

# **EXHIBITORS' MANUAL**

**5-6 March 2013**

**JW Marriot Hotel**

**Dubai**

# ISS Dubai Manual 2013

5-6 March 2013

JW Marriot, Dubai UAE

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# ISS Dubai Manual 2013

5-6 March 2013

JW Marriot Hotel, Dubai UAE

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## GENERAL INFORMATION

### THE EXHIBITION

ISS Dubai Manual 2013

### EXHIBITION PERIOD

5 March 2013 -Daily Opening Hours: 10.00am- 5.00pm

6 March 2013 – Daily Opening Hours: 9.30am-12.30pm

### VENUE

JW Marriot Hotel, Dubai

### THE ORGANISER

TELESTRATEGIES, INC

6845 Elm Street, Suite 310, Mc Lean, VA 22102, USA, United States of America

### OFFICIAL CONTRACTOR

LASSHEER INTERNATIONAL (M) SDN BHD

23-3, Jalan PJU 5/12, Dataran Sunway, Kota Damansara, 47810 Kuala Lumpur, Malaysia.

### CONTRACTOR BUILD UP

Official Contractor Move-in & Set-up: 4 MARCH 2013 (MON) ; 0700 hrs – 1600 hrs

Non Official Contractor Move-in & Set-up: 4 MARCH 2013 (MON) ; 1000 hrs – 1600 hrs

### EXHIBITOR

Move-in: 4 MARCH 2013 (MON) ; 1500 hrs – 2000 hrs

### DISMANTLING

Exhibitors: 6 MARCH 2013 (WED) ; after exhibition ends at 1230pm

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## **RULES & REGULATIONS**

### **1. ADMISSION**

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

### **2. EXHIBITORS' BADGES**

Badges are issued by organizer. Different visitors will receive different type of badges to access specific room/place only

### **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 5-6 March 2013. Organizer will do its utmost to ensure the security of the area. The Organizer 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.

### **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 circumstances whatsoever whether by reason of fire, water, theft, accident or any other cause. If the Organizer so demands the Exhibitor shall provide the proof to the Organizer that the Exhibitor has adequate insurance cover.

Exhibitor must ensure that all their staff and the staff servants, agents or contractors are insecure against claims for workman's compensation. The period for which such insurance's 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 has been removed.

### **6. BOOTH / SPACE ALLOCATION**

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

### **7. SUBLETTING OF BOOTHS**

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

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## RULES & REGULATIONS

### 8. PROMOTION DURING EXHIBITION

Exhibitors are reminded not to place stickers, signs or posters anywhere in the ballroom 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 area; e.g.; pillars, walls, partitions, panel, etc.

### 10. FORCE MAJEURE

The Organizer 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 staffs 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 agency.**

All personnel in the exhibition hall and conference room must wear identification badges at all time. Additional Exhibitor badges can be obtained from the registration counter.

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.

Organiser reserves the right to request any of the Exhibitors, their employees, representatives, servants, agent, contractors or invitees, to leave and vacate the Exhibitor 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 except smoking areas stated with signboard.

### 13. FIRE REGULATIONS

All materials used in stand construction must be properly fire proofed to international standards and also in accordance with local regulations.

### 14. FASCIA NAME FOR SHELL SCHEME

Exhibitors using shell scheme booths must submit the name to appear on the fascia board before deadline **03 FEB 2012.**

# ISS Dubai Manual 2013

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JW Marriot, Dubai UAE

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## RULES & REGULATIONS

### 15. SPECIAL BOOTH DESIGN / UPGRADED BOOTH

All booth constructions, rentals of furniture and electrical items, electrical installation must be carried out by Official Contractor, Lassheer International (M) Sdn Bhd.

Exhibitors NOT using Official Contractor MUST advise their appointed contractor to inform Official Contractor of their special booth design, electrical and other requirements as per order form 4 (electrical)

An Administration fee of USD 10.00 per sqm will be imposed to 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 BARE SPACE STAND / NON OFFICIAL CONTRACTOR FORM**

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.

#### **Special Booth Design Requirement:**

- a) All special design technical drawing must be submitted to Official Contractor for approval by 03 MARCH 2013
- b) Height limit allowed for booth construction is 3m except specific area advised.
- c) 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.

### 16. POWER SUPPLY & LIGHTING

Lighting connection's work in all ISS Asia 2013 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 Order Form 4 (Electrical form)

- a) Lighting connections are charged according to the number of tubes and bulbs lighted on 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 watt (maximum 100 watt) wherever possible.
- c) Exhibitors who provide their own lighting fixtures containing wiring installation must comply to the following
  - 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 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 Hilton Hotel 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.

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## EXHIBITOR'S CHECKLIST

FORMS	DEADLINE	RETURN FORM TO
Form 1 Bare space Stand / Non official con. Booth Design Submission	03 FEB 2013	Lassheer International (M) Sdn Bhd
Form 2 Fascia Name		
Form 3 Furniture Form		
Form 4 Electrical Form		
Form 5 Electrical Grid Plan		
Form 6 Audio Visual Form		

### STANDARD PROCEDURE FOR ORDER FORM

1. 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.
2. 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.
3. PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE (unless otherwise approved)

For your reference, the details of the official contractor and venue provider are listed below.

#### **LASSHEER INTERNATIONAL (M) SDN BHD**

23-3, Jalan PJU 5/12,  
Dataran Sunway, Kota Damansara,  
47810 Selangor, Malaysia.

Contact & PIC:

Ms. Cassie Chai & Wei Chung  
(Furniture, Electrical AV form, Fascia Name Form)  
Email: [cassie@lassheer.com](mailto:cassie@lassheer.com), [weichung@lassheer.com](mailto:weichung@lassheer.com)

Ms. Yvonne Tiew  
(Special Design, Operation and special request)  
Email: [info@lassheer.com](mailto:info@lassheer.com)

Kindly send all forms to Ms. Cassie & Mr Wei Chung;  
and cc to Yvonne, [info@lassheer.com](mailto:info@lassheer.com)

#### **JW Marriot Hotel ,Dubai**

Abu Baker Al Siddique Rd, Deira, next to  
Hamarain Shopping Center,P.O. Box  
16590 · Dubai, United Arab Emirates

Maria Alithea Cruz  
Events Executive  
Tel: +971 4 607 7823 | Fax: +971 4 607 7774|  
Email: [mhrs.dxbae.events3@marriotthotels.com](mailto:mhrs.dxbae.events3@marriotthotels.com)

Kindly send the shipment or Internet booking to the venue provide

## STANDARD SHELL SCHEME



- 2.5 m (Ht) rear and dividing wall partition in white laminated finish.
- overhead fascia panel with sticker cut out standard company name and stand number.
- 03 nos. of track spotlight and 01 no 13 amp single-phase power point for every booth
- 1 no of round table, 2 nos. of stackable chair and 01 no. waste paper basket for every booth.
- Carpet and underlay is not inclusive in the shell scheme package as hotel is carpeted unless otherwise ordered by exhibitors (existing hotel colourful carpet only)



# ISS Dubai Manual 2013

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JW Marriot Hotel, Dubai

NON-OFFICIAL CONTRACTOR FORM

DEADLINE: **03 FEB 2013**

Please tick (✓) as appropriate:

We do require Outside Contractor

We appointed LASSHEER INTERNATIONAL (M) SDN BHD as our booth contractor

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
Email	Mobile
Contact Person	Job Title

### PERFORMANCE BOND (REFUNDABLE SECURITY DEPOSIT)

Deadline of submit payment: On site

booth(s) x USD 2,000.00 per contractor =

### ADMINISTRATION FEE (NON REFUNDABLE)

Deadline of submit payment: 03 FEB 2012

sqm x USD 10.00 per sqm =

Please prepare the invoice for above items and bill to us

Please prepare the invoice above and bill to my appointed contractor

### IMPORTANT NOTES:

We will make payment via Telegraphic Transfer

Bank details: MAYBANK BERHAD

Lot GF-32, Ground Floor, The Waterfront @ Parkcity KL, No. 5, Persiaran Residen, Desa Parkcity, 52100 K.L.

Bank Account No. 512754504428 Swift Code: MBBEMYKL

\*Note: If payment 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.

### **IMPORTANT NOTICE - DEADLINE OF SUBMIT DESIGN: 03<sup>rd</sup> FEB 2013**

All Non-Official Contractors are **COMPULSORY TO E-MAIL BOOTH(S) DESIGN** to (Yvonne – [Info@lassheer.com](mailto:Info@lassheer.com)) for pre-approval, otherwise we will not responsible for any instruction by Hilton KL to amend the booth structure on site. Thank you.

Please copy and return to: Lassheer International (M) Sdn Bhd

23-3, Jalan PJU 5/12,

Dataran Sunway

47810 Kota Damansara, Selangor.

Contact: Ms. Cassie Chai & Mr. Wei Chung E-mail: [cassie@lassheer.com](mailto:cassie@lassheer.com) ; [weichung@lassheer.com](mailto:weichung@lassheer.com)

cc: [info@lassheer.com](mailto:info@lassheer.com)

Tel: +603 61511345 (we do not accept fax)

Please complete all details, photocopy and return to the address below.

Company: _____	Stand Number: _____		
Address: _____			
_____ Country: _____	Postcode: _____		
Telephone: _____	Fax: _____	E-Mail: _____	
Contact: _____	Position: _____	Signed: _____	Date: _____

Please fill in the following to ensure your name appears correctly on your NAME BOARD. If our contractor does not receive this form by the above deadline, name will be installed based on company name. Last minute of fascia name changing would incur additional cost as well. You are limited to a maximum of 32 individual letters (including spacing). In all cases abbreviations will be used, ie, Limited = Ltd Company = Co Brothers = Bros. Font typeface and size will be standardized throughout.

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

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**IMPORTANT NOTES:**

- Logo printing incurs additional cost and you may contact our person in charge (Ms. Yvonne) to get the pricing.
- A cancellation fee of 50% of price will be levied for cancellations received upon confirmed and paid orders.

**LOGO**

A corporate logo may be attached to the fascia (at Exhibitor's expense), but may not be wider than the 210mm fascia in-fill panel nor thicker than 10mm.  
 If you wish to have your logo on the fascia, please send a sample with this Form, for quotation by the Official Contractor, **LASSHEER INTERNATIONAL (M) SDN BHD**, and tick the box below:

Please send us a quotation based on our attached logo (Tick  mode of payment, and attach a sample)

SHELL SCHEME EXHIBITORS TO COMPLETE IF THEY WISH TO ORDER EXTRAS FOR  
THEIR STAND

**ISS MEA 2013, 5<sup>th</sup> -6<sup>th</sup> MAC 2013**  
**JW MARRIOTT, DUBAI**

**FORM 2: FURNITURE**  
**DEADLINE: 03 FEB 2013**

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Please complete all details, photocopy and return to the address below.

Company: _____	Stand Number: _____
Address: _____	
_____	Country: _____ Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

Companies who occupy shell scheme stands are supplied with standard stand fittings as shown in the shell scheme picture in our catalogue. Companies who wish to order additional items should complete and return this form.

DESCRIPTION (SEE ENCLOSED LASSHEER FURNITURE BROCHURE)	UNIT COST (USD)	QUANTITY	TOTAL (USD)
Bar Stool (Black) BS1	62.00		
Brochure Holder A4 (Table-top Perspex) B1	23.00		
Brochure Rack metal black B6	62.00		
Garden Chair White C3	31.00		
Stackable Chair - Black fabric C5	62.00		
Stackable Chair - Blue Fabric C6	62.00		
Secretary Chair - Grey Fabric C7	77.00		
Folding Chair White C8	30.00		
Folding Chair Black C8a	30.00		
Sofa Seat - Black SOA1	77.00		
Sofa Seat - Red SOA2	77.00		
Sofa Seat - Beige SOA3	77.00		
Coffee Table Glass Top - 50cm Dia x 53cmH TG1	46.00		
Coffee Table Glass Top-45cm dia.x 49.5cmH TG1c	Upon request		
Coffee Table,glass 60cm dia.X 50cmH TG3	Upon request		
Coffee Table glass 70cm dia. X 50cmH TG3a	Upon request		
Table meeting glass 60cm dia. X 73cmH TG5	Upon request		
Table Meeting glass. 70cm dia.X 73cmH TG5a	Upon request		
Coffee Table glass top round 70cm dia. X 43cmH TG4	Upon request		
Coffee Table glass top rectangle 61W x 122L x 49cmH TG6	Upon request		
Coffee Table glass top rectangle 70W x 120Lx 35cmH TG7	Upon request		
Coffee Table Black - 70 x 70 x 45cmH T3	46.00		
Round Table (White) 70cm Dia x 72 cmH T5	69.00		
Round Table (White) 90cm Dia x 72 cmH T6	69.00		
Round Table (Benchwood) 90cm Dia x 72 cmH T7	69.00		
Table Garden White 1M dia. X 76cmH T8	Upon request		
Table meeting White Top 80cm dia. X 73cmH T9	Upon request		
Table Meeting Beach Wood Top 80cm X 73cmH T9a	Upon request		
Table Meeting Black Top 80cm dia. X 73cmH T9b	Upon request		

SHELL SCHEME EXHIBITORS TO COMPLETE IF THEY WISH TO ORDER EXTRAS FOR  
THEIR STAND

**ISS MEA 2013, 5<sup>th</sup> -6<sup>th</sup> MAC 2013**  
**JW MARRIOTT, DUBAI**

**FORM 2: FURNITURE**  
**DEADLINE: 03 FEB 2013**

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**Please complete all details, photocopy and return to the address below.**

Company: _____	Stand Number: _____
Address: _____	
_____	Country: _____ Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

Table bar White Top 60cm dia.X 106cmH T10	Upon request		
Table bar beach Wood Top 60cm dia. X 106cmH T10a	Upon request		
Table bar Black Top 60cm dia. X 106cmH T10b	Upon request		
Bar Stool Chrome with back 50W x 50D x 80cmH BS1	65.00		
Bar Stool with arch Chrome back 50W x 50D x 80cmH BS1b	65.00		
Bar Table beech 60cm dia. X 106cmH T10	115.00		
Bar Table Black 60cm dia. X 106cmH T10a	115.00		
Bar Table White 60cm dia. X 106cmH T10b	115.00		
Bar Stool black seat, gas lift 47W x46D x79 cmH max. BS4 b	80.00		
Bar Stool red Seat, gas lifts 50W x 60D x70cmH max. BS4c	80.00		
Bar Stool white seat, gas lifts 47W x46D x79 cmH max. BS4 a	80.00		
Refrigerator Table Height (130Ltr.) F2	138.00		
Waste Paper Basket Plastic FA2	7.00		
Electric Kettle FA4	31.00		
Coffee Machine 10 cups capacity FA5	46.00		
Artificial Potted Plants FA12	92.00		
Barricade Post FA14	69.00		
Velvet Rope Blue for Barricade FA16	30.00		
Velvet Rope Red for Barricade FA17	30.00		
Coat Rack (self-standing) FA20	46.00		
Hanger stand chrome FA23	92.00		
Hanger Rack Black / chrome FA24	92.00		
Info Counter (103L x 53W x 103cmH) S1	92.00		
Info Counter (103L x 53W x 79cmH) S1a	92.00		
Info Curve Counter (144L x 67W x 103cmH) S1b	92.00		
Info Curve Counter, Half Round (200L x 100W x 103cmH) S1c	169.00		
Lockable Cabinet (107.5L x 56.5W x 80cmH) S2	107.00		
Low Glass showcase (103L x 53W x 103cm H) S3	169.00		
Full Glass showcase (103L x 53W x 103cm H) S3a	169.00		
Glass showcase (103L x 53W x 123cm H) S3b	169.00		
Flat Shelf S4	30.00		
Display Cube (53 x 53 x 53 cmH) S5	69.00		
Display Cube (53 x 53 x 79cmH) S6	92.00		
Display Cube (53 x 53 x 103cmH) S6a	115.00		

SHELL SCHEME EXHIBITORS TO COMPLETE IF THEY WISH TO ORDER EXTRAS FOR  
THEIR STAND

**ISS MEA 2013, 5<sup>th</sup> -6<sup>th</sup> MAC 2013  
JW MARRIOTT, DUBAI**

**FORM 2: FURNITURE  
DEADLINE: 03 FEB 2013**

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Please complete all details, photocopy and return to the address below.

Company: _____	Stand Number: _____
Address: _____	
_____	Country: _____ Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

Square Table (103 x 103 x 79cmH) S7	69.00		
Square Table (74 x 74 x 79cmH) S7a	69.00		
Tall Glass Showcase (103L x 53W x 205cmH) S8	223.00		
Tall Glass Showcase (53L x 53W x 205cmH) S8a	200.00		
Folding Door S9	107.00		
Swing Door S10	130.00		
Wall Display Panel (940 x 940mm) DP	84.00		
50 x 50 cm Carpet Tiles Red/Blue/Grey per SQM CT	23.00		
Needle Punch Carpet per SQM (per booth is 9SQM)	18.00		
System Panel	69.00		
<b>TOTAL DUE (US DOLLAR):</b>			

**IMPORTANT NOTES:**

- Please note that payment in full must accompany with this order. Items will not be supplied if payment is not received in advance before the show.
- No invoice will be issued; this order form itself will be a confirmation and official document.
- Original receipt will be issued once payment received.
- Orders received after the dateline will be subjected to a 50% late order surcharge and 100% on site surcharge
- Once ordered and paid there will be no refund
- If telegraphic transfer is made, kindly send bank advice copy and carry a copy of the same at the time of exhibitions proof of payment.
- No credit card payment is accepted. Only telegraphic transfer is accepted. TT bank charges should be bear by sender and not receipt.

We will make payment via Telegraphic Transfer

**Bank details:** MAYBANK BERHAD  
 Lot GF-32, Ground Floor,  
 The Waterfront @ Parkcity KL  
 No. 5, Persiaran Residen,  
 Desa Parkcity, 52100 K.L.  
 Company Name: Lassheer Management  
 Bank Account No. 514879005791    Swift Code: MBBEMYKL

**Please copy and return to:** Lassheer International (M) Sdn Bhd  
 23-3, Jalan PJU 5/12,  
 Dataran Sunway  
 47810 Kota Damansara, Selangor.

**Contact:** Ms. Cassie Chai & Mr. Wei Chung **E-mail:** [cassie@lassheer.com](mailto:cassie@lassheer.com) ; [weichung@lassheer.com](mailto:weichung@lassheer.com)  
**cc:** [info@lassheer.com](mailto:info@lassheer.com)

Tel: +603 61511345 (we do not accept fax)

SHELL SCHEME EXHIBITORS TO COMPLETE IF THEY WISH TO ORDER EXTRAS FOR  
THEIR STAND

**ISS MEA 2013, 5<sup>th</sup> -6<sup>th</sup> MAC 2013**  
**JW MARRIOTT, DUBAI**

**FORM 3: Electrical**  
**DEADLINE: 03 FEB 2013**

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Please complete all details, photocopy and return to the address below.

Company: _____	Stand Number: _____
Address: _____	
Country: _____	Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

Companies who occupy shell scheme stands are supplied with standard stand fittings described in shell scheme visual. Companies who wish to order additional items should complete and return this form.

DESCRIPTION (SEE ENCLOSED ELECTRICAL BROCHURE)	UNIT COST (USD)	QUANTITY	TOTAL (USD)
100 Watts Spotlight	69.00		
100 Watts Downlight	80.00		
40 Watts Fluorescent Tube	69.00		
40 Watts Low Voltage Downlight	90.00		
Longarm Halogen Spotlight	100.00		
40 Watts Low Voltage Downlights	100.00		
500 Watts Floodlight	120.00		
Long Arm Floodlights	150.00		
Wall Mounted Lights	150.00		
13 Amp Socket (3 pin Socket)	69.00		
15 Amp Socket (Round Pin Socket)	90.00		
<b>TOTAL DUE (US DOLLAR):</b>			

**IMPORTANT NOTES:**

- Please read through the electrical rules & regulations before ordering any of the above items.

**IMPORTANT NOTES:**

- Please note that payment in full must accompany with this order. Items will not be supplied if payment is not received in advance before the show.
- No invoice will be issued; this order form itself will be a confirmation and official document.
- Original receipt will be issued once payment received.
- Orders received after the dateline will be subjected to a 50% late order surcharge and 100% on site surcharge
- If telegraphic transfer is made, kindly send bank advice copy and carry a copy of the same at the time of exhibitions proof of payment.
- No credit card payment is accepted. Only telegraphic transfer is accepted. TT bank charges should be bear by sender and not receiptent.

We will make payment via Telegraphic Transfer

**Bank details:** MAYBANK BERHAD  
 Lot GF-32, Ground Floor,  
 The Waterfront @ Parkcity KL  
 No. 5, Persiaran Residen,  
 Desa Parkcity, 52100 K.L.  
 Company Name: Lassheer Management  
 Bank Account No. 514879005791      Swift Code: MBBEMYKL

**ELECTRICAL FORM**  
**DEADLINE FOR ORDER 30 DAYS BEFORE MOVE IN**

**GRID PLAN**

Exhibitor Name: \_\_\_\_\_ Stand No.: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Signature: \_\_\_\_\_

*Please indicate on this Grid plan (1cm = 1cm) the approximate electrical layout you require for your stand. (Indicate also gangways and adjacent, to ensure positive identification).*


- **PLEASE PROVIDE ALL DATA REQUESTED TO ENABLE US TO ACTION YOUR ORDER.**
- **KINDLY INPUT THE POSITION OF POWER POINT AND LIGHTING FITTINGS THAT YOU INTEND TO PLACE**
- **YOU ARE WELCOME TO SEND US YOUR OWN DRAWINGS OR SKETCHES TO HELP US UNDERSTAND YOUR REQUIREMENTS.**
- **PLEASE KEEP A COPY FOR YOUR RECORD.**

SHELL SCHEME EXHIBITORS TO COMPLETE IF THEY WISH TO ORDER EXTRAS FOR THEIR STAND

Please complete all details, photocopy and return to the address below.

Company: _____	Stand Number: _____
Address: _____	
_____	Country: _____ Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

**IMPORTANT NOTES:**

- Please attach layout plan of exhibition stand indicating the position of AV equipment.

NO.	ITEM & DESCRIPTION	ONE AND A HALF DAY UNIT COST (USD)	QUANTITY	TOTAL (USD)
1.	42" Plasma Screen (XGA RES)	730.00		
2.	50" Plasma Screen (XGA RES)	1450.00		
3.	60" Plasma Screen (XGA RES)	2500.00		
4.	Free Standing Plasma Stand (custom)	110.00		
5.	17" LCD Data Monitor	250.00		
6.	19" LCD Data Monitor	350.00		
7.	22" LCD Data Monitor	390.00		
8.	32" LCD screen with data / vga/ component/ composite inputs	390.00		
9.	40" LCD screen with data / vga/ component/ composite inputs	850.00		
10.	Plasma Trolley Floor Stand	110.00		
11.	DVD Player	50.00		
12.	VGA cable to connect laptop	70.00		
	Switchers/Distributors/Routers	Quotation on Request		
<b>TOTAL DUE (USD):</b>				

- Full payment is required prior to installation of equipment.
- A cancellation fee of 50% of rental price will be levied for cancellations received upon confirmed and paid orders.
- Orders received after the dateline will be subjected to a 50% late order surcharge (this does not apply to late exhibitors) and 100% on site surcharge for all orders.
- Wall mounted plasma is not eligible for shell scheme booth unless custom booth available. Kindly order plasma stand separately.

We will make payment via Telegraphic Transfer

**Bank details:** MAYBANK BERHAD  
 Lot GF-32, Ground Floor,  
 The Waterfront @ Parkcity KL  
 No. 5, Persiaran Residen,  
 Desa Parkcity, 52100 K.L.  
**Company Name:** Lassheer Management  
**Bank Account No.** 514879005791      **Swift Code:** MBBEMYKL

**\*Note:** Orders without payment will not be guaranteed.