

Section 1: General Information

This handbook acts as a guide to aid Exhibitor's for **ISS WORLD 2014 ASIA PACIFIC @ HILTON KL**. It contains important information and details which will need your attention leading up to **ISS WORLD 2014 ASIA PACIFIC**. Please kindly pay attention to the **forms** and **submission deadlines** to make the process of exhibition hassles-free.

1.0 Exhibition Contact List

If you have any queries regarding your participation at **ISS WORLD 2014 ASIA PACIFIC** at all time, please contact us at the following details:

Organizer	Telestrategies Inc, 6845 , Elm Street, Suite 310 McLean, Va 22101 USA	Bernadette Eaton-Douglas H/P : 17036223523 Email : beaton@telestrategies.com
Official Contractor -furniture -electrical -carpeting -AV rental	Newfair (Malaysia) Sdn Bhd Lot 2737-B, Kg Baru Sg Buloh, 47000 Sg Buloh, Selangor Darul Ehsan Malaysia	Justin Lee H/P : +6016-6603110 ,+6016-3891589 Email : justinlee@newfair.com.my Tel: 603-6157 0767 Fax: 603-6156 3767
Venue	Hilton KL 3 , Jalan Stesen Sentral 50470 Kuala Lumpur Malaysia	Low Soon Mun Tel: 603-22642795 Fax: 603-22749725 E-mail: soonmun.low@hilton.com Website: kuala-lumpur.hilton.com

1.1 Exhibition Schedule for On-site Operation

The following schedule is subject to review at the discretion of the Organizer:-

Build Up / Move In

Description	Date	Time
Official Contractor Build Up	2 nd Decemberr 2014	0600 - 2100
Non-Official Contractor Build Up	2 nd December2014	1400 - 2100
Exhibitor Moves In / Set-Up	2 nd December 2014	1900 - 2100
Exhibition Hall Closed	2 nd December 2014	2100

Actual Exhibition Days

Description	Date	Time
Exhibition Hall Opens To Exhibitors (with valid exhibition passes only)	3 rd December 2014	0900 – 1700
	4 th December 2014	0900 – 1200
Exhibition Hall Opens To Public	3 rd December 2014	1000- 1700
	4 th December 2014	0930 - 1230
Exhibition Hall Closed	3 rd December 2014	1700
	4 th December 2014	1230

Teardown / Clearing

Description	Date	Time
Non-Official Contractor Move-Out	4 th December 2014	1230
Exhibitor Move-Out	4 th December 2014	1230

Remarks:

- a. All booth(s) are to be completely set up and properly displayed with exhibits daily before 9.00am from 3rd – 4th December 2014.
- b. All decorating items must be cleared from the exhibition hall by 7.00pm on 4th December 2014.
- c. **Exhibitors are not allowed to remove any of their exhibits from the exhibition hall until the exhibition is officially closed unless given special permission by the Organizer.**

1.2 Smoking

Hilton KL is non-smoking venue. Smoking is also strictly prohibited during the move-in and move-out periods at all areas of the venue.

1.3 Height Limits

Maximum booth height for Low Ceiling Area is 3.3 meter (10.8ft). For High Ceiling Area is 4.0 meter (13ft).

1.4 Delivery and Removal of Exhibits

Exhibits should not be sent to the exhibition hall/venue until the booth construction has progressed sufficiently to receive them. The Organizer will not be responsible for the safe keeping of items which arrive in advance.

Section 2: Security, Access, Insurance & Entry points

2.0 Security & Access

This section covers aspects of security and access. Please ensure the relevant forms' submission deadlines are met.

- A. All personnel working in the exhibition hall must wear the official pass of **ISS WORLD 2014 ASIA PACIFIC** at all times.
- B. The Organizer reserves their right to evict any Exhibitor not wearing the official pass of **ISS WORLD 2014 ASIA PACIFIC**.
- C. It is strongly recommended that your exhibition site in general, but their duties shall not include specific attention to individual stands. Exhibitors are reminded to arrange for insurance coverage during the events as well as during the move-in/move-out and build up/tear down period. Exhibitors are also reminded to be particularly careful with the lights, portable and attractive exhibits after the close of exhibition hall.
- D. It is strongly recommended that your exhibition booth be manned from at all times, when the hall is open. While the organizer will maintain security surveillance at all times. Exhibitors are reminded that their booth should not be unattended until all items have been secured.
- E. An Exhibitor shall be responsible for all exhibits in transit to and from within the confines of the exhibition area or venue. The Organizer and Hall Owner will not be responsible for any theft, loss or damages of exhibits/displays during the move-in/move-out period. Exhibitors are advised to monitor their own exhibits/displays at all times.

2.1 Insurance

- A. The Organizer will not be responsible or be liable to any Exhibitor, their employees, Contractors or Agents in respects of any direct or indirect loss or damage to any exhibits or property or injury to person, arising out of or in any way connected with the exhibition. Exhibitors are strongly advised to arrange insurance coverage against such loss or damage including risk of fire, natural disaster or any act of God throughout the duration of the exhibition.
- B. Exhibitors will be responsible for the loss or damage to property (including those belonging to other Exhibitors and persons) or injury caused by themselves, their employees or agents. Every Exhibitor participating in the exhibition WILL INDEMNIFY the Organizer of or in any way connected with such exhibitions participation in the exhibition.
- C. All exhibitors must purchase indemnity insurance to cover public liability and all risk in respect of loss or damages to goods and property as well as injury to persons or any legal liability claims from third party.

2.2 Lifts & Escalators

Delivery of loose items or hand carry items by personal four wheels or foldable trolley may be used only permissible to and from the car park of the Hilton KL.

2.3 Loading Dock

The Exhibitors and Contractors shall not use loading dock for storage/staging of goods or any purpose than the prompt loading and unloading of exhibits. All the necessary loading and unloading from or to individual vehicles shall be carried out at Hilton KL loading dock. No Personal and Company's Vehicle that is allowed to park at Hilton KL Loading Dock.

2.4 Ferrying of Goods and Materials

- A. All finishes within the Centre where goods and material are to be ferried through shall be adequately protected.
- B. Cargo and service lifts are provided for the transportation of goods and materials. Passenger's lifts and escalators are not allowed under any circumstances to be used for the transportation of goods and materials.
- C. Carts, trolleys, pellet trucks and the like shall be in good functioning condition. The Management of PWTC reserves the right to refuse the use of these goods /material carrying / ferrying equipment by the contractors if found faulty.
- D. No furniture, fittings, fixtures and artworks of the Centre shall be removed from their original locations. If removal or relocation deemed to be necessary, the written consent of the Management of Hilton KL must be obtained

Section 3: Construction and Booth Fittings (Shell Scheme Booth)

3.0 Stand Construction

Please observe and comply with the regulations. Should you have any questions or require advice do contact the Official Contractor.

3.1 Shell Scheme Booth

When planning the interior design of your booth, please take into account the following regulations:

- A. The standard height for all Shell Scheme Booth is 2.44m (8ft). Any design that structurally exceeds this stipulation must submit and seek acceptance from the Official Contractor.
- B. The walls are of white laminate finish. Screwing, drilling, painting or nailing on any of the aluminium frames, laminated with the wall partition and all furniture is not allowed. In default whereof, the exhibitors or their contractors shall be liable for the loss in result to these actions.
- C. To prevent panels from damage, exhibitors should not use any other adhesive medium except MASKING TAPE. All self adhesive such as stickers should be mounted on a base and fixed on to the panels by masking tape. However it is the exhibitor's responsibility to remove all the masking tape before leaving at the end of the exhibition. Failure to comply with any of the above will result in an extra cost being claimed upon the exhibitor.
- D. For Shell and Upgrade Shell Booth – No additional booth-fittings or displays may be attached to the shell scheme structure except for those approved by Newfair (Malaysia) Sdn Bhd. Any protruding or cantilever signage must conform to the specifications approved by Newfair (Malaysia) Sdn Bhd.
- E. No devices, such as electric cables, water/compressed air pipes and telephone lines inside or near the booth may be removed, cut or diverted without permission of Newfair (Malaysia) Sdn Bhd.
- F. Aisles indicated in the floor plan must be kept clear of all exhibition goods or decorative materials in order to facilitate traffic. All display items like bunting, banner, display cases, products and etc. should be **display within own booth area**.
- G. No painting or sawing may be done to the Exhibition Hall fittings. Exhibitors and/or Non-Official Contractors will be held responsible for any damages caused to the Exhibition Hall fittings by their staff or contractor.
- H. No suspension may be made from the ceiling of the exhibitions hall nor may any fixtures be made to structure of the building.
- I. While using booths or other facilities rented from the Official Stand Contractor, the exhibitors must return them in good condition and will be responsible for any damages incurred during the period of use.

3.2 Fascia Name Board

Only the official registered name of exhibition with **ISS WORLD 2014 ASIA PACIFIC** will appear in the official supplement, directional information signage and on the fascia board as well as on the backdrop. Fascia Board of Shell Scheme letterings will be provided by Newfair (Malaysia) Sdn Bhd. Changes at a later date would be charged accordingly.

Section 4: Construction and Booth Fittings (Bare Space)

4.0 Stand construction and Dressing

Please observe and comply with the regulations. Should you have any questions or require advice, do contact the Official Contractor.

4.1 Bare Space Stand Construction

- A. In the event that an Exhibitor prefers to work with their own Contractor , the Exhibitors are required to inform and obtain consent from the Organizer before the independent contractor are commissioned to work on-site and are subject to the following rules and regulations. The Official Contractor reserves the right to reject any Contractor and design deemed inappropriate.
- B. In relation to non-electrical works, Exhibitors are encouraged to engage the services of an Official Booth Building Contractor. Any exhibitors who engage a contractor other than Official Booth Contractor to erect , install and or dismantle its exhibition booth or where he carries out the above himself , the Exhibitor will be subjected to performance Bond (refundable) deposits of RM5,000.00
- C. Exhibitor have to submit the names, addresses and contact details of the appointed Contractor as well as 2 sets of booth layout and design, to the Official Contractor not later than a month before the event for review. An accepted copy of the drawings will be authorizing the commencement of booth construction.
- D. Dimensioned stand design plans, including cross sectional and elevation view (3D) must be supplied to the Official Contractor. Design plan must include details of the construction materials and the method to be used for assembly.
- E. Materials used for lining, drapes or overhead structure as per of the theme for the display must be rendered non-flammable. The use of flammable materials is **strictly prohibited** unless treated with fire retardant.
- F. All stands must have an open top. A stand/booth over 18sqm where roofing is fitted must have a "Smoke detection Device" and have a fire extinguisher installed.
- G. The maximum height for the low ceiling area of specially constructed booth is 3.3 meter (10.8ft). For high ceiling area of specially constructed booth is 4.0 meter (13ft) and the booth design needs to be submitted for review before the deadline.
- H. It is imperative the final outlook of the design structure is identical and similar to the accepted design or drawing. Otherwise the Official Contractor reserves the right to halt the construction immediately without any notice.
- I. Failure to obtain written approval can result in costly alteration on site in the event of the designs or installation contravene fire and safety regulations , booth height and boundary or any space contract rules and regulations. The Organizer reserves the right to stop and disallow participation in lieu of failure to submit such designs for approval.
- J. Exhibitors involved in the building if multi-level/double-decker booths must also submit engineering drawings to guarantee compliance of the static loading standards. The drawing must be accompanied by load calculations carried out only by a **certified registered engineer under the Board of Engineer Malaysia (BEM)**.
- K. The Exhibitors shall not erect any sign, device furnishing or ornament outside the stand/booth.
- L. Please put underlay plywood at atrium for the special design. Small cut out underlay carpet to place underneath the pole is not allowed.

- M. No part of any structure may extend beyond the boundaries of the site allocated.
- N. The major painting of display and exhibition materials is not permitted in the venue. Only non-toxic. Primarily water-based. Pints permitted. Spray is not permitted with in the Hall
- O. All construction works for booths etc. must be fully completed during the build- up period. No touch up or correction works whatsoever will be permitted one hour before the event.
- P. Contractors must bring their own generators, which must be placed outside the Exhibition hall should they need electrical power during the build- up or dismantling days. No generator and/or oil drum are to be placed on any surface without a metal tray with a raised lip to prevent oil leaks or spillage.
- Q. While using the booths or other facilities rented from the Official Contractor, the exhibitor must return them in good condition and will be responsible for any damages incurred during the period of use.
- R. Permission to appoint Non–Official Contractor may be granted by the Organizer subject to the following :
 - Lightings must be in an approved way to prevent accidental burning
 - The Exhibitor must ensure that all arrangements for their bare space are to be made through the Official Contractor. The use of materials for the construction of the exhibition booth must comply to all regulations as stipulated by the Organizer , Hall Owner and/or authorities
 - Depending on the booth location, all free standing fitments must be structurally safe and may not exceed **The Ceiling Height of the Exhibition Hall.**
 - During the dismantling period, the Exhibitors must ensure that their appointed contractors are responsible for the complete removal of their exhibition booths and any unwanted materials. Exhibitor or Non-Official Contractor who fail to comply shall be billed with a disposal fee at the discretion of the Official Contractor.
 - Non-Official Contractor will sign a written contractor activity sheet to guarantee conduct, proper schedule of the production and observance of the Exhibition and Hall regulation.
 - Only when the Performance Bond is received and the Non-Official Contractor activity sheet signed, the Non-Official Contractor will be allowed to bring in their materials onto the site or commence work.

4.2 Performance Band & Administration Fee

Telestrategies Inc, the Organizer **ISS WORLD 2014 ASIA PACIFIC** have appointed Newfair (Malaysia) Sdn Bhd as the Official Contractor.

A non-refundable administration fee of RM30.00 per square meter and non-official contractor pass of RM5.00 per piece is payable to the Official Contractor by non-official contractor for the processing of the communication, management function including securing approval from relevant authorities. The Non-Official contractor is required to place refundable Performance Bond of RM5, 000.00 per contractor to Newfair (Malaysia) Sdn Bhd before permission is granted for a non-official contractor is necessary, otherwise the Official Contractor reserved the right to stop non-official contractor from any construction.

Please take note that Non-Official Contractor will also have to bear any charges levied by the venue owner for any damages caused to their property, flooring or for debris not clear away. The Performance Bond will be refund to the Non-Official Contractor in full after the exhibition if the booth is completed on time and no damages are caused. If Non-Official Contractor does not clear their booth in the given time frame, Performance Bond will be deducted accordingly without prior notice.

Please submit the Performance Bond, Administration Fee, and Furniture & Electrical Rental Order before the deadline given. Newfair (Malaysia) Sdn Bhd reserves the right to stop the contractors from move-in the above mentioned are not received before deadline.

Order made after deadline or on-site orders of furniture and electrical rental is subjected to surcharge accordingly.

Do feel free to contact us should you have any further clarifications.

Your attention on the above is very much appreciated.

Thank you

NEWFAIR (MALAYSIA) SDN BHD

Section 5 : Electrical Contractor & Installation

5.1 Electrical and Installation

- A. During the dismantling period, the Exhibitors must ensure that their appointed contractors are responsible for the complete removal of their exhibition booths and any unwanted materials.
- B. The Official Contractor, Newfair (Malaysia) Sdn Bhd has been appointed to undertake all electrical work on-site to all Shell Scheme and Bare Space booths. These electrical works include lighting installation, wiring and **Lighting Connection**, etc.
- C. For safety reasons no other electrical contractors will be permitted to carry out any electrical works on- site.
- D. No electrical installation may be suspended from the roof of the exhibition halls or affixed to any part of the building structure. No fitting may protrude beyond the boundaries of the installations and must be adequately protected against excess current.
- E. **Multiple socket outlets/extensions** are **STRICTLY PROHIBITED** as it may cause an overload and electrical tripping and this will cause an inconvenient to other exhibitors.
- F. **Lighting Connections:** All lighting connection work did by Organizer's Official Electrician. Without any exception, exhibitors including those who provide their own lightings fixtures will be charged the lighting connection at the rate of **RM80.00 (100watt maximum per fixture) or (LED stripe per every 2m run)**.
- G. Lighting Connections are charged accordingly to the number of tubes and bulbs lighted on the stand.
- H. Power point is not for lighting purposes, Exhibitors/appointed Contractor must order lighting connection for own lighting items.

Section 6: Important Information

This section highlights information, which Exhibitors are required to be fully aware of during the Exhibition. This is to avoid any confusion during the Exhibition and it's therefore imperative that Exhibitors understand this section. Any required should be referred to the Organizer of Official Contractor.

6.0 Fire Safety

All fire protection systems, exits and evacuation routes must not be obstructed. No items may remain within 3 meters of any exits. Storage of any combustible materials within the venue is prohibited. Likewise any toxic or hazardous materials which may include flammable liquids and compressed gas are prohibited. should any exhibitors' wished to use gas stove which uses only gas canisters or cylinder , kindly inform the Organizer of the Official Contractor for approval.

6.1 Balloons

Exhibitors wishing to use balloons as part of their display must seek written permission from the Management Hilton KL (21) days prior to the build-up date.

The written request shall contain the following information:-

- Location of stand displaying the balloons
- Types of balloons on display
- Size/diameter/length of balloons on display
- 3D photo of balloons
- Type of gas used in the balloons
- Material from the balloon is constructed

The placement of balloons shall not obstruct the water sprinkler system.

Toy balloons containing helium are prohibited.

Event Organisers are advised that they will be held responsible for any cost incurred by the Management of Hilton KL for repairing damage to the air handling equipment within the Hall due to gas-filled balloons being drawn into the units.

Event Organisers are advised that they will be held responsible for any cost incurred by the Management of Hilton KL for retrieving balloons getting caught in the roof structure of the Centre.

6.2 Air Conditioning

Air conditioning is not provided in the venue during the build-up and teardown period.

6.3 Aisle

*Exhibitors are not permitted at any times to obstruct or allow the obstruction of any aisle space or obstruct access to the emergency exits, fire extinguishers cabinet's and building control access doors or open panel, etc.

**Under no circumstances can any exhibits display be allowed to encroach into the aisle/gangways. Please remember to keep all your entire exhibits aside your booth at all times.

The centre reserved the right to have any obstructing or restricting access to the above items remove at the exhibitors cost, without any liability for loss or damage.

6.4 Indemnity of Copyright

Any exhibitor intending to use any film, video tapes, sound or other materials, which is covered by any type of copyright, is required to obtain approval from the appropriate authorities, and have to indemnify the Organizer from any claims that may arise.

6.5 Trade Exhibition Management

The Organizer reserves the rights to be the sole judge of any exhibits and may its sole discretion, require any exhibits to be immobilized or removed.

6.6 Animals

Live animals are not permitted in the venue.

6.7 Loss or Damages

The Exhibitor acknowledge its awareness that the person appointed to the organizer to undertake any official tasks including the official contractor is independent contractor and are not agents of the Organizer.

The Organizer shall not be liable to or be responsible in any manner whatsoever nor any loss or damage to the exhibitors property (including the Exhibition Materials) or any part thereof howsoever caused whether by the aforesaid Official Contractor of the freight forwarder or arising from or during the moving, transportation or shipment to or from the exhibition premises or otherwise.

6.8 Drapes

Materials used for lining drapes or overhead structures or as part of the theme or display to the public must be rendered non- flammable as per BOMBA requirements. The use of flammable materials is strictly prohibited unless treated with fire retardant.

6.9 Distribution of Brochures

The distribution of brochures is permitted only at the stand space itself. Exhibitors are not allowed to distribute their flyers outside their stand area

6.10 Food and Beverage

The Management of Hilton KL is the exclusive supplier of food and beverage. No outside food may be brought into Hilton KL either by the Event Organizer, Exhibitors or any third parties.

Exhibitors wishing to distribute, sell or give away any items of food and drink must seek written permission from the Management of Hilton KL.

Exhibitors wishing to serve food and beverage as on-stand hospitality must seek written permission from the Management of Hilton KL.

Exhibitors wishing to sell their product must obtain the relevant permits from the authorities.

Samples to be given to visitors, at no cost whatsoever, must adhere to the following:-

- Liquor and non alcoholic beverage tasting and promotion samples are limited to a maximum sample size glass / cup of 50ml.
- Drinking utensils such as paper cups and wine tasting cups must be of disposable type and not be re-used. The Management of Hilton KL discourages the use of polystyrene cups or any cups or containers which cannot be recycled.
- Solid food portion shall be no larger than 'bite size'- 85gm.
- Samples must be offered in such a manner as to avoid being handled by the public such as being apportioned with pre inserted tooth picks.
- No pork or lard products are allowed to be served in Hilton KL.

Other than food-related exhibitions, the cooking of food for demonstration in the booth / stand is prohibited unless prior approval has been issued by the Management of Hilton KL. Written request should be accompanied by the following information:-

- Location of booth / stand
- Type and quantity of food being cooked.
- Method used for cooking and removal of cooking odors.

Exhibitors involved in the cooking of food at booth / stand must adhere to the following:-

- As there are no extraction facilities in the halls, cooking must be kept to a minimum.
- No deep fat fryers are allowed.
- Only electrical or induction cooking appliance are permitted.
- All heat generating electrical appliances are to be mounted or placed on non-flammable material.
- Current / valid portable fire extinguishers and fire blanket are to be made available and readily accessible at the booth / stand.
- Cooking equipment must be placed not less than 1 metre away from any flammable materials.
- Where cooking generates oily waste and that is to be cleaned or disposed off, the discharge line must be fitted with an approved grease trap. Under no circumstances shall waste from the cooking process be discharge direct into Hilton KL's drainage system.

6.11 Motorized Vehicle

Event Organizers and/or Exhibitors are to provide information on the width, height and weight of vehicles using the lifts and door access to the halls /leased space.

Any vehicle moving through any part of the Hall must be escorted by security personnel of Hilton KL. Vehicles are to move at a slow walking pace.

Cleaning of vehicles must be done at the loading area, before being taken into the hall / leased space.

Vehicles can only be brought in after being cleaned and wiped down, including the tyres.

Fuel tanks shall be maintained at $\frac{3}{4}$ full.

Vehicles on display must have drip pans placed underneath and pads under all the tyres.

Fuel tanks are to be locked and sealed with manufacturers' approved fuel cap.

Running of displayed vehicles is prohibited.

Keys shall be removed from the ignition while vehicles are on display.

Note to Exhibitors

1. Please check if all your furniture and electrical orders are delivered correctly and in good condition after full payment is made before exhibition start; we reserve the right to repossess your orders should the arrears is not settle beyond the stipulated time. Please contact the on-site person in charge of Newfair (Malaysia) Sdn Bhd for the incomplete delivery before the exhibition start. Otherwise, all orders are considered well received without complaint. No refund will be made for any cancelation and/or order missing after the exhibition start.
2. Any changes of lighting location will be charged **RM65.00 per points** if Newfair had completed the installation according to layout plans submitted and/or directed by exhibitors.
3. Screwing, drilling, painting or nailing on any of the aluminium frames, laminated wall partition and all furniture is not allowed. In default whereof, the exhibitors or their contractors shall be liable for the total loss resulting therefore and **RM250.00 per panel** will be charged for the damage made.
4. The maximum loading of each system panel (1m x 2.5mH) or shelf (1m x 0.3mD) attached on panel is 3kg. If your display is over 3kg per each panel or shelf, please contact our on-site person in charge for assistant.
5. To prevent panels from damage, exhibitors should not use any other adhesive medium except **MASKING TAPE**. All self-adhesive materials such as stickers should be mounted on a base and fixed on to the panels by masking tape. However, it is the exhibitors' responsibility to remove all the masking tape before leaving at the end of the exhibition. **Failure to comply with any of the above will result in an extra cost being claimed upon the exhibitor.**
6. Keys for table showcase, tall showcase or lockable cabinet, are ready for collection at Newfair (Malaysia) Sdn Bhd service counter, deposit for each key will be **RM20.00** and will be refunded after the end of fair.
7. All portable items kept inside the counters and cupboards are under your responsibility and must clear immediately once the exhibition is over. We will not be liable for any loss/damages of items keep therein.
8. Late orders shall be subject to stock availability and it's first come first serve basis with full payment.
9. Any other enquiries kindly proceed to our site office for further assistance.

Thank you for your kind attention and co-operation, we believe with your kind co-operation we will run this exhibition smoothly.

We, **NEWFAIR (MALAYSIA) SDN. BHD.**, looking forward to provides value exhibitors such as you a comprehensive professional service. Meantime, we wish you every success in your exhibition.

SAFETY FIRST

Condition of Working



NO SLIPPERS & SANDALS



NO SHORTS & SINGLETS



NO FOOD & DRINK ALLOWED



NO SMOKING



DO NOT STAND ON CHAIR



PLEASE USE LADDER



DO NOT OVERLOADED



**DO NOT BLOCK EMERGENCY
EXIT**

*Soft reminder by:
Official contractor*

NEWFAIR (MALAYSIA) SDN. BHD.

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NEWFAIR (MALAYSIA) SDN. BHD. (Company No. 804545-X)

Lot 2737-B, Kg Baru, Sungai Buloh, 47800 Selangor, Malaysia

Tel: +603-61570767 Fax: +603-61573767 Website: Newfair.com.my

3rd - 4th December 2014

Deadline: 11th November 2014

Return this form by fax to :

NEWFAIR (M) SDN BHDLot 2737-B, Kg Baru,
Sungai Buloh,
47000 Selangor, Malaysia.

Tel: +603-6157 0767

Fax: +603-6156 3767

E-mail: christinechong@newfair.com.my

Contact person: Justin Lee

Mobile: +6016-6603110

Mobile: +6016-3891589

No.	Description of Facilities	Unit Rate (2 days rental)	QTY	Total Amount
		RM		RM
Additional Facilities - Furnitures (Standard Booth Exhibitors Only)				
1	DA-01	Wooden Display Shelf, Flat (1mL X 0.3mW)		60.00
2	DA-02	Wooden Display Shelf, Slope (1mL X 0.3mW)		60.00
3	DA-08	Glass Display Shelf, Flat (1mL X 0.3mW)		110.00
4	FX-04	Lockable Cabinet (1mL X 0.5mW X 0.75mH)		120.00
5	TS-02	Table Showcase with cabinet (1mL X 0.5mW X 1mH)		260.00
6	TS-01	Table Showcase without cabinet (1mL X 0.5mW X 1mH)		200.00
7	TS-08	Table Showcase Counter (1mL X 0.5mW X 1mH)		220.00
8	TS-03	Tall Showcase A (550mmH Window) (1mL X 0.5mW X 2.44mH)		345.00
9	TS-04	Tall Showcase B (950mmH Window) (1mL X 0.5mW X 2.44mH)		450.00
10	TS-05	Tall Showcase C (700mmH Window) (1mL X 0.5mW X 2.44mH)		400.00
11	TS-06	Tall Showcase D (1900mmH Window) (1mL X 0.5mW X 2.44mH)		880.00
12	DA-05	Pegboard (1mL X 2.4mH)		150.00
13		Pegboard Hooks (10 Hooks)		60.00
14	TA-04	Square Table (0.7mL X 0.7mW X 0.75mH)		80.00
15	TA-03	Rectangular Table (1.2mL X 0.8mW X 0.75mH)		80.00
16	TA-02	Round Table (0.8mDIA X 0.75mH)		100.00
17	TA-05	Information Counter (1mL X 0.5mW X 0.75mH)		80.00
18	CH-04	Black Leather Chair (Black)		80.00
19	CH-03	Folding Chair (White)		30.00
20	CH-02	Bar Stool		65.00
21	DA-07	Dustbin		20.00
22	FX-03	Folding Door (1mL X 2mH)		150.00
23	FX-02	Office Door (1mL X 2mH)		250.00
24	FX-01	System Panel (1mL X 2.5mH)		100.00
25		System Panel (0.5mL X 2.5mH)		70.00
26		Ceiling Beam (per metre run)		20.00
27	DA-03	Display Cube (0.5mL X 0.5mW X 1mH)		80.00
28	DA-03	Display Cube (0.5mL X 0.5mW X 0.75mH)		70.00
29	DA-03	Display Cube (0.5mL X 0.5mW X 0.5mH)		50.00
30% Surcharge for any additional order after date line 50% Surcharge for any additional order on-site				
*** Please read the terms & conditions of order clearly before you sign this form				
*** NO exchange and NO refund for standard booth facilities				
Any additional order will be consider confirm only if full payment has been made.				

Payment Method (Please take note that there will be no separate invoice issued)
 By Cheque (Payable to Newfair (Malaysia) Sdn Bhd)
 Money Transfer (Branch - METRO PRIMA, KEPONG, OCBC BANK A/C No. : 109-102334-1, SWIFT CODE : OCBCMYKL)

Terms & Conditions

- All items are on rental basis only and no exchange, transfer or refund on ordered items.
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- The foregoing prices shall remain valid until deadline date.
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- Provision of facilities and services not indicated on the forms are subject to quotation on individual job basis.
- Any complaints regarding rental furniture / electricity installation must be lodged the day before the exhibition commences to Newfair (M) Sdn Bhd on-site person in charge. Otherwise all items are deemed to have been received in good order.

Authorisation from hirer / user

Company Name : _____ Booth No. : _____

Tel : _____ Fax : _____ Email : _____

Contact Person : _____ Position : _____ Signature : _____

3rd - 4th December 2014

Deadline: 11th November 2014

Return this form by fax to :

NEWFAIR (M) SDN BHDLot 2737-B, Kg Baru,
Sungai Buloh,
47000 Selangor, Malaysia.

Tel: +603-6157 0767

Fax: +603-6156 3767

E-mail: christinechong@newfair.com.my

Contact person: Justin Lee

Mobile: +6016-6603110

Mobile: +6016-3891589

No.	Description of Facilities			Unit Rate (2 days rental)	QTY	Total Amount
				RM		RM
Additional Facilities - Electrical (Standard Booth Exhibitors Only)						
1	EL-09	Longarm Spotlight	(100W) (yellow)	100.00		
2	EL-04	Spotlight	(100W) (yellow)	90.00		
3	EL-02	Floodlight	(200W) (yellow)	180.00		
4	EL-03	Floodlight	(300W) (yellow)	200.00		
5	EL-05	HQI Light	(70W) (white)	300.00		
6	EL-13	HQI Light	(150W) (white)	350.00		
7	EL-14	HQI Light	(250W) (white)	450.00		
8	EL-01	Halogen Downlight	(50W) (12V) (yellow)	90.00		
9	EL-10	Halogen Track Light - 1 metre track	(50W) (12V) (yellow)	130.00		
10	EL-15	Mini Halogen	(35W) (yellow)	150.00		
11	EL-11	Fluorescent Light	(40W) 4 feet	80.00		
12	EL-12	Mini Fluorescent Light (T5)		75.00		
13	EL-07	Power Point - not for lighting	(500W) (13amp)	90.00		
17		Power Point - not for lighting	(500W) (15amp)	150.00		
18		Lighting Connection	maximum 100watt	80.00		
19		Lighting Connection (LED Stripe)	(per every 2m run)	80.00		

For Item 18 & 19, installation of light is not included. Exhibitors must have their own electrician. The official contractor will not provide and connection services for this item. Total power consumption shall not exceed the current specified. Please take note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

30% Surcharge for any additional order after date line

50% Surcharge for any additional order on-site

*** Please read the terms & conditions of order clearly before you sign this form

*** NO exchange and NO refund for standard booth facilities

Any additional order will be consider confirm only if full payment has been made.

Payment Method (Please take note that there will be no separate invoice issued)
 By Cheque (Payable to Newfair (Malaysia) Sdn Bhd)
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- For exhibitors order (Electricity Supply Items) must have their own licensed electrician for installation and maintenance. The official contractor will not provide any installation or connection service for these items. Total power consumption shall not exceed the current specified. All electricians working in the exhibition hall must be registered and they must comply with the Government Electricity Ordinance. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with above requirement. The license of the electrician must be submitted to the official contractor accompanied with this form.**

Authorisation from hirer / user

Company Name : _____

Booth No. : _____

Tel : _____ Fax : _____ Email : _____

Contact Person : _____ Position : _____ Signature : _____

3rd - 4th December 2014

Deadline: 11th November 2014	
Return this form by fax to :	
NEWFAIR (M) SDN BHD	
Lot 2737-B, Kg Baru, Sungai Buloh, 47000 Selangor, Malaysia.	
Tel: +603-6157 0767	Fax: +603-6156 3767
E-mail: christinechong@newfair.com.my	
Contact person: Justin Lee	Mobile: +6016-6603110 Mobile: +6016-3891589

EXHIBITOR

Exhibiting Company :	Booth No:	
Person In-Charge :	Tel No. :	
Signature & Company Stamp :	Fax no. :	
	Mobile :	
	Email :	

Please fax this form to 603 - 6156 3767 Newfair (Malaysia) Sdn Bhd.

NON - OFFICIAL CONTRACTOR

The following will be our contractor for the stand building and/or other display works.

Contractor Company :	Booth No:	
Person In-Charge :	Tel No. :	
Signature & Company Stamp :	Fax no. :	
	Mobile :	
	Email :	

Non official contractor is required to pay a **NON-Refundable ADMIN FEE (A)** and **Refundable DEPOSIT (B)** to the official contractor.Admin Fee Charges RM15.00 Per Square Metre (**NON-Refundable**) To Independent Contractor who are constructing for their Exhibitor's booth.

NO	Particulars	Per Square Metre	Square Metre	Amount (RM)
1)	Admin Fee to Construct / Decorate Special Design Booth (NON -Refundable)	RM30.00		
2)	Non-Official Contractor Pass (NON -Refundable)	RM5.00		
Grand Total				

Performance Bond (Refundable DEPOSIT) must be made in separated Cheque.

Performance Bond will be return back to the issuer (exhibitor / contractor) after 1 month of the tear down date, if only there is no damages of stand area, loading area, any unclean area stand area and etc.

NO	Particulars	Square Metre	Amount (RM)
2)	Performance Bond to Construct / Decorate Special Design Booth (Refundable) RM5,000.00		
Grand Total			

Payment Method (Please take note that there will be no separate invoice issued)

[] By Cheque (Payable to Newfair (Malaysia) Sdn Bhd) Admin Fee

[] By Cheque (Payable to Newfair (Malaysia) Sdn Bhd) Performance Bond

[] Money Transfer (**Branch - METRO PRIMA, KEPONG, OCBC BANK A/C No. : 109-102334-1, SWIFT CODE : OCBCMYKL**)

Note :

- Bare space consists of **SPACE ONLY** with **NO** spotlights, folding chairs, information counter, power point or needle punch carpet.
- Stand Boundaries and Design Restrictions;** No Exhibitor may place any display material and exhibit or allow the dividing wall or any part of their stand design and fittings beyond their contracted boundary.
- Fire Regulations;** All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.
- Exhibitors / Contractors fail to make payment** for Item 1 and 2 above mention items is **strictly not allowed to start any job** at the date of build up. **We will not hesitate to DIS-ALLOWED to load / un-loading before any payment has been made.**

3rd - 4th December 2014

Deadline: 11th November 2014

Return this form by fax to :

NEWFAIR (M) SDN BHDLot 2737-B, Kg Baru,
Sungai Buloh,
47000 Selangor, Malaysia.

Tel: +603-6157 0767

Fax: +603-6156 3767

E-mail: christinechong@newfair.com.my

Contact person: Justin Lee

Mobile: +6016-6603110

Mobile: +6016-3891589

No.	Description of Facilities	Unit Rate (2 days rental)	QTY	Total Amount
		RM		RM
Additional Facilities - Furnitures (Standard Booth Exhibitors Only)				
1	42" LED TV	1,500.00		
2	60" LED TV	2,500.00		
3	DVD player	150.00		
4	TV stand	200.00		
5	Wall mounted Bracket	200.00		
6	Projector Set 6x6 screen 2000 Ansi Lumens	2,800.00		
7	Projector Set 8x8 screen 2000 Ansi Lumens	3,300.00		
8	15" LCD monitor	700.00		
9	17" LCD monitor	900.00		
30% Surcharge for any additional order after date line 50% Surcharge for any additional order on-site				
*** Please read the terms & conditions of order clearly before you sign this form *** NO exchange and NO refund for standard booth facilities				
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Authorisation from hirer / user

Company Name : _____ Booth No. : _____

Tel : _____ Fax : _____ Email : _____

Contact Person : _____ Position : _____ Signature : _____

RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

ISS WORLD 2014 ASIA PACIFIC, 3rd – 4th December 2014

VENUE: Grand Ballroom Hilton KL

BUILD UP: 2nd December 2014 (by schedule)

TEAR DOWN: 4th December 2014 (1pm onwards)

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Contractor's Regulations during **ISS WORLD 2014 ASIA PACIFIC** are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to:-

Hilton KL Management Rules and Regulations

1. All non-official contractor are required to register with the Official Main Exhibition Contractor
2. No build-up materials are allowed to pile into aisle/gangways, obstruct fire exit door and firefighting equipment. Please remember to keep your entire materials inside your stand at all times.
3. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open toed shoes are allowed.
4. No consumption of food items is allowed either at the back of house, loading docks, or in the public areas
5. Materials used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
6. No persons under age 18 years old are permitted to enter or work on the premises.
7. Smoking is not allowed at any time in the Hall and associated work areas.
8. All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guest area.
9. All contractors must wear a pass supplied by the Event Organizer or the Official Exhibition Contractor all the times when entering the Centre.
10. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
11. Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
12. Proper scaffolding, including ladders and work platforms, must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
13. Unruly or unacceptable behavior and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel may be evicted from site.
14. Any person caught committing unsafe work practices and or non-compliance activities will be prohibited from working in Putra World Trade Centre.

15. 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.
16. Screwing , drilling , nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are **STRICTLY NOT ALLOWED**.
17. Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol

NOTE: The 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 Hall.

ISS WORLD 2014 ASIA PACIFIC RULES AND REGULATIONS

1. 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. This will result in a re-energisation fee of RM 1,000.00.
2. Deadline for submission of the special stand design with attach stand design appraisal check list and sign back Rules and Regulations form by 11th November 2014.
3. Deadline for submission of the power, electricity by 11th November 2014.
4. Booth structure above 5meters or double deck booth is required to submit Professional Engineer Endorsement (*subject to booth design)
5. Maximum height for Booth structure at Hall 4 will be 3.3 meter(low ceiling area) 4.0 meter(high ceiling area).
6. All stand design layout plans must be computer generated in **3D with elevated and perspectiveviews** to be submitted to the Official Contractor before the stipulated deadline for approval to ensure a smooth build-up.
7. It is compulsory for exhibitors to provide full floor and wall finishing for their stands , regardless of height of the stand
8. Electrical power supplied is used for running equipment/exhibit only. If used for lighting purposes, lighting connection charges will be applied.
9. Any design for a structure exceeding 2.44meters in Height must have a distance of 1meter away from the dividing walls of the adjoining stands
10. All measurements are in **Metric Format**.
11. Refundable Performance Bond RM5, 000.00. The Performance Bond mention above is per exhibitors. Non refundable Admin Fees RM30.00 per sqm and non-official contractor pass of RM5.00 per piece.
12. During **ISS WORLD 2014 ASIA PACIFIC** build-up, the independent contractor will be provided with the move in schedule. This schedule will be provided by organizer, you are strictly to adhere to the schedule during move-in.
13. Exhibitors and their non-official contractors will have to bear any charges levied by Hall Owners for damages caused to their property, walls and floorings or for debris not cleared away.
14. It is responsibility of the vendor to ensure the stability of the stand structures. Should there be any insecure structures found within the stand area, vendor is liable for the penalty charges by Organizer of Official Contractor.

15. Warning Notice will be issues to non-official contractors if it is against the **RULES AND REGULATIONS.**

16. Organizer and Official Contractor reserve the right to imposed penalty to non-official contractors if it is against the **RULES AND REGULATIONS.**

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

SIGNATURE :

NAME :

DESIGNATION :

DATE :

COMPANY CHOP :

