

GE
SMART
ASIA 2017

GE
Intelligence

Asia Pacific Forum

23 AUGUST, 2017

22-24 AUGUST, 2017

Putrajaya International Convention Centre, Putrajaya, Malaysia

HAND BOOK

THEME:
COMMERCIALIZATION &
COMMODITIZATION OF
GEOSPATIAL INFORMATION



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GENERAL INFORMATION

EXHIBITION

Venue: Putrajaya International Convention Centre (PICC),
 Presint 5, 62000 Putrajaya,
 Wilayah Persekutuan Putrajaya,
 MALAYSIA

Date: 22nd – 24th August 2017

EXHIBITION SCHEDULE		
21 st August 2017 (Monday)	09.00am – 11.00pm	Official Contractor Set Up
	10.30am – 11.00pm	Independent Stand Contractors Set Up (Non-Official Contractors)
	04.00pm – 07.00pm	Shell Scheme Exhibitors Move-In *Note: If you are engaging an independent contractor, please consult your own contractor for the set up time.
22 nd August 2017 (Tuesday)	10.00am – 06.00pm	Exhibition Period
23 rd August 2017 (Wednesday)	10.00am – 06.00pm	
24 th August 2017 (Thursday)	10.00am – 04.00pm	
24 th August 2017 (Thursday)	04.00pm – 05.00pm	Exhibitors Move-Out
	05.00pm – 11.00pm	Official Contractor & Independent Stand Contractor Dismantling



To be filled in by the exhibitors and returned to secretariat by **22nd July 2017** via email to: orders@instantexhibition.com

BARE SPACE CONSTRUCTION

Please tick [X] as appropriate.

- () We already have contracted for Organizers' shell scheme
- () We will be building our own stand and enclose drawing, with dimensions, illustrating the design of our stand. We understand that all electrical and piping installation must be carried out by the official contractors and as exhibitor and contractor, agree to abide by all the rules and regulations of the exhibition, particularly in respect to those stipulated in the term and regulation section of the exhibitor manual.

The following company will be our contractor for stand building and/or other display work.

Name of Company: _____

Person in Charge: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Note:

1. Non-official contractor will be required to pay RM30.00 per square meter for administrative fee.
2. The organizer reserves the right to stop any exhibitor and/or their contractor from working within the exhibition hall before their **stand design drawings are approved**.
3. All booth construction must be submitted to official contractor for approval. The maximum height for the self-construct booth is 3.5m in all areas. No exhibitors 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. All payments are to be in favor of **Instant Exhibitions Sdn Bhd**.

STANDARD SHELL SCHEME BOOTH



NOTE: If exhibitors request to change fascia board name on site, RM100.00 will be charged.



SPECIFICATIONS

- Back and side walls: 2.44/8ft high with white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1m wide.
- Fascia (name board): 350mm/1 ft high with exhibitors' name and stand number in White lettering with Red background. Aluminium frame, letters on infill panels.
- Lightings: Continuous fluorescent tubes mounted behind fascia (2 fluorescent tubes per 9 square meters).
- Floor: Covered in red needle punch carpet.
- Corner stand: Stands will be open sided on the both frontages unless varied by prior written agreement from the organizer.
- Furniture: One reception desk and two folding chairs.
- Power point: One unit of 13Amp power point (single phase – 230V).

NOTE:

1. Nailing, drilling and any other modification on the shell scheme panel are **STRICTLY** prohibited. Any damages done on the panels will be charged to the exhibitors **RM 120.00 / panel**.
2. Stand Boundaries & Design Restrictions:
No exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design fittings beyond their contracted boundary.
3. Fire Regulations:
All materials used in stand construction must be properly fire proofed to normal international standard and also in accordance with local regulations.



RULES & TERMS

1. EXHIBITION VENUE

Putrajaya International Convention Centre (PICC),
Presint 5, 62000 Putrajaya,
Wilayah Persekutuan Putrajaya,
MALAYSIA

2. EXHIBITOR'S APPLICATION

All applications for **Geo Smart Asia 2017** shall be made through the Booking Form accompanied with full payment. The exhibitor shall agree to comply with the terms and conditions of the **Geo Smart Asia 2017**. The submission of the entry form shall be deemed as the confirmation of exhibitor's application to participate in the **Geo Smart Asia 2017** and exhibitor's acceptance and agreement to be bound by the terms and conditions of the **Geo Smart Asia 2017**. The Organizing Committee reserves the right to accept or reject any application without disclosing any reasons.

3. PARTICIPATION RATES & REGISTRATION DETAILS

A. SCHEME Booth size: 9 sq. meters or 3m x 3m includes the following:

Fascia board with exhibitor's name and booth number, 2 fluorescent lights, 1 13-amps electrical point, 1 information desk, 2 chairs and 1 wastepaper basket. Needle punch carpet flooring of the booth area.

B. SPACE ONLY

The exhibitor shall be responsible for their own designs, construction and furnishing. **All electrical fittings and installation must be undertaken by the official contractor appointed by the Organizer. All exhibitors must design their booths and submit the drawings to the Official Contractor for approval by 22nd July 2017.** Failure to do so without the prior written approval of the Organizer is considered a breach of the **Geo Smart Asia 2017 Rules & Regulations**.



4. BOOTH FITTING REGULATIONS

- a) The organizer has appointed **Instant Exhibitions Sdn Bhd** as the **Official Geo Smart Asia 2017 Contractor for all the Shell Scheme booths**. However, an Exhibitor may employ a contractor of his/her choice to construct booth interior and any free standing displays or fitments which may be required, provided that the contractor concerned is registered with and approved by **Main Contractor and Venue Provider** and has conformed to regulations.
- b) For "Space Only" booths, a drawing in duplicate showing the plan view, (with measurements) and an artist's impression must be submitted to the organizer latest by **22nd July 2017**. Failure to do so entitles the organizer to terminate the contract strictly without liability and retain all payment made by an exhibitor. Original drawings (hard or soft copy) and not facsimile transmitted copies are required. The Exhibitor must establish whether this have been done by the Contractor as no booth may be constructed until these plans/drawings have been duly approved and signed by the Organizing Committee. For shell scheme booths, such drawings are only required if upgrading work or any changes is being carried out. Failure to submit these drawings within the stipulated period is considered a breach of the Rules & Regulations of the **Geo Smart Asia 2017**.
- c) Neither fitting display nor self-adhesive stickers/signs may be attached to or suspended from the ceiling of any part of the exhibition halls, nor is any item nailed, screwed, drilled or punched into the floor. If this instruction is ignored, **Venue Provider** has the right to remove the items and charge the exhibitor/contractor concerned for the damage caused.
- d) Exhibitors wishing to construct a false ceiling at their booth must submit duplicate drawings to the organizer for approval by the Fire & Safety Authority. Ceilings can only be constructed of large mesh or egg box materials, which permit the passage of water in the event of fire.
- e) For safety reasons, only the **Official Geo Smart Asia 2017** contractor can carry out electrical wiring and connections. Exhibitors must refer to the **Official Geo Smart Asia 2017 Contractor** to obtain approval if changes need to be made to the standard wiring laid out by the **Official Geo Smart Asia 2017 Contractor**. The organizer reserves the right to stop all activities of an exhibitor should it deem that electrical rules & regulations have been breached and poses a safety hazard to anyone.



- f) No devices, such as electricity cables, water/compressed air pipes and telephone lines inside or near the booth may be removed, cut or diverted without the permission of the **organizer and hall provider**.
- g) All contractors are expected to clean the booths and remove all construction debris.
- h) Before a contractor is permitted to start work, either the contractor or the Exhibitor is required to place a refundable **Performance Bond** of **RM 100.00** per sq. meter (minimum levy of RM900) with the **Official Geo Smart Asia 2017** Contractor and sign an undertaking to guarantee conduct, proper schedule of production and observance of the Exhibition and the Hall Regulations.
- i) Only when this Performance Bond is placed and the undertaking signed, will the contractor be allowed to bring in materials into the halls to commence work.
- j) Provided no damage is caused during build-up, fair days and teardown, the Bond shall be returned to the contractor/exhibitor, in full within **60 days** of the completion of the exhibition.
- k) Any other contractor is required to pay a non-refundable administration fee of **RM30.00 per sq meter** to the **Official Geo Smart Asia 2017** contractor.
- l) For "Space Only" Booths - The organiser reserves the right to require the exhibitor to change, modify, lower or shorten any back wall and side wall proposed in the "Space Only" design if, in the opinion of the Organising Committee, such back wall and side wall will obstruct the reasonable exposure of any adjacent exhibition booths. All booths must be constructed, with a back and sidewalls, except island booths, which do not require any walls. In the case of an one-corner booth, a back wall and one sidewall must be constructed, while a two cornered or peninsular booth requires only a back wall. Where a structure such as a wall or a sign, exceeds the height of the neighbouring booth, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organising Committee. All contractors other than the **Official Geo Smart Asia 2017** Contractor must purchase a contractor's pass to gain entry to work in their respective areas in the hall.



- m) **For Shell Scheme Booth** – no additional booth fittings or display may be attached to the shell scheme structure except for those approved by the organiser. Any protruding or cantilever signage must conform to the specifications approved by the Organizing Committee. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the **Official Geo Smart Asia 2017** Contractor. No painting or wall papering on the shell scheme booth panels is allowed. Exhibitors who wish to have the panel painted must inform the **Official Geo Smart Asia 2017** Contractor who will provide quotations on request. No financial credit will be given for any shell scheme package item not utilized.

5. STORAGE AND REMOVAL OF WASTE MATERIALS

- a) Storage areas are not available.
- b) All exhibitors' materials and properties kept within the hall shall be at their own risk.
- c) All exhibitors are required to store their materials in an orderly manner so as not to cause any obstruction.
- d) At the end of each day, exhibitors are responsible for ensuring that contractors remove all unwanted materials from the exhibition halls.
- e) Contractors are expected to clean the booths and remove all debris. The organizer shall invoice exhibitors for the removal of wastes such as packing materials, crates & cartons etc that are left behind by exhibitors or their contractor.



EXHIBITION RULES, REGULATIONS & IMPORTANT INFORMATION

1. SECURITY

- a) All personnel working in the exhibition halls must wear the official **Geo Smart Asia 2017** badges at all times.
- b) The Organizing Committee reserves the right to evict any Exhibitor without the official **Geo Smart Asia 2017** identification badge.
- c) Security guards will patrol the exhibition site in general, but their duties shall not include specific attention to individual stands.
- d) It is strongly recommended that at least one person to be at the exhibition booth at 08:30 am everyday during the congress, when the halls are re-opened. It is important to note that while the organizer will maintain security surveillance at all times, Exhibitors are reminded that their booths should not be left unattended until all portable items have been secured.
- e) An exhibitor shall be responsible for all his exhibits in transit to and from and within the confines of the exhibition area at the venue.
- f) Exhibitors will not be allowed in the exhibition halls after the exhibition hours.
- g) The organizer reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors and/or invites, to leave & vacate the exhibition venue as well as remove their exhibition materials, if they in anyway cause chaos, discomfort, or threaten the safety and smooth proceedings of the exhibition in any manner whatsoever.

2. OPERATION OF EXHIBITION BOOTH

Exhibitors are not allowed to place stickers, signs, posters, bunting or banners in the exhibition venue as stated in the Contract, other than within their own booth. Exhibitors are only allowed to display their product (s) within and not more than 4 feet away from their booth area or at any other designated area, if provided by the Event Manager. No sale is allowed.



The booth must be staffed and operational at all times during **Geo Smart Asia 2017** opening hours. The Exhibitor's staff must wear Exhibitor badges issued by the organizer for identification. The Exhibitor shall be responsible for the good conduct of all this staff, agents or representatives.

The Exhibitor and/or his staff shall conduct no distribution of leaflets or any business activities outside their booth boundaries, unless otherwise arranged by the organizer. No Exhibitor may use air compressors or pressurized containers without prior approval by the organizer.

The weight of all exhibits shall not exceed the floor loading limit.

Without the special permission of the organizer, no exhibits can be taken into the booth once **Geo Smart Asia 2017** has been officially opened, nor removed from the booth before the closing of **Geo Smart Asia 2017**.

All precautions must be taken by the Exhibitors against fire and to protect the public. Exhibitor who because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment. Fire & safety regulations require that neither goods nor packing materials may be stored on access areas behind or between booths. Exhibitors should design proper storage with adequate access within their own booth or approach the Official Freight Forwarder for storage.

Each Exhibitor is responsible for indemnifying the organizer and their agents liability to the owners of **PICC** public authority or the demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents. The Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Halls, the property of the Event Manager, any other Exhibitor caused by his staff in transportation, removal of exhibits, refuse and/or decoration works.



3. ELECTRICAL CONTRACTOR AND INSTALLATION

Electricity will be supplied through the Official Contractor only. This includes all electrical work (wiring and connection, lighting, etc) in all booths (shell scheme, special design and raw space) at the Exhibition. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on-site.

- a) The number and the type of additional electrical fittings and installations required must be indicated by the Exhibitors on electrical supplies and fitting. A quotation will be submitted by the official contractor upon receipt of this form for unscheduled fitting or installations.
- b) No electrical installation may be suspended from the roof of the Exhibition Halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- c) Any design or plan of electrical installation must be submitted to the organizer for approval before the deadlines indicated, and no installation work shall be carried out without written permission there from. The Organizer reserve the rights to disconnect electricity supply to any Exhibitor whose installations either violate the regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.

Strictly no multi-plug are allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.

4. AUDIO VISUAL EQUIPMENT AND POTTED PLANTS

- a) Exhibitors are permitted to bring their own audio – visual equipment such as TV's and Video into the exhibition area. There must be placed inside the confines of your own booth area and must not be on walkways or any other common area. Exhibitors may use their PA/sound system but must ensure the volume is kept at an acceptable level and is not disruptive to the immediate neighbors.
- b) Exhibitors are not allowed to bring in potted plants for the exhibition area. Potted plants are to be rented from the contractor.



5. AUDIO VISUAL PRESENTATIONS

- a) All audio-visual presentations, even if they originate from Malaysia must obtain the Censor Board's approval. Clearance may take about 4 weeks and exhibitors are advised to send their materials to the Censor Board together with a covering note indicating that it is to be used at the exhibition. Exhibitors should obtain the Censor Board's approval from:

LEMBAGA PENAPISAN FILEM (FILM CENSOR BOARD)

Unit Penapisan Filem Aras 3 Blok D2,

Parcel D Pusat Pentadbiran Kerajaan Persekutuan

62546 Putrajaya Malaysia.

(T): 603 8886 8000 (F): 603 8889 1685

- b) In addition a license from Jabatan Perlesenan (DBKL) must be obtained before the audio-visual materials are screened at the exhibition. All the related fees are to be borne by the Exhibitors.

6. FAILURE TO EXHIBIT

- a) Any organization which, having signed a contract for the exhibition space or booth and fails to exhibit for whatever reason shall be liable for the full amount stated in the contract plus any additional costs that may be incurred by the organizer.
- b) These terms cannot be varied under any circumstances.



7. RIGHT TO CANCEL, POSTPONE OR SHORTEN CONGRESS

- a) The organizer reserves the right to cancel the **Geo Smart Asia 2017**. If, in the opinion of the organizer, the total number of booths sold does not justify the staging of the congress. It also reserves the right to cancel or shorten the **Geo Smart Asia 2017** in the event of any unforeseen circumstances, which are beyond the control of the **Geo Smart Asia 2017 Organizer**.
- b) If the congress is cancelled, then all payments made to organizer shall be refunded. No other claims or compensation will be entertained.
- c) If the congress is shortened, there will be no refund of payments made. No other claims or compensation will be entertained.

8. INFRINGEMENT AND ENFORCEMENT

- a) The appointed enforcement officers shall be responsible to enforce the rules and regulations of the congress and therefore are empowered to demand immediate compliance from the exhibitors and its agents.
- b) The organizer shall deal with all infringements and breaches of the terms and conditions.
- c) The organizer is empowered to order any Exhibitors and their agents to remove any materials which may obstruct or interfere or contravene any rules and regulations of the **Geo Smart Asia 2017**.
- d) All written feedback or reports of unethical practices should be forwarded as - per the Feedback form provided, to the Organizer for the preliminary investigation.
- e) The Exhibitor against whom the allegation has been made shall provide, at the request of the organizer, such further information or documents as may be required within such period as may be specified.
- f) The organizer shall evaluate the merits of complaints / reports and if after investigation, the fact alleged against an exhibitor appears to constitute a prima facie infringement of the Rules & Regulations of the congress, the organizer shall be empowered, to implement the following penalties.

To take appropriate action on any Exhibitor and evict them from the congress if found to have violated the **Geo Smart Asia 2017** conditions or guidelines. The Organizer of the congress will cancel participation by the exhibitor in the congress immediately and all monies paid by the Exhibitor shall be forfeited.



CONTRACTOR BADGES FORM

Please use this form to order Contractor Badges for your contractors working on your booth. These badges can be purchased at RM 10.00 each + GST. SIX(6) contractor badges will be used for 9 sq. meters of construction up to a minimum of fifty(50) badges per contractor. These badges are valid during the build-up and tear down period only.

This form must be submitted to Instant Exhibitions Sdn Bhd via email to order@instantexhibition.com on or before **22nd July 2017** with full payment. Please make the payment to '**Instant Exhibitions Sdn Bhd**'.

Organisation : _____

Address : _____

Tel : _____

Email : _____

Total Number of Booths : _____

Number of Exhibitor's Badges (FOC): _____

Additional Badges Requires : _____

Requested by,

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

FURNITURE



Information Desk

1030(W)X540(L)X740(H) (Mm)



Bar Table

8000(D)X100(H) (Mm)



Low Round Table

600(D)X700(H) (Mm)



Square Table

750(L)X750(H) (Mm)



Brochure Rack

290(L)x400(D)1150(H) (Mm)



Aluminium Chair

500(W)X720(H) (Mm)



High Showcase

1030(W)X500(L)X2500(H) (Mm)



Low Showcase

1030(W)X500(L)X1000(H) (Mm)



Lockable Cupboard

1030(W)X540(L)X730(H) (Mm)



Bar Stool

900(H) (Mm)



Folding Chair

400(L)X400(W)X780(H) (Mm)



Refrigerator

550(L)x550(D)1150(H) (Mm)



Brown / Black Pvc Sofa

710(D)X760(W)X760(H) (Mm)



Flat Shelf

1000(L)X300(D) (Mm)



Grey Sofa

540(L)X750(W)X760(H) (Mm)



Low Display Cube

600(W)X600(L)X500(H) (Mm)



Normal Display Cube

540(W)X540(L)X730(H) (Mm)



Tall Display Cube

500(W)X500(L)X1000(H) (Mm)

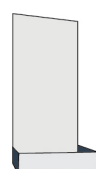


Waste Paper Basket



System Folding Door

1000(L)X2400(H) (Mm)



System Plant Trough

1000(L)x500(D)2400(H) (Mm)



Banquet Table

3' x 6' (feet)

ELECTRICAL & LIGHTING



Fluorescent Light
(40 watt)



Spotlight
(100 watt)



Long Arm Spotlight
(100 watt)



Halogen Spot
(12V-50 watt)



Halogen Down Light
(12V-50watt)



Flood Light
(400 watt)



Metal Halide
(70 watt)



Track Light
(With 3nos Halogen Spot)



13 Amp Single Phase Powerpoint
(max 500 watt)



15 Amp Single Phase Powerpoint
(max 2000 watt)

Furniture On Hire Deadline : 22nd July 2017	Return this form to : Instant Exhibitions Sdn Bhd Tel : +603 8741 2599 Fax : +603 8741 3599 GST Reg No: 430526464 Email : orders@instantexhibition.com
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FURNITURE ITEMS & DESCRIPTIONS	SPECIFICATIONS(MM)	Unit Price (RM)		QUANTITY	TOTAL (RM)
		On or before	After Deadline		
Information Desk	1030Wx540Lx740H	55.00	83.00		
Lockable Cupboard	1030Wx540Lx730H	90.00	135.00		
Alluminium Low Round Table	800Dx705H	120.00	180.00		
Folding Chair	400Lx400Wx780H	20.00	30.00		
Bar Table	6000x100H	135.00	203.00		
Low Display Cube	600Lx600Wx500H	70.00	105.00		
Normal Display Cube	540Lx540Wx730H	106.00	159.00		
Tall Display Cube	500Lx500Wx1000H	130.00	195.00		
Shelf-Flat or Slope	1000Lx300W	45.00	68.00		
Brown / Black PVC Sofa	710Dx760Wx760H	120.00	180.00		
Bar Stool	900H	85.00	128.00		
Low Showcase without lighting	1030Lx500Wx1000H	280.00	420.00		
High Showcase without lighting	1030Wx500Lx2500H	400.00	600.00		
Brochure Rack	285Lx285Wx1380H	200.00	300.00		
Basket / Ashtray		7.00	11.00		
Banquet Table	3' x 6'	130.00	195.00		
Alluminium Chair		83.00	125.00		

Kindly Bill To:		Total before GST	
<input type="checkbox"/> Exhibiting Company	<input type="checkbox"/> Contractor	Add : 6% GST	
		Total After 6% GST	

TERMS AND CONDITIONS

- All items ordered are on rental basis and exhibitors will therefore have to be responsible and liable for any damage or loss.
- All prices quoted include approval fee, installation, standby maintenance and power consumption.
- Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to Instant Exhibitions Sdn Bhd otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s)
- 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 invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
- A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
- Any complaints regarding furniture rental/installations must be lodged the day before the exhibitions commences. Otherwise all items are deemed to have been received in good order.
- For on-site order during the exhibition day, item can only be delivered/installed after the closed hours of the Exhibition/Event.
- 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
- Orders are valid only when accompanied by full remittance. Otherwise all items are to be deemed as on site order.
- Upon confirmation of order Cheque or Cash should be made under :

Company name: INSTANT EXHIBITIONS SDN BHD	
Bank : MALAYAN BANKING BERHAD	
Account No : 5628 2505 5314	Swift Code : MBBEMYKL

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

<u>Exhibition's Details</u>	
Exhibitor : _____	Booth No: _____
Co. Address: _____	
Tel : _____	Fax : _____
Email : _____	Mobile No : _____
Signature : _____	

Electrical On Hire

Deadline : 22nd July 2017

Return this form to :
Instant Exhibitions Sdn Bhd
Tel : +603 8741 2599
Fax : +603 8741 3599
GST Reg No: 430526464
Email : orders@instantexhibition.com

ELECTRICAL ITEMS & DESCRIPTIONS	SPECIFICATION	Unit Price (RM)		QUANTITY	TOTAL (RM)
		On or before	After Deadline		
40W Fluorescent Light	40Watt	80.00	120.00		
Spotlight	100Watt	85.00	128.00		
Longarm Spotlight	100Watt	85.00	128.00		
Halogen Longarm Spotlight	50Watt	110.00	165.00		
Floodlight	400Watt	200.00	300.00		
Metal Halide	70Watt	300.00	450.00		
Halogen Downlight	50Watt	100.00	150.00		
13Amp/230V SPN Power Socket (Max 500watt)		70.00	105.00		
13Amp/230V SPN Power Socket	24 hrs using	175.00	263.00		
15Amp/230V SPN Power Socket (Max 2000watt)	-	90.00	135.00		
Light Fitting Connection (per lighting for Normal & LED bulb)	Max up to 100Watt	65.00	98.00		
Lighting Connection for LED strip (Max. 2mL per connection)	Max up to 100Watt	65.00	98.00		
Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)					
13 Amp Single Phase Socket		170.00	255.00		
Kindly Bill To:				Total Before GST	
<input type="checkbox"/> Exhibiting Company				Add : 6% GST	
<input type="checkbox"/> Contractor				Total After 6% GST	

NOTE: Charges for Lighting connections such as supply of cable terminating in a fuse switch / distribution box, electrical consumption are included
Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor.

TERMS AND CONDITIONS

- All items ordered are on rental basis & exhibitors or contractors will therefore have to be responsible and liable for any damage or loss.
- All prices quoted include approval fee, installation, standby maintenance and power consumption. exhibitors otherwise.
- All lighting connection works must be done by the Official Electrical Contractor. Without any exception, all electrical installation must confirm strictly to the required safety regulations.
Exhibitors including those who provide their own lighting fixtures will be charged lighting connection fees accordingly.
- POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
- A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to Instant Exhibitions Sdn Bhd otherwise it is not valid
There will be no refund for cancellation 7 days before the show day(s)
- Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
- 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 invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
- A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
- Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
- Any complaints regarding electrical rental/installations must be lodged the day before exhibition commences. Otherwise all items are deemed to have been received in good order.
- For on-site order during the exhibition day, item can only be delivered/installed after the closed hours of the Exhibition/Event.
- 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
- Orders are valid only when accompanied by full remittance. Otherwise all item are to be deem as on site order.
- Upon confirmation of order Cheque or cash should be made under:

Company name: **INSTANT EXHIBITIONS SDN BHD**

Bank : **MALAYAN BANKING BERHAD**

Account No : **5628 2505 5314**

Swift Code : **MBBEMYKL**

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

Exhibition's Details

Exhibitor : _____ Booth No : _____
Co. Address: _____
Tel : _____ Fax : _____
Email : _____ Mobile No : _____
Signature : _____

Contractor Form Deadline : 22nd July 2017	Return this form to : Instant Exhibitions Sdn Bhd Tel : +603 8741 2599 Fax : +603 8741 3599 GST Reg No: 430526464 Email : orders@instantexhibition.com
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Please tick (☒) as appropriate :

- ☐ We do require Outside Contractor
☐ We appointed Instant Exhibitions Sdn Bhd as our Booth Contractor.

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

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 (Sqm)	Total Before 6% GST	6% GST	Grand Total (RM)
1	Refundable Performance Bond (Min levy of RM 900 and max of RM 10,000)	RM 100/psm		Not Applicable	Not Applicable	

No	Item	Unit Price (RM)	Total Booth Area (Sqm)	Total Before 6% GST	6% GST	Grand Total (RM)
2	Non-refundable Administrative Fee	RM30/Sqm				

Payment could be made by cheque, Cash Credit Transfer to :

Official Contractor : INSTANT EXHIBITIONS SDN BHD
Bank : MALAYAN BANKING BERHAD
A/c No : 5628 2505 5314 Swift Code : MBBEMYKL

Please Note:

- 6% GST applicable from 1st April 2015.
- For "Space only", please submit technical drawings in duplicate (original drawings and not facsimile copies) or email in JPEG file to the Official Contractor(orders@instantexhibition.com).
- For shell scheme booths, such drawings are only required if upgrading work is being carried out.
- All contractor other than the Official Contractor, must place a :
 - Refundable Performance Bond (Min levy of RM 900 and max of RM 10,000)
 - Non-refundable Administrative Fee of **RM30.00** per sqm
 - Sign an undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and the hall regulations.

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 & Company Stamp :