

The background of the entire page is a repeating zigzag pattern in red and white. The pattern consists of multiple rows of interlocking chevrons, creating a dynamic, textured effect.

# **FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017**

## **EXHIBITOR MANUAL**

**21-23 April 2017**  
**10 AM – 10 PM**

**Shah Alam Convention  
Centre (SACC)**

## **IMPORTANT CONTACTS**

### **Organizer**

Global Pro Event (SA0386534-A)

S9-09-01 Vista Alam  
Jalan Ikhtisas, Seksyen 14  
40000 Shah Alam

Puan Hana  
Mobile: +6011-1179 7692  
Email : [myhealthandbeautyexpo@gmail.com](mailto:myhealthandbeautyexpo@gmail.com)

### **Official Booth Building Contractor**

Scigen Sdn Bhd

No.123 Jalan 51A/224  
46100 Petaling Jaya  
Selangor

Mr Azlee Anuar Lee  
Mobile: +6019-246 8215  
Email: [azleezarina@yahoo.com](mailto:azleezarina@yahoo.com)



**SCIGEN**  
SDNBHD

**DESIGN & BUILD**

## **GENERAL INFORMATION**

**Venue** : Hall 1 & 2, Shah Alam Convention Centre (SACC)  
No.4 Jalan Perbadanan 14/9  
40000 Shah Alam, Selangor  
(GPS Coordinate: 3.069812, 101.518591)

**Date** : 21 – 23 April 2017 (Friday – Sunday)

**Time** : 10:00 am - 10:00 pm

### **Official Contractor Build (Setup):**

**Move - In** : 20 April 2017, Thursday (7.00 am)

**Exhibitor Move-In** : 20 April 2017, Thursday (2.00 pm)

### **Official Contractor Tear Down (Dismantle)**

**Exhibitor Move-Out** : 23 April 2017, Sunday (10.00 pm)

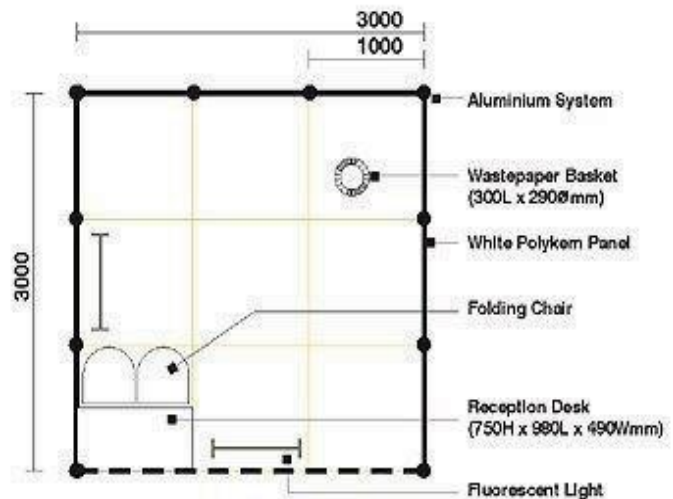
**Move - Out** : 24 April 2017, Monday (12.00 am)

## STANDARD SHELL SCHEME BOOTH

Name of Exhibitor as it should appear on fascia (name board)  
(IMPORTANT! Not more than 20 letters)

Company Name: \_\_\_\_\_

Booth No: \_\_\_\_\_



**NOTE:** If the Exhibitors request to change fascia board name on site, RM 50.00 will be charged.

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

Company Name:		Booth No.:	
Address:			
Tel:		Fax:	
E-mail:		Date:	
Person In-charged:		Signature & Company Stamp	

## BARE SPACE CONSTRUCTION

Please tick [ X ] as appropriate.

- ( ) We have already contracted for Organizers' shell scheme.
- ( ) We will be building our own stand and enclose drawing, with dimensions, illustrating the design of our stand. We understand that all electrical and piping installation must be carried out by the official contractors and as exhibitor and contractor, agree to abide by all the Rules and Regulations of the exhibition, particularly in respect of those stipulated in the term and regulation section of the Exhibitor Manual.

The following company will be our contractor for stand building and/or other display work.

Name of Company: \_\_\_\_\_

Person In Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E mail: \_\_\_\_\_

### Note:

1. Non official contractor will be required to pay RM25.00 per square meter for administration fee.
2. The ORGANIZER reserves the right to stop any Exhibitor and/or their contractor from working within the exhibition hall before their stand design drawings are approved.
3. All construction above 2.4m for height must be submitted to official contractor for approval.  
No Exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.

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

Company Name:		Booth No.:	
Address:			
Tel:		Fax:	
E-mail:		Date:	
Person In-charged:		Signature & Company Stamp	

## CONTRACTOR BADGES

The Organizer will provide Contractor's Badges which can be collected from the management office.

Each contractor's badges / passes will be charged at RM 10.00 per pass.

Please provide below the details of all personnel from your company and associated companies who will be manning the exhibition stand. No person will be allowed in the hall without the passes, this is to ensure security measures throughout the exhibition.

(Please attach a separate sheet to this form if given space is insufficient.)

COMPANY	NAME OF PERSONNEL	JOB TITLE

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

Company Name:		Booth No.:
Address:		
Tel:	Fax:	
E-mail:	Date:	
Person In-charged:	Signature & Company Stamp	

## BOOTH CONSTRUCTION CONTRACTORS FORM

Please tick ( ✓ ) as appropriate :

We do require Outside Contractor

We appointed Scigen Sdn Bhd as our Booth Contractor.

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

Details of Stand Fitting Contractor / Stand Decorator

Name of Appointed Contractor	
Address	
Tel	Fax
E-mail	Mobile
Contact Person	Booth No

No.	Item	Unit Price (RM)	Total Booth Area (Sqm)	Total(RM)
1	Refundable Performance Bond (a) 9sqm to 36sqm RM 4,000.00 (b) 37sqm and above RM 8,000.00		sqm	
2	Non-refundable Administrative Fee	25.00 / sqm	sqm	

**Please Note:**

- For "Space only", please submit technical drawings in duplicate (original drawings and not facsimile copies) or email in JPEG file to the Official Contractor
- For shell scheme booths, such drawings are only required if upgrading work is being carried out.
- All contractor other than the Official Contractor, must place a :
  - a. Refundable Performance Bond of no less than RM 4,000.00 per stand
  - b. Non-refundable Administrative Fee of RM25.00 per sqm
  - c. Sign an undertaking to guarantee conduct, proper schedule of production and absence of the exhibition and the hall regulations.

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

Company Name:	Booth No.:
Address:	
Tel:	Fax:
E-mail:	Date:
Person In-charged:	Signature & Company Stamp

# FORM 5

**DEADLINE : 14 APRIL 2017**

ELECTRICAL ITEMS & DESCRIPTIONS	SPECIFICATION	Unit Price (RM)			QUANTITY	TOTAL (RM)
		On or before	After Deadline	Onsite order		
40W Fluorescent Light	40Watt	RM65.00	RM98.00	RM130.00		
Spotlight	100Watt	RM90.00	RM117.00	RM180.00		
Armed Spotlight	100Watt	RM75.00	RM113.00	RM150.00		
Halogen Spotlight	50Watt	RM85.00	RM128.00	RM170.00		
Armed Halogen Spotlight	50Watt	RM105.00	RM158.00	RM210.00		
Halogen Down Light	50Watt	RM80.00	RM120.00	RM160.00		
Flood light	300Watt	RM180.00	RM270.00	RM360.00		
Armed Flood Light	300Watt	RM195.00	RM293.00	RM390.00		
Metal Halide	70Watt	RM280.00	RM420.00	RM560.00		
Tracklight with 3nos.of HalogenSpot	50Watt	RM280.00	RM420.00	RM560.00		
13Amp Single Phase Power Point (13A)	Max500Watt	RM80.00	RM104.00	RM160.00		
13Amp Single Phase Power Point (24 Hrs) (13A)	24 Hours	RM168.00	RM252.00	RM336.00		
15Amp Single Phase Power Point (15A)	Max2000Watt	RM70.00	RM105.00	RM140.00		
15Amp Single Phase Power Point (15A(Max.2000w))	24 Hours	RM210.00	RM315.00	RM420.00		
30Amp/230V Single Phase	-	RM250.00	RM375.00	RM500.00		
32Amp Three Phase Isolator Only Exclude Distribution Box (Max.15KW)	-	RM1750.00	RM2625.00	RM3500.00		
32Amp Three Phase Isolator Only With Distribution Box (Max.15KW)	-	RM2050.00	RM3075.00	RM4100.00		
Lighting Connection 2 LED Bulb per fittings	Max100Watt	RM100.00	RM130.00	RM200.00		
<b>Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)</b>						
13Amp Single Phase Socket		RM120.00	RM180.00	RM240.00		
					<b>TOTAL AMOUNT</b>	
					<b>GST 6%</b>	

NOTE: Charges for Lighting connections such as supply of cable terminating in a fuse switch / distribution box, electrical consumption are included Wiring and maintenance are the responsibility of the contactor appointed by the Exhibitor.

## TERMS AND CONDITIONS

- All items ordered are on rental basis & exhibitors will therefore have to be responsible and liable for any damage or loss.
- All prices quoted include approval fee, installation, standby maintenance and power consumption, exhibitors otherwise.
- All lighting connection works must be done by the Official Electrical Contractor. Without any exception, all electrical installation must confirm strictly to the required safety regulations. Exhibitors including those who provide their own lighting fixtures will be charged lighting connection fees accordingly.
- Lighting connection for LED bulb is max. for 2 fittings per connection and LED strip is max. 2m length per connection.**
- POWER POINTS ARE FOR NON-LIGHTING PURPOSES.** Usage of such points for any lighting purposes will incur charges as stated rate above.
- A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to Scigen Sdn Bhd otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s)
- Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
- 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 invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
- A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
- Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
- Any complaints regarding electrical rental/installations must be lodged the day before exhibition commences. Otherwise all items are deemed to have been received in good order.
- Upon confirmation of order Cheque or cash should be made under:

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

### Exhibition's Details

Exhibitor : \_\_\_\_\_ Booth No : \_\_\_\_\_  
 Co. Address : \_\_\_\_\_  
 Tel : \_\_\_\_\_ Fax : \_\_\_\_\_  
 Email : \_\_\_\_\_ Mobile No : \_\_\_\_\_  
 Signature : \_\_\_\_\_



# Electrical Items

			
Fluorescent Tube 4'L	Spotlight	Longarm Spotlight	Halogen Spotlight
			
Halogen Longarm Spotlight	Halogen Downlight	Flood light	Flood light with arm
			
Metal Halide			

# FORM 6

**DEADLINE : 14 APRIL 2017**

Back wall

\* Side wall / Open

\* Side wall / Open


Symbol	
—	4ft Fluorescent Tube
△	Spotlight
←	Armed Spotlight
△	Armed Halogen Spot
⊗	Halogen Down Light
⊠	Flood Light
⊠—	Armed Flood Light
⌚	13Amp S/P PP
⌚ 24hrs	13Amp S/P PP (24 Hrs)
⌚ 15A	15Amp S/P PP

**NOTE:** Charges for Lighting connections such as supply of cable terminating in a fuse switch / distribution box, electrical consumption are included Wiring and maintenance are the responsibility of the contactor appointed by the Exhibitor.

**TERMS AND CONDITIONS**

1. Sketch the location of your utilities, such as Lighting / Socket / Connection Point / Shelf / Furniture including your entitlement for standard Shell Scheme Booth on the Form.
2. It is imperative that you complete this form as it will be used to install your requirement in the correct location before you arrive on site.
3. Please ensure that the position of the light are on the wall or on the fascia (unless your booth has an interior structure to which they can be attached).
4. If the location plan of any service is not submitted, it will be placed at the descretion of the official contractor and any relocation will be charge to the exhibitor.

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

<b>Exhibition's Details</b>	
Exhibitor: _____	Booth No: _____ Person to Contact: _____
Co. Address: _____	
Tel: _____	Fax: _____
Email: _____	Mobile No: _____
Signature: _____	

# FORM 7

**DEADLINE : 14 APRIL 2017**

FURNITURE ITEMS & DESCRIPTIONS	SPECIFICATION (mm)	Unit Price (RM)			QUANTITY	TOTAL (RM)
		On or before	After Deadline	Onsite Order		
Information Desk	1030W x 540L x 740H	RM60.00	RM90.00	RM120.00		
Lockable Cupboard	1030W x 540L x 740H	RM90.00	RM135.00	RM180.00		
Aluminium Low Round Table	800D x 705H	RM120.00	RM180.00	RM240.00		
Aluminium Tall Round Table	600D x 1000H	RM140.00	RM210.00	RM280.00		
Folding Chair	400Lx400Wx780H	RM20.00	RM30.00	RM40.00		
Oscar Barstool	900H	RM85.00	RM128.00	RM170.00		
High Back Barstool	-	RM100.00	RM150.00	RM200.00		
Single Seater Sofa	-	RM120.00	RM180.00	RM240.00		
Waste Basket	-	RM7.00	RM11.00	RM14.00		
Low Glass Showcase	914W x 990H x 457D	RM290.00	RM435.00	RM580.00		
Tall Glass Showcase	457W x 2130H x 457D	RM400.00	RM600.00	RM800.00		
Brochure Rack -XEN 3	265W x 141H x 340D	RM280.00	RM420.00	RM560.00		
Shelf-Flat	1000L x 300W	RM45.00	RM68.00	RM90.00		
Round Base Bunting Stand	609.6W x Adjustable height	RM100.00	RM150.00	RM200.00		
Low Display Cube	500 x 500 x 500H	RM110.00	RM165.00	RM220.00		
Normal Display Cube	500 x 500 x 750H	RM130.00	RM195.00	RM260.00		
High Display Cube	500 x 500 x 1000H	RM150.00	RM225.00	RM300.00		
Plasma TV 40inch		RM800.00	RM1200.00	RM1600.00		
					<b>TOTAL AMOUNT</b>	
					<b>GST 6%</b>	

NOTE: Charges for Lighting connections such as supply of cable terminating in a fuse switch / distribution box, electrical consumption are included Wiring and maintenance are the responsibility of the contactor appointed by the Exhibitor.

## TERMS AND CONDITIONS
















- All items ordered are on rental basis & exhibitors will therefore have to be responsible and liable for any damage or loss.
- All prices quoted include approval fee, installation, standby maintenance and power consumption. exhibitors otherwise.
- All lighting connection works must be done by the Official Electrical Contractor. Without any exception, all electrical installation must confirm strictly to the required safety regulations. Exhibitors including those who provide their own lighting fixtures will be charged lighting connection fees accordingly.
- POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
- A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to Scigen Sdn Bhd otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s)
- Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
- 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 invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
- A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
- Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
- Any complaints regarding electrical rental/installations must be lodged the day before exhibition commences. Otherwise all items are deemed to have been received in good order.
- Upon confirmation of order Cheque or cash should be made under:

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

### Exhibition's Details

Exhibitor : \_\_\_\_\_ Booth No : \_\_\_\_\_  
 Co. Address : \_\_\_\_\_  
 Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_  
 Mobile No : \_\_\_\_\_ Signature : \_\_\_\_\_



			
<p>Information Counter</p>	<p>Lockable Cupboard</p>	<p>Aluminium Low Round Table</p>	<p>Aluminium Tall Round Table</p>
			
<p>Folding Chair</p>	<p>Bar Stool (Oscar)</p>	<p>Bar Stool (High Back)</p>	<p>Black PVC Sofa- single seater</p>
			
<p>Waste Basket</p>	<p>Low Glass Showcase (91.4cm W x 45.7cm D x 99cm H)</p>	<p>High Glass Showcase (45.7cm W x 45.7cm D x 213cm H)</p>	<p>Brochure Rack</p>
			
<p>Plasma TV 40inch</p>	<p>Shelf - Flat</p>	<p><b>A</b> Tall Display Cube (600mm x 600mm x 1000mm ht)</p>	<p><b>C</b> Low Display Cube (600mm x 600mm x 500mm ht)</p>
		<p><b>B</b> Normal Display Cube (600mm x 600mm x 760mm ht)</p>	

# **OFFICIAL CONTRACTOR RULES & REGULATIONS**

# **RULES & TERMS**

## 1. EXHIBITION VENUE

**SHAH ALAM CONVENTION CENTRE, SACC**

## 2. EXHIBITOR'S APPLICATION

All application for the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 be made through the Booking Form accompanied with full payment. The exhibitor shall agree to comply with the terms and conditions of the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017. The submission of the entry form shall be deemed as the confirmation of exhibitor's application to participate in the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 and exhibitor's acceptance and agreement to be bound by the terms and conditions of the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017. The Organizing Committee reserves the right to accept or reject any application without disclosing any reasons.

## 3. PARTICIPATION RATES & REGISTRATION DETAILS

A. SHELL SCHEME (Booth size: 9 sq. meters or 3m(W) x 3m(L)x2.5(H) ) Includes the following: Fascia board with exhibitors' name and booth number 2 fluorescent lights, 1 13 amps electrical point 1 information desk 2 chairs and 1 wastepaper basket. Needle punch carpet flooring of booth area.

B. UPGRADED SHELL SCHEME (Booth size: 9 sq. meters or 3m(W) x 3m(L)x3M Facial Height ) Includes the following:  
Fascia board with exhibitors' name and booth number 2 fluorescent lights, 1 13 amps electrical point 1 information desk 2 chairs and 1 wastepaper basket. Needle punch carpet flooring of booth area.

C. SPACE ONLY (Minimum Size: 18 sq. meters or 2 booths space)

1. The exhibitor shall be responsible for their own designs, construction and furnishing.  
All electrical fittings and installation must be undertaken by the official contractor appointed by the Organizer. All exhibitors must design their booths and submit the drawing's to the Organizer for approval by **SACC** .Failure to do so without the prior written approval of the Organizer is considered a breach of the Fair's Rules & Regulations.
2. Double-deck booth is not allowed and if have is subject to organizer approval.
3. 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.
4. Rigging of structure is NOT allowed.
5. All designs should have 50% visibility from all sides.
6. Exhibitors may not lay carpet across adjacent booths.

## **BOOTH FITTING REGULATIONS**

- a) The organizer has appointed Scigen Sdn Bhd as the OFFICIAL CONTRACTOR for all the Shell Scheme booth. However, an Exhibitor may employ a contractor of his choice to construct booth interior and any free standing displays or fitments which may be required, provided that the contractor concerned is registered with and approved by Official Contractor and The Centre and has conformed to regulations.
- b) For "Space Only" booths, a drawing in duplicate showing the plan view, (with measurements) and an artist's impression must be submitted to the organizer latest by **14 APRIL 2017** within 3 days failing which the organizer is entitled to terminate the contract strictly without liability and retain all payment made by an exhibitor. Original drawings (hard or soft copy) and not facsimile transmitted copies are required.

The Exhibitor must establish whether this have been done by the Contractor as no booth may be constructed until these plans/drawings have been duly approved and signed by the Organizing Committee. For shell scheme booths, such drawings are only required if upgrading work or any changes is being carried out. Non submission of these drawings within the stipulated period is considered a breach of the Rules & Regulations of the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 .

- c) Neither fitting, display or self adhesive stickers/signs may be attached to or suspended from the ceiling of any part of the exhibition halls, nor any item be nailed, screwed, drilled or punched into the floor. If this instruction is ignored, venue has the right to remove the items and charge the exhibitor/contractor concerned for the damage caused.
- d) Exhibitors wishing to construct a false ceiling at their booth must submit duplicate drawings to the organizer for approval by the Fire & Safety Authority. Ceilings can only be constructed of large mesh or egg box materials, which permit the passage of water in the event of fire.
- e) For safety reasons, only the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 contractor can carry out electrical wiring and connections. Exhibitors must refer to the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 Contractor to obtain approval if changes need to be made to the standard wiring laid out by the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 .

The organizer reserves the right to stop all activities of an exhibitor should it deem that electrical rules & regulations have been breached and poses a safety hazard to anyone.

- f) No devices, such as electricity cables, water/compressed air pipes, and telephone lines inside or near the booth may be removed, cut or diverted without the permission of the organizer and hall provider.
- g) All contractors are expected to clean the booths and remove all construction debris.
- h) All non-official contractors must lodge a performance deposit of no less than RM2000.00 per stand with the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 , which would be refunded after deduction of specific services and damages.  
Please refer to list as follows:
1. 9sqm to 36 sqm - RM 4,000.00
  2. 37sqm and above - RM 8,000.00
- i) Only when this Performance Bond is placed and the undertaking signed, will the contractor be allowed to bring in materials into the halls to commence work.
- j) Provided no damage is caused during build up, fair days and teardown, the Bond shall be returned to the contractor/exhibitor, in full within 60 days of the completion of the exhibition.
- k) Any other contractor is required to pay a non refundable administration fee of RM20.00 per sq metre to the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 .
- l) For "Space Only" Booths The organizer reserves the right to require the exhibitor to change, modify, lower or shorten any back wall and side wall proposed in the "Space Only" design if, in the opinion of the Organizing Committee, such back wall and side wall will obstruct the reasonable exposure of any adjacent exhibition booths. All booths must be constructed, with a back and sidewalls, except island booths, which do not require any walls. In the case of a one corner booth, a back wall and one sidewall must be constructed, while a two cornered or peninsular booth requires only a back wall. Where a structure such as a wall or a sign, exceeds the height of the neighboring booth, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organizing Committee. All contractors other than the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 . must purchase a contractor's pass to gain entry to work in their respective areas in the hall.
- m) For Shell Scheme Booth –
- No additional booth fittings or display may be attached to the shell scheme structure except for those approved by the organizer. Any protruding or cantilever signage's must conform to the specifications approved by the Organizing Committee.
  - No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the OFFICIAL CONTRACTOR. No painting or wall papering on the shell scheme booth panels is allowed. Exhibitors who wish to have the panel painted must inform the OFFICIAL CONTRACTOR who will provide quotations on request.
- No financial credit will be given for any shell scheme package item not utilized.



## **STORAGE AND REMOVAL OF WASTE MATERIALS**

- a) Storage areas are not available.
- b) All exhibitors' materials and properties kept within the hall shall be at their own risk.
- c) All exhibitors are required to store their materials in an orderly manner so as not to cause any obstruction.
- d) At the end of each day, exhibitors are responsible for ensuring that contractors remove all unwanted materials from the exhibition halls.
- e) Contractors are expected to clean the booths and remove all debris. The organiser shall invoice exhibitors for the removal of wastes such as packing materials, crates & cartons etc that are left behind by exhibitors or their contractor.

## **IMPORTANT NOTED**

In case of venue damage

- Outside contractor or exhibitor will bear the full amount cost of repair/changing/replacement.

# **EXHIBITION RULES, REGULATIONS & IMPORTANT INFORMATION**

## **SECURITY**

- a) All personnel working in the exhibition halls must wear the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 badges at all times.
- b) The Organizing Committee reserves the right to evict any Exhibitor without FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 identification badge.
- c) Security guards will patrol the exhibition site in general, but their duties shall not include specific attention to individual stands.
- d) It is strongly recommended that at least one person be at the exhibition booth at 9.00 am everyday during the expo, when the halls are re opened for packing. It is important to note that while the organizer will maintain security surveillance at all times, Exhibitors are reminded that their booths should not be left unattended until all portable items have been secured.
- e) An exhibitor shall be responsible for all his exhibits in transit to and from and within the confines of the exhibition area at the venue.
- f) Exhibitors will not be allowed in the exhibition halls after the exhibition hours.
- g) The organizer reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors and/or invites, to leave & 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.

## **OPERATION OF EXHIBITION BOOTH**

Exhibitors shall not allowed to place stickers, signs, posters, bunting or banners anywhere at the exhibition venue as stated in the Contract, other than within their own booth. Likewise, Exhibitor's representative(s) shall not solicit business nor distribute brochures, invitations etc along the gangways and corridors, or near the entrances.

Only a maximum of FIVE (5) representatives of the Exhibitors are allowed to conduct sale of their product(s) during the promotion. The representatives are only allowed to conduct sale of their product(s) within and not more than 4 feet away from their booth area or at any other designated area, if provided by the Event Manager.

All hazardous or flammables or dangerous items are prohibited. Special consent is needed for any of these items to be brought into exhibition hall. Exp helium balloon.

All exhibitors and contractors must comply to exhibition hall owners house rule. Please refer to official contractor for further information.

Official contractor or hall owner have the rights to freeze or stop any activities which does not comply to the house rules.

The booth must be staffed and operational at all times during FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 opening hours. The Exhibitor's staff must wear Exhibitor badges issued by the Event Manager for identification. The Exhibitor shall be responsible for the good conduct of all this staff, agents or representatives.

The Exhibitor and/or his staff shall conduct no distribution of leaflets or any business activities outside their booth boundaries, unless otherwise arranged by the Event Manager.

No Exhibitor may use air compressors or pressurized containers without prior approval by the Event Manager.

The weight of all exhibits shall not exceed the floor loading limit. Without the special permission of the organizer, no exhibits can be taken into the booth once FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 has been officially opened, nor removed from the booth before the closing on FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 .

All precautions must be taken by the Exhibitors against fire and to protect the public. Exhibitor who because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment. Fire & safety regulations require that no goods nor packing materials may be stored on access areas behind or between booths. Exhibitors should design proper storage with adequate access within their own booth or approach the Official Freight Forwarder for storage.

Each Exhibitor is responsible for indemnifying the Event Manager and their agents liability to the owners of The Centre public authority or the demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents.

The Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Halls, the property of the Event Manager, any other Exhibitor caused by his staff in transportation, removal of exhibits, refuse and/or decoration works.

## **ELECTRICAL CONTRACTOR AND INSTALLATION**

Electricity will be supplied through the Official Contractor only, This includes all electrical work (wiring and connection, lighting, etc) on all booths (shell scheme, special design and raw space) at the Exhibition. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on site.

- a. The number and the type of additional electrical fittings and installations required must be indicated by the Exhibitors on electrical supplies and fitting. A quotation will be submitted by the official contractor upon receipt of this form for unscheduled fitting or installations.
- b. No electrical installation may be suspended from the roof of the Exhibition Halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- c. Any design or plan of electrical installation must be submitted to the Event Managers for approval before the deadlines indicated, and no installation work shall be carried out without written permission there from. The Organizer reserve the rights to disconnect electricity supply to any Exhibitor whose installations either violate the regulations or is deemed dangerous or is likely to caused annoyance to visitors or other exhibitors.
- d. Strictly No multi plug are allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.

### **INSURANCE**

- a. Every reasonable precaution will be undertaken by the organizer to ensure that security and safety of the exhibition halls and adjacent areas. However, the organizer will not be responsible or be liable to any Exhibitor, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit, person or property, arising out of or in any way connected with the exhibition. Exhibitors are strongly advised to insure their exhibits against such loss or damage, including risk of fire, throughout the duration of the exhibition.

- b. Exhibitors will also be held responsible for loss or damage or injury to property (including those belonging to other Exhibitors and persons, caused by themselves, their employees or agents.) Each Exhibitor participating in the exhibition MUST indemnify the organizer against all claims of whatever nature, which may be made against the organizer arising out of in any way connected with such exhibitor's participant in the exhibition. This provision is specifically agree to be fair and reasonable by the Exhibitor participating in the event

#### **AUDIO VISUAL EQUIPMENT AND POTTED PLANTS**

- a. Exhibitors are permitted to bring their own audio visual equipment such as TV's and Video into the exhibition area. These must be placed inside the confines of your own booth area and must not be on walkways or any other common area. Exhibitors may use their PA/sound system but must ensure the volume is kept at an acceptable level and is not disruptive to the immediate neighbors.
- b. Exhibitors are permitted to conduct their promotion utilizing the Organizing Committee's DJ and PA system at the indoor stage. Should exhibitors require the services of the DJ, exhibitors must inform the Organizing Committee 2 weeks before the fair commences.
- c. Exhibitors are not allowed to bring in potted plants for the exhibition area. Potted plants are to be rented from the Landlord.

#### **AUDIO VISUAL PRESENTATIONS**

- a. All audio-visual presentations, even if they originate from Malaysia must obtain the Censor Board's approval . Clearance may take about 4 weeks and exhibitors are advised to send their materials to the Censor Board together with a covering note indicating that it is to be used at the exhibition. Exhibitors should obtain the Censor Board's approval from:

#### **LEMBAGA PENAPISAN FILEM (FILM CENSOR BOARD)**

Kementerian Dalam Negeri Bahagian 'C',  
Unit Penapisan Filem Aras 3 Blok D2,  
Parcel D Pusat Pentadbiran Kerajaan Persekutuan  
62546 Putrajaya Malaysia.

(T): 603 8886 8000 (F): 603 8889 1685

- b. In addition a license from Jabatan Perlesenan (MPSJ) must be obtained before the audio-visual materials may be screened at the exhibition. All the related fees are to be borne by the Exhibitors.

## **EXHIBITOR'S BADGES**

- a. Exhibitors shall be provided with 5 (FIVE) Exhibitor's badges, FREE of charge. Additional badges can be purchased from the organizer RM 10.00 each. Additional badges beyond the entitlement and/ or re-issued badges due to misplaced or lost will be charge at RM 20.00 /badge.
- b. Exhibitors are required to wear their badges at all times within the Fair area.
- c. Exhibitors are reminded that exhibitors badges are strictly for their own staff manning the booth only & should be worn at all times during the exhibition. During the exhibition hours, any exhibitors without badges will be required to Undergo for admission. No other personnel should be wearing exhibitors badges. The event manager reserves the right to confiscate any misused badges.
- d. The Exhibitor Badges are non-transferable.

## **FAILURE TO EXHIBIT**

- a. Any organization which, having signed a contract for the exhibition space or booth and fails to exhibit for whatever reason shall be liable for the full amount stated in the contract plus any additional costs that may be incurred by the organizer.
- b. These terms cannot be varied under any circumstances.

## **RIGHT TO CANCEL, POSTPONE OR SHORTEN FAIR**

- a. The organizer reserves the right to cancel the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 if, in the opinion of the organizer, the total number of booths sold does not justify the staging of the fair.
- b. It also reserves the right to cancel or shorten the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 in the event of any unforeseen circumstances, which are beyond the control of the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 .
- c. If the Fair is cancelled, then all payments made to organizer shall be refunded. No other claims or compensation will be entertained.
- d. If the Fair is shortened, there will be no refund of payments made. No other claims or compensation will be entertained

## **INFRINGEMENT AND ENFORCEMENT**

- a. The appointed enforcement officers shall be responsible to enforce the rules and regulations of the Fair and therefore are empowered to demand immediate compliance from the exhibitors and its agents.
- b. The organizer shall deal with all infringements and breaches of the terms and conditions.
- c. The organizer empowered to order any Exhibitors and their agents to remove any materials which may obstruct or interfere or contravene any rules and regulations of the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 .
- d. All written feedback or reports of unethical practices should be forwarded as per the Feedback form provided, to the Organizer for the preliminary investigation.
- e. The Exhibitor against whom the allegation has been made shall provide, at the request of the organizer, such further information or documents as may be required within such period as may be specified.
- f. The organizer, shall evaluate the merits of complaints / reports and if after investigation, the fact alleged against an exhibitor appears to constitute a prima facie infringement of the Rules & Regulations of the Fair, the organizer shall be empowered, to implement the following penalties.
- i. To take appropriate action on any Exhibitor and evict them from the fair if found to have violated the FASHION, HEALTH, BEAUTY & LIFESTYLE EXPO 2017 . conditions or guidelines. The Organizer of the Fair will cancel participation by the exhibitor in the travel fair immediately and all monies paid by the Exhibitor shall be forfeited.

# FLOOR PLAN OF EXHIBITION VENUE