

## Form 1a : BARE SPACE STAND / UPGRADED SHELL SCHEME

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

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

Please tick ( ✓ ) as appropriate :

- ☐ We appointed INNOGEN SDN BHD as our Booth Contractor.  
☐ We do require Outside Contractor, details as follows.

**Deadline: 28 August 2015**

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

### Details of Stand Fitting Contractor / Stand Decorator

Name of Appointed Contractor	
Address	
Tel	Fax
E-mail	Mobile
Contact Person	Job Title

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

\*GST not applicable to above RPB.

2	<b>Non-Refundable Administration Fees</b>	RM 16.00 /sqm (min levy of RM 160.00)	sqm	
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\*Price are inclusive of 6% GST for Administration Fees

- ☐ 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			
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Mobile No.			

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

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

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2/...

**Deadline: 28 August 2015**

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

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

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

☐ VISA / MASTER (Credit Card)  
\*subjected to 4% bank charges

☐ AMEX (Credit Card)  
\*subjected to 5% bank charges

☐ Wire Transfer  
\*subjected to RM100 bank charges

☐ Malaysia Cheque

☐ Internet Banking  
\*for overseas transaction is subjected to RM100 bank charges

- Payment Option for Administration Fees:-

☐ VISA / MASTER (Credit Card)  
\*subjected to 4% bank charges

☐ AMEX (Credit Card)  
\*subjected to 5% bank charges

☐ Wire Transfer  
\*subjected to RM100 bank charges

☐ Malaysia Cheque

☐ Internet Banking  
\*for overseas transaction is subjected to RM100 bank charges

### Important Note !

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

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

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

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

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

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