EXHIBITOR MANUAL
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CONTACT LIST

ORGANISER

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EXHIBITION SERVICES

ECO MERIDIAN SDN BHD
SETIA SPICE Convention Centre

Company Address:
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Jalan Tun Dr. Awang
11900 Penang, Malaysia.

Office Number:
Tel: +604 643 2525
Fax: +604 641 2250
Email address: setiaspice@spsetia.com
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00am</td>
<td>Floor markings &amp; arrival of building materials at Hall</td>
</tr>
<tr>
<td>8.00am</td>
<td>Building of Organiser's Shell Scheme Stands</td>
</tr>
<tr>
<td></td>
<td>Electrical Installations</td>
</tr>
<tr>
<td>9.00am onwards</td>
<td>Custom Stands Construction</td>
</tr>
<tr>
<td></td>
<td>(Non-official contractor to move-in according to individual move-in time slot arranged by the official contractor)</td>
</tr>
<tr>
<td>4.30pm</td>
<td>Entry of hand-carried items. Exhibitors may begin decorating their stands</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Final cleaning to start</td>
</tr>
<tr>
<td>11.59pm</td>
<td>All Halls close</td>
</tr>
</tbody>
</table>

**SHOW DAYS FOR ALL HALLS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>14th Oct 2019</td>
<td>7.00am All Halls Open for Exhibitors</td>
</tr>
<tr>
<td></td>
<td>8.30am - 6.30pm Exhibition Hours</td>
</tr>
<tr>
<td></td>
<td>7.30pm All Halls Close</td>
</tr>
<tr>
<td>17th Oct 2019</td>
<td>8.00am All Halls Open for Exhibitors</td>
</tr>
<tr>
<td></td>
<td>8.00am - 6.30pm Exhibition Hours</td>
</tr>
<tr>
<td></td>
<td>6.30pm - 7.30pm Exhibitors move out hand carried exhibits</td>
</tr>
</tbody>
</table>

**TEAR DOWN / MOVE-OUT**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>17th Oct 2019</td>
<td>7.30pm Booth structure tear down</td>
</tr>
<tr>
<td></td>
<td>Teardown of Organiser’s Shell Scheme Stands</td>
</tr>
<tr>
<td></td>
<td>All visual display items such as posters, banners, etc. to be removed from the halls.</td>
</tr>
<tr>
<td></td>
<td>Removal of all electrical fittings and other related exhibits</td>
</tr>
<tr>
<td></td>
<td>(Non-official contractor to move-out according to group move-out time slot arranged by the official contractor)</td>
</tr>
<tr>
<td>11.59pm</td>
<td>All Halls close</td>
</tr>
</tbody>
</table>

**Note:**

1. On exhibition days, exhibitors are permitted to enter the exhibition hall 1 hour before and stay 1 hour after official event hours. Exhibitors requiring to start earlier/stay later must obtain prior permission from the Organiser for security reasons. Only Exhibitors with valid exhibitors’ passes are allowed entry to the Exhibition Hall before and during Exhibition hours.

2. Usage of trolleys is **strictly** not allowed within the entire exhibition foyer area.

3. Parking at the Loading Area is **strictly not allowed**. All car parked for more than 30 minutes will be clamped and fine accordingly.

4. **No outside food** is allowed within the exhibition hall, during the entire duration of the exhibition period from set-up, show day till dismantle.
EMERGENCY AND EVACUATION PROCEDURE

The 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 Centre staff will assist in the evacuation if the need arises.

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 SPICE Convention Centre Emergency Procedures Plans.

Action upon Hearing the Fire Alarm
- Upon the sounding of the emergency tone, immediately stop any ongoing activities.
- Stay in your location and wait for instructions from the Floor Warden or the PA system.
- Switch off all electrical equipment being used if necessary.
- After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area which is located at the main entrance.
- Use nearest and safest exit.
- Proceed to the predetermined emergency assembly area and report to the Floor Warden / designated staff for roll call.
- Wait for further instructions

The Fire Alarm makes a Whoop Whoop sound
**EXHIBITION GENERAL RULES & REGULATIONS**

**Aisles**
Exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisle space, or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels, etc. These no-build areas are clearly marked on the floor.

Any encroachment into public aisles from an assigned stand area is strictly prohibited. The Centre reserves the right to have anything obstructing or restricting access to the above items removed at the exhibitor’s cost, without any liability for loss or damage.

**Animals**
- Live animals and pets are not permitted in the exhibition booths.
- Where an animal is approved and/or is part of the event, the owner must comply with the Wildlife Act 1722 and shall be held fully responsible for obtaining all appropriate permits and for all its sanitary needs.
- The owner must submit to the Centre’s Management, a comprehensive risk assessment report including details of all procedures for the handling and containment of the animal before, during and after the event, including the controls in place to protect the public and our employees specifically where any interaction between the animal(s) and the public or our employees is likely to occur.
- All procedures for the handling, containment before, during and after the exhibition shall be presented to the Centre’s Management for approval and the decision to allow such a display shall be at the discretion of the Centre’s Management.

**Balloons**
- Helium-filled balloon displays and other inflatible items must be approved by the Centre’s Management.
- Due to the complexity and costs of retrieving balloons, helium-filled balloons are not allowed to be distributed in the exhibition booths.

**Flying Objects**
Remote-controlled flying objects are not permitted in the exhibition booths.

**Care of Building**
No attachment, fitting, equipment or device is allowed to be affixed to or suspended from any structure of the building as this can damage the structure of the building.

**Cars and Vehicles Display**
- Exhibitors who wish to display cars and vehicles in exhibition booths must conform to Centre’s requirement.

**Electrical Installation, Compliance and Fire Safety**
- For exhibitions, electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.
- Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand.
- The uses of block sockets for multiple plugs are not permitted.
- The Centre reserves the right to withhold connection of power to a stand or to shut off power to a stand which it does not comply with the electrical safety requirements or if it is deemed to be unsafe.
Dangerous Activities
- Exhibitors must provide full details of any potentially dangerous activities to be undertaken in the exhibition booth(s) to the show organizer.
- No such activities may be conducted during an exhibition without the show organizer and the Centre’s approval which must be obtained before move-in day and which may be withheld at the Centre’s absolute discretion.
- Activities conducted in exhibition booths must comply with fire, health and safety regulations.

Exhibitors’ Hand-Carry Procedures
- Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanized equipment.
- Examples of acceptable hand-carried materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage bags.
- Exhibitors may use the guests to lift access to transport materials that can be hand-carried to their booths.
- The following items are not considered hand-carried items: two-wheel dolly loads, carts, boxes or crates.

Exhibitors’ Loading and Unloading Procedures
- Exhibitors’ exhibit materials must enter and exit through the approved loading docks.
- Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days. Loading Passes will be issued to exhibitors for entering the loading docks by the show organizer.
- Access to exhibition halls will be via a loading dock and will be under the supervision of the Centre’s Traffic Marshal.
- Hand carry loading procedures are limited to cars, mini-vans, station wagons or pick-up trucks. No full-sized trucks or trailers will be allowed to unload via the hand-carry loading procedures.
- Should exhibitors need assistance with load-in/out, they will be referred to the appointed official show freight forwarder at which time fees may apply.
- Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- Upon the close of the exhibition, there will be a 1-hour allowance for removal of hand-carry exhibits. Exhibitors can load the hand-carry exhibits to their vehicles in the loading dock area during breakdown.
- Exhibitors will be brought to the dock from the VHA on a first come-first served basis in combination with the trucks and van lines coming to pick up exhibitor freight.

Exhibitors’ Deliveries and Freight
- The Centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.
- It is important to ensure that sufficient move-in and move-out time is allocated.
- Advance deliveries and freight shipments are not permitted prior to the move-in date.
- For exhibitors have any concerns regarding timing, shipment and transportation, please contact the official freight forwarder.
- Exhibitors’ appointed carrier will not be allowed to unload at the loading dock area.
- Use of own forklift, tow motors, cranes, dollies, pallet jacks is not allowed under any circumstances.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the official show freight forwarders must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by the official show freight forwarder.

Machines and Equipment
- Exhibitors who wish to display machines and equipment must have the display machines’ weight assessed to conform with the Centre’s requirements. For exhibits on the ground floor; display machines exceeding two (2) tonnes must not be placed directly on the platform of the booth but on the concrete floor instead. For exhibits on the Level 3 carpeted floor; display machines that exceed the floor loading will not be allowed.
- If approved by the Centre’s Management, adequate protection must be provided to the existing carpet prior to the placement of the display machines.
- The above requirements are mandatory for health and safety reasons.
Sound (Noise) Levels
- Objectionable sound devices may not be used.
- Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval from the show organizer and the Centre’s Management.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.
- Music or noise emitting from the exhibition booth cannot exceed 70 decibels (A). Exhibitors receiving requests from the show organizer or the Centre’s Management to reduce the music volume or noise level must conform immediately to the requestor be subjected to having the power to their sound system disconnected.

Promotion Materials
- Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.
- Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- The Centre’s Management reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors’ cost, without liability for loss or damage.

Soliciting/Demonstrating
- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an exhibitor must be confined to the exhibitor’s own booth.
- Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- Distribution of an exhibitor’s printed advertisements must be done within the exhibitor’s own space.
- No exhibits, displays or advertising material of any kind will be allowed in the Centre's public areas, basement parking or hallways.
- Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.

Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.

Raw Space Stand Guidelines and Approval
All raw space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined in the Centre’s Guidelines as well as APUF7 Stand Design Guidelines. Please refer to Raw Space Stand Guidelines at Page 11 - 14.

Stand Cleaning
- Exhibitor is fully responsible for cleaning their stands and exhibits.
- If you have any specific requirement on waste disposal especially paint, grease and oil, please contact the Centre Management to discuss correct disposal methods.
- To order this service please contact the Exhibition Services.

Smoking Policy
- Smoking is prohibited in the SPICE Convention Centre.
- All public areas, inclusive of Foyers, Registration Counters, Cafe, Organizer’s Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.
**Contractors, Sub-contractors and Suppliers**

All Contractors and their sub-contractors/suppliers working at the Centre are required to comply with the Centre’s safety, health and environmental procedures and guidelines, conducting work in a safe manner and not placing themselves or others at risk. For detailed rules and regulations, please refer to Indemnity Letter at Page 20 to 23.

The Centre and Official Contractor reserves the right to add and change any of the procedures and requirements at any time. Any person caught committing unsafe work practices and or non-compliance activities will be fined or prohibited from working in the Centre.

**Non-official Contractors**

All non-official contractors are required to register with the Official Contractor. Non-official contractors are required to comply with ITE and the Centre’s rules and regulations as well as S.H.E. guidelines. Non-compliance will result in the offender being prohibited from working in the Venue.

Before permission is granted for a non-official contractor to work at the Exhibition and the necessary passes issued, the non-official contractor is required to place a refundable Performance Bond and non-refundable Administration Fee to the Official Contractor.

Only when this Performance Bond is received and the Undertaking acknowledged, will the contractor be allowed to bring their materials onto the site to commence work.

The contractor will also have to bear any charges levied by the Centre for damages caused to their property, flooring, or for debris not cleared away.

Provided the stand is completed on time, and no damages are caused, the Bond will be returned to the contractor in full after the exhibition. If a contractor does not complete their stand in the given time frame, hourly charges will be deducted from the Performance Bond.

**Damages**

The Exhibitor is responsible for any damage to the Venue caused by its employees, contractors, subcontractors, service providers, agents and exhibitors. The cost of repair and replacement will be evaluated by the Centre and charged to the Exhibitor.
Standard Shell Scheme Information & Regulations

Each 9sqm standard shell scheme stand includes:
- 2.5 m high wall and dividing wall partition with white laminated in-fill panels.
- One (1) 13-Amp, single-phase powerpoint.
- Two (2) 40-Watt fluorescent tube lights.
- Overhead fascia panel with organization’s name and stand number.
- Two (2) white folding chairs.
- One (1) information desk (1000mmL x 540mmD x 760mmHt)
- One (1) waste paper basket.

The following regulations must be observed:
- No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed.
- No painting on the shell stand panels is allowed.
- No freestanding structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
- An Exhibitor occupying a corner stand is not permitted to close any part of the corner.

Raw Space Stand (for custom booths)
- Exhibitors wishing to build Custom Booths can reserve unfurnished space within the exhibition area.
- The rental of floor space only. It does not include any utilities, services, walls, carpet or furnishings.
- Exhibitors will be required to set up their booths at their own costs, including construction and operation fees, electricity, etc.
- For security reasons, exhibitors cannot occupy areas such as corridors, back parts, emergency exits and storage. All exhibits must be kept within the contracted booth boundary.
Stand Constructions Guidelines

- The design and construction of exhibition stands must meet the Centre’s specifications for safety.
- The exhibitors or the appointed exhibitor appointed contractor must submit stand designs along with the completed Kuala Lumpur Convention Centre Stand Design Appraisal Check-list to the official contractor to obtain approval from the official contractor and the Centre at least 30 days prior to the move-in date.
- The building of stands which have not been checked and approved by the official show contractor and the Centre will not be permitted.
- The organizer shall not permit a stand to open if the structure is considered to be unsafe.
- Stand designs which are not approved or do not conform to the technical regulations or the laws governing such items must be altered or removed. Exhibitors or their appointed contractor will be responsible for all costs incurred with regards to the necessary alterations.
- The Centre will endeavour to inspect all exhibition booths to ensure that they are safe and do not pose a hazard to any user of the Centre.
- The Centre’s Management reserves the right to request the modification or close any stand which is deemed to be a safety hazard.
- Each stand will be inspected prior to the opening of the exhibition and amendments for any unsafe booth structure must be completed or to be rectified immediately upon request by the Centre.
- It is the exhibitor’s responsibility to ensure each stand is presented to the public in a safe manner and maintained as such.

In cases where a stand design does not comply with the Centre’s requirements, the Centre will require the stand builder to obtain a structural engineer’s certificate to verify the integrity of the structure or compliance with the relevant legislation.

Regulations for Stands Requiring Structural Engineer’s Certification

- Stand designs meeting the following criteria will need to submit a Structural Engineer’s report together with the stand design: -
  a. Double-storey.
  b. Solid ceiling or roof area of more than 18 sq metres (193.75 sq feet).
  c. Hanging object exceeding 500 kg.
- Written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose must be supplied together with the Structural Engineer’s Certificate to the Centre’s Management no later than one month prior to the event build-up.
- The Centre reserves the right to refuse the build-up on-site if the endorsement is not received by the stipulated deadline.

Only a structural engineer’s certificate registered under the Board of Engineers Malaysia (BEM) is accepted.

Build Height

- The maximum build height in the foyer is 4mHt inclusive of hanging objects (suspended structures) and double deck.

Raw Space Stand

- All space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined in the Centre’s Guidelines as well as the Stand Design Guidelines set out by the show organizer.
- The stand itself must have the correct dimensions to fit the allocated stand space.
- The top of all stands must, in all cases, be opened so as not to impair protection by the sprinkler system.
- The following information must be submitted for space stands: -
a. Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
b. Description of materials to be used for stand construction.
c. A plan showing its locations within the exhibition.
d. A risk assessment, to include fire hazards and method statement.

Full-Enclosed, Covered Booth with Solid Ceiling and Roofed Structure
• Where a stand has a solid ceiling or roof area more than 18 sq metres (193.75 sq feet), the following information must be submitted: -
  a. Detailed scale drawing with proposed 3D design, detailed dimensions and height, including plan views and elevation.
  b. Roof loading and structural calculations.
  c. Specifications of the materials used.
  d. A risk assessment, to include fire hazards and method statement.
  e. Structural Engineer’s Certificate to the Centre’s Management no later than 30 days prior to the event build-up.
  f. A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment (smoke detector, portable CO2, dry chemical extinguisher or sprinkler system).

Double-Storey
• The following information must be submitted for a double-storey structure: -
  a. Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each storey.
  b. Elevations including full steelwork and staircase details.
  c. Width and position of gangways within the stand.
  d. Floor and/or roof loading.
  e. Specification of materials used.
  f. Structural calculations.
  g. The maximum number of public visitors allowed entry to the 2nd floor or upper level.
  h. A risk assessment, to include fire hazards and method statement.
  i. Sufficient illuminated exit signs positioned so that they can be seen to facilitate escape in an emergency.
  j. Written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose, must be supplied together with the Structural Engineer’s Certificate to the Centre’s Management no later than one month prior to the event build-up.
• Where more than 50 people can occupy the upper level, the Centre requires a minimum of two separate staircases leading from the ground floor to the upper level.
  • Smoke detectors and fire extinguishers are required for safety reasons.

Fire extinguishers are to be of the A: B:(E) dry powder type or CO2 type. Both of these extinguishers are safe to use in an environment where electricity may be present.

Hanging Objects
• Hanging objects must be hung over an exhibitor’s contracted stand space only and not over the aisles and passageways.
• If rigging points do not exist where points are required, a high beam or truss has to be installed to provide the desired rigging points.
• The Centre is the exclusive provider of rigging services. Trusses and motor chain hoists must be supplied by the Centre.
• Exhibitors must appoint qualified or experienced riggers to install the hanging objects.
• The following information must be submitted for hanging objects: -
  a. Scale technical drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each of the hanging object.
  b. Superimposed ceiling truss plan provided by the Show’s Official Contractor showing the cables or motor hoist drop points for the hanging object.
c. Load or weight.
d. Specification of materials used.
e. Structural calculations.
f. A risk assessment, to include fire hazards and method statement.

- Rigging equipment used must be free from defects; fit for purpose, marked to indicate its Working Load Limit (WLL), adequately maintained and subject to legal requirements for inspection with a valid certification.

All hanging objects exceeding 500kg require written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose and must be supplied together with the Structural Engineer’s Certificate to the Centre’s Management no later than one month prior to the event build-up.

**Stand Construction Requirements**

**Construction Materials - Drapes**

- All decorations; drapes, fabric walls, signs, banners, acoustical materials or similar decorative materials used to construct the exhibition booth must be flame-retardant and must meet current fire regulations. Test certification must be available for inspection.
- Fabrics used for interior stand decoration must be fixed taut and or in tight pleated (not loosely draped) to a solid backing, secured above floor level and not touching light fittings. Random testing may be performed at any time by BOMBA or the Centre’s Management.

**Glazing**

- All glazing used in the construction of stands must consist of safety glass (laminated or tempered) with a minimum of the thickness of 6mm to prevent injury from glass shattering. Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering.

**Timber**

- Timber under 25mm thick must be impregnated to be fire-resistant. Treated materials should be marked as such. Boards, plywood, chip wood must be treated if under 18mm thick. The exception to this is MDF, which is usually accepted for use due to its density.

**Paint**

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the Centre. Protective measures must be taken to ensure no paint is spilt or sprayed on the building.

**Raised Floors**

- Raised flooring can become a tripping hazard.
- The raised floor surface or ramped edge must not contain sharp or dangerous edges and must not be a trip hazard.
- Raised flooring must have rounded edges or protective covering to the sharp edges.
- No raised floors or overhanging roof lines are permitted to cross the aisles.

**Ramps**

- Ramps should be of a gradient that is not too steep for use by pedestrians and wheelchairs. The following are the ideal requirements:
- Ramps should not be greater than 10 metres or raised more than 500mm.
- Ramps should have a minimum, unobstructed width of 1.5 metres.
- The ramp’s surface must be slip-resistant.
Tunnels
Tunnels are strictly prohibited at all times.

Lighting
- Where lighting equipment is fitted to the stands as part of decors or exhibits, it is kept within the boundaries of the stand; and be placed more than 500mm from flammable material (for high-powered lights).
- All electric lighting must be at least 2.2 metres above floor level.
- All lighting must be kept to within the confines of the exhibition booths, no lighting shall protrude out into the aisles.
The hirers are responsible for ensuring all lights are switched off at the end of each day and you will be asked to participate in a daily inspection with Centre’s security to ensure this has been done.

Air Space
The air space of adjacent booths is not to be used by the exhibitor without prior approval by the Centre’s Management.

Cutting Materials
- Construction materials should not be cut or sawn on the permanent carpeted floor.
Cutting devices should be fitted with a vacuum mechanism to remove sawdust and the area should be cleaned afterwards.

Fixing
- No items or material shall be taped, tacked, stapled or otherwise affixed to any surface of the Centre (eg. floor, wall, ceiling and glass panel).
- No core drilling or fixing into any floor is allowed or permitted. No structure can be fixed to the venue structure.
- No pins, nails, tape or tacks are to be used on any surface of the venue. Velcro tape is the only approved a method for affixing to fabric material.
SERVICE FORMS
Official Contractor
Pico International (M) Sdn Bhd
FORM 1  STANDARD SHELL SCHEME- FASCIA NAME FORM  APUF7

Authorized Representative Applying:-
Exhibitor Company : ___________________________ Booth No: __________
Contractor Company : ___________________________
Person in Charge : _____________________________
Email : _____________________________
Mobile : _____________________________
Tel No : _____________________________
Fax No : _____________________________
Date : _____________________________

Company Stamp & Signature : _____________________________

Please fill in the following to ensure your name appears correctly on your fascia board. Failure to submit the request after the deadline, the name on the signed contract will be used.

Any changes on site will be charged at RM 100.00 for each set of fascia name.

You are limited to a maximum of 32 individual letters (including spacing).

Please note that this form is applicable to SHELL SCHEME stands only.

Submit by 7TH OCTOBER 2019 to:

PICO International (M) Sdn Bhd
• Telephone: 60.3.6275.5990  • Facsimile: 60.3.6275.6366  • E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
FORM 2 NON-OFFICIAL CONTRACTOR FORM APUF7

Authorized Representative Applying: -
Booth Name: ___________________________ Booth No: ________
Contractor Company: ___________________________
Person in Charge: ___________________________
Email: ___________________________
Mobile: ___________________________
Tel No: ___________________________

Company Stamp & Signature: ___________________________

PERFORMANCE BOND (REFUNDABLE SECURITY DEPOSIT)

<table>
<thead>
<tr>
<th>No.</th>
<th>Particular</th>
<th>Space Size</th>
<th>Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>RM5,000.00 (50sqm and below)</td>
<td>50sqm and below</td>
<td>5,000.00</td>
</tr>
<tr>
<td>2.</td>
<td>RM100.00 per sqm (above 50sqm)</td>
<td>___________ sqm</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL (RM)

ADMINISTRATION FEE (NON-REFUNDABLE)

<table>
<thead>
<tr>
<th>No.</th>
<th>Particular</th>
<th>Space Size</th>
<th>Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>RM48.00 per sqm</td>
<td>___________ sqm</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total (RM)

Grand Total (RM)

IMPORTANT NOTES:
1) Please issue separate cheque for performance bond.
2) Bare space consists of SPACE ONLY with no lightings, furniture and carpet.
3) All stand design must compile in proper 3D drawing and be submitted to PICO (darren.see@pico.com.my and isaac.tan@pico.com.my) no later than 7th October 2019 for approval.

Only upon approval, can the contractor commence work on site.

Submit by 7th OCTOBER 2019 to:
PICO International (M) Sdn Bhd
• Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
## STAND DESIGN PLAN SUBMISSION

<table>
<thead>
<tr>
<th><strong>Section A</strong></th>
<th><strong>General information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name</td>
<td></td>
</tr>
<tr>
<td>Event Date</td>
<td></td>
</tr>
<tr>
<td>Contractor Company</td>
<td></td>
</tr>
<tr>
<td>Contractor Name</td>
<td></td>
</tr>
<tr>
<td>Handphone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Booth Name/ Number</td>
<td>Axiata / P03</td>
</tr>
<tr>
<td>Booth Size</td>
<td>6m x 6m</td>
</tr>
<tr>
<td>Halls Name</td>
<td>Hall 5</td>
</tr>
<tr>
<td>Overall Booth Height</td>
<td>Below 4.3m</td>
</tr>
<tr>
<td>Note</td>
<td>Due to some variance in the heights in some areas within the different halls, all exhibitors/stand builders must refer to the technical floor plans provided by show organiser.</td>
</tr>
</tbody>
</table>
Section C

1. Only 3D stand design plans or photos are accepted
2. The structural details of the stand should include 3D specifications indicating views from all angles of the model.
Section C
1. Only 3D stand design plans or photos are accepted
2. The structural details of the stand should include 3D specifications indicating views from all angles of the model.
Section C
3 The construction and structural details of the stand should include the respective building methodology, materials used and other relevant details inclusive of specific suspension requirements if required.

Method to construct the 3 sets of triangle shape wooden arch:
1. 
2. 
3. 
4. 
5. 
6. 

Method to support to Box up Asiata logo
1. 
2. 
3. 

Section C
4 A copy of the Structural Engineering Certification for Double deck and "complex" stand. (use additional or separate document where necessary)
SECTION D
Prepared by
Date
Name of the stand builder

SECTION E
Accepted by
Date
Name of organiser or the appointed stand plan competent contractor
INDEMNITY LETTER

RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

It is the responsibility of the contractor to ensure all regulations, policies and deadlines (outlined in the Services Manual) of APUF7 are observed carefully and performed by the Contractor involved in Exhibition. The contractors must adhere to the following guidelines:

1. All non-official contractors are required to register with the Organizer and the Official Main Exhibition Contractor.
2. All non-official contractors must possess valid business registration license, workmen compensation insurance and public liability and or third-party liability insurance.
3. All contractors must be registered and accredited by the United Nation and to wear a pass supplied by Show Management all the times when entering the halls.
4. All Malaysian workers must possess an Identity Card (IC) and all foreign workers must possess a valid work permit.
5. No persons under age 18 years old are permitted to enter or work on the premises.
6. No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
7. Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol.
8. The entire Convention Centre Building including all indoor and outdoor is a no-smoking zone. Smoking is not allowed at any time this applies to the use of electronic cigarettes and vaporizers.
9. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
10. Construction materials are not allowed to be piled onto NO FREIGHT AISLE, or obstruct fire exit and firefighting equipment. All materials must be kept within the contracted booth space at all times.
11. All contractors and their employees are strictly prohibited from using the guest’s toilet facilities or loitering at the lobby and guest’s area.
12. Urinating in paint washing room or any unauthorized designation is strictly prohibited.
13. Preparation and cleaning of paints must be conducted in washroom located at ground floor; loading dock 2 and loading dock 4.
14. Contractor caught cleaning and disposing paint, chemical of build-up materials in the toilet bowl and washing basin will be penalized and liable to bear any cost incurred for rectifying the drainage system.
15. Only non-toxic primarily water-based, paints are permitted. Any liquid chemical in the bottle must be label and Spray painting is not allowed within the centre.
16. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
17. Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall
pre-fabricated off-site and no major painting is permitted.

18. Any person working on the scaffolding of 2 metres and above must be protected with appropriate
personal protective equipment such as safety helmet, body harness, covered or safety shoes. Only competent
and experienced personnel shall be allowed to erect and dismantle the scaffolding.

19. Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall is strictly
not allowed.

20. Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for
others or not following directions of Security personnel shall be evicted from site.

21. Any person with using abusive language, violent behaviour or committing unsafe work practices and or non-
compliance activities will be prohibited from working in the Centre immediately.

22. The Centre’s Security Department deals with all reported incidents. Any incidents occur during the build and
tear down activity, the contractors should report to the Centre’s Security Services which located at the Concourse
Level.

23. Safety height clearance at the loading dock is 4m. Vehicle in loading shall not exceed 3.5m in height and
20’ (6.1m) in length. Any incidental damage for non-compliance for this restricted height will be liable for
compensation to the Centre for damage.

Part 2: Raw Space Stand Rules and Regulations

1. All stand design layout plans must be computer generated in 3D with elevated & perspective view to be
submitted to the official contractor before or by 7th October 2019 for approval to ensure a smooth build-up. All
stand measurements must be in metric format.

2. All contractors to ensure all the waste construction materials are cleared from the loading bay and exhibition
during installation and dismantle. The appointed contractor will be charged a penalty and disposal fee from the
performance bond if any materials found left at the loading bay or exhibition hall.

3. All contractors must follow the move in/move out a schedule which will be sent one week before move in
to ensure the loading/unloading run smoothly.

4. It is the responsibility of space only exhibitors to ensure that their stand number is incorporated within their
stand design and is clearly displayed.

5. Exhibitors are responsible and liable for any such contractor’s observance of all Rules and Regulations,
including the strict observance of the Build-up and Teardown schedule. The official contractor reserves the right
to charge any such Exhibitor and/or Contractor who have violated any rules and regulations or delay in the
build-up and teardown, for additional works required as a result of the violation.

6. Non-official / Independent stand builder must submit stand designs or others related for approval and a
refundable deposit of no less than MYR5,000.00 per stand with Show Official Contractors to serve as a
performance bond as well as a damage deposit. The deposit calculated at MYR 100.00 per square metre
but subject to a minimum of MYR5,000.00 per stand, will be refunded after the deduction for services and
damages. Please refer to Non-Official Contractor Registration Form for details.
7. All non-official contractors will need to pay MYR 48.00 per square metre (non-refundable) for administration fee to Show Official Contractors depending on the location of the booth in the hall.

8. No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.

9. Exhibitors are responsible for the stand design and construction of stand walls as follows:

   OPEN FRONTAGE ONLY – Must have a back wall, 2 side walls and floor covering.
   2 OPEN SIDES – Must have a back wall, a sidewall and floor covering.
   3 OPEN SIDES – Must have a back wall and floor covering.

It is compulsory for the exhibitor to provide full floor and wall finishing for their stands, regardless of the height of the stand. Failure to do this will result in the Official Contractor building this wall on the Exhibitor’s behalf and the cost will be charged to the exhibitor or the appointed contractor.

10. Only upon approval, can the exhibiting company commence work on-site.

11. The booth must be constructed in accordance with the approved design and be ready within the build-up period specified in the show rules and regulations.

12. The exhibiting company shall ensure that the booth is built ad dismantled in a safe, systematic and organized manner, within the specified build-up and dismantling period.

13. Round edges at the four corners of the booth are required for any raised up platform. ‘Caution tape’ is deemed necessary at all edging of the platform that may cause hazard to the visitors.

14. In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as proof.

15. Starting arrangement of motors: All motors must have independent automatic protection against excessive current surge using one of the following starters:
   i. Up to 5 HP: Direct-on-line
   ii. - 25 HP
   iii. Above 25 HP
16. All electrical installation work from the source of supply at the exhibition must be carried out solely by the Official contractor.

17. Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc and keep the Organiser and Official Contractor informed.

18. Sharing of power socket among booth during build-up is strictly prohibited.

19. Lighting Connection (maximum 100W per fitting) has to be ordered for every lighting items fitted at the booth.

20. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.

21. An official warning letter will be issued and a penalty fee will be imposed by the official contractor to an outside contractor who does not comply to venue and show rules & regulations (as spelt out in this indemnity letter) after second verbal warning is given.

22. This approval letter is subject to the adherence of the Terms and Conditions including the Event Guidelines of the KL Convention Centre.

**Part 3: Indemnity**

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

<table>
<thead>
<tr>
<th>Booth Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth No.</td>
<td></td>
</tr>
<tr>
<td>Contractor Company Name</td>
<td></td>
</tr>
<tr>
<td>PIC Name</td>
<td></td>
</tr>
<tr>
<td>Contact No.</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
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<tr>
<td>Signature</td>
<td></td>
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<tr>
<td>Company Stamp</td>
<td></td>
</tr>
</tbody>
</table>

Kindly provide the details below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Size of Lorry</th>
<th>No. of Lorry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Failing to sign back the indemnity letter will not be granted access to the exhibition hall for build up.

Submit by 7th October 2019 to:
PICO International (M) Sdn Bhd
- Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
  E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
### Billing Information:

Exhibitor Company: ____________________________  Booth No: ________
Person in Charge: ______________________________
Email: ______________________________
Mobile: ______________________________
Tel No: ______________________________
Fax No: ______________________________
Date: ______________________________

Company Stamp & Signature: ______________________________

<table>
<thead>
<tr>
<th>NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>UNIT COST(RM)</th>
<th>QTY</th>
<th>TOTAL COST (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PF01 INFORMATION DESK</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PF01A INFORMATION COUNTER</td>
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</tr>
<tr>
<td>3</td>
<td>PF01D CURVE COUNTER</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CT01A CRYSTAL D3</td>
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<td></td>
<td></td>
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<tr>
<td>5</td>
<td>RT02 ALUMINIUM TABLE</td>
<td>135.00</td>
<td></td>
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<tr>
<td>6</td>
<td>CT01 GLASS TOP COFFEE TABLE</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>ET06 LOW ROUND TABLE</td>
<td>130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>ET06A TALL ROUND TABLE</td>
<td>140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>PF03 LOCKABLE CUPBOARD</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>PS08 SHELF-FLAT/SLOPE</td>
<td>50.00</td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>PF07B LOW DISPLAY CUBE</td>
<td>70.00</td>
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</tr>
<tr>
<td>12</td>
<td>PF07A MEDIUM DISPLAY CUBE</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>PF07 TALL DISPLAY CUBE</td>
<td>90.00</td>
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</tr>
<tr>
<td>14</td>
<td>EE01 REFRIGERATOR (MEDIUM)</td>
<td>450.00</td>
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</tr>
<tr>
<td>15</td>
<td>EE02 REFRIGERATOR (SMALL)</td>
<td>350.00</td>
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<tr>
<td>16</td>
<td>PF08 SYSTEM RACKING</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>EC08 FOLDING CHAIR</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>EC01 EASY ARMCHAIR</td>
<td>70.00</td>
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</tbody>
</table>
## FORM 3  FURNITURE RENTAL FORM  APUF7

<table>
<thead>
<tr>
<th>NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>UNIT COST (RM)</th>
<th>QTY</th>
<th>TOTAL COST (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>EC02  SAVANNAI CHAIR</td>
<td>110.00</td>
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<tr>
<td>20</td>
<td>EC04  ALUMINIUM CHAIR</td>
<td>90.00</td>
<td></td>
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<tr>
<td>21</td>
<td>CC05  BLACK LEATHER ARMCHAIR</td>
<td>60.00</td>
<td></td>
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</tr>
<tr>
<td>22</td>
<td>BS02  BARSTOOL</td>
<td>80.00</td>
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<tr>
<td>23</td>
<td>BS05  OSCAR BARSTOOL</td>
<td>140.00</td>
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<td>24</td>
<td>AU01A SOFA</td>
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<td>25</td>
<td>SF02  SOFA BLACK</td>
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<tr>
<td>26</td>
<td>PF02  LOW SHOW CASE</td>
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<tr>
<td>27</td>
<td>PF04  HIGH SHOW CASE</td>
<td>355.00</td>
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<tr>
<td>28</td>
<td>AS03A BROCHURE RACK</td>
<td>90.00</td>
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<tr>
<td>29</td>
<td>CH01  COAT HANGER</td>
<td>120.00</td>
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<td></td>
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<tr>
<td>30</td>
<td>DR02  FOLDING DOOR</td>
<td>200.00</td>
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<td></td>
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<tr>
<td>31</td>
<td>DR01  WOODEN DOOR</td>
<td>300.00</td>
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<tr>
<td>32</td>
<td>ES10A BARRICADE BELT TAPE</td>
<td>100.00</td>
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<tr>
<td>33</td>
<td>DS01  DUSTBIN (NORMAL)</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total : 
Grand Total :

Order made after deadline is subjected to 50% surcharge :

### IMPORTANT NOTES:

1) All items are on a rental basis.
2) Late order: **50% late surcharge** will be charged for any late orders received after the deadline (7th October 2019), while orders received on-site will be subject to **100% on-site surcharge**.
3) Any cancellation before/on 7th October 2019 will be charged 50% on the item priced, 100% cancellation fee will be charged for orders cancelled after 7th October 2019.
4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to PICO INTERNATIONAL (M) SDN BHD, otherwise it is not valid.

Submit by 7th October 2019 to:
PICO International (M) Sdn Bhd
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E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
Furniture & Accessories

To enhance the interior of an exhibition stand, one can always turn to Pico for additional furniture and lighting fixtures at an attractive cost, without compromising on the accessory’s quality.

Furniture Rental

PF01 Information Desk
PF01A Information Counter
PF01B 2 Tier Counter
PF01C Curve Counter
PF01D Curve Table
PF02 Low Showy Case
PF03 Lockable Cupboard
PF04 High Showy Case
PF05 Round Table
PF06 Tall Round Table
PF07 Low Display Cube
PF08 Medium Display Cube
PF09 Tall Display Cube
PF10 Square Table
PF11 White Furniture Coffee Table
PF12 Glass Top Coffee Table
PF08 System Railing
PF09 Shelf Flute or slope
PF10A Barrier Belt Tape
PF10B Barrier V Tape
PF11A Display Rack

Dimensions:
PF01 Information Desk: 1000(W) x 500(D) x 1700(H)
PF01A Information Counter: 1050(W) x 540(D) x 1000(H)
PF01B 2 Tier Counter: 1000(W) x 750(D) x 1000(H)
PF01C Curve Counter: 1900(W) x 500(D) x 1000(H)
PF01D Curve Table: 1950(W) x 500(D) x 750(H)
PF02 Low Showy Case: 1020(W) x 540(D) x 950(H)
PF03 Lockable Cupboard: 1020(W) x 540(D) x 750(H)
PF04 High Showy Case: 1030(W) x 540(D) x 2070(H)
PF05 Round Table: 900(D) x 760(H)
PF06 Tall Round Table: 600(D) x 1004(H)
PF07 Low Display Cube: 540(W) x 540(D) x 760(H)
PF08 Medium Display Cube: 540(W) x 540(D) x 760(H)
PF09 Tall Display Cube: 540(W) x 540(D) x 1030(H)
PF10 Square Table: 600(W) x 600(D) x 760(H)
PF11 White Furniture Coffee Table: 540(W) x 540(D) x 520(H)
PF12 Glass Top Coffee Table: 600(W) x 600(D) x 520(H)
PF08 System Railing: 1000(W) x 500(D) x 2070(H)
PF09 Shelf Flute or slope: 1000(W) x 310(D) x 2450(H)
PF10A Barrier Belt Tape: 1500(W) x 900(H)
PF10B Barrier V Tape: 1400(W) x 700(H)
PF11A Display Rack: 3200(W) x 600(D) x 1380(H)
**Billing Information:**

Exhibitor Company: ___________________________ Booth No: _________
Person in Charge: ___________________________
Email: ___________________________
Mobile: ___________________________
Tel No: ___________________________
Fax No: ___________________________
Date: ___________________________

Company Stamp & Signature: ___________________________

<table>
<thead>
<tr>
<th>NO.</th>
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<th>QTY</th>
<th>TOTAL COST (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FL01 40W FLUORESCENT LIGHT – NOT FOR LIGHTBOX</td>
<td>75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SL01 SPOTLIGHT</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>LS02 100W SPOTLIGHT WITH ARM</td>
<td>90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SR205 50W HALOGEN DOWNLIGHT</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HF01 HALOGEN FLOODLIGHT</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>HLF02 HALOGEN LONGARM FLOODLIGHT</td>
<td>250.00</td>
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<td></td>
</tr>
<tr>
<td>7</td>
<td>HQI70 METAL HALIDE (COMPLETE SET)</td>
<td>330.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES:**

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2) Late order: **50% late surcharge** will be charged for any late orders received after the deadline (**7th October 2019**), while orders received on-site will be subject to **100% onsite surcharge**.
3) Any cancellation before/on **7th October 2019** will be charged 50% on the item priced, 100% cancellation fee will be charged for orders cancelled after **7th October 2019**.
4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

Submit by **7th October 2019** to:

PICO International (M) Sdn Bhd
- Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
  E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
# ELECTRICAL RENTAL FORM

**FORM 4**

<table>
<thead>
<tr>
<th>NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>UNIT COST (RM)</th>
<th>QTY</th>
<th>TOTAL COST (RM)</th>
</tr>
</thead>
</table>

## Section B – Electrical supply to machine (not for lighting)

| 8   | 13AMP SINGLE PHASE (for Build-Up)                 | 180.00         |
| 9   | 13AMP SINGLE PHASE (Max. 300W)                    | 130.00         |
| 10  | 13AMP SINGLE PHASE (24 Hours)                     | 180.00         |
| 11  | 15AMP SINGLE PHASE                                | 205.00         |

## Section C – Connection fitting up to 100W

| 12  | LIGHTING CONNECTION (100W Max PER FITTING)        | 150.00         |
| 13  | LED BULB LIGHTING CONNECTION (PER FITTING)        | 150.00         |
| 14  | LED STRIP LIGHTING CONNECTION (PER METER)         | 150.00         |

Sub Total: 

Order made after deadline is subjected to 50% surcharge:

Grand Total: 

**IMPORTANT NOTES:**

1. All items are on a rental basis.
2. Late order: 50% late surcharge will be charged for any late orders received after the deadline (7th October 2019), while orders received on-site will be subject to 100% onsite surcharge.
3. Any cancellation before/on 7th October 2019 will be charged 50% on the item priced, 100% cancellation fee will be charged for an order cancelled after 7th October 2019.
4. All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to PICO INTERNATIONAL (M) SDN BHD, otherwise it is not valid.

Submit by 7th October 2019 to:

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E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
Electrical Rental

- **SL01** Spotlight 100 Watt
- **LS02** Longarm Spotlight 100 Watt
- **H604** Hologen Spotlight 50 Watt
- **HL503** Hologen Longarm Spotlight 50 Watt
- **SR205** Hologen Downlight 50 Watt
- **H-F01** Hologen Floodlight 300 Watt
- **HL502** Hologen Longarm Floodlight 300 Watt
- **FL01** Fluorescent Light
- **Power Socket**
- **H-Q79** Metal Halide 70 Watt
- **H-Q71 150** Metal Halide 150 Watt
- **PC1000** Pancan Light 1000 Watt

**Design & Construction**

In Pico, we believe it takes specialist support at every stage of the creation process to deliver a package that performs for you. It all lies in focused quality and craftsmanship, from inception to the finished product. With co-ordinated support from our in-house services for design, graphics, lighting, fixtures and signage, Pico can transform your concept into reality.
1. Electrical power supply:
   - Single-phase: 230V / 50Hz ±
   - 5% Three-phase: 415V / 50Hz ± 5%

2. All prices quoted include approval fees, installation, power consumption, and standby maintenance.

3. Lighting Connection:
   - All lighting connection work must be done by Pico. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection.

4. Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.

5. Lighting Connection (maximum 100W per fitting) has to be ordered for every lighting items fitted at the booth. (e.g, A 150Watt Metal Halide = 2 lighting connections)

6. Lightboxes are charged according to the number of tubes in each lightbox, using the lighting hook-up or connection rate, whichever is applicable. Exhibitors are encouraged to use tubes of higher voltage (maximum 100W per fitting) wherever possible.

7. Exhibitors who provide their own lighting fixture containing wiring installation must comply with the following procedures:
   - Submit detailed drawings of such installation to Pico for approval.
   - Show proof that such installation is carried out by a registered wiring contractor with relevant Class of Certificate of Registration issued by the Energy Commission of Malaysia or its equivalent.
   - Use materials approved by the Energy Commission of Malaysia or its equivalent.

8. All equipment should have independent neutral & earth for equipment that requires a three-phase power supply.

9. All exhibitors are encouraged to retest the incoming voltage before commissioning their equipment.

10. Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation.

11. Exhibitors are encouraged to use Uninterruptible Power Supply (UPS) to prevent any immediate interruption of power supply in the event of tripping and stabilizers for sensitive equipment.

12. Each individual powerpoint or isolator is to be restricted for the use for only (one) piece of equipment and it cannot be used for lighting purpose.

13. Exhibitors should refer to and obtain from Pico for special light terms required and pay all relevant cost directly to Pico.

14. Plans and location of electrical points have to be submitted 4 weeks before the show opening to Pico.

15. Pico reserves the right to request Exhibitors to change any wiring installation, connection etc. contained in lighting fixtures for safety reason.
**FORM 5  PRINTING ORDER FORM  APUF7**

<table>
<thead>
<tr>
<th>NO</th>
<th>ITEMS</th>
<th>UNIT COST(MYR)</th>
<th>QTY</th>
<th>TOTAL COST (MYR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Digital Inkjet Print On System Panels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Internal Panel Size : 0.95m x 2.35mH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct mounting of inkjet print on individual panels.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The poles securing the panels will be seen.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>400/ per meter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Digital Inkjet Print On Compressed Foam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Beam to beam Size : 1.0m x 2.44mH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mounting of inkjet print on the compressed foam before</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>mounting on the system wall.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The print will look like an entire mural without having poles in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>between.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>500/ per meter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Inkjet Sticker on Fascia Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Size : 3.0m x 0.21mH)</td>
<td><strong>100/ per unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Compress Foam on Fascia Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Size : 3.0m x 0.35mH)</td>
<td><strong>150/ per unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Inkjet Sticker on Information Desk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Front : 0.95m x 0.6mH)</td>
<td><strong>100/ per unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Compress Foam on Information Desk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Front : 1.03m x 0.75mH &amp; Side : 0.535m x 0.75mH)</td>
<td><strong>200/ per unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Inkjet Sticker on Low Show Case</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Size : 0.95m x 0.62mH)</td>
<td><strong>100/ per unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Inkjet Sticker on High Show Case</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Size : 0.95m x 0.89mH &amp; Top : 0.95m x 0.21mH)</td>
<td><strong>150/ per unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Inkjet Sticker on Curve Counter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Size : 1.533m x 0.6mH)</td>
<td><strong>150/ per unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Roll Up Banner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Size : 0.8m x 2.0mH)</td>
<td><strong>400/ per unit</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total

Grand Total:

Submit by 7th OCTOBER 2019 to:
PICO International (M) Sdn Bhd
- Telephone: 60.3.6275.5990  Facsimile: 60.3.6275.6366  
- E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
# Printing Items Appendix

<table>
<thead>
<tr>
<th>Digital Inkjet Print On System Panels</th>
<th>Digital Inkjet Print On Compressed Foam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inkjet Sticker on Fascia Board</td>
<td>Compress Foam on Fascia Board</td>
</tr>
<tr>
<td>Inkjet Sticker on Information Desk</td>
<td>Compress Foam on Information Desk</td>
</tr>
<tr>
<td>Inkjet Sticker on Low Show Case</td>
<td>Inkjet Sticker on High Show Case</td>
</tr>
<tr>
<td>Inkjet Sticker on Curve Counter</td>
<td>Roll Up Banner</td>
</tr>
</tbody>
</table>
**FORM 6  CARPET ORDER FORM  APUF7**

<table>
<thead>
<tr>
<th>Appointed Contractor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Company</td>
<td></td>
</tr>
<tr>
<td>Booth No</td>
<td></td>
</tr>
<tr>
<td>Contractor Company</td>
<td></td>
</tr>
<tr>
<td>Person in Charge</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Tel No</td>
<td></td>
</tr>
<tr>
<td>Fax No</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT PRICE (MYR)</th>
<th>SIZE (m x m)</th>
<th>CARPET COLOUR</th>
<th>TOTAL (MYR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needle Punch Carpet</td>
<td>25.00/sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total: |

Grand Total: |

Company Stamp & Signature: ____________________________

**IMPORTANT NOTES:**

1) Please refer to the carpet colour sample at the following page.
2) Carpet colour is subject to availability. Colour may vary in actual.
3) Any cancellation before/on 7th October 2019 will be charged 50% on the item priced, 100% cancellation fee will be charged for orders cancelled after 7th October 2019.
4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to PICO INTERNATIONAL (M) SDN BHD, otherwise it is not valid.

Submit by 7th OCTOBER 2019 to:

PICO International (M) Sdn Bhd

- Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
- E-mail: darren.see@pico.com.my (DARREN) / isaac.tan@pico.com.my (ISAAC)
Note: Carpet colour is subject to availability. Colour may vary in actual.
ASIA PACIFIC URBAN FORUM 2019,
15-17 OCTOBER 2019
SPICE CONVENTION CENTRE, PENANG
MALAYSIA

Dear Exhibitor:
We have taken note of your orders and others for the above-mentioned event. For payment, we would appreciate it if you could indicate on this form your payment method and payment details as soon as the arrangement has been confirmed. This is to allow us to trace and process your payment more effectively for you.

Please kindly note that all payment for orders must reach us at the stipulated date or will be deemed as invalid.
Thank You.

DARREN SEE
DID: + 60 3 6275 5990
Mobile: +6016 992 1019
Email: darren.see@pico.com.my
isaac.tan@pico.com.my

| Exhibitor | :____________________ |
| Booth No | :____________________ |
| Contact Person | :____________________ |
| Tel | :____________________ |
| Fax | :____________________ |
| Email | :____________________ |

Please return this form together with your order via email/fax to:

PICO INTERNATIONAL(M) SDN BHD
Attn: Mr. Darren See
Email: darren.see@pico.com.my / isaac.tan@pico.com.my
Tel: +603-6275 5990, Fax: +603-6275 6366

<table>
<thead>
<tr>
<th>Method of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TT Transfer</td>
</tr>
</tbody>
</table>

Please remit to:
CIMB BANK BERHAD
B-G-8, Block B, Plaza Ativo, Jalan PJU 9/1, Damansara Avenue, Bandar Sri Damansara 52200, Kuala Lumpur.
RM A/C No: 800039011
USD A/C No: 80000373440
SGD A/C No: 80001363902
Swift Code: CIBBMYKL
(In favour of PICO INTERNATIONAL (M) SDN BHD)

Please also indicate the show name:
ASIA PACIFIC URBAN FORUM 2019

Kindly fax your remittance advice together with this form to the fax number: +60 3 6275 6366 when the payment has been made in order for us to trace and activate your orders without delay.

Credit Card
- Visa
- MasterCard
- Amex

Card Number: ____________________________
Expiry Date: ____________
* CVV2 No (Last 3 digit behind Card): ____________
* Top right hand corner 4 digit no. (AMEX): ____________
Name of Card Owner: _______________________

Signature as appearing in the credit card:

Total Amount: -
RM____________ + 3%* = RM_____________
*(Inclusive of remittance bank charges) to the Account Detailed below and agree to the terms and conditions stated below.
Note: A surcharge of 3% will be incurred for all Payment via credit card