billing Address

Company	:				
Name	:	MR / MRS / MS	Co Registration No	:	
Designation	:		GST Registration No	:	
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. The hiring of catering service staff is based on an hourly rate, with a minimum of 4 hours per day.
2. Catering service staff are recruited exclusively for food and beverage service ordered through the Centre only.

SECTION B : PRICING

Catering Services Staff (Per Hour Rate – minimum of 4 hours per day)

Incentive Rate*: ☐ RM38.28

Late Fee*: ☐ RM49.88

Date Required	Time Required	Booth Number(s)	Number of Staff(s)	Total (RM)
* All prices are in Ringgit Malaysia (RM)				TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED



KUALA LUMPUR
CONVENTION CENTRE

CATERING SERVICE STAFF FORM 2019

Terms and Conditions

- Incentive Rate applies when order and full payment are received before the seven (7) days prior to the event. Payment and order placed after the seven (7) days leading to the event will incur a late order fee of 30%.
- The prices quoted above are inclusive of 10% Service Charge and 6% Sales & Service Tax (SST).
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.
- Any order placed without payment will be cancelled after the **Incentive Rate** cut-off date of seven (7) days prior to the event, unless full payment is received.
- **Late order(s) are subject to availability.**
- **Notice of cancellation must be given at least seven (7) days before the event date and emailed to Exhibition Service Counter - exhservices@klccconventioncentre.com. If cancellations are received after this time, full charges will apply.**
- Refunds or overpayment will be processed by the Centre's Finance Department within thirty (30) days of the event closing date.
- A tax invoice will be provided within fourteen (14) days of the event closing date.

Payment

- Payment option:
☐ Deposit Cash ☐ Cheque/ Bank Draft ☐ Telegraphic Transfer ☐ Credit Card
- All cheques or bank draft are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment is made by bank wire transfer, please email the payment receipt along with your order number, booth name and booth number to exhservices@klccconventioncentre.com for processing. Banking details as follows:

BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 80-0104209-3
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre,
Swift Code	: CIBBMYKL		50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.
- **Personal Data:** We use your personal data to provide better customer service. By providing personal data you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

I _____ NRIC/Passport No _____, hereby authorise
CONVEX MALAYSIA SDN BHD to process authorised charges to the following credit card:

Credit Card details are as follows:

☐ American Express

☐ MasterCard

☐ Visa

Credit Card No :

ID / CVV No : Expiry Date : /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date: Name: Signature: Company Stamp:	Date Received:



KUALA LUMPUR
CONVENTION CENTRE

EXHIBITOR BANNER HANGING REQUEST FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:				
Venue/Hall	:		Event Date	:	
Booth Name	:		Booth No	:	
Onsite Contact Person	:		Mobile	:	

Billing Address

Company	:				
Name	:	MR / MRS / MS	Co Registration No	:	
Designation	:		GST Registration No	:	
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. Banners must be rigged by the Centre's staff.
2. Banners must only be hung over the exhibitor's contracted stand space (island booth only) and not over the aisle way.
3. Banners must be installed before the commencement of booth construction.
4. The Centre will only accept two (2) standard banner sizes:
 - a. Horizontal banner : 4m (W) x 2m (H)
 - b. Vertical banner : 1.5m (W) x 3m (H)
 - No lighting or other attachment is permitted.
 - The maximum weight of a banner shall not exceed 20kg.
 - Hanging banner must be pre-inserted with full length lightweight metal. The drop weight rod used must measure 4m (top & bottom) for horizontal banner and 1.5m (top & bottom) for vertical banner.
 - The lightweight metal rods must be provided by client.
 - For any banner at Level 3 inside the Grand Ballroom, Banquet Hall and Conference Halls 1, 2 and 3, the drop weight metal rod used must measure at 6m (top) and 4m (bottom). See sample drawing below.
7. The order for banner rigging points must be submitted with a ceiling truss plan or ceiling plot plan, clearly marked with the banner facing direction and number of banner points to help facilitate installation. Please refer to the nominated exhibition contractor for a copy of the superimposed booth ceiling plan.
8. Installation of banners is subject to adherence of the above pre-condition requirements, failing which the Centre reserves the right to refuse installation without any notice.
9. Relocation of a banner is subject to the Centre's approval, and may incur extra charges.
10. All banners together with lightweight metal rods (top & bottom) must be delivered during working hours at least two (2) working days prior to the event build-up date.
11. All banners must be collected immediately after the tear down and the Centre will not be responsible for any loss or damage.



KUALA LUMPUR
CONVENTION CENTRE

EXHIBITOR BANNER HANGING REQUEST FORM 2019

SECTION B : INFORMATION

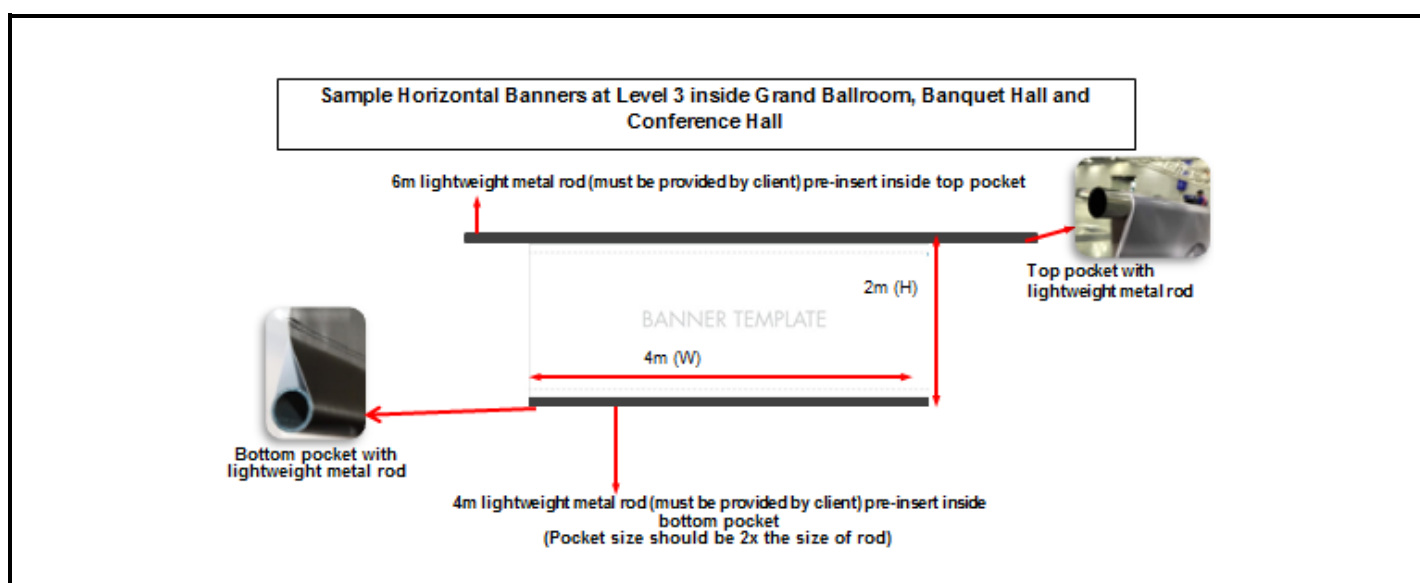
- Location of Banner(s) Hanging:

☐ Exhibition Hall ☐ Conference Hall ☐ Grand Ballroom ☐ Banquet Hall
- Banner(s) Description:

☐ 1-sided ☐ 2-sided ☐ Vinyl ☐ Fabric ☐ Tarpaulin

☐ Horizontal ☐ Vertical ☐ Other: _____
- Banner(s) Dimension (in metres) :

Height _____ Width _____ Approx. Weight _____ (max 20kg)



SECTION C : PRICING

Banner(s) Hanging (Per Banner Per Event)	Incentive Rate*	Late Fee*	No. of Banner(s)	No. of Point(s)	Total (RM)
2 Points Provided Per Banner Per Event	<input type="checkbox"/> 561.44	<input type="checkbox"/> 729.64			
Additional Point(s) Per Banner Per Event	<input type="checkbox"/> 280.72	<input type="checkbox"/> 365.40			
Relocation Charge Per Point (subject to approval)	<input type="checkbox"/> 238.96	N/A			
All prices are in Ringgit Malaysia (RM)					TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Terms & Conditions

- Incentive Rate** applies when order and full payment are received before the seven (7) days prior to the event. Payment and order placed after the seven (7) days leading to the event will incur a late order fee of 30%.
- The prices quoted above are inclusive of 10% Service Charge and 6% Sales & Service Tax (SST).
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.
- Any order placed without payment will be cancelled after the **Incentive Rate** cut-off date of seven (7) days prior to the event, unless full payment is received.
- Late order(s) are subject to availability.**
- Notice of cancellation must be given at least seven (7) days before the event date and emailed to Exhibition Service Counter - exhservices@klccconventioncentre.com.** If cancellations are received after this time, full charges will apply.
- Refunds or overpayment will be processed by the Centre's Finance Department within thirty (30) days of the event closing date.
- A tax invoice will be provided within fourteen (14) days of the event closing date.



KUALA LUMPUR
CONVENTION CENTRE

EXHIBITOR BANNER HANGING REQUEST FORM 2019

Payment

- Payment option:

☐

Deposit Cash

☐

Cheque/Bank Draft

☐

Telegraphic Transfer

☐

Credit Card

- All cheques or bank drafts are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by a Malaysian bank are accepted.
- If payment is made by bank wire transfer, please email the payment receipt along with your order number, booth name and booth number to exhservices@klccconventioncentre.com for processing. Banking details are as follows:

BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 80-0104209-3
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre,
Swift Code	: CIBBMYKL		: 50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Credit Card Company and your order(s) will be deemed invalid.
- Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

I _____ NRIC/Passport No _____, hereby authorise
CONVEX MALAYSIA SDN BHD to process authorised charges to the following credit card:

Credit Card details are as follows:

☐

American Express

☐

MasterCard

☐

Visa

Credit Card No

:

ID / CVV No

:

Expiry Date

:

/

Amount (RM)

:

Authorised Signature

:

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date:	Date Received:
Name:	
Signature:	
Company Stamp:	



KUALA LUMPUR
CONVENTION CENTRE

HANGING OBJECT REQUEST FORM 2019

Please send the completed form with the payment information to:

Exhibition Services Counter
Kuala Lumpur Convention Centre
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name			
Installer/Contractor Company Name			
Installation Date		Dismantle Date	
Venue/ Hall		Booth Name	
Person In Charge Onsite		Booth No	
Email		Mobile No	

Billing Address

Company			
Name	MR / MRS / MS	Co Registration No	
Designation		GST Registration No	
Address			
City		Postal Code	
State		Country	
Tel		Mobile	
Email			

SECTION A : GUIDELINES

- Hanging structure(s) are permitted in Exhibition Halls 1, 2, 4 and 5, Banquet Hall, Grand Ballroom and Conference Halls 1, 2 and 3.
- Hanging structure(s) are not permitted in meeting rooms, lobbies and foyers.
- All hanging structure(s) are subject to approval by the Centre. The Centre reserves the right to refuse to hang or install any structures which are deemed unsafe.
- The Exhibition Services Counter will process the Hanging Object Order Form once the Design Plan is accepted by the Centre.**
- You will be notified of the Centre Management's decision via email.
- You may proceed with build-up once the order has been processed and full payment received.
- Relocation charges will be charged per point and may require an additional onsite scissor lift order should the position of hoist(s) require shifting after installation is completed.**
- Hanging structure(s) must be assembled and installed by a qualified installer/builder.
- All hanging objects must have at least two (2) points for each assembly.
- Steel cables used must have a diameter of at least 6mm.
- Hanging structure(s) must be vertical and straight.
- Rigging equipment used must be free from defects, fit to purpose, marked to indicate its Working Load Limit (WLL), adequately maintained and are subject to legal requirements including valid certifications upon inspection.
- Please submit detailed plans of your hanging structure(s) via email no later than fourteen (14) working days prior to build-up.
- Once hanging objects are reviewed and accepted, the installation method must be exactly as approved in the application. Any changes must receive prior approval from the Centre.
- To order this service, please complete the Hanging Object Request Form and return to the Centre along with advance payment.
- Exhibitors must comply with the Centre's weight and height restrictions for hanging structure(s). Please refer to the Centre's Event Guidelines.
- The Centre's AV department is the exclusive provider of rigging services.
- The Centre has the right to stop/hold/pause the movement of mother trusses during the build-up and tear-down process.

SECTION B : INFORMATION

1. Location of proposed rigging:

<input type="checkbox"/> Exhibition Hall 1-5	<input type="checkbox"/> Conference Hall	<input type="checkbox"/> Grand Ballroom	<input type="checkbox"/> Banquet Hall
--	--	---	---------------------------------------

- Hanging objects located in the Banquet Hall, Grand Ballroom and Conference Halls must be hung using motorised chain hoist(s). You will be required to hire the motorised chain hoist(s) and truss(es) from the Centre.**

2. Description of material(s) used for the hanging object(s):

<input type="checkbox"/> Metal	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Vinyl	Others <input type="text"/>
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KUALA LUMPUR
CONVENTION CENTRE

HANGING OBJECT REQUEST FORM 2019

3. If the hanging structure(s)/object(s) are to be hung directly above the exhibitor booth, then the respective truss can be mobilised. However, if the hanging structures/objects are to be hung directly above the exhibitor booth, and the booth is located between two or more trusses (shared with neighbouring stands), then the Centre requires the use of motorised chain hoists. This will alleviate any interference with the neighbouring stands and facilitate smooth installation and dismantling.

a) ☐ Non – sharing truss ☐ Sharing truss with neighbouring stands

b) Please attach a copy of :

- 3D Booth Design and Hanging Object Booth Orientation Plan.
- Superimposed rigging plan points for hanging object(s).
- To order motor hoist(s) please mark the hoist point(s) position with measurements to facilitate installation.
- Safe Work Method Statement or Risk Assessment of the hanging object(s) and rigging equipment(s).

4. Does your hanging structure(s) require electricity? ☐ Yes ☐ No
If power/electricity is required, please use the cable from the ground structure.

5. Does your hanging structure(s) have light(s)? ☐ Yes ☐ No

- **Please order electricity through the Show's Official Contractor**

6. What is the height from floor to the top of hanging object(s) (max. height permitted is 6m)

(m)

7. What is the height from floor to the bottom of hanging object(s)

(m)

8. Total weight of the hanging object(s)

(kg)

- **For safety reasons, please attach a Certified Structural Engineering Drawing for any hanging objects exceeding 500kg.**
- **Any hanging objects weighing in excess of 500 kg will be hung using motorised chain hoist(s) ordered from the Centre.**
- **The Centre's AV Rigger will install/dismantle the motorised chain hoist(s) during build-up and tear-down.**

9. Number of Point(s) Motor hoist(s) Portable truss(es)

SECTION C : PRICING

A	Structure Rigging (Point)	Incentive Rate*	Late Fee*	No of Points	Total (RM)
	20 kg - 900 kg (2 Points Provided)	<input type="checkbox"/> 1,914.00	<input type="checkbox"/> 2,488.20		
	Additional Points	<input type="checkbox"/> 957.00	<input type="checkbox"/> 1,244.10		
Subtotal (A – Structure Rigging)					
B	Rigging Equipment + Installation	Incentive Rate*	Late Fee*	Unit x Days	Total (RM)
	Hoist Motor 500 kg Per Unit Per Day	<input type="checkbox"/> 522.00	<input type="checkbox"/> 678.60.00		
	Hoist Motor 1,000 kg Per Unit Per Day	<input type="checkbox"/> 1,102.00	<input type="checkbox"/> 1,432.60		
	Tri Truss (1 m) Per Unit Per Day (1.7 tonne max load) – 300 mm	<input type="checkbox"/> 116.00	<input type="checkbox"/> 150.80		
	Box Truss (3 m) Per Unit Per Day (2.5 tonne max load) – 420 mm	<input type="checkbox"/> 348.00	<input type="checkbox"/> 452.40		
	Box Truss (3 m) Per Unit Per Day (2.5 tonne max load) – 520 mm	<input type="checkbox"/> 348.00	<input type="checkbox"/> 452.40		
	Hoist Relocation Charges per point		<input type="checkbox"/> 580.00		
The hire of Rigging Equipment is subject to availability.					
Subtotal (B - Rigging Equipment)					
All prices are in Ringgit Malaysia (RM)					
TOTAL(A+ B)					
SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED					

Terms and Conditions

- **Incentive Rate applies when order and full payment are received before the seven (7) days prior to the event. Payment and order placed after the seven (7) days leading to the event will incur a late order fee of 30%.**
- **Notice of cancellation must be given at least three (3) days before the event date and email to exhservices@klccconventioncentre.com. Failing which your payment will not be refunded and will be forfeited.**
- No refund will be given for cancelled order of equipment installed and not used during the event.
- Refund(s) or overpayment will be processed by the Centre's Finance Department thirty (30) days after the event closing date.
- An invoice will be provided within fourteen (14) days after the event closing date.
- Prices are inclusive of 10% service charge and 6% sales service tax.
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.



HANGING OBJECT REQUEST FORM 2019

Payment

- Payment option:
☐ Deposit Cash ☐ Cheque/Bank Draft ☐ Bank Transfer ☐ Credit Card
- All cheques or bank drafts are to be made out to "CONVEX MALAYSIA SDN BHD".
- Payment by credit cards and bank transfer should email to exhservices@klccconventioncentre.com, the proof of payment with your order number, booth name and booth number for order processing.
- For credit card payment, please email a clear photocopy of the front and back of the credit card to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Card Company and your order(s) will be deemed invalid.
- Banking details are as follows:

BANKING DETAILS			
Bank	CIMB Bank Berhad	Account Number	80-0104209-3
Account Name	Convex Malaysia Sdn Bhd	Bank Address	Kuala Lumpur City Centre, 50088 Kuala Lumpur
Swift Code	CIBBMYKL		

- Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

INDEMNITY AGREEMENT

The contracted exhibitor, installer or builder, must by signature below certify and guarantee that the :-

- Rigging method (stress points) for the hanging structure(s) are properly engineered and tested.
- Structure(s) is constructed to meet all applicable regulations and safety measures and can thus be hung safely.
- The rigging points load do not exceed the load limits as detailed above.

By signing below, the exhibitor, installer or builder releases the Kuala Lumpur Convention Centre from any liability in connection with the structure(s) and agree to indemnify and hold harmless the Centre from any loss, damage or injury arising from the hanging structure(s).

I, as the acting on behalf of my Company, certify that I have read and understood the information above and agree to bound thereby.

Signature	<input type="text"/>
Date	<input type="text"/>
Company Stamp	<input type="text"/>

CREDIT CARD PAYMENT AUTHORISATION

I, MyKad/Passport No hereby authorise CONVEX MALAYSIA SDN BHD to process the authorised charges to the following credit card:

Credit Card details are as follows:

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No

ID / CVV No Expiry Date

Amount (RM) Authorised Signature



KUALA LUMPUR
CONVENTION CENTRE

INTERNET SERVICES FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:				
Venue/Hall	:		Event Date	:	
Booth Name	:		Booth No	:	
Onsite Contact Person	:		Mobile	:	

Billing Address

Company	:				
Name	:	MR / MRS / MS	Co Registration No	:	
Designation	:		GST Registration No	:	
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. Heavy usage on the internet and excessive amount of data transfer will cause traffic congestion on the Centre's network. Since the Centre's broadband is on a best sharing basis and to ensure the user experience is not compromised, the Centre applies a Fair Use Policy in order to provide a seamless internet experience for all guests.
2. A dedicated internet leased line(s) is recommended for any event where guests require a dedicated connection with 1:1 service and exclusive access to the bandwidth. Please order the dedicated internet leased line fourteen (14) working days prior to the event date.
3. **Metro E Description:** This is a dedicated Metro-E internet type connection with pre-configured DHCP LAN (Local Area Network) and port address translation (PAT). There is NO firewall usage for this connection.
4. **Relocation charges will apply if the line(s) requires shifting and is subject to the Centre's approval.**
5. Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The Centre shall not be liable nor held responsible for any delay or failure in communication whatsoever and as a result of circumstances beyond the Centre's control.
6. All devices that are used on the network for internet access require an IP Address that is assigned by the Centre's IT Department.
7. **The Wi-Fi password will be delivered to the exhibitor's booth on the last day of build-up.**
8. **It is mandatory to supply a booth plan with the internet point clearly marked to help facilitate installation.**
9. No refunds will be made for services installed and not used during the Event.



INTERNET SERVICES FORM 2019

SECTION B : PRICING

Speed	WIFI / WIRED (For Maximum 4 days usage)	Incentive Rate*	Late Fee*	Unit	Total (RM)
2Mbps Dedicated Access	Metro-E Internet Broadband <i>Recommended for light users who need access for emails, light surfing and social networking.</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED* (One connection only)	<input type="checkbox"/> 1,194.80	<input type="checkbox"/> 1,553.24		
4Mbps Dedicated Access	Metro-E Internet Broadband <i>Recommended for social networking, uploads and downloads video and light video viewing.</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED* (One connection only)	<input type="checkbox"/> 2,389.60	<input type="checkbox"/> 3,106.48		
6Mbps Dedicated Access	Metro-E Internet Broadband <i>Recommended for social networking, uploads and downloads video and light video viewing.</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED* (One connection only)	<input type="checkbox"/> 3,584.40	<input type="checkbox"/> 4,659.72		
2Mbps / 4Mbps / 6Mbps	Additional Internet usage - Above 4 days Please indicate the date: _____	<input type="checkbox"/> 238.96 per day	N/A		

Mbps = megabits per second

Miscellaneous (One Time Charge Per Connection)	Incentive Rate*	Late Fee*	Unit	Date Required	Total (RM)
Line Relocation Charge	<input type="checkbox"/> 263.32	N/A			
Additional Wired Connection	<input type="checkbox"/> 197.20	N/A			
* All prices are in Ringgit Malaysia (RM)					TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Terms and Conditions

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- The prices quoted above are inclusive of 10% Service Charge and 6% Sales & Service Tax (SST).
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.
- Any order placed without payment will be cancelled after the **Incentive Rate** cut-off date of seven (7) days prior to the event, unless full payment is received.
- **Late order(s) are subject to availability.**
- **Notice of cancellation must be given at least seven (7) days before the event date and emailed to Exhibition Service Counter - exhservices@klccconventioncentre.com.** If cancellations are received after this time, full charges will apply.
- No refunds will be given for services installed and not used.
- Refunds or overpayment will be processed by the Centre's Finance Department within thirty (30) days of the event closing date.
- A tax invoice will be provided within fourteen (14) days of the event closing date.



KUALA LUMPUR
CONVENTION CENTRE

INTERNET SERVICES FORM 2019

Payment

- Payment option:
☐ Deposit Cash ☐ Cheque/ Bank Draft ☐ Telegraphic Transfer ☐ Credit Card
- All cheques or bank drafts are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by a Malaysian bank are accepted.
- If payment is made by bank wire transfer, please email the payment receipt along with your order number, booth name and booth number to exhservices@klccconventioncentre.com for processing. Banking details are as follows:

BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 80-0104209-3
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Swift Code	: CIBBMYKL		50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Card Company and your order(s) will be deemed invalid.
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CREDIT CARD PAYMENT AUTHORISATION

I _____ Mykad/Passport No _____, hereby authorise
CONVEX MALAYSIA SDN BHD to process authorised charges to the following credit card:

Credit Card details are as follows:

<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
Credit Card No	:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ID / CVV No	:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date : <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Amount (RM)	:	_____	Authorised Signature : _____

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date: Name: Signature: Company Stamp:	Date Received:



KUALA LUMPUR
CONVENTION CENTRE

POTTED PLANTS FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:				
Venue/Hall	:		Event Date	:	
Booth Name	:		Booth No	:	
Onsite Contact Person	:		Mobile	:	

Billing Address

Company	:				
Name	:	MR / MRS / MS	Co Registration No	:	
Designation	:		GST Registration No	:	
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. Potted plants are delivered to the booth on the last day of build-up.
2. Potted plants are ordered in a **4-day package**.

SECTION B : PRICING

Potted Plant (4 Days)	Incentive Rate*	Late Fee*	Unit	Total (RM)
Potted Plant (3ft – 4ft)	<input type="checkbox"/> 34.80	<input type="checkbox"/> 45.24		
* All prices are in Ringgit Malaysia (RM)				TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Terms and Conditions

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- The prices quoted above are inclusive of 10% Service Charge and 6% Sales & Service Tax (SST).
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.
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- **Late order(s) are subject to availability.**
- **Notice of cancellation must be given at least seven (7) days before the event date and emailed to Exhibition Service Counter - exhservices@klccconventioncentre.com. If cancellations are received after this time, full charges will apply.**
- No refunds will be given for services installed and not used.
- Refunds or overpayment will be processed by the Centre's Finance Department within thirty (30) days of the event closing date.
A tax invoice will be provided within fourteen (14) days of the event closing date.



KUALA LUMPUR
CONVENTION CENTRE

POTTED PLANTS FORM 2019

Payment

- Payment option:
☐ Deposit Cash ☐ Cheque/ Bank Draft ☐ Telegraphic Transfer ☐ Credit Card
- All cheques or bank drafts are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by a Malaysian bank are accepted.
- If payment is made by bank wire transfer, please email the payment receipt along with your order number, booth name and booth number to exhservices@klccconventioncentre.com for processing. Banking details are as follows:

BANKING DETAILS					
Bank	:	CIMB Bank Berhad	Account Number	:	80-0104209-3
Account Name	:	Convex Malaysia Sdn Bhd	Bank Address	:	Kuala Lumpur City Centre,
Swift Code	:	CIBBMYKL			50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Card Company and your order(s) will be deemed invalid.
- Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

I _____ Mykad/Passport No _____, hereby authorise
CONVEX MALAYSIA SDN BHD to process authorised charges to the following credit card:

Credit Card details are as follows:

<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa										
Credit Card No	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
ID / CVV No	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry Date	:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Amount (RM)	:					Authorised Signature	:					

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date: Name: Signature: Company Stamp:	Date Received:



KUALA LUMPUR
CONVENTION CENTRE

STAND CLEANING FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:		Event Date	:	
Venue/Hall	:		Booth No	:	
Booth Name	:		Mobile	:	
Onsite Contact Person	:				

Billing Address

Company	:		Co Registration No	:	
Name	:	MR / MRS / MS	GST Registration No	:	
Designation	:				
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. The stand cleaning services are based on per square metre per cleaning session basis.
2. The minimum size for the standard exhibitor stand cleaning service is 9 sqm and above.
3. Standard exhibitor stand cleaning will include mopping/vacuuming of your stand, spot cleaning and dusting of glass counters, and removal of rubbish from your stand on a specific date and time. Care will be taken in the cleaning of exhibitor stands; however the Centre will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.

SECTION B : PRICING

Stand Cleaning (Per Square Metre Per Cleaning Session)				
Incentive Rate*: <input type="checkbox"/> RM 7.53		Late Fee*: <input type="checkbox"/> RM 9.79		
Date Required	Time Required	Booth Size (m ²)	(Rate) RM	Total (RM)
* All prices are in Ringgit Malaysia (RM)				TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED





KUALA LUMPUR
CONVENTION CENTRE

WATER CONNECTIONS FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:		
Venue/Hall	:		Event Date
Booth Name	:		Booth No
Onsite Contact Person	:		Mobile

Billing Address

Company	:		
Name	:	MR / MRS / MS	Co Registration No
Designation	:		GST Registration No
Address	:		
City	:		Postal Code
State	:		Country
Tel	:		Mobile
Email	:		

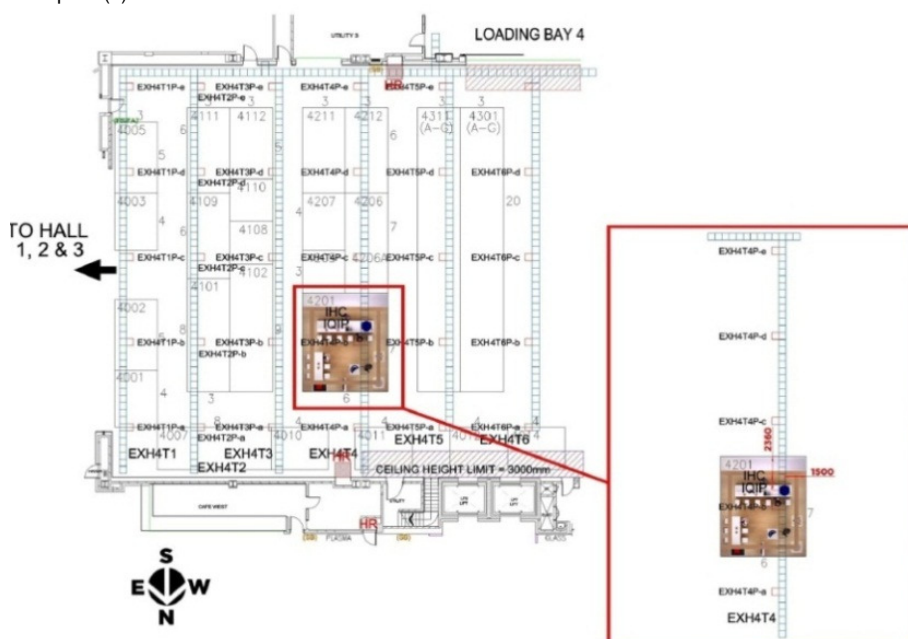
SECTION A : GUIDELINES

1. Should you require continuous water and drainage during the exhibition, you will need to notify the nominated exhibition contractor and ensure a service pit is located within your booth. Services will not be run over aisle ways.
2. The cold water supply and drainage will be piped through floor trenches. Kindly ensure the height of platform or ramp provided by exhibitor is sufficient to cover the piping to prevent tripping hazard.
3. The water point to the equipment or machine must be connected by exhibitor.
4. Must supply a superimposed trench plan (see sample drawing below) with water point(s) marked to facilitate installation.
5. For all hot food cooking which generates oily debris and/or effluence, a **grease trap** MUST be ordered and fixed to the drainage.
6. **If your stand is located at Level 3 (Ballroom, Banquet Hall and Conference Hall), please contact Exhibition Services to discuss further.**

SECTION B : INFORMATION

1. Please specify type of equipment to be connected to the water supply below:

2. Sample trench plan for water point(s):





KUALA LUMPUR
CONVENTION CENTRE

WATER CONNECTIONS FORM 2019

SECTION C : PRICING

Water Supply to Booth (One Time Charge Per Item)	Incentive Rate*	Late Fee*	Unit	Total (RM)
One Time Cold Water Supply Only	<input type="checkbox"/> 1,315.44	<input type="checkbox"/> 1,711.00		
Cold Water Supply with Inlet (25mmD) and Drainage (40mmD) Pipe	<input type="checkbox"/> 2,633.20	<input type="checkbox"/> 3,423.16		
Grease Trap	<input type="checkbox"/> 731.96	<input type="checkbox"/> 951.20		
Relocation Charges (subject to onsite approval)	<input type="checkbox"/> 263.32	N/A		
*All prices are in Ringgit Malaysia (RM)				TOTAL

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- A tax invoice will be provided within fourteen (14) days of the event closing date.

Payment

- Payment option:

☐ Deposit Cash
 ☐ Cheque/Bank Draft
 ☐ Telegraphic Transfer
 ☐ Credit Card
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BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 80-0104209-3
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre,
Swift Code	: CIBBMYKL		: 50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Card Company and your order(s) will be deemed invalid.
- **Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

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Credit Card details are as follows:

☐ American Express
 ☐ MasterCard
 ☐ Visa

Credit Card No :

ID / CVV No :

Expiry Date : /

Amount (RM) : _____

Authorised Signature : _____

For further information, please contact the Exhibition Services Counter at +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date: Name: Signature: Company Stamp:	Date Received:



KUALA LUMPUR
CONVENTION CENTRE

CREDIT CARD LINE FORM 2019

Please send the completed form and payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:		Event Date	:	
Venue/Hall	:		Booth No	:	
Booth Name	:		Mobile	:	
Onsite Contact Person	:				

Billing Address

Company	:		Co Registration No	:	
Name	:	MR / MRS / MS	GST Registration No	:	
Designation	:				
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Mobile	:	
Email	:				

SECTION A : GUIDELINES

1. Relocation charges will apply if the line(s) requires shifting after installation has been completed and is subject to the Centre's approval after build-up commences.
2. Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The Centre shall not be liable nor held responsible for any delay or failure in communication whatever and as a result of circumstances beyond the Centre's control.
3. Credit card machines and activation of credit card lines will require prior notification to the **Bank concerned**. This is to be initiated solely by the exhibitor.
4. The Centre will provide the direct telephone line for credit card terminals without going through the PABX or keyphone systems.
5. No refund(s) will be made for services installed and not used during the Event.
6. **Must supply a booth plan with the credit card point(s) clearly marked to facilitate installation**
7. **The rates quoted above are based on a 4-day package.**

SECTION B : PRICING

Credit Card Service (For Maximum 4 days usage)	Unit	Incentive Rate*	Late Fee*	Total (RM)
Credit Card Line without Terminal Equipment* (Installation Fee + Maximum 4-Day Usage)		<input type="checkbox"/> 619.44	<input type="checkbox"/> 805.04	
Additional Usage (Above 4 Days) Day :		<input type="checkbox"/> 62.64 per day	N/A	
Line Relocation Charge		<input type="checkbox"/> 263.32	N/A	
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KUALA LUMPUR
CONVENTION CENTRE

CREDIT CARD LINE FORM 2019

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Credit Card No :

ID / CVV No : Expiry Date : /

Amount (RM) : _____ Authorised Signature : _____

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I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Date:	Date Received:
Name:	
Signature:	
Company Stamp:	

EXHIBITOR FOOD & BEVERAGE SAMPLES REQUEST FORM

Event Name	:				
Venue/Hall	:		Event Date	:	
Company Name	:		Booth No	:	
Person In Charge	:		Phone No	:	
Email	:		Fax No	:	

Exhibitor Sampling Guidelines

1. The Kuala Lumpur Convention Centre (the Centre) reserves the right to provide and control all food and beverage services for any event held at the Centre.
2. Food and beverage sampling is generally not permitted however, certain exceptions may be granted for trade shows and/or conventions that are directly related to the food and beverage industry.
3. In order to obtain authorisation from the Centre to distribute any food or beverage items, the Exhibitor distributing the food or beverage items must be the manufacturer of the said products and be exhibiting them at a food and beverage or related industry show.
4. In those circumstances, a detailed list of the products that will be sampled (quantities included) must be submitted to the Centre two weeks prior to the scheduled event.
5. All sampling is subject to strict compliance with the Food Act 1983 and Hazard Analysis Critical Control Points (HACCP) as well as the Centre's Food, Quality, Environment, Safety & Health (FOQESH) guidelines.
6. Beverage tasting and promotional samples are limited to a maximum size of **50ml per glass/cup**.
7. Solid food portions should not be larger than **BITE SIZE portions – 85g**.
8. All food products served in the Centre should be **HALAL** certified. However, if products served are not **HALAL** certified, Non-Halal signage or placards must be displayed.
9. **No pork or lard products** are permitted in the Centre.
10. Eating and drinking utensils shall be provided by exhibitors and shall be disposable (e.g. paper cups and plastic spoons) and must not be reused. The Centre discourages the use of polystyrene cups or any cups or containers which cannot be recycled in accordance our commitment to Green Globe 21 Company Standards.
11. Food must be offered in such a manner as to avoid being handled by the public (e.g. apportioned with toothpicks per inserted).
12. Antiseptic hand cream dispensers should be made available for visitors wishing to clean their hands prior to and after eating.
13. It is the responsibility of the Exhibitor to comply with all local health and safety regulations, which may include sink installation at the cost of the Exhibitors. If Exhibitors bring food and beverage items into the Centre that do not meet one of the conditions listed above, the Exhibitor will be required to immediately remove the unauthorised item(s) from their exhibit.
14. For further information, please visit <http://www.klccconventioncentre.com>.

KUALA LUMPUR CONVENTION CENTRE



EXHIBITOR FOOD & BEVERAGE SAMPLES REQUEST FORM

Product(s) for Sampling	Proposed Method	Storage Method

(If the space above is inadequate, kindly attach additional information with the form)

Tick Applicable Box

☐ I / We are the manufacturer or distributor of the products listed above.

OR

☐ I / We are not the manufacturer of the products but we would like to request permission to offer food.

Please explain purpose of offering the food : _____

OR

☐ I / We are not the manufacturer of the products but would like to request permission to offer beverage (non-alcoholic).

Please explain purpose for offering the beverage : _____

INDEMNITY AGREEMENT

This agreement is between the Centre and _____.
(Exhibitor / Company Name)

The undersigned hereby agrees to indemnify and hold harmless the Centre from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the Centre may pay, sustain, suffer or incur by reason of or in connection with the Exhibitor's distribution of food and beverage at the Centre.

Signature : _____

Name : _____

Designation : _____

Date : _____

Company Stamp : _____

Please fax the completed form to +603 2333 2882 fourteen (14) days prior to the event date.

For official use only (KUALA LUMPUR CONVENTION CENTRE)

☐

Approved

☐

Not Approved,

Remarks :

Authorised By : _____

Designation : _____

Date : _____