

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

- 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.

Deadline: 28 August 2015

| No. | Item | Dimension (mm) | Unit Price (RM) | | Qty | Total (RM) |
|--------|-----------------------------------|----------------------|----------------------------|----------------------------|-----|------------|
| | | | On or before 28/08/2015 | 29/08/2015 – 27/09/2015 | | |
| 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 | | |
| 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 | | |

- 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 | Fax |
| E-mail | Date |
| Person In-charged | Signature & Co. Stamp |

| | |
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| No. | Item | Dimension (mm) | Unit Price (RM) | | Qty | Total (RM) |
|-------------------------|---|---------------------|-------------------------|-------------------------|-----|------------|
| | | | On or before 28/08/2015 | 29/08/2015 – 27/09/2015 | | |
| 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 | | | |
| 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 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.

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| Address | |
| Tel | Fax |
| E-mail | Date |
| Person In-charged | Signature & Co. Stamp |