

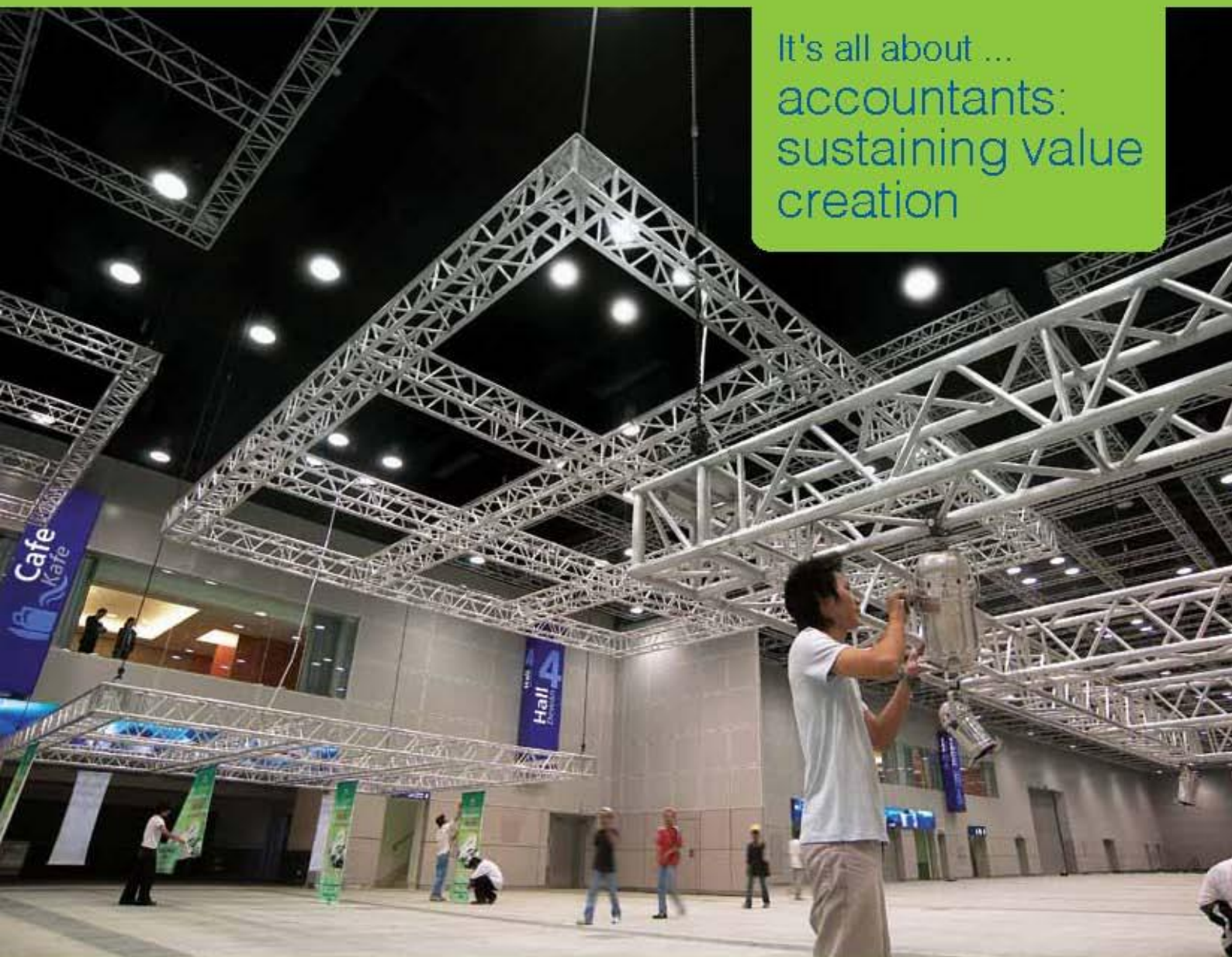


ORGANISERS



www.wcoa2010kualalumpur.com

It's all about ...
accountants:
sustaining value
creation



World Congress of Accountants 2010

8-11 November 2010
Kuala Lumpur Convention Centre
Malaysia

www.wcoa2010kualalumpur.com

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GENERAL INFORMATION

THE EXHIBITION

18th World Congress of Accountants 2010

EXHIBITION PERIOD

Monday, 8 November	1600-2000 hours
Tuesday, 9 November	0900-1800 hours
Wednesday, 10 November	0900-1800 hours
Thursday, 11 November	0900-1400 hours

VENUE

Exhibition Hall 1 – 2, Kuala Lumpur Convention Centre, MALAYSIA

THE ORGANISERS

International Federation of Accountants (IFAC)

545 Fifth Avenue, 14th Floor, New York, New York, U.S.A.

Malaysian Institute of Accountants (MIA)

Dewan Akauntan, 2, Jalan Tun Sambanthan 3, Brickfields 50470 Kuala Lumpur.

CONFERENCE SECRETARIAT CONTACT PERSON :

Ms. Wendy Liew	Tel : + 6 03 2274 5055
Email: wendy@mia.org.my	Fax: + 6 03 2273 4319

EXHIBITION CONTACT PERSON :

Mr. Gregg Parker	Tel: +6012 754 1698
Email: gregg@aosconventions.com	

OFFICIAL CONTRACTOR

Innogen Sdn Bhd	Tel	: +60 3 - 8961 1108
No.1, Jalan Perusahaan	Fax	: +60 3 - 8961 0103 / 0687
1, Taman Industri Selesa Jaya,	Contact Person	: Ms. Mok Yin Yin
43300 Balakong, Selangor, Malaysia.	Email	: yinyinmok@innogen.com.my

OFFICIAL FREIGHT FORWARDER

R.E Rogers Malaysia	Tel	: +60 3- 5510 8611
No 7 Jalan Juruodit U1/76, Taman Perindustrian	Fax	: +60 3- 5510 6296
Batu Tiga, 40000 Shah Alam, Selangor Malaysia	Contact Person	: Mr Chris Smith, Managing Director
Website : www.rogers-asia.com	Email	: chris@reerkul.com.my

CONTRACTOR BUILD-UP

Official Contractor Move-in & Set-up	:	Sunday, 7 November	0700-2300 hours
Non Official Contractor Move-in & Set-up	:	Sunday, 7 November	1000-2300 hours

EXHIBITOR

Move-in	:	Monday, 8 November	0700-1200 hours
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DISMANTLING

Exhibitors	:	Thursday, 11 November	1400-2300 hours
Contractor	:	Thursday, 11 November	1500-2300 hours

RULES & REGULATIONS

1. ADMISSION

Professional trade and business visitors only. Minors and members of the general public will not be admitted.

The Organiser reserves the rights to refuse admission or to remove any person without giving reason. This also applies during the build-up and dismantling period.

2. EXHIBITORS' BADGES

Every 9 sqm booth is entitled to maximum of 2 badges for staff to man the booth. Additional badges required will be charged at RM 120.00 per badge.

3. FAILURE TO EXHIBIT

In the event where any of the Exhibitors, having confirmed and fully paid to participate in the exhibition; but fails to exhibit, due to no fault of the Organiser, payment submitted would be forfeited. These terms cannot be varied under any circumstances.

4. LIMITATION OF LIABILITY

Security will be arranged throughout the duration of the Exhibition 8 – 11 November 2010. The Organiser will do its utmost to ensure the security of the area. The Organiser shall not be liable for the safety and security of Exhibitors, their employees, representatives, servants, agents, contractors or invitees, nor for any exhibit materials, articles, documents or other property of whatever kind, brought into the Exhibition venue at any time during the Exhibition.

The Exhibitor shall bear all liability, costs and expenses due to any loss or, injury to contractors or invitees as well as that of any third parties and members of the public, however caused as a result of any act, omission, default or negligence on the Exhibitor's part.

5. EXHIBITOR'S INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause. If the Organiser so demands the Exhibitor shall provide proof to the Organiser that the Exhibitor has adequate insurance cover.

Exhibitor must ensure that all their staff and the staff servants, agents or contractors are insured against claims for workmen's compensation. The period for which such insurance shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enters the exhibition grounds, and to continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

6. BOOTH / SPACE ALLOCATION

Exhibitors would only receive their desired booth on first come first served basis. Exhibition Organiser reserves the right to make changes if deemed necessary.

RULES & REGULATIONS

7. SUBLETTING OF BOOTHS

The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or part of his site, whatsoever for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of the contract the name of the principal to be represented. This does not prohibit the Exhibitor displaying the products of a principal for whom he becomes agent, distributor or licensee after the time of contract, with the prior written permission from the Organiser.

8. PROMOTION DURING EXHIBITION

Exhibitors are reminded not to place stickers, signs or posters anywhere in the hall other than within their own booth space. Likewise, exhibitors' representatives are not allowed to distribute brochures, invitations, etc, along the gangway or near the entrances. This is unfair to the other Exhibitors and an inconvenience to visitors.

9. INFRINGEMENT OF COMMON AREAS

All equipment, promotional material, furniture or exhibits are to be placed within the perimeters of Exhibitor's own booth /space. Exhibitors are NOT allowed to put up any posters or promotional material in common areas; eg: pillars, walls, partitions, panel, etc.

10. FORCE MAJEURE

The Organiser shall not be liable to the Exhibitors for any delay, cancellation or non-performance of their obligations under the Contract, in each case to the extent that such occurrence is due to strikes, war, riot, floods, fire or any Act of God or any other circumstances not within their control.

11. SECURITY

Exhibitors and their staff will not be allowed in the exhibition hall after the show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Official Contractor. **Please note that you may not use personnel from other security agencies.**

All personnel in the exhibition hall must wear identification badges at all times. Additional Exhibitor Passes and Temporary Work Passes can be obtained from the Organiser's office on-site.

For security and safety reasons, exhibit movement in or out of the exhibition during show hours is not permitted without the written consent of the Organiser.

The Organiser reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors or invitees, to leave and vacate the Exhibition venue as well as remove their Exhibition materials, if they should in any way cause chaos, discomfort, or threaten the safety and smooth proceedings of the Exhibition in any manner whatsoever.

12. NO SMOKING

Smoking is not permitted in Kuala Lumpur Convention Centre.

RULES & REGULATIONS

13. UPGRADE / CUSTOM MADE BOOTH

All booth constructions, rentals of furniture and electrical items, electrical installation must be carried out by Official Contractor, Innogen Sdn Bhd.

Exhibitors NOT using Official Contractor MUST advise their appointed contractor to inform Official Contractor of their upgrade / custom made booth design, electrical and other requirements.

An Administration fee of RM 20.00 per sqm will be imposed on contractors other than the appointed contractor for processing and approval purpose. Payment should be made payable to the Official Contractor for processing and approval purpose.

In addition, non-official contractor is required to place a refundable Performance Bond with Official Contractor as per FORM 1 – CUSTOM MADE BOOTH.

Non-official contractors are only allowed to bring in their materials to exhibition hall to commence work when they have submitted payment of Administration Fee and Performance Bond.

Non-official contractors must:

- a) Agree to abide by all rules and regulations contained in this manual.
- b) Ensure identifying access badges are worn at all times while at the KI Convention Centre.
- c) Remove their waste materials daily during build-up and all their materials at the end of the exhibition.

Passes will be issued with full details and information of the workers, e.g identification card, company, etc. Passes will be controlled by the Official Contractor. On site, additional worker passes issued will be charged at RM5 each. Full payment is required.

Upgrade / Custom Made Booth Requirement:

- All special design technical drawing must be submitted to Official Contractor for approval by **1 September 2010**.
- Height limit allowed for booth construction is 3.5m.
- The airspace of adjacent booths is **NOT** to be used by exhibitors and subject to Organiser's approval.
- Exhibitors are responsible and liable for any such contractor's observance of all Rules and Regulations, including the strict observance of build-up and tear-down schedules.
- All designs should have 60% visibility from all sides.
- All design with backdrop/wall/partition should be built with a clearance of One (1) meter distance away from booth edge especially for island booth.
- Exhibitors may not lay carpet across adjacent booths.
- Use of flammable material is strictly prohibited unless treated with fire retardant. Flame retardant coatings must be certified by the manufacturer to be approved for use on that particular material in order to achieve the required indices and include a label affixed with:-
 - ✓ Name of manufacturer
 - ✓ Trade Name
 - ✓ International or national standards against which the flame retardant has been tested.
 - ✓ Name of applicator, date, its flammability rating.
 - ✓ Spread of flame and smoke developed indices.
 - ✓ Approved method of cleaning.
- No ceiling draping is allowed.
- All structures or exhibits must not restrict access to fire fighting equipment and/or emergency exit.

The Organiser reserves the right to charge "any additional cost incurred" any such Exhibitor and/or contractor who has violated the Rules and Regulations or delay in the build-up or tear-down, for additional works requirements as a result of the violation.

RULES & REGULATIONS

14. POWER SUPPLY & LIGHTING

Lighting connection work in all **WCOA 2010** must be carried out by Official Contractor. Without any exception, Exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fees according to the rates in Electrical Rental Order Forms (Form 4).

- a) Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
- b) Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever applicable. Exhibitors are encouraged to use tubes of higher wattage (maximum 100 watts) wherever possible.
- c) Exhibitors who provide their own lighting fixtures containing wiring installation must comply to the following procedures:
 - Submit detailed drawings of such installation to Official Contractor.
 - Show proof that such installation is carried out by a registered wiring contractor with relevant Class of Certificate of Registration issued by the Director – General of Electrical Inspectorate, Malaysia or its equivalent.
 - Use materials approved by the Department of Electrical Inspectorate, Malaysia. Non-compliance of the above would result in immediate termination of power supply and/ or Kuala Lumpur Convention Centre (Hall Owner) penalty charges.
- d) Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation charges.
- e) One power point is assigned to one machine only. No multi purpose plug and / or extension are allowed.
- f) No electrical installation and fitting may be suspended from the ceiling of the Exhibition Halls or fixed to any part of the building structure without permission from the organizer and hall owner and if permitted, a fee will be levied.
- g) Neon lighting is not permitted without prior approval from organiser and hall owner.

15. NAME FOR SHELL SCHEME

Exhibitors using shell scheme booths must submit the name (as approved by Organiser) to appear on the fascia board before deadline 1 September 2010.

16. FOOD AND BEVERAGE POLICY

The Kuala Lumpur Convention Centre is the exclusive supplier of food and beverage to all exhibitors. No outside food to be brought into the Premises either by Organiser, Exhibitors or third parties.

Food and beverages can be delivered to their booth during the event date. For ordering of these services please refer to booth catering form and beverage form.

FREIGHT HANDLING TARIFF

For individual pieces not exceeding 2000 kilos.

INWARD MOVEMENT

We will be providing a fully comprehensive service from arrival Port Klang /Kuala Lumpur International Airport through to placed unpacked on stand including the following services:

1. Presentation of import documentation
2. Prepayment on your behalf of all port/airport related charges
3. Handling of shipment from Shipping Line/Airline
4. Customs examination
5. Transportation to exhibition site via our warehouse
6. Unloading and delivery to stand
7. Provision of labour to assist with unpacking
8. Removal and storage of empty cases
9. On-site supervision

SEAFREIGHT

For the above services 1- 9 our charge will be US\$65.00 per cubic metre or 1000 kilos whichever yields the greater and with a minimum charge equivalent to 3 cubic metres, on FCL containers there will be a minimum charge equivalent to 21.5 cubic metres per 20ft container and 43 cubic metres per 40ft and on a consolidated shipments a minimum charge of US\$65.00 per exhibitor.

AIRFREIGHT

For the above services 1 – 9 our charge will be US\$0.65 per kilo / 6000 cubic centimetres whichever yields the greater with a minimum charge equivalent to 250 kilos and on consolidated shipments a minimum charge of US\$65.00 per exhibitor.

Please note that the above does not cover for FCL/LCL charges, terminal handling and agency fees, container demurrage, port/airport related charges (including storage charges), special customs attendance, import license and other permit costs. All such charges will be passed back at cost.

Should you require costings, please advise shipment details and also eta Malaysia, we will provide by return.

OUTWARD MOVEMENT

As with the inward movement a fully comprehensive service from close of exhibition up and until F.O.B. Port Kelang/Kuala Lumpur International Airport will be provided including the following services:

1. Taking of disposal instructions
2. Return of original packing materials and cases to stand
3. Supply of labour and equipment to assist with repacking
4. Removal from stand and loading onto transport
5. Transport to Port Kelang/Kuala Lumpur International Airport
6. Customs examination
7. Handling of shipment to Shipping Line/Airline
8. Dispatch of original shipping documents.

SEAFREIGHT

For the above services 1 – 8 our charge will be US\$65.00 per cubic metre or 1000 kilos whichever yields the greater and with a minimum charge equivalent to 3 cubic metres, on FCL containers there will be a minimum charge equivalent to 21.5 cubic metres per 20ft container and 43 cubic metres per 40ft container and on consolidated shipments a minimum charge of US\$65.00 per exhibitor.

AIRFREIGHT

For the above services 1 – 8 our charge will be US\$0.65 per kilo/6000 cubic centimetres whichever yields the greater with a minimum charge equivalent to 250 kilos and on consolidated shipments a minimum charge of US\$65.00 per exhibitor.

Please note that the above quotation does not cover for FCL/LCL charges, terminal handling and agency fee, any other port/airport related charges, container demurrage special customs attendance, courier fee for despatch of original shipping documents. All such charges will be passed back at cost.

Should you require costings, please advise shipment details and also eta Malaysia, we will provide by return.

DOCUMENTATION

The charge for preparation, presentation and processing of import/export customs documentation is US\$50.00 per exhibitor/consignment. In addition there will be a communication charge of US\$10.00 per shipment.

CHANGE FROM TEMPORARY TO PERMANENT

All goods under temporary import, which customs have agreed can be sold, destroyed, or donated will be detained for examination and processing of permanent import documentation and will be subject to the following charge:

1. From close of exhibition to delivered appropriate warehouse, storage whilst formalities are being attended too, plus permanent import documentation our charge for this service will be US\$35.00 per cubic metre minimum US\$145.00.
2. Preparation, presentation and processing of customs documentation US\$50.00
3. Duties and taxes will be passed back at cost against official receipt.

Please note that items imported under an ATA Carnet must not be sold or given away and as such must be exported from Malaysia.

LICENCES AND PERMITS

For all exhibits which require a license or permit for the importation into Malaysia from Ministry Of Trade, Telecoms, National Electricity Board, etc we will obtain on your behalf and charges as received will be passed back at cost along with our handling charge of US\$40.00

Please note that we must have documents as detailed under item D of our Shipping Instructions by the stipulated date so as to obtain necessary permits where required to coincide with customs clearance.

FILMS & VIDEO TAPES

Taking over consignment upon arrival. Application to censorship board. Monitoring while tape is in the Board. Pre-payment of censorship fees, collection of tape, holding in our office and redelivery to stand.

Our charge for the above services will be US\$20.00 per tape with a maximum charge of US\$100.00. Censorship fees will be passed back at cost.

BANK GUARANTEE

For goods under temporary importation a bank guarantee is required. The exact amount varies considerably and can only be ascertained on presentation of Customs Entry and Exhibitors Invoices. To assist exhibitors and avoid costly clearance delays, we will provide this on your behalf to customs and our charges for this service will be 1.5% of CIF value with a minimum charge of US\$100.00 per consignment. The bank guarantee is only valid for period of one month. Any extension requested will be applied for on behalf of the exhibitor, and the cost will be 1.5% of the CIF value per month with a minimum charge of US\$100.00 per month. There will in addition be a fee of US\$100.00 per exhibitor/shipment for the cancellation of the Bank Guarantee upon export or completion of permanent import procedure.

CUSTOMS DUTIES

All goods entering Malaysia under permanent importation will have duties and taxes paid on import. These charges will be debited to the exhibitor, supported by official receipt. Where these charges are debited to exhibitors or agents overseas an additional 10% will be added to cover advance.

DISPOSAL OF EMPTY CASES/PACKING MATERIAL

Where we are required to dispose of unwanted cases and packing materials there will be a charge of US\$25.00 for the first 3m³ and thereafter at US\$5.00 per m³ based on the original declared metre cube.

TERMS AND CONDITIONS – INSURANCE

This tariff is subject to the standard terms and conditions of trading of R. E. Rogers (Malaysia) Sdn Bhd.

All work is undertaken by us at Owner's Risk and no insurance is provided by us. Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their works until returned to their works after exhibition or until delivery to buyer or other destination.

TERMS OF PAYMENT

All invoices as raised for this exhibition are due for immediate payment unless the services of our own offices or agent has been utilised.

Exhibitor's representative should have sufficient funds to cover charges or alternatively payment may be made direct to our account details available on request.

SHIPPING INSTRUCTIONS

ARRIVAL DEADLINES

To ensure the timely delivery of your exhibits customs cleared to the exhibition site to coincide with the move-in schedule, all shipments must arrive by the following dates:-

Seafreight	Latest:	19 th October 2010
Airfreight	Latest:	25 th October 2010
Films & Video Tapes	Latest:	08 th October 2010

Any cargo arriving after the above dates will be subject to a late arrival surcharge of not less than 25% of the handling charge.

Due time constraint we may not have sufficient time to process your documents for temporary importation and as such your shipment will be treated as a permanent import incurring duty and taxes, which will be passed on.

CONSIGNEE INSTRUCTIONS

All cargo forwarded to Malaysia by either sea or air must be consigned Freight Prepaid to:

Name Of Exhibition: **18th World Congress Of Accountants**
c/o R. E. Rogers (Malaysia) Sdn Bhd
No. 7 Jalan Warden U1/76
Taman Perindustrian Batu Tiga
40000 Shah Alam Selangor, Malaysia

Port Of Discharge:	Seafreight	-	Port Klang
	Airfreight	-	Kuala Lumpur International Airport

FREIGHT CHARGES

Unless agreed otherwise all cargo forwarded by either sea or air must be shipped freight prepaid. Any consignments arriving Malaysia on a freight collect basis will be subject to an intervention charge of 10% which will be levied to the freight cost and payment will have to be made prior to delivery of goods to the exhibition stand.

D. **PRE ADVISE OF SHIPMENT**

It is essential to email to us at rogersmalaysia@rerkul.com.my / amirul@rerkul.com.my details of shipment prior to despatch. We will require the following information:

Seafreight	Airfreight
Name Of Exhibition	Name Of Exhibition
Exhibitor	Exhibitor
Estimated Date of departure	Estimate date of departure
Estimated Date of arrival Port Kelang	Estimate date of arrival KL Int Airport
Bill of Lading number	AWB No
Vessel Name	Flight No
No. of pieces	No. of piece
Meter cube / kilos	Kilos

E. **DOCUMENTATION**

So as to arrange customs clearance on your behalf, with minimal delay we will require the following documents:

Seafreight	2 original & 2 copies of Bill Of Lading 1 original & 7 copies of Invoice/Packing List 1 original & 1 copy of Insurance Certificate
Airfreight	1 original & 7 copies of Invoice/Packing List 1 copy of Insurance Certificate

It would also greatly assist if you would also supply where available a copy of your Descriptive Brochure covering the items as invoiced.

The required documents should be forwarded by air courier to reach us, not later than 7 days prior to the arrival of shipment at either Port Klang or Kuala Lumpur Int'l Airport.

All invoices/Packing List should be made out to:

Name of Exhibition: **18th World Congress Of Accountants**
c/o R.E. Rogers (Malaysia) Sdn Bhd
No. 7 Jalan Warden U1/76
Taman Perindustrian Batu Tiga
40000 Shah Alam Selangor, Malaysia

E. **DOCUMENTATION (Continued)**

There will be two (2) methods of importation, details as follows:

1. **PERMANENT IMPORT**

This will apply to all items that will remain in Malaysia whether consumed, destroyed, given away or donated, display material, stand fittings, posters etc.

There is no customs exemption for exhibitions and as such all goods in this category will be imported duty and taxes paid, which will be debited to you by official receipt. When invoicing goods in this category give **A REALISTIC CIF VALUE IN MALAYSIAN RINGGIT.**

We recommended that you do not ship foodstuffs or any form of beverage and suggest that you purchase your requirements locally.

2. **TEMPORARY IMPORT**

This covers all items that will be exported after exhibition and these must be covered by a Bank Guarantee.

Items imported under this method cannot be disposed of, ie., sold, donated, destroyed, without prior permission of Customs. When invoicing goods in this category give **A TRUE CIF VALUE IN MALAYSIAN RINGGIT.**

Your goods must be invoiced separately in either of the above categories. DO NOT mix both categories together on the same invoice.

All invoices must bare an ORIGINAL SIGNATURE and show country of origin together with method of import ie., "The goods on this invoice are of (country of origin) and are for (temporary)/(permanent) import for the purpose of this exhibition.

To assist, we have included a copy of our own combined Invoice/Packing List which may be reproduced as necessary but please ensure that every copy has an original signature and endorsed with your company stamp.

F. **ATA CARNET**

ATA Carnets are accepted in Malaysia and exhibitors are urged to use these documents as an alternative to the use of your Invoice and our Bank Guarantee, and as such, reduce your costs if high value items are to be exhibited. Please ensure however the exhibits listed in the Carnet will be re-exported at the close of the exhibition, as Malaysian Customs do not allow items to be imported into Malaysia on a permanent basis originally cleared on a Carnet. In addition to the Carnet we should also receive a packing list covering the items as listed in the Carnet. This will greatly assist customs at the time of examination.

G. CUSTOMS EXAMINATION

Malaysian customs are thorough in their examination on previous exhibitions every case has been opened and the contents have been carefully checked against the invoice/packing list.

We would strongly recommend that at the time of preparing documentation that you ensure that the invoice/packing list tie up with the contents of your packed cases.

Please note that Malaysian Customs will impose fines should undeclared or under declared items be found. All such charges will be passed back to the exhibitor.

H. CASE MARKING

All cases and packages must be clearly marked as follows:

Name Of Exhibition : **18th World Congress Of Accountants**
Hall No./Stand No :
Exhibitor/Co's Name :
Stand Number :
Case Number :
Measurement :
Gross & Nett Weight :

DO NOT MIX temporary and permanent imports together in one case as this can cause delays in clearance and examination and will incur extra charges. All cases must show import status i.e., Temporary or Permanent.

I. WEIGHT AND HEIGHT RESTRICTIONS

Due to size and weight restriction in the exhibition hall, exhibitors and their appointed agents should take special note to ensure that no individual case exceeds a dimension of 2.50 x 2.50 x 2.50m and a weight of 2000 kilos.

Should it be necessary to ship cases in excess of the above, then please fax us immediately with full specification and also stand location we will then undertake a feasibility study and advise you accordingly.

Please take note that R. E. Rogers are unable to take any responsibility if exhibits are unable to be placed on stand if the above has not been adhered to.

We would also draw your attention to the notes in the exhibitor manual as issued by the organizer.

J. **PACKING**

We cannot put too much emphasis on the importance of all packing being of the highest standard. All cases and packages should be constructed to withstand extensive handling and where required repacking. We would advise against the use of cardboard cartons and strongly recommend for main display and exhibits that bolted returnable type cases are used. While initially they may be expensive we know from experience that short cuts can prove to be false economy.

K. **FILMS & VIDEO TAPES**

All films and video tapes to be shown at the exhibition must first be cleared by the Malaysian Censorship Board. We will be happy to arrange this on your behalf, but please note that they must arrive in Malaysia not later than one month before opening of the exhibition.

These items should be sent to us by air courier service. Consignee instructions are the same as item B, however please ensure that a pre alert fax is sent to advise us of despatch so that we are able to monitor arrival.

L. **COURIER SHIPMENTS**

We would discourage the use of Courier Service for the despatch of your material to the exhibition except Video Tapes, item no. K of these instructions refer.

Should shipment arrive by courier they will be handled by the courier company as follows:

a. **Brochures/Catalogues – Permanent Importation – Non Dutiable**

These are delivered to our office. We will then re-deliver to you at the exhibition site. A fee of US\$50.00 will apply.

b. **Exhibits & Displays – Customs Dutiable**

These will only be delivered to our office after customs duty has been paid. We would advise that we are unable to clear these under our bank guarantee and will only accept shipment upon confirmation from the exhibitor that duty and taxes will be paid prior to delivery exhibition site.

All charges as incurred from the courier company will be passed back at cost along with 10% to cover advance and in addition a fee of US\$50.00 will apply.

R.E. ROGERS (MALAYSIA) accepts no liability or responsibility for shipments sent by courier and has no involvement in or influence with customs clearance.

M. **CLOSE OF EXHIBITION**

We will return empty cases and packing material back to your stand as soon as possible after the close of the exhibition. Where repacking is required, please ensure that a representative is present to supervise this operation and that prior to this complete return freight instructions have been given to our site personnel.

N. **RE-EXPORT**

Re-export after the show may take a considerable time whilst the customs documentation is being completed. Please bare this in mind when planning further, use of your exhibits and displays. The minimum period needed to process export customs documentation is two (2) weeks. Qualified staff from R. E. Rogers (Malaysia) Sdn Bhd will be available on the exhibition site through out the exhibition tenancy to advise on all matters concerning payment of duty and re-shipment.

We will be happy to answer any questions related to the Freight Forwarding and clearance of exhibits. If you think we could be of assistance, please do not hesitate to contact us.

O. **TERMS AND CONDITIONS - INSURANCE**

These shipping instructions are subject to the standard terms and conditions of trading of R. E. Rogers (Malaysia) Sdn Bhd. All works is undertaken by us at Owner's Risk and no insurance is provided by us. Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their works until returned to their works after the exhibition or until delivery to buyer or other destination.

KLCC EMERGENCY AND EVACUATION PROCEDURES

The Kuala Lumpur Convention Centre has an Emergency Evacuation Plan to enable the successful evacuation of staff, exhibitors and visitors in the case of a fire or other emergencies.

All Kuala Lumpur Convention Centre staff will assist in the evacuation if the need arises.

Event Organisers, Contractors and Exhibitors and their employees must be familiar with the emergency exits and it is crucial that all occupants of the Centre must be aware of the Kuala Lumpur Convention Centre Emergency Procedures Plans.

Action Upon Hearing the Fire Alarm

1. Upon the sounding of the emergency tone, immediately stop any ongoing activities.
2. Stay in your location and wait for instructions from the Floor Warden or the PA system.
3. Switch off all electrical equipment being used if necessary.
4. After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area which is located at the KLCC Park.
5. Use nearest and safest exit.
6. Proceed to the predetermined emergency assembly area and report to the Floor Warden / designated staff for roll call.
7. Wait for further instructions

The Fire Alarm makes a Whoop Whoop sound

Evacuation Assembly Area

1. During an evacuation Organisers, Exhibitors, Visitors and Contractors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
2. The Evacuation Routes and Assembly Areas are outlined on the maps below.
3. These maps should be studied by all Exhibitors and Contractors and all their staff or agents as part of their familiarisation with the Centre's physical infrastructure.



KLCC EMERGENCY AND EVACUATION PROCEDURES

Action in the Event of Fire

1. Raise the alarm by activating the nearest fire break alarm.
2. Report the incident to the nearest Supervisor who has a radio or any type of communication system
3. Attempt to put out the fire if it is safe to do so using the firefighting equipment. Do not put yourself at risk.
4. If the smoke or fire threatens to endanger others, close all the doors and evacuate the occupants to the assembly area which is located at the KLCC Park.

Calling for Security/ Safety Manager

1. Call Kuala Lumpur Convention Centre's Fire Control Room – Extension 555.
2. Make the communication clear and brief.
"This is (state your location). We have a fire at"
3. Wait for further instructions.

Centre Contact Details

Role	Title	Phone No One	Phone No Two
Chief Warden	Security Manager Safety Manager	012 2967 854 012 2940 753	+603 2333 2957 +602 2333 2905
Communication Officer	Fire Control Operator	Ext. 555	+602 2333 2900

EXHIBITOR'S CHECK LIST

FORMS			DEADLINE	RETURN FORM TO:
Form 1	Custom Made Booth	Refer Page 21	As soon as possible and before 1 September 2010	INNOGEN SDN BHD
	Booth Design Submission	Refer Page		
Form 2	Fascia Name	Refer Page 22		
Form 3	Furniture On Hire	Refer Page 23, 24		
Form 4	Electrical and Lighting	Refer Page 25, 26		
Form 5	Service Location Plan	Refer Page 27, 28		
Form 6	Contractor Passes	Refer Page 29		
Form 7	Exhibitors Badges	Refer Page 30	1 September 2010	SECRETARIAT
Form 8	Audio Visual Form 2010	Refer Page 31,32	One month Prior to Event or 7 October 2010	KUALA LUMPUR CONVENTION CENTRE
Form 9	Telecommunication Form 2010	Refer Page 33, 34		
Form 10	Internet Services Form 2010	Refer Page 35, 36		
Form 11	Potted Plants & Flowers Form 2010	Refer Page 37, 38		
Form 12	Rigging Form 2010 & Rigging Load Indemnity Form	Refer Page 39, 40, 41, 42		
Form 13	Booth Catering Form	Refer Page 42, 43, 44		
Form 14	Beverage Form	Refer Page 45, 46, 47		

STANDARD PROCEDURE FOR ORDER FORM

- Exhibitors are requested to RETURN ALL FORMS to the relevant addresses by the deadlines indicated on each form, WHETHER OR NOT THE SERVICES IS REQUIRED.
- When a service is not required, please endorse "NOT APPLICABLE" on the form and fill in your Company's name (Or Company Stamp) and booth number.
- PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE.**
For your easy reference, the details of the Organiser, Official Contractor and Hall Venue Provider are listed below.

Malaysian Institute of Accountants
Dewan Akauntan
2, Jalan Tun Sambanthan 3
Brickfields, 50470 Kuala Lumpur.
Tel : +60 3 – 2274 5055
Fax : +60 3 – 2273 5167
Email : info_wcoa@mia.org.my

Exhibition Contact Person :
Mr. Gregg Parker
Tel: +6012 754 1698
Email: gregg@aosconventions.com

Innogen Sdn Bhd
No.1, Jalan Perusahaan 1,
Taman Industri Selesa Jaya,
43300 Balakong, Selangor,
Malaysia.
Tel : +60 3 - 8961 1108
Fax : +60 3 - 8961 0103 / 0687
Email: info@innogen.com.my

Contact :
Ms. Mok Yin Yin
Email: yinyinmok@innogen.com.my

Ms. Punky Pang (Special Design)
Email:
punkypang@innogen.com.my

Ms. Feyond Teh (Special Design)
Email: feyondteh@innogen.com.my

Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur,
Malaysia.
Tel : +60 3 – 2333 2603
Fax : +60 3 – 2333 2729

Contact :
Exhibition Services
Email :
exhservices@klccconventioncentre.com

<p>Form 1 : CUSTOM MADE BOOTH (Compulsory to Exhibitor / Appointed Contractor whom upgrade/custom made booth)</p>	<p>Return this form to : INNOGEN SDN BHD No.1, Jalan Perusahaan 1, Taman Industri Selesa Jaya, 43300 Balakong, Selangor, MALAYSIA Tel: +60 3-8961 1108 Fax: +60 3-8961 0103 Email: info@innogen.com.my</p>
---	---

Please tick (✓) as appropriate :

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

Deadline: 1 Sept 2010

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 (Sqm)	Total (RM)
1.	Refundable Performance Bond (Min. levy of RM 900.00 and Max. of RM 10,000.00)	100.00 / sqm	sqm	
2.	Non-refundable Administrative Fee (Min. levy of RM 180.00)	20.00 / sqm	sqm	

Please Note:

- For upgrade/custom made booth, please submit detailed scaled, dimensional and perspective drawings showing the proposed design of the booth email jpeg file to the Official Contractor (info@innogen.com.my).
- All Outside Contractors other than the Official Contractor, must place a;
 - a. Refundable Performance Bond of RM 100.00 per sqm (Min. levy of RM 900.00 and Max. of RM 10,000.00) and
 - b. Non-refundable Administrative Fee of RM 20.00 per sqm (Min. levy of RM 180.00)
 - c. Guarantee conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.
- To use "Electrical & Lighting Order Form" to order electricity and lighting requirements.

<p>Payment should be in favour of "INNOGEN SDN. BHD.", Kindly bank-in / telegraphic transfer to RHB BANK BERHAD Bank Address: No.1, Jalan Taming Kanan 2, Taman Taming Jaya, 43300 Balakong, Selangor, MALAYSIA. Account No: 2-12282-00018821 Swift Code: RHBBMYKL <i>**Please fax to us a copy of your payment slip for confirmation.</i></p>
--

- 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.

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

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp

Form 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
No.1, Jalan Perusahaan 1,
Taman Industri Selesa Jaya,
43300 Balakong, Selangor, MALAYSIA
Tel: +60 3-8961 1108 Fax: +60 3-8961 0103
Email: info@innogen.com.my

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

Deadline: 1 Sept 2010

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 08/10/10	09/10/10 – 05/11/10		
INN001	Information Desk	L1050 x D550 x H770	65.00	85.00		
INN002	Bistro Table	Dia 500 x H1095	120.00	156.00		
INN003	Round Table	Dia 900 x H695	105.00	137.00		
INN004	Square Table	L750 x D750 x H695	105.00	137.00		
INN005	System Coffee Table	L550 x D550 x H520	50.00	65.00		
INN006	Glass Top Coffee Table	L460 x D490 x H490	65.00	85.00		
INN007	High Showcase without Lighting	L1030 x D535 x H2500	400.00	520.00		
INN008	Low Showcase without Lighting	L1030 x D500 x H1040	280.00	364.00		
INN009	Lockable Cabinet	L970 x D500 x H750	85.00	111.00		
INN010	Bar Stool	-	95.00	124.00		
INN011	Folding Chair	-	25.00	33.00		
INN012	Conference Chair	L460 x D500 x H800	60.00	78.00		
INN013	Easy Arm Chair	L500 x D450 x H800	65.00	85.00		
INN014	Chrome Chair	L420 x D415 x H700	80.00	104.00		
INN015	Single Sofa	L540 x D750 x H760	95.00	124.00		
INN016	Leather Chrome Sofa	L800 x D800 x H800	125.00	163.00		
INN017	Display Plinth (Set)	-	290.00	377.00		
INN018	Display Plinth A	L500 x D500 x H500	75.00	98.00		
INN019	Display Plinth B	L500 x D500 x H750	95.00	124.00		
INN020	Display Plinth C	L500 x D500 x H1000	120.00	156.00		
INN021	Book Shelf 6-tier Single-sided	L970 x D450 x H1940	200.00	260.00		

.../ 2

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

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp

Form 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
No.1, Jalan Perusahaan 1,
Taman Industri Selesa Jaya,
43300 Balakong, Selangor, MALAYSIA
Tel: +60 3-8961 1108 Fax: +60 3-8961 0103
Email: info@innogen.com.my

2 / ...

Deadline: 1 Sept 2010

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 08/10/10	09/10/10 – 05/11/10		
INN022	Book Shelf 4-tier Double-sided	L970 x D600 x H1400	240.00	312.00		
INN023	Flat Shelf	L1030 x D300	45.00	59.00		
INN024	Slope Shelf	L1030 x D300	45.00	59.00		
INN025	System TV Stand	L740 x D740 x H1200	150.00	195.00		
INN026	Brochure Rack (4-tier)	L290 x D400 x H1150	140.00	182.00		
INN027	Refrigerator with 13amp, Single Phase Socket (max 500w)	L550 x D550 x H1150	280.00	364.00		
INN028	Waste Paper Basket	-	5.00	7.00		
INN029	Coat Rack	L950 x D400 x H950-1500	120.00	156.00		
INN030	Display Board	L900 x H1200	60.00	78.00		
INN031	System Folding Door	L1030 x D2400	180.00	234.00		
INN032	System Plant Trough	L1030 x D500 x H2400	75.00	98.00		
GRAND TOTAL (RM)						

Note :

- 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.",**
Kindly bank-in / telegraphic transfer to **RHB BANK BERHAD**
Bank Address: No.1, Jalan Taming Kanan 2, Taman Taming Jaya, 43300 Balakong, Selangor, MALAYSIA.
Account No: 2-12282-00018821 Swift Code: RHBBMYKL
***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 deadline, which is 2 Sept 2010. 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.
- 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.

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

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp

Form 4 :
ELECTRICAL & LIGHTING
(Compulsory to Bare Space Stand Exhibitor / Contractor)

Return this form to :
INNOGEN SDN BHD
No.1, Jalan Perusahaan 1,
Taman Industri Selesa Jaya,
43300 Balakong, Selangor, MALAYSIA
Tel: +60 3-8961 1108 Fax: +60 3-8961 0103
Email: info@innogen.com.my

- 1) The 9sqm 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 occupying Bare Space Stands must order electrical and lightings requirements using this form before the deadline.

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 08/10/10	09/10/10 – 05/11/10		
Electrical Fittings – Equipment and fittings on hire from the official contractor, inclusive of electrical consumption:						
INN101	4ft Fluorescent Tube	40w	65.00	85.00		
INN102	Spotlight	100w	70.00	91.00		
INN103	Armed Spotlight	100w	75.00	98.00		
INN104	Halogen Spotlight	50w	90.00	117.00		
INN105	Armed Halogen Spot	50w	95.00	124.00		
INN106	Halogen Down Light	50w	90.00	117.00		
INN107	Flood Light	300w	170.00	221.00		
INN108	Armed Flood Light	300w	180.00	234.00		
INN109	Metal Halide	70w	250.00	325.00		
INN110	Tracklight with 3 nos. Halogen Spot	50w	300.00	390.00		
INN111	13 Amp Single Phase Power Point	13A (max. 500w)	65.00	85.00		
INN111a	13 Amp Single Phase Power Point (24 Hours)	13A (max. 500w)	130.00	169.00		
INN112	15 Amp Single Phase Power Point	15A (max. 2000w)	80.00	104.00		
Lighting Connection – Charges include supply of cable terminating in a fuse switch / distribution box, electrical consumption. Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor:						
INN113	Lighting Connection (max 100W per fitting)	max. 100w	50.00	65.00		
Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)						
TE.01	13 Amp Single Phase Socket		125.00	163.00		
GRAND TOTAL (RM)						

.../2

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

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp

Form 4 : ELECTRICAL & LIGHTING

(Compulsory to Bare Space Stand Exhibitor / Contractor)

Return this form to :
INNOGEN SDN BHD
No.1, Jalan Perusahaan 1,
Taman Industri Selesa Jaya,
43300 Balakong, Selangor, MALAYSIA
Tel: +60 3-8961 1108 Fax: +60 3-8961 0103
Email: info@innogen.com.my

2 / ...

Deadline: 1 Sept 2010

Important note to appointed contractor / exhibitor constructed own booth :

- Minimum 1-unit of temporary power supply of 13amp single phase socket shall be bill in the invoice.

Note :

- All items above are quoted based on floor level installation. Power socket on ceiling truss is upon request and subjected to additional charges.
- Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charge to exhibitor.
- 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 approval fee, installation, power consumption 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.**
- 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.
- **A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- All electrical installations must confirm strictly to the required safety regulations without exception.
- Orders are valid only when accompanied by full remittance.

• **Payment should be in favour of :- "INNOGEN SDN. BHD.",**
Kindly bank-in / telegraphic transfer to **RHB BANK BERHAD**
Bank Address: No.1, Jalan Taming Kanan 2, Taman Taming Jaya, 43300 Balakong, Selangor, MALAYSIA.
Account No: 2-12282-00018821 Swift Code: RHBBMYKL
****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 deadline, which is 2 Sept 2010. 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.
- 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
- A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.

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

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp

Basic Exhibition Furnishing Guide

↳ EXHIBITION DESIGN & CONSTRUCTION

↳ MUSEUM EXHIBITION & DESIGN

↳ AUDIO VISUAL

↳ GRAPHIC ILLUSTRATION

↳ PROJECT MANAGEMENT

↳ INTERIOR ARCHITECTURE

↳ EVENTS PROMOTION

FURNITURE



INN001
Information Desk
(L1050 x D550 x H170)



INN002
Bistro Table
(Dia500 x H1095)



INN003
Round Table
(Dia900 x H695)



INN004
Square Table
(L750 x D750 x H695)



INN005
System Coffee Table
(L550 x D550 x H520)



INN006
Glass Top Coffee Table
(L460 x D490 x H490)



INN007
High Showcase
(L1030 x D535 x H2500)



INN008
Low Showcase
(L970 x D500 x H1040)



INN009
Lockable Cabinet
(L970 x D500 x H750)



INN010
Bar Stool



INN011
Folding Chair



INN012
Conference Chair
(L460 x D500 x H800)



INN013
Easy Arm Chair
(L500 x D450 x H800)



INN014
Chrome Chair
(L420 x D415 x H700)



INN015
Fabric Sofa
(L540 x D750 x H760)



INN016
Leather Chrome Sofa
(L800 x D800 x H800)



INN017
Display Plinth (set)
A. (L500 x D500 x H500)
B. (L500 x D500 x H750)
C. (L500 x D500 x H1000)



INN018
Display Plinth A
(L500 x D500 x H500)



INN019
Display Plinth B
(L500 x D500 x H750)



INN020
Display Plinth C
(L500 x D500 x H1000)



INN021
Book Shelf
5-tier Single-sided
(L970 x D450 x H1940)



INN022
Book Shelf
4-tier Double-sided
(L970 x D600 x H1400)



INN023
Flat Shelf
(L1030 x D300)



INN024
Slope Shelf
(L1030 x D300)



INN025
TV Stand
(L740 x D740 x H1200)



INN026
Brochure Rack
(4-tier)
(L290 x D400 x H1150)



INN027
Refrigerator
(L550 x D550 x H1150)



INN028
Waste Paper Basket



INN029
Coat Rack
(L950 x D400 x H950-1500)



INN030
Display Board
(Red)
(L900 x H1200)



INN031
System Folding Door
(L1030 x D2400)



INN032
System Plant Trough
(L1030 x D500 x H2400)

ELECTRICAL & LIGHTING



INN101
40w
Fluorescent Light



INN102
100w
Spotlight



INN103
100w
Arm Spotlight



INN104
50w
Halogen Spotlight



INN105
50w
Arm Halogen Spot



INN106
50w
Halogen Down Light



INN107
300w
Flood Light



INN108
300w
Arm Flood Light



INN109
70w
Metal Halide



INN110
Tracklight
with 3 nos.
Halogen Spot



INN111
13Amp Single Phase
Power Point
(max. 500w)



INN112
15Amp Single Phase
Power Point
(max. 2000w)

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.

... making first impressions count!

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

Form 6 : CONTRACTOR PASSES

(Compulsory to Exhibitor / Appointed Contractor whom upgrade/custom made booth)

Return this form to :
INNOGEN SDN BHD
No.1, Jalan Perusahaan 1,
Taman Industri Selesa Jaya,
43300 Balakong, Selangor, MALAYSIA
Tel: +60 3-8961 1108 Fax: +60 3-8961 0103
Email: info@innogen.com.my

Note:

Deadline: 1 Sept 2010

- 1) Each 9sqm booth are entitled 5 passes only.
- 2) Additional Contractor passes requested will be charged at RM 5.00 per pass (*payment to be made onsite*)

Please fill out the appropriate names and company name (copy form if more passes are needed)

Name	NRIC No.	Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

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

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp

Form 7 : EXHIBITOR PASSES	Return this form to : Isrin Radzuan Malaysian Institute of Accountants
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EACH 9 SQM BOOTH EXHIBITORS	PASS 2 pcs only per 9 sqm booth
--	---

Deadline: 1 Sept 2010

- ** Exhibitors' entry in and out of the Exhibition Hall will be identified by such passes only. For security reasons no personnel will be allowed into the exhibition grounds without the appropriate passes.
- ** Additional badges required is chargeable at RM 120.00 per badge.
- ** We agree that your decision to accept or reject our application as final and conclusive.

ADDITIONAL BADGE REQUIRED FOR:		
No	NAME	DESIGNATION
1		
2		
3		
5		
Quantity Required		
Additional Unit Price		RM 120.00
Grand Total		

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Authorised by	Signature & Co. Stamp

CREDIT CARD	
Name of Cardholder:.....	Bank Card Name :
Card Type: Visa <input type="checkbox"/>	Master <input type="checkbox"/> Expiry Date :.....(MM/YY)
Credit Card Number :	
Security Code (last 3 digits at the reverse of credit card) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
I hereby authorise MIA to debit my credit card for the total amount of USD.....	
Signature (As per credit card):.....	Date:.....

<p>TELEGRAPHIC TRANSFER</p> <p>Swift bank transfer must be made without charges to the beneficiary, and payable to in USD</p> <p>HSBC Bank Malaysia Berhad Level 3, 33, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia Account Number: 203-443122-725 SWIFT Code: HBMBMYKL</p> <p>Important</p> <ul style="list-style-type: none"> • Please include a copy of your bank transfer with your form. WCOA 2010 is not responsible for payments not sent as stated above.

Form 8 : AUDIO VISUAL FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Please send the completed form with the payment information to:

Exhibition Services

Kuala Lumpur Convention Centre

Kuala Lumpur City Centre,

50088 Kuala Lumpur, Malaysia.

Tel: +603 2333 2603, Fax: +603 2333 2729

Email: exhservices@klccconventioncentre.com

Event Name _____

Venue/Hall _____

Booth Name _____

Onsite Contact Person _____

Event Date _____

Booth No _____

Mobile _____

Billing Address

Company _____

Attention _____

Address _____

City _____

State _____

Tel _____

Email _____

Designation _____

Postal Code _____

Country _____

Fax _____

Mobile _____

Video Projections	Incentive Rate	Standard Rate	Onsite Rate	Unit X Days (Date Required)	Total (RM)
Projector 3,000 Ansi Lumens	<input type="checkbox"/> 750.00	<input type="checkbox"/> 900.00	<input type="checkbox"/> 975.00		
Projector (LCD) – 5000 Lumens	<input type="checkbox"/> 1,500.00	<input type="checkbox"/> 1,800.00	<input type="checkbox"/> 1950.00		
Video Plasma/TV					
Plasma Screen 42" with Standing Stand	<input type="checkbox"/> 600.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 780.00		
Plasma Screen 32" with Table Stand	<input type="checkbox"/> 400.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 520.00		
Portable Screen					
6'X 6' Tripod Screen	<input type="checkbox"/> 150.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 195.00		
7'X 7' Tripod Screen	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00		
8'X 8' Tripod Screen	<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00		
Video Player					
DVD/VCR/VCD – PAL / NTST	<input type="checkbox"/> 100.00	<input type="checkbox"/> 120.00	<input type="checkbox"/> 130.00		
Video Recording – DVD (Inc Cameraman)	<input type="checkbox"/> 2,500.00	<input type="checkbox"/> 3000.00	<input type="checkbox"/> 3,250.00		
Satellite TV					
TV Connection RF – Per Line (One – Off)	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00		
TV Connection (ASTRO) – Star Sport	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00		
TV Connection (ASTRO) – CNN	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00		
TV Connection (ASTRO) –Bloomberg	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00		
TV Connection (ASTRO) –ESPN	<input type="checkbox"/> 350.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 455.00		
Subtotal					
Prices are subject to a 5% government tax and a 10% service tax					
TOTAL					

Note: The hiring of the equipment is based on per day basis

Notes

- The equipment will be delivered to the exhibitor's booth on the last day of the build-up.
- All equipments must be returned to the Centre in the same condition they were delivered.
- Lost or damaged equipment are subject to replacement or a repair cost is chargeable.
- No refund will be made for order(s) cancelled for equipments installed and not used during the event.
- Please arrange with the booth contractor all the required power connections prior to build-up.
- The rates quoted are for the duration of the Event period only.
- The provision of the equipment and services are subject to availability.

Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An Invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

Payment

- Please mark billing instruction:-

Cash Cheque/ Bank Draft Telegraphic Transfer Credit Card

- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted.
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

BANKING DETAILS			
Bank	: CIMB Bank Berhad	Account Number	: 1430-0003249-05-8
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur
Swift Code	: CIBBMYKL		

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

CREDIT CARD PAYMENT AUTHORISATION

I _____ NRIC/Passport No _____, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express MasterCard Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorized Signature : _____

For further information, please contact Exhibition Services on +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Name:	Date Received:
Signature:	
Date:	
Company Stamp:	

Form 9 : TELECOMMUNICATIONS FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name : _____
Venue/Hall : _____ Event Date : _____
Booth Name : _____ Booth No : _____
Onsite Contact Person : _____ Mobile : _____

Billing Address

Company : _____
Attention : _____ Designation : _____
Address : _____
City : _____ Postal Code : _____
State : _____ Country : _____
Tel : _____ Fax : _____
Email : _____ Mobile : _____

Telephone Service (Per Connection for 4 Days)	Unit	Incentive Rate	Standard Rate	Onsite Rate	Total (RM)
Local Line with Telephone Handset		□ 400.00	□ 480.00	□ 520.00	
Fax Line without Fax Machine		□ 400.00	□ 480.00	□ 520.00	
Credit Card Line without Terminal Equipment		□ 400.00	□ 480.00	□ 520.00	
IDD Direct Line with Telephone Handset		□ 300.00	□ 360.00	□ 390.00	
*Deposit for IDD Usage Charge is RM2500.00nett (Unused deposit balances are refundable)					
*Additional usage (Phone/Fax/Credit Card) Above 4 Days		□ 30.00	N/A	N/A	
External Line Patching		□ 600.00	□ 720.00	□ 780.00	
Line Relocation Charge		N/A	N/A	□ 195.00	
Network Port Activation		□ 150.00	□ 180.00	□ 195.00	
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
TOTAL					
*DEPOSIT (Unused deposit balances are refundable)					
TOTAL					

Notes

- The completed order form must be submitted with a booth design / layout specifying the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All Communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting after installation has been completed.
- Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The center shall not be liable nor held responsible for any delay or failure in communication whatever and as a result of circumstances beyond the Centre's control.
- Credit card machines and activation credit card lines will require prior notification to the Bank concerned, to be initiated solely by the exhibitor.
- The Centre will provide the direct telephone line for credit card terminals without going through the PABX or keyphone systems.
- A deposit (as above) must be placed for IDD Direct Line orders. The deposit will be used to offset the loss of equipment and expenses incurred for overseas calls. A fund will be made upon receipt of full telephone bill payment.
- No refund will be made for services installed and not used during the Event.
- **The rates charges are based on 4 days.**
- The provision for all equipment and services are subject to availability.

Form 9 : TELECOMMUNICATIONS FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An Invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

Payment

- Please mark billing instruction:-

Cash Cheque/ Bank Draft Telegraphic Transfer Credit Card

- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted.
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

BANKING DETAILS	
Bank	: CIMB Bank Berhad
Account Name	: Convex Malaysia Sdn Bhd
Swift Code	: CIBBMYKL
Account Number	: 1430-0003249-05-8
Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

CREDIT CARD PAYMENT AUTHORISATION

I _____ NRIC/Passport No _____, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express MasterCard Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorized Signature : _____

For further information, please contact Exhibition Services on +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form

**For official use only
(KUALA LUMPUR CONVENTION CENTRE)**

Name:	Date Received:
Signature:	
Date:	
Company Stamp:	

Form 10 : INTERNET SERVICES FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name : _____
Venue/Hall : _____ Event Date : _____
Booth Name : _____ Booth No : _____
Onsite Contact Person : _____ Mobile : _____

Billing Address

Company : _____
Attention : _____ Designation : _____
Address : _____
City : _____ Postal Code : _____
State : _____ Country : _____
Tel : _____ Fax : _____
Email : _____ Mobile : _____

Speed	Wired Internet (Per Connection for 4 Days)	Incentive Rate	Standard Rate	Onsite Rate	Unit	Total (RM)
2MB Shared	Wired-Single Access	<input type="checkbox"/> 600.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 780.00		
2MB/2MB	A Dedicated SDSL Broadband	<input type="checkbox"/> 8,000.00	<input type="checkbox"/> 9,600.00	<input type="checkbox"/> 10,400.00		
3MB/640 kpbs	A Dedicated ADSL Broadband	<input type="checkbox"/> 3,600.00	<input type="checkbox"/> 4,320.00	<input type="checkbox"/> 4,680.00		
2MB/2MB	Shared Broadband	<input type="checkbox"/> 2,800.00	<input type="checkbox"/> 3,360.00	<input type="checkbox"/> 3,640.00		
Speed	Wireless Internet (Per Connection for 4 Days)					
2MB Shared	Wireless-Single Access	<input type="checkbox"/> 400.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 520.00		
2MB/2MB	A Dedicated SDSL Broadband	<input type="checkbox"/> 8,500.00	<input type="checkbox"/> 10,200.00	<input type="checkbox"/> 11,000.00		
3MB/640 kpbs	A Dedicated ADSL Broadband	<input type="checkbox"/> 4,100.00	<input type="checkbox"/> 4,920.00	<input type="checkbox"/> 5,330.00		
2MB/2MB	Shared BBSM Internet Lease Line	<input type="checkbox"/> 3,300.00	<input type="checkbox"/> 3,960.00	<input type="checkbox"/> 4,290.00		
Miscellaneous (Per Connection for One Time Charge)						
External Line Patching		<input type="checkbox"/> 600.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 780.00		
Line Relocation Charge		N/A	N/A	<input type="checkbox"/> 195.00		
Network Port Activation (Per Port)		<input type="checkbox"/> 150.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 195.00		
					Subtotal	
					Prices are subject to a 5% government tax and a 10% service charge	
					TOTAL	

Notes

- The completed order form must be submitted with a booth design / layout specifying the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All Communication lines will be placed inside the booth if the exact location(s) are not given.
- **Relocation charges will apply if the line(s) require shifting.**
- Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The centre shall not be liable nor held responsible for any delay or failure in communication whatever and as a result of circumstances beyond the Centre's control.
- All devices that are used on the network for internet access requires an IP Address that is assigned by the Centre's IT Department.
- No refund will be made for services installed and not used during the Event.
- **The internet rates charges are based on 4 days.**
- Late Order(s) is subject to availability.

Form 10 : INTERNET SERVICES FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An Invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

Payment

- Please mark billing instruction:-

Cash Cheque/ Bank Draft Telegraphic Transfer Credit Card

- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted.
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

BANKING DETAILS	
Bank	: CIMB Bank Berhad
Account Name	: Convex Malaysia Sdn Bhd
Swift Code	: CIBBMYKL
Account Number	: 1430-0003249-05-8
Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

CREDIT CARD PAYMENT AUTHORISATION

I _____ NRIC/Passport No _____, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express MasterCard Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorized Signature : _____

For further information, please contact Exhibition Services on +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form

**For official use only
(KUALA LUMPUR CONVENTION CENTRE)**

Name:

Signature:

Date:

Company Stamp:

Date Received:



Form 11 : POTTED PLANTS & FLOWERS FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name : _____
Venue/Hall : _____ Event Date : _____
Booth Name : _____ Booth No : _____
Onsite Contact Person : _____ Mobile : _____

Billing Address

Company : _____
Attention : _____ Designation : _____
Address : _____
City : _____ Postal Code : _____
State : _____ Country : _____
Tel : _____ Fax : _____
Email : _____ Mobile : _____

Potted Plants (4 Days)	Incentive Rate	Standard Rate	Onsite Rate	Unit	Total (RM)
Large (5ft – 6ft)	<input type="checkbox"/> 27.00	<input type="checkbox"/> 32.40	<input type="checkbox"/> 35.10		
Medium (3ft – 4ft)	<input type="checkbox"/> 21.00	<input type="checkbox"/> 25.20	<input type="checkbox"/> 27.30		
Small (1ft – 2ft)	<input type="checkbox"/> 13.00	<input type="checkbox"/> 15.60	<input type="checkbox"/> 16.90		
Floral Arrangements	Incentive Rate	Standard Rate	Onsite Rate	Unit	Total (RM)
Posie (Round) – Small	<input type="checkbox"/> 32.00	<input type="checkbox"/> 38.40	<input type="checkbox"/> 41.60		
Posie (Round) – Medium	<input type="checkbox"/> 53.00	<input type="checkbox"/> 63.60	<input type="checkbox"/> 68.90		
Long Arrangement (Low & Long) - Medium	<input type="checkbox"/> 53.00	<input type="checkbox"/> 63.60	<input type="checkbox"/> 68.90		
Long Arrangement (Low & Long) - Large	<input type="checkbox"/> 74.00	<input type="checkbox"/> 88.80	<input type="checkbox"/> 96.20		
Triangle Arrangement – Medium	<input type="checkbox"/> 53.00	<input type="checkbox"/> 63.60	<input type="checkbox"/> 68.90		
Triangle Arrangement – Large	<input type="checkbox"/> 74.00	<input type="checkbox"/> 88.80	<input type="checkbox"/> 96.20		
Hand Bouquet - Medium	<input type="checkbox"/> 105.00	<input type="checkbox"/> 126.00	<input type="checkbox"/> 136.00		
Hand Bouquet - Large	<input type="checkbox"/> 200.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00		
				Subtotal	
				Prices are subject to a 5% government tax and a 10% service charge	
				TOTAL	

Form 12 : RIGGING FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name : _____
Venue/Hall : _____ Event Date : _____
Booth Name : _____ Booth No : _____
Onsite Contact Person : _____ Mobile : _____

Billing Address

Company : _____
Attention : _____ Designation : _____
Address : _____
City : _____ Postal Code : _____
State : _____ Country : _____
Tel : _____ Fax : _____
Email : _____ Mobile : _____

Banner Rigging (Standard Size 4000mm x 2000mm)	Incentive Rate	Standard Rate	Onsite Rate	No of Banner	No of Point	Total (RM)
< 20kg (2 Points Provided Per Banner)	<input type="checkbox"/> 440.00	<input type="checkbox"/> 528.00	<input type="checkbox"/> 572.00			
Additional Point Per Banner	<input type="checkbox"/> 220.00	<input type="checkbox"/> 264.00	<input type="checkbox"/> 286.00			
Banner Relocated Charge	N/A	N/A	<input type="checkbox"/> 200.00			
Structure Rigging				No of Point	Total (RM)	
20kg – 250kg (2 Points Provided)	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,440.00	<input type="checkbox"/> 1,560.00			
251kg – 500kg (2 Points Provided)	<input type="checkbox"/> 1,400.00	<input type="checkbox"/> 1,680.00	<input type="checkbox"/> 1,820.00			
501kg – 1000kg (2 Points Provided)	<input type="checkbox"/> 1,600.00	<input type="checkbox"/> 1,920.00	<input type="checkbox"/> 2,080.00			
Additional Point	<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00			
Equipment				Unit x Days	Total (RM)	
Hoist 500kg Per Unit Per Day	<input type="checkbox"/> 500.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 650.00			
Hoist 1000kg Per Unit Per Day	<input type="checkbox"/> 1,000.00	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,300.00			
Tri Truss (3m) Per Unit Per Day	<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00			
Subtotal						
Prices are subject to a 5% government tax and a 10% service charge						
TOTAL						

Please indicate the location(s) of the hanging of the banner or structure:

- Exhibition Hall 1 Exhibition Hall 2 Exhibition Hall 4 Exhibition Hall 5
 Grand Ballroom 1 Grand Ballroom 2 Conference Hall 1 Conference Hall 2
 Conference Hall 3 Banquet Hall
 Others : _____

Notes

Banner Rigging

- Banners are to be installed and dismantled by the Kuala Lumpur Convention Centre.
- Banner must have hanging cables, eyelets and lightweight metal or wood rods must be set into the top and bottom of each banner to facilitate hanging. Installation of the banner is subject to the strict adherence to the above pre-conditions, failing which the centre reserves the right to absolutely refuse installation with any further notice.
- The order of Banner Rigging Point must be submitted with a truss ceiling plots specifying the exact location(s) of the banner(s) for the Centre's reference.** If there are any specific hanging details, a 3D diagram must be submitted to the Centre.
- Rigging cost (including installation/removal and labour) as per Centre pricing. Price subject to increase should hire of vertical hoist be required.
- All banners must be received at least 3 working days prior to the Event Build-up date.**
- A charge may be incurred for banners that re-located by the Centre upon client's request.**
- The rates quoted are for the specified Event period only.
- Banner collection is required the following day as the center will not accept any responsibility for loss or damage.
- All queries regarding collection of banners please contact **Exhibition Services on +603 2333 2603.**



Form 12 : RIGGING LOAD INDEMNITY FORM

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Rigging In the Center must be carried out by the certified riggers. All Truss and motors must be supplied by the Centre or Centre's accredited suppliers. The Centre's general regulations for rigging installation are as below:

- i) All rigging details including production schedule, scale drawings and rigging plots location plans are to be formally submitted to the Centre fourteen (14) days prior to event move-in date.
- ii) Rigging plots should specify location of the truss, audio equipment, structures and all associated weights.
- iii) Name and contact number for the on-site person or persons responsible.
- iv) Submission of this rigging load indemnity form completed with full details as required and signed by managing director is mandatory failing which the Centre reserves the right to refuse the build-up on-site.

Event Name	:	_____	Event Date	:	_____
Venue/Hall	:	_____	Event Move-out Date	:	_____
Event Move-in Date	:	_____	Booth No	:	_____
Booth Name	:	_____	Company Name	:	_____
Company Name	:	_____	Person In Charge	:	_____
Person In Charge	:	_____	Phone No	:	_____

Rigging Load Details:-

Note: If inadequate Space, kindly attach appendix to these form.

Please fax the completed form to +603 2333 2729 fourteen (14) days prior to the event date

I, _____ as the managing director acting on behalf acting on behalf of my
Company

_____ hereby confirm that:

- a. I have read and understood all the regulations and rules relating to the rigging load requirements as itemized above, and
- b. I have submitted to the Centre full details of the necessary equipment and associated rigging point loads and
- c. I confirmed that these rigging point loads do not exceed the loads limits as stated above.

Furthermore, I understand and accept full responsibility for any incident and liabilities resulting from my failure to comply with the strict adherence of the Kuala Lumpur convention Centre guidelines and rigging load limits.

Company Managing Director's Name : _____
Signature : _____
Date : _____
Company Stamp : _____

Form 13 : BOOTH CATERING FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

No	Western Menu	Quantity	Incentive Rate	Standard Rate	Onsite Rate
12	Chip & Nuts	Per Bowl	□ 20.00	□ 24.00	□ 26.00
13	Crudites with Vegetable Dips	Per Glass	□ 40.00	□ 48.00	□ 52.00
14	Grissini Stick & Cheese Straw	Per Glass	□ 30.00	□ 36.00	□ 39.00
15	Assorted Finger Sandwiches	60 pcs	□ 270.00	□ 324.00	□ 351.00
16	# Mushroom Bouchees	60 pcs	□ 270.00	□ 324.00	□ 351.00
17	# Seafood Vol-au-vent	60 pcs	□ 270.00	□ 324.00	□ 351.00
18	# Honey-Glazed Chicken Tulip	60 pcs	□ 270.00	□ 324.00	□ 351.00
19	# Crostone with Chicken Ham	60 pcs	□ 270.00	□ 324.00	□ 351.00
20	Tuna Nicoise in Cerry Tomatoes	100 pcs	□ 270.00	□ 324.00	□ 351.00
21	Duck Rilette on Herbs Crouton	100 pcs	□ 270.00	□ 324.00	□ 351.00
22	Chicken with Pesto Mayo	100 pcs	□ 270.00	□ 324.00	□ 351.00
23	# Ratatouille in Tartlet with Cheese Gratin	100 pcs	□ 270.00	□ 324.00	□ 351.00
24	# Baked Cheese Beef with Herbs Tomatoes	100 pcs	□ 270.00	□ 324.00	□ 351.00
No	Sweet Items	Quantity	Incentive Rate	Standard Rate	Onsite Rate
25	American Cookies	50 pcs	□ 200.00	□ 240.00	□ 260.00
26	Assorted Malay Kuih (Available from 12noon Onwards)	100 pcs	□ 200.00	□ 240.00	□ 260.00
27	Selection of French Pastries	50 pcs	□ 200.00	□ 240.00	□ 260.00
28	Assorted Nyonya Kuih (Available from 12noon Onwards)	100 pcs	□ 200.00	□ 240.00	□ 260.00
29	Mini Fruits Flan	100 pcs	□ 270.00	□ 324.00	□ 351.00
30	Rich Chocolate Brownies	100 pcs	□ 270.00	□ 324.00	□ 351.00
31	Carrot Cake	100 pcs	□ 270.00	□ 324.00	□ 351.00
33	# Apple Strudel	120 pcs	□ 200.00	□ 240.00	□ 260.00
34	Pandan Tiramisu	100 pcs	□ 270.00	□ 324.00	□ 351.00
35	Seasonal Fresh Fruit Platter	Per Platter	□ 270.00	□ 324.00	□ 351.00
No	Deluxe Menu	Quantity	Incentive Rate	Standard Rate	Onsite Rate
36	Assorted Open-face Square Sandwiches	60 pcs	□ 270.00	□ 324.00	□ 351.00
37	Peking Duck Roulade	50 pcs	□ 302.00	□ 363.00	□ 393.00
38	Crabmeat Aioli with Fish Roe	50 pcs	□ 302.00	□ 363.00	□ 393.00
39	Beef Roulade with Harvest of Spring	50 pcs	□ 302.00	□ 363.00	□ 393.00
40	# Lamb Medras in Parisienne Potatoes	80 pcs	□ 302.00	□ 363.00	□ 393.00
41	Salmon Rossette with Dill Creame	50 pcs	□ 302.00	□ 363.00	□ 393.00
42	Feta Cheese and Olives Skewers	50 pcs	□ 302.00	□ 363.00	□ 393.00
43	Cold Cuts with Condiments	Per Platter	□ 389.00	□ 467.00	□ 505.00
44	Cheese Platter (Serving for 30 People Only)	Per Platter	□ 518.00	□ 622.00	□ 674.00
45	Deluxe French Pastries	60 pcs	□ 302.00	□ 363.00	□ 393.00

Rules and Regulations

- The Kuala Lumpur Convention Centre has exclusive food and beverage distribution rights within the venue.
- Any outside food items brought into its premises for sale and consumption is strictly prohibited.



Form 13 : BOOTH CATERING FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Notes

- Crockery and cutlery will be provided. Lost or missing crockery and cutlery will be borne by exhibitors.
- Power connection shall be arranged for any order(s) of hot food (**Marked #**). Please arrange with the appointed booth contractor prior to build-up.
- For the hiring of service personnel, please refer to the Service Staff Order Form.
- The Booth Catering order(s) and services are subject to availability.

Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An Invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 5% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

Payment

- Please mark billing instruction:-

Cash Cheque/ Bank Draft Telegraphic Transfer Credit Card

- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted.
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.

Banking details as follows:-

BANKING DETAILS	
Bank	: CIMB Bank Berhad
Account Name	: Convex Malaysia Sdn Bhd
Swift Code	: CIBBMYKL
Account Number	: 1430-0003249-05-8
Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.

CREDIT CARD PAYMENT AUTHORISATION

I _____ NRIC/Passport No _____, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express MasterCard Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorized Signature : _____

For further information, please contact Exhibition Services on +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Name:	Date Received:
Signature:	
Date:	
Company Stamp:	



Form 14 : BEVERAGE FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

Return this form to :
Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603 Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

Event Name : _____
Venue/Hall : _____ Event Date : _____
Booth Name : _____ Booth No : _____
Onsite Contact Person : _____ Mobile : _____

Billing Address

Company : _____
Attention : _____ Designation : _____
Address : _____
City : _____ Postal Code : _____
State : _____ Country : _____
Tel : _____ Fax : _____
Email : _____ Mobile : _____

Date	Delivery Time	Item	RM	Qty	Total (RM)
Subtotal					
Prices are subject to a 5% government tax and a 10% service charge					
TOTAL					
*Deposit (for water dispenser – refundable)					
TOTAL					

Form 14 : BEVERAGE FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



KUALA LUMPUR
CONVENTION CENTRE

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Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
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No	Alcoholic Beverages	Unit	Incentive Rate	Standard Rate	Onsite Rate
1	Champagne – Nicholas Feuillate	Per Bottle (750ml)	□ 375.00	□ 450.00	□ 487.50
2	Sparkling wine – Chevalier Chardonnay	Per Bottle (750ml)	□ 205.00	□ 246.00	□ 266.50
3	Red Wine – Le Challenge Rouge	Per Bottle (750ml)	□ 115.00	□ 138.00	□ 149.50
4	Red Wine – Cono Sur Tocornul Cabernet Sauvignon	Per Bottle (750ml)	□ 135.00	□ 162.00	□ 175.50
5	White Wine – Le Challenge	Per Bottle (750ml)	□ 115.00	□ 138.00	□ 149.50
6	White Wine – Cono Sur Tocornol Chardonnay	Per Bottle (750ml)	□ 135.00	□ 162.00	□ 175.50
7	Barrel – Carlsberg/ Tiger	Per Barrel	□ 1,200.00	□ 1,440.00	□ 1,560.00
8	Can – Carlsberg/ Tiger	Per Carton (24 Cans)	□ 290.00	□ 348.00	□ 377.00

No	Non - Alcoholic Beverages	Unit	Incentive Rate	Standard Rate	Onsite Rate
1	Bottle Drinking Water (500ml)	Carton (24 Bottles)	□ 75.00	□ 90.00	□ 97.50
2	Water Dispenser + 5 Units of Bottled Drinking Water	A Machine + 5 Units	□ 500.00	□ 600.00	□ 650.00
3	Bottle Water Refill – 19 Litres	Per Bottle	□ 65.00	□ 78.00	□ 84.50
4	Disposal Paper Cup	Per Pack (50 Cups)	□ 15.00	□ 18.00	□ 19.50
5	Soft Drink – Coca Cola/ Light Coke/Sprite/Ginger Beer/Ginger Ale/Tonic Water/Soda Water	Per Carton (24 Cans)	□ 115.00	□ 138.00	□ 149.50
6	Juices – Orange/Apples (250ml)	Per Carton (24 Packets)	□ 140.00	□ 168.00	□ 182.00
7	Freshly Grounded Coffee Bean Machine + 100 Cups	100 Cups	□ 1,180.00	□ 1,416.00	□ 1,534.00
8	An Additional of 100 Cups of Coffee	100 Cups	□ 570.00	□ 684.00	□ 741.00

Rules & Regulations

- The Kuala Lumpur Convention Centre has exclusive food and beverage distribution rights within the venue.
- Any outside beverages brought into its premises for sale and consumption is strictly prohibited.

Notes

- A deposit of RM 1,000.00 must be placed for each water dispenser. This deposit will be used to offset any damages or loss of equipment.
- Crockery and cutlery are available. The exhibitor is responsible and will be charged for any loss or damages crockery and cutlery.
- Power connection shall be arranged for any order(s) of coffee machine(s) and water dispenser(s). Please arrange with the appointed booth contractor prior to build-up.
- For the hiring of service personnel, please refer to the Service to the Service Staff Order Form.
- The beverage order(s) and services are subject to availability.

Terms and Conditions

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www.wcoa2010kualalumpur.com

ORGANISERS:



8 - 11 November 2010
Exhibition Hall 1-2
Kuala Lumpur Convention
Centre
Malaysia

Form 14 : BEVERAGE FORM 2010

Deadline for Incentive Rate : 15 Oct 2010



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 CONVENTION CENTRE

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American Express MasterCard Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorized Signature : _____

For further information, please contact Exhibition Services on +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form

**For official use only
 (KUALA LUMPUR CONVENTION CENTRE)**

Name:

Date Received:

Signature:

Date:

Company Stamp: