

## 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® APRIL 2022** Secretariat by **18 MARCH 2022** with full payment. Please make cheque payable to 'MICEM SDN BHD'.

(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 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.

**DEADLINE: 18 MARCH 2022**

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](mailto:mattafair@matta.org.my)

**DEADLINE: 18 MARCH 2022**

2/...

**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 (Overseas Transaction) |
|  | <input type="checkbox"/> USD <input type="checkbox"/> SGD     |
|  | <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](mailto: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

## FEEDBACK FORM

This form must be used for feedback based on **MATTA FAIR® APRIL 2022** Rules & Regulations and should be submitted to the MATTA Secretariat by **15 APRIL 2022** together with the Statistic Evaluation Form.

### ISSUES:

Company : \_\_\_\_\_

Booth Number(s) : \_\_\_\_\_

Nature of Feedback : \_\_\_\_\_

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### 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 **15 APRIL 2022**. 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 Cruise:	<input type="text"/>
4. 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/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 : \_\_\_\_\_

### TELEPHONE ORDER FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd  
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	
						<b>SUBTOTAL</b>	
						Services Charge (S/C) @ 10%	
						Sales & Service Tax (SST) @ 6%	
						<b>GRAND TOTAL</b>	

Notes :-

- Above rates are for each unit of telephone per durations of event.
- Lines given are through WTC 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.
- SST @ 6% will be imposed on installation, rental fee and call charges. The SST charges 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



Please complete the form below and return to Putrade Property Management Sdn Bhd  
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	
			<b>SUBTOTAL</b>	
			Sales & Service Tax (SST) @ 6%	
			<b>GRAND TOTAL</b>	

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



Please complete the form below and return to Putrade Property Management Sdn Bhd  
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	
				<b>SUBTOTAL</b>	
				Service Charge (SC) @ 10%	
				Sales & Service Tax (SST) @ 6%	
				<b>GRAND TOTAL</b>	

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**



### POTTED PLANT ORDER FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd  
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			
<b>SUBTOTAL</b>					
Services Charge (S/C) @ 10%					
Sales & Service Tax (SST) @ 6%					
<b>GRAND TOTAL</b>					

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**