

## CONTRACTOR BADGES FORM

Please use this form to order Contractor Badges for your contractors working on your booth. These badges can be purchased at RM10 each. SIX (6) Contractor Badges will be issued for 9 sq. metre of construction up to a **maximum of fifty (50) badges per contractor**. Contractor Identification Badges can be replaced at a cost of RM20.00 per badge. These badges are valid during the build-up and tear down period only.

This form must be returned to MATTA FAIR® NOV 2021 Secretariat by **29 OCTOBER 2021** with full payment. Please make cheque payable to '**MICEM SDN BHD**'.

(Email: [mattafair@matta.org.my](mailto:mattafair@matta.org.my))

Name of account: **MICEM Sdn Bhd**  
Account number: **320 919 373 6**  
Swift code: **PBBEMYKL**

Name of bank: **Public Bank Berhad**  
Bank address: **Bandar Sunway Branch**

Organisation/Exhibitor :

Telephone :  Fax :

Email :

Total Number of Booth(s) :

Booth Number(s) :

Name of Contractor :

No. of Contractor Badges Required :

Requested By:

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_ Company Stamp : \_\_\_\_\_

**Form 1 a :**  
**SPACE-ONLY BOOTH**  
**(Refundable Performance Bond)**

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :  
**MATTA**

Email: [mattafair@matta.org.my](mailto:mattafair@matta.org.my)

Please tick ( ✓ ) as appropriate :

- We appointed INNOGEN SDN BHD as our Booth Contractor.  
 We do require Outside Contractor, details as follows.

**DEADLINE: 29 OCTOBER 2021**

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

**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	Total (RM)
1	Refundable Performance Bond	RM 3,000.00	36 sqm & below	
		RM 5,000.00	37 sqm & above	

- Please prepare the invoice for above items and bill to us.  
 Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you. Please ignore it if details same as below.

Company Name			
Company Address			
Company Tel No.	Company Fax No.		
Attention to			
Mobile No.			
Email Address			

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: MATTA

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**SPACE-ONLY BOOTH**  
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Return this form to :  
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**DEADLINE: 29 OCTOBER 2021**

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**Please tick ( ✓ ) for Payment Option**

Bank charges of selected payment option will be reflected on the invoice.

*\*Please note that the bank charges is non-refundable.*

- |  |   |
|--|---|
| <input type="checkbox"/> VISA / MASTER (Credit Card) | <input type="checkbox"/> Wire Transfer ( <i>Overseas Transaction</i> )<br><input type="checkbox"/> USD <input type="checkbox"/> SGD |
| <input type="checkbox"/> Malaysia Cheque             | <input type="checkbox"/> Local Interbank GIRO (IBG)   |

**Important Note !**

- For Space-Only Booth, kindly email a set of detailed scaled, dimensional and perspective drawings showing the proposed design of the booth in jpeg file to the Official Contractor ([info@innogen.com.my](mailto:info@innogen.com.my)).
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
  - Non-Refundable Administration Fees
  - Refundable Performance Bond
  - Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.)

- Payment should be in favour of :- "MICEM Sdn. Bhd."** bank details will be stated in the invoice.  
*\*\*Please fax to us a copy of your payment slip for confirmation.*

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.

- This is not an invoice.**  
Do not pay for these items until you have received an official invoice from MATTA.

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: MATTA