

## 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® MARCH 2024** Secretariat by **23 FEBRUARY 2024** with full payment. (Email: [mattafair@matta.org.my](mailto:mattafair@matta.org.my))

Name of account	: MICEM Sdn Bhd	Name of bank	: Public Bank Berhad
Account number	: 320 919 373 6	Bank address	: Bandar Sunway Branch
Swift code	: PBBEMYKL		

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® MARCH 2024** Secretariat by **23 FEBRUARY 2024** with full payment. (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 1a:**

**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 as:

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

**DEADLINE: 23 FEBRUARY 2024**

**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 / Stand Decorator**

Company Name of Appointed Contractor	
Contact Person	
Designation	
Office No.	
Mobile No.	
Email Address	
Company Address	

No	Item	Unit Price (RM)	Total Booth Area	Total (RM)
1	<b>Refundable Performance Bond</b>	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 of details same as above.

Company Name	
Attention to	
Company Tel No.	
Mobile No.	
Email Address	
Company 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 1a:

## 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)

**DEADLINE: 23 FEBRUARY 2024**

### 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](mailto:bowie.khuah@qube.com.my)
- All Independent Contractor 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 rules and regulations.)

- **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 reply 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.	
Person In-charged	
Office No.	
Mobile No.	
Address	
Signature & Co. Stamp	
Date	