

**Form 3 :
FURNITURE ON HIRE**

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

Deadline: 16 Sept 2016

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

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 16/09/2016	17/09/2016 – 14/10/2016		
INN001	Information Desk	L1000 x D530 x H735	65	85		
INN002	Information Counter	L1030 x D535 x H1020	150	195		
INN003	Bistro Table	Dia 500 x H1100	120	156		
INN004	Round Table	Dia 900 x H755	105	137		
INN005	Square Table	L750 x D750 x H755	105	137		
INN006	System Coffee Table	L550 x D550 x H515	50	65		
INN007	Glass Top Coffee Table	L460 x D490 x H490	65	85		
INN008	Lockable Cabinet	L1000 x D530 x H735	85	111		
INN009	High Showcase without Lighting	L1030 x D535 x H2500	420	546		
INN010	Low Showcase without Lighting	L970 x D500 x H940	300	390		
INN011	Bar Stool	Dia 380 x H740	95	124		
INN012	Folding Chair	L435 x D435 x H790	25	33		
INN013	Conference Chair	L460 x D500 x H780	60	78		
INN014	Easy Arm Chair	L500 x D450 x H800	65	85		
INN015	Chrome Chair	L420 x D415 x H700	80	104		
INN016	Fabric Sofa	L520 x D750 x H780	95	124		
INN017	Leather Chrome Sofa	L860 x D800 x H800	125	163		
INN018	Display Plinth (Set)	-	290	377		
INN019	Display Plinth A	L535 x D535 x H500	75	98		
INN020	Display Plinth B	L535 x D535 x H750	95	124		
INN021	Display Plinth C	L535 x D535 x H1000	120	156		
INN022	Flat Shelf	L985 x D300	45	59		
INN023	Slope Shelf	L985 x D300	45	59		
INN024	Brochure Rack (4-tier)	L280 x D400 x H1100	140	182		

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

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

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No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 16/09/2016	17/09/2016 – 14/10/2016		
INN025	Book Shelf 6-tier Single-sided	L970 x D450 x H1940	200	260		
INN026	Book Shelf 4-tier Double-sided	L970 x D600 x H1400	240	312		
INN027	Refrigerator with 24hrs,13amp Single Phase Power Point (max 500w)	L520 x D560 x H1130	350	455		
INN028	Waste Paper Basket	-	5	7		
INN029	Coat Rack	L950 x D400 x H1500	120	156		
INN030	Display Board	L950 x H1200	60	78		
INN031	Folding Door	L950 x H2150	200	260		
INN032	System Plant Trough	L1030 x D535 x H350	75	98		
TOTAL (RM)						
GST 6% (RM)						
GRAND TOTAL (RM)						

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

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

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

Please tick (✓) for Payment Option

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

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

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NOTES :

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

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

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

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

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp