

## GENERAL INFORMATION

1. Dates and Exhibition Hours
2. Admission
3. Venue
4. Target Audiences
5. Rental of Booths
6. Payment
7. Booth Allocation
8. Application for Participation
9. Parking
10. Rental of Telephone Lines / Internet Access /  
Audio-Visual Equipment / Potted Plants
11. Food and Beverage
12. Organiser's Office
13. Film / Audio-Visual Demonstration /  
Censorship / Copyright
14. Sound Level
15. Booth Boundary
16. Booth(s) Operation
17. Temporary Passes and Exhibition Tags
18. Booth Booking and Enquiries

## GENERAL TERMS & CONDITIONS OF PARTICIPATION

1. Definitions
2. Exhibit Profile / Display Specification
3. Payment Schedule
4. Boundaries and Limitations
5. Booth Allocation
6. Display Regulations
7. Booth Build-Up Schedule
8. Move-In and Set-Up Schedule
9. Dismantling / Move-Out Regulations
10. Duty Hours
11. Identity Tags
12. Security
13. Insurance
14. Fire Precautions
15. Cleaning
16. Letting / Sub-Letting
17. Cancellation and/or Changes
18. Facility Landlord's Special Conditions
19. Interpretation
20. Dispute and Arbitration
21. Official Main Contractor

## APPLICATION FORMS – Organiser (*The Star*)

### Appendix 1: Performance Bond

**FORM A:** Exhibitor's Application Form

**FORM B:** Application for display /  
promotion / sale of CD-ROMs  
and other software

**FORM C:** PERFORMANCE BOND -  
Appointment of Own Contractor  
by Exhibitor for Booth Construction /  
Interior Decoration

**FORM D:** Exhibitor's Products / Services

**FORM E:** Insurance Application (optional)

**FORM F:** Showcase Application Form

## BOOTH LAYOUT PLAN

## LOCATION MAP

## APPLICATION FORMS – Official Main Contractor (Cityneon)

### Contractor Details

**FORM G:** Standard Shell Scheme Booth

**FORM H:** Name on Fascia Board

**FORM I:** Electrical & Light Fittings

**FORM J:** Furniture on Rental

**FORM K:** Potted Plants / Flower Bouquets

**FORM L:** Non-Official Contractor

Exhibition Schedule

## APPLICATION FORMS – Venue Provider (KLCC)

Rigging Load Indemnity

Audio Visual

Booth Catering

Handling Equipment

Rigging

Service Staff

Internet Services

Food and Beverage

Beverage

Telecommunications

Plumbing and Compressed Air

Security Services

Stand Cleaning

# GENERAL INFORMATION

## 1. DATES / EXHIBITION HOURS

19th - 21st November 2010 (Fri - Sun)  
11.00am - 7.00pm.

## 2. ADMISSION TO THE EXHIBITION

Free.

## 3. VENUE

Exhibition Halls 4 & 5,  
Kuala Lumpur Convention Centre (KLCC),  
50088 Kuala Lumpur.

## 4. TARGET AUDIENCES

Interior designers, contractors, developers, entrepreneurs, families and individuals interested in properties, home decoration and appliances.

## 5. RENTAL OF BOOTHS

### A) Shell Scheme Package

- 2500mm height partition on both back and side walls complete with white laminated panel aluminum frame
- 300mm Aluminum framed fascia board with Exhibitor's name
- 2 units of 40W fluorescent tubes mounted behind fascia board
- 2 units of folding chairs
- 1 unit on information desk
- 1 unit of 13amp power point\*
- \* No multi purpose plugs and/or extensions are allowed
- Concrete floor is covered with needle-punch carpet

## 6. PAYMENT

Full payment and security deposit\* (see Appendix 1) must accompany Exhibitor's application. Crossed cheque(s) must be made in favour of **Star Publications (M) Berhad (10894-D)**. Exhibitors are not permitted to attend the briefing session if payments are not settled.

## 7. BOOTH ALLOCATION

Booths are allocated on a first-come-first-served basis upon receipt of payment.

## 8. APPLICATION FOR PARTICIPATION

Application for participation in the Exhibition shall be made on the prescribed forms enclosed and returned to the Organiser with full payment within the stipulated deadline. The application forms will be deemed as the Official Contract of Participation. The Organiser reserves the right to refuse acceptance of any application, or limit the number of facilities/booths applied for, payments received notwithstanding.

## 9. PARKING

Ample parking space is available at Kuala Lumpur Convention Centre. A parking fee will be imposed by the management/owner of Kuala Lumpur Convention Centre.

## 10. RENTAL OF TELEPHONE LINES / INTERNET ACCESS / AUDIO VISUAL EQUIPMENT / POTTED PLANTS

Exhibitors who need a temporary telephone line/audio visual equipment and loan of potted plants at their booth(s) are to fill up the necessary forms included in the booklet or contact KLCC exhibition services Tel: 603-2333 2603.

## 11. FOOD AND BEVERAGE

Exhibitors are advised that food and beverages are not allowed into the Exhibition Hall/Arena.

## 12. ORGANISER'S OFFICE

The Organiser's office will be set up at the Exhibition site. It will also serve as an information and reception centre throughout the duration of the Exhibition.

## 13. FILM / AUDIO-VISUAL DEMONSTRATION / CENSORSHIP / COPYRIGHT

Exhibitors must ensure that all video tapes / CDs / VCDs / DVDs, have been approved by the Censorship Board and the relevant authorities before they are displayed/sold at the exhibition site. Exhibitors can display/sell or use only original items at the Exhibition site.

## 14. SOUND LEVEL

Sound levels must be set at a reasonable level, which causes no interference or annoyance to other Exhibitors. The organiser reserves the rights to reduce the sound level, restrict or switch off any audio-visual display which gives rise to complaints.

## 15. BOOTH BOUNDARY

Exhibitors must display, distribute, organise activities, promote and sell items within the confined parameters of the booth(s) in compliance with the stipulated rules and regulations of Jabatan Bomba dan Penyelamat Malaysia.

## 16. BOOTH(S) OPERATION

All Exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause annoyance to visitors or other Exhibitors.

## 17. TEMPORARY PASSES AND EXHIBITOR TAGS

For security purposes, exhibitors must wear the passes and tags provided by the Organiser at all times of the Exhibition.

## 18. BOOTH BOOKING AND ENQUIRIES

Star Publications (Malaysia) Berhad (10894-D)

### Petaling Jaya (HQ)

Attn : **Mr. Ian Qua / Mr. Bobby Hoo**

Menara Star, 15, Jalan 16/11,

Section 16, 46350 Petaling Jaya, Selangor

Tel No : 03-7967 1388 ext: 1165 or 1239

Fax No : 03-7957 7641

E-mail : [ianqua@thestar.com.my](mailto:ianqua@thestar.com.my)

[bobbyhoo@thestar.com.my](mailto:bobbyhoo@thestar.com.my)

# GENERAL TERMS & CONDITIONS OF PARTICIPATION

## 1. Definitions

In these Terms and Conditions, the term "Exhibition" refers to the event detailed on the attached application forms and in this contract. The term "Organiser" refers to **Star Publications (M) Berhad (10894-D)** or its lawful assignees.

## 2. Exhibit Profile/Display Specification

Exhibitors shall exhibit only items which have been stated in the Exhibition Application Form B and returned to the Organiser. Exhibitors shall display legal and licensed items only. Every Exhibitor must equip their space with exhibits which are operational and are adequately manned by competent and presentable personnel during the whole duration of the Exhibition. Exhibitors shall not undertake or cause to undertake any activity, which in the opinion of the Organiser, is likely to cause disturbance or annoyance to visitors or to other Exhibitors. The Organiser reserves the right to determine the acceptability and extent of presentation or display and remove/dispose of any item and/or disallow any person, which in the opinion of the Organiser, is deemed unfit/inappropriate/illegal/unlicensed in the Exhibition.

## 3. Payment Schedule

The full payment and security deposit (\*Refer to Appendix 1) must accompany the Application Form (in duplicate) **on or before, Fri 5th Nov 2010**. For Exhibitors who wish to appoint their own contractor for booth construction or interior decoration, crossed cheques must be made payable to Star Publications (Malaysia) Berhad. In the event of default in payment, the Organiser reserves the right to refuse participation and claim all outstanding dues from the defaulting Exhibitor. Such defaulting Exhibitors shall not be entitled to any claim for compensation and any payment made shall be forfeited. Refunds are only possible if the Exhibition is cancelled due to reasons beyond the control of the Organiser. Exhibitors requiring the services of contractors other than the Organiser's designated Official Contractor are required to deposit a Performance Bond with the Organiser. For further details, please refer to Appendix 1.

## 4. Boundaries and Limitations

Exhibitors shall not place any display or equipment that will create an obstruction to visitors and/or to neighbouring Exhibitors/Booths, or on the walkways/corridors, outside the boundaries of each booth. All exhibits/displays or items including advertising & promotional materials must be confined to the boundaries of each booth only. The organiser reserves the absolute right to remove and dispose of any item which is placed beyond the allocated boundaries. Any cost arising from such removal shall be charged to the Exhibitor concerned.

## 5. Booth Allocation

The Organiser reserves the right to make allocations/re-allocations to accommodate block bookings or for administrative purposes, balloting notwithstanding. Corner lots will normally be allocated to bookings of two or more booths.

## 6. Display Regulations

No additional or alteration work to or painting and nailing on any of the booth structures is allowed without prior written consent of the Organiser. No freestanding fitting may exceed a height of 3 meters (9' 10") or extend beyond the boundaries of the site allocated, without the prior written consent of the Organiser. Any change to the design, contents or carpet colour of the standard shell scheme must be made by prior arrangement with the Official Main Contractor and any costs incurred should be paid directly to the Contractor. However, an Exhibitor may employ a contractor of his choice to construct the booth interior and any free-standing display that may be required, provided the sub-contractor concerned is registered with and

approved by the venue provider. All such work carried out must conform to the specifications stipulated in the Exhibitor's Information Kit and should not infringe on the established rules and regulations of the Facility Landlord when preparing the booth presentation. Before a sub-contractor is permitted to start work, the Exhibitor is required to place a refundable Performance Bond as stipulated in Appendix 1. Exhibitors are not allowed to store containers or other items beyond their boundaries. Exhibitors are also responsible for the freight and transportation of their exhibits to and from their space area. The organiser is not obliged to loan trolleys to exhibitors.

## 7. Booth Build-Up Schedule

The period for build-up will be on the **17th & 18th Nov, 2010 (Wednesday & Thursday)** during which, the Exhibition Hall will be opened from 9.00am to 9.00pm to the official contractor. All construction work must be completed within this period. During the build-up period, Exhibitors and their contractors will be responsible for the removal of rubbish. All rubbish and empty boxes must be removed before the opening hour on the first day of the Exhibition. Any non-complying Exhibitor shall be billed RM500 per Exhibitor or more for rubbish removal.

## 8. Move-In And Set-Up Schedule

Exhibitors shall settle the facility rental and any expenses due to the Organiser and Official Contractor before the commencement of the Exhibition. Exhibitors will be allowed to prepare and set-up their booth(s) on **Thursday 18th Nov 2010 from 9.00am to 9.00pm**. All preparations and movements of exhibits must be completed before the commencement of the Exhibition.

## 9. Dismantling/Move-out Regulations

The Exhibition ends at 7.00pm on Sunday, 21st November 2010. Exhibitors are only allowed to hand-carry their belongings out of the site on Sunday 21st November 2010. All other dismantling and/or moving-out of bulky items will only be allowed on Monday 22nd November 2010 from 9.00am - 5.00pm. Any goods left uncollected at the Exhibition site after 5.00pm on 22nd November 2010 will be disposed off at the expense and risk of the Exhibitor(s) concerned.

All exhibitors are required to station at least one representative to look after their belongings until all the items are cleared. Damages or losses caused by Exhibitors, their contractors or workmen to the fittings or contents, fixtures, walls, ceilings, flooring or any other removable or fixed objects belonging to the Facility Landlord and/or the Organiser as well as to other Exhibitor(s) shall be the responsibility of the respective Exhibitor(s). The Exhibitor(s) concerned shall repair, make good or replace any damaged property to the satisfaction of the Facility Landlord, the Organiser or the other Exhibitor(s) as the case may be. The Exhibitor(s) shall indemnify and keep indemnifying the Organiser against any such claims and/or costs arising from such claims from the Facility Landlord, and/or other parties.

## **10. Duty Hours**

The Exhibition site will be opened to Exhibitors and their staff (only those with Exhibitor identity tags) at 9.00am on the first day, 19th Nov 2010 - two hours before the opening. For the following days, exhibitors and their staff will be allowed to enter only at 10.00am. Exhibitors are required to leave the Exhibition site promptly by 7.15pm on the first two nights of the Exhibition. On the final night, all exhibitors must leave by 11.00pm.

## **11. Identity Tags**

A determined number of Exhibitors identity tags will be issued to Exhibitors in advance for security as well as for identification purposes. All Exhibitors and their staff must wear these tags at all times. It is in the interest of the Exhibitors to ensure that identity tags are used by authorised personnel only.

## **12. Security**

General security will be provided by the Organiser on a 24-hour basis commencing from 9.00am on Wednesday, 17th November 2010 to 11.00pm on Sunday, 21st November 2010. Exhibitors who require extra security services should make arrangements directly with the Facility Landlord, at their own expense and risk. Exhibitors are not allowed to leave the exhibition hall with any item except validated empty boxes and containers. Any other items taken out would require the written validation of the Organiser. It is compulsory for Exhibitors, their staff, delivery personnel and all other helpers to wear the official Exhibitor identity tags to enter the Exhibition site. Security will be strictly enforced. There will be no security control of items going in or out of the Exhibition site during the official Exhibition opening hours, that is, from 11.00am to 7.00pm, from 19th - 21st Nov 2010. The Organiser will not be held responsible for any loss or damage to the exhibits or belongings, suffered by the Exhibitors before, during and / or after the Exhibition. Star Publications (M) Berhad will not be held liable for any contracting services arranged between the Official Contractor and the Exhibitors' own contractor.

## **13. Insurance**

It is mandatory for all Exhibitors to indemnify the Organiser and the Facility Landlord against all claims, demands, costs and expenses to which they may be subjected to as a result of loss, damage or injury to any person(s) while passing or visiting their displays during the Exhibition. The Organiser will not be responsible for the safety of articles of any kind brought into the Exhibition site by Exhibitor(s), their staff or any person(s) whosoever. Exhibitors must insure themselves against fire, theft or loss of property and third party liability that may arise. Exhibitors must ensure that their staff, whether permanent or temporary, are insured against personal accidents, with provision for medical expenses arising out of such accidents.

## **14. Fire Precautions**

Exhibits and items that are for sale, display or distribution must be non-explosive and not easily combustible in nature. Exhibits which may be of a hindrance to the smooth-running of the Exhibition or are prohibited by Government agencies/authorities will not be allowed into the Exhibition site unless the Organiser has granted approval in writing. Exhibitors who, because of the nature of their exhibits, require special fire extinguishers, must make arrangements at their own expense and risk for the provision of such equipment.

## **15. Cleaning**

During the exhibition, the Organiser will arrange for the normal daily cleaning of public areas and walkways only. Exhibitors are responsible for the cleaning of their own booth(s). Those requiring cleaning services should make arrangements directly with the Facility Landlord Kuala Lumpur Convention Centre (KLCC) at their own expense and risk.

## **16. Letting/Sub-letting**

Letting/Sub-letting in whatever manner or form is strictly prohibited, which includes but shall not be limited to the practice of a principal renting/sub-letting/assigning wholly or in part of its rented booth(s) to its agent(s)/distributor(s) and business associates and vice versa. The Organiser reserves the right to expel any unauthorised Exhibitor(s). Any costs incurred shall be charged to the contracting party.

## **17. Cancellation and/or Changes**

While every effort would be taken to hold the Exhibition as scheduled, the Organiser reserves the right to cancel, postpone or make changes should circumstances warrant it. In the event of a postponement or change, the agreement to participate shall remain in force. In such circumstances, Exhibitors shall not be entitled to any claims for compensation.

## **18. Facility Landlord's Special Conditions**

All Exhibitors are also bound by the conditions laid down by the Facility Landlord, Kuala Lumpur Convention Centre (KLCC). A copy of the Conditions and Rules and Regulations is obtainable upon request from the Facility Landlord. Note: The Facility Landlord has informed that in the event of Tenaga Nasional Berhad's (TNB) power failure, its standby generator will be able to provide the essential back-up electrical supply.

## **19. Interpretation**

The Organiser reserves the right to make changes, amendments and/or additions to the terms and conditions, rules and regulations, and the layout facilities governing the Exhibition as and when considered necessary for the proper conduct of the Exhibition. Interpretation of clauses contained herein shall rest entirely with the Organiser, whose decision shall be final and binding. Submission of Forms A and B together with full payment of the rental of booth/space area shall be deemed as confirmation of participation and acceptance of all the terms and conditions, as well as the Rules and Regulations set forth by the Organiser.

## **20. Dispute and Arbitration**

Any dispute, difference or disagreement that may arise at any time hereafter between the Organiser and Exhibitor(s) regarding areas of the contract of participation, or the rights or liabilities of the parties concerned, shall be referred to an independent arbitrator to be agreed upon by the respective parties in accordance with the laws of Malaysia. Failure to comply with any of the above clauses, as well as the Facility Landlord's conditions and/or other governing Rules and Regulations imposed by the authorities from time to time may result in the Exhibitor(s) concerned being expelled from the Exhibition and any rental paid shall not be refunded. The Organiser reserves the right to claim compensation / reimbursement arising from such non-compliance / infringement.

## **21. Official Main Contractor**

The Organiser reserves the right to appoint an Official Main Contractor for the construction and various build-up of structures, signages and additional requirements to the Exhibition. Exhibitors may engage our Official Main Contractor for any extra services at their own expense and risk. However, those who engage their own contractor(s) must inform our Official Main Contractor in writing, providing details for the extra service(s) required.

**APPLICATION FORMS**  
**Organiser (The Star)**

19<sup>th</sup> - 21<sup>st</sup> Nov 2010 (Fri-Sun)  
11.00am - 7.00pm  
Exhibition Halls 4 & 5,  
Kuala Lumpur Convention Centre (KLCC),  
50088 Kuala Lumpur.

# Appendix 1

## PERFORMANCE BOND

With reference to the abovementioned, please take note that the Organiser, Star Publications (Malaysia) Berhad, reserves the right to appoint an official contractor for **The Star Property Fair 2010**.

However, an exhibitor may appoint a contractor of his choice to construct the booth interior and any free-standing display that may be required, provided the sub-contractor concerned is registered with and approved by **Kuala Lumpur Convention Centre (KLCC)** and conforms to the regulations as stipulated in the Exhibitors' Information Kit.

Damages and losses caused by Exhibitors or workmen to booth fittings or contents, fixtures, walls, ceilings, floorings and any other movable or fixed objects belonging to the Organiser, Facility Landlord **Kuala Lumpur Convention Centre (KLCC)**, other exhibitors and sub-contractor (s) of any other exhibitor(s), shall be the responsibility of the respective Exhibitor.

Pursuant to Clauses 6 to 9 of the Terms and Conditions of the Contract of Participation provided in **The Star Property 2010** Exhibitor's Information Kit, an Exhibitor is required to issue a Performance Bond in favour of Star Publications (Malaysia) Berhad as follows:

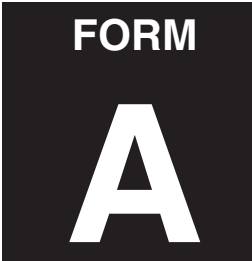
<u>Number of booths rented</u>	<u>Total Amount Performance Bond To Be Paid</u>
One to two booths	RM2,000.00
Three to four booths	RM3,000.00
Five booths and above	RM4,000.00

Only when this Performance Bond is placed and the Undertaking signed, will the sub-contractor be allowed to commence work in the Exhibition hall.

The Performance Bond will be refunded to the Exhibitor at the end of the Exhibition when the Organiser is satisfied that no damages to property belonging to the Facility Landlord, the Organiser or any other parties have been incurred.

If the above mentioned terms are agreeable, please complete and submit Form C in duplicate.

19<sup>th</sup> - 21<sup>st</sup> Nov 2010 (Fri-Sun)  
 11.00am - 7.00pm  
 Exhibition Halls 4 & 5,  
 Kuala Lumpur Convention Centre (KLCC),  
 50088 Kuala Lumpur.



**EXHIBITOR'S APPLICATION FORM AND CASH SALE**

This form must be returned to :

The Organiser  
**The Star Property Fair 2010**  
 Star Publications (Malaysia) Berhad (10894-D)  
 15, Jalan 16/11,  
 46350 Petaling Jaya, Selangor  
 Tel : 03-7967 1388 ext: 1165  
 Fax : 03-7957 7641  
 Email : ianqua@thestar.com.my or bobbyhoo@thestar.com.my

Company Name (in full):.....R.O.C. No: .....  
 Address: .....  
 .....  
 Tel No: ..... Fax No: ..... E-mail: .....  
 Contact Person: ..... Designation: .....

Declaration by Exhibitor

- I, ..... I.C. No. .... have been duly authorised by (name of company/establishment) ..... to transact business including the signing of the application form for **The Star Property Fair 2010**.
- I have read, understood and hereby agree to abide by the general terms and conditions as stipulated in clauses 1 to 21 of the Exhibitor's Information Kit, a copy of which is in my possession. We wish to confirm the booth(s) as indicated below.

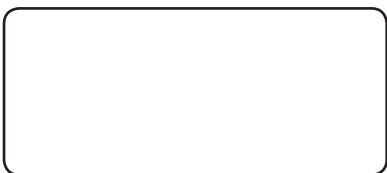
The Star Property Fair 2010			
Booth Rental (3m x 3m) Shell Scheme	Cost per booth (RM)	No. of booth(s) required	Total Rental (RM)
Tier 1	18,000		
Tier 2	9,500		
Tier 3	6,500		
<b>Grand Total</b>			

*(N.B) No balloting session. Booths are allocated on a first-come-first-serve basis upon receipt of payment.*

Enclosed herewith is our Cheque/Bank Draft No: ..... for RM ..... in favour of Star Publications (M) Berhad and crossed "Account Payee Only", being payment for our booking(s). We agree that failure to settle the payment in full to the Organiser by the stipulated deadline shall result in the forfeiture of the downpayment and our booth(s) allotted to other applicants. We also understand that payment made does not constitute automatic confirmation of participation.  
 We hereby apply to participate in **The Star Property Fair 2010**.

Authorised Signatory  
 Full Name : .....  
 I.C. No.: .....  
 Designation: .....  
 Signature: .....  
 Date: .....

Witnessed by:  
 Full Name : .....  
 I.C. No.: .....  
 Designation: .....  
 Signature: .....  
 Date: .....

Official Company Stamp: 

19<sup>th</sup> - 21<sup>st</sup> Nov 2010 (Fri-Sun)  
11.00am - 7.00pm  
Exhibition Halls 4 & 5,  
Kuala Lumpur Convention Centre (KLCC),  
50088 Kuala Lumpur.

FORM

B

APPLICATION FOR DISPLAY / PROMOTION /  
SALE OF PRODUCTS & SERVICES

This form is only applicable to Companies/Organisations which need to display, promote or conduct sale of products & services.

The following documents must be submitted:

a) Private or Public Limited companies, i.e. Sdn Bhd or Berhad - to submit latest Form 24 and Form 49

b) Sole proprietor/partnership companies - to submit a copy of the Certificate of Registration

This form must be returned to :

The Organiser

**The Star Property Fair 2010**

Star Publications (Malaysia) Berhad (10894-D)

15, Jalan 16/11,

46350 Petaling Jaya, Selangor

Tel : 03-7967 1388 ext: 1165

Fax : 03-7957 7641

Email : ianqua@thestar.com.my or bobbyhoo@thestar.com.my

Company Name (in full):..... R.O.C./R.O.B No: .....

Address: .....

Tel No: ..... Fax No: ..... E-mail: .....

Contact Person: ..... Designation: .....

**Declaration by Exhibitor:**

1) I, ..... I.C. No. .... have been duly authorised  
by (name of company/establishment)\* ..... to transact business  
including the signing of the Contract of Participation for **The Star Property Fair 2010**.

2) I have read, understood and hereby agree to abide by the General Terms and Conditions of Participation as stipulated in  
Clauses 1 - 21 of the Exhibitor's Information Kit, a copy of which is in my possession.

3) I hereby confirm that our Company/Organisation\* has been duly authorised by the relevant authorities/parties to display /  
promote/sell the undermentioned items sold at the exhibition.

We agree that the security deposit shall be forfeited and further action(s) shall be taken against the Exhibitor in the event of any  
breach of contract. We shall also indemnify and keep indemnifying the Organiser against any claim(s) from the Facility Landlord  
and/or other parties.

\*Delete wherever is inapplicable.

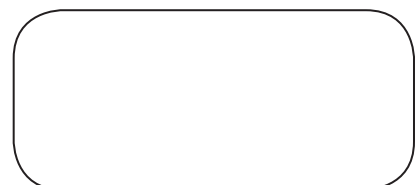
Full Name : .....

Official Company Stamp:

I.C. No : .....

Designation : .....

Signature : .....



19<sup>th</sup> - 21<sup>st</sup> Nov 2010 (Fri-Sun)  
11.00am - 7.00pm  
Exhibition Halls 4 & 5,  
Kuala Lumpur Convention Centre (KLCC),  
50088 Kuala Lumpur.

FORM

C

**PERFORMANCE BOND**  
**Nomination of Own Contractor by Exhibitor**  
**for Booth Construction / Interior Decoration**

This form must be returned to:

The Organiser  
**The Star Property Fair 2010**  
Star Publications (Malaysia) Berhad (10894-D)  
15, Jalan 16/11,  
46350 Petaling Jaya, Selangor  
Tel : 03-7967 1388 ext: 1165  
Fax : 03-7957 7641  
Email : ianqua@thestar.com.my or bobbyhoo@thestar.com.my

**RE : The Star Property Fair 2010 - PERFORMANCE BOND (Refer to Appendix 1 attached)**

We, as an Exhibitor in **The Star Property Fair 2010**, have read understood and agreed to all the rules and regulations pertaining to the Performance Bond as stated in Appendix 1 of the **The Star Property Fair 2010** Exhibitor's Information Kit and hereby agree to abide by them.

1. Company Name (in full) : ..... R.O.C. No:.....
2. Address: .....
3. Tel No: ..... Fax No: ..... E-mail:.....
4. Contact Person: ..... Designation:.....

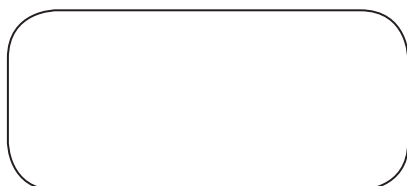
Please find attached a Cheque / Bank Draft No: .....for RM ..... in favour of Star Publications (M) Berhad being the Performance Bond for the number of ..... Booth(s) rented at **The Star Property Fair 2010**.

Authorised by:

Name : ..... Designation : .....

Signature : ..... Date : .....

Official Company Stamp:



19<sup>th</sup> - 21<sup>st</sup> Nov 2010 (Fri-Sun)  
11.00am - 7.00pm  
Exhibition Halls 4 & 5,  
Kuala Lumpur Convention Centre (KLCC),  
50088 Kuala Lumpur.

FORM

D

## EXHIBITOR'S PRODUCTS / SERVICES

Please fill in the following details for us to upload in our property website. The information you provide will enable prospective customers to know what to expect from your booth.

This form must be returned to :

The Organiser

**The Star Property Fair 2010**

Star Publications (Malaysia) Berhad (10894-D)

15, Jalan 16/11,

46350 Petaling Jaya, Selangor

Tel : 03-7967 1388 ext: 1165

Fax : 03-7957 7641

Email : [ianqua@thestar.com.my](mailto:ianqua@thestar.com.my) or [bobbyhoo@thestar.com.my](mailto:bobbyhoo@thestar.com.my)

Company Name (in full) : ..... R.O.C. No : .....

Address: .....

Tel No: ..... Fax No: ..... E-mail:.....

Website: .....

Contact Person: ..... Designation:.....

Authorised by (name): ..... Signature: ..... Date:.....

Important Reminder:

- 1) Every item brought into the Exhibition Hall, whether for display/distribution/sale must be licensed and/or legal.
- 2) The Organiser reserves the right, at its sole discretion, to remove/dispose of any items which are deemed unfit / inappropriate / illegal and unlicensed in the Exhibition. Any cost arising shall be charged to the Exhibitor.

### Product Listing

#### Property Type

- |  |   |
|--|---|
| <input type="checkbox"/> Apartments                      | <input type="checkbox"/> Office Lots      |
| <input type="checkbox"/> Bungalow                        | <input type="checkbox"/> Plantations Land |
| <input type="checkbox"/> Condominium                     | <input type="checkbox"/> Semi-Detached    |
| <input type="checkbox"/> Double & 2 1/2 Storey Terrace   | <input type="checkbox"/> Shop Apartments  |
| <input type="checkbox"/> Duplex                          | <input type="checkbox"/> Shop Offices     |
| <input type="checkbox"/> Flats                           | <input type="checkbox"/> Shophouse        |
| <input type="checkbox"/> Industrial building & factories | <input type="checkbox"/> Townhouse        |
|  | <input type="checkbox"/> Warehouse        |

### Description of Properties for Sale

#### Others

- |  |  |
|--|--|
| <input type="checkbox"/> Air Conditioning                    | <input type="checkbox"/> Home Security Systems                         |
| <input type="checkbox"/> Association                         | <input type="checkbox"/> Insurance                                     |
| <input type="checkbox"/> Auctioneers                         | <input type="checkbox"/> Interior Design                               |
| <input type="checkbox"/> Audio- Visual Equipments            | <input type="checkbox"/> Landscape Contractors / Architects/ Designers |
| <input type="checkbox"/> Building Construction & Maintenance | <input type="checkbox"/> Lightings                                     |
| <input type="checkbox"/> Computers & Related Accessories     | <input type="checkbox"/> Movers  |
| <input type="checkbox"/> Financial Services                  | <input type="checkbox"/> Paints  |
| <input type="checkbox"/> Real Estate                         | <input type="checkbox"/> Pest Controls                                 |
| <input type="checkbox"/> Home / Office / Outdoor Furniture   | <input type="checkbox"/> Publications                                  |
| <input type="checkbox"/> Home Furnishing & Accessories       | <input type="checkbox"/> Swimming Pool Contractor & Supplies           |

Others, please specify:

.....  
.....

## MULTI-PURPOSE INSURANCE BHD

## INSURANCE APPLICATION

**SECTION 149 (A) OF THE INSURANCE ACT 1996:** You are to disclose in this proposal form fully and faithfully all the facts which you know or ought to know as otherwise the Policy issued hereinafter may be deemed as void.

This form must be fully completed and returned to Infield Insurance Brokers Sdn Bhd. (7) seven days prior to the Exhibition together with full payment made payable to **Multi-Purpose Insurance Bhd** as otherwise insurance will not be provided for.

Booth No:

Company Name: .....

Address: .....

Postal Code: ..... Country: .....

Tel No: ..... Fax No: ..... E-mail: .....

Contact Person: ..... Designation: .....

**A) ALL RISK INSURANCE**

Coverage: "All Risks" of loss, destruction or damage by :-

- 1) Fire including lightning, thunderbolts, subterranean fire and explosions.
- 2) Theft accompanied by forcible entry.
- 3) Accident and misfortune.

Extensions :-

- 1) Transit from insured's premises/warehouse to exhibition site.
- 2) During Exhibition period.
- 3) Transit from Exhibition site to warehouse/insured's premises.

**Interest Insured**

Property on Exhibition (please provide details of products and sum insured)\*\* Sum Insured

i.	
ii.	
iii.	

On Furniture, fixture, fitting, office equipment and the likes Sum Insured

i.	
ii.	
iii.	

\*\* Please provide details of property to be insured on a separate paper if the above column is insufficient.

Premium Rate: 0.15% (Minimum Premium : RM75.00)\*

Excess: RM500 or 2.5% of Sum Insured whichever is lower

Example of Premium Computation

Sum Insured: RM100, 000

Premium - RM100, 000 X 0.15% = RM150.00\*

**B) PUBLIC LIABILITY INSURANCE**

Coverage: Indemnifies you in respect of your legal liability to a third party to pay compensation for accidental losses, i.e...

- 1) Bodily injury to third party.
- 2) Damage to property of third party caused by/through negligence of you or your employees or by defects in premises.
- 3) Legal cost and expenses incurred for defending the suit.

Limit of liability - (Please Tick ✓)  RM100, 000 (Premium : RM10.00)\* Any One Accident  
Unlimited Any One Period

RM200, 000 (Premium : RM20.00)\* Any One Accident  
Unlimited Any One Period

RM250, 000 (Premium : RM30.00)\* Any One Accident  
Unlimited Any One Period

The amount selected represents the limit payable for any one claim or series of claims arising out of one cause.

\*Please include 5% Malaysian Government Service Tax.

**DECLARATION**

I/We hereby declare that the above answers and statements are true, and that I/we have not withheld any information whatsoever requested for in this proposal. I/We agree that this Declaration and the answers above given, as well as any proposal or statement made in writing by me/ourselves or anyone acting on my/our behalf shall form the basis of the Contract between me/ourselves and the Company and I/we further agree to accept indemnity subject to the conditions in and endorsed on the Company's Policy and to pay the premium on the inception date of the Policy.

Name of Proposer: .....

Signature of Proposer: ..... Date: .....

Company stamp:

Enquiries : Please call Mr. Tee Yuen Shyang at (03) 7660 9828 for further information.

Please submit this application to: **INSFIELD INSURANCE BROKERS SDN BHD (429772-T)**  
**501, Block B, Phileo Damansara II**  
**No. 15, Jln 16/11, Off Jln Damansara, 46350 Petaling Jaya**  
**Fax : 03 - 7669 9818**

19<sup>th</sup> - 21<sup>st</sup> Nov 2010 (Fri-Sun)  
 11.00am - 7.00pm  
 Exhibition Halls 4 & 5,  
 Kuala Lumpur Convention Centre (KLCC),  
 50088 Kuala Lumpur.

FORM

F

## PRODUCT SHOWCASE APPLICATION FORM

### GENERAL INFORMATION

The aim of this product showcase is to further enhance exhibition attractions as well as to provide value-added opportunities to our Exhibitors. Exhibitors can make use of the specified area within the Exhibition Hall to launch or to introduce and demonstrate recently launched products during the Fair. The space is equipped with electric power points and a basic PA system.

Only short-listed applicants will be selected to take part in **The Star Property Fair 2010** product Showcase. All the necessary information given should be complete and accurate as due publicity may be provided if the opportunity arises.

It is to the mutual interest of the parties concerned to extend all concerted effort to ensure that every aspect of the event is conducted orderly and systematically before, during and after the occasion. Exhibitors are required to ensure that the attached Rules and Regulations are observed at all times for our long-term mutual benefits.

I, ..... I/C No .....  
 representing (name of Exhibitor) ..... have read, understood and hereby agree to  
 abide by the Rules and Regulations of Participation of **The Star Property Fair 2010** ..... I hereby  
 declare that our Company has been duly authorised by the relevant authorities/parties to promote the following product(s) during **The  
 Star Property Fair product showcase:**

Transit from Exhibition site to warehouse/insured's premises.

**Below are the products(s) that we intend to launch\*/introduce\*/demonstrate\*** (*\*delete whichever is inappropriate*)

Name of items	Relevant description of the product/activities A separate sheet may be used to to facilitate our selection process
1.	
2.	
3.	

**RULES AND REGULATIONS OF PARTICIPATION**

1. This is a complimentary and optional service extended to facilitate and encourage our Exhibitors to showcase their products / services. It is not an extension of the contract of participation of **The Star Property Fair 2010**. The Organiser shall not be held responsible for any loss, damage, personal injuries and/or death that may occur prior to, during and after the showcase.
2. Prior approval must be obtained from the Organiser before an Exhibitor is permitted to use the facilities for whatever purposes.
3. The Exhibitor must have the necessary approvals/permits from the relevant parties/authorities and has the legal rights to conduct such showcase.
4. Exhibitors are strictly prohibited from making use of the facility to promote the product(s)/service(s) of other parties other than their own.
5. The Organiser reserves the right to schedule, reschedule, modify and/or cancel the demonstration/talk at its absolute and sole discretion and without prior notice to the participants if the Organiser deems fit to do so.
6. All the participating Exhibitors are required to adhere strictly to the time schedule as the power supply is synchronised with the time allocated.
7. The Organiser shall not be responsible for any damage and/or loss to the item(s) used during the talk.
8. All the participating exhibitors are responsible to provide the necessary equipment, facilities and personnel required for the purpose. All such personnel must be competent and suitably attired.
9. No sale transaction is permitted in and around the showcase Area except within the Exhibitor's rented booth(s).
10. All sound levels must be within satisfactory limit set by the Organiser.
11. Each participating Exhibitor must ensure complete safety to all parties concerned and if necessary preventive and protective arrangements must be in place. These include but are not limited to public liability insurance.
12. In addition to the abovementioned rules and regulations all the existing terms and conditions of participation as stipulated in the Exhibitor's Information Kit are applicable and they also form the integral part of this arrangement.

Signature: ..... Date: .....

Designation: .....

Company Stamp:

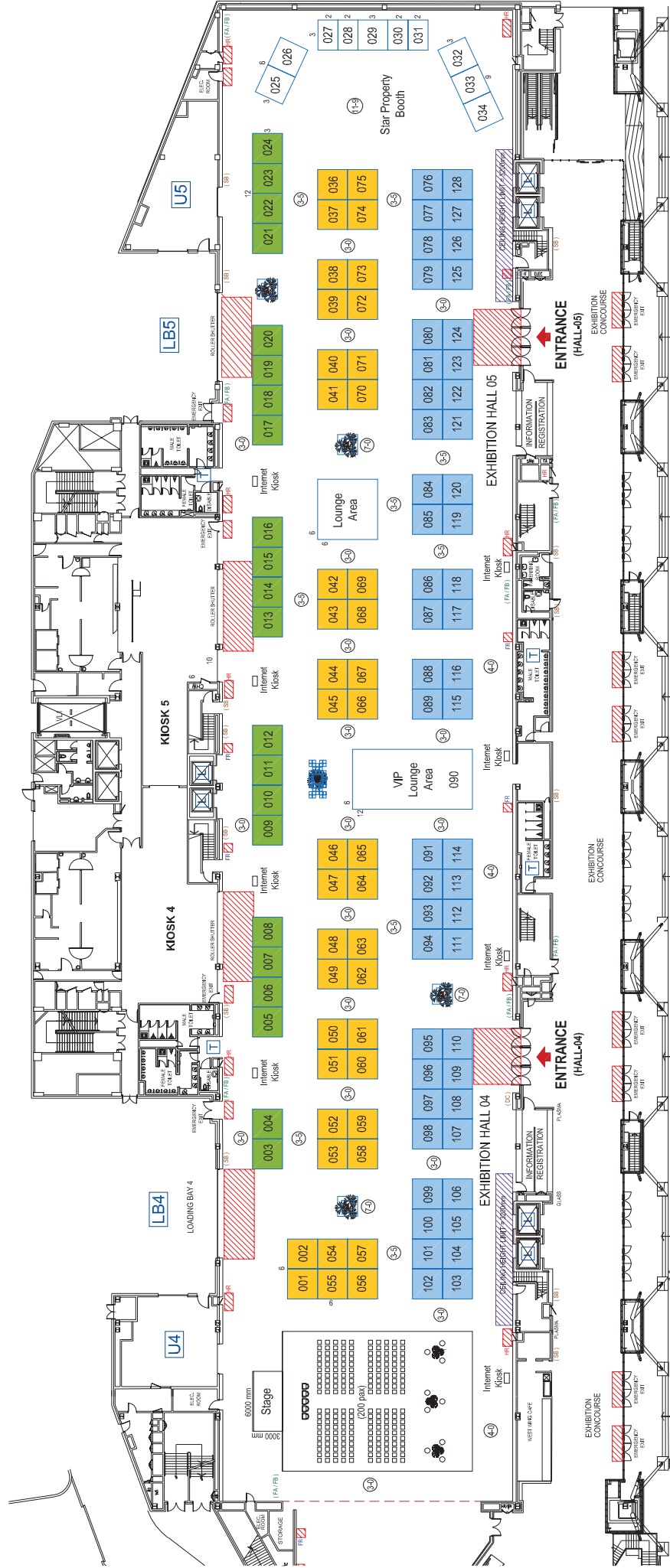


# STAR PROPERTY' 2010

19TH - 21ST NOVEMBER 2010

## KUALA LUMPUR CONVENTION CENTRE

### HALL 04 & 05



\*\* Layout Is Subject to Changes. Please Check Online >From Time to Time at [www.starproperty.my/propertyfair](http://www.starproperty.my/propertyfair) for Updates.

#### LEGEND:

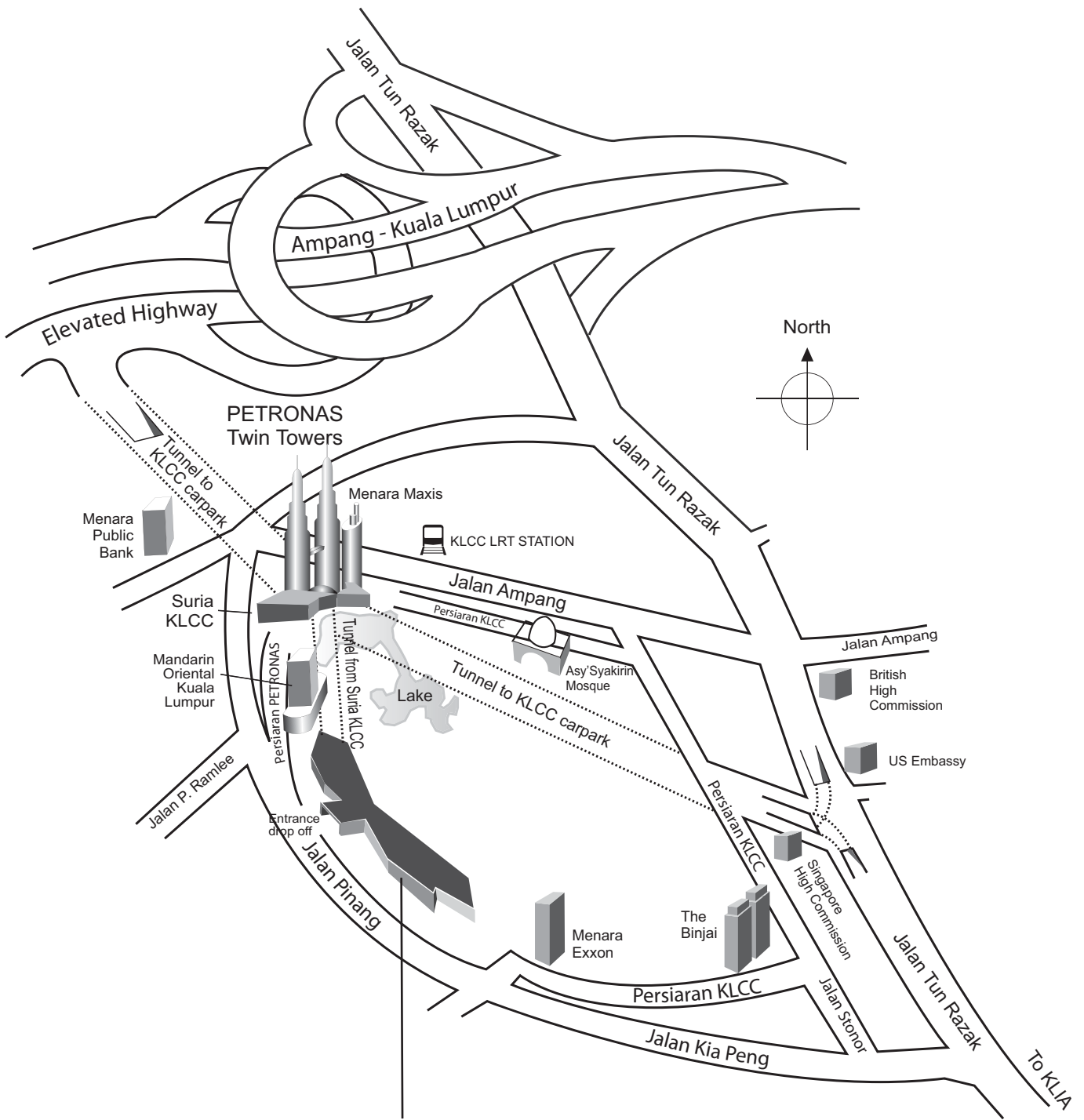
	3m x 3m Booth = 122 nos.		3m x 2m Booth = 4 nos.
	6m x 12m Booth = 1 no.		NON BUILD UP AREA
	TIER 1		DOOR CONTROLLER
	TIER 2		SUJIS BOARD
	TIER 3		MAX HIGH STRUCTURE 3.2m & THE SET BACK 1.0m FROM THE WALL
	FIRE EXTINGUISHER		
	HOSE REEL		
	FIRE ALARM		
	FIRE BREAK GLASS		

**\* SUBJECT TO KUALA LUMPUR CONVENTION CENTRE APPROVAL**

<b>CITYNEON CONTRACTS SDN BHD</b> 12A & 16 Jalan PUJ3/46, Sunway Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia. Tel: 603-7805 2222 Fax: 603-78051222	PROJECT TITLE: PROPOSED ORGANISER'S DESIGN FOR STAR PROPERTY' 2010 @ KLCC EXHIBITION HALL 04-05	DRAWING TITLE: LAYOUT PLAN_HALL_04 & 05	
	VENUE: KLCC (HALL 04-05)	SALES PERSON: TRACY	REVISIONS:
	EVENT PERIOD: 19-21 NOV 2010	DESIGNER: TAN	REVISD 05: 16 August' 2010 REVISD 06: 25 August' 2010 REVISD 07: 26 August' 2010 REVISD 08: 06 Sept' 2010
	COPYRIGHT: This drawing and content is the property of Cityneon Contract Sdn Bhd and must not be reproduced in part or in full without its permission.		





# MAP TO KUALA LUMPUR CONVENTION CENTRE



**Star**  
**PROPERTY FAIR**  
**STYLISH LIVING II**  
 19th - 21st November 2010 **Kuala Lumpur**

Legend

-  Entrance/exit to KLCC carpark via tunnel
-  Tunnel

**APPLICATION FORMS**  
**Official Main Contractor (Cityneon)**

 **PROPERTY FAIR**  
**STYLISH LIVING II**  
19th - 21st November 2010 **Kuala Lumpur**

**Contractor details are as follows:-**

CITYNEON CONTRACTS SDN BHD (209659-T)  
12A & 16, Jalan PJU 3/46, Sunway Damansara  
47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
Tel: 603-7805 2222 Fax: 603-7806 1222

**Contact Person:**

Ms. Fiza  
Project Manager  
H/P: 012-3654 825  
E-mail: [fiza@cityneonmalaysia.com.my](mailto:fiza@cityneonmalaysia.com.my)

Ms. Tracy Kam  
Project Executive  
H/P: 012-6023 633  
E-mail: [tracykam@cityneonmalaysia.com.my](mailto:tracykam@cityneonmalaysia.com.my)

### STANDARD SHELL SCHEME BOOTH



#### BOOTH SPECIFICATION

- 2500mm height partition on both back and side walls complete with white laminated panel aluminum frame
- 300mm Aluminum framed fascia board with Exhibitor's name
- 2 units of 40W fluorescent tubes mounted behind fascia board.
- 2 unit of folding chairs
- 1 unit of information desk
- 1 unit of 13amp power point\*
- \* No multi purpose plug and/or extension are allowed.
- Concrete floor is covered with needle-punch carpet.

# FORM H

STAR PROPERTY FAIR KL 2010

Dateline – 8<sup>TH</sup> November 2010

NAME ON FASCIA BOARD		
Exhibiting Company:	Booth No :	
Person In Charge:	Tel No :	
Signature & Company Stamp:	Fax No :	
	Mobile No :	
	Email :	

Please fax this form to +603-7806 1222 or contact +603-7805 2222 for further queries.

## NAME OF EXHIBITOR:

Name of company as it should appeared on fascia board. **Maximum length 30 Letters.**

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

### NOTE:

1. Nailing, drilling and any other modification on the shell scheme panel are **STRICTLY** prohibited. Any damages done on to the panels will be charged to the exhibitors.
2. Bare space consists of **SPACE ONLY** with **NO** lightings, folding chairs, information counter, power point or needle punch carpet.
3. **Stand Boundaries and Design Restrictions;** No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
4. **Fire Regulations;** All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.

---

- Please Keep A Copy For Your Records -

Cityneon Contracts Sdn Bhd  
12A & 16 Jalan PJU 3/46, Sunway Damansara, 47810 Petaling Jaya, Selangor  
Tel: +603-7805 2222 Fax: +603-7806 1222  
Person Incharge: Fiza / Tracy

# FORM I

## STAR PROPERTY FAIR KL 2010

Dateline – 8<sup>th</sup> November 2010

### ELECTRICAL & LIGHT FITTINGS

Exhibiting Company:	Booth No :	
Person In Charge:	Tel No :	
Signature & Company Stamp:	Fax No :	
	Mobile No :	
	Email :	

Please fax this form to **+603-7806 1222** or contact **+603-7805 2222** for further queries.

ITEMS	CODE	PRICE/UNIT [ in RM ]	QTY.	TOTAL [ in RM ]
Single - Phase 13Amp	CP01	80.00		
Single - Phase 13 Amp (24 Hours)	CP01	90.00		
40W Fluorescent Tube	CP04	70.00		
100W Spotlight	CP05	80.00		
100W Arm Spotlight	CP06	85.00		
300W Floodlight	CP07	290.00		
50W Halogen Arm Spot	CP08	95.00		
300W Floodlight with Arm	CP09	310.00		
50W Halogen Spotlight	CP10	95.00		
50W Halogen Eyeball	CP11	95.00		
70W Metal Halide	CP12	290.00		
Lighting connection with wiring (Max 100W)	N/A	65.00		
<b>GRAND TOTAL</b>				<b>RM</b>

#### TERMS AND CONDITIONS:

1. Check that your equipment can operate on the above electrical specification. Non-standard items will not be locally available. You should bring along adapters if necessary.
2. The Official Contractor should carry out all electrical works only. The electrical power outlet is strictly for single exhibit/machinery use only. The power outlet is not used for lighting purposes.
3. Orders are valid only when accompanied by full remittance. Priority will be given to advance orders.
4. Late orders (received after **8<sup>th</sup> Nov 2010**) are subject to availability, will be subject to a **30%** surcharge and **50%** surcharge for on site orders.
5. Notice of **cancellation** must be given at least one (1) week before the event (i.e. **12<sup>th</sup> Nov 2010**), failing which, **50%** of the total payment due shall be forfeited.
6. Cheque should be made payable in favor of **CITYNEON CONTRACTS SDN BHD**.

- Please Keep A Copy For Your Records -

Cityneon Contracts Sdn Bhd  
12A & 16 Jalan PJU 3/46, Sunway Damansara, 47810 Petaling Jaya, Selangor  
Tel: +603-7805 2222 Fax: +603-7806 1222  
Person Incharge: Fiza / Tracy

### RULES AND REGULATIONS FOR ELECTRICAL FITTINGS:

#### POWER SUPPLY AND LIGHTINGS

Supply Voltage	:	415 volts 3 phase 4 wire systems with neutral point solidly earthed or 240 volts single phase 2 wire systems. Both subjected to a variation of $\pm$ 5%.
Frequency	:	50Hz with a variation maintained within $\pm$ 1%
Power Factor	:	Not less than 0.85 lagging
Neon Lights	:	Usage of neon lights is subjected to the approval from the STAR

Should any Exhibitors use neon lights without prior approval from the STAR PUBLICATIONS (MALAYSIA) BERHAD, strict action will be taken against them.

#### STATUTORY REQUIREMENTS

All electrical installation must comply with the existing Malaysian statutory requirements of the country including:

- 1) Starting arrangement of motors:  
All motors must have independent automatic protection against excessive current surges using one of the following starters:
  - i.) Up to 3HP - Direct on-line
  - ii.) 3 - 10 HP - Start-Delta
  - iii.) Above 10HP - Auto Transformer
- 2) The STAR PUBLICATIONS (MALAYSIA) BERHAD'S official contractor must carry out all electrical installation work at the exhibition.
- 3) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must gain approval from the STAR PUBLICATIONS (MALAYSIA) BERHAD and carried out by their own contractor. Exhibitors can also appoint the STAR PUBLICATIONS (MALAYSIA) BERHAD official contractor.

The STAR PUBLICATIONS (MALAYSIA) BERHAD appointed licensed engineers prior to turning on the electricity supply must test all electrical equipment. The STAR PUBLICATIONS (MALAYSIA) BERHAD official contractor will not take any responsibility of any failure due to connection done by outside contractors other than the official contractor.

For further information or inquiries, please liaise with our Official Contractors **CITYNEON CONTRACTS SDN BHD** +006.03.7805.2222

### ELECTRICAL FITTINGS

Please contact **CITYNEON CONTRACTS SDN BHD** may you have any further inquiries +603 -7805 2222

<b>CP01</b> 13amp single phase power point (230v)	<b>CP02</b> 15amp single phase power point (230v)	<b>CP03</b> 30amp three phase Distribution board
<b>CP04</b> 40w Fluorescent Light	<b>CP05</b> 100w Spotlight	<b>CP06</b> 100w Spotlight with Arm
<b>CP07</b> 300w Flood Light	<b>CP08</b> 50w Halogen Spot with Arm	<b>CP09</b> 300w Flood Light with Arm
<b>CP10</b> 50w Halogen Spotlight	<b>CP11</b> 50w Halogen Eyeball	<b>CP12</b> 70w Metal Halide

Note: All Models shown in this leaflet are subjected to availability. If they are not available, alternative models will be supplied.

- Please Keep A Copy For Your Records -

Cityneon Contracts Sdn Bhd  
12A & 16 Jalan PJU 3/46, Sunway Damansara, 47810 Petaling Jaya, Selangor  
Tel: +603-7805 2222 Fax: +603-7806 1222  
Person Incharge: Fiza / Tracy

# FORM J

## STAR PROPERTY FAIR KL 2010

Dateline – 8<sup>TH</sup> November 2010

### FURNITURE ON RENTAL

Exhibiting Company:	Booth No :	
Person In Charge:	Tel No :	
Signature & Company Stamp:	Fax No :	
	Mobile No :	
	Email :	

Please fax this form to **+603-7806 1222** or contact **+603-7805 2222** for further queries.

ITEMS	CODE	PRICE/UNIT [in RM]	QTY.	TOTAL [in RM]
Reception Desk – 1025mm(L) x 525mm(D) x 770mm(H)	CN01	65.00		
Lockable Cabinet - 1025mm(L) x 525mm(D) x 770mm(H)	CN02	85.00		
Display Plinth – 500mm(L) x 500mm(D) x 500mm(H)	CN03	65.00		
Display Plinth – 500mm(L) x 500mm(D) x 750mm(H)	CN03	90.00		
Display Plinth – 500mm(L) x 500mm(D) x 1000mm(H)	CN03	105.00		
Round Table – 600mm(Dia) x 750mm(H)	CN04	125.00		
Bar Table – 1000mm (H)	CN06	200.00		
White Folding Chair	CN07	35.00		
Bar Stool (Fabric)	CN10	55.00		
System Panel 1000mm x 2500mm (H)	CN11	75.00		
Shelving 1000mm (L) x 300mm (D) (Flat/Slope)	CN12	65.00		
<b>GRAND TOTAL</b>				<b>RM</b>

#### TERMS AND CONDITIONS:

- Orders are valid only when accompanied by full remittance. Priority will be given to advance orders.
- Late orders (received after **8<sup>th</sup> Nov 2010**) are subject to availability, will be imposed a **30%** surcharge and 50% surcharge for on site orders.
- Notice of **cancellation** must be given at least one (1) week before the event (i.e. **12<sup>th</sup> Nov 2010**), failing which, **50%** of the total payment due shall be forfeited.
- A **50%** surcharge will be imposed for all on-site orders. Payable in cash or Cheque only.
- Cheque should be made payable in favor of **CITYNEON CONTRACTS SDN BHD**.

- Please Keep A Copy For Your Records -

Cityneon Contracts Sdn Bhd  
12A & 16 Jalan PJU 3/46, Sunway Damansara, 47810 Petaling Jaya, Selangor  
Tel: +603-7805 2222 Fax: +603-7806 1222  
Person Incharge: Fiza / Tracy

### FURNITURE ON RENTAL

Please contact **CITYNEON CONTRACTS SDN BHD** may you have any further inquiries +603 -7805 2222

**CN01**  
Information Desk  
500 x 1000 x 750mm (H)

**CN02**  
Lockable Cabinet  
500 x 1000 x 750mm (H)

**CN03**  
Display Plinth  
500 x 500 x  
500mm/750mm/1000mm (H)

**CN04**  
Round Table  
600mm (Dia) x 750mm (H)

**CN05**  
600 x 600 x 750mm (H)

**CN06**  
500 (Dia) x 1000mm (H)

**CN07**  
Folding Chair

**CN08**  
Low System Showcase  
500 x 1000 x 1000mm (H)

**CN09**  
High System Showcase  
500 x 1000 x 2500mm (H)

**CN10**  
Fabric Bar Stool

**CN11**  
System Panel  
1000mm x 2500mm (H)

**CN12**  
Shelving on  
System Panel  
300 x 1000mm

Note: All Models shown in this leaflet are subjected to availability. If they are not available, alternative models will be supplied.

# FORM K

## STAR PROPERTY FAIR KL 2010

Dateline – 8<sup>TH</sup> November 2010

POTTED PLANTS / FLOWER BOUQUETS		
Exhibiting Company:	Booth No :	
Person In Charge:	Tel No :	
Signature & Company Stamp:	Fax No :	
	Mobile No :	
	Email :	

Please fax this form to **+603-7806 1222** or contact **+603-7805 2222** for further queries.

### [ A ] RENTAL OF POTTED PLANTS

TYPE	COST PER EVENT [IN RM]	QTY.	TOTAL [IN RM]
Small (1' – 2' Height)	18.00		
Medium (3' – 4' Height)	28.00		
Large (5' – 7' Height)	38.00		
<b>GRAND TOTAL</b>			<b>RM</b>

### [ B ] FLORAL ARRANGEMENTS

TYPE	SIZE	PRICE [IN RM]	QTY.	TOTAL [IN RM]
Posie	Small	40.00		
Posie	Medium	60.00		
Long Arrangement	Medium	60.00		
Long Arrangement	Large	80.00		
Triangle Arrangement	Medium	60.00		
Triangle Arrangement	Large	80.00		
Pedestal Stand	One-Tier	150.00		
Pedestal Stand	Two-Tier	200.00		
<b>GRAND TOTAL</b>				<b>RM</b>

### TERMS AND CONDITIONS:

- Late Orders (received after **8th Nov 2010**) may not be provided and, if available, will be subject to a **30%** surcharge. Priority will be given to advance orders.
- Notice of **cancellation** must be given at least one (1) week before the event (i.e. **12th Nov 2010**), failing which, **50%** of the total payment due shall be forfeited.
- Special plants and requirement including landscape designs can be catered for upon special request.
- Payment Terms : Cash or Cheque payable to **CITYNEON CONTRACTS SDN BHD**

- Please Keep A Copy For Your Records -

Cityneon Contracts Sdn Bhd  
12A & 16 Jalan PJU 3/46, Sunway Damansara, 47810 Petaling Jaya, Selangor  
Tel: +603-7805 2222 Fax: +603-7806 1222  
Person Incharge: Fiza / Tracy

# FORM L

## STAR PROPERTY FAIR KL 2010

<b>NON-OFFICIAL CONTRACTOR</b>		
Exhibiting Company:	Booth No :	
Person In Charge:	Tel No :	
Signature & Company Stamp:	Fax No :	
	Mobile No :	
	Email :	

Please fax this form to **+603-7806 1222** or contact **+603-7805 2222** for further queries.

**The Following Company will be our contractor for stand building and/or other display works.**

Company:		
Person In Charge:	Tel No :	
Signature & Company Stamp:	Fax No :	
	Mobile No :	
	Email :	

**Non-Official Contractors is required to pay a Non-Refundable ADMIN FEE (A) to Official Contractor.**

**A) Admin Fee Charges RM20.00 per Square Metre (Non-Refundable)** to Independent Contractors who are constructing for their Exhibitor's Booths;

NO	PARTICULAR	PER SQUARE METRE	SQUARE METRE	AMOUNT [in RM]
1)	Admin Fee to Construct / Decorate Special Stand (Non-Refundable)	RM 20.00		
<b>GRAND TOTAL</b>				<b>RM</b>

**NOTE:**

- 1) Bare space consists of **SPACE ONLY** with **NO** spotlights / fluorescent lights, folding chairs, information counter, power point or needle punch carpet.
- 2) **Stand Boundaries and Design Restrictions;** No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
- 3) **Fire Regulations;** All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.

---

- Please Keep A Copy For Your Records -

Cityneon Contracts Sdn Bhd  
12A & 16 Jalan PJU 3/46, Sunway Damansara, 47810 Petaling Jaya, Selangor  
Tel: +603-7805 2222 Fax: +603-7806 1222  
Person Incharge: Fiza / Tracy

# EXHIBITION SCHEDULE

STAR PROPERTY FAIR KL 2010

## SET-UP / BUILD-UP PERIOD

**17th NOVEMBER 2010**

[ WEDNESDAY ]

9:00AM – 9:00PM

Move-in for **Official Contractor.**

3:00PM – 9:00PM

Move-in for **Non-Official Contractor.**

**18th NOVEMBER 2010**

[ THURSDAY ]

9:00AM – 9:00PM

Move-in for **Official Contractor.**

Move-in for **Non-Official Contractor.**

Exhibitors Move-in / Set-up.

Delivery of displays and exhibits.

## ACTUAL EXHIBITION DAY

**19th – 21st NOVEMBER 2010**

[ FRIDAY - SUNDAY ]

11:00AM – 7:00PM

Exhibitors are allowed early access into hall to service their stand 1 hour (10:00 am) before official opening hours.

Exhibitors are allowed an extension of 1 hour (8:00pm) only after official closing hour to service their stand.

## TEARDOWN / DISMANTLING PERIOD

**21st NOVEMBER 2010**

[ SUNDAY ]

7:00PM – 9:00PM

Removal of hand carried items or exhibits only.

Disconnection of electrical supply.

Collection of rented items by official contractor.

**22nd NOVEMBER 2010**

[ MONDAY ]

9:00AM – 5:00PM

Dismantling / Removal booth structure by **Official Contractor** and **Non-Official Contractor**

**APPLICATION FORMS**  
**Venue Provider (KLCC)**

## KUALA LUMPUR CONVENTION CENTRE



### RIGGING LOAD INDEMNITY FORM

Rigging in the Centre must be carried out by the certified riggers. All truss and motors must be supplied by the Centre or Centre's accredited suppliers. The Centre's general regulations for rigging installation are as below:

- i) All rigging details including production schedule, scale drawings and rigging plots location plans are to be formally submitted to the Centre fourteen (14) days prior to event move-in date.
- ii) Rigging plots should specify location of the truss, audio equipment, structures and all associated weights.
- iii) Name and contact number for the on-site person or persons responsible.
- iv) Submission of this rigging load indemnity form completed with full details as required and signed by managing director is mandatory failing which the Centre reserves the right to refuse the build-up on-site.

Event Name : \_\_\_\_\_  
Venue/Hall : \_\_\_\_\_  
Event Move-in Date : \_\_\_\_\_ Event Move-out Date : \_\_\_\_\_  
Booth Name : \_\_\_\_\_ Booth No : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Person In Charge : \_\_\_\_\_ Phone No : \_\_\_\_\_

Rigging Load Details:-

**Note:** if inadequate space, kindly attach appendix to these form.

**Please fax the completed form to +603 2333 2729 fourteen (14) days prior to the event date**

I, _____ as the managing director acting on behalf of my Company _____ hereby confirm that:
a. I have read and understood all the regulations and rules relating to the rigging load requirements as itemized above, and
b. I have submitted to the Centre full details of the necessary equipment and associated rigging point loads and
c. I confirmed that these rigging point loads do not exceed the loads limits as stated above.
Furthermore, I understand and accept full responsibility for any incident and liabilities resulting from my failure to comply with the strict adherence of the Kuala Lumpur Convention Centre guidelines and rigging load limits.
Company Managing Director's Name : _____
Signature : _____
Date : _____
Company Stamp : _____

# KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR  
CONVENTION CENTRE

## AUDIO VISUAL FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

### Billing Address

Company : \_\_\_\_\_  
Attention : \_\_\_\_\_ Designation : \_\_\_\_\_  
Address : \_\_\_\_\_  
City : \_\_\_\_\_ Postal Code : \_\_\_\_\_  
State : \_\_\_\_\_ Country : \_\_\_\_\_  
Tel : \_\_\_\_\_ Fax : \_\_\_\_\_  
Email : \_\_\_\_\_ Mobile : \_\_\_\_\_

Video Projection	Incentive Rate	Standard Rate	Onsite Rate	Date Required	Unit	Total (RM)
Projector 3,000 Ansi Lumens	<input type="checkbox"/> 750.00	<input type="checkbox"/> 900.00	<input type="checkbox"/> 975.00			
Projector (LCD) – 5,000 Lumens	<input type="checkbox"/> 1,500.00	<input type="checkbox"/> 1,800.00	<input type="checkbox"/> 1,950.00			
<b>Video Plasma / TV</b>						
Plasma Screen 42" with Standing Stand	<input type="checkbox"/> 600.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 780.00			
Plasma Screen 32" with Table Stand	<input type="checkbox"/> 400.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 520.00			
<b>Portable Screen</b>						
6' x 6' Tripod Screen	<input type="checkbox"/> 150.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 195.00			
7' x 7' Tripod Screen	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00			
8' x 8' Tripod Screen	<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00			
<b>Video Player</b>						
DVD/VCR/VCD – PAL/NTST	<input type="checkbox"/> 100.00	<input type="checkbox"/> 120.00	<input type="checkbox"/> 130.00			
Video Recording - DVD(Inc Cameraman)	<input type="checkbox"/> 2,500.00	<input type="checkbox"/> 3,000.00	<input type="checkbox"/> 3,250.00			
<b>Satellite TV</b>						
TV Connection RF – Per Line (One – Off)	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00			
TV Connection (ASTRO) – Star Sport	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00			
TV Connection (ASTRO) – CNN	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00			
TV Connection (ASTRO) – Bloomberg	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00			
TV Connection (ASTRO) – ESPN	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00			

Subtotal

Prices are subject to a 5% government tax and a 10% service charge

# KUALA LUMPUR CONVENTION CENTRE



## AUDIO VISUAL FORM 2010

### Notes

- 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 provision of the equipment and services are subject to availability.

### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise

CONVEX MALAYSIA to process authorised charges to the following credit card:-

**Credit Card details as follows:-**

American Express       MasterCard       Visa  
 Credit Card No :                  
 ID No :            Expiry Date :      /      /  
 Amount (RM) : \_\_\_\_\_      Authorised Signature : \_\_\_\_\_

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

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

## KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR  
CONVENTION CENTRE

### BOOTH CATERING FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

#### Billing Address

Company	:					
Attention	:		Designation	:		
Address	:					
City	:		Postal Code	:		
State	:		Country	:		
Tel	:		Fax	:		
Email	:		Mobile	:		

Date	Delivery Time	Item	RM	Qty	Total (RM)
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
<b>TOTAL</b>					

No	Asian Menu	Quantity	Incentive Rate	Standard Rate	Onsite Rate
1	Vietnamese Spring Rolls with Thai Chilli Dip	100 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
2	# Curry Puff (Vegetables)	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
3	# Deep Fried Samosa with Yoghurt Dip	120 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
4	# Crispy Deep Fried Cocktail Spring Rolls with Hickory Dip	120 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00

## KUALA LUMPUR CONVENTION CENTRE



### BOOTH CATERING FORM 2010

No	Asian Menu	Quantity	Incentive Rate	Standard Rate	Onsite Rate
5	# Roti Jala with Chicken Curry	100 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
6	# Mini Glutinous Rice Dumpling	50 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
7	Five Spices Garlicky Fried Chicken Tulip	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
8	# Oven Baked Teriyaki Chicken Tulip	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
9	# Rocky Shrimp Ball	80 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
10	# Pandan Chicken	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
11	Supreme Curry Puff	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
No	Western Menu	Quantity	Incentive Rate	Standard Rate	Onsite Rate
12	Chip & Nuts	Per Bowl	<input type="checkbox"/> 20.00	<input type="checkbox"/> 24.00	<input type="checkbox"/> 26.00
13	Crudités with Vegetable Dips	Per Glass	<input type="checkbox"/> 40.00	<input type="checkbox"/> 48.00	<input type="checkbox"/> 52.00
14	Grissini Stick & Cheese Straw	Per Glass	<input type="checkbox"/> 30.00	<input type="checkbox"/> 36.00	<input type="checkbox"/> 39.00
15	Assorted Finger Sandwiches	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
16	# Mushroom Bouchees	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
17	# Seafood Vol-au-vent	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
18	# Honey-Glazed Chicken Tulip	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
19	# Crostone with Chicken Ham	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
20	Tuna Nicoise in Cerry Tomatoes	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
21	Duck Rilette on Herbs Crouton	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
22	Chicken with Pesto Mayo	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
23	# Ratatouille in Tartlet with Cheese Gratin	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
24	# Baked Cheese Beef with Herbs Tomatoes	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
No	Sweet Items	Quantity	Incentive Rate	Standard Rate	Onsite Rate
25	American Cookies	50 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
26	Assorted Malay Kuih (Available from 12noon Onwards)	100 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
27	Selection of French Pastries	50 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
28	Assorted Nyonya Kuih (Available from 12noon Onwards)	100 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
29	Mini Fruits Flan	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
30	Rich Chocolate Brownies	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
31	Carrot Cake	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
33	# Apple Strudel	120 pcs	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00
34	Pandan Tiramisu	100 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
35	Seasonal Fresh Fruit Platter	Per Platter	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
No	Deluxe Menu	Quantity	Incentive Rate	Standard Rate	Onsite Rate
36	Assorted Open-face Square Sandwiches	60 pcs	<input type="checkbox"/> 270.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 351.00
37	Peking Duck Roulade	50 pcs	<input type="checkbox"/> 302.00	<input type="checkbox"/> 363.00	<input type="checkbox"/> 393.00
38	Crabmeat Aioli with Fish Roe	50 pcs	<input type="checkbox"/> 302.00	<input type="checkbox"/> 363.00	<input type="checkbox"/> 393.00
39	Beef Roulade with Harvest of Spring	50 pcs	<input type="checkbox"/> 302.00	<input type="checkbox"/> 363.00	<input type="checkbox"/> 393.00
40	# Lamb Medras in Parisienne Potatoes	80 pcs	<input type="checkbox"/> 302.00	<input type="checkbox"/> 363.00	<input type="checkbox"/> 393.00
41	Salmon Rossette with Dill Creame	50 pcs	<input type="checkbox"/> 302.00	<input type="checkbox"/> 363.00	<input type="checkbox"/> 393.00
42	Feta Cheese and Olives Skewers	50 pcs	<input type="checkbox"/> 302.00	<input type="checkbox"/> 363.00	<input type="checkbox"/> 393.00
43	Cold Cuts with Condiments	Per Platter	<input type="checkbox"/> 389.00	<input type="checkbox"/> 467.00	<input type="checkbox"/> 505.00
44	Cheese Platter (Serving for 30 People Only)	Per Platter	<input type="checkbox"/> 518.00	<input type="checkbox"/> 622.00	<input type="checkbox"/> 674.00
45	Deluxe French Pastries	60 pcs	<input type="checkbox"/> 302.00	<input type="checkbox"/> 363.00	<input type="checkbox"/> 393.00

# KUALA LUMPUR CONVENTION CENTRE



## BOOTH CATERING FORM 2010

### Rules and Regulations

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

### Notes

- 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 Booth Catering order(s) and services are subject to availability.

### Terms & Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

### Payment

- Please mark billing instruction:-

Cash     
  Cheque/ Bank Draft     
  Telegraphic Transfer     
  Credit Card

- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise

CONVEX MALAYSIA to process authorised charges to the following credit card:-

**Credit Card details as follows:-**

American Express     
  MasterCard     
  Visa

Credit Card No :

ID No :            Expiry Date :      /      /

Amount (RM) : \_\_\_\_\_ Authorised Signature : \_\_\_\_\_

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

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

# KUALA LUMPUR CONVENTION CENTRE



## HANDLING EQUIPMENT FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

### Billing Address

Company	:	_____	Designation	:	_____
Attention	:	_____			
Address	:	_____			
City	:	_____	Postal Code	:	_____
State	:	_____	Country	:	_____
Tel	:	_____	Fax	:	_____
Email	:	_____	Mobile	:	_____

Equipment	Incentive Rate	Standard Rate	Onsite Rate	Unit	Date /Time Required	Total (RM)
Scissors Lift – Star 12 (8 hours) Inc Operator	<input type="checkbox"/> 1,000.00	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,300.00			
Forklift (2 – Tonne) – 2 Hours	<input type="checkbox"/> 500.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 650.00			
Forklift (2 – Tonne) – 4 Hours	<input type="checkbox"/> 800.00	<input type="checkbox"/> 960.00	<input type="checkbox"/> 1,040.00			
Subtotal						
Prices are subject to a 5% government tax and a 10% service charge						
<b>TOTAL</b>						

### Notes

- The provision for all the equipment and services are subject to availability.
- The hiring of the equipment is available for the **event organiser, official booth contractor** and **official freight forwarder** only.

### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

# KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR  
CONVENTION CENTRE

## HANDLING EQUIPMENT FORM 2010

### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.  
Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise  
CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express       MasterCard       Visa

Credit Card No :

ID No :            Expiry Date :      /      /

Amount (RM) : \_\_\_\_\_      Authorised Signature : \_\_\_\_\_

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

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

# KUALA LUMPUR CONVENTION CENTRE



## RIGGING FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

### Billing Address

Company	:		
Attention	:		Designation
Address	:		
City	:		Postal Code
State	:		Country
Tel	:		Fax
Email	:		Mobile

Banner Rigging (Standard Size 4000mm X 2000mm)	Incentive Rate	Standard Rate	Onsite Rate	No of Banner	No of Point	Total (RM)
< 20kg (2 Points Provided Per Banner)	<input type="checkbox"/> 440.00	<input type="checkbox"/> 528.00	<input type="checkbox"/> 572.00			
Additional Point Per Banner	<input type="checkbox"/> 220.00	<input type="checkbox"/> 264.00	<input type="checkbox"/> 286.00			
Banner Relocated Charge	N/A	N/A	<input type="checkbox"/> 200.00			
Structure Rigging				No of Point		Total (RM)
20kg – 250kg (2 Points Provided)	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,440.00	<input type="checkbox"/> 1,560.00			
251kg – 500kg (2 Points Provided)	<input type="checkbox"/> 1,400.00	<input type="checkbox"/> 1,680.00	<input type="checkbox"/> 1,820.00			
501kg – 1000kg (2 Points Provided)	<input type="checkbox"/> 1,600.00	<input type="checkbox"/> 1,920.00	<input type="checkbox"/> 2,080.00			
Additional Point	<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00			
Equipment				Unit x Days		Total (RM)
Hoist 500kg Per Unit Per Day	<input type="checkbox"/> 500.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 650.00			
Hoist 1000kg Per Unit Per Day	<input type="checkbox"/> 1,000.00	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,300.00			
Tri Truss (3m) Per Unit Per Day	<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00			
					Subtotal	
Prices are subject to a 5% government tax and a 10% service charge						
<b>TOTAL</b>						

Please indicate the location(s) of the hanging of the banner or structure:

<input type="checkbox"/> Exhibition Hall 1	<input type="checkbox"/> Exhibition Hall 2	<input type="checkbox"/> Exhibition Hall 4	<input type="checkbox"/> Exhibition Hall 5
<input type="checkbox"/> Grand Ballroom 1	<input type="checkbox"/> Grand Ballroom 2	<input type="checkbox"/> Conference Hall 1	<input type="checkbox"/> Conference Hall 2
<input type="checkbox"/> Conference Hall 3	<input type="checkbox"/> Banquet Hall		
<input type="checkbox"/> Others :			

# KUALA LUMPUR CONVENTION CENTRE



## RIGGING FORM 2010

### Notes

#### Banner Rigging

- Banners are to be installed and dismantled by the Kuala Lumpur Convention Centre.
- Banner must have hanging cables, eyelets and lightweight metal or wood rods must be set into the top and bottom of each banner to facilitate hanging. Installation of the banner is subject to the strict adherence to the above pre-conditions, failing which the Centre reserves the right to absolutely refuse installation with any further notice.
- **The order of Banner Rigging Point must be submitted with a truss ceiling plots specifying the exact location(s) of the banner(s)** for the Centre's reference. If there are any specific hanging details, a 3D diagram must be submitted to the Centre.
- Rigging cost (including installation/removal and labour) as per Centre pricing. Price subject to increase should hire of vertical hoist be required.
- **All banners must be received at least 3 working days prior to the Event build-up date.**
- **A charge may be incurred for banners that re-located by the Centre upon client's request.**
- The rates quoted are for the specified Event period only.
- Banner collection is required the following day as the Centre will not accept any responsibility for loss or damage.
- All queries regarding collection of banners please contact **Exhibition Services on +603 2333 2603.**

#### Structure Rigging

- The completed order form must be submitted with a **superimposed floor plan** indicating the specific location of the rigging plots/booth/trusses and associated weights.
- A 3D photo or visual of the structure must also be submitted to the centre at centre at least 14 days prior to the build-up date.
- The rates quoted for all the structural rigging is not inclusive of the required rigging equipment. Price subject to increase should hire of vertical hoist be required.
- Rigging are to be installed and to be dismantled by the stand builder or the Certified Rigger appointed by the exhibitors.
- Suitable safety cables must be provided by the Stand Builder.
- Please note the enclosed **Rigging Load Indemnity Form** must be fully completed signed & must be submitted together with the rigging form, failing which the Centre reserve the right to refuse the build up on site.
- The rates quoted are for the duration of the Event only.
- The provision for all rigging equipment and services are subject to availability.

### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

# KUALA LUMPUR CONVENTION CENTRE



## RIGGING FORM 2010

### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise

CONVEX MALAYSIA to process authorised charges to the following credit card:-

**Credit Card details as follows:-**

American Express       MasterCard       Visa

Credit Card No :   

ID No :               Expiry Date :    /    /

Amount (RM) :    \_\_\_\_\_      Authorised Signature :    \_\_\_\_\_

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

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

# KUALA LUMPUR CONVENTION CENTRE



## SERVICE STAFF FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

### Billing Address

Company	:		Designation	:	
Attention	:			:	
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Fax	:	
Email	:		Mobile	:	

<b>Services Personnel (F&amp;B)</b>		
Incentive Rate: <input type="checkbox"/> <b>RM16.00++</b>	Standard Rate: <input type="checkbox"/> <b>RM19.20++</b>	Onsite Rate: <input type="checkbox"/> <b>RM20.80++</b>

Date Required	Time Required	Booth Number(s)	Number of Staff(s)	Total (RM)
Subtotal				
Prices are subject to a 5% government tax and a 10% service charge				
<b>TOTAL</b>				

# KUALA LUMPUR CONVENTION CENTRE



## SERVICE STAFF FORM 2010

### Notes

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

### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

### Payment

- Please mark billing instruction:-  
 Cash     Cheque/ Bank Draft     Telegraphic Transfer     Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise  
 CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express     MasterCard     Visa

Credit Card No :

ID No :          Expiry Date :    /    /

Amount (RM) : \_\_\_\_\_    Authorised Signature : \_\_\_\_\_

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

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

## KUALA LUMPUR CONVENTION CENTRE



### INTERNET SERVICES FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

#### Billing Address

Company	:		
Attention	:		Designation
Address	:		
City	:		Postal Code
State	:		Country
Tel	:		Fax
Email	:		Mobile

Speed	Wired Internet (Per Connection for 4 Days)	Incentive Rate	Standard Rate	Onsite Rate	Unit	Total (RM)
2MB Shared	Wired-Single Access	<input type="checkbox"/> 600.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 780.00		
2MB/2MB	A Dedicated SDSL Broadband	<input type="checkbox"/> 8,000.00	<input type="checkbox"/> 9,600.00	<input type="checkbox"/> 10,400.00		
3MB/640 kpbs	A Dedicated ADSL Broadband	<input type="checkbox"/> 3,600.00	<input type="checkbox"/> 4,320.00	<input type="checkbox"/> 4,680.00		
2MB/2MB	Shared Broadband	<input type="checkbox"/> 2,800.00	<input type="checkbox"/> 3,360.00	<input type="checkbox"/> 3,640.00		
Speed	Wireless Internet (Per Connection for 4 Days)					
2MB Shared	Wireless-Single Access	<input type="checkbox"/> 400.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 520.00		
2MB/2MB	A Dedicated SDSL Broadband	<input type="checkbox"/> 8,500.00	<input type="checkbox"/> 10,200.00	<input type="checkbox"/> 11,000.00		
3MB/640 kpbs	A Dedicated ADSL Broadband	<input type="checkbox"/> 4,100.00	<input type="checkbox"/> 4,920.00	<input type="checkbox"/> 5,330.00		
2MB/2MB	Shared BBSM Internet Lease Line	<input type="checkbox"/> 3,300.00	<input type="checkbox"/> 3,960.00	<input type="checkbox"/> 4,290.00		
Miscellaneous (Per Connection for One Time Charge)						
External Line Patching		<input type="checkbox"/> 600.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 780.00		
Line Relocation Charge		N/A	N/A	<input type="checkbox"/> 195.00		
Network Port Activation (Per Port)		<input type="checkbox"/> 150.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 195.00		
					Subtotal	
Prices are subject to a 5% government tax and a 10% service charge						
					<b>TOTAL</b>	

# KUALA LUMPUR CONVENTION CENTRE



## INTERNET SERVICES FORM 2010

### Notes

- The completed order form must be submitted with a booth design / layout specifying the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting.**
- 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.
- No refunds will be made for services installed and not used during the Event.
- The internet rates charges are based on 4 days.**
- Late order(s) is subject to availability.

### Terms and Conditions

- INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service prior charge.
- The above price quoted is subject to change without prior notice.**

### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

**Credit Card details as follows:-**

American Express       MasterCard       Visa

Credit Card No :   

ID No :               Expiry Date :    /    /

Amount (RM) :    \_\_\_\_\_      Authorised Signature :    \_\_\_\_\_

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

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

## KUALA LUMPUR CONVENTION CENTRE



### FOOD AND BEVERAGE SAMPLES REQUEST FORM

Kuala Lumpur Convention Centre is the exclusive caterer for all food and beverage services. Neither food nor beverage can be brought into the Centre. Exposition sponsoring organisation and or exhibitors may distribute samples of food and or beverage products ONLY upon written approval and must comply with the following conditions:-

- I. Beverages tasting and promotional samples are limited to maximum sample size a 50ml glass/ cup.
- II. No pork nor any lard products are permitted in the venue.
- III. All food products served on the premises should be halal certified.
- IV. Please place a '**Non-Halal**' signage or placard if food products served are not halal certified.
- V. Solid food portions should not be larger than BITE SIZE portions - 85g.
- VI. All food served by must abide and comply with Food Act 1983 and food hygiene regulations.
- VII. Eating and drinking utensils must be provided by exhibitors and must be disposable e.g. paper cups, plastic spoons, etc and must not be reused. The Kuala Lumpur Convention Centre discourages the use of polystyrene cups or any cups or containers which cannot be recycled in accordance to our commitment to Green Globe.
- VIII. Food must be offered in such a manner as to avoid being handled by the public, eg. apportioned with toothpicks pre inserted.
- IX. Antiseptic hand cream dispensers should be available for visitors wishing to clean their hands prior and after eating.
- X. The "approval document" will need to be available for examination during the duration of event including the build-up and breakdown periods.

Event Name	:		
Venue/Hall	:		Event Date : <span style="border-bottom: 1px solid black;"></span>
Booth Name	:		Booth No : <span style="border-bottom: 1px solid black;"></span>
Company Name	:		
Person In Charge	:		Phone No : <span style="border-bottom: 1px solid black;"></span>
Email	:		Fax No : <span style="border-bottom: 1px solid black;"></span>

<b>Description</b>				
Product(s) you wish to dispense	Sample size	Proposed method of dispensing	Please explain purpose of offering sample(s)	Storage method

**Note:** If inadequate space, kindly attach appendix to these form

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

I hereby confirm that I have read and understood the above and I hereby agree to abide by these said requirements by duly signing this request form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Name : <span style="border-bottom: 1px solid black;"></span>	Date Received : <span style="border-bottom: 1px solid black;"></span>
Signature : <span style="border-bottom: 1px solid black;"></span>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Date : <span style="border-bottom: 1px solid black;"></span>	Authorised By : <span style="border-bottom: 1px solid black;"></span>
Company Stamp :	Designation : <span style="border-bottom: 1px solid black;"></span>
	Remarks : <span style="border-bottom: 1px solid black;"></span>

# KUALA LUMPUR CONVENTION CENTRE



## BEVERAGE FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

### Billing Address

Company	:			Designation	:	
Attention	:					
Address	:					
City	:			Postal Code	:	
State	:			Country	:	
Tel	:			Fax	:	
Email	:			Mobile	:	

Date	Delivery Time	Item	RM	Unit	Total (RM)
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
<b>TOTAL</b>					
*DEPOSIT (for water dispenser - refundable)					
<b>TOTAL</b>					

## KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR  
CONVENTION CENTRE

### BEVERAGE FORM 2010

No	Alcoholic Beverages	Unit	Incentive Rate	Standard Rate	Onsite Rate
1	Champagne – Nicholas Feuillate	Per Bottle (750ml)	<input type="checkbox"/> 375.00	<input type="checkbox"/> 450.00	<input type="checkbox"/> 487.50
2	Sparkling wine – Chevalier Chardonnay	Per Bottle (750ml)	<input type="checkbox"/> 205.00	<input type="checkbox"/> 246.00	<input type="checkbox"/> 266.50
3	Red Wine – Le Challenge Rouge	Per Bottle (750ml)	<input type="checkbox"/> 115.00	<input type="checkbox"/> 138.00	<input type="checkbox"/> 149.50
4	Red Wine – Cono Sur Tocornul Cabernet Sauvignon	Per Bottle (750ml)	<input type="checkbox"/> 135.00	<input type="checkbox"/> 162.00	<input type="checkbox"/> 175.50
5	White Wine – Le Challenge	Per Bottle (750ml)	<input type="checkbox"/> 115.00	<input type="checkbox"/> 138.00	<input type="checkbox"/> 149.50
6	White Wine – Cono Sur Tocornul Chardonnay	Per Bottle (750ml)	<input type="checkbox"/> 135.00	<input type="checkbox"/> 162.00	<input type="checkbox"/> 175.50
7	Barrel – Carlsberg/ Tiger	Per Barrel	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,440.00	<input type="checkbox"/> 1,560.00
8	Can – Carlsberg/ Tiger	Per Carton (24 Cans)	<input type="checkbox"/> 290.00	<input type="checkbox"/> 348.00	<input type="checkbox"/> 377.00

No	Non-Alcoholic Beverages	Unit	Incentive Rate	Standard Rate	Onsite Rate
1	Bottle Drinking Water (500ml)	Carton (24 Bottles)	<input type="checkbox"/> 75.00	<input type="checkbox"/> 90.00	<input type="checkbox"/> 97.50
2	Water Dispenser + 5 Units of Bottled Drinking Water	A Machine + 5 Units	<input type="checkbox"/> 500.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 650.00
3	Bottle Water Refill – 19 Litres	Per Bottle	<input type="checkbox"/> 65.00	<input type="checkbox"/> 78.00	<input type="checkbox"/> 84.50
4	Disposal Paper Cup	Per Pack (50 Cups)	<input type="checkbox"/> 15.00	<input type="checkbox"/> 18.00	<input type="checkbox"/> 19.50
5	Soft Drink – Coca Cola/ Light Coke/Sprite/Ginger Beer/Ginger Ale/Tonic Water/Soda Water	Per Carton (24 Cans)	<input type="checkbox"/> 115.00	<input type="checkbox"/> 138.00	<input type="checkbox"/> 149.50
6	Juices – Orange/Apples (250ml)	Per Carton (24 Packets)	<input type="checkbox"/> 140.00	<input type="checkbox"/> 168.00	<input type="checkbox"/> 182.00
7	Freshly Grounded Coffee Bean Machine + 100 Cups	100 Cups	<input type="checkbox"/> 1,180.00	<input type="checkbox"/> 1,416.00	<input type="checkbox"/> 1,534.00
8	An Additional of 100 Cups of Coffee	100 Cups	<input type="checkbox"/> 570.00	<input type="checkbox"/> 684.00	<input type="checkbox"/> 741.00

#### 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.

#### Notes

- 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 beverage order(s) and services are subject to availability.

#### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORIZATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

## KUALA LUMPUR CONVENTION CENTRE



### BEVERAGE FORM 2010

#### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "CONVEX MALAYSIA SDN BHD".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

#### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise  
 CONVEX MALAYSIA to process authorised charges to the following credit card:-

**Credit Card details as follows:-**

American Express       MasterCard       Visa

Credit Card No :                        

ID No :           Expiry Date :    /    /

Amount (RM) :    \_\_\_\_\_    Authorised Signature :    \_\_\_\_\_

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

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

## KUALA LUMPUR CONVENTION CENTRE



### TELECOMMUNICATIONS FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

#### Billing Address

Company	:		Designation	:	
Attention	:			:	
Address	:				
City	:	Postal Code	:		
State	:	Country	:		
Tel	:	Fax	:		
Email	:	Mobile	:		

Telephone Service ( Per Connection for 4 Days)	Unit	Incentive Rate	Standard Rate	Onsite Rate	Total (RM)
Local Line with Telephone Handset		<input type="checkbox"/> 400.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 520.00	
Fax Line without Fax Machine		<input type="checkbox"/> 400.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 520.00	
Credit Card Line without Terminal Equipment		<input type="checkbox"/> 400.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 520.00	
IDD Direct Line with Telephone Handset		<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00	
* Deposit for IDD Usage Charge is <b>RM2500.00nett</b> (Unused deposit balances are refundable)					
* Additional Usage (Phone/Fax/Credit Card) Above 4 Days		<input type="checkbox"/> 30.00	N/A	N/A	
External Line Patching		<input type="checkbox"/> 600.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 780.00	
Line Relocation Charge		N/A	N/A	<input type="checkbox"/> 195.00	
Network Port Activation		<input type="checkbox"/> 150.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 195.00	
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
<b>TOTAL</b>					
* <b>DEPOSIT</b> (Unused deposit balances are refundable)					
<b>TOTAL</b>					

#### Notes

- The completed order form must be submitted with a booth design / layout specifying the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting after installation has been completed.
- Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The centre shall not be liable nor held responsible for any delay or failure in communication whatever and as a result of circumstances beyond the Centre's control.
- Credit card machines and activation credit card lines will require prior notification to the Bank concerned, to be initiated solely by the exhibitor.
- The Centre will provide the direct telephone line for credit card terminals without going through the PABX or keyphone systems.

## KUALA LUMPUR CONVENTION CENTRE



### TELECOMMUNICATIONS FORM 2010

- A deposit (as above) must be placed for IDD Direct Line orders. The deposit will be used to offset the loss of equipment and expenses incurred for 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 rates charges are based on 4 days.**
- The provision for all equipment and services are subject to availability.

#### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

#### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

#### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

**Credit Card details as follows:-**

American Express       MasterCard       Visa

Credit Card No :   

ID No :               Expiry Date :    /    /

Amount (RM) :    \_\_\_\_\_      Authorised Signature :    \_\_\_\_\_

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

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

# KUALA LUMPUR CONVENTION CENTRE



## PLUMBING & COMPRESSED AIR FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

### Billing Address

Company	:		
Attention	:		Designation
Address	:		
City	:		Postal Code
State	:		Country
Tel	:		Fax
Email	:		Mobile

Water & Drainage	Incentive Rate	Standard Rate	Onsite Rate	Unit	Total (RM)
25 mm Water Inlet Connection with Piping	<input type="checkbox"/> 900.00	<input type="checkbox"/> 1,080.00	<input type="checkbox"/> 1,170.00		
80 mm Drainage Water Connection with Piping	<input type="checkbox"/> 900.00	<input type="checkbox"/> 1,080.00	<input type="checkbox"/> 1,170.00		
One Time Supply of Water & Subsequent Drainage	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00		
Grease Trap	<input type="checkbox"/> 500.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 650.00		
Compressed Air	Incentive Rate	Standard Rate	Onsite Rate	Unit	Total (RM)
1 HP 230V (13A) 80lit/min with 3/8" Hose Size	<input type="checkbox"/> 900.00	<input type="checkbox"/> 1,080.00	<input type="checkbox"/> 1,170.00		
2 HP 230V (15A) 165lit/min with 3/8" Hose Size	<input type="checkbox"/> 1,000.00	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,300.00		
3 HP 415V (30A) 265lit/min with 3/8" Hose Size	<input type="checkbox"/> 1,100.00	<input type="checkbox"/> 1,320.00	<input type="checkbox"/> 1,430.00		
5 HP 415V (30A) 440lit/ min with 1/2" Hose Size	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,440.00	<input type="checkbox"/> 1,560.00		
7 1/2 HP 415V (30A) 630lit/min with 1/2" Hose Size	<input type="checkbox"/> 1,300.00	<input type="checkbox"/> 1,560.00	<input type="checkbox"/> 1,690.00		
10 HP 415V (30A) 840lit/min with 1/2" Hose Size	<input type="checkbox"/> 1,400.00	<input type="checkbox"/> 1,680.00	<input type="checkbox"/> 1,820.00		
15 HP 415V (60A) 1200lit/min with 2 x 1/2" Hose Size	<input type="checkbox"/> 2,200.00	<input type="checkbox"/> 2,640.00	<input type="checkbox"/> 2,860.00		
Additional Connection Point	<input type="checkbox"/> 80.00	<input type="checkbox"/> 96.00	<input type="checkbox"/> 104.00		
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
<b>TOTAL</b>					

### Notes

#### Water Drainage

- Piping for water supply is inclusive of cold water from floor trench to the exhibitor's booth. The piping to the booth will be connected by the Centre.
- Exhibitors are required to supply hose fittings suitable for the attachment. The dimension required is 25mm for the inlet connection and 80 mm for the drainage connection.
- The piping for water supply from exhibitor's booth to the equipment and/or machine can be connected by the exhibitor's contractor or alternatively, arranged by the Centre at an additional cost.
- For all hot food cooking which generates oily debris and/or effluence, a grease trap fixed to the drainage connection at the sink is mandatory.

## KUALA LUMPUR CONVENTION CENTRE



### PLUMBING & COMPRESSED AIR FORM 2010

- No refund will be made for services installed and not utilised during the Event.
- The completed order form must be submitted with the respective booth layout plan.

#### Compressed Air

- The type of compressed air provided is dry air (with minimal industrial oil).
- Oil-free compressed air is available upon request.
- No air compressor is allowed to be placed in the booth (or exhibition hall) due to noise disturbance; the air compressor must be placed outside at the loading bay.
- The connecting hose from the air compressor to the booth must be piped through the floor trench.
- No refunds will be made for services installed and not utilised during the Event.
- The completed order form must be submitted with the respective booth layout plan.

#### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- The provision for all equipment and services are subject to availability.
- **The above price quoted is subject to change without prior notice.**

#### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfill the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

#### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise

CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express       MasterCard       Visa

Credit Card No :

ID No :            Expiry Date :      /      /

Amount (RM) : \_\_\_\_\_      Authorised Signature : \_\_\_\_\_

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

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

# KUALA LUMPUR CONVENTION CENTRE



## SECURITY SERVICES FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

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

**Billing Address**

Company	:		Designation	:	
Attention	:				
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Fax	:	
Email	:		Mobile	:	

<b>Security Services:</b>		
Incentive Rate: <input type="checkbox"/> <b>RM20++</b>	Standard Rate: <input type="checkbox"/> <b>RM24++</b>	Onsite Rate: <input type="checkbox"/> <b>RM26++</b>

Date Required	Time Required	Booth Number	Number of Security (s)	Hourly Rate (Min 8 - Hour Block)	Total (RM)
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
<b>TOTAL</b>					

## KUALA LUMPUR CONVENTION CENTRE



### SECURITY SERVICES FORM 2010

#### Notes

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

#### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

#### Payment

- Please mark billing instruction:-  
 Cash       Cheque/ Bank Draft       Telegraphic Transfer       Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise  
 CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express       MasterCard       Visa

Credit Card No :   

ID No :               Expiry Date :    /    /

Amount (RM) : \_\_\_\_\_      Authorised Signature : \_\_\_\_\_

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

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

# KUALA LUMPUR CONVENTION CENTRE



## STAND CLEANING FORM 2010

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](mailto:exhservices@klccconventioncentre.com)

---

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

---

**Billing Address**

Company	:				
Attention	:		Designation	:	
Address	:				
City	:		Postal Code	:	
State	:		Country	:	
Tel	:		Fax	:	
Email	:		Mobile	:	

Stand Cleaning		
Incentive Rate: <input type="checkbox"/> <b>RM3.00++</b>	Standard Rate: <input type="checkbox"/> <b>RM3.60++</b>	Onsite Rate: <input type="checkbox"/> <b>RM3.90++</b>

Date Required	Time Required	Booth Number	Booth Size (m <sup>2</sup> )	RM	Total (RM)
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
<b>TOTAL</b>					

# KUALA LUMPUR CONVENTION CENTRE



## STAND CLEANING FORM 2010

### Notes

- The stand cleaning services is based on a daily rate at RM3.00 per square metre per cleaning session.
- The cleaner is to be recruited exclusively for vacuuming, mopping and dusting tasks only.
- Late orders are subject to availability.

### Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

### Payment

- Please mark billing instruction:-  
 Cash     Cheque/ Bank Draft     Telegraphic Transfer     Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details as follows:-

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

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

### CREDIT CARD PAYMENT AUTHORISATION

I \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express     MasterCard     Visa

Credit Card No :

ID No :          Expiry Date :    /    /

Amount (RM) : \_\_\_\_\_    Authorised Signature : \_\_\_\_\_

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

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