

MATTA FAIR[®]

MELAKA

Melaka International
Trade Centre (MITC)

18 - 20 AUGUST 2017

10am-9pm

www.matta.travel

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 + GST before TBA. Badges payment on site shall be charged at RM50 + GST each.

A completed exhibitor's badges form must be submitted to MATTA FAIR[®] MELAKA 2017 Secretariat by **Thursday, 27 JULY 2017** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (email: mattafair@matta.org.my)

Name of account: **MICEM Sdn Bhd**
Account number: **195 – 304 – 869 – 3**
Swift code: **UOVBMK10K3**

Name of bank: **United Overseas Bank (Malaysia) Bhd.**
Bank address: **Jalan Pudu Branch, 408 – 410 Jalan Pudu,
55100 Kuala Lumpur**

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 : _____

MATTA FAIR®

MELAKA

Melaka International
Trade Centre (MITC)

18 - 20 AUGUST 2017

10am-9pm

www.matta.travel

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 + GST. SIX (6) Contractor Badges will be issued for 9 sq. metre of construction up to a maximum of fifty (50) badges per contractor. These badges are valid during the build-up and tear down period only.

This form must be returned to MATTA FAIR® MELAKA 2017 Secretariat by **Thursday, 27 JULY 2017** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (email: mattafair@matta.org.my)

Name of account: **MICEM Sdn Bhd**
Account number: **195 – 304 – 869 – 3**
Swift code: **UOVBMK10K3**

Name of bank: **United Overseas Bank (Malaysia) Bhd.**
Bank address: **Jalan Pudu Branch, 408 – 410 Jalan Pudu,
55100 Kuala Lumpur**

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 : _____

MATTA FAIR[®]

MELAKA

Melaka International
Trade Centre (MITC)

18 - 20 AUGUST 2017

10am-9pm

www.matta.travel

FEEDBACK FORM

This form must be used for feedback based on MATTA FAIR[®] MELAKA 2017 Rules & Regulations and should be submitted to the MATTA Secretariat by **Friday, 25 AUGUST 2017** 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 Secretariat, Kuala Lumpur by **Friday, 25 AUGUST 2017**. Reply by email to mattafair@matta.org.my. **This is one of the conditions for us to process the refund of your performance bond.**

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

The Top 3 Domestic Tour/Hotel Packages sold:

State : 1)	<input type="text"/>
2)	<input type="text"/>
3)	<input type="text"/>
% of Total Sales :	<input type="text"/>

The Top 3 Outbound Tour Packages sold :

Country (s) : 1)	<input type="text"/>
2)	<input type="text"/>
3)	<input type="text"/>
% of Total Sales :	<input type="text"/>

Name :	<input type="text"/>
Designation :	<input type="text"/>
Company:	<input type="text"/>
Date :	<input type="text"/>
Company Stamp :	<input type="text"/>

Form 8a:
SPACE-ONLY BOOTH
(Refundable Performance Bond)
(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MATTA

Email: mattafair@matta.org.my

Please tick (✓) as appropriate :

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

Deadline: 10 August 2017

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 MATTA.

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	

*GST not applicable to above RPB.

- 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

Form 8a: SPACE-ONLY BOOTH (Refundable Performance Bond)

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MATTA

Email: mattafair@matta.org.my

2/...

Deadline: 10 August 2017

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.*

Malaysia Cheque

Internet Banking

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

Wire Transfer

**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 (info4mitcsysyem@gmail.com)
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
 - a. Sub-Contractor performance form
 - b. Refundable Performance Bond
 - c. Initial on the Exhibitors Manual (to ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.)
- 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 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.

Bank details:

Name of account: **MICEM Sdn Bhd**
Account number: **195 – 304 – 869 – 3**
Swift code: **UOVBYK10K3**

Name of bank: **United Overseas Bank (Malaysia) Bhd.**
Bank address: **Jalan Pudu Branch, 408 – 410 Jalan Pudu,
55100 Kuala Lumpur**

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

MATTA FAIR[®]

MELAKA

Melaka International
Trade Centre (MITC)

18 - 20 AUGUST 2017

10am-9pm

www.matta.travel

**Form 8b:
SPACE-ONLY BOOTH
(Non-Refundable Administration Fees)**

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MITC SYSTEMS SDN BHD
Fax: 03-8723 4970
Email: info4mitcsystem@gmail.com

Deadline: 10 August 2017

Please complete this form and return it to MITC SYSTEMS SDN BHD, if you are using a contractor other than MITC SYSTEMS SDN BHD for your booth construction and/or interior design

Details of the stand fitting contractor/stand decorator:

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

No.	Item	Unit Price (RM)	Total Booth Area	Total (RM)
1.	Non-refundable Administrative Fee	10.00/sqm*	sqm	

*Price includes 6% GST

Please Note:

- For "space only", please submit technical drawings in duplicate (original drawings and not facsimile copies) or email in JPEG file to the Official Contractor (info4mitcsystem@gmail.com)
- For shell scheme booths, such drawings are only required if upgrading work is being carried out.
- All contractors other than the Official Contractor, must submit/place a :
 - Non-refundable Administrative Fees of RM10.00/sqm
 - Sign an undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and the hall regulations.

KINDLY REMIT YOUR PAYMENT TO:

Bank Drafts / Cash Only

ADMINISTRATIVE FEES

Account Name : MITC SYSTEM SDN. BHD. Account Number: 1202-4001-0079-788 (Current Account) Name of Bank : Alliance Bank Malaysia Berhad And crossed : "Account Payee Only"
--

Guarantee Letter

MELAKA INTERNATIONAL TRADE CENTRE Level 2, Convention Centre, MITC Complex, Jalan Konvensyen, Hang Tuah Jaya, 75450 Ayer Keroh, Melaka Tel: +60 6 233 3337 Fax: +60 6 233 3350 Email: suresh@mitc.org.my
--

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

Company:	Booth No. :
Address:	
Tel:	Fax:
Email:	Date:
Person in charge:	Sign:

MATTA FAIR®

MELAKA

Melaka International Trade Centre (MITC)

18 - 20 AUGUST 2017

10am-9pm

www.matta.travel

Form 11: ELECTRICAL & LIGHTING

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MITC SYSTEMS SDN BHD

Fax: 03-8723 4970

Email: info4mitcsystem@gmail.com

EXHIBITING COMPANY : _____ Stand No : _____



















Person- in - charge : _____ H/P No : _____

Tel : _____ Fax : _____ Date : _____

All Exhibitor must order lighting and power requirements on this form, which must be returned by the due date.

**NB : Power point supplied are to be used for running equipment/exhibits only.
If used for lighting purposes, the following lighting connection charges will apply.**

Only the official contractor will be permitted to undertake electrical work in the exhibition area.

ITEM	SYMBOLS	WATT	UNIT PRICE (RM)	QTY	AMOUNT (RM)
LIGHTING & POWER POINT	4 ft Fluorescent tube		40	65.00	
	Spotlight		100	78.00	
	Spotlight with arm		100	91.00	
	LED Downlight	 LED	7	91.00	
	Flood Light with arm		70	260.00	
	Metal Halide		150	390.00	
	*Lighting connection (per fixture, Exclusive of hook-up)		Max 100w	26.00	
	*LED Lighting connection (per fixture, Exclusive of hook-up)	 LED		20.00	
	*LED Strip Lighting connection (per meter run, Exclusive of hook-up)	 LED strip		20.00	
Power Point For Machine Use	13 Amps, single - phase outlet			91.00	
	13 Amps, single - phase outlet (24 Hours)			182.00	
	15 Amps, single - phase outlet			117.00	
	15 Amps, single - phase outlet (24 Hours)			234.00	
	30 Amps, single - phase outlet			416.00	
	15 Amps, three - phase outlet			390.00	
	30 Amps, three - phase outlet			676.00	
	60 Amps, three - phase outlet			1,170.00	
	100 Amps, three - phase outlet			2,340.00	
SUBTOTAL :					
GST 6% :					
GRAND TOTAL :					

* Applies to lighting fixtures plugged into power points and where no connection is required of the official electrician.

* Electrical power supply is : Single-phase : 230V/50Hz ±6% | Three-phase : 415V/50Hz ±6%

KINDLY REMIT YOUR PAYMENT TO:

All money orders, bank drafts and/or company cheques shall be made payable to :
Account Name : MITC SYSTEMS SDN. BHD.
Account Number : 1202-4001-0079-788 (Current Account)
Name of Bank : Alliance Bank Malaysia Berhad
And crossed : "Account Payee Only"

Payment Type : CASH only (Ringgit Malaysia)

- Please make the payment to the Exhibition Official Contractor at the Official Contractor booth at the exhibition venue.

*Note: Late Orders & Orders without payment will not be guaranteed.

continue overleaf >>>

PRE-ORDER



















ON-SITE ORDER

Form 12: FURNITURE ON HIRE

Return this form to :
MITC SYSTEMS SDN BHD
Fax: 03-8723 4970
Email: info4mitcsystem@gmail.com

a. As stock is limited, late orders cannot be guaranteed. b. All items are on rental basis only.

Tick [✓] as appropriate: [] We do not require any of the items listed below. [] We require the following items on rental basis :

ITEM DESCRIPTION		UNIT PRICE (RM)	QTY	AMOUNT (RM)
	• Information Counter (1000mm x 500mm x 760mm ht)	65.00		
	• Square Coffee Table (600mm x 600mm x 500mm ht)	78.00		
	• Square Table (600mm x 600mm x 760mm ht)	91.00		
	• Round Table (800D x 780mm ht)	104.00		
	• Black PVC Folding Chair (400mm x 400mm x 780mm ht)	20.00		
	• Black PVC Sofa (560W x 710D x 760mm ht)	247.00		
	• Easy Arm Chair	104.00		
	• Bar Stool	78.00		
	• Basket	11.00		
	• Shelf - Flat/Slope (1000mm L x 300mm W)	59.00		
	• Lockable Cupboard (1000mm x 500mm x 760mm ht)	143.00		
	• Square Display Cube (500mm x 500mm x 500mm ht)	104.00		
	• Tall Display Cube (500mm x 500mm x 760mm ht)	130.00		
	• Low Glass Showcase	390.00		
	• High Glass Showcase c/w 1 no Downlight	650.00		
	• Refrigerator	585.00		
	• Bar Refrigerator	390.00		
	• Brochure Rack	91.00		
	• Carpet (per sqm)	16.00		
		SUBTOTAL :		
		GST 6% :		
		GRANDTOTAL :		

Exhibitor's Company Name : _____

Person- in - charge : _____ H/P No : _____

Tel : _____ Fax : _____ Booth /Stand No : _____ Date : _____

KINDLY REMIT YOUR PAYMENT TO:

PRE-ORDER

All money orders, bank drafts and/or company cheques shall be made payable to :
Account Name : **MITC SYSTEMS SDN. BHD.**
Account Number : **1202-4001-0079-788** (Current Account)
Name of Bank : **Alliance Bank Malaysia Berhad**
And crossed : "Account Payee Only"

ON-SITE ORDER

Payment Type : CASH only (Ringgit Malaysia)

- Please make the payment to the Exhibition Official Contractor at the Official Contractor booth at the exhibition venue.

**Note: Late Orders & Orders without payment will not be guaranteed.*