



Dear Exhibitor,

This Exhibitors' Technical Manual is designed to assist you in preparing for a successful congress and contains important information. Please read the information in this manual. It will take you very little time now and could save you a great deal of time later.

The Exhibition will be held in conjunction with the **7th Congress of the Asia Pacific Initiative on Reproduction** taking place in Kuala Lumpur, Malaysia, March 30 – April 2, 2017 at Kuala Lumpur Convention Centre (KLCC). The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please do not hesitate to contact me for further information or assistance.

Kind regards,

Ms. Sarawanwalai (Sara) Komolsil
Meeting Planner



Tel: +662 7487881 Ext. 115
Mobile: +66 81 985 1640

Table of Contents

SECTION 1: Contact Information	3
<ul style="list-style-type: none">• Kenes Contacts• Contractors Contacts	
SECTION 2: Timetables	4
SECTION 3: Deadlines Table	5
SECTION 4: Exhibition Stands	6
<ul style="list-style-type: none">• Shell Scheme Package• Designer/Independent Contractor Stands	
SECTION 5: Exhibition Technical Information	7
<ul style="list-style-type: none">• Exhibitor Table• Exhibitor Floor Plan	
SECTION 6: Exhibitor Badges	17
SECTION 7: Lead Retrieval Bar-Code Readers	19
SECTION 8: Rules, Regulations & General Information	21
SECTION 9: Shipping	23
SECTION 10: Stand Equipment & Services	39
SECTION 11: Venue Services - Audio Visual, Telecommunications, rigging, stand cleaning, security and catering	52
SECTION 12: Hostesses and Temporary Staff	75

SECTION 1: Contact Information

a. Kenes contact information

Meeting Planner & Exhibition Manager

Ms. Sarawanwalai (Sara) Komolsil

Tel: +662 7487881 Ext. 115

Mobile: +66 81 985 1640

skomolsil@kenes.com

Industry Liaison and Sales Associate

Ms. Wannapa Pureemahawong

Tel : +662 748 7881 Ext. 116

wpureemahawong@kenes.com

Registration Specialist & Accommodation

Ms. Sari Berkowitz

Tel: +41 22 9080488 Ext. 571

sberkowitz@kenes.com

b. Official Contractors contact information

OFFICIAL STAND CONSTRUCTION & SERVICES and PREFERRED SPECIAL DESIGN CONTRACTOR

Pico International (M) Sdn. Bhd.

Ms. Syen Yap Si Yen

Tel: +60 3 6275 5990 Ext.375

Mobile: +60 16 391 6707

siyen.yap@pico.com

Fret Free Productions Co., Ltd.

Mr. Jon Fretter

Tel: +66-(0) 2185-6173

Mobile: +66-859-020-470

jon@fretfreeproductions.com

**CONGRESS VENUE - Audio Visual, Telecommunications, rigging,
stand cleaning, security and catering**

Kuala Lumpur Convention Centre (KLCC)

Exhibition Services Tel: +603 2333 2603

exhservices@klccconventioncentre.com

OFFICIAL SHIPPING AGENT, CUSTOMS CLEARANCE AND FREIGHT HANDLING

Agility Fairs & Events – Singapore

Mr. Michael Ng

Tel: +65.6571 5602

Mobile +65.9362.0768

MNg@agility.com

HOSTESSES AND TEMPORARY STAFF

EPS

Ms. Jeene, Au

Tel: +60 3 6144 6056

Mobile: +6012 385 1238

jeene@eps.net.my

VENUE ADDRESS Kuala Lumpur Convention Centre (KLCC)
Jalan Pinang 50450 Kuala Lumpur Wilayah Persekutuan Kuala Lumpur, Malaysia
www.klccconventioncentre.com

SECTION 2: Timetables

Exhibition Timetable*		
Set up hours	Wednesday, March 29	07h00 – 23h59 Move-in official contractor 12h00 – 23h59 Move-in of outside contractor
	Thursday, March 30	07h00 – 22h00 Booth Construction 12h00 – 22h00 Decoration only
Exhibition hours	Friday, March 31	09h00 – 18h00
	Saturday, April 1	09h00 – 18h00
	Sunday, April 2	09h00 – 11h30
Breakdown	Sunday, April 2	12h00 – 17h00

Registration Timetable*	
Thursday, March 30	07h30 – 18h00
Friday, March 31	07h00 – 18h00
Saturday, April 1	07h00 – 18h00
Sunday, April 2	07h15 – 14h00

* Subject to change according to final congress schedule

Please note:

- **Empty crates and packaging material** must be removed/stored no later than **22:00 on Thursday, March 30**.
- No storage space will be provided on-site. Direct arrangement should be made with the Official Freight Forwarder. Otherwise, exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their premises. Exhibitors are not to store such items within the exhibition halls.
- The organizer reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

Please contact the Official Shipping agent for available options (see Section 1b- contact information)

- an updated time table can be found at the ASPIRE 2017 congress website : www.aspire2017.com or by [clicking here](#).

SECTION 3: Deadlines Table

Submission of Exhibition Forms	Deadlines
Designed Stand Approval	Thursday, March 2 2017
Staff Hotel Reservation Official Congress Hotel: Traders Hotel by Shangri-La	Thursday, March 2 2017: Please contact http://aspire2017.com/accommodation/
Text for Fascia (shell scheme booths only)	Monday, February 27 2017
Badge Order	Thursday, March 9 2017
Lead Retrieval Wireless Barcode Reader	Thursday, February 16 2017
Furniture Rental, Graphics Printing, Electrics	Monday, February 27 2017
3rd Party Contractor Form	Monday, February 27 2017
Stand catering, rigging, wired internet, telecom, stand cleaning, stand security	Fourteen (14) days prior to the event move-in date – March 16. STANDARD RATES and ONSITE RATES will apply after the deadline. ONSITE RATES are applicable for each on-site order.
Staff/Booth host(ess)	Fourteen (14) days prior to the event move-in date – March 16. Orders received after deadline may be subject to a surcharge.
Shipping & Material Handling Services	Please refer to Shipping Instructions for detailed deadlines for shipment

SECTION 4: Exhibition Stands

To ensure the smooth and efficient installation and dismantling of your booth, an official Stand Builder has been appointed (see **SECTION 1: Contact Information**). Booth furniture and accessories are available for rent (please refer to the enclosed catalogue and order forms at the end of this manual).

Shell Scheme Package includes the following:

- Construction of 2.44 m H rear and dividing pifex system partition in white panel
- Provision of overhead fascia panel with c/w cut-out standard company name and stand number
- Provision of 2 nos. of 36W fluorescent tube and 1 no of 13amp single phase power point
- Provision of 1 no. of information counter (1.0mL x 0.53mD x 0.76mH)
- Provision of 2 nos. of white folding chair and 1no of waste paper basket
- Exhibitors' badges (see **SECTION 6: Exhibitor Badges**)

*** Please note:** Only one fascia name is allowed on each Shell Scheme exhibiting stand. The fascia name of the shell scheme stand will be in block letters, white standard 70mm-high (4 inches) English alphabet (maximum 32 letters including spacing)

Please complete Form 1 that can be found in Section 9 of this manual

Important Note: Space only and standard shell scheme rental does not include electricity usage or stand cleaning. All of these services and other are available to order at the end of this manual.

Designer/Independent contractor Stands

PLEASE NOTE: Two copies of TECHNICAL DRAWINGS (plan & perspective view) of your stand design MUST BE SUBMITTED to for approval by Thursday, March 2nd, 2017. Please send to **Sarawanwalai (Sara) Komolsil** at: skomolsil@kenes.com, no later than **Thursday, March 2nd, 2017**.

SECTION 5: Exhibition Technical Information

Hall Specs

Hall name: Grand Ballroom, Level 3 of the Kuala Lumpur Convention Centre (KLCC)

Maximum build-up height: The maximum build height in Ballroom 1 is four (4) metres inclusive of hanging objects (suspended structures) and double deck. Stands underneath the balconies and low-ceilings of Exhibition Halls cannot exceed three (3) metres in height.

Floor Finish: Carpet. It is compulsory to arrange for PVC sheet and plywood underlay to be laid against hall existing carpet. Max floor load: 5kN/m². Please note that if your Booth floor platform is higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Rigging Options: Rigging is possible, but must be coordinated with the contractor and venue for costs and approval.

Electrical Connections

The electrical installations for the exhibition will be carried out by the Stand builder Contractor.

Internet

Free WIFI will be available in the venue. However there is limited bandwidth supporting the network. We advise that if you do require constant and dependable internet, to order a dedicated wired network for your stand from the venue.

Refreshments

Coffee/Tea & refreshments will be served in the exhibition hall during official coffee breaks.

Storage

As the venue and the organizer have no storage facilities, no deliveries will be accepted PRIOR to the congress.

Stand Catering

Catering is exclusive to the Kuala Lumpur Convention Centre (KLCC), and needs to be ordered at least 2 weeks in advance. For exhibitors wanting to bring their own coffee machines, a handling fee will be chargeable. However, please note that a Halal certificate is required for all consumable items (coffee beans, milk, etc.) and subjected to management's approval. If you would like to order a machine or other catering from the venue, please contact the Exhibition Services at exhservices@klccconventioncentre.com.

Stand Cleaning

The Organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter. Exhibitors interested in daily stand cleaning services should contact exhservices@klccconventioncentre.com.

Move in information

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD is the official freight forwarder and on-site installation contractor for the ASPIRE 2017 congress and exhibition. To ensure the smooth unloading and arrival of your material into the venue please contact below and refer to Shipping Tariff/Instructions on Section 9 of this manual.

Agility Fairs & Events – Singapore

Mr. Michael Ng

Tel: +65.6571 5602

Mobile +65.9362.0768

MNg@agility.com

Vehicles and forklifts are **not** allowed inside exhibit areas. **Only forklift trucks operated by Agility Fairs are permitted within the loading bay.** In the exhibition area only trolleys are allowed.

Freight Access Doors: Direct from **freight lift 3** (2.4m x 2.6m). Direct vehicle access via a 7,000 kg freight lift.

Freight Lift We will use freight lift 3. Access to the freight lifts is via the service road. Dimensions of the freight lift 3 is 6.3 metres (length) by 2.75 metres (width) by 2.6 metres (height) with maximum load of 7 tonnes. Door Size: 2.74m X 2.6m

Unloading/Loading Details:

Access to Loading Dock

****All vehicles accessing the loading dock during move-in & move-out will need to submit the license number and expect accessing time of each vehicle to the official contractor; Pico International (M) Sdn. Bhd.**

- The Centre's loading dock is located at ground floor.
- Control point is at the Centre's checkpoint
- Traffic flows in a one-way direction in from Jalan Persiaran KLCC and out to Jalan Pinang.
- The loading dock service road is 8 meters H x 6 meters D at Loading Dock 1 and Loading Dock 2 with narrower sections behind service Link Hall 3 and Loading 4 and Loading Dock 5.
- The narrow section behind Link Hall 3 has a low ceiling, which is 4 meters in height. Safety goal posts of 4 meters in height are installed before and after the service road Link Hall 3.
- Only vehicles 3.5m height and below will be allowed access to Loading Docks 1, 2, 4 & 5.
- A 30 minute parking limit applies for drop-off/pick-up of goods during the move in and move out process. Vehicles are not permitted to park at the loading dock at any other time.
- Vehicles and contents are the responsibility of the owner while at the loading dock.
- Smoking is only permitted at the designated area at the loading docks.

- The loading dock includes two wash rooms, one wash bay is located at loading dock 2, and another wash bay is located at loading dock 4 for the preparation of paints, trade materials and cleaning purposes.
- Children under 18 are not permitted to present during move in and move out.

Loading Dock Operable Doors

- The unloading and loading of exhibitor materials for use in the exhibit halls should be conducted within the loading dock area only.
- Loading or unloading of exhibit materials through any other door is prohibited.

Freight Lifts at Loading Docks

- The freight lifts are at ground level of the loading docks.
- One freight lift is located at the east building to service level 3; Banquet Hall & Grand Ballroom and Meeting Room at Level 4 (MR401-405).
- Freight lift: Depth 6.3 meters x Width 2.7 meters x Height 2.6 meters and accommodates a total weight of 7 tones.
- All goods must be transferred by hand onto trolleys to Level 1, 3 and Level 4.
- Forklifts are not permitted access to Level 1, 3 and Level 4.
- Timing of the use of freight lifts must be included in your traffic schedule and take into account other events taking place concurrently.

Vehicle Permit

- Vehicle permits will be issued to each exhibitor for entering the loading docks of the Kuala Lumpur Convention Centre on the move-in and move-out dates set by the Organiser.
- Upon arriving at the vehicle holding area, the representative(s) MUST first present the Vehicle Entry Permit issued by the hirer/organiser/planner/official contractor, queue up and wait for further instruction given from the Centre's traffic marshal. The waiting time at the vehicle holding area may vary and will depend on the total number of vehicles, move-out speed and the prevailing traffic conditions.
- The permit must be displayed on the windscreen to facilitate inspection and is only valid at the specified dates and times indicated on the permit.

See page 10 for the label to be used

Parking Options

Parking at Level P1 The car park is an auto pay car park. Please pay at the auto pay machine located in the car park lift landing before leaving. Parking rates can be found in the following link: http://www.klccconventioncentre.com/Spaces_-%E2%97%98-Facilities-@-Parking.aspx

ASPIRE 2017
(ID #33516)

Grand Ballroom 1&2

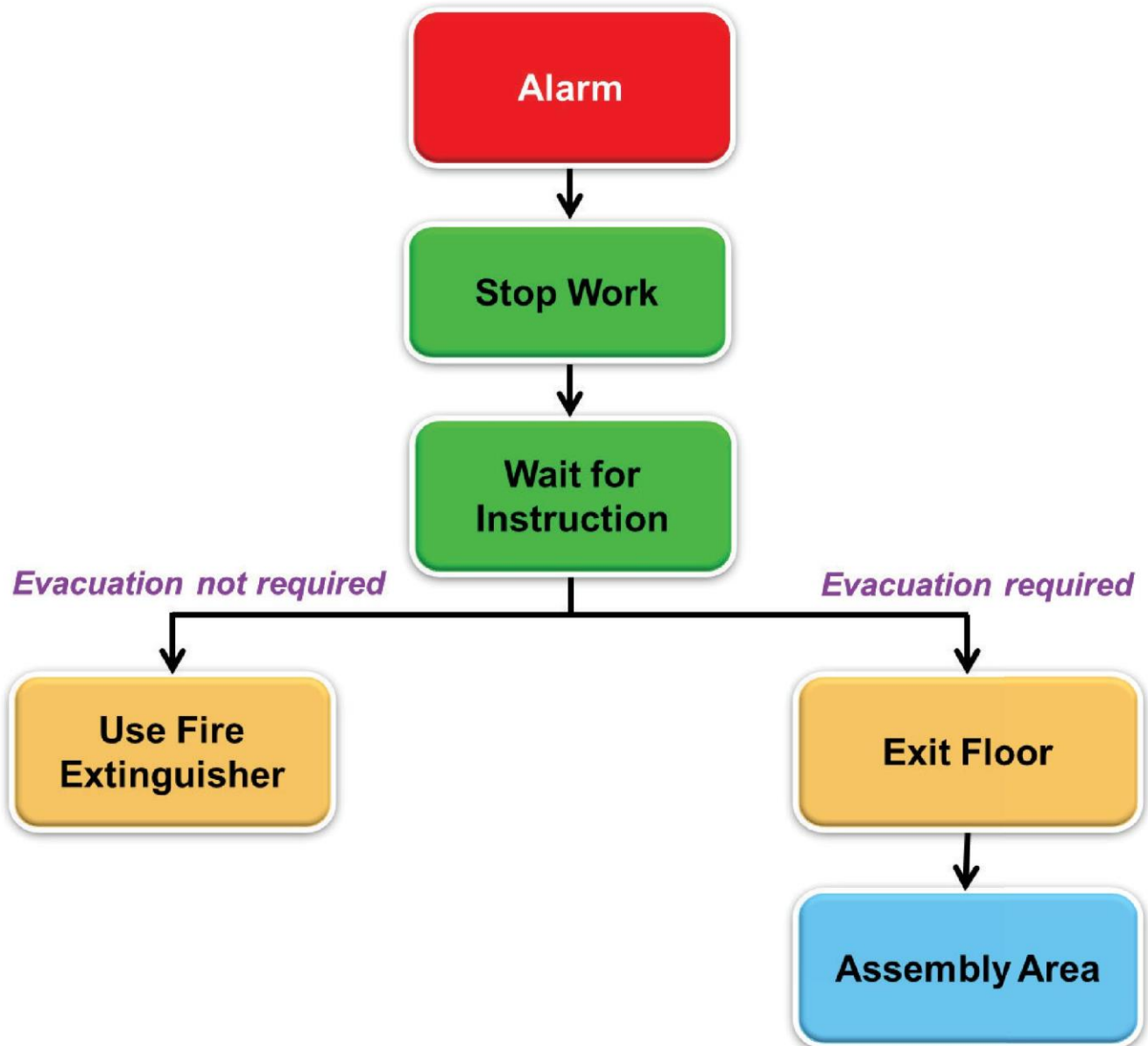
Contact :

H/P :

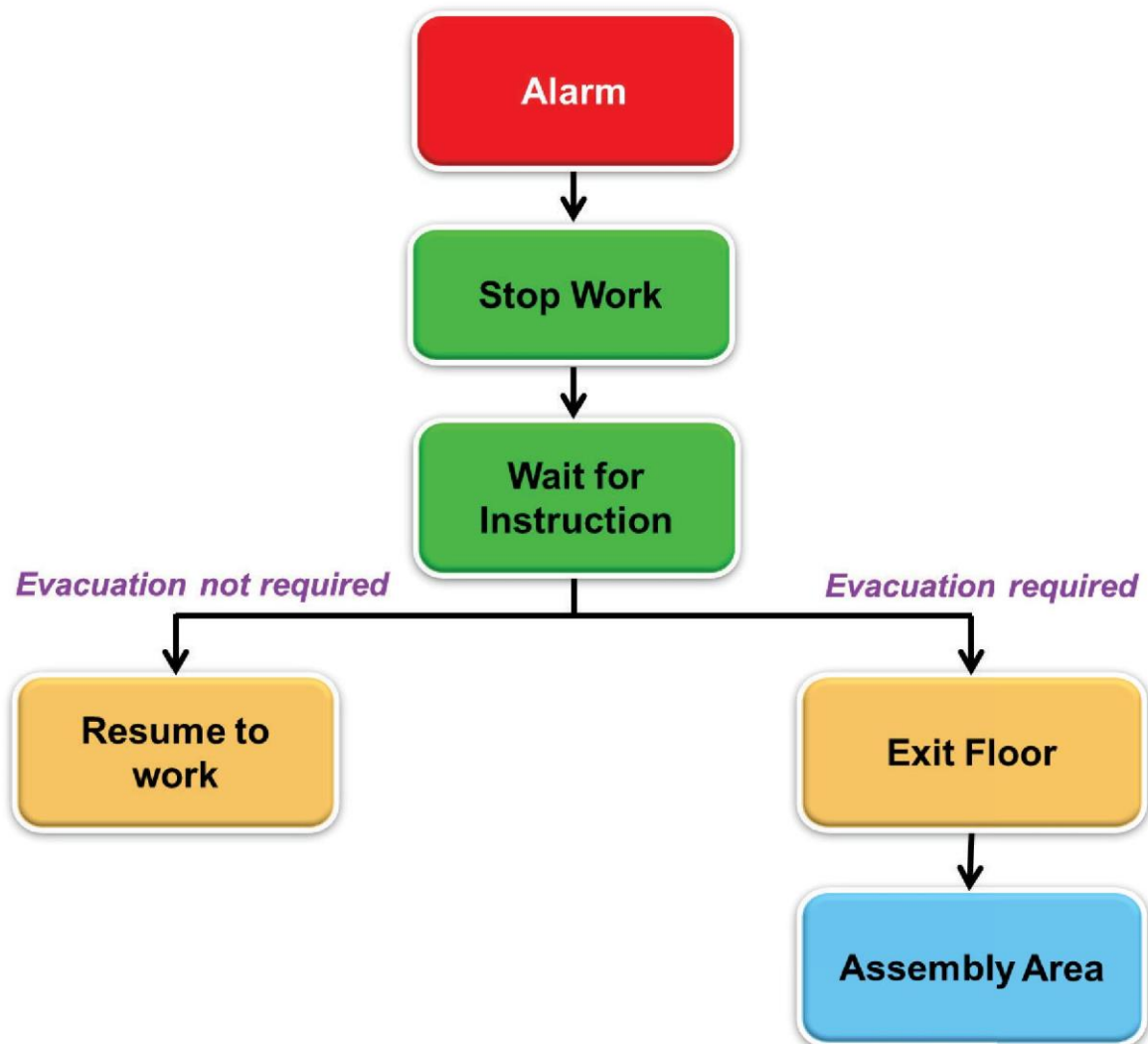
ASSEMBLY AREA NEAR MASJID AS-SYAKIRIN, KLCC PARK



ACTION IN THE EVENT OF FIRE SITUATION



ACTION UPON HEARING THE ALARM



How to Get There

There are several ways to get to the Kuala Lumpur Convention Centre.

Maps to the Kuala Lumpur Convention Centre:

[Map to Kuala Lumpur City Centre Precinct Getting to the Centre from KLIA](#) (6 Minute Video)

[Kuala Lumpur Convention Centre on Google Map](#)

By Road

If you are in a taxi or a chauffeured car, approach the Centre along Jalan Pinang and turn left into the Main Entrance (second turn after the Mandarin Oriental Hotel) for drop off.

If you are driving, here are your parking options:

1. Take the first left after the Mandarin Oriental Hotel from Jalan Pinang up the ramp to access the car park at the Centre's basement.
2. Park at the KLCC Suria car park and exit to the Concourse Level Centre Court. Make your way past Cold Storage to the Guardian Pharmacy where there is a covered walkway through to the Centre. Take the elevator to the Ground Level where you will be directed to the Registration area.

By Train

Take the Light Rail Transit (LRT), Kelana Jaya Line and disembark at the KLCC Station. Turn left after exiting the turnstiles and walk through the Suria KLCC shopping centre Concourse level to the Centre Court. Turn left and make your way past Cold Storage to the Guardian Pharmacy where there is a covered walkway through to the Centre. Take the elevator to the Ground Floor where you will be directed to the Registration area.

On Foot

From the Suria KLCC shopping centre's Ground Level centre court, take the Park Exit into the KLCC Park and turn right. Follow the Esplanade towards the Mandarin Oriental Hotel and then take the path around the edge of the park towards the centre of the building and enter via the Park Entrance.

LEVEL 3

The main Conference and Banqueting floor of the Centre is on Level 3. Accessed primarily from the lifts and escalators in the Centre Core servicing Concourse Level (Car Park and the link from public transport via the Suria KLCC shopping centre), Ground and Levels 1, 3 & 4. The Pre-function Foyers, facing north, have spectacular views overlooking the KLCC Park and the icon buildings - the PETRONAS Twin Towers.

The floor spans over two wings and there are additional lifts in each wing linking the Exhibition Halls located on the Ground Floor.

At the end of the East Wing Pre-function Foyer there is also escalator access from the ground floor plus direct access to the Traders Hotel. At the end of the West Wing Pre-function Foyer there is lift and escalator access up to pre-function space to the rear of the Plenary Theatre located on Level 4.

The Balcony of the Plenary Hall is accessed from the Centre Core area. Passenger Lift Access from Ground Level to Balcony in the Plenary Hall. Registration counters are located outside each of the main function rooms.

Each wing provides self-contained areas for events. Smaller meeting rooms complement the larger plenary areas. There are further rooms conveniently located on Level 4 accessed by the Centre Core lifts and escalators.

Around the Centre Core are a series of support areas, a Business Centre including a dressing room. Other services in this area are the Medical Room, Concierge and Luggage Room, Registration Counter and a catering outlet.

Located between the Centre Core facilities and the Banquet Hall is the Executive Suite consisting of a VIP Suite and 4 VIP Lounges.

A series of dressing rooms are available with direct access into the main function rooms for performers and speakers.

Freight access is via 7-ton freight lifts directly into the Grand Ballroom and the Conference Hall.

Control rooms are located above the Grand Ballroom, Conference Hall and the Plenary Theatre.

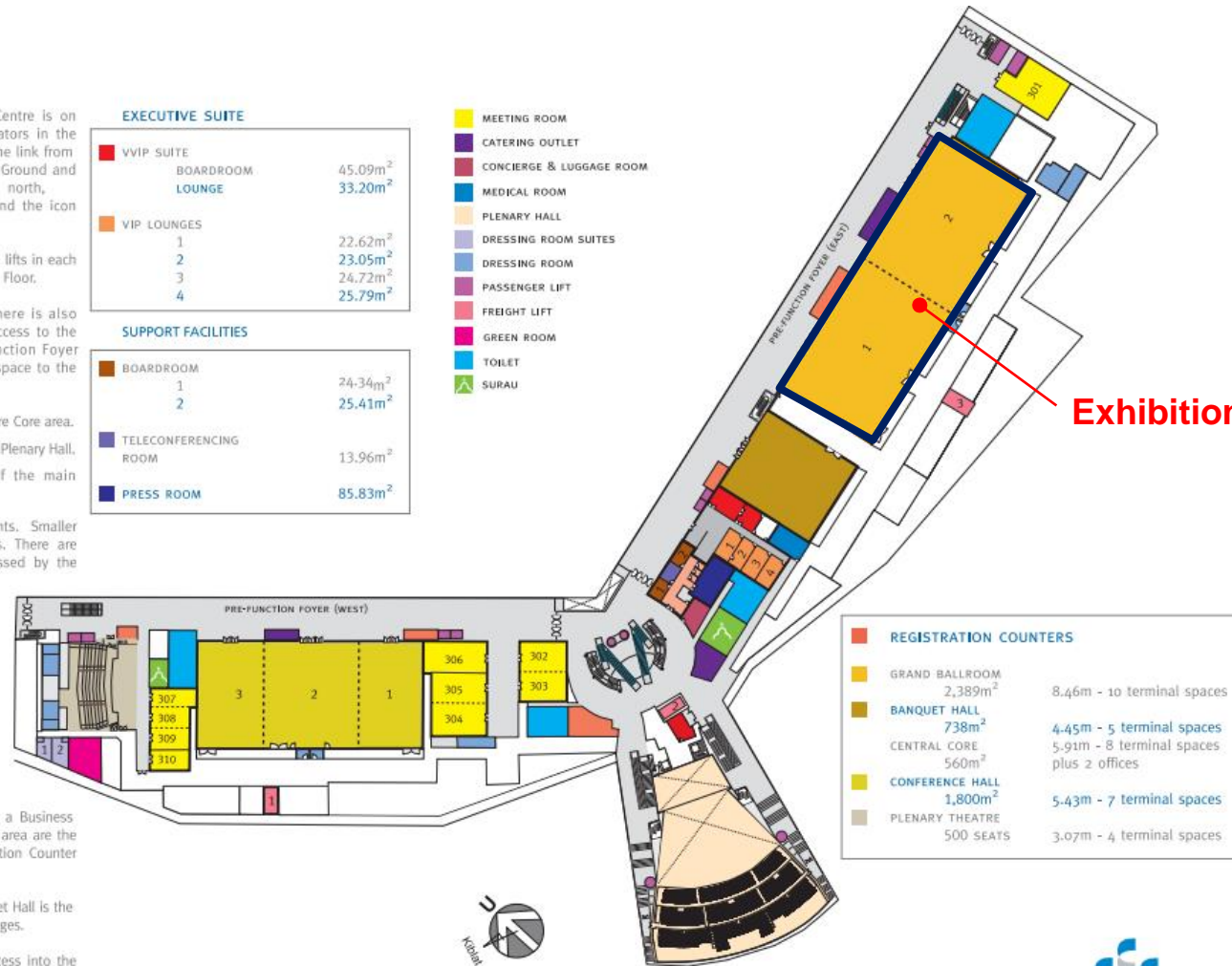
EXECUTIVE SUITE

VVIP SUITE		
BOARDROOM	45.09m ²	
LOUNGE	33.20m ²	
VIP LOUNGES		
1	22.62m ²	
2	23.05m ²	
3	24.72m ²	
4	25.79m ²	

SUPPORT FACILITIES

BOARDROOM		
1	24.34m ²	
2	25.41m ²	
TELECONFERENCING ROOM	13.96m ²	
PRESS ROOM	85.83m ²	

- MEETING ROOM
- CATERING OUTLET
- CONCIERGE & LUGGAGE ROOM
- MEDICAL ROOM
- PLENARY HALL
- DRESSING ROOM SUITES
- DRESSING ROOM
- PASSENGER LIFT
- FREIGHT LIFT
- GREEN ROOM
- TOILET
- SURAU



Exhibition Hall

REGISTRATION COUNTERS

GRAND BALLROOM	2,389m ²	8.46m - 10 terminal spaces
BANQUET HALL	738m ²	4.45m - 5 terminal spaces
CENTRAL CORE	560m ²	5.91m - 8 terminal spaces plus 2 offices
CONFERENCE HALL	1,800m ²	5.43m - 7 terminal spaces
PLENARY THEATRE	500 SEATS	3.07m - 4 terminal spaces



KUALA LUMPUR
CONVENTION CENTRE

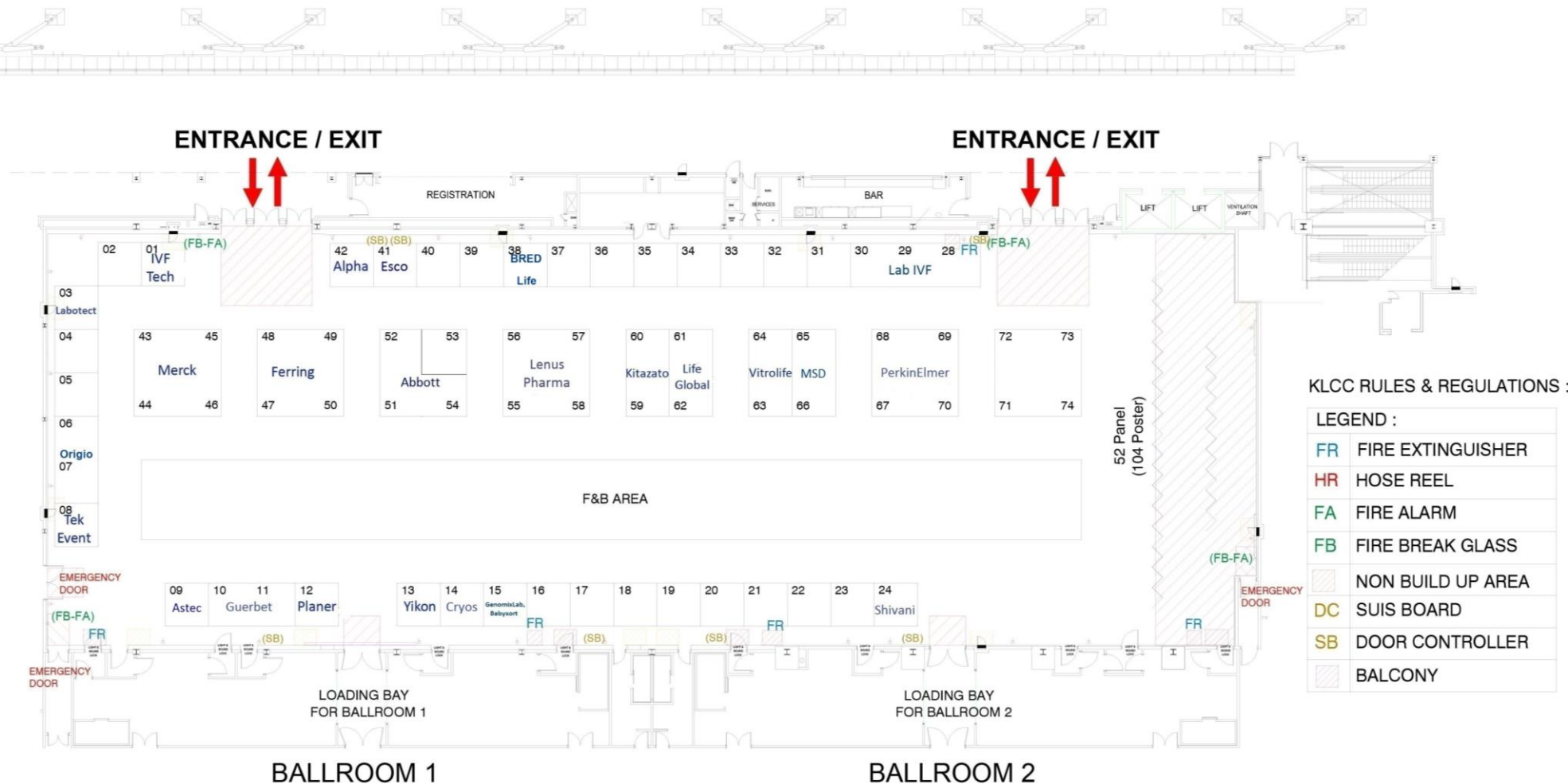
COMMERCE • CULTURE • COLOUR
www.klccconventioncentre.com

ASPIRE 2017

31 MARCH - 2 APRIL 2017

KUALA LUMPUR CONVENTION CENTRE

BALLROOM 1 & 2



SECTION 6: Exhibitor Badges

- All Exhibitors are required to be registered and will receive a badge displaying the exhibiting company's name.
- Two (2) exhibitor badges will be given for the first 9 sqm booked and one (1) additional badge for each 9 sqm after.
- Any additional staff members will be charged an exhibitor registration fee of **\$150 (USD)**. Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.
Companies can purchase a maximum number of additional exhibitor registrations as follows:
Booths of up to 18 sqm-4 exhibitor registrations
Booths of up to 36 sqm-6 exhibitor registrations
- For additional badges, please use the Exhibitor registration form on the next page. Please return the form to the attention of:
Sari Berkowitz at: sberkowitz@kenes.com, no later than Wednesday, March 8, 2017.
- Exhibitors' badges give free access to the exhibition area, coffee breaks.
- All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the exhibition.
- Company name badges are for the use of company personnel for booth staff purposes only and should not be used by companies to bring visitors into the Exhibition.
- Exhibitor's badges will **not** be mailed in advance and may be collected at the **Registration Desk** on arrival.

Service Passes: Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service passes are free of charge and may be collected from the Registration Desk on site.

Exhibition Badge Order Form

Please return to **Sari Berkowitz** at: **sberkowitz@kenes.com**, no later than **Wednesday, March 8, 2017**.

Company: _____

Email: _____

Contact name: _____

Tel: _____ Fax: _____

All stand personnel are required to register. **Two (2)** exhibitor badges will be given for the first 9 sqm booked and **one (1)** additional badge for each 9 sqm thereafter. Any additional staff members will be charged an exhibitor registration fee of **\$150 (USD)***.

*** Companies can purchase a maximum number of exhibitor registrations as follows:**

Booths of up to 18 sqm-4 exhibitor registrations

Booths of up to 36 sqm-6 exhibitor registrations

Registered stand personnel will receive:

- Badge with Company name
- Access to the Exhibition Hall
- Tea / Coffee / during official breaks

A maximum of 25 letters can be printed on the badge. Please indicate in the box below how you would like your **company name** to appear:

<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

Please indicate the total number of badges required. An invoice will be sent for all additional badges.

Description	Cost	Quantity	Total Cost
Free Badges	N/A		N/A
Additional Badges	\$150 (USD)		
Total			

SECTION 7: Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **\$300 (USD) +4% CC surcharge**



Please Note:

- Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.
- In order to reserve your Lead Retrieval Wireless Barcode Reader, please return the Order Form on the following page.

Order Form -Lead Retrieval Wireless Barcode Reader

Please complete the following Order Form. Please note that if the system is not returned **one hour after the exhibition closing hour**, an additional **\$1500 (USD)** charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, Please complete the following form in your own handwriting and sign. Please mail this form before **Thursday February 16, 2017** to the attention of Sarawanwalai (Sara) Komolsil at: skomolsil@kenes.com

Number of **Mini Scanners** Requested: _____ (\$300 + 4% CC surcharge per unit)

Company Name: _____

Email Address: _____

Telephone Number: _____

Card Type: Visa / MasterCard / AMEX: _____

Credit Card Number: _____

Expiration Date: _____

Security Digits (on the back of the credit card): _____

Name of Card Holder: _____

Date: _____

SIGNATURE of Card Holder: _____

SECTION 8: Rules & Regulations

Binding for all Exhibitors and their subcontractors

Security

- The Organizers will provide security guard service in the exhibition hall during off-show hours.
- Neither The Kuala Lumpur Convention Centre nor the Organizers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the Organizers at the expense of the exhibitor concerned.

Smoking

- The ASPIRE 2017 Congress is a non-smoking Meeting.

Disposal of Material

- It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Damage to the Premises

- Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Fire Regulations

- Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Storage of flammable goods

- Empty packaging, rubbish, trash, wood, paper, straw, cardboard and other flammable material must not be stored in the halls.

Goods not allowed

The following goods are not admitted into The Kuala Lumpur Convention Centre:

- Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.
- Wireless communication devices (Walkie Talkies, handheld microphones, etc.) may be used as long as they do not interfere with appliances of the

Kuala Lumpur Convention Centre. Exhibitors wishing to use these devices have to notify the brand name and frequencies to be used when submitting their stand design for approval.

Emergency exits

- Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be kept in full view at all times. Fire safety signs, emergency alarm buttons, emergency exits or exit signs should not be covered by any products/company signs, decorations or stand roofs.

Poster Hanging, Banners etc.

- Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of The Kuala Lumpur Convention Centre is not allowed without prior written authorization.

Insurance (Compulsory)

- The neither Organizers nor The Kuala Lumpur Convention Centre, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The Organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the Organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.
- Exhibitors are personally liable for all expenses incurred by the organizer or by third parties in regard to technical services provide.
- You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition. All staff working directly or indirectly for the external installation company will have to be properly insured, Kuala Lumpur Convention Centre declining any responsibility in case of accident or breach of employment regulations.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
- The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Special Effects

- Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall. Participation by exhibitors is dependent upon compliance with all rules & regulations stated herein.

SECTION 9: Shipping

OFFICIAL SHIPPING AGENT, CUSTOMS CLEARANCE AND FREIGHT HANDLING
AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

Dear Exhibitor/Stand Builder/Sponsor,

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD is the sole official freight forwarder and on-site installation contractor for the AOCN 2016 conference and exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. For services or assistance please contact below.

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

Mr. Michael Ng
Tel: +65 6571 5602
MNg@agility.com

Please review the important freight forwarding information.

- SHIPPING INSTRUCTIONS
- SHIPPING TARIFF
- FREIGHT INSTRUCTIONS

The Freight Instructions form must be completed and returned by every exhibitor.



SHIPPING MANUAL

ASPIRE 2017
30 March – 2 April 2017

Kuala Lumpur Convention Centre
Kuala Lumpur
Malaysia

Presented by

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

Co. Reg. No. 198701172E
No. 5 Changi North Way, 3rd Floor
Singapore 498771
Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593
Fairs-singapore@agility.com – www.agility.com

AGILITY LOGISTICS SDN BHD

Co. Reg. No. 111247X
No. 2, Block B, Jalan Bumbung U8/90,
Sek U8, Perindustrian Bukit Jelutong, 40150
Shah Alam, Selangor Darul Ehsan. Malaysia
(Fairs & Events Unit)
Tel: +603 7841 8888 / Fax: +603 7842 3295
fairs-malaysia@agility.com – www.agility.com

Contact:

Mr Mohd Izwan

Asst Sales Manager

Agility Fairs & Events Logistics Pte Ltd

Tel. +65 6571 5639 • Fax. +65 6214 9592 / 6214 9593

MIzwanizam@agility.com

WWW.ASPIRE2017.COM

DEADLINES

a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of films and video tapes/discs by COURIER	27 February 2017
Copies of Bill of Lading and the Commercial Invoice and Packing List for SEAFREIGHT consignments	2 March 2017
Arrival of exhibits shipped by SEAFREIGHT	16 March 2017
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	7 March 2017
Arrival of exhibits shipped by AIRFREIGHT	21 March 2017
Copies of Product Catalogues, specification sheets and H.S. Code Descriptions for telecommunication and electricals Items	27 February 2017

DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum USD 85.00 per exhibitor/consignment will be imposed.**

Agility Fairs & Events Logistics Pte Ltd

Tel. +65 6571 5639 • Fax. +65 6214 9592 / 6214 9593

Contact: Mr Mohd Izwan

Email: Mlzwanzam@agility.com

b. DOCUMENT & CONSIGNMENT DEADLINES

1. SEAFREIGHT

We need the following documents not later than **2 March 2017**

- ☐ 2 originals and 3 copies of Bill of Lading
- ☐ 3 copies of Commercial Invoice/Packing List
- ☐ 1 copy of Insurance Policy (if insured)
- ☐ 1 set of catalogues of exhibits

Exhibition goods must arrive Port Klang by **16 March 2017**. Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

2. AIRFREIGHT

We need the following documents not later than **7 March 2017**

- ☐ 2 originals and 3 copies of Airway Bill
- ☐ 3 copies of Commercial Invoice/Packing List
- ☐ 1 copy of Insurance Policy (if insured)
- ☐ 1 set of catalogues of exhibits

Exhibition goods must arrive Kuala Lumpur Airport by **21 March 2017**. Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

NOTE : Malaysia Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

OTHER ADDITIONAL SERVICES

COURIER OF FILMS, VIDEO TAPES AND/OR DISCS

CONSIGNMENT DEADLINES

The Board of Film Censors, Malaysia, must clear any films and videotapes to be shown at the exhibition. You are advised to courier these materials "Freight Prepaid" to Kuala Lumpur by **27 February 2017** to enable us to arrange for censorship clearance.

We would advise you against hand-carrying these items into Malaysia, as they may be detained by Malaysian Customs and considerable time and effort may be required to clear them out in time for the exhibition.

CONSIGNMENT INSTRUCTIONS

1. All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent "Freight Prepaid" to:

Consignee: **AGILITY LOGISTICS SDN BHD**
No. 2, Block B, Jalan Bumbung, Sek U8, Perindustrian Bukit Jelutong,
40150 Shah Alam, Selangor Darul Ehsan. Malaysia
(Fairs & Events Unit)
Tel: +603 7841 8888 Fax: +603 7842 3295
For: ASPIRE 2017

All documents such as Bill of Lading and Airwaybill must show Agility Logistics Sdn Bhd as the consignee.

NOTE : All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.

- : Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Malaysia.
- : A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.
- : Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

CASE MARKINGS

For easy identification, all packages shall be marked as follows:

ASPIRE 2017

c/o Agility Logistics Sdn Bhd

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Numbers	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

CUSTOMS REGULATIONS

TEMPORARY IMPORTATION

CUSTOMS BOND FEE (FOR DUTIABLE ITEMS NOT UNDER ATA CARNET)

All dutiable items that are to be temporarily imported into Malaysia for the purpose of exhibition could be exempted from payment of customs duties by placing a customs bond. A Bank Guarantee fee (non-refundable) is chargeable for obtaining customs bond for these exhibition goods.

These exhibition goods must be re-exported within 3 months from the date of arrival of goods in Malaysia. Otherwise, customs duties/taxes will have to be paid.

ATA CARNET

Exhibitors are strongly advised to ship their exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation. Our overseas freight forwarding agent in your country will be able to advise on the benefits and procedures involved in using the ATA Carnet.

PERMANENT IMPORTATION

CONVERSION OF TEMPORARY-IMPORT TO PERMANENT-IMPORT STATUS

All goods under temporary import, which customs have agreed can be sold, destroyed or donated, will be detained for examination and processing of permanent import documentation. Customs duties/taxes/GST will have to be paid on conversion to permanent import.

SOLD EXHIBITS

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/buyer/their appointed forwarder.

SPECIAL LICENSES & PERMITS

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (Sirim, Tenaga Nasional, STA & etc).

RETURN INSTRUCTION

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.

CARGO HANDOVER

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

UNATTENDED CARGO AT CLOSE OF EVENT

Complete return instructions must be provided by agent or exhibitor to Agility prior to the show closing. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges.

GST ON HANDLING CHARGES

The Malaysian Govt. has levied a service tax of 6 percent on handling charges effective 1 April 2015. All services rendered and third party charges will be subject to 6% (subject to changes) as per Government's regulation. The same shall be charged accordingly.

DISPOSAL

Upon delivery of your goods during move in, please inform us if your cases are not required to be redelivered to your booth after the show so that we can arrange for disposal. Fees for disposal shall be charged to exhibitors who require Agility for such service.

RE-EXPORT TIMEFRAME

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

MANDATORY REGULATIONS ON WEIGHT VERIFICATION

Effective 1ST July 2016, International Maritime Organization (IMO) has made amendments to the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** ("VGM") of all packages/pallets/containers etc.

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents are therefore strongly reminded to be extremely careful in their preparation of documents. Additional information on the IMO / SOLAS requirement can be found on

<http://www.worldshipping.org/industry-issues/safety/cargo-weight>

IMPORTATION OF RADIO / ELECTRICAL / TELECOMMUNICATION EXHIBITS

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the SIRIM.

A copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations must be submitted to us not later than **27 February 2017** in order for us to apply for the necessary permit with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the SIRIM, for entry into Malaysia. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Malaysia.

Such telecommunication equipment's should not be uplifted unless approval has been sought.

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by **AGILITY**, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, **AGILITY** can offer the exhibitor insurance coverage at competitive premiums.

ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand
Outward : Upon presentation of invoice/prior to delivery to premises

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Our bank account is:

Agility Fairs & Events Logistics Pte Ltd
The Hong Kong and Shanghai Banking Corporation Ltd,
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.
S\$ A/C : 141-271379-001
USD A/C : 260-319876-186
Swift code : HSBCSGSG

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Payments can be made to: sqfeaccounts@agility.com

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)

Credit Card payment on site:

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

No. 5 Changi North Way, 3rd Floor

Singapore 498771

Telephone : (65) 6500 0250

Telefax : (65) 6214 9592 / 6214 9593

eMail : fairs-singapore@agility.com

Website : www.agility.com/fairsevents

Contact : Mr Mohd Izwan

E-Mail : MIzwanizam@agility.com

IMPORTANT

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

Use of AGILITY's services – be it partly or in full – and any requirements for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

Show Dates : 30 March – 2 April

Show Venue : Kuala Lumpur Convention Centre

City, Country: Malaysia

Freight Instructions

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY LOGISTICS SDN BHD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct AGILITY LOGISTICS to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of films and video tapes by courier service	:	27 February 2017
Receipt of documents for seafreight consignments	:	2 March 2017
Receipt of documents for airfreight consignments	:	7 March 2017
Arrival of seafreight consignments	:	16 March 2017
Arrival of airfreight consignments	:	21 March 2017
Receipt of Catalogues/Brochures and Radio / Telecommunication Exhibits	:	27 February 2017

2. CONSIGNMENT INSTRUCTIONS

All exhibition goods either by seafreight, airfreight or courier consignment, must be consigned "Freight Prepaid" as follows:

Consignee : **AGILITY LOGISTICS SDN BHD**
No. 2 Block B, Jalan Bumbung U8/90,
Sek U8, Perindustrian Bukit Jelutong, 40150 Shah Alam, Selangor.
Malaysia.(Fairs & Events Unit)
Tel. +60 (3) 7841 8888, Fax +60 (3) 7842 3295
For: **ASPIRE 2017**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Logistics, and also ensure that Transport Insurance is arranged for exhibits sold locally.

NOTE : All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

We also inform Agility Logistics Sdn Bhd that we will be using the services of the company below to freight our exhibits from

_____ (country). Name of Freight Forwarder from origin: _____

Contact Person: _____ Tel: _____

Fax: _____ E-mail: _____

Authorised by: Booth No: _____ Company : _____

Name : _____ Address : _____

Designation : _____

Signature & Date : _____ Telephone : _____

CONSIGNMENT TARIFF

INWARD/OUTWARD HANDLING TARIFF (Note : All below charges are subject to 6% GST)

(for individual exhibits not exceeding 2,000 kg or 250cm (L) x 220cm (W) x 160cm (H) per package/unit)

1. SEAFREIGHT

From arrival at Port Klang to exhibition stand at designated venue in Malaysia inclusive of uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling excludes re-packing services and provision of new packing materials)

Basic handling rate		USD 100.00 per cbm or 1,000 kg, whichever is the greater
Minimum charge	LCL	USD 300.00 per consignment (HBL) per exhibitor
Minimum charge for FCL	FCL 20'	23cbm per 20' container
	FCL 40'	46cbm per 40' container
	FCL 45'	50cbm per 40' HC container
LCL charge / fee and Terminal Handling Charge		USD 15.00 per cbm or 1,000 kg, whichever is the greater (at cost)
FCL Terminal Handling Charge		USD 118.00 – USD 125.00 per 20' container (Depending on Carrier)
		USD 185.00 – USD 245.00 per 40' container (Depending on Carrier)
Documentation Fee (per set)		USD 16.00 per set (each set entitles for 3 to 4 items)
Minimum Charge (3 sets)		USD 47.00 per consignment per exhibitor
Agency Fee		USD 84.50 per consignment (HBL) per exhibitor
Bill of Lading Fee		USD 65.00 per BL
Storage of Empties		USD 4.00 per cbm (Minimum USD 12.00 per consignment per exhibitor)

Current and actual cost levied by Container Freight Stations (CFS), all third parties' charges incurred will also be billed at cost + 5% outlay fees.

Note:

- Warehouse storage charge will apply for food and liquor consignments that arrive before the stipulated deadlines.
- Early arrivals of shipment via sea freight are subject to port storage charges, which will be billed to exhibitors as per outlay.
- For consolidated shipments, a documentation charge of **USD 12.00** per set per exhibitor is applicable.
- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **USD 25.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- For return shipments of your exhibits, Agility requires a complete return instruction **two days** prior to show closes.
- For self-nominated freight there will be handover fees as follows:-
 - LCL shipment @ USD 25/cbm (Minimum 2cbm) per consignment (HBL) per exhibitor
 - 20ft Container @ USD 200 per container
 - 40ft Container @ USD 400 per container
- Return freight will be quoted upon request.

***Please note that the above a – g services rendered are subject to 6% GST**

2. AIRFREIGHT

From arrival Kuala Lumpur Airport to exhibition stand at designated venue in Malaysia inclusive of uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling exclude re-packing services and provision of new packing materials)

Basic handling rate	USD 1.00 per kg based on actual or volumetric weight, whichever is the greater
Minimum charge	USD 300.00 per consignment (HAWB) per exhibitor
Airport Terminal Charge	USD 0.30 per kg based on actual or volumetric weight, whichever is the greater (at cost)
Minimum charge	USD 30.00 per consignment (HAWB) per exhibitor
Documentation Fee (per set)	USD 16.00 per set (each set entitle for 3 – 4 items)
Minimum Charge (3 sets)	USD 47.00 per Consignment / exhibitor
Air waybill Fee	USD 23.50 per Air waybill
Breakbulk Agency Fee	USD 23.50 per HAWB
Storage of Empties	USD 4.00 per cbm (Minimum USD 12.00 per consignment per exhibitor)

Airport storage, if incurred due to early arrival or late receipt of documents, will be charged at cost. Current and actual cost levied by the Airport, all third parties' charges not listed above will be charged at cost + 5% outlay fee

Note:

- Cargo arriving before our stipulated deadlines shall be subject to storage charges.
- For consolidated shipments, a documentation charge of **USD 12.00** per set per exhibitor is applicable.
- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **USD 25.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- For return shipments of your exhibits, Agility requires a complete return instruction **two days** prior to show closes
- For self-nominated freight there will be handover fees @ **USD 0.25/kg (Minimum USD 75.00)** per consignment (HAWB) per exhibitor.
- Warehouse storage charge for food & liquor consignments that arrive before the stipulated deadlines.
- Transit storage at show site prior delivery to booth for freezer/chiller goods, charges will be imposed.
- Return freight will be quoted upon request.

***Please note that the above a – h services rendered are subject to 6% GST**

ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.

ADDITIONAL NOTES FOR SHOWS WITH OVERNIGHT BUILD UP OR TEAR DOWN:-

For events with overnight build up or tear down, 50% surcharge of the basic handling will apply for move-in and move-out between 2200hrs to 0800hrs.

***Please note that the above are subject to 6% GST**

3. ON-SITE HANDLING

From arrival Exhibition Site up to delivery Exhibition Stand or vice versa.

Exclusion: storage of empty, packing materials and installations

Packed / Loose Exhibits	USD 80.00 per cbm or 1,000kg, whichever is greater / way
Minimum Charge	USD 240.00 per consignment or per exhibitor / way

***Subject to 6% GST**

SOLAS/VGM Weighing and Processing Fee

Effective 1ST July 2016, International Maritime Organization (IMO) has made amendments to the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** ("VGM") of all packages/pallets/containers etc.

Agility will be arranging to weigh all FCL and LCL cargo to attain the VGM. Additional cost hereunder applies:-

20'/40' FCL Weighing Fees & Admin Fees	USD 75.00 per container
LCL Weighing Fees	USD 5.00 per entry

* Any additional cost levied by Carrier will be charged at cost + 10% outlay fees

*Please note that the above is subject to 6% Goods & Services Tax (GST).

OTHER ADDITIONAL SERVICE CHARGES (where required)

(Please note that all below charges a – i are subject to 6% GST)

a. APPLICATION FOR CENSORSHIP OF FILMS, VIDEO TAPES AND/OR DISCS AT NATIONAL FILM DEVELOPMENT CORPORATION MALAYSIA (FINAS)

Censorship Application	USD 40.00 per video / film
------------------------	-----------------------------------

i. Courier of Films, Video Tapes And / Or Discs

From arrival at Agility Logistics Sdn Bhd's premises up to delivery to exhibition stand, excluding the censorship fee levied by National Film Development Corporation Malaysia (**FINAS**)

Handling rate	USD 130.00 per first 2 pieces
Minimum charge	USD 145.00 per consignment per exhibitor

Should films & video tapes/discs arrive via airfreight/sea freight, the tariffs for airfreight/sea freight shall apply.

ii. Courier of Exhibits / Stand Materials / Publications

From arrival at Agility Logistics Sdn Bhd's premises up to delivery to exhibition stand. Dimensions should not exceed 100 X 100 X 100cm per package. Volume should not exceed 1cbm per consignment. Please contact us for consignments which exceed 1cbm or 150kg.

Below 50kg	USD 100.00
51-100kg	USD 120.00
101-150kg	USD 140.00
Minimum charge	USD 100.00 per consignment per exhibitor

Note : Publication materials could be subjected to censorship by Kementerian Dalam Negeri (KDN).

b. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

From 2,001 to 4,000 kg	USD 35.00 per 1,000 kg
From 4,001 to 6,000 kg	USD 46.00 per 1,000 kg
From 6,001 to 8,000 kg	USD 59.00 per 1,000 kg
From 8,001 kg and above	Subject to Quotation

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

c. UNSTUFFING/STUFFING OF CONTAINERS (Handover On-site)

Additional charges for un-stuffing and/or stuffing of containers on-site only.

Type of Containers	Crated & Palletized	Loose Cargo
20' GP	USD 120.00 per operation	USD 200.00 per operation
40' GP	USD 240.00 per operation	USD 400.00 per operation
40' HC	USD 340.00 per operation	USD 500.00 per operation

d. CRANAGE

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers at site are:

Loaded or Empty Container	USD 180.00 per 20' container per lift
	USD 360.00 per 40' container per lift

e. HANDLING & STORAGE OF EMPTIES

• STORAGE OF EMPTIES

Storage of empty cases	USD 10.00 per cbm per consignment per exhibitor
Minimum charge	USD 50.00 per consignment per exhibitor

* Transportation fee for offsite storage will be chargeable at **USD 25.00** per cbm per way (minimum charge at **USD 75.00 per way** per consignment per exhibitor)

f. DISPOSAL OF DEBRIS

A charge of **USD 30.00** per cbm (minimum **USD 60.00**) for disposal of debris shall be charged to exhibitors who require Agility Logistics Sdn Bhd to dispose debris or unwanted packing materials (such as used empty cases or wooden crates).

g. GST ON LOCAL SERVICES RENDERED

All services rendered on-site or locally will be subject to 6% GST as per Government's regulation.

CUSTOMS REGULATIONS *(Note : All below charges are subject to 6% GST)*

CUSTOMS BOND FEE (FOR DUTIABLE ITEMS NOT UNDER ATA CARNET)

A Bank Guarantee Fee (non-refundable) will be charged based on CIF Value.

Customs Bond Fee	3% of CIF Value as assessed by the Malaysian Customs Authorities
Minimum charge	US 200.00 per application per exhibitor
Subsequent month	2% of CIF value per month (Min. USD 100.00 per application)

These exhibition goods must be re-exported within 3 months from the date of arrival of goods in Malaysia. Otherwise, customs duties/taxes will have to be paid.

TEMPORARY IMPORTATION

ATA CARNET

Endorsement Fee	USD 100.00 per ATA Carnet / Way
-----------------	--

COMMERCIAL INVOICE / PACKING LIST

Invoice No : XXXXX

Shipper Information		Consignee Information		
Company Name: Address: Email: Tel: Fax:		Company Name: Address: Tel: Fax:	AGILITY LOGISTICS SDN BHD No 2, Block B Jalan Bumbung U8/90, Sek U8 Perindustrian Bukit Jelutong, 40150 Shah Alam Selango Darul Ehsan +60(3) 7841 8888 +60(3) 7842 3295	
Delivery Information		Exhibition Information		
Representative at Exhibition:		Show Name:	<i>ASPIRE 2017</i>	Hall No.
Contact Number:		Show Date:	<i>30 March – 2 April</i>	
Requested Delivery Date:		Show Venue:	<i>Kuala Lumpur Convention Centre</i>	Booth No.
Requested Delivery Time:		Exhibitor Name:		

[illegible]

* A = re-export after the event

* B = to be disposed or consumed

* C = given away/sold

Total CIF Value (USD):

\$	-
----	---

The invoiced goods are of _____ origin and intended for use at the event only.

We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.

Company
Name/Stamp

Name of Signatory in BLOCK LETTERS

Signature

Date

WWW.ASPIRE2017.COM

SECTION 10: Stand equipment & services

STAND EQUIPMENT & SERVICES

Pico International (M) Sdn. Bhd.

Syen Yap Si Yen

Tel: +60 3 6275 5990 Ext:375

siyen.yap@pico.com.mysee@sg.pico.com

View the attached order forms to enable easy ordering.

- Form 1: Fascia Name-Shell Scheme Package
- Form 2: Furniture Rental
- Form 3 & 4: Electrical Supplies & Fittings Rental
- Form 5: Service Location Plan
- Form 6: Special Design of Space only or Upgrading of Shell Scheme Stands
- Furniture, Electrical & Lighting Catalogue

FORM 1 STANDARD SHELL SCHEME- FASCIA NAME FORM

DEADLINE : 27th Feb 2017

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 80.00 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 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

FORM 2

3rd PARTY CONTRACTOR FORM

DEADLINE : 27th Feb 2017

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

Company Stamp & Signature : _____

PERFORMANCE BOND (REFUNDABLE SECURITY DEPOSIT)

Please tick (v) :

☐ Booth below 36 sqm : RM 5,000.00
☐ Booth above 36sqm and below 72 sqm : RM 10,000.00
☐ Booth below 72 sqm : RM 15,000.00

ADMINISTRATION FEE (NON REFUNDABLE)

sqm x RM 25.00 per sqm = 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 be submitted to PICO (siyen.yap@pico.com.my) no later than **27th Feb 2017** for approval, Only upon approval, can the contractor commence work on site.
- 4) We cannot guarantee provision of order received after the date of validity.
- 5) The cost above is subjected to 6% GST

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd
• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
E-mail: siyen.yap@pico.com.my (SYEN YAP)/
cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

FORM 3

FURNITURE RENTAL FORM

DEADLINE : 27th Feb 2017

Billing Information:

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

Company Stamp & Signature : _____

NO.	DESCRIPTION OF ITEM		UNIT COST(RM)	QTY	TOTAL COST (RM)
1	PF01	INFORMATION DESK	88.00		
2	PF01A	INFORMATION COUNTER	110.00		
3	PF011D	CURVE TABLE	400.00		
4	PF03	LOCKABLE CUPBOARD	120.00		
5	CT01A	CRYSTAL D3	155.00		
6	RT02	ALUMINIUM TABLE	120.00		
7	CT01	GLASS TOP COFFEE TABLE	155.00		
8	ET06	LOW ROUND TABLE	110.00		
9	ET06A	TALL ROUND TABLE	165.00		
10	PS08	SHELF-FLAT/SLOPE	85.00		
11	PF07B	LOW DISPLAY CUBE	110.00		

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

FORM 3

FURNITURE RENTAL FORM

DEADLINE : 27th Feb 2017

NO.	DESCRIPTION OF ITEM		UNIT COST(RM)	QTY	TOTAL COST (RM)
12	PF07A	MEDIUM DISPLAY CUBE	145.00		
13	PF07	TALL DISPLAY CUBE	165.00		
14	EE01	REFRIGERATOR (MEDIUM)	440.00		
15	EE02	REFRIGERATOR (SMALL)	385.00		
16	PF08	SYSTEM RACKING	440.00		
17	EC08	FOLDING CHAIR	35.00		
18	EC01	EASY ARM CHAIR	55.00		
19	EC02	SAVANNI CHAIR	88.00		
20	EC04	ALUMINIUM CHAIR	88.00		
21	CC05	BLACK LEATHER ARMCHAIR	85.00		
22	ES02	BARSTOOL	85.00		
23	BS05	OSCAR BARSTOOL	150.00		
24	AU01A	SOFA	135.00		
25	SF02	SOFA BLACK	200.00		
26	PF02	LOW SHOW CASE	440.00		
27	PF04	HIGH SHOW CASE	605.00		
28	AS03A	BROCHURE RACK	135.00		

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

FORM 3

FURNITURE RENTAL FORM

DEADLINE : 27th Feb 2017

NO.	DESCRIPTION OF ITEM		UNIT COST(RM)	QTY	TOTAL COST (RM)
29	CH01	COAT HANGER	165.00		
30	DR01	FOLDING DOOR	220.00		
31	BT01	WOODEN DOOR	330.00		
32	ES10A	BARRICADE BELT TAPE	110.00		
33	DS01	DUSTBIN (NORMAL)	11.00		
Sub Total :					
Order made after deadline is subjected to 30% surcharge :					
GST (6%)					
Grand Total :					

IMPORTANT NOTES:

- 1) All items are on rental basis.
- 2) Late order: **30% late surcharge** will be charged for any late orders received after the deadline (**27th Feb 2017**), while orders received on site will be subject to **50% onsite surcharge**.
- 3) Any cancellation before/on **27th Feb 2017** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **27th Feb 2017**.
- 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 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)



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 Tape
1460(W) x 900(H)



ES10A Barricade Belt Tape
1500(W) x 900(H)

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SIYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)



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 **Barstool**
390(D) x 350(L) x 750(H)



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



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



BS05 **Oscar Barstool**
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)



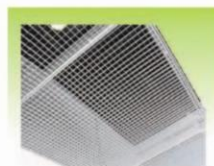
DR01 **Wooden door**
1000(W) x 2490(H)



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)

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SIYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

FORM 4

ELECTRICAL RENTAL FORM

DEADLINE : 27th Feb 2017

Billing Information:

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

Company Stamp & Signature : _____

NO.	DESCRIPTION OF ITEM		UNIT COST(RM)	QTY	TOTAL COST (RM)
Section A – Electrical fittings – Equipment and fittings on hire					
1	FL01	40W FLUORESCENT LIGHT	85.00		
2	SL01	SPOTLIGHT	95.00		
3	LS02	100W SPOTLIGHT WITH ARM	105.00		
4	SR205	50W HALOGEN DOWNLIGHT	120.00		
5	HF01	HALOGEN FLOODLIGHT	275.00		
6	HLF02	HALOGEN LONGARM FLOODLIGHT	320.00		
7	HQI70	METAL HALIDE (COMPLETE SET)	385.00		

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

FORM 4

ELECTRICAL RENTAL FORM

NO.	DESCRIPTION OF ITEM	UNIT COST(RM)	QTY	TOTAL COST (RM)
Section B – Electrical supply to machine (not for lighting), inclusive of power consumption				
8	13AMP SINGLE PHASE (for Build-Up)	95.00		
9	13AMP SINGLE PHASE (Max. 300W)	95.00		
10	13AMP SINGLE PHASE (24 Hours)	120.00		
11	15AMP SINGLE PHASE	165.00		
Section C – Connection fitting up to 100W. Charges include supply of cable terminating in a fuse switch				
12	LIGHTING CONNECTION (100W) PER FITTING	100.00		
13	LED LIGHTING CONNECTION (PER FITTING / PER METER RUN)	100.00		
Sub Total :				
Order made after deadline is subjected to 30% surcharge :				
GST (6%)				
Grand Total :				

IMPORTANT NOTES:

- 1) All items are on rental basis.
- 2) Late order: **30% late surcharge** will be charged for any late orders received after the deadline (**27th Feb 2017**), while orders received on site will be subject to **50% onsite surcharge**.
- 3) Any cancellation before/on **27th Feb 2017** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **27th Feb 2017**.
- 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 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

Electrical Rental



SL01 Spotlight
100 Watt



LS02 Longarm Spotlight
100 Watt



HS04 Halogen Spotlight
50 Watt



HLS03 Halogen Longarm
Spotlight 50 Watt



SR205 Halogen Downlight
50 Watt



HF01 Halogen Floodlight
300 Watt



HLF02 Halogen Longarm
Floodlight 300 Watt



FL01 Fluorescent Light



Power Socket



HQI 70 Metal Halide
70 Watt



HQI 150 Metal Halide
150 Watt



PC 1000 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.

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

FORM 5

CONTRACTOR PASS APPLICATION FORM

DEADLINE : 27th Feb 2017

Appointed Contractor	:	_____	Booth No: _____
Exhibitor Company	:	_____	
Contractor Company	:	_____	
Person in Charge	:	_____	
Email	:	_____	
Mobile	:	_____	
Tel No	:	_____	
Fax No	:	_____	
Date	:	_____	
Company Stamp & Signature : _____			

ITEM	QUANTITY	UNIT PRICE (RM)	TOTAL (RM)
CONTRACTOR PASS		10.00	
TOTAL AMOUNT			

IMPORTANT NOTES:

1. Each contractor pass is priced at RM15.00 after the deadline of **27th Feb 2017**.
2. PICO will not issue any contractor badges during tear down, therefore please ensure that you have order in advance sufficient number of badges to be used during build up as well as the tear down.
3. 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 27th Feb 2017 to:

PICO International (M) Sdn Bhd
• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
E-mail: siyen.yap@pico.com.my (SYEN YAP)/
cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

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. (100 watt maximum per fixture).
4. Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
5. 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 100 watts) wherever possible.
6. 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.
7. All equipment should have independent neutral & earth for equipment that require three phase power supply.
8. All exhibitors are encouraged to retest the incoming voltage before commissioning their equipment.
9. Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation.
10. 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.
11. 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.
12. Exhibitors should refer to and obtain from Pico for special light terms required and pay all relevant cost directly to Pico.
13. Plans and location of electrical points have to be submitted 4 weeks before the show opening to Pico.
14. Pico reserves the right to request Exhibitors to change any wiring installation, connection etc. contained in lighting fixtures for safety reason.

Submit by 27th Feb 2017 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391 6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •

E-mail: siyen.yap@pico.com.my (SYEN YAP)/

cindy.chin@pico.com.my (CINDY CHIN) / Isaac.tan@pico.com.my (ISAAC TAN)

SECTION 11: Venue services: Internet, Telecom, Rigging, Stand cleaning, Security and Catering

Venue services must be ordered at least Fourteen (14) days prior to the event move-in date – March 16.

STANDARD RATES and ONSITE RATES will apply after the deadline. ONSITE RATES are applicable for each on-site order.

Stand Catering

Catering is exclusive to the Kuala Lumpur Convention Centre (KLCC), and needs to be ordered in advance. For exhibitors wanting to bring their own coffee machines, a handling fee will be chargeable. However, please note that a Halal certificate is required for all consumable items (coffee beans, milk, etc.) and subjected to management's approval. If you would like to order a machine or other catering from the venue, please contact the Exhibition Services at exhservices@klccconventioncentre.com.

Stand Cleaning

The Organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter. Exhibitors interested in daily stand cleaning services should contact exhservices@klccconventioncentre.com.

For all enquiries please contact:

Exhibition Services

Kuala Lumpur Convention Centre (KLCC)

Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia

Tel: +603 2333 2603

exhservices@klccconventioncentre.com

Please refer to the below order forms for venue services.

KUALA LUMPUR CONVENTION CENTRE



AUDIO-VISUAL FORM 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

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

Video Projection	Daily			Units x Days (Date Required)	Total (RM)
	Incentive Rate*	Standard Rate*	Onsite Rate*		
Projector 3,000 Ansi Lumens	<input type="checkbox"/> 810.37	<input type="checkbox"/> 972.44	<input type="checkbox"/> 1,053.48		
Projector (LCD) – 6,500 Lumens	<input type="checkbox"/> 1,813.13	<input type="checkbox"/> 2,175.76	<input type="checkbox"/> 2,357.07		
Video Plasma/TV					
LCD TV 42"	<input type="checkbox"/> 752.07	<input type="checkbox"/> 902.48	<input type="checkbox"/> 977.69		
<input type="checkbox"/> Free Standing with Tall Stand <input type="checkbox"/> Free Standing Table Stand <input type="checkbox"/> HDMI <input type="checkbox"/> USB Connector					
LCD TV 50"	<input type="checkbox"/> 810.37	<input type="checkbox"/> 972.44	<input type="checkbox"/> 1,053.48		
<input type="checkbox"/> Free Standing with Tall Stand <input type="checkbox"/> Free Standing Table Stand <input type="checkbox"/> HDMI <input type="checkbox"/> USB Connector					
Portable Screen					
6' x 6' Tripod Screen	<input type="checkbox"/> 437.25	<input type="checkbox"/> 524.70	<input type="checkbox"/> 568.43		
7' x 7' Tripod Screen	<input type="checkbox"/> 437.25	<input type="checkbox"/> 524.70	<input type="checkbox"/> 568.43		
8' x 8' Tripod Screen	<input type="checkbox"/> 501.38	<input type="checkbox"/> 601.66	<input type="checkbox"/> 651.79		
* All prices are in Ringgit Malaysia					TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Notes

- The equipment will be delivered to the exhibitor's booth 3pm onwards on the last day of the build-up.
- All equipment must be returned to the Centre in the same condition they were delivered.
- Lost or damaged equipment will be charged to you at replacement cost.
- No refund(s) will be given for cancelled order(s) of equipment installed and not used during the event.
- Please arrange with the booth contractor for all required power connections prior to build-up.
- The provision of the equipment and services are subject to availability.
- If LCD TV with HDMI and USB connector is required, the completed order form, together with the booth design/layout specifying the exact location(s) for the AV equipment, must be submitted to the Centre 14 days prior to the build-up date.

W W W . A S P I R E 2 0 1 7 . C O M

AUDIO-VISUAL FORM 2017

Terms and Conditions

- INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- The prices quoted above are subject to change without prior notice.**

Payment

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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		

- If payment is 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 on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

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

Credit Card details as follows:-

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +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)	
Name:		Date Received:	
Signature:			
Date:			
Company Stamp:			

KUALA LUMPUR CONVENTION CENTRE



BOOTH CATERING FORM 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

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

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

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

KUALA LUMPUR CONVENTION CENTRE



BOOTH CATERING FORM 2017

Code	Asian	Quantity	Incentive Rate*	Standard Rate*	Onsite Rate*
A1	# Green curry crabmeat and potato 'bergedils'	30 Pcs	□ 174.90	□ 209.88	□ 227.37
A2	# Portuguese 'kapitan' baked chicken tulips	30 Pcs	□ 209.88	□ 251.86	□ 272.84
A3	# 'Samurai' chicken wings with wasabi mayo	30 Pcs	□ 209.88	□ 251.86	□ 272.84
A4	# Oriental minced seafood vol-au-vents	30 Pcs	□ 198.22	□ 237.86	□ 257.69
A5	# Vegetable curry puffs	30 Pcs	□ 151.58	□ 181.90	□ 197.05
A6	# Roti jala with chicken curry	30 Pcs	□ 151.58	□ 181.90	□ 197.05
A7	# Vegetarian samosas with coriander yoghurt dip	30 Pcs	□ 116.60	□ 139.92	□ 151.58
A8	# Pumpkin and prawn masala puffs	30 Pcs	□ 198.22	□ 237.86	□ 257.69
A9	Tandoori chicken rolls with yoghurt raita	30 Pcs	□ 174.90	□ 209.88	□ 227.37
A10	# Glutinous rice balls with chicken "serunding" floss	30 Pcs	□ 174.90	□ 209.88	□ 227.37
Code	Western	Quantity	Incentive Rate*	Standard Rate*	Onsite Rate*
W1	Chips & Nuts	Per bowl	□ 40.81	□ 48.97	□ 53.05
W2	Assorted mini bun sandwiches	30 Pcs	□ 174.90	□ 209.88	□ 227.37
W3	Smoked salmon and egg profiteroles	30 Pcs	□ 221.54	□ 265.85	□ 288.00
W4	Layered mozzarella with tomato pesto	30 Pcs	□ 186.56	□ 223.87	□ 242.53
W5	Assorted finger sandwiches	30 Pcs	□ 174.90	□ 209.88	□ 227.37
W6	# Homemade chicken pies	30 Pcs	□ 256.52	□ 307.82	□ 333.48
W7	# Mushroom and smoked beef pies	30 Pcs	□ 256.52	□ 307.82	□ 333.48
W8	# Miniature quiche lorraine	30 Pcs	□ 256.52	□ 307.82	□ 333.48
W9	# 'Cheesy' chicken spinach strudel	30 Pcs	□ 256.52	□ 307.82	□ 333.48
W10	# Oriental style soya-garlic glazed chicken skewers	30 Pcs	□ 256.52	□ 307.82	□ 333.48
Code	Sweet Items	Quantity	Incentive Rate*	Standard Rate*	Onsite Rate*
S1	American cookies	30 Pcs	□ 233.20	□ 279.84	□ 303.16
S2	Assorted French pastries	30 Pcs	□ 268.18	□ 321.82	□ 348.63
S3	Assorted Nyonya kuih	30 Pcs	□ 139.92	□ 167.90	□ 181.90
S4	Fresh seasonal and tropical slice fruits	Per platter	□ 186.56	□ 223.87	□ 242.53
S5	Exotic fresh fruit tartlets	30 Pcs	□ 186.56	□ 223.87	□ 242.53
S6	Lemon meringue pies	30 Pcs	□ 186.56	□ 223.87	□ 242.53
S7	Strawberry éclairs	30 Pcs	□ 186.56	□ 223.87	□ 242.53
S8	Chocolate cremeux cups	30 Pcs	□ 186.56	□ 223.87	□ 242.53
S9	Mini cinnamon and banana tarte tatin	30 Pcs	□ 186.56	□ 223.87	□ 242.53
S10	# Apple strudel	30 Pcs	□ 186.56	□ 223.87	□ 242.53
Code	Deluxe	Quantity	Incentive Rate*	Standard Rate*	Onsite Rate*
D1	Assorted open-faced square sandwiches	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D2	Mini charcoal buns with salmon and cream cheese	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D3	# Mini shepherd's pies	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D4	# Mini shish tawook skewers	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D5	# Teriyaki fish fillet "man tau"	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D6	# Pan seared prawn skewers with Portuguese sauce	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D7	# Ratatouille parmigiana cream quiche	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D8	# Beef medallions with gratinated Hollandaise sauce	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D9	# Seafood vol-au-vents with fresh herbs-infused cream	30 Pcs	□ 373.12	□ 447.74	□ 485.06
D10	# Lamb skewers with grainy apple-mint chutney	30 Pcs	□ 373.12	□ 447.74	□ 485.06

KUALA LUMPUR CONVENTION CENTRE



BOOTH CATERING FORM 2017

Code	Noodles and Rice	Quantity	Incentive Rate*	Standard Rate*	Onsite Rate*
NR1	# Vegetarian mee goreng mamak	2 kg	□ 209.88	□ 251.86	□ 272.84
NR2	# Mee goreng mamak	2 kg	□ 268.18	□ 321.82	□ 348.63
NR3	# Vegetarian meehoon goreng Siam	2 kg	□ 209.88	□ 251.86	□ 272.84
NR4	# Meehoon goreng Siam	2 kg	□ 268.18	□ 321.82	□ 348.63
NR5	# Vegetarian Thai-style fried meehoon	2 kg	□ 209.88	□ 251.86	□ 272.84
NR6	# Thai-style fried meehoon	2 kg	□ 268.18	□ 321.82	□ 348.63
NR7	# Vegetarian char kway teow	2 kg	□ 209.88	□ 251.86	□ 272.84
NR8	# Char kway teow	2 kg	□ 268.18	□ 321.82	□ 348.63
NR9	# Vegetarian Singapore fried noodles	2 kg	□ 209.88	□ 251.86	□ 272.84
NR10	# Singapore fried noodles	2 kg	□ 268.18	□ 321.82	□ 348.63
NR11	# Vegetarian Hakka fried rice	2 kg	□ 209.88	□ 251.86	□ 272.84
NR12	# Hakka fried rice	2 kg	□ 268.18	□ 321.82	□ 348.63
NR13	# Nasi goreng kampung	2 kg	□ 268.18	□ 321.82	□ 348.63
NR14	# Vegetarian Yang Chow fried rice	2 kg	□ 209.88	□ 251.86	□ 272.84
NR15	# Yang Chow fried rice	2 kg	□ 268.18	□ 321.82	□ 348.63
NR16	# Vegetarian Japanese fried rice	2 kg	□ 209.88	□ 251.86	□ 272.84
NR17	# Japanese fried rice	2 kg	□ 268.18	□ 321.82	□ 348.63

* All prices are in Ringgit Malaysia

Rules and Regulations

- The Kuala Lumpur Convention Centre has exclusive food and beverage distribution rights within the venue.
- Any outside food items brought into its premises for sale and consumption is strictly prohibited.

Notes

- Disposable crockery and cutlery will be provided. Lost or missing crockery and cutlery will be borne by exhibitors.
- Power connection shall be arranged for any order(s) of hot food (**Marked #**). Please arrange with the appointed booth contractor prior to build-up.
- For the hiring of service personnel, please refer to the **Catering Service Staff Order Form**.
- The Booth Catering order(s) and services are subject to availability.

Terms & Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order and subject to availability.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- **Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- **The prices quoted above are subject to change without prior notice.**

KUALA LUMPUR CONVENTION CENTRE



BOOTH CATERING FORM 2017

Payment

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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		

- If payment is 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 on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

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

Credit Card details as follows:-

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

For further information, please contact Exhibition Services on +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)
Name:	Date Received:
Signature:	
Date:	
Company Stamp:	

KUALA LUMPUR CONVENTION CENTRE



CATERING SERVICE STAFF FORM 2017

DEADLINE: 15th March 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
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	:			
Co Registration No	:		GST Registration No	:
Attention	:	MR / MS	Designation	:
Address	:			
City	:		Postal Code	:
State	:		Country	:
Tel	:		Fax	:
Email	:		Mobile	:

Catering Services Staff – Per Hour

Incentive Rate: ☐ **RM37.59** Standard Rate: ☐ **RM45.11** Onsite Rate: ☐ **RM48.87**

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

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Notes

- The hiring of catering service staff is based on an hourly rate, with a minimum of 4 hours.
- Catering Service staff is to be recruited exclusively for F&B services only.
- Late orders are subject to availability.

CATERING SERVICE STAFF FORM 2017

Terms and Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- **Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- **The prices quoted above are subject to change without prior notice.**

Payment

- Payment option:-
☐ 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 made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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 found on our webpage 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 to process authorised charges to the following credit card:-

Credit Card details as follows:-

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +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)
Name: Signature: Date: Company Stamp:	Date Received:

KUALA LUMPUR CONVENTION CENTRE



EXHIBITOR BANNER HANGING REQUEST FORM 2017

Please send the completed form and payment to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

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

SECTION A : GUIDELINES

1. Banners suspended from the hall ceilings are to be installed and dismantled by the Centre.
2. Banner hanging is subject to approval by Show Organiser. However, the Centre reserves the right to refuse to hang banners which are deemed unsafe.
3. Banners must only be hung over the exhibitor's contracted stand space and not over the aisle way.
4. Banners must be of professional quality.
5. Banners of poor workmanship e.g. dirty, crumpled or damaged will be rejected.
6. Only lightweight hanging banners with **dimensions of 4 m (W) x 2 m (H) (Horizontal) or 1.5 m (W) x 3 m (H) (Vertical) - with no lighting or other attachments** - will be permitted.
7. The maximum weight of a banner shall not **exceed 20 kg**.
8. All banners must come with **lightweight metal** set into the top and bottom of each banner to facilitate hanging. Installation of banners is subject to the strict adherence of the above pre-conditions, failing which the Centre reserves the right to refuse installation without any notice.
9. **The order for the Banner Hanging Point must be submitted with a truss ceiling plots plan specifying the exact location(s) of the banner(s) for the Centre's reference. Please refer to the Official Show Contractor for a copy of the ceiling plot plan.**
10. **For Banner hanging at Level 3, Grand Ballroom, Banquet Hall and Conference Halls 1, 2 and 3, the rods used must measure 6 m (top) and 4.5 m (bottom) for a banner size of 4 m (W) x 2 m (H).**
11. Banner cost (including installation/removal and labour) is as per the Centre's pricing. The trusses and hoists must be hired from the Centre and will incur additional costs.
12. All banners must be delivered at least **1 working day** prior to the event build-up date.
13. The Centre reserves the right to refuse installation in the event of late delivery.
14. Extra charges may be incurred for banners that are **re-located** by the Centre upon client's request.
15. Banners must be collected the day after the event and the Centre will not be responsible for any loss or damage.
16. For all queries regarding the collection of banners, please contact **Exhibition Services on +603 2333 2603**.

To order this service, please complete the form and submit together with the truss ceiling plot plan and advance payment to Exhibitions Services.

KUALA LUMPUR CONVENTION CENTRE



EXHIBITOR BANNER HANGING REQUEST FORM 2017

SECTION B : INFORMATION

- Location where banner(s) is to be hung :-
☐ Exhibition Hall ☐ Conference Hall ☐ Grand Ballroom ☐ Banquet Hall
- Banner Description:-
☐ 1-sided ☐ 2-sided* ☐ Vinyl ☐ Cloth ☐ Tarpaulin
***If 2-sided with different designs, please attach design and indicate direction**
☐ Horizontal ☐ Vertical ☐ Other: _____
- Banner Dimension (in metres) :-
 Height _____ Width _____ Approx. Weight _____

Banner Rigging	Incentive Rate*	Standard Rate*	Onsite Rate*	No of Banners	No of Points	Total (RM)
2 Points Provided Per Banner Per Event	<input type="checkbox"/> 548.02	<input type="checkbox"/> 657.62	<input type="checkbox"/> 712.43			
Additional Point Per Banner (Per Event)	<input type="checkbox"/> 274.01	<input type="checkbox"/> 328.81	<input type="checkbox"/> 356.21			
Relocation Charge (Per Banner)	N/A	N/A	<input type="checkbox"/> 233.20			
* All prices are in Ringgit Malaysia						TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Terms and Conditions

- INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- The prices quoted above are subject to change without prior notice.**

KUALA LUMPUR CONVENTION CENTRE



EXHIBITOR BANNER HANGING REQUEST FORM 2017

Payment

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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		

- 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 on http://www.klccconventioncentre.com/Our_Policy@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

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

Credit Card details as follows:-

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID No :

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

Authorised Signature : _____

For further information, please contact Exhibition Services on +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	
<div> <div>For official use only (KUALA LUMPUR CONVENTION CENTRE)</div> <div> <div>Date Received:</div> <div></div> </div> </div>	
Name:	
Signature:	
Date:	
Company Stamp:	

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

INTERNET SERVICES FORM 2017

Please send the completed form with payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

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

Speed	WIFI / WIRED (For Maximum 4 days usage)	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Total (RM)
2MB 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"/> 1,166.00	<input type="checkbox"/> 1,399.20	<input type="checkbox"/> 1,515.80		
4MB 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"/> 2,332.00	<input type="checkbox"/> 2,798.40	<input type="checkbox"/> 3,031.60		
6MB 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"/> 3,498.00	<input type="checkbox"/> 4,197.60	<input type="checkbox"/> 4,547.40		
2MB / 4MB / 6 MB	Additional Internet usage - Above 4 days	<input type="checkbox"/> 233.20 per day	Please indicate the date:			

KUALA LUMPUR CONVENTION CENTRE



INTERNET SERVICES FORM 2017

Speed	WIFI (For Maximum 4 Days Usage)	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Total (RM)
2MB Single Access (Shared Throughout the Centre)	WIFI Broadband - Single Access <i>For general website surfing and email checking. Not suitable for connection to server or online presentation.</i>	<input type="checkbox"/> 139.31	<input type="checkbox"/> 167.18	<input type="checkbox"/> 181.11		

Note: Wireless Internet (Single Access) will be disconnected if idle for 15 minutes.

Miscellaneous (Per Connection for One Time Charge)	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Date Required	Total (RM)
Line Relocation Charge	N/A	N/A	<input type="checkbox"/> 256.52			
Additional Wired Connection	N/A	<input type="checkbox"/> 192.39	N/A			
VLAN Charges (Split Network Access-multiple rooms)	N/A	<input type="checkbox"/> 583.00	N/A			
* All prices are in Ringgit Malaysia						TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Fair Use Policy

- Heavy usage on the internet and excessive amount of data transfer will cause traffic congestion on the Centre's network. Since broadband is on a best sharing basis and to ensure the user experience is not compromised, the Centre applies the Fair Use Policy in order to continue providing optimum internet experience to all guests.
- A dedicated internet leased line 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 14 working days prior to the event date.

Notes

- 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.
- The completed order form must be **submitted with a booth design and super-imposed floor plan** to clearly indicate the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting.**
- 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.
- All devices that are used on the network for internet access requires an IP Address that is assigned by the Centre's IT Department.
- The WIFI password will be delivered to the exhibitor's booth on the last day of the build-up.**
- Wireless Internet (Single Access) will be disconnected if idle for 15 minutes.
- No refunds will be made for services installed and not used during the Event.
- Late order(s) is subject to availability.

Terms and Conditions

- INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- The prices quoted above are subject to change without prior notice.**

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

INTERNET SERVICES FORM 2016

Payment

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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 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 on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

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

Credit Card details as follows:-

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID No :

Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +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)	
Name:		Date Received:	
Signature:			
Date:			
Company Stamp:			

KUALA LUMPUR CONVENTION CENTRE



SECURITY SERVICES FORM 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

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

Security Services (Per Hour)

Incentive Rate: ☐ **RM51.42**

Standard Rate: ☐ **RM61.70**

Onsite Rate: ☐ **RM66.85**

Date Required	Time Required	Booth Number	Number of Security (s)	Hourly Rate (Min 8 - Hour Block)	Total (RM)
* All prices are in Ringgit Malaysia					TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Notes

- The hiring of security service is based on an hourly rate, with a minimum of 8 hours.
- The rate for overnight hiring between 12 midnight to 8am is double the normal rate.
- The hiring of overnight security personnel is subject to the event organiser's approval.
- Late orders are subject to availability.

SECURITY SERVICES FORM 2017

Terms and Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- **Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- **The prices quoted above are subject to change without prior notice.**

Payment

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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		

- If payment is 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 on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

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

Credit Card details as follows:-

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +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	
<div> <div> Name: Signature: Date: Company Stamp: </div> <div> For official use only (KUALA LUMPUR CONVENTION CENTRE) Date Received: </div> </div>	

KUALA LUMPUR CONVENTION CENTRE



STAND CLEANING FORM 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

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

Stand Cleaning (Per Square Metre Per Cleaning Session)

Incentive Rate: ☐ **RM7.35**

Standard Rate: ☐ **RM8.81**

Onsite Rate: ☐ **RM9.55**

Date Required	Time Required	Booth Number	Booth Size (m ²)	RM	Total (RM)
* All prices are in Ringgit Malaysia					TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Notes

- The stand cleaning services is based on per square metre per cleaning session.
- The cleaner is to be recruited exclusively for vacuuming, mopping and dusting tasks only.
- Late orders are subject to availability.

STAND CLEANING FORM 2017

Terms and Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- **Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- **The prices quoted above are subject to change without prior notice.**

Payment

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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 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 on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

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

Credit Card details as follows:-

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +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	
Name: Signature: Date: Company Stamp:	For official use only (KUALA LUMPUR CONVENTION CENTRE) Date Received:

KUALA LUMPUR CONVENTION CENTRE



TELECOMMUNICATIONS FORM 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

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

Telephone Service (Per Connection for 4 Days)	Unit	Incentive Rate*	Standard Rate*	Onsite Rate*	Total (RM)
Local Line (Installation Fee + Maximum 4 Days Usage)		<input type="checkbox"/> 603.99	<input type="checkbox"/> 724.79	<input type="checkbox"/> 785.18	
Fax Line without Fax Machine (Installation Fee + Maximum 4 Days Usage)		<input type="checkbox"/> 603.99	<input type="checkbox"/> 724.79	<input type="checkbox"/> 785.18	
Credit Card Line without Terminal Equipment (Installation Fee + Maximum 4 Days Usage)		<input type="checkbox"/> 603.99	<input type="checkbox"/> 724.79	<input type="checkbox"/> 785.18	
IDD Direct Line (Installation Fee Only)		<input type="checkbox"/> 452.41	<input type="checkbox"/> 542.89	<input type="checkbox"/> 588.13	
* Additional Usage (Phone/Fax/Credit Card) Above 4 Days		<input type="checkbox"/> 60.63 per day	Day :		
Line Relocation Charge		N/A	N/A	<input type="checkbox"/> 256.52	
TOTAL					
* Deposit for Telephone Handset is RM1,500.00nett					
* Deposit for IDD Usage is RM2,500.00nett					
* All prices are in Ringgit Malaysia					
TOTAL					

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Notes

- The completed order form must be submitted with a **booth design / layout specifying the exact communication line location(s)** and must be received by the Centre 14 days before the build-up date.
- All communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting after installation has been completed.
- 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.
- Credit card machines and activation credit card lines will require prior notification to the **Bank concerned**, to be initiated solely by the exhibitor.
- The Centre will provide the direct telephone line for credit card terminals without going through the PABX or keyphone systems.
- A deposit (as above) must be placed for IDD Direct Line usage and telephone handset. A deposit must be place for Local Line telephone handset.

TELECOMMUNICATIONS FORM 2017

- The deposit shall be refunded via an Electronic Fund Transfer (EFT) to your account within 14 working days of the centre's receipt of the duly completed and signed EFT form. A refund will be made upon receipt of full telephone bill payment.
- No refunds will be made for services installed and not used during the Event.
- **The rates are based on 4 days package.**
- The provision for all equipment and services are subject to availability.

Terms and Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- **Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- **The prices quoted above are subject to change without prior notice.**

Payment

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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 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 on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

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

Credit Card details as follows:-

☐ American Express ☐ MasterCard ☐ Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +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)
Name: Signature: Date: Company Stamp:	Date Received:

WATER & COMPRESSED AIR FORM 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

DEADLINE:

Incentive Rate: on 2nd February 2017

Standard Rate: on 21st March 2017

On-site Rate: After 22nd March 2017

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

Billing Address

Company	:	_____	GST Registration No	:	_____
Co Registration No	:	_____	Designation	:	_____
Attention	:	MR / MS			
Address	:	_____			
City	:	_____	Postal Code	:	_____
State	:	_____	Country	:	_____
Tel	:	_____	Fax	:	_____
Email	:	_____	Mobile	:	_____

Water & Drainage (Per Connection for One Time Charge)	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Total (RM)
Continuous water supply and drainage with piping	<input type="checkbox"/> 2,569.58	<input type="checkbox"/> 3,083.50	<input type="checkbox"/> 3,340.46		
Single water fill and drainage with piping	<input type="checkbox"/> 1,284.19	<input type="checkbox"/> 1,541.02	<input type="checkbox"/> 1,669.44		
Grease Trap	<input type="checkbox"/> 714.24	<input type="checkbox"/> 857.09	<input type="checkbox"/> 928.52		
Compressed Air (Per Connection for One Time Charge)	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Total (RM)
1 HP 230V (13A) 80lit/min with 3/8" Hose Size	<input type="checkbox"/> 1,284.19	<input type="checkbox"/> 1,541.02	<input type="checkbox"/> 1,669.44		
2 HP 230V (15A) 165lit/min with 3/8" Hose Size	<input type="checkbox"/> 1,427.28	<input type="checkbox"/> 1,712.73	<input type="checkbox"/> 1,855.46		
3 HP 415V (30A) 265lit/min with 3/8" Hose Size	<input type="checkbox"/> 1,570.37	<input type="checkbox"/> 1,884.44	<input type="checkbox"/> 2,041.48		
5 HP 415V (30A) 440lit/ min with 1/2" Hose Size	<input type="checkbox"/> 1,712.25	<input type="checkbox"/> 2,054.70	<input type="checkbox"/> 2,225.92		
7 1/2 HP 415V (30A) 630lit/min with 1/2" Hose Size	<input type="checkbox"/> 1,855.34	<input type="checkbox"/> 2,226.41	<input type="checkbox"/> 2,411.94		
10 HP 415V (30A) 840lit/min with 1/2" Hose Size	<input type="checkbox"/> 1,998.43	<input type="checkbox"/> 2,398.12	<input type="checkbox"/> 2,597.96		
15 HP 415V (60A) 1200lit/min with 2 x 1/2" Hose Size	<input type="checkbox"/> 3,139.52	<input type="checkbox"/> 3,767.43	<input type="checkbox"/> 4,081.38		
* All prices are in Ringgit Malaysia					TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Please specify type of equipment to be connected for water/drainage/compress air here:-

Notes

WATER DRAINAGE

- Piping for water supply is inclusive of cold water from floor trench to the exhibitor's booth. The piping to the booth will be connected by the Centre.
- Exhibitors are required to supply hose fittings suitable for the attachment. The dimension required is 25mm for the inlet connection and 40 mm for the drainage connection.
- The piping for water supply from exhibitor's booth to the equipment and/or machine can be connected by the exhibitor's contractor or alternatively, arranged by the Centre at an additional cost.
- For all hot food cooking which generates oily debris and/or effluence, a **grease trap** fixed to the drainage through the floor trench is mandatory.
- Plumbing services are not available on level 3, Grand Ballroom 1 & 2, Banquet Hall and Conference hall 1,2 & 3.

- The completed order form must be submitted with the respective booth design plan and super-imposed trench floor plan (provided by Official Contractor) to clearly indicate the location for piping connection.

- The type of compressed air provided is dry air (with minimal industrial oil).
- Oil-free compressed air is available upon request.
- No air compressor is allowed to be placed in the booth (or exhibition hall) due to noise disturbance; the air compressor must be placed outside the loading bay.
- The connecting hose from the air compressor to the booth must be piped through the floor trench.
- **The completed order form must be submitted with the respective booth layout plan.**

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- **Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- The provision for all equipment and services are subject to availability.
- **The prices quoted above are subject to change without prior notice.**

- Payment option:-
☐ 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 by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. 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 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 on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

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

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

For further information, please contact Exhibition Services on +603 2333 2603

<p>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</p>	<p>For official use only (KUALA LUMPUR CONVENTION CENTRE)</p>
<p>Name:</p> <p>Signature:</p> <p>Date:</p> <p>Company Stamp:</p>	<p>Date Received:</p>

SECTION 12: Hostesses and Temporary Staff

TEMPORARY STAFF / HOSTESS ORDER FORM

TYPE	RATE (MYR)	QUANTITY	WORKING DAY/S				TOTAL AMOUNT
			30 TH MARCH	31 ST MARCH	1 ST APRIL	2 ND APRIL	
Assistant	200.00						
Hostess	250.00						

- (a) Working Hours : 8am – 6pm, with 1 hour lunch break per day.
(Working more than 4 hours will be consider as 1 day charge.)
(b) Language Spoken: English – Chinese and/or Bahasa Malaysia
(c) Uniform: Office Attire / advise by person ordered
(d) Meals to be provided.
(e) Job scope : Assistant / Hostess

PAYMENT DETAILS

1. Payment can be made by cheque or bank transfer :

Bank Account Details:

Beneficiary : Event Point Services
Account : 3158 135 909
Bank : Public Bank Berhad – Sg Buloh Branch
Lot 403 & 404, Jalan 1A/1, Bandar Baru Sg Buloh, 47000 Selangor, Malaysia

2. If payment is made through bank transfer, kindly forward a copy of the payment record/slip to : jeeneee@eps.net.my

<p>Authorized By (Exhibitor) : Booth No.....</p> <p>Name.....</p> <p>Company.....</p> <p>Telephone.....</p> <p>Email.....</p> <p>Signature.....Date.....</p>	<p>Please return this completed form to :</p> <p>Event Point Services</p> <p>No. 62A, Jalan SP3, Taman Sri Putra</p> <p>47000 Sg. Buloh, Selangor Darul Ehsan, Malaysia</p> <p>Tel : +603 6144 6056 Mobile : +6012 385 1238</p> <p>Attention : Ms Jeeneee, Au (jeeneee@eps.net.my)</p>
--	---