

ADDITIONAL EXHIBITOR BADGES FORM

Please use this form to order Additional Exhibitor Badges for your exhibitors at your booth. A maximum of FIVE (5) badges will be issued free of charge per booth (9 sq. m). Additional Exhibitor Badges can be purchased up to maximum of three (3) badges per booth for Exhibitors in categories A and B. Additional badges can be purchased at RM10 each. **Badges payment on site shall be charged at RM50 each.**

A completed exhibitor's badges form must be submitted to MATTA FAIR® PENANG Secretariat by **15 February 2019** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (Email: mfpenang@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 :

Address :

Tel : H/P : Fax :

Email :

Total Number of booths :

No. of Exhibitors' Badges (FOC) :

Additional Badges Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

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 per badge. These badges are valid during the build-up and tear down period only.

This form must be returned to MATTA FAIR® PENANG APRIL 2019 Secretariat by **15 February 2019** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (Email: mfpenang@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 : _____

FEEDBACK FORM

This form must be used for feedback based on MATTA FAIR® PENANG APRIL 2019 Rules & Regulations and should be submitted to the MATTA Secretariat by **12 April 2019** together with the Statistic Evaluation Form.

ISSUES:

Company : _____

Booth Number(s) : _____

Nature of Feedback : _____

PARTICULARS OF PERSON GIVING THE FEEDBACK:

Name : _____

Designation : _____

Signature : _____ Company Stamp : _____

STATISTIC EVALUATION FORM

This form is to be completed & returned to MATTA FAIR PENANG APRIL 2019 secretariat by **12 April 2019**. Reply by email to *mfpenang@matta.org.my*. **This is one of the conditions for us to process the refund of your security deposit.**

	Amount (RM)
1. Total Sales of Domestic Tour/Hotel Packages/Entrance Tickets :	<input type="text"/>
2. Total Sales of Outbound/Umrah Tour Packages :	<input type="text"/>
3. Total Sales of Air Tickets:	<input type="text"/>
4. Total Sales of Other Items, if any : (Please specify)	<input type="text"/>
<input type="text"/>	
Grand Total in Sales :	<input type="text"/>

The Top 3 Domestic Tour/Hotel Packages/Entrance Tickets sold:

State (s) : 1) _____
2) _____
3) _____
% of Total Sales : _____

The Top 3 Outbound Tour/Umrah Packages sold :

Country (s) : 1) _____
2) _____
3) _____
% of Total Sales : _____

Name : _____
Designation : _____
Company: _____
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: mfpenang@matta.org.my

Deadline: 22 March 2019

Please tick (✓) as appropriate :

- We appointed **XXXXXX** as our Booth Contractor.
 We do require Outside Contractor, details as follows.

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-charge
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: MATTA

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

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Return this form to :
MATTA
Email: mfpenang@matta.org.my

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Deadline: 22 March 2019

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.*

VISA / MASTER (Credit Card)
**subjected to bank charges*

Wire Transfer
**for overseas transaction is subjected to RM100 bank charges*

Malaysia Cheque

Internet Banking
**for overseas transaction is subjected to RM100 bank charges*

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 ([XXXXXX](#)) and to Organiser (mfpenang@matta.org.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 (to be paid to Official Contractor)
 - Refundable Performance Bond (to be paid to Organizer)
 - Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall Rules and Regulations.) (to be paid to Official Contractor)
- Price for goods and service supplied or work done are subject to Goods & Service Tax (GST) or other taxes, if applicable at the prevailing tax rate.

- Payment should be in favour of :- "MICEM Sdn. Bhd." bank details will be stated in the invoice.**

*** Please email 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-charge
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: MATTA