

# SPACE & INDEPENDENT STAND

For enquiries, please contact the Organiser.

MUST BE RETURNED

FORM 8

DEADLINE

3rd. September 2007

Photocopy For Your File

- We enclose herewith drawings, with dimensions, illustrating the design of our stand for the exhibition.
- We, as Exhibitor and our contractor understand that all electrical and piping installation must be carried out by the official contractors and agree to abide by all the Rules and Regulations of the exhibition, particularly those stipulated on the reverse of this form.

## RULES AND REGULATIONS

### Important note :

When The Exhibitor's appointed contractor is not the Organiser's official contractor, this contractor will be required to lodge with the Organiser a refundable deposit. The deposit is calculated at MYR 100 per square metre but subject to a minimum of MYR 5,000 per stand.

This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claims the Organiser may have on the contractor if the damages exceed the deposit.

The following company will be our contractor for stand building and/or other display work :

Name of Company :	
Company Address/Stamp :	Tel :
	Fax :
	Email :
Date :	Signature :
Person in Charge :	

**Non-official contractor will be required to pay MYR 30 per square metre for administration fee. (Non-Refundable)**

Note : The Organiser reserved the right to stop any Exhibitor and/or their contractors from working within the exhibition hall before their stand design / drawings are approved. All construction above 2.44 metres of height must be submitted to the Organiser for approval.

Advisory : All Exhibitors are advised to utilise raised platforms for their stands.

### EXHIBITOR'S AUTHORISATION

Company:		Booth No:	
Address / Company Stamp	Person in-charge:		
	Tel:	Fax :	
	E-mail :		
	Signature:	Date:	

Please return this form to the organiser or fax to **+603 4142 2699**

## INDEPENDENT STAND CONSTRUCTION - RULES AND REGULATIONS

### 1. Identification

All workers employed for the construction of the stand must wear identification badges provided by the Organiser at all times when they are in the exhibition halls.

#### Dress Code

All workers are required to be neatly dressed during show days.

### 3. Removal of Rubbish

During the build up period the Exhibitor / their contractor will be responsible for day to day removal of rubbish (i.e. empty paint cans, lumber scraps etc. Failure to do so will result in the Exhibitor / their contractor being liable for service fees involved in rubbish removal.

### 4. Hall Structures

In the construction of the stand, existing fixtures or walls may not be used in any way (i.e. nailing, wiring or fixing of exhibits to any existing structure).

### 5. Open Frontages

All stands in the exhibition, irrespective of height, must have one half of the frontage on each side open or fitted with transparent material to the underside of the fascia and subject to the Organiser's approval.

### 6. Floor Covering

In accordance with the Organiser's build up schedule, Exhibitors doing their own stand construction must arrange to have:

(a) Carpet and back wall installed within 24 hours of the scheduled work commencement date.

(b) All carpet and floor coverings must be affixed with double sided tapes. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exhibition halls is strictly forbidden. Failure to comply with these regulations may result in the delay of installation of electric and equipment move in, as well as an additional cleaning fee being charged to the Exhibitor / their contractor.

### 7. Fire Regulations

All materials used in the stand construction must be properly fire proofed in accordance with local regulations.

### 8. Building Regulations

All Exhibitors building their own stand must submit a detailed drawing with dimensions illustrating the design of their stand to the Organiser by 31 October 2007 for approval of both Government authorities and the Organiser to ensure that the interests of all Exhibitors are observed. Failure to do this may incur extra costs to Exhibitors for special late scrutiny. Exhibitors occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Organiser building this wall on the Exhibitor's behalf and recharging the cost to the Exhibitor / their contractor.

### 9. Dismantling

At the close of the exhibition, it is the joint responsibility of Exhibitor and contractor to dismantle and remove the stand (including debris), in accordance with the dismantling schedule to be issued by the Organiser.

### 10. Deposit (Refundable)

When the Exhibitor's appointed contractor is not the Organiser's official contractor, this contractor will be required to deposit with the Organiser a sum of money equivalent to MYR 100.00 per square metre based on contracted space subject to a minimum of MYR 5,000.00 (per stand) (refundable). This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringements. This is without prejudice to any additional claims the Organiser may have on the contractor if the damages exceed the deposit.

### 11. Administration Fee (Non Refundable)

Non official contractors need to pay MYR 30 per square metre.

### 12. Observance of Rules and Regulations

Exhibitors are responsible and liable for the contractor's observance of all rules and regulations including the strict observance of the build up and teardown schedule. The Organiser reserves the right to charge any such Exhibitor and/or contractor who has violated any rule or regulation or delay in the build up or teardown for additional works required as a result of the violation.

### 13. Registered Contractors

Exhibitors who appoint contractors must ensure that the contractors are registered with Organiser. (Please complete the Order Form 8 and submit to the Organiser before 3rd. September 2007)

### 14. Deadline for Submission

For stand design received after 31 October 2007, the Organiser will not be responsible for any rejected designs and should there be any cost incurred due to these rejections, it will be absorbed by the Exhibitor / their contractor.