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EXHIBITOR MANUAL



“Go Global, Be Global”

LocWorld39 Kuala Lumpur. February 27 – 28, 2019



LocWorld 39 Kuala Lumpur 2019

27 - 28 February 2019

Shangri-La Hotel, Kuala Lumpur, MALAYSIA

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GENERAL INFORMATION

ORGANISER

Localization World, Ltd

319 N. First Avenue Sandpoint, ID 83864-1495

USA

Tel: 1-208-263-8178

Email: exhibits@locworld.com

Website: <https://locworld.com/events/locworld39-kuala-lumpur-2019>

EXHIBITION VENUE

Shangri-La Hotel, Kuala Lumpur

11, Jalan Sultan Ismail, Kuala Lumpur

50250 Malaysia

Website: <http://www.shangri-la.com/kualalumpur/shangrila>

OFFICIAL BOOTH CONTRACTOR

Innogen Sdn Bhd

No.1, Jalan Perusahaan 1, Taman Industri Selesa Jaya,

43300 Balakong, Selangor, Malaysia

Tel: +60 3-8961 1108

Fax: +603-8961 0687

Website: <http://www.innogen.com.my>

Order Form:

Ms. Chiew Ki

Email: info@innogen.com.my

Operation:

Mr. Linus Kek

Email: linuskek@innogen.com.my



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OPERATION SCHEDULE

Description	Date & Day	Time
<u>Buildup & Move In</u>		
Official Contractor	27 th February 2019, Wednesday	0200hrs – 0700hrs
Non-Official Contractor	27 th February 2019, Wednesday	0300hrs – 0700hrs
Exhibitor	27 th February 2019, Wednesday	0500hrs – 0800hrs
<u>Exhibition Days</u>		
Delegate, Trade and Business Visitor	27 th February 2019, Wednesday	0800hrs – 1730hrs
	28 th February 2019, Thursday	0830hrs – 1700hrs
<u>Teardown & Move out</u>		
Official Contractor	28 th February 2019, Thursday	1800hrs – 2200hrs
Non-Official Contractor	28 th February 2019, Thursday	1800hrs – 2200hrs
Exhibitor	28 th February 2019, Thursday	1700hrs – 2200hrs



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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.

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

2. 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 Organizer, payment submitted would be forfeited. These terms cannot be varied under any circumstances.

3. LIMITATION OF LIABILITY

Organizer will do its utmost security during the Exhibition 27 – 28 February 2019. 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.

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

4. EXHIBITOR'S INSURANCE

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

5. BOOTH / SPACE ALLOCATION

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

6. 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 licensee after the time of contract, with the prior written permission from the Organizer.



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7. PROMOTION DURING EXHIBITION

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

8. INFRINGEMENT OF COMMON AREAS

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

9. 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.

10. SECURITY

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

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

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

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

11. NO SMOKING

Smoking is not permitted within function / conference area.

12. FOOD AND BEVERAGE POLICY

No outside food to be brought into the Premises either by Event Organizers, Exhibitors or third parties. For food order services please refer to Shangri-La Hotel.

13. AIR CONDITIONING/ VENTILATION

Air-conditioning/ventilation is not provided in the venue during the build-up or tear down period.

15. FLYING OBJECTS

Remote-controlled and free flying objects are not permitted in the exhibition booths.

16. LOADING DOCK

- Only designated services entrances, lifts and loading docks are to be used for the transportation of materials.



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- Not allowed to load / unload of large equipment via Lower Lobby or Main Lobby entrances.

17. STAND CLEANING

Exhibitor is fully responsible for cleaning their stands and exhibits and removal of their own materials and rubbish. Storage of empty boxes or packaging materials inside the hall is strictly prohibited at all times.

18. SPECIAL BOOTH DESIGN

All booth constructions, rentals of furniture and electrical items, electrical installation must be carried out by Official Contractor, INNOGEN SDN BHD.

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

All non-official contractor must place a **Refundable Performance Bond** with Official Contractor.

- For booth 18sqm & below @ RM 3,500.00
- For booth 19sqm – 36sqm @ RM 6,000.00
- For booth 37sqm & above @ RM 10,000.00

The refundable performance bond will be refunded within 30-working days after the conclusion of the fair provided no damages or delays are caused by the outside contractor / exhibitor.

A non-refundable Administration fee of RM 20.00 per sqm (minimum levy of RM 200.00) will be imposed to contractors other than the official contractor for processing and approval purpose. Payment should be made payable to the Official Contractor.

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:

1. All special design technical drawing in 3D computer generated complete with perspective, isometric, elevation, lighting plan and layout plan must be email to Official Contractor for approval **25th January 2019**.
 - a. Maximum structure height is 3m except low ceiling area.
 - b. 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.
 - c. Flooring area is compulsory PVC sheet with plywood underlay/platform.

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

19. POWER SUPPLY & LIGHTING

Lighting connection work 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 Form 4: Electrical & Lighting.



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- a) Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
- b) Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever applicable. Exhibitors are encouraged to use tubes of higher wattage (maximum 100 watts) wherever possible.
- c) Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.
- d) Exhibitors who provide their own lighting fixtures containing wiring installation must comply to the following procedures:-
 - Submit detailed drawings of such installation to Official Contractor.
 - Show proof that such installation is carried out by a registered wiring contractor with relevant Class of Certificate of Registration issued by the Director – General of Electrical Inspectorate, Malaysia or its equivalent.
 - Use materials approved by the Department of Electrical Inspectorate, Malaysia. Non-compliance of the above would result in immediate termination of power supply and (Hall Owner) penalty charges.
 - **Own light fittings must include wirings and terminate at one point for connection by official contractor.**
 - Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation charges.
 - One power point is assigned to one machine only. No multipurpose plug and/ or extension are allowed.

20. FIRE REGULATIONS

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



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STANDARD PROCEDURE FOR ORDER FORM
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1. Exhibitors are requested to RETURN NECESSARY FORMS to the relevant addresses by the deadlines indicated on each form.
2. The order form is not an invoice. Do not pay until you have received an official invoice from INNOGEN SDN BHD.
3. All cancellations must be made in writing to INNOGEN SDN BHD.

PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE.



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EXHIBITOR'S CHECK LIST

DEADLINE	RETURN FORM TO:
25 th January 2019	Innogen Sdn Bhd Email: info@innogen.com.my Fax: +603 – 8961 1103

FORM 1a	Bare Space Stand / Upgraded Shell Scheme	<i>Compulsory to Upgraded Stand Exhibitor / Appointed Contractor</i>
FORM 1b	Indemnity Form	<i>Compulsory to Upgraded Stand Exhibitor / Appointed Contractor</i>
FORM 2	Fascia Name	<i>Compulsory to Standard Shell Scheme Stand Exhibitor</i>
FORM 3	Furniture On Hire	<i>Optional</i>
FORM 4	Electrical and Lighting	<i>Compulsory to Upgraded Stand Exhibitor / Appointed Contractor;</i> <i>Optional to Standard Shell Scheme Stand Exhibitor</i>
FORM 5	Service Location Plan	<i>Optional</i>
FORM 6	Contractor Passes	<i>Compulsory to Upgraded Stand Exhibitor / Appointed Contractor</i>



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Form 1 a :
BARE SPACE STAND /
UPGRADED SHELL SCHEME
(Compulsory to Bare Space Stand / Upgraded Shell Scheme
Exhibitor / Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 25 January 2018

Please tick (✓) as appropriate :

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

If you are using a contractor other than the Official Contractor for your booth construction and/or interior decoration, please complete this form and return it to the Official Contractor.

Details of Stand Fitting Contractor / Stand Decorator

Name of Appointed Contractor	
Address	
Tel	Fax
E-mail	Mobile
Contact Person	Job Title

No.	Item	Unit Price (RM)	Total Booth Area	Total (RM)
1	Refundable Performance Bond	RM 3,500.00	18 sqm & below	
		RM 6,000.00	19 sqm – 36 sqm	
		RM 10,000.00	37 sqm & above	
2	Non-Refundable Administration Fees	RM 20.00 /sqm (min levy of RM 200.00)	sqm	

- Please prepare the invoice for above items and bill to us.
 Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you.

Company Name			
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Email		Mobile No.	

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Form 1 a :
BARE SPACE STAND /
UPGRADED SHELL SCHEME
(Compulsory to Bare Space Stand / Upgraded Shell Scheme Exhibitor / Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 25 January 2019

2/...

Please tick (✓) for Payment Option

Bank charges of selected payment option will be reflected on the invoice.

- Payment Option for Refundable Performance Bond:-
Please note that the bank charges are non-refundable.

<input type="checkbox"/> VISA / MASTER (Credit Card)	<input type="checkbox"/> Wire Transfer (<i>Overseas Transaction</i>) <input type="checkbox"/> USD <input type="checkbox"/> SGD
<input type="checkbox"/> Malaysia Cheque	<input type="checkbox"/> Local Interbank GIRO (IBG)

- Payment Option for Administration Fees:-

<input type="checkbox"/> VISA / MASTER (Credit Card)	<input type="checkbox"/> Wire Transfer (<i>Overseas Transaction</i>) <input type="checkbox"/> USD <input type="checkbox"/> SGD
<input type="checkbox"/> Malaysia Cheque	<input type="checkbox"/> Local Interbank GIRO (IBG)

Important Note !

- For Bare Space Stand and Upgraded Shell Scheme, kindly email a set of detailed scaled, dimensional and perspective drawings showing the proposed design of the booth in jpeg file to the Official Contractor (info@innogen.com.my).
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall:
 - a. Non-Refundable Administration Fees
 - b. Refundable Performance Bond
 - c. Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.)

• **Payment should be made in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**
****Please fax to us a copy of your payment slip for confirmation.**

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.

• **This is not an invoice.**
Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.
All cancellations must be made in writing to INNOGEN SDN BHD.

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

Company Name (Exhibitor)		Booth No	
Address			
Tel		Person In-charge	
Fax		Mobile	
Date		Signature & Co. Stamp	



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Form 1b : INDEMNITY FORM

(Compulsory to Bare Space Stand / Upgraded Shell Scheme
Exhibitor / Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 25 January 2019

Rules & Regulations to All Non-Official Contractor

Show Name : LocWorld
Build-Up : 27th February 2019 ; 3.00am – 7.00am
Teardown : 28th February 2019 ; 6.00pm – 10.00pm

The Stand Builder is responsible for ensuring that each stand complies with the Venue's and/or authorities' guideline/requirement. The Organiser, Venue and Innogen shall not be responsible for any rectification work required to correct the deviations to the stand design plan from the exhibition floor plan. Therefore, the stand structure / integrity will be the responsibility of the Stand Builder and subject to on-site supervision if necessary.

It is the responsibility of the Stand Builder to ensure the followings :

- 1) Each stand does not exceed the designated zone built height restriction
- 2) The approved stand size fits into the stand's footprint
- 3) To cross-check the stand design plan against the exhibition floor plan

Please refer to the term "designated zone" which are potentially low ceiling areas within the Centre's premises. Hence the need to comply with the "designated zone" build height restriction.

All temporary structure build for exhibitions or events must possess adequate strength and stability and functioning during construction and throughout the duration of the event. The designs of a temporary structure are to be constructed in a manner that poses no danger to public, employee or contractor safety at any time. In short, they are not a potential hazard to anyone in the vicinity.

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Manual are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to :-

Part 1 : General Rules and Regulations

- 1) All non-official contractors are required to registered with the Official Main Exhibition Contractor.
- 2) No build-up materials be allowed to pile into the aisle/gangways, obstruct fire exit door and fire fighting equipment . Please remember to keep your entire materials inside your stand at all times.
- 3) A 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 in the Hall.
- 5) Material 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 18 years old age are permitted to enter or work on the premises.
- 7) Smoking is not allowed at any time in the Halls and associated work areas.
- 8) All contractors must wear a pass supplied by the Event Organiser or the Official Exhibition Contractor all the times when entering the Centre.



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- 9) All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- 10) 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.
- 11) 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.
- 12) Unruly or unacceptable behaviour 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.
- 13) Any person caught committing unsafe work practises and or non-compliance activities will be prohibited from working in Centre.

Part 2 : LocWorld – Construction Rules and Regulations

- 1) All partition wall above 2.44m which is facing the neighbor booths or aisle must be nicely clad and painted finish, if any.
- 2) **Maximum** structure height is **2.8 meters** only which inclusive of Plywood underlay and platform.
- 3) **Flooring - It is compulsory to arrange for PVC sheet and plywood underlay to be laid against hall existing carpet. Kindly provide the PVC sheet larger than booth size to avoid any damage to carpet surrounding your booth area during set up. Strictly no sawing in the hall.**
- 4) **For any platform proposed in the stand design, round edge is required at the four corners of platform. The "Caution Tape" at your own cost is deem necessary at all edging of platform that may cause hazard to the visitors.**
- 5) Kindly ensure all lighting cable/wire come with earth clamp connector and it must be earthed, especially apply to metal structure design include truss system.
- 6) In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof on-site, if any.
- 7) No blockage to Entrance/Exit Doors/Fire Hose Reel/Fire Extinguisher - No materials/ products are allowed to be put at doorway during set up or tear down as part of clearance for emergency exit route. Your cooperation is greatly appreciated.
- 8) Clearance of construction waste materials and paint - kindly ensure your workers to clear all the waste construction materials / paint from the exhibition hall or loading bay during installation and tear down. It is the responsible of the appointed contractor of the above mentioned requirement. Any materials found not disposed off or disposed in the Venue's dustbin skip will be charged a disposal fee and deducted from the performance bond accordingly.
- 9) Kindly ensure your booth does not exceed the booth area as it is strictly not allowed.
- 10) All lighting connection work must be done by the Official Electrical Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly and any additional lighting connection found on-site which is not declared or ordered before on-site will be charged according to on-site rate with immediate settlement. Failing to do so, electricity to the concerned booth will be terminated without further notice.
- 11) A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- 12) For custom design stands, RM 20.00 per sqm administrative fee shall be made to Innogen Sdn Bhd before the dateline stated in the form. A cheque for RM 3,500.00 / RM 6,000.00 / RM 10,000.00 performance bond must be prepared and provided to Innogen Sdn Bhd before move in.
- 13) Should there be any damages arising directly or indirectly from any infringement or/and outstanding amount owe to the Official Contractor and Organiser, the Official Contractor is authorised to bank in the performance bond and deducted the said amount without prior notice.
- 14) Should there be any non-conformance activities found during the build-up & teardown period, it will be reported to Organiser and Venue for further actions.



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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.

The undersigned company is fully responsible to reimburse to the official contractor for all services ordered by the representative(s) of this particular booth in LocWorld Kuala Lumpur.

The official contractors are authorised to bank-in the undersigned company's performance bond to disburse any outstanding amount owing to the official contractor for this particular booth.

Name :

Designation:

Date:

Company stamp :

* Please return the above acknowledged copy via email (scan copy) or fax.

* Without signing this form, entrance to the Halls will not be permitted.

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charge
Fax	Mobile
Date	Signature & Co. Stamp



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Form 2 : FASCIA NAME

(Compulsory to Standard Shell Scheme Stand Exhibitor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 25 January 2019

The form is applicable to exhibitor who have contracted for the Shell Scheme Stand. Please tick (✓) as appropriate:

- We do not require any Fascia Name.
- Yes, my booth fascia name as below.

OPTIONAL:-

- I / We wish to have my company logo on the fascia board.
Kindly revert with the printing cost (quotation) upon receipt of my logo file.
I / We will provide the file in JPEG format (high resolution) upon confirmation.

- 1) Please indicate below the name of the company and stand number to be reflected on the fascia board. (PLEASE TYPE IN CAPITAL LETTERS). A maximum of Thirty (30) letters can be accommodated.
- 2) This form must be returned on/before deadline; otherwise, the name which appears on the space booking form will be used on the fascia.
- 3) Any changes to the fascia name during on-site of the exhibition will incur additional charges.

Company Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Booth No

--	--	--	--



Note : Carpet color – Hall existing carpet

Items		6sqm	8sqm	12sqm	16sqm
Furniture	Information Desk	1	1	2	2
	White Folding Chair	2	2	4	4
	Waste Paper Basket	1	1	2	2
	Brochure Rack (4-tiers)	1	1	2	2
Electrical & Lighting	40w Fluorescent Tube	2	2	4	4
	13amp Single Phase Power Point (max. 500w)	1	1	2	2

** Items provided in the Shell Scheme Package are not exchangeable and no money returnable.*

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp



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A) POSTERS / DECORATIONS

- 1) Strictly **NO NAILING / STAPLER GUN, GLUE AND PAINTING** or any other materials / tools that will damage the aluminium frame / laminated wall partition / furniture or rental item.
- 2) Dismantling of inkjet sticker / poster / etc. is required immediately after the end of the exhibition.
- 3) Exhibitors contravening the rules will be charged cleaning fees / penalty fees (RM150 per panel) at our discretion.



B) PRE-ORDERS BEFORE EXHIBITION

- 1) If there is any pre-order before exhibition, kindly make your outstanding payments at our INNOGEN Service Counter/ Office during build-up of the exhibition. All items will be delivered upon payment received.
- 2) We reserve the right to re-collect your orders should the arrears not be settled beyond the stipulated time.

C) SECURITY & FURNITURE

- 1) All portable items kept inside the lockable counters and/or cupboards are under your responsibility and have to be cleared immediately once the exhibition is over.
- 2) Keys for all lockable cabinets and showcases must be left in the cabinet after the show ends. Any loss of key is chargeable at RM30.00/pc.
- 3) Maximum carry weight for each flat/ slope shelving is 5kg only.
- 4) We will not be liable for any loss/ damage of items kept therein.
- 5) Exhibitors are not allowed to take or remove the rental furniture or lighting from any other exhibition stand.

D) ELECTRICITY SUPPLY

- 1) **Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.**

***NOTICE - KINDLY READ THROUGH**

- 2) All lighting connection is charged according to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube) wherever possible.
- 3) Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.
- 4) **Own light fittings must include wiring and terminate at one point for connection by official electrical contractor.**
- 5) **A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- 6) Exhibitor whose lighting fixtures/ electrical appliances/ machines/ etc are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- 7) All electrical installations must conform strictly to the required safety regulations without exception.
- 8) **The Organiser/ Venue/ Official Contractor reserves the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chargeman, is dangerous or likely to cause annoyance to visitors or other exhibitors.**

E) LATE / ON-SITE ORDERS

- 1) Kindly approach our INNOGEN Service Counter / Office for further assistance.
- 2) On-site orders are based on first-come-first serve basis and subject to stock availability with immediate payment (CASH / Local Cheque).

F) COMPLAINT / CLAIM

- 1) Any complaint or claim in respect of ordered goods non-delivery must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

We trust that with your kind cooperation, we are able to run this exhibition efficiently.

We, INNOGEN SDN BHD, a comprehensive professional service, look forward to providing continued value services to you. Meantime, we wish you every success in your exhibition.

Thank you.



INNOGEN SDN. BHD. (Co. No: 490655-W)

No.1 Jalan Perusahaan 1, Taman Industri Selesa Jaya, 43300 Balakong, Selangor, Malaysia

Tel: +60 3 8961 1108 Fax: +60 3 8961 0687 Email: info@innogen.com.my Website: www.innogen.com.my

Exhibitor's Initial: _____



LocWorld 39 Kuala Lumpur 2019

27 - 28 February 2019

Shangri-La Hotel, Kuala Lumpur, MALAYSIA

Form 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 25 January 2019

- 1) For Standard Shell Scheme Package, kindly refer FORM 2 for the package's entitlement. Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require ADDITIONAL furniture items, please use this requisition form.

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 25/01/2019	26/01/2019 – 25/02/2019		
INN001	Information Desk	L1000 x D530 x H735	68.00	88.40		
INN002	Information Counter	L1030 x D535 x H1020	150.00	195.00		
INN003	Bistro Table	Dia 500 x H1100	120.00	156.00		
INN004	Round Table	Dia 900 x H755	110.00	143.00		
INN005	Square Table	L750 x D750 x H755	110.00	143.00		
INN006	System Coffee Table	L550 x D550 x H515	55.00	71.50		
INN007	Glass Top Coffee Table	L460 x D490 x H490	70.00	91.00		
INN008	Lockable Cabinet	L1000 x D530 x H735	95.00	123.50		
INN009	High Showcase without Lighting	L1030 x D535 x H2500	480.00	624.00		
INN010	Low Showcase without Lighting	L970 x D500 x H940	350.00	455.00		
INN011	Bar Stool	Dia 380 x H740	95.00	123.50		
INN012	Folding Chair	L435 x D435 x H790	25.00	32.50		
INN013	Conference Chair	L460 x D500 x H780	65.00	84.50		
INN014	Easy Arm Chair	L500 x D450 x H800	70.00	91.00		
INN015	Chrome Chair	L420 x D415 x H700	85.00	110.50		
INN016	Fabric Sofa	L520 x D750 x H780	95.00	123.50		
INN017	Leather Chrome Sofa	L860 x D800 x H800	125.00	162.50		
INN018	Display Plinth (Set)	-	310.00	403.00		
INN019	Display Plinth A	L535 x D535 x H500	80.00	104.00		
INN020	Display Plinth B	L535 x D535 x H750	100.00	130.00		
INN021	Display Plinth C	L535 x D535 x H1000	130.00	169.00		
INN022	Flat Shelf	L985 x D300	48.00	62.50		
INN023	Slope Shelf	L985 x D300	48.00	62.50		
INN024	Brochure Rack (4-tier)	L280 x D400 x H1100	145.00	188.50		



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Form 3 : FURNITURE ON HIRE

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Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

2/...

Deadline: 25 January 2019

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 25/01/2019	26/01/2019 – 25/02/2019		
INN025	Book Shelf 6-tier Single-sided	L970 x D450 x H1940	280.00	364.00		
INN026	Book Shelf 4-tier Double-sided	L970 x D600 x H1400	320.00	416.00		
INN027	Refrigerator with 24hrs,13amp Single Phase Power Point (max 500w)	L520 x D560 x H1130	420.00	546.00		
INN028	Waste Paper Basket	-	5.00	6.50		
INN029	Coat Rack	L950 x D400 x H1500	120.00	156.00		
INN030	Display Board	L950 x H1200	65.00	84.50		
INN031	Folding Door	L950 x H2150	250.00	325.00		
INN032	System Plant Trough	L1030 x D535 x H350	75.00	97.50		
TOTAL (RM)						

- Please prepare the invoice for above items and bill to us.
- Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you.

Company Name			
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Email		Mobile No.	

Please tick (✓) for Payment Option

Bank charges of selected payment option will be reflected on the invoice.

<input type="checkbox"/>	VISA / MASTER (Credit Card)	<input type="checkbox"/>	Wire Transfer (<i>Overseas Transaction</i>)
		<input type="checkbox"/>	USD
		<input type="checkbox"/>	SGD
<input type="checkbox"/>	Malaysia Cheque	<input type="checkbox"/>	Local Interbank GIRO (IBG)

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LocWorld 39 Kuala Lumpur 2019

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Shangri-La Hotel, Kuala Lumpur, MALAYSIA

Form 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

3/...

Deadline: 25 January 2019

NOTES:

- All items ordered are on rental basis.
- Maintenance at individual booths can be undertaken during the closed hours of the Exhibition/Event.
- Orders are valid only when accompanied by full remittance.

- **Payment should be made in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**
****Please fax to us a copy of your payment slip for confirmation.**

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- **A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.**
A surcharge of 50% will be imposed on all the on-site orders. Priority will be given to advance orders.
- For on-site orders during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given in writing to INNOGEN at least 7 days before build-up date. A 30% cancellation fees will be imposed. For orders cancelled less than 7 days before build-up date and on-site orders, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

- **This is not an invoice.**
Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charge
Fax	Mobile
Date	Signature & Co. Stamp



LocWorld 39 Kuala Lumpur 2019

27 - 28 February 2019
Shangri-La Hotel, Kuala Lumpur, MALAYSIA

Form 4 : ELECTRICAL & LIGHTING

(Compulsory to Bare Space Stand Exhibitor / Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 25 January 2019

- 1) Kindly refer FORM 2 for your Standard Shell Scheme Package's entitlement.
Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require ADDITIONAL lighting items, please use this requisition form.
- 3) Exhibitors / their appointed contractors occupying BARE SPACE ONLY must order electrical and lighting requirements using this form.

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 25/01/2019	26/01/2019 – 25/02/2019		
Electrical Fittings – Equipment and fittings on hire from the official contractor:						
	Normal Type					
INN101	Fluorescent Tube 4ft	40w	68.00	88.40		
INN101a	Fluorescent Tube 4ft (Loose Set)	40w	78.00	101.40		
INN102	Spotlight	100w	73.00	94.90		
INN103	Arm Spotlight	100w	78.00	101.40		
INN104	Halogen Spot	50w	95.00	123.50		
INN105	Arm Halogen Spot	50w	100.00	130.00		
INN106	Metal Halide	70w	330.00	429.00		
INN107	Metal Halide	150w	485.00	630.50		
INN108	Tracklight (with Halogen Spot)	50w x 3	315.00	409.50		
INN109	Flood Light	300w	190.00	247.00		
INN110	Arm Flood Light	300w	200.00	260.00		
INN111	Halogen Down Light	50w	95.00	123.50		
INN112	AR111 (with Halogen Down Light)	50w x 3	380.00	494.00		
	LED Type					
LED1	LED Spotlight (Warm Light)	10w	90.00	117.00		
LED2	LED Spotlight (White Light)	10w	90.00	117.00		
LED3	LED Arm Spotlight (Warm Light)	10w	95.00	123.50		
LED4	LED Arm Spotlight (White Light)	10w	95.00	123.50		
LED5	LED Halogen Down Light (White Light)	9w	110.00	143.00		
Lighting Connection – Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor:						
INN115a	Lighting Connection (max. 100W per bulb/tube)	max. 100w per bulb/tube	65.00	84.50		
INN115b	Lighting Connection for LED Strip (max. 2mL per connection)	max. 2m length	65.00	84.50		
INN115c	Lighting Connection for LED Bulb (max. 2 bulbs/tubes per connection)	max. 2 bulbs/tubes	65.00	84.50		



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27 - 28 February 2019
Shangri-La Hotel, Kuala Lumpur, MALAYSIA

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

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

2/...

Deadline: 25 January 2019

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 25/01/2019	26/01/2019 – 25/02/2019		
Power Point / Isolator – Equipment and fittings on hire from the official contractor: Power points are used for single machinery / electrical appliances / exhibits only, STRICTLY NOT for lighting purposes.						
INN113	13 Amp Single Phase Power Point	13A (max. 500w)	70.00	91.00		
INN113a	13 Amp Single Phase Power Point (24 Hours)	13A (max. 500w)	140.00	182.00		
	<i>Please specify the usage of 24 hrs supply :</i>					
INN114	15 Amp Single Phase Power Point	15A (max. 2000w)	85.00	110.50		
Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)						
TE.01	13 Amp Single Phase Socket		150.00	195.00		
TOTAL (RM)						

- Please prepare the invoice for above items and bill to us.
 Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you.

Company Name			
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Email		Mobile No.	

Please tick (✓) for Payment Option

Bank charges of selected payment option will be reflected on the invoice.

<input type="checkbox"/> VISA / MASTER (Credit Card)	<input type="checkbox"/> Wire Transfer (Overseas Transaction)
	<input type="checkbox"/> USD <input type="checkbox"/> SGD
<input type="checkbox"/> Malaysia Cheque	<input type="checkbox"/> Local Interbank GIRO (IBG)

Important note to appointed contractor / exhibitor constructing own booth :

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

NOTES:

- All items above are quoted based on floor level installation.

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Shangri-La Hotel, Kuala Lumpur, MALAYSIA

Form 4 : ELECTRICAL & LIGHTING

(Compulsory to Bare Space Stand Exhibitor / Contractor)

Return this form to :
INNOGEN SDN BHD

Tel: +60 3-8961 1108

Fax: +60 3-8961 0103

Email: info@innogen.com.my

3/...

Deadline: 25 January 2019

- Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charged to exhibitor.
- All items ordered are on rental basis.
- Maintenance at individual booths can be undertaken after the closed hours of the Exhibition/Event.
- All prices quoted include installation and standby maintenance.
- **Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.**
- **All lighting connection will be charged according to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube) wherever possible.**
- **Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.**
- Own light fittings must include wirings and terminate at one point for connection by official electrical contractor.
- **A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- Exhibitor whose lighting fixtures / electrical appliances / machines / etc. are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- All electrical installations must conform strictly to the required safety regulations without exception.
- The Organiser / Venue / Official Contractor reserves the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chargeman, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- Orders are valid only when accompanied by full remittance.

• **Payment should be made in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**

***Please fax to us a copy of your payment slip for confirmation.*

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge of 100% for electrical equipment will be added if you require 24-hour operating services, otherwise stated.
- **A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.**
A surcharge of 50% will be imposed on all the on-site orders. Priority will be given to advance orders.
- For on-site orders during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given in writing to INNOGEN at least 7 days before build-up date. A 30% cancellation fee will be imposed. For orders cancelled less than 7 days before build-up date and on-site orders, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

- **This is not an invoice.**
Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charge
Fax	Mobile
Date	Signature & Co. Stamp



LocWorld 39 Kuala Lumpur 2019

27 - 28 February 2019
Shangri-La Hotel, Kuala Lumpur, MALAYSIA

Form 5 : SERVICE LOCATION PLAN	Return this form to : INNOGEN SDN BHD Tel: +60 3-8961 1108 Fax: +60 3-8961 0103 Email: info@innogen.com.my
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Deadline: 25 January 2019

IMPORTANT NOTE !

- Sketch the location of your utilities, such as Lighting / Socket / Connection point / Refrigerator / Shelf / Furniture including your entitlement for Standard Shell Scheme Booth on the Form. It is imperative that you complete this form as it will be used to install your requirement in the correct location before you arrive on-site.
- **Please ensure that the position of the lights are on the walls or fascia (unless your booth has an interior structure to which they can be attached.)**
- If the location plan of any service is not submitted, it will be placed at the discretion of the official contractor and any relocation costs will be charged to exhibitor

Back wall

* Side wall /
Open

* Side wall /
Open

Open

Symbol	
	4ft Fluorescent Tube
	Spotlight
	Armed Spotlight
	Armed Halogen Spot
	Halogen Down Light
	Flood Light
	Armed Flood Light
	13Amp S/P PP
	13Amp S/P PP (24)
	15Amp S/P PP

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

Company Name (Exhibitor)		Booth No	
Address			
Tel		Person In-charge	
Fax		Mobile	
Date		Signature & Co. Stamp	



LocWorld 39 Kuala Lumpur 2019

27 - 28 February 2019
Shangri-La Hotel, Kuala Lumpur, MALAYSIA

Form 6 : CONTRACTOR PASSES

(Compulsory to Bare Space Stand / Upgraded Stand Exhibitor / Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 25 January 2019

Note:

- 1) Each 9sqm booth is entitled to 5 pcs passes only; maximum of 10 pcs passes per company.
- 2) Additional contractor passes requested will be charged at RM 5.00 per pass

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

Name	NRIC No.	Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Additional Pass Require:

No.	Item	Unit Price (RM)	Quantity	Total (RM)
1	Contractor Pass	RM 5.00 / pc		

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

Company Name (Exhibitor)		Booth No	
Address			
Tel		Person In-charge	
Fax		Mobile	
Date		Signature & Co. Stamp	