



**4-5 OCTOBER 2016**

**BALLROOM 2 & 3**

**SIME DARBY CONVENTION CENTRE**

# **EXHIBITOR'S MANUAL**

**THIS MANUAL CONTAINS IMPORTANT INFORMATION AND TERMS & CONDITIONS RELEVANT TO ALL ARC2016 EXHIBITORS.**

**EXHIBITORS ARE ADVISED TO STUDY THIS DOCUMENT CAREFULLY.**



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## LIST OF CONTACTS

### ARC2016 Event Organiser & Secretariat

Regional Marketing Office :  
Asian Business Media LLP  
501/502, Imperial Plaza, Corner of 27th & 30th Road,  
Near Nilgiri Garden, Bandra (W) , Mumbai- 400 050, INDIA  
Phone : + 91-22-2640 0829, 2640 0735  
Fax : +91 – 22-2641 1894  
Contact person : Mr. John S Powath (Chief Executive Officer)  
Mr. Antony Powath (Vice President)  
Email : [jsp@abm.net.in](mailto:jsp@abm.net.in)  
[asp@abm.net.in](mailto:asp@abm.net.in)

### Official Stand Contractor

Fegen (M) Sdn. Bhd.  
3-B, Jalan Desa 2/7,  
Desa Aman Puri, Kepong,  
52200 Kuala Lumpur, Malaysia.  
Phone : + 603- 6280 3145  
Fax : + 603- 6280 3187  
Contact person : Ms. Yap Yen Mee  
Ms. Nicole Lee  
Email : [yenmee@fegen.com.my](mailto:yenmee@fegen.com.my)  
[nicole@fegen.com.my](mailto:nicole@fegen.com.my)

### Official Venue

Sime Darby Convention Center  
1A, Jalan Bukit Kiara 1,  
60000 Kuala Lumpur, Malaysia.  
Phone : + 603- 2089 3688  
Fax : + 603- 2089 3699  
Contact person : Mr. Lee Lip Wai  
Email : [lee.lip.wai@simedarby.com](mailto:lee.lip.wai@simedarby.com)

**Note** : The Event Organiser of ARC 2016 reserves the right to alter the content of this Exhibitor Manual. The content may be subject to change in which Exhibitors will be informed of any changes .



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## CHECKLIST OF IMPORTANT DATE / DEADLINES

DESCRIPTIONS	DEADLINES / DATES	DATE SUBMITTED
Final Deadline for Submission of Exhibition Booking Form + Payment to Event Organiser	4 August 2016	
Deadline for Submission of Standard Shell Scheme Form (1)	1 Sept 2016	
Deadline for Submission of Bare Space Stand Form (2)	1 Sept 2016	
Deadline for Submission Exhibitors' Booth Drawings to Event Organiser	1 Sept 2016	
Deadline for Submission of Indemnity Form (3)	1 Sept 2016	
Deadline for Submission of Contractor Pass Form (4)	1 Sept 2016	
Deadline for Order of Additional Furniture Form (5)	1 Sept 2016	
Deadline for Order of Additional Electrical & Lighting Form (6)	15 August 2016	
Exhibition Booth Set up by Contractor	3 October 2016	
Exhibitors Move-In	3 October 2016	
ARC 2016 Show Day	4-5 October 2016	
Dismantling/ Tear Down by Exhibitors	5 October 2016	

Kindly return **ALL** forms to the official contractor according to the specified deadlines indicated in each form whether required or otherwise. For any services which are not required, please endorse "NOT APPLICABLE" on the form together with the completion of your Company's name (or Company Stamp) and stand number.

Kindly note that **ALL orders are not valid until payment is made and accepted** by the the Official Contrator.



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## THE SCHEDULE/ ITINERARY

ITINERARY	Date	Time
<p><b><u>Contractor Move-in / Exhibition Stand Build-up</u></b> Foyer Ballroom 2&amp;3 @ Level 1 Sime Darby Convention centre</p> <p>a) For Official Stand Contractor Only</p> <p>b) For Independent Stand Contractors</p> <p>All Contractors must make sure that the booth to be ready by <b>5pm on 3 October</b> for Organiser's inspection.</p> <p><b><u>Venue for Collection of Contractor Pass :</u></b> Registration Counter next to Ballroom Hall 3, Level 1, Sime Darby Convention Center</p>	<p><b>Monday, 3 October 2016</b></p> <p><b>Monday, 3 October 2016</b></p>	<p>0900 hours –2000 hours</p> <p>1000 hours – 2000 hours</p>
<p><b><u>Registration for Exhibitor</u></b></p> <p><b><u>Venue for Registration for Exhibitor :</u></b> Registration Counter next to Ballroom Hall 3, Level 1, Sime Darby Convention Center</p>	<p><b>Monday, 3 October 2016</b></p>	<p>1200 hours – 1800 hours</p>
<p><b><u>Exhibitor Move-in / Stand Decoration</u></b></p> <p><b><u>Exhibitor Move-out</u></b></p>	<p><b>Monday, 3 October 2016</b></p> <p><b>Wednesday, 5 October 2016</b></p>	<p>1400 hours – 2000 hours</p> <p>1700 hours – 1800 hours</p>



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### THE SCHEDULE/ ITINERARY

ITINERARY	Date	Time
<b>Exhibition Hours</b>	Tuesday, 4 October 2016	0900 hours – 1700 hours
	Wednesday, 5 October 2016	0900 hours – 1700 hours
<b><u>Exhibitor Access during Event Hours</u></b>	Tuesday, 4 October 2016	0800 hours – 1800 hours
	Wednesday, 5 October 2016	0800 hours – 1800 hours
<b><u>Contractor Move-out / Dismantling</u></b> <b><u>Hand over Exhibition Hall</u></b>	Wednesday, 5 October 2016	1800 hours – 2200 hours
	Wednesday, 5 October 2016	2300 hours

**Note :** The Event Itinerary may subject to change. Event Organiser reserves the right to alter the Event Itineraries and Exhibitors will be informed in due course.



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## **RULES AND REGULATIONS**

### **Contractual Status**

This Guideline is to be treated as an extension of the Contract signed between the Event Organiser and the Exhibitor (“The Contract”), and shall be considered as a legally binding document comprising the terms and conditions of the Contract and affirming the obligations undertaken by the Event Organiser and the Exhibitor.

Breaching of any of the Terms and Regulations enclosed herein will signify breach of the Contract by which the Event Organiser may terminate the Contract immediately.

### **Failure to Exhibit**

Failure or refusal to exhibit by any Exhibitor after the contract for Exhibition Space has been signed and without obtaining the Event Organiser’s agreement to be released from the Contract shall be construed as breaching the Contract and shall be liable for the full amount specified in the Contract plus additional cost incurred by Event Organiser (if any).

### **Limitation of Liability**

The Event Organiser shall not be accountable for the safety and security of Exhibitor, their employees, representatives, agents, contractors, servants and/or invitees, nor for any exhibit materials, documents, articles and / or other property of any kind, brought into the Exhibition venue at any time throughout the Exhibition period.

All liabilities, costs and expenses due to any loss, injury or contractor and/or invitees as well as of any third parties and members of the public, however caused as a result of any act, omission, default or negligence on the Exhibitors’ part shall be borne by the Exhibitor.

The Event Organiser shall not be responsible at any time throughout the Build-Up of Exhibition and Dismantling period for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands, or the entry, sitting or removal of exhibits, or for the failure of any services or amenities provided by the hall owner or other third parties.



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## **RULES AND REGULATIONS**

### **Insurance**

Exhibitors and their appointed contractors shall ensure that they are fully covered by insurance, including but not limited to, all risks on their property, exhibits, documents and/or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any situations whatsoever, whether by cause of fire, water, accident, theft and/or any other cause. Upon the Event Organiser's request, a copy of the insurance shall be provided as proof to the Event Organiser that the Exhibitor has sufficient coverage of the insurance.

Also, the similar applies to all of Exhibitor's staff and the staff servants, agents or contractors against claim for workman's compensation. The period, for which such insurance shall cover from the time the Exhibitor or any of the Exhibitor's servants, agents or contractors first enters the exhibition ground up until they vacated the exhibition grounds and all the exhibits and property have been removed.

### **Group Stand**

Contracting parties for group stand are responsible to ensure all Exhibitors within their Group are fully aware of, and agreeable to the Terms and Conditions, and by the Terms and Conditions as per the Contract.

### **Subletting of Stand**

The Exhibitor is not allowed, in any way transfer, part with, dispose and/or otherwise sublet the whole or partial of the contracted space, and/or whatsoever for financial matter or otherwise. The Exhibitor must, if the Exhibitor is an agent, distributor or licensee of any kind, declare at the time of contract the name of the principal to be represented. This does not prohibit an exhibitor displaying the products of a principal for whom the Exhibitor become the agent, distributor of licensee after the time of contract, together with the prior written permission from the Event Organiser.

### **Force Majeure**

The Event Organiser shall not be liable for any loss or damage suffered or incurred by Exhibitors as a result of the failure on the part of the Event Organiser in the performance of its obligations due to any event or circumstances outside of the Event Organiser's control, including but without limitation to any delay, failure or interruption resulting directly, or indirectly from industrial action, blackout, fire, war, strike, riot, terrorism, SARS or other virus, civil or military unrest, explosion, earthquake, flood, labour dispute, labour difficulties, transportation delays, weather or environmental, conditions, government saction, pandemic, act of God, regulations of public authorities, ministerial or public authorities' action having the force of law, which impacts upon, prevent or cancellation of the Event or performance of the Event Organiser's obligations.





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## **RULES AND REGULATIONS**

### **Security**

It is strongly recommended that exhibitors arrange for their own insurance coverage during the event days as well as during the build up/tear down period.

Exhibitors are also reminded to be particularly careful with light, portable and attractive exhibits after the close of the exhibition.

Exhibitor shall be responsible for all exhibits in transit to and from and within the confines of the exhibition area or venue. The Organiser and Center will not be responsible for any theft, loss or damage of exhibits/displays during the teardown period. Exhibitors are advised to monitor their own exhibits/displays at all times.

Exhibit movement in or out of the exhibition during Event hours is not allowed without the written consent of the Event Organiser for security and safety reasons.

The Event Organiser reserves the right to request any of the Exhibitors, their employees, agents, servants, representatives, contractors and/or invitees, to leave and vacate the Exhibition venue as well as remove their Exhibition materials, if they should in any way cause discomfort, chaos and/or threaten the safety and smooth proceedings of the Exhibition in any way, whatsoever.

### **Independent Stand Contractor**

Exhibitors may appoint their own stand contractor for stand construction except for electrical wiring in which the work must be carried out by the Official Contractor.

In addition, the Exhibitors and appointed contractor are also subject to the following additional terms and regulations :-

#### **a. Refundable Performance Bond**

Where the Exhibitors appoint a contractor other than the Official Stand Contractor, the Exhibitors' contractor shall be required to deposit with the Official Stand Contractor , a sum of RM 2,000.00 (refundable) per booth of 9sqm prior to commencing works. The Exhibitors undertake to ensure that the contractor adhere to this requirement. This to ascertain that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringements of the rules and regulations herein. Exhibitors are responsible and liable for any such contractor's observance of all rules and regulations, including the strict observance of the build up and tear down schedules.



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## **RULES AND REGULATIONS**

The Official Stand Contractor reserves the right to charge “any additional cost incurred” to any such Exhibitor and/or their contractor who has violated the rules and regulations herein or delay in the build up or tear down of the booths, for additional works requirements as a result of the breach. This is without prejudice to any additional claims the Official Stand Contractor shall have on the contractor if the damages exceed the deposit.

### **b. Non-Refundable Administration Fee**

A non-refundable administration fee of RM20.00 per square metre contracted is also payable by the Exhibitor’s contractor to the Official Stand Contractor prior to commencing works. The Exhibitors undertake to ensure that their contractor adhere to this requirement. This fee is for the general supervision of the contractor’s workers and administration by the Official Stand Contractor throughout the exhibition period.

### **c. Identification**

All workers employed in the construction of the booth shall wear identification passes provided by the Official Stand Contractor and approved by the Organiser at all times when they are in the Exhibition Hall.

### **d. Dismantling**

At the close of the exhibition, it is the joint responsibility of the Exhibitor and its contractor to dismantle and remove the booth (including debris), in accordance with the dismantling schedule.

### **Designated Entrances**

All persons, articles, exhibits, fixtures, display and property of every kind shall be brought into and out of the Center only at designated and approved entrances and exits. All such entrances and exists shall be subject to center’s control.

### **Loading In & Out**

Loading in and loading out must be done through the designated loading docks. Loading in and loading out through the lobby is strictly prohibited. Materials, which require the use of a two-wheeled (or more) apparatus must go through the designated loading dock area but limited to forklift, tow motors, dollies, pallet jacks, etc. Passenger elevators and escalators are designed for passenger use and not intended to carry the heavy weight. Any unlawfully parked vehicles or trailers, or unlawfully placed containers, boxes or empty receptacles of any kind, will be removed at the owner’s own risk and expense.



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## **RULES AND REGULATIONS**

### **Fire Regulations**

All materials used in the construction of the stand must be fire retardant according to the international standards and also in accordance with local regulations.

### **Power Supply and Lighting**

Supply Voltage : 415 volts 3-phase 4 wire system with neutral point solidly earthed or 230 volts single phase 2 wire system, both subjected to variance of +/-5%

Frequency : 50Hz with a variation maintained within +/-1%

Neon Lights : Usage of neon lights is subject to the approval from the Event Organiser. Should any Exhibitor use neon lights without prior approval from the Event Organiser, strict action will be taken againsts them.

### **Distribution of Printer Materials**

Any distribution or circulation of printed and/or advertising materials is allowed only at or within the space of the stand itself.

### **Banners, Flags and Flagpoles**

The use of banners on the exterior of the Centre is not allowed. The Centre's permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Centre signage. No banners can be hung in the Centre without prior approval of the Event Organiser.

### **Balloons, Glitter & Other Decorations**

The use of helium balloons, glitter, and/or confetti is not permitted without the prior approval of the Event Organiser.

### **Non-Smoking Policy**

Smoking is prohibited in the Sime Darby Convention Centre including loading docks and will be held responsible for notifying its Exhibitors and Invitees. Smoking is only allowed in areas designated by Center.



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### **Noise**

Objectionable sound devices may not be operated. Engines or any other equipment may be operated only with the consent of the Event Organiser.

### **Solicitations**

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior written approval of the Centre.

### **Deliveries and Storage Facilities**

Any storage requirement for early deliveries, late dispatches and for the holding of packaging materials must be formally submitted to either the Event Organiser as there is no storage facilities are provided by the Convention Centre. Center shall not be obligated to accept delivery of Exhibitor's property addressed to Exhibitor at the Centre except upon prior approval of Organiser. Center shall not be liable for damage to such property and Exhibitor shall indemnify and hold harmless Center for and against any loss of or damage to such property and to any damage caused by such property to other persons or property.

### **Exhibitor Access –Pass Entitlement**

Each Exhibiting Company will receive two (2) complimentary passes. For additional passes required, please contact the secretariat directly.

### **Failure to Vacate/Removal of Property**

Upon the close of exhibition, exhibitor shall immediately remove all goods, wares, merchandise, property and debris owned by exhibitor. Any such property not so removed shall be considered abandoned and, at Event organiser's option, be removed and stored by Event Organiser at Exhibitor's expense or disposed of in any manner Event Organiser deems expedient. Exhibitor hereby waives all claims for damage resulting from such removal, storage and disposal of such property and indemnifies Event Organiser from any damages or costs including reasonable attorney's fees resulting from such storage and disposal.

### **Protection of Facilities**

Exhibitors are not allowed to drive any nails, hooks, tacks or screws in any part of Sime Darby Convention Centre or to alter the Centre in any respect. Without limiting the above, Exhibitors will not permit to affix any material to the walls, floors, doors or ceilings or to alter the Centre in any respect without prior written approval by Event Organiser. Exhibitor will have to pay the Centre on the cost of repair or replacement if exhibitor damages the facilities.



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## **RULES AND REGULATIONS**

### **Indemnity of Copyright**

Any exhibitor intending to use any film, video tapes, sound or other material, which are covered by any type of copyright, is required to obtain approval from the appropriate authorities, and to indemnify the Organiser from any claims that may arise.

### **Compliance with Laws**

Exhibitor shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with all laws, ordinances, orders, rules, regulations and requirements of all federal, state, municipal and local governments, departments, commissions, boards and officers.

### **Demonstrations And Presentations**

Any promotional activity involving the demonstration of games, organised competitions, quizzes or entertainment, celebrities will need a permit from:

#### **Jabatan Perlesenan (Licensing Department)**

Dewan Bandaraya Kuala Lumpur, 10th - 13th Floor,  
Wisma DBKL 2, Jalan Abdullah, 50300 Kuala Lumpur  
Tel: +603 2617 6182  
Fax: +603 2698 3750

### **License for Special Telecommunications Facilities**

A license from Suruhanjaya Komunikasi & Multimedia Malaysia (Communications & Multimedia Commission of Malaysia) is necessary for the display or demonstration of any telecommunications equipment.

Exhibitors should apply directly with:

#### **Ketua Pengarah (Chairman)**

Suruhanjaya Komunikasi & Multimedia Malaysia  
(Malaysian Communication & Multimedia Commission)  
63000 Cyberjaya Selangor D.E  
Tel: +603 8688 8000  
Fax: +603 8688 1000



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### **Public Safety**

Exhibitor agrees not to bring onto the premises any material, substance, equipment or object which is likely endanger the life of, or to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon without the prior approval of the Center. The Center shall have the right to refuse any such material, substance, equipment or object to the brought onto the premises and the further right to require its immediate removal there from if found thereon.

### **Announcements**

Sime Darby Convention Center reserves the right to make such announcements as Center deems necessary at any time in the interest of public safety.

### **Evacuation of Facility**

If it becomes appropriate in the judgment of Center to evacuate the premises because of an emergency or for other reasons of public safety, then, after such evacuation, the exhibitor may continue to use the premises for sufficient time to complete the event providing such time does not interfere with another event and the exhibitor hereby waives any claim for damages or compensation from the Centre.

### **Cars and Vehicles Display**

Exhibitors who wish to display cars and vehicles in exhibition booths must conform to the guidelines below:

- The centre's carpet and back lanes must be protected with plywood for the route of the vehicle.
- No vehicle may move directly on the centre's carpets and back lane flooring.
- A spare set of key must left at Security Control.
- Running of displayed cars during exhibition is prohibited.
- Fuel in the fuel tank shall not exceed one-quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.
- Fuel tank openings shall be locked and sealed in an approved manner.
- Fueling and de fueling is prohibited.
- Battery terminals shall be disconnected and taped off with a non-metallic tape.

### **Food and Beverage**

Sime Darby Convention Centre is the exclusive food and beverage provider and reserves the right to sell, at its discretion, food and beverage, including alcohol, in any space within the Centre for this purpose.

Exhibitor shall not engage in the preparation and/or sale and/or distribution of food and/or beverages at the Centre. Food and/or beverages purchased outside of the Centre may not be brought into or consumed within the Centre.



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## STAND DESIGN AND FACILITIES

### SHELL SCHEME BOOTH

A standard exhibition booth covers an area of 3m by 3m will be provided to exhibitor. Changes to the basic booth structure and design are subject to the Organiser's approval and can only be done by the Official Contractor. Additional fittings and furnishing for which there will be separate charges, shall be provided by the official contractor only.

#### *Shell Scheme Booth Specification:*

- Back and Side Walls Panel: 2.44m/8ft. high white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1 m wide.
- Fascia Board: 350mm/ 1 ft. high with exhibitor's name and stand number in Black or Blue lettering mounted direct onto the panel.
- Lightings: 2 fluorescent tubes per 9sq metres
- Floor: Covered with needle punch carpet.
- Furniture: One reception desk, two folding chair and a waste basket.
- Power: One unit of 13Amps power point. (Single phase 230v)

When planning the booth interior design, please take into account the following regulations: -

1. Nailing, drilling and any other modification on the shell scheme panel are STRICTLY prohibited. Graphic posters can be affixed to these walls with the use of doublesided tapes only. Any damages found on the panels will cause exhibitors a fee of RM 120.00 / panel.
2. Aisles indicated on the floor plan must be kept clear of all exhibition goods or decorative materials in order to facilitate traffic. All display item like bunting, banner, display cases, products etc should be displayed within own booth area.
3. No suspension may be made from the ceiling of the exhibition halls, nor may any fixtures be made to the structure of the building.
4. While using booths or other facilities rented from the Official Contractor, the exhibitors must return them in good condition and will be responsible for any damages incurred during the period of use.



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## STAND DESIGN AND FACILITIES

### Bare Space Stand

1. In the event that an Exhibitor prefers to work with their own Contractor, the Exhibitor is required to inform and obtain consent from the Organiser before the independent contractor is allowed to work on-site and is subject to the following rules and regulations. The Official Stand Contractor reserves the right to reject any Contractor and design deemed inappropriate.
2. Exhibitors have to complete and submit the non-official contractor form to the Official Stand Contractor, as well as the 3D drawings and the booth layout (include the details of the construction materials). Drawing submission must be compiled in one pdf file and emailed to [nicole@fegen.com.my](mailto:nicole@fegen.com.my). An approved copy of the drawings is needed before the commencement of booth construction.
3. The maximum height allowed for stand construction and booth decorations is 2.5m. Double-decker stands are not permitted. All stand drawings and details must be submitted to ensure clearance for build through by the convention centre.
4. Failure to obtain written approval on custom booth design can result in costly alteration on site in the event that the designs or installations contravene fire and safety regulations, booth height and boundary or any space contract rules and regulations. The Event Organiser reserves the right to stop and disallow participation in lieu of failure to submit such designs for approval.
5. All exposed rear surfaces of stand design structure must be decorated to an acceptable standard unless it is against the actual walls of the exhibition halls.
6. All structures built from ground must be able to stand alone. No Suspensions allowed from the ceiling of the Exhibition Hall nor allow any fixings be made to the floor, walls or other parts of the building.
7. No parts of any structures may extend beyond the boundaries of the space allocated. These may include but not limit to exhibit items, Exhibitor's name or logo.
8. The use of paint spraying, welding and electrical saw are strictly prohibited inside the Exhibition Hall. Only non-toxic, primarily water – based, paints are permitted.





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## STAND DESIGN AND FACILITIES

9. The Official Contractor shall only carry out any electrical works at exhibitors' expenses. In addition, all electrical installations must be carried out by a qualified electrician. Design plans or proposals for electrical installation must be submitted to and reach the Event Organiser and Official Stand Contractor for approval together with above-mentioned stand design proposals before **1 Sept 2016**. Electricity can be supplied in 230 volt (+/-5%), single phase, 50 Hz or 415 volt (+/-5%), three phases, 50 Hz.
10. Exhibitors or their contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stands :
  - \* Ensure the workplace is safe and healthy.
  - \* Provide and maintain safety working equipment and procedures.
  - \* Appoint authorised person for on-site supervising of installation / dismantling works.
11. The Exhibitor's appointed contractor should strictly follow the move-in / move-out schedule set by the Event Organiser and the Official Stand Contractor. All construction works for booths etc must be fully completed during the build-up period given. No touch up or correction works whatsoever will be permitted two hours before the event.
12. Only when the Performance Bond is received, the contractor will be allowed to bring in their materials onto the site or commence work.
13. Furniture can be ordered via the Official Stand Contractor. The Convention Center does not supply tables and chairs for booths. All furniture and additional requirements **MUST** be ordered in advance as suppliers are not held on the premises.
14. All construction materials, empty crates and equipment must be removed from the venue and loading dock immediately after the construction and dismantling period ends. Failure to do so will lead to the storage and clearing charges to be imposed to the contractors.
15. During the dismantling period, Exhibitors must ensure that their appointed contractors are responsible for the complete removal of their exhibition booths and any unwanted materials. Exhibitors or contractors who fail to comply shall be billed with a disposal fee at the discretion of the Organiser.



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## STAND DESIGN AND FACILITIES

### Important Notes

#### Display of Exhibit

- Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures. Exit doors must be maintained in an operable condition.
- Clear access must be maintained to all exits and all Centre's facilities including restaurants, restrooms, concession stands, utility rooms etc.
- The fire-fighting systems provided in the exhibition area ( sprinkler systems, alarm bells, break-glass, fire-fighting appliances, emergency directional signs) are not to be obscured or obstructed.
- Candles and other open-flame decorative lighting and performance are strictly prohibited.
- The use of pyrotechnics or fireworks within the Centre is strictly prohibited.

#### Electricity and Electronic Items

1. Use tools only on the correct power supply and power points. Portable electric tools should only be used for their designed purpose. Disconnect tools when not in use.
2. Cable trails across the floor should be regularly monitored for possible damage to the cable.

**IMPORTANT : DO NOT connect pre-fabricated wiring and fixtures to the source, until the Official**

**Contractor has inspected it. For safety and proper load distribution reasons, no more than one exhibit may be connected to a power point and no more than one plug is permitted per socket. Uses of multi-point extension cords are not allowed.**

**Note : Power sockets in Malaysia. Adapters may be necessary. Kindly bring along your required power Adapters.**

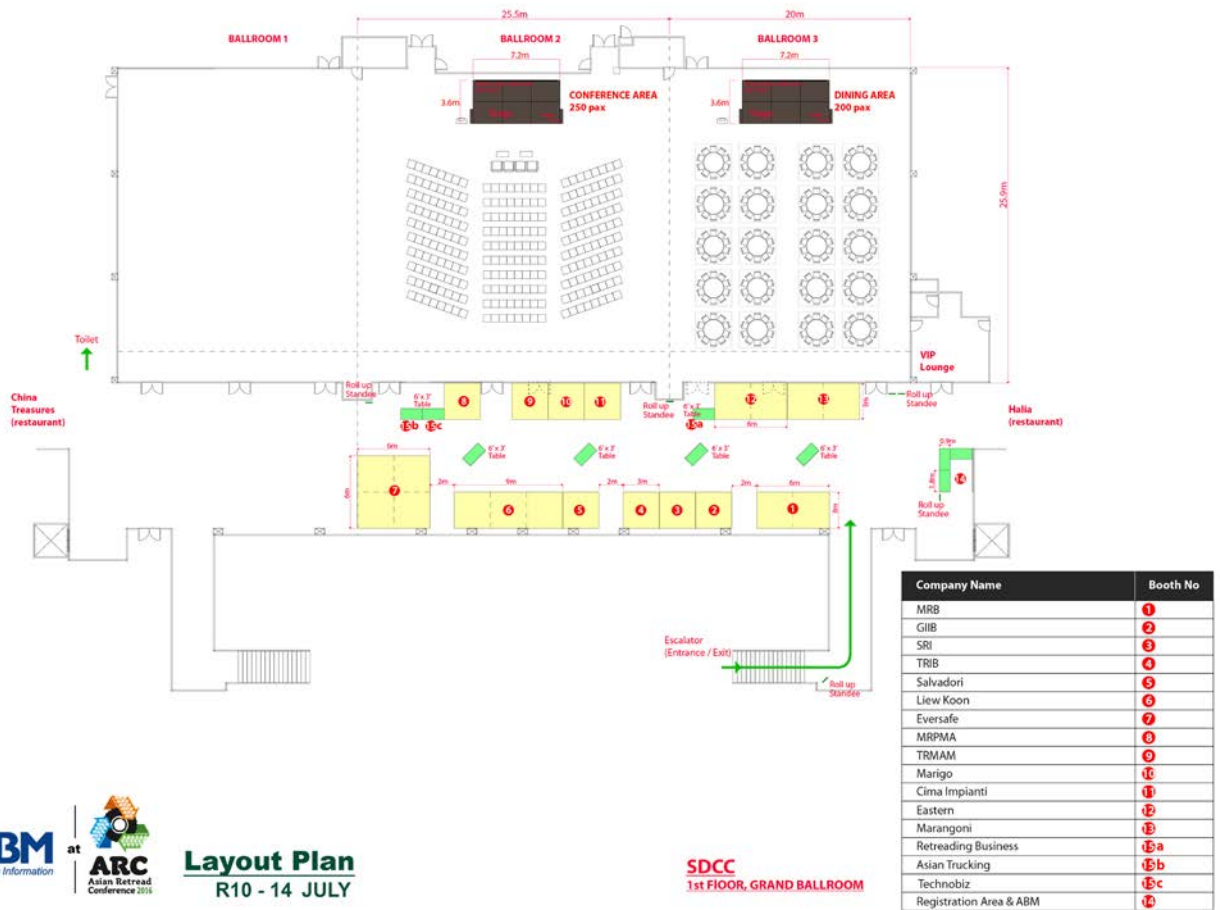
#### OPERATING MACHINERY OR EXHIBITS

- i. Safety devices must be fitted to all moving machinery. These devices may only be removed when the machines are not in operation or not connected to the source of power. All moving machinery is to be tyred or fitted with traction devices that will not cause damage or marks on the floor.
- ii. Adequate fire precautions must be taken for all motors, engines, contrivances or power driven machines.
- iii. Please inform the Organiser and Contractor beforehand should you need to bring in heavy machine or equipment. Limitations apply. Please check with the Organiser for restrictions.
- iv. Objectionable sound devices may not be operated. Prior approval from organiser is required.



4-5 OCTOBER 2016 , SIME DARBY CONVENTION CENTER, KUALALUMPUR

### ARC 2016 EXHIBITION FLOOR PLAN



Note : The Event Organiser of ARC 2016 reserves the right to alter Exhibition Floor Plan. This content may be subject to change in which Exhibitors will be informed of any changes



▪ 4-5 OCTOBER 2016 , SIME DARBY CONVENTION CENTER, KUALALUMPUR

## EXHIBITION SHELL SCHEME BOOTH DESIGN



- i. 3M x 3M modular system
- ii. 1 no of 13AMP socket
- iii. 1 no of waste basket
- iv. 2 nos of folding chairs
- v. 1 no of information counter (975mm x 520mm x 760mm (H))
- vi. 2 nos of fluorescent lights
- vii. 1 no of logo fascia board & booth number



<b>FORM 1</b>  <b>BARE SPACE STAND</b> (Compulsory to Bare Space Stand/Appointed Contractor)	Return this form to :  <b>FEGEN (M) SDN BHD</b> Tel : + 60 3 6280 3145 Fax : + 60 3 6280 3187 Email : <a href="mailto:nicole@fegen.com.my">nicole@fegen.com.my</a>
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**Deadline : 1 September 2016**

Please tick (✓) as appropriate :

- We appointed Fegen (M) Sdn Bhd as our Stand Contractor.
- We do require Outside Contractor, details as follows :-

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

Details of Non-Official Stand Fitting Contractor / Stand Decorator.

Name of Contractor	
Address	
Tel	Fax
Email	Mobile
Contact Person	Job Title

No.	Item	Unit Price (RM)	Total Stand Area	Total (RM)
1.	Refundable Performance Bond	RM 2,000.00	9 sqm	
		RM 6,000.00	27 sqm and above	

GST not applicable to above RPB

2.	Non-Refundable Administration	RM 20/sqm	sqm	
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.

**Important Note !**

- i For Bare Space Stand kindly email a set of detailed scaled, dimensional and perspective drawings showing the proposed design of the stand in pdf file to the Official Contractor (nicole@fegen.com.my).
- ii All Non-Official Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
  - a. Non-Refundable Administration Fee
  - b. Refundable Performance Bond
  - c. Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations)
- iii Goods & Service Tax (GST) at 6% to be charged upon implementation by the Malaysian Government effective 1st April 2015.

Payment should be in favour of : FEGEN (M) SDN BHD, bank details will be stated in the invoice.  
 \*\*Kindly fax us a copy of your payment slip for confirmation

- iv 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 FEGEN (M) SDN BHD  
 All cancellations must be made in writing to FEGEN (M) SDN BHD

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

Company Name	Stand No
Address	
Tel	Fax
Email	Date
Person In-charged	Signature & Co Stamp



<b>FORM 2</b>  <b><u>INDEMNITY</u></b> (Compulsory to Bare Space Stand / Appointed Contractor)	Return this form to :  <b>FEGEN (M) SDN BHD</b> Tel : + 60 3 6280 3145 Fax : + 60 3 6280 3187 Email : <a href="mailto:info@fegen.com.my">info@fegen.com.my</a>
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**Deadline : 1 Sept 2016**

### Rules & Regulations to All Non-Official Contractors

- Show Name : **Asian Retread Conference 2016**
- Build- Up : **3 October 2016 (0800 hours – 2000 hours)**
- Teardown : **5 October 2016 (from 1800 hours – 2200 hours)**

The Non-Official Contractor is responsible for ensuring that each stand complies with the Venue's and/or authorities' guideline/requirement. The Event Organiser, Event Venue and Official Stand Contractor shall not be responsible for any rectification work required to correct the deviations to the stand design plan from the exhibition floor plan. Therefore, the stand structure / integrity will be the responsibility of the Non-Official Contractor and subject to on-site supervision if necessary.

It is the responsibility of the Non-Official Contractor to ensure the following :

- i Each stand does not exceed the designated height restriction.
- ii The approved stand size fits into the stand's footprint.
- iii To cross-check the stand design plan against the exhibition floor plan.

All temporary structure build for exhibitions or events must possess adequate strength and stability and functioning during construction and throughout the durations of the event. The designs of a temporary structure are to be constructed in a manner that poses no danger to public, employee or contractor safety at any time. In short, they are not a potential hazard to anyone in the vicinity.

It is the responsibility of the Non-Official Contractor to ensure all regulations, policies and deadlines outlined in the Manual are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to:



## **Part 1 : Sime Darby Convention Center Rules and Regulations**

- i All non-official contractors are required to register with the Official Stand Contractor.
- ii Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
- iii No persons under the age of 18 are permitted to enter or work on the premises.
- iv Smoking is not allowed at any time in the Halls and associated work areas including loading docks. Smoking is only allowed in areas designated by the Centre.
- v No build-up materials be allowed to pile into the aisle/gangways. Please remember to keep your entire materials inside your stand at all times.
- vi Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures. Exit doors must be maintained in an operable condition.
- vii Clear access must be maintained to all exits and all Centre's facilities (i.e. restaurants, restrooms, concession stands, utility rooms, etc.)
- viii Carpet runners or show carpet installed over the Centre's permanent carpet is prohibited without the prior written approval of the Centre.
- ix Exhibit booths and decorative materials shall be constructed of noncombustible or limited combustible materials. Pipe and drape shall be fire retardant and shall not ignite and spread over the surface when exposed to open flame.
- x Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with double-sided gaffers or other professional tape. Transitions between carpet and bare floor will also be taped down to minimize tripping hazard. Carpet overlap in show areas may not exceed two layers.
- xi Wherever possible, cords should run in non-traffic areas; and when run across traffic areas on or under carpet, taped down and marked with caution tape.
- xii Candles and other open-flame decorative lighting and performance are strictly prohibited.
- xiii Compressed flammable gasses, flammable/combustible liquids and hazardous chemicals are prohibited.
- xiv Do not exceed the capacity of the electrical connection ordered and provided. Only approved, grounded extension cords may be used for electrical connections.
- xvi The use of pyrotechnics or fireworks within the Centre is strictly prohibited. These guidelines are designed to ensure the safety of all attendees and visitors, as well as protecting the structural integrity of the Centre.
- xvii Tents and canopies cannot be used without the written approval of the Operator.
- xviii Material used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non- flammable as per BOMBA requirement. The use of flammable material is strictly prohibited unless treated with fire retardant.
- xix All contractors and their employees are strictly prohibited from loitering at the lobby and guests area.
- xx All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- xxi All contractors and exhibitors must ensure that all chemicals including paint are handled with care to prevent any spillage.
- xxii Please also ensure the following :





- a All chemical containers are securely closed when not in use, especially during loading and unloading.
  - b All chemical containers must be placed on a containment tray or secondary container.
  - c All chemicals must be stored in a stable area, especially during build-up and move-in activities.
- xxiii Activities, which generate dust such as welding, sanding, sawing are strictly prohibited. Stand structure shall pre-fabricated off site and no major painting is permitted.
- xxiv Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following deirections of Security personnel maty be evicted from site.
- xxv Any person caught committing unsafe work practices and or non-compliance activities will be prohibited from working in Kuala Lumpur Convention Centre.

## **Part 2 : ARC 2016 - Construction Rules and Regulations**

- i Contractors shall be responsible for effecting insurance which shall cover (but no limit to) its workers, displays and stand materials against loss and damage, third party and public liabilities (including the occupier's, and shall produce such insurance policy to the Event Organiser upon request.
- ii Any door incorporated into the stand and which does not provided an alternative means of egress, must have a "**NO ENTRY**" sign affixed to it.
- iii No excessive or major carpentry works shall be carried out within the Exhibition Halls.
- iv The Exhibitors shall not erect any sign, device, furnishing or ornament outside the stand.
- v All construction works for stands, etc. must be fully completed during the build-up period. No touch up or corrective works whatsoever will be permitted 2 hours before event start.
- vi Maximum structure height is 2.5 metres including the truss system should there be any hanging object.
- vii Kindly ensure all lighting cable/wire come with earth clamp connector and it must be earthed, especially apply to metal structure design include truss system.
- viii In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof on-site, if any.
- ix Clearance of construction waste materials and paint - kindly ensure your workers to clear all the waste construction materials / paints from the exhibition hall or loading bay during installation and teardown. It is the responsibility of the appointed contractor of the above mentioned requirement.
- x Any materials found not disposed of or disposed in the Venue's dustbin skip will be charged a disposal fee and deducted from the performance bond accordingly.
- xi Kindly ensure your stand does not exceed the stand area as it is strictly not allowed.
- xii All lighting connection work must be done by the Official Exhibition Stand Builder. Without any exception, exhibitor including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly.
- xiii A socket must be used for one exhibit at a time. Multi-point connection is **STRICTLY PROHIBITED** to prevent the risk of power overload.
- xiv For special design stands, RM20 per square metre administrative fee shall be made to Fegen (M) Sdn Bhd before 1 September 2016. A cheque for performance bond must be prepared and provided to Fegen (M) Sdn Bhd before move-in.
- xv Should there be any non-conformance activities found during the build-up & teardown period, it will be reported to Event Organiser and Event Venue for further actions.



**Part 3 : Indemnity**

I hereby confirm that i have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

.....  
(Signature, Date & Company Stamp)

Name :  
Designation :  
Contact No. :  
Contractor Company Name :  
Exhibiting Company & Booth No. :

**\* Please return the above acknowledged copy via email (scan copy) or fax.**

**\* Without signing this form, entrance to the Exhibition Hall will not be permitted.**





Additional Pass Required.

No.	Item	Unit Price (RM)	Quantity	Total (RM)
1	Contractor Pass	RM 10.00 / pc		
			GST 6% (RM)	
			Grand Total (RM)	

- Goods & Service tax (GST) at 6% to be charged upon implementation by the Malaysian Government effective 1 April 2015.

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

Company Name	Stand No.
Address	
Tel	Fax
E-Mail	Date
Person In-Charged	Signature & Co. Stamp



<b>FORM 4</b>  <b>FURNITURE ON HIRE</b> (Compulsory to Bare Space Stand / Appointed Contractor)	Return this form to :  <b>FEGEN (M) SDN BHD</b> Tel : + 60 3 6280 3145 Fax : + 60 3 6280 3187 Email : <a href="mailto:info@fegen.com.my">info@fegen.com.my</a>
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Deadline : 1 September 2016

If exhibitors require ADDITIONAL furniture items, please use this requisition form

No	Item	Dimension (mm)	Unit Price (RM)		QTY	Total (RM)
			On or before 1.9.2016	After 1.9.2016 to 3.10.2016		
FD001	Information Counter	L1030xD540XH1030	150.00	225.00		
FD002	Information Desk	L1030xD540xH760	75.00	112.50		
FT015	Tall Round Table	Dia600xH1030	125.00	187.50		
FT016	Low Round Table	Dia800xH760	110.00	165.00		
FT007	System Coffee Table	L600xD600XH510	55.00	82.50		
FT008	System Square Table	L600xD600XH760	110.00	165.00		
FT004	Glass Top Coffee Table	L500xD500xH425	75.00	112.50		
FD008	Lockable Cabinet	L1030xD540xH760	90.00	135.00		
FD011	Low Showcase	L1030xD540xH1030	300.00	450.00		
FC004	Bar Stool	Dia 380xH470	95.00	142.50		
FC029	Folding Chair	L435xD435xH790	20.00	30.00		



No	Item	Dimension (mm)	Unit Price (RM)		QTY	Total (RM)
			On or before 1.9.2016	After 1.9.2016 to 3.10.2016		
FC019	Conference Chair	L460xD500xH780	70.00	105.00		
FC027	Easy Arm Chair	L500xD450xH800	70.00	105.00		
FC010	Chrome Chair	L420xD415xH700	85.00	127.50		
FS002	Black Single Seater Sofa	L860xD800xH800	160.00	240.00		
FB001	Brochure Rack (3-tier)	L280xD400xH1100	145.00	217.50		
FB009	Waste Paper Basket	-	11.00	16.50		
FB006	Coat Hanger	L950xD400xH1500	120.00	180.00		
Total (RM)						
GST 6% (RM)						
and 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.

Note :

- \* All items ordered are on rental basis.
- \* Maintenance at individual stand can be undertaken after the closed hours of the Exhibition / Event.
- \* Goods & Service Tax (GST) at 6% to be charged upon implementation by the Malaysian Government effective 1st April 2015.

**Orders are valid only when accompanied by full remittance.**



\* **Payment should be in favour of : -“ FEGEN (M) SDN BHD”, bank details will be stated in the invoice.**  
 \*\* **Kindly fax 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 50% will be imposed on all the optional items after above mentioned deadline. A surcharge of 100% 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.
- \* 50% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation after **1 September 2016**.

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

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

Company Name	Stand No.
Address	
Tel	Fax
E-Mail	Date
Person In-Charged	Signature &  Co. Stamp



<b>FORM 5</b>  <b>ELECTRICAL &amp; LIGHTING ON HIRE</b> (Compulsory to Bare Space Stand / Appointed Contractor)	Return this form to :  <b>FEGEN (M) SDN BHD</b> Tel : + 60 3 6280 3145 Fax : + 60 3 6280 3187 Email : <a href="mailto:info@fegen.com.my">info@fegen.com.my</a>
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Deadline : 15 August 2016

- i. If exhibitors require ADDITIONAL lighting items, please use this requisition form.
- ii. Exhibitors / their appointed contractors occupying BARE SPACE ONLY must order electrical and lightings requirements using this form.

No	Item	Dimension (mm)	Unit Price (RM)		QTY	Total (RM)
			On or before 15.8.2015	After 15.8.2016		
<b>Electrical Fittings - Equipment and Fittings on hire from the official contractor :</b>						
FEG101	Fluorescent Tube 4ft	40w	70.00	105.00		
FEG102	LED Spotlight – warm light	9w	95.00	142.50		
FEG103	LED Arm Spotlight -warm light	9w	105.00	157.50		
FEG104	Halogen Downlight	50w	95.00	142.50		
FEG105	Halogen Arm Chrome Spot	50w	105.00	157.50		
FEG106	Metal Halide (White)	70w	320.00	480.00		
FEG107	Metal Halide (White)	150w	480.00	720.00		
FEG108	Tracklight (with Halogen Spot)	50wx3	350.00	525.00		





FEG109	LED Spotlight -White light	10w	95.00	142.50		
FEG110	LED Arm Spotlight – White light	10w	105.00	157.50		
FEG111	LED Halogen Down Light (White Light)	9w	110.00	165.00		
<b>Lighting Connection - Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor :</b>						
FEG112a	Lighting Connection (max 100W per bulb)	max 100w per bulb	65.00	97.50		
FEG112b	Lighting Connection for LED Strip (max 2mL per connection)	max 2m length	65.00	97.50		
FEG113c	Lighting Connection for LED Bulb (max 2 bulb per connection)	max 2 bulb	65.00	97.50		
<b>Power Point / Isolator - Equipment and fittings on hire from the official contractor : Power points are used for single machinery/electrical appliances only, STRICTLY NOT for lighting purpose</b>						
FEG114	13 Amp Single Phase Power Point	13A (max 500w)	70.00	105.00		



FEG114a	13 Amp Single Phase Power Point (24 Hours)	13A(max 500w)	140.00	210.00		
FEG115	15 Amp Single Phase Power Point	15A(max 2000w)	90.00	135.00		
					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.

**Important note to appointed contractor / exhibitor constructed own booth :**

Minimum 1-unit of temporary power supply of 13amp single phase socket shall be bill in the invoice.

**Note :**

- i All items above are quoted based on floor level installation.
- ii Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charge to exhibitor.
- iii All items ordered are on rental basis.
- iv Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- v All prices quoted include installation and standby maintenance.
- vi Goods & Service Tax(GST) at 6% to be charged upon implementation by the Malaysian Government effective 1st april 2015.
- vii **Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.**
- viii **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.**
- ix **Lighting connection for LED bulb is max for 2 bulbs per connection and LED strip is max 2m length per connection**
- x Own light fittings must include wirings and terminate at one point for connection by Official Event Contractor.



- xi **A socket must be used for one exhibit/equipment at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- xii Exhibitor whose lighting fixtures/electrical appliances/machine are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- xiii All electrical installations must conform strictly to the required safety regulations without exception.
- xiv The Organiser/Venue/Official Contractor reserve the right to disconnect the electrical supply to any installation which in the opinion of our Electrical Chergeman, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- xv Orders are valid only when accompanied by full remittance.

**\* Payment should be in favour of : -"FEGEN (M) SDN BHD", bank details will be stated in the invoice.**

**\*\* Kindly fax 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 50% will be imposed on all the optional items after above mentioned deadline. A surcharge of 100% 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.
- \* 50% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation after **1 Sept 2016**.

**\* This is not an invoice.**

**Do not pay for these items until you have received an official invoice from FEGEN (M) SDN BHD  
All cancellations must be made in writing to FEGEN (M) SDN BHD**

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

Company Name	Stand No.
Address	
Tel	Fax
E-Mail	Date
Person In-Charged	Signature & Co. Stamp



<p><b>FORM 6</b></p> <p><b><u>SERVICE LOCATION PLAN</u></b></p>	<p>Return this form to :</p> <p><b>FEGEN (M) SDN BHD</b>          Tel : + 60 3 6280 3145          Fax : + 60 3 6280 3187          Email : <a href="mailto:info@fegen.com.my">info@fegen.com.my</a></p>
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**IMPORTANT NOTE !**

**Deadline : 1 September 2016**

- i. Sketch the location of your utilities, such as Lighting / Socket / Connection point / Refrigerator / Shelf Furniture including your entitlement for Standard Shell Scheme Booth on the Form. It is imperative that you complete this form as it will be used to install your requirement in the correct location before you arrive on-site.
- ii. **Please ensure that the positions of the lights are on the walls or fascia (unless your booth has an interior structure to which they can be attached).**
- iii. If the location plan of any service is not submitted, it will be placed at the discretion of the official event contractor and any relocation to exhibitor.

Back Wall

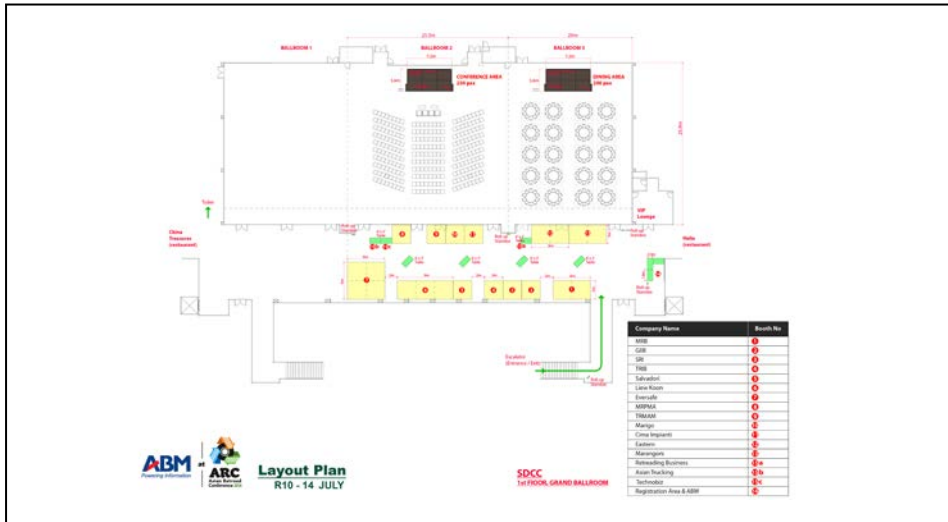

\* Side wall / Open

\* Side wall / Open

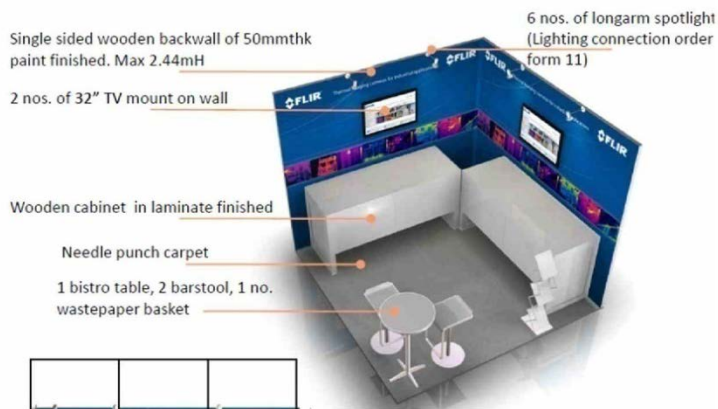
Open

Symbol	
—	4ft Fluorescent Tube
◁	Spotlight
◁—	Armed Spotlight
⌘	Armed Halogen Spot
⊗	Halogen Down Light
⊠	Flood Light
⊠—	Armed Flood Light
⏚	13Amp S/P PP
⏚ <sub>24Hrs</sub>	13Amp S/P PP (24 Hrs)
⏚ <sub>15A</sub>	15Amp S/P PP

## Design Submission Guideline



### Booth description



Side View

Top View

