4th Malaysian Arthroscopy Society

Annual General Meeting / Annual Scientific Meeting

2016

Theme:
The Meniscus - Save The Cushion

EXHIBITOR MANUAL

19th October 2016
(Pre-Conference Workshop)

20th-22nd October 2016
(Conference Days)

Ramada Plaza Melaka, Malacca

www.my-arthroscopy.com

Conference Secretariat :
Malaysian Arthroscopy Society (MAS) c/o Medical Conference Partners
P1-2-1, Andalucia, Pantai Hillpark, Jalan Pantai Permai, 59200 Bangsar South,
Kuala Lumpur, Malaysia
Tel: +603 2242 0902 / +6016 203 6018
Fax: +603 6207 6795
Email: secretariat@my-arthroscopy.com

GENERAL INFORMATION

instantexhibition.com

EXHIBITION

Venue: **Ramada Plaza Melaka**
Jalan Bendahara, 75100 Melaka, Malaysia

Pre-Conference Workshop Date : 19th Oct 2016
Full Conference Date : 20th - 22nd Oct 2016

Build Up
Official Contractor Build Up

Set Up Date/Time : 19th Oct 2016 07:00am - 05:00pm

Independent Stand Contractor (non-official contractors)

Set Up Date/Time : 19th Oct 2016 10:00am - 5:00pm (Single Booths)
6:00pm onwards (Gold Booths)

Exhibitor

Move - In Date : 19th Oct 2016

Set Up Time (Single Booths) : 12:00pm - 05:00pm
Set Up Time (Gold Booths) : Please consult your own constructor for the set up time.

Exhibition Days

Open : 20th Oct 2016

Time : 8:00am - 5:30pm

Open : 21st Oct 2016

Time : 8:00am - 6:00pm

Open : 22nd Oct 2016

Time : 8:00am - 1:00pm

Dismantling : 22nd Oct 2016

Exhibitors : 12:30pm - 1:00pm

Contractors : 1:00pm until 3:30pm

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To be filled in by exhibitor and returned to secretariat by 30th Sept 2016 via email to : registration@my-arthroscopy.com

BARE SPACE CONSTRUCTION

Please tick [X] as appropriate.

( ) We have already contracted for Organisers' 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 of 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 _____

E-mail _____

Note:

1. Non-official contractor will be required to pay **RM30.00** per square meter for administration fee.
2. The ORGANISER 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 construction above 2.5m for height must be submitted to official contractor for approval. The maximum height for the self-construct booth is 2.5m. 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 Tradeshows & Exhibitions Sdn Bhd.

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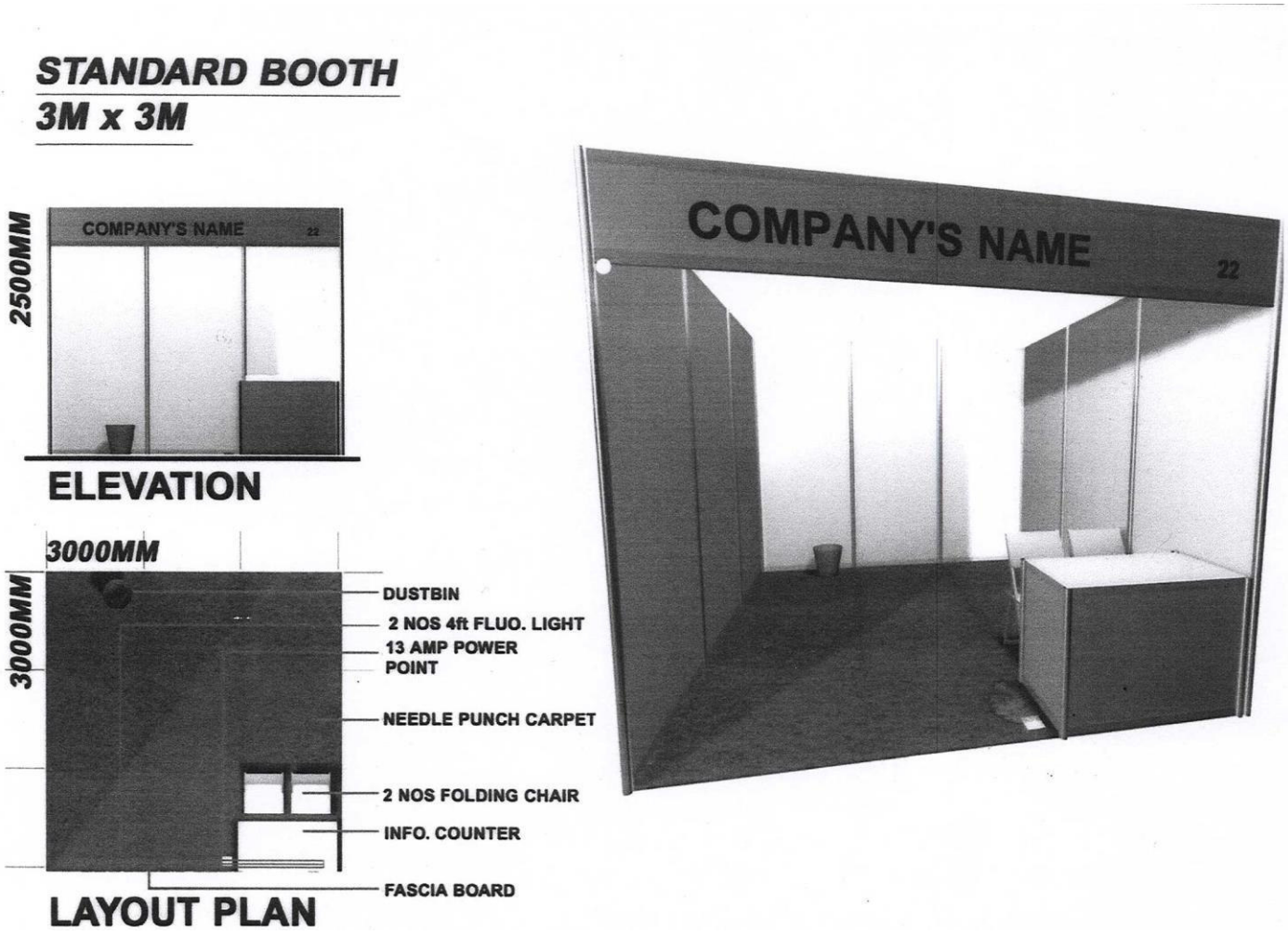
To be filled in by exhibitor and returned to secretariat by 30th Sept 2016 via email to : registration@my-arthroscopy.com

STANDARD SHELL SCHEME BOOTH

Name of Exhibitor as it should appear on fascia (name board)

Company Name:	Booth No:



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

Signature: _____ **Date:** _____

SPECIFICATIONS

- Back and Side Walls: 2.44m / 8ft. high white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1m wide.

- **Fascia (Name Board):** 350mm / 1 ft. high with exhibitor's name and stand number in Red or Blue lettering with white background. Aluminium frame, letters on infill panels.

- **Lightings :** Continuous fluorescent tubes mounted behind fascia. (2 fluorescent tube per 9sq metres.)

- **Floor**: Covered in Grey needle punch carpet, laid on timber platform.

- **Corner Stand** : Stands will be open sided on the both frontages unless varied by prior written agreement from the Organiser.

- **Furniture** : One reception desk and two folding chair.

- **Power:** One unit of 13Amps power point. (Single phase - 230v)

- **Maximum Exhibits Height**
  Exhibits on Shell Stand - 2.5m (8.2 ft.)

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 and Design Restrictions:
   No Exhibitor may place any display material and exhibit or allow dividingwall or any part of their stand design and fittings beyond their contracted boundary.

3. Fire Regulations:
   All materials used in stand construction must be properly fireproofed tonormal international standard and also in accordance with local regulations.

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RULES & TERMS

1. EXHIBITION VENUE

Ramada Plaza Melaka,
Jalan Bendahara, 75100 Melaka, Malaysia,

2. EXHIBITOR'S APPLICATION

All applications for the **4th Malaysian Arthroscopy Society (MAS) Annual General Meeting / Annual Scientific Meeting 2016 (MAS ASM 2016)** shall be made through the Booking Form accompanied with full payment. The exhibitor shall agree to comply with the terms and conditions of the **MAS ASM 2016.** The submission of the entry form shall be deemed as the confirmation of exhibitor's application to participate in the **MAS ASM 2016** and exhibitor's acceptance and agreement to be bound by the terms and conditions of the **MAS ASM 2016.** The Organising Committee reserves the right to accept or reject any application without disclosing any reasons.

3. PARTICIPATION RATES & REGISTRATION DETAILS

A. SHELL 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 booth area *(see diagram on page 16)*

B. SPACE ONLY(Minimum Size: 18 sq. meters or 2 booths space)

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 30thSept 2016.** Failure to do so without the prior written approval of the Organiser is considered a breach of the **MAS ASM 2016** Rules & Regulations.

BOOTH FITTING REGULATIONS

a) The organiser has appointed **Instant Exhibition Sdn Bhd** as the **Official MAS ASM 2016 Contractor for all the Shell Scheme booths.** However, an Exhibitor may employ a contactor 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 organiser latest by **30th Sept 2016**. Failure to do so entitles the organiser 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 Organising Committee. For shell scheme booths, such drawings are only required if upgrading work or any changes is being carried out. Non-submission of these drawings within the stipulated period is considered a breach of the Rules & Regulations of the **MAS ASM 2016.**

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 organiser 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 MAS ASM 2016** Contractor can carry out electrical wiring and connections. Exhibitors must refer to the **Official MAS ASM 2016** Contractor to obtain approval if changes need to be made to the standard wiring laid out by the **Official MAS ASM 2016** Contractor. The organiser 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 **organiser 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. metre

(minimum levy of RM500) with the **Official MAS ASM 2016** 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 contactor/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. metre** to the **Official MAS ASM 2016** 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 a 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 MAS ASM 2016** 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's must confirm to the specifications approved by the Organising Committee. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the **Official MAS ASM 2016** 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 MAS ASM 2016** Contractor who will provide quotations on request. No financial credit will be given for any shell scheme package item not utilized.

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 organiser 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

SECURITY

a) All personnel working in the exhibition halls must wear the official **MAS ASM 2016** badges at all times.
b) The Organising Committee reserves the right to evict any Exhibitor without the official **MAS ASM 2016** 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 every day 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 organiser 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.

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. Only the allowed number of representatives (6 representatives for gold sponsor and 2 representatives for single booth sponsor) are allowed to conduct sale for their product (s) during the promotion.

The representatives are only allowed to conduct sale of 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.

The booth must be staffed and operational at all times during **MAS ASM 2016** 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 organiser. No Exhibitor may use air compressors or pressurized containers without prior approval by the organiser.

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

Without the special permission of the organiser, no exhibits can be taken into the booth once **MAS ASM 2016** has been officially opened, nor removed from the booth before the closing of **MAS ASM 2016.**

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 fore 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 **Ramada Plaza Melaka** 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.

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 Organiser 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.

d) **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.

INSURANCE

a) Every reasonable precaution will be undertaken by the organiser to ensure that security and safety of the exhibition halls and adjacent areas. However, the organiser will not be responsible or be liable for any Exhibitor, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit, person or property, arising out of or in any way connected with the exhibition. Exhibitors are strongly advised to insure their exhibits against such loss or damage, including risk of fire, throughout the duration of the exhibition.

b) Exhibitors will also be held responsible for loss or damage, or injury to property (including those belonging to other Exhibitors and persons, caused by themselves, their employees or agents.) Each Exhibitor participating in the exhibition MUST indemnify the organiser against all claims of whatever nature, which may be made against the organiser arising out of in any way connected with such exhibitor's participant in the exhibition. This provision is specifically agree to be fair and reasonable by the Exhibitor participating in the event

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. These 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.

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)
Kementerian Dalam Negeri Bahagian 'C',
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 (MPHTJ) must be obtained before the audio-visual materials are screened at the exhibition. All the related fees are to be borne by the Exhibitors.

EXHIBITOR'S BADGES

a) Exhibitors are required to wear their badges at all times within the congress venue.

c) Exhibitors are reminded that exhibitors badges are strictly for their own staff manning the booth only & should be worn at all times during the exhibition.During the exhibition hours, any exhibitors without badges will be required to undergo for admission. No other personnel should be wearing exhibitor's badges. The event managers reserve the right to confiscate any misused badges.

d) The Exhibitor Badges are non-transferable.

FAILURE TO EXHIBIT

a) Any organisation 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 organiser.
b) These terms cannot be varied under any circumstances.

RIGHT TO CANCEL, POSTPONE OR SHORTEN CONGRESS

a) The organizer reserves the right to cancel the **MAS ASM 2016.** If, in the opinion of the organiser, the total number of booths sold does not justify the staging of the congress. It also reserves the right to cancel or shorten the **MAS ASM 2016** in the event of any unforeseen circumstances, which are beyond the control of the **MAS ASM 2016 Organizer.**
b) If the congress is cancelled, then all payments made to organiser 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

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 organiser shall deal with all infringements and breaches of the terms and conditions.
c) The organiser 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 **MAS ASM 2016**.
d) All written feedback or reports of unethical practices should be forwarded as - per the Feedback form provided, to the Organiser for the preliminary investigation.
e) The Exhibitor against whom the allegation has been made shall provide, at the request of the organiser, such further information or documents as may be required within such period as may be specified.
f) The organiser 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.
g) To take appropriate action on any Exhibitor and evict them from the congress if found to have violated the **MAS ASM 2016** conditions or guidelines. The Organiser of the congress will cancel participation by the exhibitor in the congress immediately and all monies paid by the Exhibitor shall be forfeited.

(INSTKUL-PF-041)

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MAS ASM 2016
Ramada Plaza Melaka
20th - 22nd October 2016

DEADLINE : 15th Sept 2016

ELECTRICAL ON HIRE

ELECTRICAL ITEMS & DESCRIPTIONS	SPECIFICATION	Unit Price (RM)			QUANTITY	TOTAL (RM)
		On or before Deadline	After Deadline	On Setup Date		
40W Fluorescent Light	40Watt	72.00	94.00	110.00		
Spotlight	100Watt	85.00	110.00	128.00		
Longarm Spotlight	100Watt	90.00	117.00	135.00		
Halogen Longarm Spotlight	50Watt	100.00	130.00	150.00		
Floodlight	400Watt	215.00	280.00	323.00		
Metal Halide	70Watt	295.00	385.00	443.00		
Tracklight with 3nos.of Halogen Spot	150Watt	330.00	430.00	495.00		
Halogen Downlight	50Watt	95.00	124.00	143.00		
Round Tube	32Watt	100.00	130.00	150.00		
13Amp/230V 8PN Power Socket (Max 500watt)		83.00	108.00	125.00		
13Amp/230V 8PN Power Socket	24 hrs using	142.00	185.00	213.00		
15Amp/230V 8PN Power Socket (Max 2000watt)	-	95.00	124.00	143.00		
Light Fitting Connection (per lighting)	Max up to 100Watt	60.00	78.00	90.00		
Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)						
13 Amp Single Phase Socket		145.00	190.00			
					TOTAL AMOUNT	
					ADD 6% GST APPLICABLE FROM 1ST APRIL 2015	
					GRAND TOTAL	

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

TERMS AND CONDITIONS

1. All items ordered are on rental basis & exhibitors will therefore have to be responsible and liable for any damage or loss.
2. All prices quoted include approval fee, installation, stanby maintenance and power consumption.exhibitors otherwise.
3. 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.
4. POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
5. A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
6. Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to Instant Tradeshows & Exhibitions Sdn Bhd otherwise it is not valid There will be no refund for cancellation 7 days before the show day(s)
7. Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
8. 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.
9. A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
10. A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
11. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
12. 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.
13. Upon confirmation of order Cheque or cash should be made under:

Company name: Instant Tradeshows & Exhibitions Sdn Bhd
Bank : MAYBANK BERHAD
Account No : 5146 8210 6117 Swift Code : MBBEMYKL

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

Exhibition's Details

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

Please submit this form, before deadline to:

Email : orders@instantexhibition.com (O) 03-87412689
(F) 03-87413689

ELECTRICAL ITEMS
& DESCRIPTION

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instantexhibition.com

Halogen Down Light(12V-50W)

Flood Light(300 watt)

Spotlight(100 watt)

Distribution Box(32M Three-Phase)

Flood Light(400 watt)

Halogen Spotlight(12V-50W)

Halogen Spot(12V-50watt)

Fluorescent Light(40W)

Metal Halide(70 watt)

Long Arm Spotlight(100 watt)

Industrial Fan

YOUR NO.1
EVENT & EXHIBITION CONTRACTOR

Instant Tradeshows & Exhibition Sdn. Bhd.
G-48, Perdana Avenue 3A, Kajang Perdana, 43000 Kajang, Selangor.
T - 603 8741 2599 , F - 03 8741 3599 e sales@instantexhibition.com

(INSTKUL-PF-040)

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MAS ASM 2016
Ramada Plaza Melaka
20th - 22nd October 2016

DEADLINE : 30th Sept 2016

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FURNITURE ON HIRE

FURNITURE ITEMS & DESCRIPTIONS	SPECIFICATIONS(MM)	Unit Price (RM)			QUANTITY	TOTAL (RM)
		On or before Deadline	After Deadline	On Set Up Date		
Information Desk	1030Wx540Lx740H	72.00	93.60	108.00		
Lockable Cupboard	1030Wx540Lx730H	85.00	110.50	127.50		
Alluminium Low Round Table	800Dx705H	100.00	130.00	150.00		
Folding Chair	400Lx400Wx780H	25.00	32.50	37.50		
Bar Table	6000x100H	130.00	169.00	195.00		
Low Display Cube	600Lx600Wx500H	60.00	78.00	90.00		
Normal Display Cube	540Lx540Wx730H	90.00	117.00	135.00		
Tall Display Cube	500Lx500Wx1000H	110.00	143.00	165.00		
Shelf-Flat or Slope	1000Lx300W	40.00	52.00	60.00		
Brown / Black PVC Sofa	710Dx760Wx760H	100.00	130.00	150.00		
Bar Stool	900H	95.00	123.50	142.50		
Low Showcase	1030Lx500Wx1000H	300.00	390.00	450.00		
High Showcase	1030Wx500Lx2500H	440.00	572.00	660.00		
System Panel	1000Lx2500H	55.00	71.50	82.50		
Brochure Rack	285Lx285Wx1380H	120.00	156.00	180.00		
Basket / Ashtray		6.00	7.80	9.00		
Banquet Table	3' x 6'	110.00	143.00	165.00		
Alluminium Chair		70.00	91.00	105.00		
					TOTAL AMOUNT	
					ADD 6 % GST APPLICABLE FROM 1ST APRIL 2015	
					GRAND TOTAL	

TERMS AND CONDITIONS

1. All items ordered are on rental basis and exhibitors will therefore have to be responsible and liable for any damage or loss.
2. All prices quoted include approval fee, installation, stanby maintenance and power consumption.
3. 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.
4. POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
5. A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
6. Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to Instant Tradeshows & Exhibitions Sdn Bhd otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s)
7. Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
8. 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.
9. A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
10. A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
11. 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.
12. Upon confirmation of order Cheque or Cash should be made under :

Company name: **Instant Tradeshows & Exhibitions Sdn Bhd**
Bank : **MAYBANK BERHAD**
Account No : **5146 8210 5117** Swift Code : **MBBEMYKL**

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

Exhibition's Details

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

Please submit this form, before deadline to:

Email : orders@instantexhibition.com **(O) 03-87412599**
(F) 03-87413599

FURNITURE ITEMS
& DESCRIPTION

instant™
instantexhibition.com

Shelve Rack 90 degree
1000(L)x300(W)(mm)

Information Counter
1030(W)x540(L)x740(H)(mm)

Lockable Cupboard
1030(W)x540(L)x730(H)(mm)

Showcase
1030(W)x500(L)x1000(H)(mm)

Showcase type 2
1030(W)x500(L)x2500(H)(mm)

Low Display Cube
600(W)x600(L)x500(H)(mm)

Medium Display Cube
540(W)x540(L)x730(H)(mm)

High Display Cube
500(W)x500(L)x1000(H)(mm)

Brochure rack

Low Round Table

Bar Table
8000(D)x100(H)(mm)

BanquetTable
3' x 6' (feet)

Folding Chair
400Lx400Wx780H(mm)

Oscar Bar Stool - Black

Bar Stool
900(H)(mm)

Store room 2m x 2m with door

System Panel
1000(L)x2500(H)(mm)

Aluminium chair

Grey Sofa

Instant Tradeshows & Exhibition Sdn. Bhd.
G-48, Perdana Avenue 3A, Kajang Perdana, 43000 Kajang, Selangor.
T - 603 8741 2599 , F - 03 8741 3599 e sales@instantexhibition.com

(INSTKUL-PF-040)

instantexhibition.com

MAS ASM 2016
Ramada Plaza Melaka
20th - 22nd October 2016

DEADLINE : 30th Sept 2016

PERFORMANCE BOND FORM

BOOTH CONSTRUCTION CONTRACTORS FORM

Please tick (✓) as appropriate :

☐ We do require Outside Contractor
☐ We appointed **Instant Tradeshows & 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 (RM)	6% GST (RM)	Grand Total (RM)
1	Refundable Performance Bond	100.00 / sqm	sqm		-	
2	Non-refundable Adminstrative Fee	30.00 / sqm	sqm			

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(sales@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 :
  a. Refundable Performance Bond of RM100.00 per sqm
  b.Non-refundable Adminstrative Fee of RM30.00 per sqm
  c.Sign an undertaking to guarantee conduct,proper schedule of production and abservance of the exhibition and the hall regulations.
- Upon confirmation of order Cheque or bank should be made under:
  Company name: Instant Tradeshows & Exhibitions Sdn Bhd
  Bank : MAYBANK BERHAD
  Account No : 5146 8210 5117 Swift Code : MBBEMYKL

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

YOUR NO.1
EVENT & EXHIBITION CONTRACTOR

Instant Tradeshows & Exhibitions Sdn. Bhd. (718308-M)
Instant Innovation Centre, G-48, Perdana Avenue 3A, Kajang Perdana, 43000 Kajang, Selangor, Malaysia.
t +603 8741 2599 f +603 8741 3599 e sales@instantexhibition.com