

ADDITIONAL EXHIBITOR BADGES FORM

A maximum of FIVE (5) badges will be issued free of charge per booth (9sq.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 purchased and paid on site at the VENUE shall be charged at RM40 each.**

A completed exhibitor's badges form must be submitted to **MATTA FAIR® SEPTEMBER 2023** Secretariat by **4 AUGUST 2023** with full payment. (Email: 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 :

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

Contractor Badges can be purchased at RM10.00 per badge. **Badges purchased and paid on site at the VENUE shall be charged at RM40 each.**

Contractor Badges can be replaced at a cost of RM20.00 per badge. Contractor Badges are valid only for build-up and teardown days and not during the 3 days of the MATTA FAIR®.

This form must be returned to **MATTA FAIR® SEPTEMBER 2023** Secretariat by **4 AUGUST 2023** with full payment. (Email: 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

Please tick (✓) as appropriate :

- We appointed **QUBE INTEGRATED MALAYSIA** as our Booth Contractor.
 We do require Outside Contractor, details as follows.

DEADLINE: 4 AUGUST 2023

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			

Please provide us the bank details in order for us to process the Performance Bond refund after the Fair

Name of Account	
Account Number	
Name of Bank	

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

DEADLINE: 4 AUGUST 2023

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 bowie.khuah@qube.com.my
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
 - a. Non-Refundable Administration Fees
 - 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.)

• **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