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# EXHIBITORS' MANUAL

**16 – 18 August 2016**  
**Shangri La Hotel**  
**Malaysia.**

Organised by:



Hosted by:





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**GENERAL INFORMATION**

**THE EXHIBITION**

NACE East Asia and Pacific Area Conference 2016

**EXHIBITION PERIOD**

16 -18 August 2016 , Daily Opening Hours : 9.30am – 5.00pm

**VENUE**

Shangri-La Hotel, Basement II

**THE ORGANISER**

NACE Founding Malaysia Section

ORGANSING CHAIRMAN : Ms Nurul Asni Mohamed

Person In Charge: Mr Mervin Pereira

Mobile : 012 338 7675

Email : sales@nace-malaysia.org

**OFFICIAL CONTRACTOR**

Innogen Sdn Bhd

No.1, Jalan Perusahaan 1, Taman Industri Selesa Jaya, 43300 Balakong, Selangor, Malaysia.

Tel : +60 3 - 8961 1108 \* Fax : +60 3 - 8961 0103 \* Email : info@innogen.com.my

**CONTRACTOR BUILD-UP**

Official Contractor Move-in & Set-up : 15 August 2016 ; time: 6.00pm - 12.00mn  
Non Official Contractor Move-in & Set-up : 15 August 2016 ; time: 8.00pm - 12.00mn

**REGISTRATION OF EXHIBITORS**

Registration : 15 August 2016; time : 4.00pm - 11.00pm

**EXHIBITOR**

Move-in : 15 August 2016 ; time: 10.00pm- 12.00mn  
: 16 August 2016; time: 7.00am - 9.30am

**DISMANTLING**

Exhibitors & Contractors : 18 August 2016 ; time: 5.30pm – 7.30pm



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<b>RULES &amp; REGULATIONS</b>
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**1. ADMISSION**

Professional trade and business visitors only. Minors and members of the general public will not be admitted.

The Organiser reserves the rights to refuse admission or to remove any person without giving reason. This also applies during the build-up and dismantles period.

**2. FAILURE TO EXHIBIT**

In the event where any of the Exhibitors, having confirmed and fully paid to participate in the exhibition; but fails to exhibit, due to no fault of the Organiser, payment submitted would be forfeited. These terms cannot be varied under any circumstances.

**3. LIMITATION OF LIABILITY**

Security will be arranged throughout the duration of the Exhibition. Organiser will do its utmost to ensure the security of the area. The Organiser shall not be liable for the safety and security of Exhibitors, their employees, representatives, servants, agents, contractors or invitees, nor for any exhibit materials, articles, documents or other property of whatever kind, brought into the Exhibition venue at any time during the Exhibition.

The Exhibitor shall bear all liability, costs and expenses due to any loss, injury or contractors or invitees as well as that of any third parties and members of the public, however caused as a result of any act, omission, default or negligence on the Exhibitors' part.

**4. EXHIBITOR'S INSURANCE**

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause. If the Organiser so demands the Exhibitor shall provide proof to the Organiser that the Exhibitor has adequate insurance cover.

Exhibitor must ensure that all their staff and the staff servants, agents or contractors are insured against claims for workman's compensation. The period for which such insurance's shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enters the exhibition grounds, and to continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

**5. BOOTH / SPACE ALLOCATION**

Exhibitors would only receive their desired booth on first come first served basis. Exhibition Organiser reserves the right to make changes if deemed necessary.



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**6. SUBLETTING OF BOOTHS**

The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or part of his site, what ever for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of contract the name of the principle to be represented. This does not prohibit Exhibitor displaying the products of a principle for whom he becomes agent, distributor of licensee after the time of contract, with the prior written permission from the Organiser.

**7. PROMOTION DURING EXHIBITION**

Exhibitors are reminded not to place stickers, signs or posters anywhere in the hall other than within their own booth space. Likewise, exhibitors' representatives are not allowed to distribute brochures, invitations, etc, along the gangway or near the entrances. This is unfair to the other Exhibitors and an inconvenience to visitors.

**8. INFRINGEMENT OF COMMON AREAS**

All equipment, promotional material, furniture or exhibits are to be placed within the perimeters of Exhibitor's own booth/space. Exhibitors are NOT allowed to put up any posters or promotional material in common areas; eg: pillars, walls, partitions, panel, etc.

**9. FORCE MAJEURE**

The Organiser shall not be liable to the Exhibitors for any delay, cancellation or non-performance of their obligations under the Contract, in each case to the extent that such occurrence is due to strikes, war, riot, floods, fire or any Act of God or any other circumstances not within their control.

**10. SECURITY**

Exhibitors and their staff will not be allowed in the exhibition hall after the show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Official Contractor. **Please note that you may not use personnel from other security agencies.**

All personnel in the exhibition hall must wear identification badges at all times. Additional Exhibitor Passes and Temporary Work Passes can be obtained from the Organiser's office on-site.

For security and safety reasons, exhibit movement in or out of the exhibition during show hours is not permitted without the written consent of the Organiser.

The Organiser reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors or invitees, to leave and vacate the Exhibition venue as well as remove their Exhibition materials, if they should in any way cause chaos, discomfort, or threaten the safety and smooth proceedings of the Exhibition in any manner whatsoever.

**11. DISTRIBUTION OF PRINTED MATERIAL**

The distribution of printed matter and circulation of advertising materials is permitted only at the stand space itself.

**12. FIRE REGULATIONS**

All materials used in stand construction must be properly fire proofed to international standards and also in accordance with local regulations.



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**13. POWER SUPPLY & LIGHTING**

- Supply Voltage : 415 volts 3-phase 4 wire system with neutral point solidly earthed or 230 volts single phase 2 wire system, both subjected to variance of +/-5%.
- Frequency : 50Hz with a variation maintained within +/-1%.
- Neon Lights : Usage of neon lights is subject to the approval from the Event Organiser, should any Exhibitor use neon lights without prior approval from the Event Organiser, strict action will be taken against them.

**14. FOOD & BEVERAGE POLICY**

It is the Hotel Management policy not to allow outside food and beverage to be brought into hotel premise at all times. Any food and beverage catering required to order directly with hotel management.

**15. SMOKING POLICY**

Smoking is prohibited in Shangri-La hotel. All public areas, inclusive of Foyers, Registration Counters, Meeting Rooms, Restrooms are designated as non-smoking zones.

**16. STORAGE FACILITIES**

The Organiser and Venue does not provide storage facilities. Any storage requirement for early deliveries, late dispatches and for the holding of packaging materials must be formally submitted to either the Organiser or appointed freight forwarder.

**17. DAMAGE & DILAPIDATION TO THE VENUE**

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceiling, or pillars of the Venue, without prior knowledge or consent from Venue's Management. This includes any equipment or device which would be affixed to or suspended from, any structure of the venue.

You will be held responsible for, and must have made good at your expense and without delay, all damage and dilapidation caused to the venue, or other infrastructure or any other property at the show by you or your employees, agents or contractors.



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<b>BOOTH DESIGN AND FACILITIES</b>
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**1) Standard Shell Scheme Stand**

All shell scheme stand are designed, erected and decorated included partitions, company fascia, table, chairs, lightings and carpet. The Organiser reserves the right to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the Official Contractor's discretion.

**Fascia Board with company name is inclusive in the standard booth package. Exact wording of company name (English letting) as supplied in your application form in the manual will be used.**

**Standard Shell Scheme Stand exhibitors must adhere to the following:**

- a) No additional booth fitting or display may be attached to the shell booth structure.
- b) No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fitting at the show.
- c) No items may exceed a height of 2.5 meter or extend beyond the boundaries of the booth allocated. These include but not limit to fitting, exhibits, company names, advertising material logos, inflatable ought along by the Exhibitor.
- d) All exhibits, stand materials and the like shall be removed immediately after closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for disposal expense so incurred by the organiser.
- e) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical Regulations of Suruhanjaya Tenaga Malaysia stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.

**2) Upgraded Shell Scheme**

**2.1 Plans & Design Proposals**

For Upgraded Shell Scheme, plans and design proposals must be submitted to the Official Contractor for review before deadline mentioned in Form 1 : Upgraded Shell Scheme.

Submission in jpeg file format via email is accepted (email: [info@innogen.com.my](mailto:info@innogen.com.my)).

Drawings submitted must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, any audio-visual equipment to be used, weights and point loading of exhibits etc.

**2.2 Upgraded Shell Scheme Exhibitors and Contractors must comply with the following points:**

- All special design technical drawing must be submitted to Official Contractor for approval by **30 June 2016**.
- Height limit allowed for booth construction is 3.5m.
- The airspace of adjacent booths is **NOT** to be used by exhibitors and subject to Organiser approval.
- Exhibitors are responsible and liable for any such contractor's observance of all Rules and Regulations, including the strict observance of build-up and tear-down schedules.
- Exhibitors may not lay carpet across adjacent booths.

The Organiser reserves the right to charge "any additional cost incurred" any such Exhibitor and / or contractor who has violated the Rules and Regulations or delay in the build-up or tear-down, for additional works requirements as a result of the violation.



### **2.3 Upgraded Shell Scheme Stand Contractors must comply with the following:**

- 1) Contractors should strictly follow the Move-in / Move-out schedule set by the Organiser. No prior move-in / out is allowed.
- 2) Exhibitors are reminded that it is the responsibility of their own appointed contractor to clean and vacuum the booth upon completion of construction, before handing over to exhibitors and daily cleaning of the booth.
- 3) Waste materials (inc. packing materials) must be disposed accordingly by the appointed stand contractor.
- 4) All construction materials, empty crates and equipment must be removed from the venue and loading dock immediately after the construction and dismantling period. Otherwise, storage and clearing charge will be imposed on the contractors.
- 5) No slipper or sandal is allowed especially during build up and tear down period.
- 6) Should use easily removable carpet tape. Do not use adhesive glue. Ensure to remove all tape from booth. Failure to do so, exhibitor/appointed contractor will be liable to pay organiser for removal which will be charged at per metre length.

### **2.4 Refundable Performance Bond & Administration Fee**

All Contractors other than the Official Contractor must place a **Refundable Performance Bond**.

- For booth 36sqm & below @ RM 3,000.00
- For booth 37sqm – 72 sqm @ RM 5,000.00
- For booth 73sqm & above @ RM 10,000.00

The refundable performance bond will be refunded to the exhibitors / outside contractors within a month after the conclusion of the fair provided no damages or delays are caused by the outside contractor.

**An Administration fee of RM 25.00 per sqm** will be imposed to contractors other than the official contractor for processing and approval purpose. Payment should be made payable to the Official Contractor for processing and approval purpose.

### **2.5 Power Supply & Lighting**

Lighting connection work in EAPAC 2016 must be carried out by Official Contractor. Without any exception, Exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fees according to the rates in Form 4 : Electrical & Lighting.

- a) Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
- b) Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever applicable. Exhibitors are encouraged to use tubes of higher wattage (maximum 100 watts) wherever possible.
- c) Exhibitors who provide their own lighting fixtures containing wiring installation must comply to the following procedures:
  - Submit detailed drawings of such installation to Official Contractor.
  - Show proof that such installation is carried out by a registered wiring contractor with relevant Class of Certificate of Registration issued by the Director – General of Electrical Inspectorate, Malaysia or its equivalent.
  - Use materials approved by the Department of Electrical Inspectorate, Malaysia. Non-compliance of the above would result in immediate termination of power supply and/ or Kuala Lumpur Convention Centre (Hall Owner) penalty charges.
- d) Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation charges.
- e) One power point is assigned to one machine only. No multi-point connection and / or extension are allowed.

### **2.6 Fire Precaution**

For all construction with wooden materials involved, raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period for safety reason.



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**2.7 Occupational Safety and Health Ordinance**

Exhibitors and / or their contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stands.

- 1) Make sure the workplace is safe and healthy
- 2) Provide and maintain safety working equipment and procedures
- 3) Appoint authorised person for on-site supervising of installation / dismantling works.



**ORDER FORM CHECK LIST**

FORM NO.	FORM	DEADLINE	RETURN TO :	PLEASE TICK ( √ )
	Booth Design Submission	30 June 2016	INNOGEN SDN BHD	
FORM 1a	Bare Space Stand / Upgraded Stand	30 June 2016	INNOGEN SDN BHD	
FORM 1b	Indemnity Form	30 June 2016	INNOGEN SDN BHD	
FORM 2	Fascia Name	30 June 2016	INNOGEN SDN BHD	
FORM 3	Furniture On Hire	30 June 2016	INNOGEN SDN BHD	
FORM 4	Electrical and Lighting	30 June 2016	INNOGEN SDN BHD	
FORM 5	Service Location Plan	30 June 2016	INNOGEN SDN BHD	
FORM 6	Audio Visual	30 June 2016	INNOGEN SDN BHD	
FORM 7	Contractor Passes	30 June 2016	INNOGEN SDN BHD	
FORM 8	Exhibitor Registration	30 June 2016	SECRETARIAT	

**STANDARD PROCEDURE FOR ORDER FORM**

- 1) Exhibitors are requested to RETURN THE NECESSARY FORMS to the relevant addresses by the deadlines indicated on each form.
- 2) PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE.



<b>Form 1a :</b> <b>BARE SPACE STAND /</b> <b>UPGRADED STAND</b> (Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)	Return this form to : <b>INNOGEN SDN BHD</b> Tel: +60 3-8961 1108 Fax: +60 3-8961 0103 Email: info@innogen.com.my
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Please tick ( ✓ ) as appropriate :

- We do require Outside Contractor.  
 We appointed INNOGEN SDN BHD as our Booth Contractor.

**Deadline: 30 June 2016**

If you are using a contractor other than the Official Contractor for your booth construction and/or interior decoration, please complete this form and return it to the Official Contractor.

**Details of Stand Fitting Contractor / Stand Decorator**

Name of Appointed Contractor (Company Name)	
Address	
Tel	Fax
E-mail	Mobile
ON-SITE Contact Person	Job Title

No.	Item	Unit Price (RM)	Total Booth Area	Total (RM)
1	<b>Refundable Performance Bond</b>	RM 3,000.00	36 sqm & below	
		RM 5,000.00	37 sqm – 72 sqm	
		RM 10,000.00	73 sqm & above	

\*GST not applicable to above RPB.

2	<b>Non-Refundable Administration Fees</b>	RM 25.00 /sqm (min levy of RM 250.00)	sqm	
3	<b>Contractor Passes</b>	11.00 / pc	pcs	
<b>Grand Total (RM)</b>				

\*Price are inclusive GST 6%.

- Please prepare the invoice for above items and bill to us.  
 Please prepare the invoice for above items and bill to my appointed contractor.

**Please provide us the billing details in order for us to issue an invoice to you.**

Company Name			
GST Registered No.		Not GST Registered	(Please tick)
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Mobile No.			

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



<p><b>Form 1a :</b>  <b>BARE SPACE STAND /</b>  <b>UPGRADED STAND</b>                  (Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)</p>	<p>Return this form to :  <b>INNOGEN SDN BHD</b>                  Tel: +60 3-8961 1108                  Fax: +60 3-8961 0103                  Email: info@innogen.com.my</p>
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**Please tick ( ✓ ) for Payment Option**

Bank charges of selected payment option will be reflected on the invoice.

**Deadline: 30 June 2016**

- Payment Option for Refundable Performance Bond:-  
 Please note that the bank charges is non-refundable.

<input type="checkbox"/> VISA / MASTER (Credit Card) *subjected to 4% bank charges	<input type="checkbox"/> Wire Transfer *subjected to RM100 bank charges
<input type="checkbox"/> Malaysia Cheque	<input type="checkbox"/> Internet Banking *for overseas transaction is subjected to RM100 bank charges

- Payment Option for Administration Fees:-

<input type="checkbox"/> VISA / MASTER (Credit Card) *subjected to 4% bank charges	<input type="checkbox"/> Wire Transfer *subjected to RM100 bank charges
<input type="checkbox"/> Malaysia Cheque	<input type="checkbox"/> Internet Banking *for overseas transaction is subjected to RM100 bank charges

**Important Note !**

- For Bare Space Stand and Upgraded Shell Scheme, kindly email a set of detailed scaled, dimensional and perspective drawings showing the proposed design of the booth in jpeg file to the Official Contractor ([info@innogen.com.my](mailto:info@innogen.com.my)).
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
  - Non-Refundable Administration Fees
  - Refundable Performance Bond
  - Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.)
- Price for goods and service supplied or work done are subject to Goods & Service Tax (GST) or other taxes, if applicable at the prevailing tax rate.

• **Payment should be in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**  
 \*\*Please fax to us a copy of your payment slip for confirmation.

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.

• **This is not an invoice.**  
**Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.**  
**All cancellations must be made in writing to INNOGEN SDN BHD.**

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Form 1b :  
 INDEMNITY FORM**

(Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)

Return this form to :  
**INNOGEN SDN BHD**  
 Tel: +60 3-8961 1108  
 Fax: +60 3-8961 0103  
 Email: info@innogen.com.my

**Rules & Regulations to All Non-Official Contractor**

**Deadline: 30 June 2016**

Show Name : EAPAC 2016

Build-Up : 15 August 2016, time: 8.00pm - 12.00mn

Teardown : 18 August 2016, time: 5.30pm - 7.30pm

The Stand Builder is responsible for ensuring that each stand complies with the Venue's and/or authorities' guideline/requirement. The Organiser, Venue and Innogen shall not be responsible for any rectification work required to correct the deviations to the stand design plan from the exhibition floor plan. Therefore, the stand structure / integrity will be the responsibility of the Stand Builder and subject to on-site supervision if necessary.

It is the responsibility of the Stand Builder to ensure the followings :

- 1) Each stand does not exceed the designated zone built height restriction
- 2) The approved stand size fits into the stand's footprint
- 3) To cross-check the stand design plan against the exhibition floor plan

Please refer to the term "designated zone" which are potentially low ceiling areas within the Centre's premises. Hence the need to comply with the "designated zone" build height restriction.

All temporary structure build for exhibitions or events must possess adequate strength and stability and functioning during construction and throughout the duration of the event. The designs of a temporary structure are to be constructed in a manner that poses no danger to public, employee or contractor safety at any time. In short, they are not a potential hazard to anyone in the vicinity.

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Manual are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to :-

**Part 1 : Hotel Management Rules and Regulations**

1. All non-official contractors are required to registered with the Official Main Exhibition Contractor.
2. No build-up materials be allowed to pile into the aisle/gangways, obstruct fire exit door and fire fighting equipment . Please remember to keep your entire materials inside your stand at all times.
3. A covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Deadline: 30 June 2016**

4. Material used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
5. No persons under 18 years old age are permitted to enter or work on the premises.
6. Smoking is not allowed at any time in the Halls and associated work areas.
7. All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests area.
8. All contractors must wear a pass supplied by the Event Organiser or the Official Exhibition Contractor all the times when entering the venue.
9. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
10. All contractors and exhibitors must ensure that all chemicals including paint are handled with care to prevent any spillage. Please also ensure the following:
11. All chemical containers are securely closed when not in use, especially during loading and unloading.  
 All chemical containers must be placed on a containment tray or secondary container.  
 All chemicals must be stored in a stable area, especially during build-up and move-in activities.
12. Disposal of hazardous wastes and/or its containers (paint, oil, cleaning agents, solvents, etc.) must be done in a safe and environmentally friendly manner. Please note that no chemical waste is allowed to be disposed of via the venue's drainage system, sanitary facilities or floor trenches.
13. Activities, which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricated off site and no major painting is permitted.
14. Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel may be evicted from site.
15. Any person caught committing unsafe work practises and or non-compliance activities will be prohibited from working in hotel venue.
16. In order to facilitate review on the technical and safety aspect of the stand design, the following guideline is required to be followed to the latter.
  - The different view of the 3D diagrams / photo / picture shall be presented into one document together with checklist. *(please do not attached various attachments to the email)*
  - The description of the technical aspect and safety element must be indicated into the 3D diagram / photo/ picture.
  - Height of the stand must be indicated in the diagram / photo/ picture.

**Part 2 : EAPAC 2016 – Construction Rules and Regulations**

- All partition wall above 2.44m which is facing the neighbor booths or aisle must be nicely clad and painted finish, if any.
- Maximum structure height is 3.5m.
- The airspace of adjacent booths is not to be used by exhibitors.
- Exhibitors may not lay carpet across adjacent booths.
- Strictly no sawing in the hall.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Deadline: 30 June 2016**

- For any platform proposed in the stand design, round edge is required at the four corners of platform. The “Caution Tape” at your own cost is deemed necessary at all edging of platform that may cause hazard to the visitors.
- Kindly ensure all lighting cable/wire come with earth clamp connector and it must be earthed, especially apply to metal structure design include truss system.
- In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof on-site, if any.
- No blockage to Entrance/Exit Doors/Fire Hose Reel/Fire Extinguisher - No materials/ products are allowed to be put at doorway during set up or tear down as part of clearance for emergency exit route. Your cooperation is greatly appreciated.
- Clearance of construction waste materials and paint - kindly ensure your workers to clear all the waste construction materials / paint from the exhibition hall or loading bay during installation and tear down. It is the responsibility of the appointed contractor of the above mentioned requirement. Any materials found not disposed off or disposed in the Venue's dustbin skip will be charged a disposal fee and deducted from the performance bond accordingly.
- Kindly ensure your booth does not exceed the booth area as it is strictly not allowed.
- All lighting connection work must be done by the Official Electrical Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly and any additional lighting connection found on-site which is not declared or ordered before on-site will be charged according to on-site rate with immediate settlement. Failing to do so, electricity to the concerned booth will be terminated without further notice.
- A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- For custom design stands, RM 25.00 per sqm administrative fee shall be made to Innogen Sdn Bhd before 30<sup>th</sup> June 2016. A cheque for RM 3,000 / RM 5,000 / RM 10,000 performance bond must be prepared and provided to Innogen Sdn Bhd before move in.
- Should there be any damages arising directly or indirectly from any infringement or/and outstanding amount owe to the Official Contractor and Organiser, the Official Contractor is authorised to bank in the performance bond and deducted the said amount without prior notice.
- Should there be any non-conformance activities found during the build-up & teardown period, it will be reported to Organiser and Venue for further actions.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Deadline: 30 June 2016**

**Part 3 : Indemnity**

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

-----  
(Signature)

Name :

Designation :

Contact No. :

Date :

Company stamp :

*\* Please return the above acknowledged copy via email (scan copy) or fax.*

*\* Without signing this form, entrance to the Halls will not be permitted.*

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp





**Form 3 :  
FURNITURE ON HIRE**

Return this form to :  
**INNOGEN SDN BHD**  
Tel: +60 3-8961 1108  
Fax: +60 3-8961 0103  
Email: info@innogen.com.my

- 1) For exhibitor taken Shell Scheme Package, kindly refer FORM 2 for your package entitlement. Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require additional furniture items, please use this requisition form.

**Deadline: 30 June 2016**

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 30/06/2016	01/07/2016 – 12/08/2016		
INN001	Information Desk	L1000 x D530 x H735	75	98		
INN002	Information Counter	L1030 x D535 x H1020	250	325		
INN003	Bistro Table	Dia 500 x H1100	150	195		
INN004	Round Table	Dia 900 x H755	110	143		
INN005	Square Table	L750 x D750 x H755	110	143		
INN006	System Coffee Table	L550 x D550 x H515	50	65		
INN007	Glass Top Coffee Table	L460 x D490 x H490	65	85		
INN008	Lockable Cabinet	L1000 x D530 x H735	95	124		
INN009	High Showcase without Lighting	L1030 x D535 x H2500	420	546		
INN010	Low Showcase without Lighting	L970 x D500 x H940	300	390		
INN011	Bar Stool	Dia 380 x H740	105	137		
INN012	Folding Chair	L435 x D435 x H790	35	46		
INN013	Conference Chair	L460 x D500 x H780	70	91		
INN014	Easy Arm Chair	L500 x D450 x H800	75	98		
INN015	Chrome Chair	L420 x D415 x H700	95	124		
INN016	Fabric Sofa	L520 x D750 x H780	95	124		
INN017	Leather Chrome Sofa	L860 x D800 x H800	150	195		
INN018	Display Plinth (Set)	-	290	377		
INN019	Display Plinth A	L535 x D535 x H500	75	98		
INN020	Display Plinth B	L535 x D535 x H750	95	124		
INN021	Display Plinth C	L535 x D535 x H1000	120	156		
INN022	Flat Shelf	L985 x D300	45	59		
INN023	Slope Shelf	L985 x D300	45	59		
INN024	Brochure Rack (4-tier)	L280 x D400 x H1100	150	195		

- Please prepare the invoice for above items and bill to us.
- Please prepare the invoice for above items and bill to my appointed contractor.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Form 3 :  
FURNITURE ON HIRE**

Return this form to :  
**INNOGEN SDN BHD**  
Tel: +60 3-8961 1108  
Fax: +60 3-8961 0103  
Email: info@innogen.com.my

**Deadline: 30 June 2016**

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 30/06/2016	01/07/2016 – 12/08/2016		
INN025	Book Shelf 6-tier Single-sided	L970 x D450 x H1940	200	260		
INN026	Book Shelf 4-tier Double-sided	L970 x D600 x H1400	240	312		
INN027	Refrigerator with 24hrs,13amp Single Phase Power Point (max 500w)	L520 x D560 x H1130	350	455		
INN028	Waste Paper Basket	-	5	7		
INN029	Coat Rack	L950 x D400 x H1500	180	234		
INN030	Display Board	L950 x H1200	70	91		
INN031	Folding Door	L950 x H2150	280	364		
INN032	System Plant Trough	L1030 x D535 x H350	120	156		
TOTAL (RM)						
6% GST (RM)						
GRAND TOTAL (RM)						

- Please prepare the invoice for above items and bill to us.  
 Please prepare the invoice for above items and bill to my appointed contractor.

**Please provide us the billing details in order for us to issue an invoice to you.**

Company Name			
GST Registered No.		Not GST Registered	(Please tick)
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Mobile No.			

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Form 3 :  
 FURNITURE ON HIRE**

Return this form to :  
**INNOGEN SDN BHD**  
 Tel: +60 3-8961 1108  
 Fax: +60 3-8961 0103  
 Email: info@innogen.com.my

**Deadline: 30 June 2016**

**Please tick ( ✓ ) for Payment Option**

Bank charges of selected payment option will be reflected on the invoice.

- |   |   |
|---|---|
| <input type="checkbox"/> VISA / MASTER (Credit Card)<br>*subjected to 4% bank charges | <input type="checkbox"/> Wire Transfer<br>*subjected to RM100 bank charges                                |
| <input type="checkbox"/> Malaysia Cheque  | <input type="checkbox"/> Internet Banking<br>*for overseas transaction is subjected to RM100 bank charges |

**NOTES :**

- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- Price for goods and service supplied or work done are subject to Goods & Service Tax (GST) or other taxes, if applicable at the prevailing tax rate.
- Orders are valid only when accompanied by full remittance.

• **Payment should be in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**

**\*\*Please fax to us a copy of your payment slip for confirmation.**

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.  
A surcharge of 50% will be imposed for all the on-site orders. Priority will be given to advance orders.
- For on-site order during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given by written to INNOGEN at least 7-days before build-up date, however, 30% cancellation fees will be imposed. For orders cancellation less than 7-days before build-up date and on-site order, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1<sup>st</sup> day of exhibition, failing which such goods shall be deemed to have delivered in good order and our company will not accept any complaint or claim thereafter.

- **This is not an invoice.**  
**Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.**

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Form 4 :**  
**ELECTRICAL & LIGHTING**

(Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)

Return this form to :  
**INNOGEN SDN BHD**  
Tel: +60 3-8961 1108  
Fax: +60 3-8961 0103  
Email: info@innogen.com.my

**Deadline: 30 June 2016**

- 1) For exhibitor taken Shell Scheme Package, kindly refer FORM 2 for package entitlement.  
Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require additional lighting items, please use this requisition form.
- 3) Exhibitors occupying upgrading booth design must order electrical and lightings requirements using this form before the deadline.

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 30/06/2016	01/07/2016 – 12/08/2016		
<b>Electrical Fittings – Equipment and fittings on hire from the official contractor:</b>						
	<b>Normal Type</b>					
INN101	Fluorescent Tube 4ft	40w	75	98		
INN101a	Fluorescent Tube 4ft (Loose Set)	40w	80	104		
INN102	Spotlight	100w	75	98		
INN103	Arm Spotlight	100w	85	111		
INN104	Halogen Spot	50w	95	124		
INN105	Arm Halogen Spot	50w	105	158		
INN106	Metal Halide	70w	350	455		
INN107	Metal Halide	150w	480	624		
INN108	Tracklight (with Halogen Spot)	50w x 3	350	455		
INN109	Flood Light	300w	200	260		
INN110	Arm Flood Light	300w	250	325		
INN111	Halogen Down Light	50w	95	124		
INN112	AR111 (with Halogen Down Light)	50w x 3	380	494		
	<b>LED Type</b>					
LED1	LED Spotlight (Warm Light)	10w	95	124		
LED2	LED Spotlight (White Light)	10w	95	124		
LED3	LED Arm Spotlight (Warm Light)	10w	100	130		
LED4	LED Arm Spotlight (White Light)	10w	100	130		
LED5	LED Halogen Down Light (White Light)	9w	110	143		
<b>Lighting Connection – Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor:</b>						
INN115a	Lighting Connection (max 100W per fitting)	max. 100w per fitting	70	91		
INN115b	Lighting Connection for LED Strip (max. 2mL per connection)	max. 2m length	70	91		
INN115c	Lighting Connection for LED Bulb (max. 2 fittings per connection)	max. 2 fittings	70	91		

- Please prepare the invoice for above items and bill to us.
- Please prepare the invoice for above items and bill to my appointed contractor.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



<b>Form 4 :</b> <b>ELECTRICAL &amp; LIGHTING</b> (Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)	Return this form to : <b>INNOGEN SDN BHD</b> Tel: +60 3-8961 1108 Fax: +60 3-8961 0103 Email: info@innogen.com.my
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**Deadline: 30 June 2016**

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 30/06/2016	01/07/2016 – 12/08/2016		
<b>Power Point / Isolator – Equipment and fittings on hire from the official contractor: Power points are used for single machinery / electrical appliances / exhibits only, STRICTLY NOT for lighting purposes.</b>						
INN113	13 Amp Single Phase Power Point	13A (max. 500w)	75	98		
INN113a	13 Amp Single Phase Power Point (24 Hours)	13A (max. 500w)	150	195		
INN114	15 Amp Single Phase Power Point	15A (max. 2000w)	90	117		
TOTAL (RM)						
GST 6% (RM)						
GRAND TOTAL (RM)						

- Please prepare the invoice for above items and bill to us.
- Please prepare the invoice for above items and bill to my appointed contractor.

**Please provide us the billing details in order for us to issue an invoice to you.**

Company Name			
GST Registered No.	Not GST Registered	(Please tick)	
Company Address			
Company Tel No.	Company Fax No.		
Attention to			
Mobile No.			

**Please tick (✓) for Payment Option**

Bank charges of selected payment option will be reflected on the invoice.

- |  |  |
|--|--|
| <input type="checkbox"/> VISA / MASTER (Credit Card)<br><i>*subjected to 4% bank charges</i> | <input type="checkbox"/> Wire Transfer<br><i>*subjected to RM100 bank charges</i>                                |
| <input type="checkbox"/> Malaysia Cheque   | <input type="checkbox"/> Internet Banking<br><i>*for overseas transaction is subjected to RM100 bank charges</i> |

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Form 4 :**  
**ELECTRICAL & LIGHTING**

(Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)

Return this form to :  
**INNOGEN SDN BHD**

Tel: +60 3-8961 1108

Fax: +60 3-8961 0103

Email: info@innogen.com.my

**Deadline: 30 June 2016**

**NOTES :**

- All items above are quoted based on floor level installation.
- Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charge to exhibitor.
- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- All prices quoted include installation and standby maintenance.
- Price for goods and service supplied or work done are subject to Goods & Service Tax (GST) or other taxes, if applicable at the prevailing tax rate.
- **Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.**
- **All lighting connection is charged accordingly to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube) wherever possible.**
- **Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.**
- Own light fittings must include wirings and terminate at one point for connection by official electrical contractor.
- **A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- Exhibitor whose lighting fixtures / electrical appliances / machines / etc are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- All electrical installations must confirm strictly to the required safety regulations without exception.
- The Organiser / Venue / Official Contractor reserve the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chageman, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- Orders are valid only when accompanied by full remittance.

• **Payment should be in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**

*\*\*Please fax to us a copy of your payment slip for confirmation.*

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services, otherwise stated.
- **A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.**  
**A surcharge of 50% will be imposed for all the on-site orders. Priority will be given to advance orders.**
- For on-site order during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given by written to INNOGEN at least 7-days before build-up date, however, 30% cancellation fees will be imposed. For orders cancellation less than 7-days before build-up date and on-site order, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1<sup>st</sup> day of exhibition, failing which such goods shall be deemed to have delivered in good order and our company will not accept any complaint or claim thereafter.

• **This is not an invoice.**

**Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.**

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



# BASIC EXHIBITION FURNISHING GUIDE



## FURNITURE



**INNO01**  
 Information Desk  
 - L1000 x D530 x H735 -



**INNO02**  
 Information Counter  
 - L1030 x D535 x H1020 -



**INNO03**  
 Bistro Table  
 - Dia500 x H1100 -



**INNO04**  
 Round Table  
 - Dia900 x H755 -



**INNO05**  
 Square Table  
 - L750 x D750 x H755 -



**INNO06**  
 System Coffee Table  
 - L550 x D550 x H515 -



**INNO07**  
 Glass Top Coffee Table  
 - L460 x D490 x H490 -



**INNO08**  
 Lockable Cabinet  
 - L1000 x D530 x H735 -



**INNO09**  
 High Showcase  
 - L1030 x D535 x H2500 -



**INNO10**  
 Low Showcase  
 - L970 x D500 x H940 -



**INNO11**  
 Bar Stool  
 - Dia380 x H740 -



**INNO12**  
 Folding Chair  
 - L435 x D435 x H790 -



**INNO13**  
 Conference Chair  
 - L460 x D500 x H780 -



**INNO14**  
 Easy Arm Chair  
 - L500 x D450 x H800 -



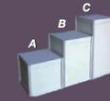
**INNO15**  
 Chrome Chair  
 - L420 x D415 x H700 -



**INNO16**  
 Fabric Sofa  
 - L520 x D750 x H780 -



**INNO17**  
 Leather Chrome Sofa  
 - L860 x D800 x H800 -



**INNO18**  
 Display Plinth (set)  
 - L535 x D535 x H500 -



**INNO19**  
 Display Plinth A  
 - L535 x D535 x H500 -



**INNO20**  
 Display Plinth B  
 - L535 x D535 x H750 -



**INNO21**  
 Display Plinth C  
 - L535 x D535 x H1000 -



**INNO22\***  
 Flat Shelf  
 - L985 x D300 -



**INNO23\***  
 Slope Shelf  
 - L985 x D300 -



**INNO24**  
 Brochure Rack  
 4-tier  
 - L280 x D400 x H1100 -



**INNO25**  
 Book Shelf  
 6-tier Single-sided  
 - L970 x D450 x H1940 -



**INNO26**  
 Book Shelf  
 4-tier Double-sided  
 - L970 x D600 x H1400 -



**INNO27**  
 Refrigerator  
 - L520 x D560 x H1130 -



**INNO28**  
 Waste Paper Basket



**INNO29**  
 Coat Rack  
 - L950 x D400 x H1500 -



**INNO30\***  
 Display Board  
 (Red / Black)  
 - L950 x H1200 -



**INNO31\***  
 Folding Door  
 - L950 x H2150 -



**INNO32\***  
 System Plant Trough  
 - L1030 x D535 x H350 -

\* only attachable on system wall

## ELECTRICAL & LIGHTING



**INN101**  
 40w  
 Fluorescent Light



**INN102**  
 100w  
 Spotlight



**INN103**  
 100w  
 Arm Spotlight



**INN104**  
 50w  
 Halogen Spot



**INN105**  
 50w  
 Arm Halogen Spot



**INN106**  
 70w  
 Metal Halide



**INN107**  
 150w  
 Metal Halide



**INN108**  
 50w x 3  
 Tracklight  
 (with Halogen Spot)



**INN109**  
 300w  
 Flood Light



**INN110**  
 300w  
 Arm Flood Light



**INN111**  
 50w  
 Halogen Down Light



**INN112**  
 50w x 3  
 AR111  
 (with Halogen Down Light)



**INN113**  
 13Amp Single Phase  
 Power Point (max. 500w)



**INN114**  
 15Amp Single Phase  
 Power Point (max. 2000w)





<b>Form 6 : AUDIO VISUAL FORM</b>	Return this form to : <b>INNOGEN SDN BHD</b> Tel: +60 3-8961 1108 Fax: +60 3-8961 0103 Email: info@innogen.com.my
---------------------------------------	---

**Deadline: 30 June 2016**

If exhibitors require additional audio visual items, please use this requisition form.

No.	Item	Unit Price (RM)		Qty	Total (RM)
		On or before 30/06/2016	01/07/2016 – 12/08/2016		
AV.01	42" Plasma + 13 Amp Single Phase Socket  <input type="checkbox"/> Free Standing Floor Stand <input type="checkbox"/> Free Standing Table Stand <input type="checkbox"/> HDMI Cable <input type="checkbox"/> USB Connector	2,400	3,120		
AV.02	50" Plasma + 13 Amp Single Phase Socket  <input type="checkbox"/> Free Standing Floor Stand <input type="checkbox"/> Free Standing Table Stand <input type="checkbox"/> HDMI Cable <input type="checkbox"/> USB Connector	3,000	3,900		
AV.03	DVD Player	450	585		
TOTAL (RM)					
GST 6% (RM)					
GRAND TOTAL (RM)					

- Please prepare the invoice for above items and bill to us.
- Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you.

Company Name			
GST Registered No.	Not GST Registered	(Please tick)	
Company Address			
Company Tel No.	Company Fax No.		
Attention to			
Mobile No.			

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Form 6 :  
 AUDIO VISUAL FORM**

Return this form to :  
**INNOGEN SDN BHD**  
 Tel: +60 3-8961 1108  
 Fax: +60 3-8961 0103  
 Email: info@innogen.com.my

**Deadline: 30 June 2016**

**Please tick ( ✓ ) for Payment Option**

*Bank charges of selected payment option will be reflected on the invoice.*

- |  |  |
|--|--|
| <input type="checkbox"/> VISA / MASTER (Credit Card)<br><i>*subjected to 4% bank charges</i> | <input type="checkbox"/> Wire Transfer<br><i>*subjected to RM100 bank charges</i>                                |
| <input type="checkbox"/> Malaysia Cheque   | <input type="checkbox"/> Internet Banking<br><i>*for overseas transaction is subjected to RM100 bank charges</i> |

**Note :**

- Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charge to exhibitor.
- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- Orders are valid only when accompanied by full remittance.
- Price for goods and service supplied or work done are subject to Goods & Service Tax (GST) or other taxes, if applicable at the prevailing tax rate.

• **Payment should be in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**  
**\*\*Please fax to us a copy of your payment slip for confirmation.**

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- **A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.**  
**A surcharge of 50% will be imposed for all the on-site orders. Priority will be given to advance orders.**
- For on-site order during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given by written to INNOGEN at least 7-days before build-up date, however, 30% cancellation fees will be imposed. For orders cancellation less than 7-days before build-up date and on-site order, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1<sup>st</sup> day of exhibition, failing which such goods shall be deemed to have delivered in good order and our company will not accept any complaint or claim thereafter.

• **This is not an invoice.**  
**Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.**

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



<p><b>Form 7 :</b>  <b>CONTRACTOR PASSES</b>                  (Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)</p>	<p>Return this form to :  <b>INNOGEN SDN BHD</b>                  Tel: +60 3-8961 1108                  Fax: +60 3-8961 0103                  Email: info@innogen.com.my</p>
--	--

**Deadline: 30 June 2016**

**Note:**

Contractor passes is charged at RM 11.00 per pass (inclusive GST 6%).  
 Please fill-in the quantity you request in Form 1a : Bare Space Stand / Upgraded Stand.

Please fill out the appropriate names and company name (copy form if more passes are needed)

Name	NRIC No.	Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp



**Form 8 :  
EXHIBITOR REGISTRATION**

Return this form to :  
**SECRETARIAT**  
Email: sales@nace-malaysia.org

**Deadline: 30 June 2016**

NAME : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

BUSINESS ADDRESS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE / EMAIL : \_\_\_\_\_

BOOTH NO : \_\_\_\_\_

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp