

Form 4 :
ELECTRICAL & LIGHTING

(Compulsory to Bare Space Stand Exhibitor / Contractor)

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

Deadline: 28 August 2015

- 1) Kindly refer FORM 2 for your Standard Shell Scheme Package's entitlement. Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require ADDITIONAL lighting items, please use this requisition form.
- 3) Exhibitors / their appointed contractor occupying BARE SPACE ONLY must order electrical and lightings requirements using this form.

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 28/08/2015	29/08/2015 – 27/09/2015		
Electrical Fittings – Equipment and fittings on hire from the official contractor:						
	Normal Type					
INN101	Fluorescent Tube 4ft	40w	65	85		
INN101a	Fluorescent Tube 4ft (Loose Set)	40w	75	98		
INN102	Spotlight	100w	70	91		
INN103	Arm Spotlight	100w	75	98		
INN104	Halogen Spot	50w	90	117		
INN105	Arm Halogen Spot	50w	95	124		
INN106	Metal Halide	70w	320	416		
INN107	Metal Halide	150w	480	624		
INN108	Tracklight (with Halogen Spot)	50w x 3	300	390		
INN109	Flood Light	300w	190	247		
INN110	Arm Flood Light	300w	200	260		
INN111	Halogen Down Light	50w	90	117		
INN112	AR111 (with Halogen Down Light)	50w x 3	350	455		
	LED Type					
LED1	LED Spotlight (Warm Light)	10w	85	111		
LED2	LED Spotlight (White Light)	10w	85	111		
LED3	LED Arm Spotlight (Warm Light)	10w	90	117		
LED4	LED Arm Spotlight (White Light)	10w	90	117		
LED5	LED Halogen Down Light (White Light)	9w	105	137		
Lighting Connection – Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor:						
INN115a	Lighting Connection (max. 100W per bulb/tube)	max. 100w per bulb/tulb	60	78		
INN115b	Lighting Connection for LED Strip (max. 2mL per connection)	max. 2m length	60	78		
INN115c	Lighting Connection for LED Bulb (max. 2 bulbs/tubes per connection)	max. 2 bulbs/tubes	60	78		

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

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No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 28/08/2015	29/08/2015 – 27/09/2015		
Power Point / Isolator – Equipment and fittings on hire from the official contractor: Power points are used for single machinery / electrical appliances / exhibits only, STRICTLY NOT for lighting purposes.						
INN113	13 Amp Single Phase Power Point	13A (max. 500w)	65	85		
INN113a	13 Amp Single Phase Power Point (24 Hours)	13A (max. 500w)	130	169		
	<i>Please specify the usage of 24 hrs supply :</i>					
INN114	15 Amp Single Phase Power Point	15A (max. 2000w)	80	104		
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			
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
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)
<i>*subjected to 4% bank charges</i> | <input type="checkbox"/> AMEX (Credit Card)
<i>*subjected to 5% bank charges</i> | <input type="checkbox"/> Wire Transfer
<i>*subjected to RM100 bank charges</i> |
| <input type="checkbox"/> Malaysia Cheque | <input type="checkbox"/> Internet Banking
<i>*for overseas transaction is subjected to RM100 bank charges</i> | |

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NOTES :

- All items above are quoted based on floor level installation.
- Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charge to exhibitor.
- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- All prices quoted include installation and standby maintenance.
- 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.
- **Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.**
- **All lighting connection is charged accordingly to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube) wherever possible.**
- **Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.**
- Own light fittings must include wirings and terminate at one point for connection by official electrical contractor.
- **A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- Exhibitor whose lighting fixtures / electrical appliances / machines / etc are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- All electrical installations must confirm strictly to the required safety regulations without exception.
- The Organiser / Venue / Official Contractor reserve the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chargeman, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- 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 100% of electrical equipment will be added if you require 24-hours operating services, otherwise stated.
- 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	Booth No
Address	
Tel	Fax
E-mail	Date
Person In-charged	Signature & Co. Stamp