



Appendix 2
Emergency and Evacuation
Procedures

Emergency and Evacuation Procedures

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

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

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

Action Upon Hearing the Fire Alarm

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



The Fire Alarm makes a Whoop Whoop sound



Evacuation Assembly Area

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



Action in the Event of Fire

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

Calling for Security/ Safety Manager

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

Centre Contact Details

Role	Title	Phone No One	Phone No Two
Chief Warden	Security Manager	012 2967 854	+603 2333 2957
	Safety Manager	012 2940 753	+603 2333 2905
Communication Officer	Fire Control Operator	Ext. 555	+603 2333 2900

KUALA LUMPUR CONVENTION CENTRE



PAYMENT DETAILS

PAYMENT POLICY

- Upon receipt of your order(s), we will issue a pro-forma invoice for immediate payment. Final invoice or receipt is issued on site after full payment has been received and the order(s) delivered.
- No services will be provided until payment in full.
- Full payment must be received by the Centre 14 days prior to the Event. After which the order(s) becomes null and void, and your order shall officially be deemed cancelled automatically.
- Payment made after deadline is subject to a 20% surcharge.
- All order(s) to the Centre are non-refundable.

METHOD OF PAYMENT

BY CASH

- Payment can be made by CASH at the Exhibition Services Counter at the Ground Level or Department of Finance & Administration, Level 2 East Wing during office hours from 9.00 am – 5.00 pm on weekdays.
- Please bring along the pro- forma invoice for ease of payment.
- Receipt / invoice will only be issued on the Event day after services have been rendered.

BY CHEQUE OR BANKDRAFT

- All cheques or bank draft are to be made out to “**CONVEX MALAYSIA SDN BHD**”.
- Only crossed cheques issued by Malaysian bank are accepted.
- Kindly indicate the service pro-forma invoice number, Event name, company name and booth number on the reverse of cheque.
- For direct bank-in cheques, please fax the transaction slip and indicate pro-forma invoice number and Event name.
- Due to bank clearance, cheques must be received 14 days prior to the Event date.

BY TELEGRAPHIC TRANSFER

- Remittance to the following bank account details.
- Forward via fax or email a copy of the telegraphic transaction slip.
- On the transaction slip, kindly indicate pro-forma invoice number, Event name, company name and booth number.
- All bank charge and currency exchange differences are borne by the exhibitor.
- In order to meet the bank’s 14 days processing period, payment must be received 14 days prior to the Event date.

BANKING DETAILS	
Bank	: CIMB Bank Berhad
Account Name	: Convex Malaysia Sdn Bhd
Account Number	: 1430-0003249-05-8
Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur
Swift Code	: CIBBMYKL

KUALA LUMPUR CONVENTION CENTRE



PAYMENT DETAILS

BY CREDIT CARD (American Express, MasterCard or Visa only)

- Please fax your completed credit card authorisation form with **a clear photocopy of the front and back of the credit card** to the Kuala Lumpur Convention Centre's Exhibition Services on +603 2333 2729.
- Authorisation form must be received by the Centre at least 14 days prior to the Event date.
- Failure to fulfil any of the above will result in unprocessed applications by both the Centre and Card Company.

CREDIT CARD PAYMENT AUTHORIZATION FORM

I, _____ NRIC / Passport No _____, hereby authorise **CONVEX MALAYSIA SDN BHD** to charge all expenses incurred by:-

Name of Event : _____

Date of Event : _____

For Services : _____

Company Name : _____

Booth No/ Order No : _____

Amount (RM) : _____

Credit Card details as follows:-

American Express

MasterCard

Visa

Credit Card No :

ID No :

Expiry Date :

<u>Card Holder Authorisation</u>	
Name	: _____
Address	: _____ _____
Phone	: _____ Fax : _____
Email	: _____
Signature	: _____ Date : _____

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

AUDIO VISUAL FORM

Order Deadline: One Month Prior to Event

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name : _____

Venue/Hall : _____ Event Date : _____

Booth Name : _____ Booth No : _____

Contact Person : _____

Company Name : _____

Address : _____

City : _____ State : _____

Postal Code : _____ Country : _____

Tel : _____ Fax : _____

Email : _____ Mobile : _____

Tick	Video Projection	Daily (RM)	Date Required	Unit	Total (RM)
	Screen 6' X 6'	250.00			
	Projector 3000 Ansi Lumens	1000.00			
	Others:				
Tick	Video Plasma / TV	Daily (RM)	Date Required	Unit	Total (RM)
	Plasma Screen 42" with Standing Stand	700.00			
	Plasma Screen 32" with Table Stand	500.00			
	Others:				
Tick	Video Player	Daily (RM)	Date Required	Unit	Total (RM)
	DVD/VCR/VCD – PAL/NTST	200.00			
	Video Recording – DVD (Including Cameraman)	1500.00			
Tick	Satellite TV	Daily (RM)	Date Required	Unit	Total (RM)
	TV Connection RF – Per Line (One – Off)	350.00	N/A		
	TV Connection (ASTRO) – Star Sport	350.00			
	TV Connection (ASTRO) – CNN	350.00			
	TV Connection (ASTRO) – Bloomberg	350.00			
	TV Connection (ASTRO) – ESPN	350.00			
Subtotal					
Orders and payment received 14 days prior to the Event is subject to a 20% surcharge					
Prices are subject to a 5% government tax and a 10% service charge					
TOTAL					

KUALA LUMPUR CONVENTION CENTRE



AUDIO VISUAL FORM

Conditions

- The equipment will be delivered to the exhibitor's booth on the last day of the build-up.
- All equipments must be returned to the Centre in the same condition they were delivered.
- Lost or damaged equipment are subject to replacement or a repair cost is chargeable.
- No refund will be made for order(s) cancelled for equipments installed and not used during the event.
- Please arrange with the booth contractor all the required power connections prior to build-up.
- The rates quoted are for the duration of the Event period only.
- **The above price quoted is subject to change without prior notice.**

Order Deadlines

- Full payment must be received by the Centre 14 days prior to the Event. After which the order(s) becomes null and void, and your order shall officially be deemed cancelled automatically.
- Payment made after the deadline is subject to a 20% surcharge.

Payment Policy

- All orders will be processed once payment and completed form(s) have been received. An invoice will be provided on-site once payment has been received. Credit card details will be required to cover any on-site incidentals.
- All prices are subject to a 5% government tax and a 10% service tax.
- All cheques are to be made out to "Convex Malaysia Sdn Bhd".
- Please mark billing instruction:

Cash

Cheque

Credit Card

Bank Draft

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

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

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

BEVERAGE FORM

Order Deadline: One Month Prior to Event

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name	:	
Venue/Hall	:	Event Date
Booth Name	:	Booth No
Contact Person	:	
Company Name	:	
Address	:	
City	:	State
Postal Code	:	Country
Tel	:	Fax
Email	:	Mobile

Date	Delivery Time	Item	RM	Unit	Total (RM)
Subtotal					
Orders and payment received 14 days prior to the Event is subject to a 20% surcharge					
Prices are subject to a 5% government tax and a 10% service charge					
TOTAL					

No	Alcoholic Beverages	RM	Unit
1	Champagne – Nicholas Feuillate	350.00	Per Bottle (750ml)
2	Sparkling wine – Chevalier Chardonnay	190.00	Per Bottle (750ml)
3	Red Wine – Le Challenger Rouge	105.00	Per Bottle (750ml)
4	Red Wine – Cono Sur Tocornol Cabernet Sauvignon	125.00	Per Bottle (750ml)
5	White Wine – Le Challenge	105.00	Per Bottle (750ml)
6	White Wine – Cono Sur Tocornol Chardonnay	125.00	Per Bottle (750ml)
7	Barrel – Carlsberg / Tiger	1,100.00	Per Barrel
8	Can – Carlsberg / Tiger	270.00	Per Carton (24 Cans)

No	Non-Alcoholic Beverages	RM	Unit
1	Bottle Mineral Water (500ml)	68.00	Carton (24 Bottles)
2	Water Dispenser + 5 Units of Bottled Mineral Water	1,250.00	A Machine + 5 Units
3	Bottle Water Refill – 20 Litres	60.00	Per Bottle

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

BEVERAGE FORM

No	Non-Alcoholic Beverages	RM	Unit
4	Disposable Paper Cup	12.00	Per Pack (50 Cups)
5	Soft Drink – Coca Cola/ Light Coke/Sprite/Ginger Beer/Ginger Ale/Tonic Water/Soda Water	105.00	Per Carton (24 Cans)
6	Juices – Orange/Apples (250ml)	130.00	Per Carton (24 Packets)
7	Freshly Grounded Coffee Bean Machine + 100 Cups	1,100.00	100 Cups
8	An Additional of 100 Cups of Coffee	530.00	100 Cups

Rules and Regulations

- The Kuala Lumpur Convention Centre has exclusive food and beverage distribution rights within the venue.
- Any outside beverages brought into its premises for sale and consumption is strictly prohibited.
- Beverage orders placed made are not refundable.

Conditions

- A deposit of RM1,000.00 must be placed for each water dispenser. This deposit will be used to offset any damages or loss of equipment.
- Crockery and cutleries are available. The exhibitor is responsible and will be charged for any loss or damaged crockery and cutleries.
- Power connection shall be arranged for any order(s) of coffee machine(s) and water dispenser(s). Please arrange with the appointed booth contractor prior to build-up.
- For the hiring of service personnel, please refer to the Service Staff Order form.
- **The above price quoted is subject to change without prior notice.**

Order Deadlines

- Full payment must be received by the Centre 14 days prior to the Event. After which the order(s) becomes null and void, and your order shall officially be deemed cancelled automatically.
- Payment made after the deadline is subject to a 20% surcharge.

Payment Policy

- All orders will be processed once payment and completed form(s) have been received. An invoice will be provided on-site once payment has been received. Credit card details will be required to cover any on-site incidentals.
- All prices are subject to a 5% government tax and a 10% service tax.
- All cheques are to be made out to "Convex Malaysia Sdn Bhd".
- Please mark billing instruction:

Cash

Cheque

Credit Card

Bank Draft

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

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

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

BOOTH CATERING FORM

Order Deadline: One Month Prior to Event

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name	:				
Venue/Hall	:		Event Date	:	
Booth Name	:		Booth No	:	
Contact Person	:				
Company Name	:				
Address	:				
City	:		State	:	
Postal Code	:		Country	:	
Tel	:		Fax	:	
Email	:		Mobile	:	

Date	Delivery Time	Item	RM	Quantity	Total (RM)
Subtotal					
Orders and payment received 14 days prior to the Event is subject to a 20% surcharge					
Prices are subject to a 5% government tax and a 10% service charge					
TOTAL					

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

BOOTH CATERING FORM

No	Asian Menu	RM	Quantity
1	Vietnamese Spring Rolls with Thai Chilli Dip	185.00	100 pcs
2	# Curry Puff (Vegetables)	250.00	100 pcs
3	# Deep Fried Samosa with Yoghurt Dip	185.00	120 pcs
4	# Crispy Deep Fried Cocktail Spring Rolls with Hickory Dip	185.00	120 pcs
5	# Roti Jala with Chicken Curry	185.00	100 pcs
6	# Mini Glutinous Rice Dumpling	250.00	50 pcs
7	Five Spices Garlicky Fried Chicken Tulip	250.00	60 pcs
8	# Oven Baked Teriyaki Chicken Tulip	250.00	60 pcs
9	# Rocky Shrimp Ball	185.00	80 pcs
10	# Pandan Chicken	250.00	60 pcs
11	Supreme Curry Puff	250.00	60 pcs

No	Western Menu	RM	Quantity
12	Assorted Finger Sandwiches	250.00	60 pcs
13	# Mushroom Bouchees	250.00	60 pcs
14	# Seafood Vol-au-vent	250.00	60 pcs
15	# Honey-Glazed Chicken Tulip	250.00	60 pcs
16	# Crostone with Chicken Ham	250.00	60 pcs
17	Tuna Nicoise in Cerry Tomatoes	250.00	100 pcs
18	Duck Rilette on Herbs Crouton	250.00	100 pcs
19	Chicken with Pesto Mayo	250.00	100 pcs
20	# Ratatouille in Tartlet with Cheese Gratin	250.00	100 pcs
21	# Baked Cheese Beef with Herbs Tomatoes	250.00	100 pcs

No	Sweet Items	RM	Quantity
22	American Cookies	185.00	50 pcs
23	Assorted Malay Kuih (Available from 12noon Onwards)	185.00	100 pcs
24	Selection of French Pastries	185.00	50 pcs
25	Assorted Nyonya Kuih (Available from 12noon Onwards)	185.00	100 pcs
26	Mini Fruits Flan	250.00	100 pcs
27	Rich Chocolate Brownies	250.00	100 pcs
28	Carrot Cake	250.00	100 pcs
29	# Apple Strudel	185.00	120 pcs
30	Pandan Tiramisu	250.00	100 pcs
31	Seasonal Fresh Fruits Platter	250.00	Per Platter

No	Deluxe Menu	RM	Quantity
32	Assorted Open-face Square Sandwiches	250.00	60 pcs
33	Peking Duck Roulade	280.00	50 pcs
34	Crabmeat Aioli with Fish Roe	280.00	50 pcs
35	Beef roulade with Harvest of Spring	280.00	50 pcs
36	# Lamb Medras in Parisienne Potatoes	280.00	80 pcs
37	Salmon Rossette with Dill Creame	280.00	50 pcs
38	Feta Cheese and Olives Skewers	280.00	50 pcs
39	Cold Cuts with Condiments	360.00	Per Platter
40	Cheese Platter (Serving for 30 People only)	480.00	Per Platter
41	Deluxe French Pastries	280.00	60 pcs

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

BOOTH CATERING FORM

Rules and Regulations

- The Kuala Lumpur Convention Centre has exclusive food and beverage distribution rights within the venue.
- Any outside food items brought into its premises for sale and consumption is strictly prohibited.
- Food orders placed made are not refundable.

Conditions

- Crockery and cutlery will be provided. Lost or missing crockery and cutlery will be borne by exhibitors.
- Power connection shall be arranged for any order(s) of hot food (**Marked #**). Please arrange with the appointed booth contractor prior to build-up.
- For the hiring of service personnel, please refer to the Service Staff Order form.
- **The above price quoted is subject to change without prior notice.**

Order Deadlines

- Full payment must be received by the Centre 14 days prior to the Event. After which the order(s) becomes null and void, and your order shall officially be deemed cancelled automatically.
- Payment made after the deadline is subject to a 20% surcharge.

Payment Policy

- All orders will be processed once payment and completed form(s) have been received. An invoice will be provided on-site once payment has been received. Credit card details will be required to cover any on-site incidentals.
- All prices are subject to a 5% government tax and a 10% service tax.
- All cheques are to be made out to "Convex Malaysia Sdn Bhd".
- Please mark billing instruction:

Cash

Cheque

Credit Card

Bank Draft

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

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

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

COMMUNICATION FORM

Order Deadline: One Month Prior to Event

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name : _____

Venue/Hall : _____ Event Date : _____

Booth Name : _____ Booth No : _____

Contact Person : _____

Company Name : _____

Address : _____

City : _____ State : _____

Postal Code : _____ Country : _____

Tel : _____ Fax : _____

Email : _____ Mobile : _____

Tick	Speed	Internet (Wired)	Installation	Daily (RM)	Unit	Days	Total (RM)
	2MB Shared	Wired-Single BBSM Access	400.00	50.00			
	2MB/2MB	A Dedicated SDSL Broadband	400.00	1,900.00			
	3MB/640 kpbs	A Dedicated ADSL Broadband	400.00	800.00			
	2MB/2MB	Shared Broadband	400.00	600.00			
Tick	Speed	Internet (Wireless)	Configuration	Daily (RM)	Unit	Days	Total (RM)
	2MB Shared	Wireless-Single BBSM Access Date Required :	N/A	100.00			
	2MB/2MB	A Dedicated SDSL Broadband Date Required:	900.00	1,900.00			
	3MB/640 kpbs	A Dedicated ADSL Broadband Date Required :	900.00	800.00			
	2MB/2MB	Shared BBSM Internet Lease Line Date Required :	900.00	600.00			
Tick	Phone or Fax Line		Installation + Usage Deposit		Unit	Total (RM)	
	Local Line with Telephone Handset		300.00 + 1500.00 = 1800.00 Per Line				
	IDD Direct Line with Telephone Handset		300.00 + 2500.00 = 2800.00 Per Line				
	Credit Card Line without Terminal (Phone Line + 4 Days Usage)		380.00 Per Line				
	Additional Credit Card (Above 4 Days)		30.00 Per Day (Usage)				
Tick	Miscellaneous		Installation		Unit	Total (RM)	
	External Line Patching		600.00 Per Line (Non-Refundable)				
	Line Relocation Charge		150.00 Per Line				
	Network Port Activation		150.00 Per Port (One Off)				
Subtotal							
Orders and payment received 14 days prior to the Event is subject to a 20% surcharge							
Prices are subject to a 5% government tax and a 10% service charge							
TOTAL							

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

COMMUNICATION FORM

Conditions

- The completed order form must be submitted with a booth design / layout specifying the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting.
- Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The centre shall not be liable nor held responsible for any delay or failure in communication whatever and as a result of circumstances beyond the Centre's control.
- All devices that are used on the network for internet access requires an IP Address that is assigned by the Centre's IT Department.
- Credit card machines and activation credit card lines will require prior notification to the Bank concerned, to be initiated solely by the exhibitor.
- The Centre will provide the direct telephone line for credit card terminals without going through the PABX or keyphone systems.
- A deposit (as above) must be placed for telephone or fax line orders. The deposit will be used to offset the loss of equipment and expenses incurred for any local / overseas calls. A fund will be made upon receipt of full telephone bill payment.
- No refunds will be made for services installed and not used during the Event.
- The refund for overpayment will be processed by the Finance & Administrative Division between 15 – 30 days after the event's closing date.
- The rates charges are applicable for the duration of the Event only.
- **The above price quoted is subject to change without prior notice.**

Order Deadlines

- Full payment must be received by the Centre 14 days prior to the Event. After which the order(s) becomes null and void, and your order shall officially be deemed cancelled automatically.
- Payment made after the deadline is subject to a 20% surcharge.
- The available of a **Dedicated SDSL / ADSL Broadband** is subject to the receipt of full payment at least 14 days prior to the commencement of the Event.

Payment Policy

- All orders will be processed once payment and completed form(s) have been received. An invoice will be provided on-site once payment has been received. Credit card details will be required to cover any on-site incidentals.
- All prices are subject to a 5% government tax and a 10% service tax.
- All cheques are to be made out to "Convex Malaysia Sdn Bhd".
- Please mark billing instruction:

Cash Cheque Credit Card Bank Draft

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

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

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

POTTED PLANTS & FLOWERS FORM

Order Deadline: One Month Prior to Event

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name	:	_____	Event Date	:	_____
Venue/Hall	:	_____	Booth No	:	_____
Booth Name	:	_____			
Contact Person	:	_____			
Company Name	:	_____			
Address	:	_____			
City	:	_____	State	:	_____
Postal Code	:	_____	Country	:	_____
Tel	:	_____	Fax	:	_____
Email	:	_____	Mobile	:	_____

Tick	Potted Plants (4 Days)	RM	Unit	Total (RM)
	Large (5ft – 6ft)	27.00		
	Medium (3ft – 4ft)	21.00		
	Small (1ft – 2ft)	13.00		
Tick	Floral Arrangement (4 Days)	RM	Unit	Total (RM)
	Posie (Round) – Small	32.00		
	Posie (Round) – Medium	53.00		
	Long Arrangement (Low & Long) – Medium	53.00		
	Long Arrangement (Low & Long) – Large	74.00		
	Triangle Arrangement – Medium	53.00		
	Triangle Arrangement – Large	74.00		
	Hand Bouquet - Medium	105.00		
				Subtotal
Orders and payment received 14 days prior to the Event is subject to a 20% surcharge				
Prices are subject to a 5% government tax and a 10% service charge				
TOTAL				

KUALA LUMPUR CONVENTION CENTRE



POTTED PLANTS & FLOWERS FORM

Conditions

- Potted plants and flowers are delivered to the booth on the last day of the build-up day.
- Potted plants are ordered on a **4 days basis**.
- Potted plants and flowers must be ordered from the Centre.
- **The above price quoted is subject to change without prior notice.**

Order Deadlines

- Full payment must be received by the Centre 14 days prior to the Event. After which the order(s) becomes null and void, and your order shall officially be deemed cancelled automatically.
- Payment made after the deadline is subject to a 20% surcharge.

Payment Policy

- All orders will be processed once payment and completed form(s) have been received. An invoice will be provided on-site once payment has been received. Credit card details will be required to cover any on-site incidentals.
- All prices are subject to a 5% government tax and a 10% service tax.
- All cheques are to be made out to "Convex Malaysia Sdn Bhd".
- Please mark billing instruction:

Cash

Cheque

Credit Card

Bank Draft

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

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