

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 RM40 each.**

A completed exhibitor's badges form must be submitted to MATTA FAIR® MARCH 2019 Secretariat by **31 JANUARY 2019** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (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

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® MARCH 2019 Secretariat by **31 JANUARY 2019** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (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 : _____

COMPLIMENTARY TICKET ORDER FORM

Please use this form to order Complimentary Tickets to the MATTA FAIR® MARCH 2019 for your guests/clients. These complimentary tickets can be purchased at RM1 each and are not for resale.

This form must be returned by **31 JANUARY 2019** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (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 :

Telephone : Fax :

Email :

Booth Number(s) :

No. of Complimentary Tickets Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

FEEDBACK FORM

This form must be used for feedback based on MATTA FAIR® MARCH 2019 Rules & Regulations and should be submitted to the MATTA Secretariat by **22 MARCH 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 Secretariat, Kuala Lumpur by **22 MARCH 2019**. Reply by email to mattafair@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 :

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: 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.

DATELINE: 12 FEB 2019

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

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

DATELINE: 12 FEB 2019

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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>)
<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).
- 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

Form 1 b :
SPACE-ONLY BOOTH
(Non-Refundable Administration Fees)

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Please tick (✓) as appropriate :

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

DATELINE: 12 FEB 2019

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	Non-Refundable Administration Fees	RM 10.00 /sqm	sqm	
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.

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 1 b :
SPACE-ONLY BOOTH
(Non-Refundable Administration Fees)

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

2/...

Please tick (✓) for Payment Option

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

- | | |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> VISA / MASTER (Credit Card) | <input type="checkbox"/> Wire Transfer (Overseas Transaction)
<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).
- 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 :- "INNOGEN 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 INNOGEN SDN BHD.
All cancellations must be made in writing to INNOGEN SDN BHD.

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 1c :
INDEMNITY FORM

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

Rules & Regulations to All Non-Official Contractor

Show Name : **Matta Fair® March 2019**
Build-Up : **14th March 2019**
Teardown : **18th March 2019**

The Stand Builder is responsible for ensuring that each stand complies with the Venue's and/or authorities' guideline/requirement. The Organiser, Venue and Innogen 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 Stand Builder and subject to on-site supervision if necessary.

It is the responsibility of the Stand Builder to ensure the followings :

1. Each stand does not exceed the designated zone built height restriction
2. The approved stand size fits into the stand's footprint
3. To cross-check the stand design plan against the exhibition floor plan

Please refer to the term "designated zone" which are potentially low ceiling areas within the Centre's premises. Hence the need to comply with the "designated zone" build height restriction.

All temporary structure build for exhibitions or events must possess adequate strength and stability and functioning during construction and throughout the duration 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 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 : General Rules and Regulations

1. All non-official contractors are required to registered with the Official Main Exhibition Contractor.
2. No build-up materials be allowed to pile into the aisle/gangways, obstruct fire exit door and fire fighting equipment . Please remember to keep your entire materials inside your stand at all times.
3. No blockage to Entrance/Exit Doors/Fire Hose Reel/Fire Extinguisher - No materials/ products are allowed to be put at doorway during set up or tear down as part of clearance for emergency exit route. Your cooperation is greatly appreciated.
4. A covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
5. No consumption of food items is allowed in the Hall.
6. 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 materials is strictly prohibited unless treated with fire retardant.
7. No persons under 18 years old age are permitted to enter or work on the premises.
8. Smoking is not allowed at any time in the Halls and associated work areas.
9. All contractors must wear a pass supplied by the Event Organiser or the Official Exhibition Contractor all the times when entering the Hall.
10. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.

Form 1c :
INDEMNITY FORM
(Compulsory to Space-Only Booth Appointed Contractor)

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Email: info@innogen.com.my

DATELINE: 12 FEB 2019

11. 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.
12. Proper scaffolding, including ladders and work platforms, must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
13. Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel may be evicted from site.
14. Any person caught committing unsafe work practises and or non-compliance activities will be prohibited from working in Centre.

Part 2 : Matta Fair® March 2019 – Construction Rules and Regulations

- All booths regardless must be carpeted.
- Maximum structure height are as follows:

Hall	Booth Height Restriction
1	Maximum – 4m
	Maximum Under Mezzanine – 4m
	Maximum for perimeter booth – 4m.
	Booth designs must not obstruct air-cond ducts (inlets & outlets) and must strictly adhere to specification as per "Appendix A-Diagram 6", page 24 (refer to manual)
	Maximum booth height for Double Decker – 6m
1M	Maximum – 4m
2	Maximum for island at centre of hall – 4m
	Maximum for perimeter booth – 2.5m. Booth designs must not obstruct air-cond ducts (inlets & outlets) and must strictly adhere to specification as per "Appendix A-Diagram 6", page 24 (refer to manual)
3	Maximum – 3m
4	Maximum – 4m
	Maximum under low ceiling & Mezzanine floor – 3m
5 & foyer	Maximum inside hall – 4m
	Maximum at foyer – 3.5m
	Maximum under low ceiling – 3m
Linkway	Maximum – 3m

- All booth must be constructed with back and side walls, except island booth which do not require any walls.
- Wall construct along the booth perimeter, must be 1/3 length of the width or length of the booth size and height do not exceed hall's booth height restriction.
- Wall longer than 1/3 length of width or length of booth size, must be set back inside booth area not less than 1m from perimeter with height do not exceed halls's booth height restriction.
- All partition wall above 2.44m which is facing the neighbor booths or aisle must be nicely back-clad, lighted & decorated on both sides and painted finish, if any.
- One corner booth, a back wall and one side wall must be constructed while 2-cornered or perimeter booth require a back wall only.
- Strictly no sawing in the hall.
- Where a structure such as wall or sign exceeds the height of neighbouring booth, exhibitor with the higher wall must decorate the visible portion to a standard acceptable by Organiser.
- For any platform proposed in the stand design, round edge is required at the four corners of platform. The "Caution Tape" at your own cost is deem necessary at all edging of platform that may caused hazard to the visitors.

Form 1c :
INDEMNITY FORM

(Compulsory to Space-Only Booth Appointed Contractor)

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Email: info@innogen.com.my

DATELINE: 12 FEB 2019

- 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.
- 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.
- Clearance of construction waste materials and paint - kindly ensure your workers to clear all the waste construction materials / paint from the exhibition hall or loading bay during installation and tear down. It is the responsible of the appointed contractor of the above mentioned requirement. Any materials found not disposed off or disposed in the Venue's dustbin skip will be charged a disposal fee and deducted from the performance bond accordingly.
- Kindly ensure your booth does not exceed the booth area as it is strictly not allowed.
- Organiser reserves the right to require Exhibitor to change, modify, lower or shorten any back and/or side walls proposed in drawings if, in the opinion of Organiser, such walls will obstruct the reasonable exposure of any adjacent exhibition booths.
- All lighting connection work must be done by the Official Electrical Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly and any additional lighting connection found on-site which is not declared or ordered before on-site will be charged according to on-site rate with immediate settlement. Failing to do so, electricity to the concerned booth will be terminated without further notice.
- **Lighting plan** to be provided with lighting order. The plan must indicate type of lighting with watt , location and quantity.
- All electrical orders must be **FULLY PAID** before Innogen proceed with installation or connecting work. Innogen is not responsible for any delay in booth completion arise from unsettlement of payment.
- A socket must be used for one exhibit at a time. Multi-point connection is **STRICTLY PROHIBITED** to prevent the risk of power overload.
- For custom design stands, RM 10.00 per sqm (minimum levy RM100.00) non-refundable administrative fee shall be made to Innogen Sdn Bhd before or on 12th February 2019. A cheque for RM 3,000.00 / RM 5,000.00 performance bond must be prepared and provided to MICEM Sdn Bhd before move in.
- Should there be any damages arising directly or indirectly from any infringement or/and outstanding amount owe to the Official Contractor and Organiser, the Official Contractor is authorised to bank in the performance bond and deducted the said amount without prior notice.
- Should there be any non-conformance activities found during the build-up & teardown period, it will be reported to Organiser and Venue for further actions.

Form 1c :
INDEMNITY FORM
(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

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.

Name :
Designation:
Date:
Company stamp :

- * Please return the above acknowledged copy via email (scan copy) or fax.
- * Without signing this form, entrance to the Halls will not be permitted.

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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Form 2 : ELECTRICAL & LIGHTING

(Compulsory to Space-Only Booth Exhibitor / Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

- 1) The 9 sqm Shell Scheme Package Includes Two (2) 40w fluorescent tube and One (1) 13Amp Single Phase Socket (max. 500w). Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require ADDITIONAL lighting items, please use this requisition form.
- 3) Exhibitors / their appointed contractors occupying SPACE-ONLY must order electrical and lightings requirements using this form.

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 12/02/2019	13/02/2019 – 12/03/2019		
Electrical Fittings – Equipment and fittings on hire from the official contractor:						
Normal Type						
INN101	Fluorescent Tube 4ft	40w	70	91		
INN101a	Fluorescent Tube 4ft (Loose Set)	40w	75	98		
INN102	Spotlight	100w	75	98		
INN103	Arm Spotlight	100w	80	104		
INN104	Halogen Spot	50w	90	117		
INN105	Arm Halogen Spot	50w	95	124		
INN106	Metal Halide	70w	350	455		
INN107	Metal Halide	150w	480	624		
INN108	Tracklight (with Halogen Spot)	50w x 3	350	455		
INN109	Flood Light	300w	190	247		
INN110	Arm Flood Light	300w	200	260		
INN111	Halogen Down Light	50w	90	117		
INN112	AR111 (with Halogen Down Light)	50w x 3	400	520		
LED Type						
LED1	LED Spotlight (Warm Light)	10w	90	117		
LED2	LED Spotlight (White Light)	10w	90	117		
LED3	LED Arm Spotlight (Warm Light)	10w	95	124		
LED4	LED Arm Spotlight (White Light)	10w	95	124		
LED5	LED Halogen Down Light (White Light)	9w	105	137		
Lighting Connection – Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor:						
INN115a	Lighting Connection (max. 100W per bulb/tube)	max. 100w per bulb/tube	60	78		
INN115b	Lighting Connection for LED Strip (max. 2mL per connection)	max. 2m length	60	78		
INN115c	Lighting Connection for LED Bulb (max. 2 bulbs/tubes per connection)	max. 2 bulbs/tubes	60	78		

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

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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 2 : ELECTRICAL & LIGHTING

(Compulsory to Space-Only Booth Exhibitor / Contractor)

Return this form to :
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Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

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No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 12/02/2019	13/02/2019 – 12/03/2019		
Power Point / Isolator – Equipment and fittings on hire from the official contractor: Power points are used for single machinery / electrical appliances / exhibits only, STRICTLY NOT for lighting purposes.						
INN113	13 Amp Single Phase Power Point	13A (max. 500w)	65	85		
INN113a	13 Amp Single Phase Power Point (24 Hours)	13A (max. 500w)	175	228		
	<i>Please specify the usage of 24 hrs supply :</i>					
INN114	15 Amp Single Phase Power Point	15A (max. 2000w)	85	111		
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.

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.			

Please tick (✓) for Payment Option

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

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

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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 2 :
ELECTRICAL & LIGHTING
(Compulsory to Space-Only Booth Exhibitor / Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

3/...

DATELINE: 12 FEB 2019

NOTES :

- All items above are quoted based on floor level installation.
- Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan" or lighting plan. Otherwise, the relocation on site will be charge to exhibitor at RM50.00 per unit/tube.
- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- All prices quoted include installation and standby maintenance.
- **Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.**
- **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.**
- **Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.**
- Own light fittings must include wirings and terminate at one point for connection by official electrical contractor.
- **A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- Exhibitor whose lighting fixtures / electrical appliances / machines / etc are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- All electrical installations must confirm strictly to the required safety regulations without exception.
- The Organiser / Venue / Official Contractor reserve the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chageman, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- Orders are valid only when accompanied by full remittance. **Installation & connection work will proceed once payment is FULLY PAID.**

• **Payment should be in favour of :- "INNOGEN 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.
- **A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.**
A surcharge of 50% 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.
- NOTICE OF CANCELLATION must be given by written to INNOGEN at least 7-days before build-up date, however, 30% cancellation fees will be imposed. For orders cancellation less than 7-days before build-up date and on-site order, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have delivered in good order and our company will not accept any complaint or claim thereafter.

• **This is not an invoice.**
Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.

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 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

- 1) The 9 sqm Shell Scheme Package Includes One (1) Information Desk, Two (2) White Folding Chair and One (1) Waste Paper Basket. Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require ADDITIONAL furniture items, please use this requisition form.

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 12/02/2019	13/02/2019 – 12/03/2019		
INN001	Information Desk	L1000 x D530 x H735	60	78		
INN002	Information Counter	L1030 x D535 x H1020	150	195		
INN003	Bistro Table	Dia 500 x H1100	120	156		
INN004	Round Table	Dia 900 x H755	105	137		
INN005	Square Table	L750 x D750 x H755	105	137		
INN006	System Coffee Table	L550 x D550 x H515	50	65		
INN007	Glass Top Coffee Table	L460 x D490 x H490	80	104		
INN008	Lockable Cabinet	L1000 x D530 x H735	90	117		
INN009	High Showcase without Lighting	L1030 x D535 x H2500	450	585		
INN010	Low Showcase without Lighting	L970 x D500 x H940	350	455		
INN011	Bar Stool	Dia 380 x H740	85	111		
INN012	Folding Chair	L435 x D435 x H790	25	33		
INN013	Conference Chair	L460 x D500 x H780	65	85		
INN014	Easy Arm Chair	L500 x D450 x H800	65	85		
INN015	Chrome Chair	L420 x D415 x H700	85	111		
INN016	Fabric Sofa	L520 x D750 x H780	95	124		
INN017	Leather Chrome Sofa	L860 x D800 x H800	125	163		
INN018	Display Plinth (Set)	-	265	345		
INN019	Display Plinth A	L535 x D535 x H500	60	78		
INN020	Display Plinth B	L535 x D535 x H750	85	111		
INN021	Display Plinth C	L535 x D535 x H1000	120	156		
INN022	Flat Shelf	L985 x D300	45	59		
INN023	Slope Shelf	L985 x D300	45	59		
INN024	Brochure Rack (4-tier)	L280 x D400 x H1100	120	156		
INN025	Book Shelf 6-tier Single-sided	L970 x D450 x H1940	210	273		

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

.../ 2

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 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

2 / ...

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 12/02/2019	13/02/2019 – 12/03/2019		
INN026	Book Shelf 4-tier Double-sided	L970 x D600 x H1400	240	312		
INN027	Refrigerator with 24hrs,13amp Single Phase Power Point (max 500w)	L520 x D560 x H1130	380	494		
INN028	Waste Paper Basket	-	5	7		
INN029	Coat Rack	L950 x D400 x H1500	120	156		
INN030	Display Board	L950 x H1200	65	85		
INN031	Folding Door	L950 x H2150	230	299		
INN032a	System Plant Trough (Set)	L1030 x D535 x H350	80	104		
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.

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.			

Please tick (v) for Payment Option

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

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

.../3

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 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

3/...

DATELINE: 12 FEB 2019

NOTES :

- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- Orders are valid only when accompanied by full remittance.

• **Payment should be in favour of :- "INNOGEN 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.
- A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.
A surcharge of 50% 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.
- NOTICE OF CANCELLATION must be given by written to INNOGEN at least 7-days before build-up date, however, 30% cancellation fees will be imposed. For orders cancellation less than 7-days before build-up date and on-site order, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have delivered in good order and our company will not accept any complaint or claim thereafter.

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

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 4 :
SERVICE LOCATION PLAN**

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

DATELINE: 12 FEB 2019

IMPORTANT NOTE !











- 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.
- **Please ensure that the position of the lights are on the walls or fascia (unless your booth has an interior structure to which they can be attached.)**
- If the location plan of any service is not submitted, it will be placed at the discretion of the official 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
	13Amp S/P PP (24 hrs)
	15Amp S/P PP

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



BASIC EXHIBITION FURNISHING GUIDE

FURNITURE



INN001
Information Desk
- L1000 x D550 x H735 -



INN002
Information Counter
- L1050 x D535 x H1020 -



INN003
Bistro Table
- Dia500 x H1100 -



INN004
Round Table
- Dia900 x H755 -



INN005
Square Table
- L750 x D750 x H755 -



INN006
System Coffee Table
- L550 x D550 x H515 -



INN007
Glass Top Coffee Table
- L460 x D490 x H490 -



INN008
Lockable Cabinet
- L1000 x D530 x H735 -



INN009
High Showcase
- L1030 x D535 x H2500 -



INN010
Low Showcase
- L970 x D500 x H940 -



INN011
Bar Stool
- Dia380 x H740 -



INN012
Folding Chair
- L435 x D435 x H790 -



INN013
Conference Chair
- L460 x D500 x H780 -



INN014
Easy Arm Chair
- L500 x D450 x H800 -



INN015
Chrome Chair
- L420 x D415 x H700 -



INN016
Fabric Sofa
- L520 x D750 x H780 -



INN017
Leather Chrome Sofa
- L860 x D800 x H800 -



INN018
Display Plinth (set)
- L970 x D600 x H1400 -



INN019
Display Plinth A
- L535 x D535 x H500 -



INN020
Display Plinth B
- L535 x D535 x H750 -



INN021
Display Plinth C
- L535 x D535 x H1000 -



INN022*
Flat Shelf
- L985 x D300 -



INN023*
Slope Shelf
- L985 x D300 -



INN024
Brochure Rack
4-tier
- L280 x D400 x H1100 -



INN025
Book Shelf
6-tier Single-sided
- L970 x D450 x H1940 -



INN026
Book Shelf
4-tier Double-sided
- L970 x D600 x H1400 -



INN027
Refrigerator
- L520 x D560 x H1130 -



INN028
Waste Paper Basket



INN029
Coat Rack
- L950 x D400 x H1500 -



INN030*
Display Board
(Red / Black)
- L950 x H1200 -



INN031*
Folding Door
- L950 x H2150 -



INN032*
System Plant Trough
- L1030 x D535 x H350 -

* only attachable on system wall

ELECTRICAL & LIGHTING



INN101
40w
Fluorescent Light



INN102
100w
Spotlight



INN103
100w
Arm Spotlight



INN104
50w
Halogen Spot



INN105
50w
Arm Halogen Spot



INN106
70w
Metal Halide



INN107
150w
Metal Halide



INN108
50w x 3
Tracklight
(with Halogen Spot)



INN109
300w
Flood Light



INN110
300w
Arm Flood Light



INN111
50w
Halogen Down Light



INN112
50w x 3
AR111
(with Halogen Down Light)



INN113
13Amp Single Phase
Power Point (max. 500w)



INN114
15Amp Single Phase
Power Point (max. 2000w)

INNOGEN SDN. BHD. (Co. No: 490655-W)

No. 1, Jalan Perusahaan 1, Taman Industri Selesa Jaya, 43300 Balakong, Selangor, Malaysia.
Tel: +60 3-8961 1108 Fax: +60 3-8961 0687 General Enquiry: info@innogen.com.my

www.innogen.com.my

Notes :-

1) All dimension is in millimeters (mm).

2) Innogen reserves the right to substitute the product with similar item at any time without prior notice.

3) All items is on rental and first-come-first-serve basis.

TELEPHONE ORDER FORM



PUTRA WORLD TRADE CENTRE
MALAYSIA
CONVENTION EXHIBITION VENUE

Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Category	Qty	Installation Fee (RM)	Rental Fee (RM)	Deposit for calls (RM)	Security Deposit (RM)	Total Cost (RM)
1	A - International Direct Dialing		350.00	50.00	1000.00	250.00	
2	B - Local Direct Dialing		350.00	50.00	600.00	250.00	
3	C - Receiving Calls Only		350.00	50.00	-	250.00	
GRAND TOTAL							

Notes :-

- Above rates are for each unit of telephone per durations of event.
- Lines given are through PWTC PABX system
- To call out, please press "9" and followed by the number required (Telephone & Fax only)
- For 'Credit Card Machine', please configure the machine to start with the number "9" (Configure by Bank Technician)**
- Billing for calls will be through the computerised billing system and copy can be furnished upon request.
- Services charge @ 10% will be imposed on call charges. The service charge will be deducted from the security deposit**

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Name of Bank : CIMB Bank Berhad

Account Number: 8000 632 173 / Swift Code CIBBMYKL
Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

INTERNET ACCESS APPLICATION FORM



PUTRA WORLD TRADE CENTRE
MALAYSIA
CONVENTION EXHIBITION VENUE

Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

Category	Qty	Services	Charges (RM)	Unit (RM)
Exhibition and Conference		Internet Access of 10Mbps (One Day) One (1) Share Hub System Monitoring for 24 Hours Standby Services (First Day Only) On Call Services (Subsequent Days)	990.00	
Optional		Additional or Subsequent Day (s)	290.00 per day	
Optional		LAN Wiring	150.00 (10 M)	
Optional		Switch Hub (Rental Basis)	900.00 per duration	
Optional		WiFi (Est 30-40 WiFi Connection)	550.00 per duration	
Grand total				

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank
Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- Each dedicated connection (10Mbps) is limited to a maximum of 10 PCs / Terminal
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Organiser / Exhibitors which acquire this services would not be allowed to resell to other parties.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Name of Bank : CIMB Bank Berhad

Account Number: 8000 632 173 / Swift Code CIBBMYKL
Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

AUDIO VISUAL ORDER FORM



PUTRA WORLD TRADE CENTRE
MALAYSIA
CONVENTION EXHIBITION VENUE

Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Particulars	Qty	No. of Days	Unit / Day (RM)	Cost (RM)
1	42" Plasma TV			900.00	
2	52" Plasma TV			1100.00	
3	60" Plasma TV			1700.00	
4	LCD Projector 2000 Ansi Lumens			900.00	
5	DVD Player			110.00	
6	Security Deposit			2000.00	
	Service Charge (SC) @ 10%				
				GRAND TOTAL	

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made at least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Account Number : 8000 632 173 / Swift Code CIBBMYKL
Name of Bank : CIMB Bank Berhad
Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

POTTED PLANT ORDER FORM



PUTRA WORLD TRADE CENTRE
MALAYSIA
CONVENTION EXHIBITION VENUE

Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Type of Plants	Pot / Per Day (RM)	No. of Day	Qty	Cost (RM)
1	Big Plants (5' - 7' Height) Yellow Palm / Macarthur Palm	7.50			
2	Medium Plants (2' - 4' Height) Yellow Palm Japanese or Chinese Bamboo	6.00			
3	Small Plants (Small Pots or Polybags) Japanese Bamboo	5.00			
Service Charge (S/C) @10%					
GRAND TOTAL					

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-
Name of Account : Putrade Property Management Sdn Bhd
Account Number : 8000 632 173 / Swift Code CIBBMYKL
Name of Bank : CIMB Bank Berhad
Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT