****

**8-10 October 2013, Putra World Trade Centre,**

**Kuala Lumpur, Malaysia**

**Exhibitor**

**Manual**

**Organised by:**





|  |  |
| --- | --- |
| **CONTENTS** |  |

|  |  |
| --- | --- |
| Welcoming Letter | 3 |
| Move-In & Move-Out Schedule | 4 |
| General Information | 5-9 |
| Rules & Regulations | 10-15 |
| Useful Contacts | 16-17 |
| Exhibitor’s Checklist | 18 |

|  |  |
| --- | --- |
| **EXHIBITION PUBLICITY AND DIRECTORY** |  |

|  |  |  |
| --- | --- | --- |
| **Form 1** | Participating Principals | 19 |
| **Form 2** | Product Index | 20 |
| **Form 3** | Show Directory | 21 |
| **Form 4** | Visitor & VIP Invitation Tickets | 22 |

|  |  |
| --- | --- |
| **TECHNICAL SERVICES** |  |

|  |  |  |
| --- | --- | --- |
| **Form 5/5A** | Shell Scheme : Fascia Name | 23-24 |
| **Form 6** | Exhibitor Badges | 25 |
| **Form 7** | Booth Contractor | 26 |
| **Form 8** | Furniture | 27 |
| **Form 9/9A** | Electrical & Lightings | 28-29 |
| **Form 10** | Telephone / Fax / Internet /Audio Visual Equipment | 30 |
| **Form 11** | Hotel Reservations | 31-32 |
| **Form 12** | Banquet Dinner Registration Form | 33 |

All forms must be completed and returned by Exhibitors, even if the services are not required or not applicable. Services cannot be guaranteed for forms returned late. Exhibitors who contract for space after the deadlines should return the forms immediately.



Dear Exhibitor,

**WELCOME TO LAB ASIA 2013!**

Thank you for your participation in **LAB ASIA 2013**. The purpose of this Exhibitor Manual is to assist you on preparing for your forthcoming participation more efficiently.

We strongly advise you to read through this Manual at your earliest convenience to avoid omission of vital details or missing deadlines. Please complete all the necessary order forms and ensure all the deadlines are adhered to, thus enabling us and the relevant contractors to carry out your instructions effectively. The Exhibitors’ Checklist at the beginning of the Order Forms Section will help you to monitor the respective submission deadline effectively.

If you require the following services or provision not mentioned in this manual, kindly contact us:

❶ Water & Waste

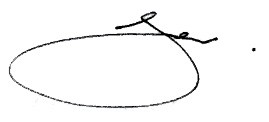
❷ Compressed Air

❸ Photography

❹ Potted Plants & Catering

We thank you for your support and co-operation and we look forward to seeing you at **LAB ASIA 2013.**

**ECMI ITE Asia Sdn Bhd**



C P Saw

Managing Director

****

**MOVE-IN & MOVE-OUT SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **DATE** | **HOURS** | **BUILD-UP** |
| **6 October 2013**  **Sunday** | **09:00 – 21:00** | * **Official contractor set-up** * **Freight delivery (once booth set-up is complete)** |
| **12:00 – 21:00** | * **Unofficial contractors set-up** * **Moving-in of Shell scheme interior items by official contractor** |
|  | **15:00-21:00** | * **Exhibitor badge pick-up at Exhibitors’ Service Counter** * **Exhibitor Move – in** |
| **7 October 2013**  **Monday** | **09:00 – 21:00** | * **Official contractor set-up** * **Unofficial contractors set-up** * **Moving-in of Shell scheme interior items by official contractor** * **Exhibitor badge pick-up at Exhibitors’ Service Counter** * **Exhibitor Move - in** |
|  | **15:00 – 18:00** | * **Electrical supply turn-on** * **Delivery of Telephone Line, AV Equipment & Potted Plants from PWTC** * **Final cleaning** |
|  | **18:00** | * **Exhibitor Registration Close** |

|  |  |  |
| --- | --- | --- |
| **Tuesday - Thursday**  **8 – 10 October 2013** | **(For Exhibitors)**  **09:00 - 19:00** | **SHOW DAYS** |
| **Tuesday – Thursday**  **8 – 10 October 2013** | **(For Visitors)**  **10:00 – 18:00** |

|  |  |  |
| --- | --- | --- |
| **DATE** | **HOURS** | **TEAR-DOWN** |
| **Thursday, 10 October 2013** | **18:00 – 21:00**  **21:00 – 24:00** | **Exhibitor Move - out**  **Removal of all exhibits by contractors** |
| **Friday, 11 October 2013** | **09.30** | **Disconnection of all utilities** |
|  | **09:30 – 11:00** | **Collection of all rented items** |
|  | **22:00 – 23:00** | **Dismantling of stand fittings and electrical installation** |
| **Saturday, 12 October 2013** | **00:00** | **Handover of exhibition hall** |

**GENERAL INFORMATION**

1. **THE EXHIBITION**

**LAB ASIA 2013**, Malaysia 4th Laboratory and Analytical Equipment, Instrumentation and Services Exhibition and Conference

1. **DATE & TIME**

8-10 October 2013, Tuesday-Thursday, from 10:00 to 18:00 daily

1. **VENUE**

Putrade Property Management Sdn Bhd (PWTC)

41 Jalan Tun Ismail

50480 Kuala Lumpur

MALAYSIA.

Tel: +(603) 2614 6999 ext : 6150 Fax: +(603) 2614 6330

Contact: Mr. Jamal Rejab (+6012 388 1791)

Email: [mailto: jamal@pwtc.com.my](mailto:mailto:%20jamal@pwtc.com.my)

1. **THE ORGANIZERS**

**MALAYSIA OFFICE**

ECMI ITE Asia Sdn Bhd

23-6 Subang Business Centre, Jalan USJ 9/5Q

47620 Subang Jaya, Selangor Darul Ehsan, MALAYSIA.

Tel : +(603) 8023 0820 Fax : +(603) 8023 0830

1. **OFFICIAL CONTRACTOR : STAND & ELECTRICAL WORK**

BrandMe Associate Sdn Bhd

No. 137-2 Shop Office, Jalan Rimbunan Raya 1,

Laman Rimbunan

52100 Kepong, Kuala Lumpur, MALAYSIA

Tel : +(603) 6257 9335/9337 Fax : +(603) 6257 9387

1. **OFFICIAL FREIGHT FORWARDER**

Curio Pack Sdn Bhd

No 160-1 Persiaran Raja Muda Musa

41100 Klang, Selangor Darul Ehsan, MALAYSIA.

Tel : +(603) 3372 2828 Fax : +(603) 3373 0055/3963

1. **OFFICIAL HOTEL**

Seri Pacific Hotel Kuala Lumpur

Jalan Putra, P O Box 11468

50746 Kuala Lumpur, MALAYSIA

Tel: + (603) 4042 5555 / 4049 4429 Fax: + (603) 4042 9069 / 8072



1. **SUPPORTED BY**

1. **ENDORSED BY**



1. **ADMISSION**

**LAB ASIA 2013** is open to professionals, trade and business visitors by invitation and business card registration only. The Organizers reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the build-up and tear-down periods.

For safety reasons, children below the age of 16 will not be allowed to accompany Exhibitors into the exhibition hall at any time, including build-up to tear-down period.

* 1. **Exhibitors**

Admission to the exhibition hall during the build-up or tear-down is open only to exhibitors with Exhibitor Badges. You may obtain the appropriate badges by filling our **FORM 6** (page 25) and returning it by the stipulated deadline. All badges will be available for pick-up at the Exhibitors’ Registration Counter located at Level 3 of PWTC starting on Sunday, **6 October 2013**, at 3:00pm. Exhibitor registration hours are 3:00pm till 9:00pm on **6 October 2013**, and 9:00am till 6:00pm on **7 October 2013**.

The Organizers reserves the right to withhold exhibitors badges if full payment is not made by the deadline stipulated on the contract. The exhibition hall closes at 9:00pm on build-up days. This rule will be strictly enforced.

Helpers who are brought into the exhibition hall for the sole purpose of unpacking, setting, touching up or packing merchandise are required to wear Temporary Badges that are valid during these periods only. Exhibitor can order these badges either in advance or at the show site. This system is designed for security reasons.

**Note: Staffs that are not manning the booth will be considered as visitors and will have to register themselves at the Visitor Registration Counter during Show Days only.**

* 1. **Visitors**

All visitors will be required to complete a Registration Form at the Visitor Registration Counter located on Level 3 & 4 of the PWTC.

* 1. **Contractors**

Where an Exhibitor appointed contractor has a valid reason to be present during the Show Days (eg. Maintenance or remedial purposes), limited number of Contractors Badges will be issued upon request with reasonable notification to the Organizers.

1. **CAR PARKING FACILITIES**

PWTC has a basement car park that can accommodate up to 500 vehicles on a first come first serve basis. Exhibitors may obtain a flat rate of per entry PWTC car park coupons on a daily basis during the exhibition period from the organiser’s service counter.

1. **TELEPHONE / FAX / INTERNET ACCESS**

Exhibitors may hire temporary telephone / fax lines or internet access facility from PWTC. Please refer to **FORM 10** (page 30) for more details.

1. **F & B CATERING**

It is the policy of PWTC not to allow outside food & beverages to be brought into the exhibition hall at all time. Food & beverages to serve guests / visitors and booth catering can be arranged with PWTC.

1. **PHOTOGRAPHER**

An official photographer will be appointed and will be on site one day prior to the exhibition. Exhibitors should contact him directly for any photographic work required.

1. **AUDIO VISUAL EQUIPMENT**

Audio Visual Equipment can be rented from PWTC. Exhibitors wishing to rent such equipment should refer to **FORM 10** (page 30). Please take note that equipment will not be delivered without remittance.

In the event that you choose to bring in your own Audio Visual Equipment, please declare your equipment to PWTC by providing an official letter with the equipment serial number (s) stated clearly on your company letterhead, this is to avoid unnecessary confusion of ownership. Self-owned PA systems and speakers are not allowed anywhere within the confined of the rented booth space and /or exhibition vicinity. Speaking with microphone and/or hands free microphone is strictly not allowed. An inspection fee of RM20.00 per unit of equipment may be imposed by PWTC.

1. **SECURITY & INSURANCE**

PWTC maintains 24-hour security for monitoring the building perimeters, parking areas and interior public space. In addition, the Organiser shall hire security guards to patrol around the Exhibition Hall and adjacent area off-hours. However, neither the Organiser, nor its agents, nor PWTC assumes responsibilities for any loss, damage or injury to any person or property of the Exhibitors..

While the Organizers insure the Event for Public Liability, it is the responsibility of the Exhibitor to take up insurance cover in respect of:

1. Exhibits and contents of booth against lost and damage by theft, fire and any other natural calamities, or any cause whatsoever;
2. Expenses incurred due to abandonment or postponement of the Exhibition;
3. Bodily injury or illness to their representative or agent, or visitors in their booth area;
4. Negligence, inadvertence or misbehavior of the Exhibitor and/or their workmen, staff, representatives or agents.
5. **MUSIC**

The Organiser does not hold a music / entertainment license for Public Performance of Sound Recordings, Music Videos and/or Karaoke’s. You are strongly advised to apply for your own license should you wish to play recorded or live copyright music in the booth and/or on the stage.

For more information and clarifications pertaining to licensing matters, kindly contact:

**PUBLIC PERFORMANCE MALAYSIA SDN BHD**

Tel : +(603) 6207 2888 Fax : +(603) 6207 2999

1. **NOISE**

Exhibitors using background music system, etc, in the booth must ensure that the sound is always kept to a moderate level and that it will not cause disturbance to the adjacent Exhibitors. The Organizers reserves the right to disrupt and/or disallow the continuation of any performance or demonstration where sound levels exceed 70 decibels. In the case of any dispute, the Organizers decision is final.

**Note : All sound level must not exceed 70 decibels.**

1. **GENERAL CLEANING**

General cleaning of the Exhibition Hall will be provided by the Organizers who will also arrange for all stands to be cleaned prior to the opening of the exhibition and daily thereafter, but it is the responsibility of the Exhibitors to maintain a clean condition of their booths at all times.

**20. PASSPORT ENTRY FORMALITIES**

Visitors must be in possession of national passport or other internationally recognized travel documents, endorsed for travelling in Malaysia and with a period of at least 6 months beyond the time of stay allowed in Malaysia.

No visa is required for citizens of Commonwealth countries (except Bangladesh, India, Pakistan, Sri Lanka and Nigeria), British Protected Persons or Citizens of the Republic of Ireland, Switzerland, Netherlands, San Marino and Liechtenstein.

* 1. **Three (3) months visa free visit**

Citizen of Albania, Algeria, Argentina, Austria, Bahrain, Belgium, Brazil, Bosnia Herzegovina, Chile, Croatia, Cuba, Czech Republic, Denmark, Egypt, Finland, France, Germany, Hungary, Iceland, Italy, Japan, Jordan, Kuwait, Kyrgyzstan, Lebanon, Luxembourg, Norway, Oman, Peru, Poland, Qatar, Romania, Saudi Arabia, Slovakia, South Korea, Spain, Sweden, Tunisia, Turkey, United Arab Emirates, Uruguay and Yemen are eligible for three months visa free visit.

**20.2 One (1) month visa free visit**

Applicable to citizens of ASEAN countries, Hong Kong, Macau, British National Overseas and North Korea.

**20.3 14 days visa free visit**

Citizens of Afghanistan, Iran, Iraq, Libya and Syria, Macau (travel permit) and Portugal Alien Passport are eligible for 14 days visa free visit.

**21. TRAVEL BETWEEN THE MALAYSIAN TERRITORIES**

A foreigner intending to visit any part of Malaysia is required being in possession of only one visa provided he travels direct from one part of the country to another.

Visit passes issued for entry into Peninsular Malaysia are not valid for entry into Sabah and Sarawak. Fresh visit passes must be obtained on arrival at the point of entry in those states.

However, subject to conditions stipulated, visit passes issued by the Immigration Authorities in Sabah and Sarawak is valid for any part of Malaysia.

**22. IMMIGRATION ENTRY / EXIT CONTROL**

All visitors are required to complete a Disembarkation Card, which is given out on all inbound Malaysia Airlines flights.

In addition, a Travelers Declaration Form (TDF) must be filled in by all arriving and departing travellers (including children) regardless of the amount of currency carried. Permitted currency limits are as follows:

1. A resident and non-resident are permitted to carry into and out of Malaysia, ringgit notes not exceeding RM 1,000 per person.
2. There is no limit for a resident and non-resident to bring in foreign currency notes and traveller’s cheques to Malaysia but non-resident need to declare in Customs Form 22 (Borang Kastam 22) if total amount exceed USD 10,000.
3. A resident is permitted to carry out of Malaysia, foreign currency and traveller’s cheques up to USD 10,000.
4. A non-resident is permitted to carry out of Malaysia, foreign currency and traveller’s cheques not exceeding the amount declared when arriving into Malaysia.
5. Should you need to carry ringgit notes, foreign currency notes and traveller’s cheques in excess of the permitted limits, prior written permission must be obtained from:

Director  
Exchange Control Department  
Bank Negara Malaysia  
Jalan Dato' Onn  
50480 Kuala Lumpur.

                          Tel: 03-2698 8044 ext 8213

**23. HEALTH REGULATIONS**

Cholera vaccination is NOT required for travellers entering Malaysia.

Visitors arriving from Yellow Fever Endemic Zones and other affected area are required to present International Health Certificates (validity period of 6 months or more) showing Yellow Fever Vaccination. This regulation does not apply to children below the age of one.

**24. TRANSPORTATION**

City taxis are abundant and comparatively cheap. Taxis are usually metered in Peninsular Malaysia but not in Sabah and Sarawak. Higher rates apply between 12 midnight and 6:00 am. Major international car hire firms also operate in Malaysia.

**25. AIRPORT TAX**

Airport tax for both domestic and international travel is charged upon departure. The charges levied will depend on the airlines.

**26. CONSUMPTION OF ALCOHOL**

Exhibitors are encouraged to refrain from consuming or serving alcohol and non-halal food and beverages at the Exhibition Hall.

**27. FORCE MAJEURE**

In the event the expo is postponed, shortened, extended or cancelled due to any cause whatsoever outside or beyond the control of the Organiser, the Organiser shall not be held responsible for any losses incurred by the exhibitor, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any government authority. Under such circumstances, the money paid by the exhibitor, or any part thereof, is refundable at the sole discretion of the Organiser.

**28. EXHIBITION HALL SPECIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | | **TUN RAZAK**  **HALL 3** | **TUN RAZAK**  **HALL (4A)** | **MERDEKA HALL**  **HALL (4B)** |
| Floor Area | | 4,953 sq. m | 2,768 sq. m | 2,011.2 sq.m |
| Ceiling Height | | 3.5 metres | 8.08 metres | 17.70 metres |
| Loading | | 976.5 kg per sq. m | | |
| Ventilation | | Fully air-conditioned from 15 JULY 2013 onwards | | |
| Power Supply | Bus bar duct system with 30amp TPN to 100amp TPB tap-off | | |
| Lighting Level | General work lighting at 150 LUX | | |
| Water Supply | 5 x 2 inch diameter tap-off points at high level  12 x ½ inch diameter tap-off points of lower level | | |
| Floor Finish | Concrete | | |
| Freight Access | Through circular automobile ramp, 3.96mW x 2.03mH  Roller shuttle door, 7.02mW x 2.32mH  2 units of cargo lifts, 2.9mW x 2.4mH x 6mD (max : 3,000kg) | | |

**RULES & REGULATIONS**

1. **SHELL SCHEME BOOTH FITTINGS**

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

* + 1. The standard height for all Shell Scheme booths is 2.44m (8ft). Any design with structure exceeding this height must be submitted and approved by the Organiser.
    2. The walls have white laminate finish. No nailing, drilling or painting to these walls and aluminium frames is allowed. Panels can be affixed to these walls with the use of double-sided tapes or with brackets rented from the Official Stand Contractor. The Organiser and the Official Stand Contractor may demand for full compensation for any damage of wall panels, furniture, fittings and aluminium frames that are supplied on rental-basis.
    3. No part of any structure of exhibits such as display banners and buntings, TV and TV racks, balloons, mannequins, tables, chairs, and shelves, may extend beyond the boundaries of the site allocated.
    4. Any demonstrations should be held within the confined booth space.
    5. Exhibitors’ staff, agents, part time employees are not allowed to distribute flyers, brochures, and/or any form of promotional material in public/general area or walkway in Level 2, 3 and 4, other than the front of the respective booths (that is not further than 0.25 metre from the booth).
    6. There should not be any promotional display material (example: sale, discount, buy 2 free 1, etc) larger than A5 size to be affixed to the fascia name board, beam or pillar.
    7. There should not be any form of banners or stickers being affixed to the fascia board on the standard shell scheme.
    8. Exhibitors are not allowed to have cartons or empty cartons in plain view inside or outside their booth. After one warning from Organiser, the Organiser will confiscate the packed cartons; if Organiser has to remove the empty cartons, exhibitor will be charged RM20.00 per empty carton.
    9. Neon or flashing lights/ signs will not be permitted, unless it forms an integral part of an Exhibitor’s product. Sequence-lit displays may be used subject to the Organiser’s approval and the rate of the light change.
    10. Aisles indicated on the floor plan must be kept clear of all exhibition goods or decoration material.
    11. Exhibitors with corner booths have the choice of walls or an open side on the aisle. The wall must not obstruct the surrounding booths.
    12. Exhibitors and/or contractors must clear out items not for display purposes (e.g. Containers, packing items) the day before the Exhibition opens and remove all exhibits and decoration materials immediately after the Exhibition period according to the schedule listed under **Move in & Move out** **Schedule** on page 4. The Exhibitor will have to pay the Organiser for the cost of removing such articles from their booth if they fail to do so.
    13. The washroom shall be kept clean and dry. Cleaning of paint containers or any other dirty items in the Exhibition hall is prohibited except at areas designated by the Organiser.
    14. Unused furniture or fittings provided with Shell Scheme may be removed on request but the Organiser will give no financial credit for items not utilised.
    15. No painting or sawing may be done to the Exhibition Hall fittings. The Exhibitors and/or contractors will be held responsible for any damages caused to the Exhibition Hall fittings by their staff, agents or contractor.

1. **RAW SPACE / SPECIAL DESIGN BOOTHS**

Exhibitors contracted on Raw Space booths are encouraged to use the services of the Official Stand Contractor to undertake the construction of the booth. Otherwise, exhibitors are required to obtain consent from the Organiser before any of their own appointed contractors are commissioned to work on-site and are subject to the following rules and regulations. The Organiser reserves the right to reject any contractor and design that are deemed inappropriate, without assigning any reasons and its decision is final.

* 1. Exhibitors must submit **FORM 7** (page 26), giving information of its contractor’s contact details, as well as 2 sets of the booth layout design and electrical installation plan, no later than **30 June 2013**. A copy of the certified drawings will be returned, authorizing the commencement of construction if the design is approved. Failure to obtain written approval can result in costly alteration on-site such as when designs or installations contravene fire and safety, booth height and boundary or any space contract rules and regulations.
  2. Before permission is granted for a contractor to work at the exhibition and the necessary badges issued, the exhibitor appointed contractor is required to:-
     1. Place a refundable Performance Bond of **RM150** per sqm (with a minimum of **RM5,000** and a maximum of RM15,000 to reach organiser by **15 May 2013**, the organiser/official contractor reserves the right to insist payment in the form of bank draft by **6 June 2013**) per exhibitor with the Organiser/official contractor and sign a Letter of Undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and hall regulations. Only when this Performance Bond is received and the Letter of Undertaking is signed, will the appointed contractor be allowed to commence work on site. Provided the booth is completed on time, and no damages are caused, the Performance Bond will be returned to the exhibitor appointed contractor in full two (2) weeks after ECMI has received the final invoice from PWTC. If the exhibitor appointed contractors fail to complete their booth in the given time frame, hourly charges will be deducted from the Performance Bond;
     2. Place a non-refundable administrative fee of **RM15.00** per sqm;
     3. An appointed contractor must be registered with PWTC before they are allowed to work in the premises. Contractor may apply for temporary registration. Kindly contact the Event Services Department of PWTC at + (603) 2614 6999 for further details. The exhibitor and appointed contractor will also have to bear any charges levied by PWTC for damages caused to their property, flooring or for debris not cleared away;
     4. Co-operate fully with the Official Stand Contractors.
  3. Subject to ceiling height limitations, all objects exceeding 2.44m in height must be placed at a minimum distance of 1m from all boundaries adjoining a neighbouring booth. No structure may exceed the height of 3.0 m for Hall 3 and 5.0 m for Hall 4A & Hall 4B. For any height more than 2.44m, approval must be obtained from the Organiser.
  4. All self-constructed partition walls should not exceed 50% in length of the space given unless the self-constructed wall is the back wall of the booth and/or the partition walls are constructed against the actual walls of the hall. All self-constructed walls should not be obstructing the products on display in the adjacent booth.
  5. Back walls must be provided by the exhibitor except in the case of an island or peninsular booth. All rear surfaces of designs, structures and walls must white regardless or the height unless it is against the actual walls of the hall and/or against a Shell Scheme wall and/or against the wall of another raw space exhibitor.
  6. Top part(s)of all raw space/ special design booths are required to be covered up.
  7. In the case where a Raw Space booth is located adjacent to a Shell Scheme, the wall of the Shell Scheme booth is considered rented by the Shell Scheme exhibitor and may not be utilized by the Raw Space exhibitor.
  8. The Name and Booth Number of the Exhibitor must be prominently displayed. If this is not observed, the Organiser reserves the right to affix booth numbers as they consider fit and charge the cost incurred to the Exhibitor.
  9. No part of any structure may extend beyond the boundaries of the site allocated. A suitable floor covering, such as carpet on all exhibit booths is mandatory.
  10. Exhibitors who wish to have a double-storey or enclosed booths or even partial coverage of their booths, must submit a detailed plan by **30 June 2013** to the Organiser. Booth plans must specify the maximum number of occupants, and must have a qualified structural engineer’s stamp certifying the maximum occupant load capacity and compliance to safety regulations. Double-storey booth is not allowed on Level 3 Exhibition hall. Additional charge maybe levied by the hall owner.
  11. Exhibitors and/or exhibitor appointed-contractors are responsible for removing their debris (e.g. Containers, packing items, etc) the day before the exhibition opens and clear all exhibits and decoration materials immediately after the exhibition according to the work schedule on page 4. The Organiser reserves the right to charge the exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons, whether is left by them or their appointed contractors.
  12. Neon or flashing light/signs will not be permitted, unless it forms an integral part of an exhibitor’s product. Sequence-lit displays may be used subject to the Organiser’ approval and the rate of light change.
  13. No false ceiling will be approved, unless the materials used will allow water to flow freely (e.g. Egg box or mesh netting). Approval of the Organiser and the Fire Safety Bureau must be obtained in writing, if a portion of a booth is to be covered for a video presentation.
  14. Exhibitor appointed-contractor must provide their own generators, which must be placed outside the exhibit halls if they need electrical power during the build-up and tear-down of the event. No generator and/or oil drum are to be placed on any surface without a metal drip tray with raised lip to prevent oil leaks or spillage.
  15. Exhibitors are reminded that it is the responsibility of their own appointed contractors to clean and vacuum the booth upon completion of construction.
  16. Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
  17. In any event of a dispute, the Organiser’s decision will be final.

1. **PRODUCT DEMONSTRATION**

Regardless of product demonstrations in booths, demonstration areas or in any classrooms / seminars:-

* 1. An Exhibitor intending to demonstrate heavy or working equipment:-
     1. Must provide the Organiser with full details (type of equipment, its dimensions, weight, electrical and water requirements) .
     2. Must give proper consideration to the conditions under which the equipment will be demonstrated. Precautions must be taken for protection of the public, and legible signs displaying **“DO NOT TOUCH”** must be placed on any working exhibits to warn visitors to keep a safe distance.
     3. Must cause no annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timings stipulated by the Organiser, who reserves the right to disallow a demonstration any time.
  2. Must not bring in or use at the Exhibition Hall any dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammable and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior written consent of the Organiser. Even if consent is given, it will be subjected to adequate precautionary measures being taken.
  3. Must not carry out any hazardous operation work.
  4. Must not carry out any invasive procedures or any treatment performed by unlicensed or uncertified personnel. Exhibitors performing any type of invasive procedures must conform to the Malaysian Government regulations.
  5. Precautionary measures must be taken to prevent any emission of toxic or non-toxic fumes, leakage of fluid lubricant and oil or any staining. The Organiser reserves the right to charge the cost of cleaning the stains or remedial work on the air quality to the Exhibitors.
  6. The Organiser reserves the rights to remove any items, whether for display or not, deemed offensive to visitors and exhibitors.

1. **BANNERS / HELIUM BALLONS**

The Organiser should be informed if the exhibitor is hanging any banner or helium balloon (including dimension) above the booth. All banner and balloons should be hanged 3m away from the hall ceiling.

1. **ELECTRICAL CONTRACTOR & INSTALLATION**

The electrical installation work within the booth must be carried out only by the Official Electrical Contractor, responsible on wiring, connections, and lighting works on all booths at the exhibition. No other electrical contractors are permitted to carry out electrical work on-site.

* 1. The number and type of additional electrical fittings and installations required must be indicated by the exhibitor on Electrical & Lighting, **FORM 9/9A** (Page 28-29). A quotation will be submitted by the Electrical Contractor upon receipt of this form for unscheduled fittings or installations.
  2. No electrical installation may be suspended from the roof of the exhibit hall or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
  3. Any design or plan of electrical installation must be submitted to the Organiser for approval before the deadline indicated. No installation work shall be carried out without the written permission from the Organiser. The Organiser reserves the right to disconnect electricity supplies to any exhibitor whose installations either violate the Organiser’s regulations or are deemed dangerous or are likely to cause annoyance to visitors or other exhibitors.
  4. No multi-plugs are allowed. All sockets are for machine operation only and not for lighting. To avoid constant tripping and cause disturbance to your neighbouring exhibitors resulting from your exhibits, you must use one socket for one machine only.

1. **DELIVERY OF EXHIBITS**
   1. **Build-up**

Please refer to the **Move-In & Move-Out Schedule** for site operations on page 4.

* 1. **During the Exhibition Days**

Delivery of exhibits and other exhibition stocks will not be permitted during the Exhibition opening hours. Delivery of stock replenishment may only be carried out one hour before the Exhibition opens to visitors. No delivery will be permitted after 10:00am during the Exhibition days and half an hour before the Opening Ceremony on the first day (if any).

* 1. The Organiser will not accept exhibits or stores on behalf of any exhibitors or be responsible for failure in delivery nor will the Organiser be responsible for the safekeeping of such items.
  2. For delivery of heavy exhibits, exhibitors are reminded to seek the assistance of the “Official Freight Forwarder” within the hall.

1. **REMOVAL OF EXHIBITS**
   1. **During the Exhibition Days**

If an Exhibitor wishes to remove any display items from the hall, the said items must be accompanied by the Removal Form and submitted to the security personnel on duty. The Removal Form can be found in the Exhibitor’s Welcome Kit or more can be obtained from the Organiser’s Office on Level 3 of PWTC.

* 1. **Tear-down**

Exhibitors are strongly advised to remove valuable and portable exhibits from the Exhibition Hall as soon as possible after 6:15pm on the final day of the Exhibition.

In order to reduce the possibility of theft, it is strongly recommended that Exhibitors assign at least one person to remain in the booth to oversee the process of moving-out your exhibits.

While the Organiser will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

Please refer to the **Move in & Move out Schedule** on page 4.

**Note: Electricity supply to booths will be terminated 15 minutes after the Exhibition is closed on the final day. Prior arrangement can be made should any Exhibitor require electricity to turn off or lock their machines, failing which there will be a reconnection charge for electrical supply.**

1. **OPERATION OF EXHIBITION BOOTHS** 
   1. The booth must be staffed and operational at all times during the exhibition opening hours. The Exhibitor’s staff must wear Exhibitor Badges issued by the Organiser for identification. Exhibitors shall be responsible for the good conduct of their staff, agents or representatives.
   2. The Exhibitor and/or his staff shall conduct no distribution of leaflets or any business activities outside their booth boundaries, unless otherwise arranged by the Organiser.
   3. No Exhibitor may use air compressors or pressurized containers without prior approval by the Organiser.
   4. The weight of all exhibits shall not exceed the floor loading limit.
   5. All precautions must be taken by the Exhibitors against fire and to protect the public. Exhibitors who, because of the nature of their exhibits, require specific fire protection must make arrangements, at their own cost for the provision of such equipment.
   6. Without the special permission of the Organiser, no exhibits can be taken into the booth after the exhibition has been officially opened, nor removed from the booth before the closing of the exhibition.
   7. Fire & Safety regulations require that no goods or packing materials may be stored on access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage based on availability.
   8. Each Exhibitor is responsible for indemnifying the Organiser and their agents for liability to the owners of PWTC, public authority or the Malaysian Government and each and every other Exhibitor in respect of any action, cost, claim and demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents.
   9. The Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition hall, the Property of the Organiser, any other Exhibitor caused by his staff, agents contractors in transportation, removal of exhibits, refuse and/or decoration works.
   10. Exhibitors are also requested to inform the Organiser of their display items and to obtain written guidelines and permission before executing their booth layout plans.
2. **OVERTIME CONSTRUCTION**

Exhibitors who request extension hours beyond the build-up time should inform the Organiser before 3:00pm of each build-up day and must be responsible on the additional charge imposed by PWTC.

1. **DILAPIDATION**

Exhibitors are responsible for the cost of making well or replacing any damages or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme are also responsible for the cost of making good, restoring or renewing any damages or dilapidation to their Shell Scheme booth structures, floor covering, light fittings and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.

The cost of making good any damages will be assessed by the Official Stand Contractor and charged to the exhibitor. The Organiser, together with the hall owners, will inspect the hall before and after the exhibition.

1. **SMOKING**

Smoking is prohibited at all times in the PWTC, including Exhibition hall, lobbies, food service area, public and service corridor and washroom.

1. **FIRE PRECAUTION**

All precautions must be taken by the Exhibitors against fire. Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangement at their own cost for the provision of such equipment.

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavour to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

1. **STORAGE & WASTE MATERIALS**

Arrangements for the safe-keeping or storage facilities in the hall for packing cases, surplus materials or other properties of the Exhibitor must be made with the Official Freight Forwarder. For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.

1. **WATER SUPPLY / DRAINAGE**

Exhibitors who require water supply and drainage should contact the Official Stand Contractor on a quotation.

1. **VIDEO TAPES / DISCS CENSORSHIP**

Foreign exhibitors bringing in video tapes / discs for exhibition purposes must obtain a censorship clearance at least 4 weeks prior to the exhibition from :-

Lembaga Penapisan Filem (Film Censor Board)

Kementrian Hal-Ehwal Dalam Negeri

Bahagian Kawalan Filem, Aras 3, Block 2, Parcel D

62546 Putrajaya, MALAYSIA

Tel: + (603) 8886 3180 Fax: + (603) 8889 1685

Exhibitors may also request assistance from the Official Freight Forwarder for the above services as they are familiar with such procedure. You are advised to courier these materials “Freight Prepaid” to them by the deadline to enable them to arrange for censorship clearance and to obtain a public entertainment license on your behalf.

1. **PROMOTIONAL ACTIVITIES**

Any promotion activity involving organised competitions, quiz or entertainment celebrities will need a permit

from:-

Jabatan Perlesenan (Licensing Department)

Dewan Bandaraya

Tingkat Bawah, 10-13, Menara DBKL, Bandar Wawasan, Jalan Raja Abdullah

50300 Kuala Lumpur

Tel: + (603)2617 6000 Fax: + (603) 2698 3750

1. **FREIGHT MOVING**

Official Freight Forwarder provides a comprehensive range of services that includes customs clearance, transportation, on-site handling and re-export arrangements. No other freight forwarders are allowed to work on-site for loading, unloading, moving and delivering exhibitor freight to and from the exhibitor’s booth. However, exhibitors are allowed to bring into the exhibit halls through the cargo lifts, roller shutter or exhibit hall front entrance the following:-

1. Hand-carried items or items not larger than a two-wheeled baggage cart to move them;
2. Racks with four wheels are allowed for moving garments on clothes-hangers;

We strongly recommend that you engage the Official Freight Forwarder’s services or its overseas agents worldwide that are well versed with the exhibition logistics requirement. However, if you decide not to engage the overseas agents, please ensure that your freight forwarders comply with the deadlines and instruction in order for at your exhibits to be correctly dispatched and consigned. Failure to comply will cause necessary delays in clearance and may lead to additional expenses incurred by the Exhibitors. The Official Freight Forwarder reserves the right to charge if their services are required to assist in clearing the goods.

It is also advisable for all promotional materials, printed matters, video and slides to be forwarded to the Official Freight Forwarder for approval in advance.

1. **SHIPPING – GENERAL INFORMATION**

The Malaysian Authorities working in line with international conventions permit exhibits to be imported into Malaysia on “Temporary Import” basis. To enable the Official Freight Forwarder to clear the exhibits under bond on “Temporary Import” basis, it is important to adhere to all instructions on required documentation and its deadlines.

As the Malaysian Authorities subscribe to ATA Carnet System, you are advised to use it to expedite clearance.

* + 1. **ATA Carnet System (For Dutiable items)**

Exhibitors are advised to ship their exhibits using the ATA Carnet System in order to shorten processing time of documents for temporary importation. The Official Freight Forwarder’s overseas agents in your country will be able to advice on the benefits and procedures involved in using this system.

* + 1. **Custom Bond & Import Permit (For Dutiable items not under ATA Carnet)**

All duties items that are temporarily imported into Malaysia for the purpose of exhibition could be exempted from payment of custom duties. A cash or bank guarantee is required by the Malaysian Customs for the temporary importation of exhibition goods into Malaysia. These exhibition goods must be re-exported within 3 months from the arrival date of goods in Malaysia, otherwise, customs duties/taxes will have to be paid.

* + 1. **Temporary Import Permit**

Pharmaceutical products and drugs are not allowed to be imported for the exhibition. The importation of cosmetics and health products into Malaysia are also subject to stringent control and scrutiny. We advise exhibitors to submit all commercial invoices / packing list with catalogues ingredients and other relevant product information to support the application of the mandatory import or permit.

* + 1. **Sales of Exhibits**

Goods sold during or after the event cannot be removed from the exhibition site until duties/taxes have been paid and permanent customs import documentation and procedure have been completed.

**USEFUL CONTACTS**

|  |  |  |
| --- | --- | --- |
| **COMPANY** | **CONTACT DETAILS** | **SERVICES** |
| Putrade Property Management Sdn Bhd **MALAYSIA** | 41 Jalan Tun Ismail  50480 Kuala Lumpur  Tel : +(603) 2614 6300  Fax : +(603) 2614 6330  Contact : Mr. Jamal Rejab  Email : [jamal@pwtc.com.my](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\jamal@pwtc.com.my) | • Audio Visual • Catering • Potted Plants • Telephone / Fax / Internet • Water / Air Compressor |
| BrandMe Associate Sdn Bhd **MALAYSIA** | No. 137-2 Shop Office, Jalan Rimbunan Raya 1  Laman Rimbunan, 52100 Kepong,  Kuala Lumpur  Tel : +(603) 6257 9335/9337  Fax : +(603) 6257 9387  Contact **:**  Ms Cathery Tan  Mobile : +6017 504 3022  Email : [cathery@brandme-intl.com](mailto:cathery@brandme-intl.com)  Raw Space / Special Design:  Contact: Mr. Edmond  Mobile: +6017 379 5022 / +6017 589 2625  Email: [edmond@brandme-intl.com](mailto:edmond@brandme-intl.com) | • Carpeting • Electrical & Lighting • Furniture • Shell Scheme |
| Show Gear Production Sdn Bhd  **MALAYSIA** | No. 2, Jalan Tago 3, Taman Perindustrian Tago, 52200 Kuala Lumpur  Tel: +(603) 6275 6673  Fax: +(603) 6276 6673  Contact: Mr. Nicklas Ng  Mobile : 012 400 6999  Email : [nicklas@showgear.com.my](mailto:edmond@brandme-intl.com) |  |
| Curio Pack Sdn Bhd **MALAYSIA** | No 160-1 Persiaran Raja Muda Musa  41100 Klang, Selangor Darul Ehsan,  Tel :+(603) 3372 2828  Fax: +(603) 3373 0055 / 3963  Contact : Mr. Ngiam Chong Terk  Mobile : +6012 390 6556  Email : [ctngiam@curiopack.com.my](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) | • Freight Handling / Storage / Customs |
| NY International Logistics Co., Ltd  **KOREA** | 1010, 10F Kolon Digital Tower Bldg  #106-1 Yangpyeong-dong 5-ga  Yeongdeungpo-gu, Seoul  Tel :+(82) 2 322 6801  Fax: +(82) 2 2062 5260  Contact : Mr. Moon  Mobile : + (82) 10 3516 1549  Email : [moo@nyil.co.kr](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) /  [expo@nyil.co.kr](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) | • Freight Handling |
| Orient Marine Lines Pvt. Ltd  **INDIA** | 49, Rani Jhansi Road  110055, New Delhi  Tel :+(91) 11 4535 9999 / +(91) 11 2351 14052  Direct : +(91) 11 2351 4040 / +(91) 11 4535 9921  Contact : Shirish S. Kulkarni / Manoj Gautam  Mobile : + (91) 98100 16180  Email : [shirishk@orientm.com](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) /  [manojg@orientm.com](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) | • Freight Handling |
| Crown Van Lines Co., Ltd  **TAIWAN** | Tel :+(886) 2 2746 7621  Fax: +(886) 2 2746 7622  Contact : Ms. Claire Lee  Email : [claire@crownvan.com](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) | • Freight Handling |
| BTG Messe-Spedition GmbH  **GERMANY** | Parkstr. 35  86462 Langweid/ Foret  Tel :+(49) 821 4986 164  Fax: +(49) 821 4986 153  Contact : Mr. Wolfgang Haas  Email : [Wolfgang.Haas@btg.de](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) | • Freight Handling |
| APT Showfreight  **CHINA** | Shanghai  Tel :+(86) 21 6124 0090  Fax: +(86) 21 6124 0091  Contact : Mr. Jennings Xu  Mobile : +(86) 139 1618 8036  Email : [jennings.xu@aptshowfreight.com](file:///C:\Users\EMCLAB_1\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AN0JFKT5\ctngiam@curiopack.com.my) | • Freight Handling |
| Seri Pacific Kuala Lumpur **MALAYSIA** | Jalan Putra, P O Box 11468  50746 Kuala Lumpur  Tel:   + (603) 4042 5555 / 4049 4429  Fax:  + (603) 4043 5253  Contact : Reservation Deparment  Email :   <mailto:resv@seripacific.com> | • Hotel Accommodation |
| ECMI ITE Asia Sdn Bhd **MALAYSIA** | 23-6 Subang Business Centre  Jalan USJ9/5Q, 47620 Subang Jaya  Selangor Darul Ehsan  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Contact : Ms Suzy Ng / Ms Sabrina Shafie /  Ms Idayu Zakaria  Email : suzy@ecmi.com.my /  sabrina@ecmi.com.my /  idayu@ecmi.com.my | • Booth Design Approval  (Raw Space Only) • Photography • Temporary Staff • Seminar Program |

**EXHIBITOR’S CHECKLIST**

Simple Checklist keeps you up to date with order progress.

Please ensure that all orders are returned by the deadline stipulated.

Compulsory Forms to be returned to the Organizers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FORM NO** | **SUBJECT** | **PAGE**  **NO** | **RETURN FORM TO** | **RETURN**  **DEADLINE** | **DONE**  **(✓)** |
| 1 | Participating Principals | 19 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 2 | Product Index | 20 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 3 | Show Directory | 21 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 4 | Visitor & VIP Invitation Tickets | 22 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 5-5A | Shell Scheme : Fascia Name | 23-24 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 6 | Exhibitor Badges | 25 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 7 | Booth Contractor | 26 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 8 | Furniture | 27 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 9-9A | Electrical & Lighting | 28-29 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 10 | Telephone / Fax / Internet /Audio Visual Equipment | 30 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 11 | Hotel Reservations | 31-32 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |
| 12 | Banquet Dinner Registration Form | 33 | ECMI ITE Asia Sdn Bhd | 15 June 2013 |  |

**\*Please be informed that late submission of forms (after the stipulated deadline) shall result in your company details not to appear in alphabetical order.  It shall appear either as an addendum or after alphabet "Z".**



**FORM 1**

**Submission Deadline:**

**15 June 2013**

**PARTICIPATING PRINCIPALS**

If you are an agent for a number of principals, list each principal to be represented at the Exhibition and the products/services of each. The information provided will be used to compile the list of participants in any possible upcoming direct mail brochures and the Show Directory, to help visitors identify the companies whose products will be represented at your booth. Please do not include your distributors in this list.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Brand Name | Principle Name | Product / Services | Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |



**FORM 2**

**Submission Deadline:**

**15 June 2013**

**PRODUCT INDEX**

**PART A**

The product index acts as a general guide for visitors to find their areas of interest. Please indicate the areas under which you wish to be listed by ticking the appropriate boxes. You may select more than one area.

 Aerosol Testing Equipment Hygrometre

 Agriculture Research Instrument Incubator

 Air Quality & Cleanliness Laboratory Cleaning Chemical/

 Balance Solution

Bath / Circulator Laboratory Design & Build

Bioanalytical System Consultancy/Service

 Biohazard Containment Laboratory Furniture

 Biomass/Biogas Co-generation & Fitting

 Biotechnology Laboratory Testing Device

 Calibration Maintenance Laboratory Workshop/

Capillary Electrophoresis Test Branch

Cellular Imaging System Labware-Glass/Metal/Plastic

Centrifuge Life Science Technology

Chemical/Solid Handling, Transportation Material Characterization/

& Storage Identification & Testing

Chemical and Reagent Material Science &

Chiller/Cooler/Freezer/Refrigerator Technology

Chromatography Instrument Measurement, Testing &

(Ion/Gas/Liquid) Calibration

Cleanroom Microscope/ Electron Microscope/

Continuous Emission Monitor Optical Microscope

Diagnostic Device/Test Kit Occupational Safety & Health

Drug Discovery Equipment Equipment/Safety Shower

Educational Material Petroleum Testing Equipment

Electrochemical Instrument/Electrode Pipet/Pipetter

Elemental Analyzer Polarimeter

Environmental Control & Pollution Refractometer/Spectrophotomet

Management Spectroscopy Instrument

Extraction Equipment Titrator/ Titration Equipment

Filtration & Separation Technology Ultrasonic Cleaner

Flow Measuring Device Waste Recycling

Food Analysis Equipment Water Analytical Instrument

Food Pathogen System Water Purification Technology

Food Quality Assurance/

Safety Testing

Forensic Testing Equipment

Fume Hood

Gas Chromatograph

Gas Control System/Gas/ Detector

Tube System

Heat Transfer System

It is necessary to keep the product index broadly based; however, it may be possible to include additional categories. Please indicate below any additional category you wish to be considered

(1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**FORM 3**

**Submission Deadline:**

**15 June 2013**

**SHOW DIRECTORY**

Each contracted stand in the exhibition is entitled to a free insertion of not more than 100 words in the Show Directory, describing the company’s products/services. Exhibitors are encouraged to use their full 100 words but should not exceed this limit. The Organizers will not be held responsible for any error arising there from.

* Complete all sections. Typing is preferred.
* Use upper and lower cases throughout.
* The text should not be presented in the form of advertising copy i.e. no paragraph headings, capital letters at random, italics, bold printed, underlining, exclamation marks etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF EXHIBITING COMPANY** (as it will appear in the directory) :  This to be listed under the alphabetical order | | | **BOOTH NO :** |
| **ADDRESS :** | | | |
| **TEL :** | **FAX :** | **EMAIL :** | |
| Type not more than 100 words to be inserted in the Show Directory (continue on a separate sheet if space is insufficient) : | | | |

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |



**FORM 4**

**Submission Deadline:**

**15 June 2013**

**VISITOR & VIP INVITATION TICKETS**

Exhibitors will be provided with 100 free invitation tickets per booth. These tickets are an excellent means of creating added exposure for you as an exhibitor. We encourage you to distribute these to your customer base and promote your participation at LAB ASIA 2013.

The Organizers also provides free mailing service to exhibitors who would like to invite all their customers and potential customers to visit them at their booth. Simply email the full contact list of your customers over to us and we shall send out the mails for you.

❑ Yes, we shall like to have the following free service provided by the Organizers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Services** | **Required** | **List of Names** | |
| **Will be emailed on (date)** | **Attached (File Name)** |
| ❑ Free mailing to all customers  (only to Malaysia region) |  |  |  |
| ❑ Send us the Invitation Tickets for our mailing to customers |  |  |  |

Note: Kindly provide the database of your mailings in only Microsoft Access or Microsoft Excel with the following required fields:-

Field 1 – Title Field 5 – Company Address 1 Field 9 – Country

Field 2 – Full Name Field 6 – Company Address 2 Field 10 – Tel Number

Field 3 – Company Name (Type in Caps) Field 7 – Postcode Field 11 – Fax Number

Field 4 – Designation Field 8 – State Field 12 – Email Address

Field 13 – VIP / Visitor

For your VIP invitation list, kindly differentiate your list in field 13 either the contact given should be invited using the normal visitor or VIP invitation.

❑ Send the Invitation Tickets to the following company for mailing to be done by them

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of tickets required** |  | | |
| **Name of contact person** |  | **Mobile** |  |
| **Name of company** |  | | |
| **Address of company** |  | **Tel** |  |

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |



**FORM 5**

**Submission Deadline:**

**15 June 2013**

**SHELL SCHEME : FASCIA NAME**

Please fill in one character per box in capital letters the company name to be reflected on the fascia board. The name will be provided in upper case, standard white 70mm high in English alphabet (maximum 30 letters)

**COMPANY NAME**   **STAND NO.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |

Note:

(1) Only one fascia name is allowed on each Exhibition booth unless approved by the Organizers

(2) There should not be any form of banners or stickers being affix to the fascia board on the standard shell scheme or outside of the booth.

(3) There should not be any promotional display material (example: Sales, Discount, buy 2 free 1 and etc) larger than A5 size to be affix to the fascia name board, beam or pillar.

(4) All Shell Scheme booths will be provided with 3 walls and 1 open front. Exhibitors occupying corner and/or independent perimeter booths are to indicate below if any side wall is required. If no preference is indicated, no side wall(s) will be provided in order to give better visibility.

Back Wall

\* Side Wall / Open \* Side Wall / Open

\* Delete as necessary

Open Front

**Important**

For every Standard Shell Scheme booth, 1 unit of 13A power point (single phase 220V) will be provided. Please indicate in the above plan the location of the power point to be installed in your booth. Please use (13A) as the symbol in marking the location. International Adapters are not provided by the Organizers. Poster measurement, Partition size

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |

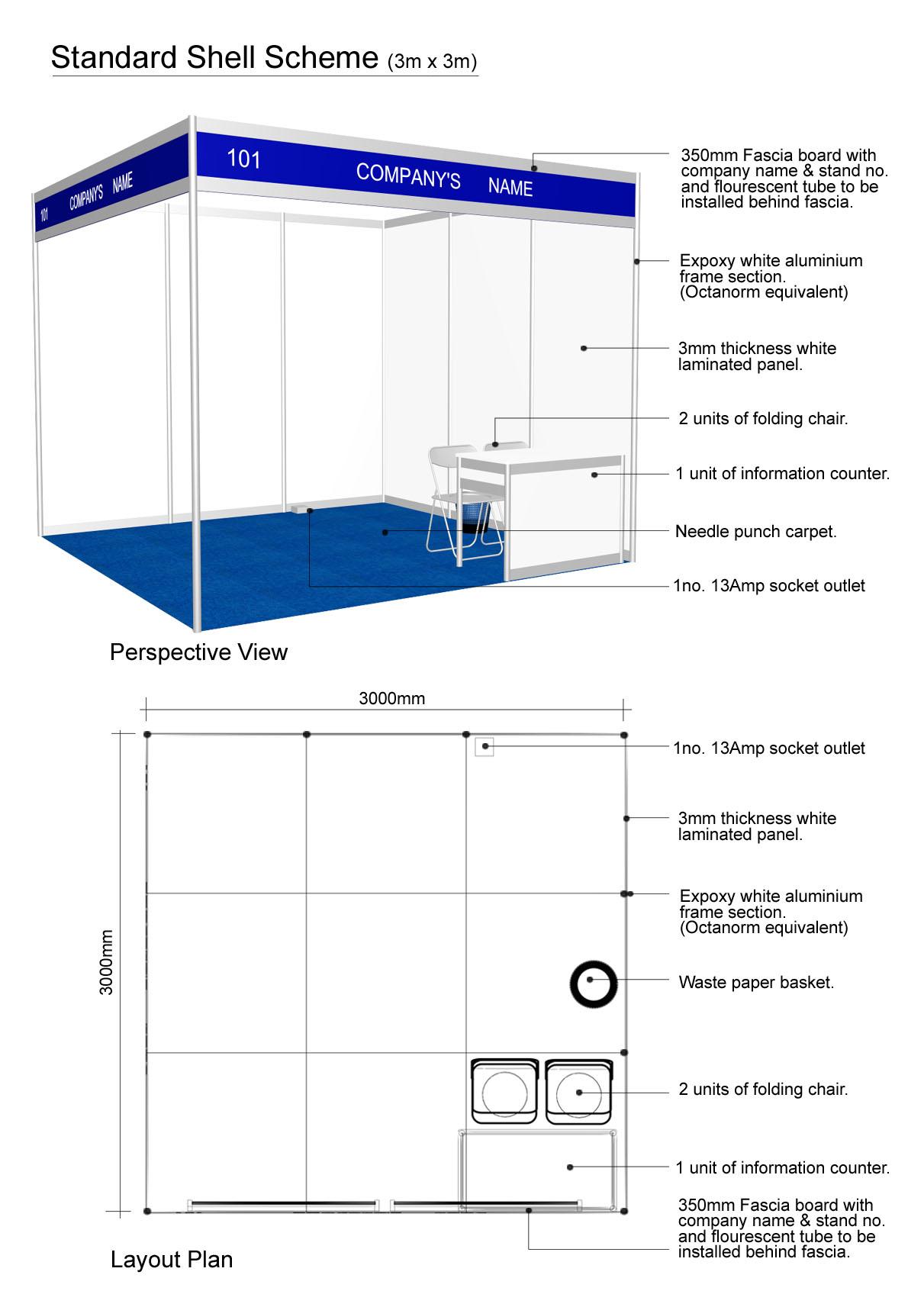


**FORM 5A**

**Submission Deadline:**

**15 June 2013**

**SHELL SCHEME : FASCIA NAME**



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Booth Area in sq.m** | **9/15sq.m** | **18sq.m** | **27sq.m** | **36sq.m** | **45sq.m** | **54sq.m** | **63sq.m** | **72sq.m** |
| Information Counter | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Folding Chair | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 |
| Fluorescent Tube | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 |
| 13amp/220volt Single Phase Socket | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Waste Paper Basket | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |



**FORM 6**

**Submission Deadline:**

**15 June 2013**

**EXHIBITOR BADGES**

All Exhibitors will be allocated complimentary badges according to the following entitlement:

|  |  |
| --- | --- |
| **BOOTH SIZE** | **NUMBER OF BADGES** |
| Up to 18sqm | 10 |
| 18 – 36sqm | 15 |
| 36 – 54sqm | 20 |
| 54 – 72sqm | 25 |
| Above 72sqm | 30 |

The Organiser will prepare all Exhibitor Badges which can be collected from 6 October 2013 onwards from the Exhibitor Check In Counter at PWTC, Kuala Lumpur.

Please type neatly or print the name of your staff who will be working during the show. This is to ensure security measures throughout the Exhibition. If additional space is needed, please duplicate this form.

|  |  |  |
| --- | --- | --- |
| **NAME** | **DESIGNATION** | **COMPANY** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |



**FORM 7**

**Submission Deadline:**

**15 June 2013**

**BOOTH CONTRACTOR**

Please tick (✓) where appropriate:

❑ We have contracted for the Standard Shell Scheme booth and will be using the following contractor for booth interior design.

❑ We have contracted for Raw Space option and will be building our own booth. We enclosed herewith drawings, with dimensions, illustrating the design of our booth for your approval and understand that all electrical and piping installation must be carried out by the approved contractors appointed by the Organizers. We, the Exhibitor and Contractor agree to abide by all the Rules and Regulations of the Exhibition.

**Contractor’s Details**

Please ensure you request sufficient number of badges for the use of build-up & tear-down period as there will be no temporary badges issued after 8 October 2013.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name :** | | | |
| **Contact person :** | | **Designation :** | |
| **Tel :** | **Fax :** | | **Email :** |
| **No. of temporary contractor badges required :** | | | **Date :** |

Note:

The Organiser reserves the right to stop any Exhibitor and/or their contractor from working within the Exhibition hall before their booth design/drawings are approved. All independent booth constructors are required to submit their booth design/drawings to the Organiser for approval by 15 June 2013. Late submission will not be considered.

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |



**FORM 8**

**Submission Deadline:**

**15 June 2013**

**FURNITURE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CODE** | **DESCRIPTION** | **UNIT COST (RM)** | **DIMENSION** | **QTY** | **COST (RM)** |
| BME 001 | Information Desk | 75.00 | L1050mm x D550mm x H770mm |  |  |
| BME 002 | Bistro Table | 135.00 | D500mm x H1095mm |  |  |
| BME 003 | Round Table | 95.00 | D900mm x H695mm |  |  |
| BME 005 | System Coffee Table | 50.00 | L500mm x D500mm x H500mm |  |  |
| BME 006 | Glass Top Coffee Table | 70.00 | L460mm x D490mm x H490mm |  |  |
| BME 007 | High Showcase with Lighting | 400.00 | L1030mm x D535mm x H2500mm |  |  |
| BME 008 | Low Showcase | 300.00 | L970mm x D500mm x H1040mm |  |  |
| BME 009 | Lockable Cabinet | 105.00 | L970mm x D500mm x H750mm |  |  |
| BME 010 | Barstool with Back Rest | 115.00 | - |  |  |
| BME 011 | Folding Chair (Off-White) | 25.00 | - |  |  |
| BME 018 | Display Plinth-500H | 90.00 | L500mm x D500mm x H500mm |  |  |
| BME 019 | Display Plinth-750H | 115.00 | L500mm x D500mm x H750mm |  |  |
| BME 020 | Display Plinth-1mH | 145.00 | L500mm x D500mm x H1000mm |  |  |
| BME 023 | Flat Shelf (set) | 50.00 | L1030mm x D300mm |  |  |
| BME 024 | Slope Shelf | 50.00 | L1030mm x D300mm |  |  |
| BME 025 | TV Stand | 180.00 | L740mm x D740mm x H1200mm |  |  |
| BME 026 | Brochure Rack-4 tiers | 170.00 | L290mm x D400mm x H1150mm |  |  |
| BME 028 | Waste Paper Basket | 10.00 | - |  |  |
| BME 029 | Storeroom (Limited) | 350.00 | L2m x D1.5m x H2.44m |  |  |
| **All prices quoted are in RM** | | | | |  |

Note:

(1) All orders must be submitted with full payment in favour of **BRANDME ASSOCIATE SDN BHD** or via bank transfer to bank account number 3138534613 at Public Bank Berhad, No. 6, Jalan Tembaga SD5/2A, Bandar Sri Damansara, 52200 Kuala Lumpur. **Swift Code: PBBEMYKL (Bandar Sri Damansara Branch)**

(2) Late order may not be provided and if available will be subject to a surcharge of 15% after deadline and 50% for order on-site and any government service tax that might be applicable.

(3) For refrigerator, additional order of 13 Amp power supply is required. There will be additional charges for 24 hours power supply.

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |



**FORM 9**

**Submission Deadline:**

**15 June 2013**

**ELECTRICAL & LIGHTING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CODE** | **DESCRIPTION** | **UNIT COST (RM)** | **QTY** | **SYMBOL** | **COST(RM)** |
| BME 101 | 4ft Fluorescent Light - (40W) | 75 |  | ↔ |  |
| BME 102 | Spotlight - (100W) | 70 |  | ∆ |  |
| BME 103 | Arm Spotlight - (100W) | 75 |  | £ |  |
| BME 104 | Halogen Spotlight (50W) | 110 |  | π |  |
| BME 105 | Arm Halogen Spotlight - 50W | 125 |  | ю |  |
| BME 106 | Halogen Down Light - (50W) | 110 |  | Ө |  |
| BME 107 | Flood Light - (300W) | 180 |  | ⌂ |  |
| BME 108 | Arm Flood Light (300W) | 195 |  | ¥ |  |
| BME 109 | Metal Halide (White Cover) - (70W) | 250 |  | ○ |  |
| BME 111 | 13 Amp Power Point (Single Phase) | 70 |  | 13A |  |
| BME 112 | 15 Amp Power Point (Single Phase) | 80 |  | 15A |  |
| BME113 | Lighting Connection (up to 100 W) - with wiring | 60.00 |  | Ω |  |
| BME114 | 15 Amp Power Point (Three Phase) | 180.00 |  | 15A3 |  |
| **All prices quoted are in (RM)** | | | |  | |

Please indicate with symbols the installation location of your order/special request on the location plan overleaf.

Note:

(1) All orders must be submitted with full payment in favour of **BRANDME ASSOCIATE SDN BHD** or via bank transfer to bank account number 3138534613 at Public Bank Berhad, No. 6, Jalan Tembaga SD5/2A, Bandar Sri Damansara, 52200 Kuala Lumpur. **Swift Code : PBBEMYKL (Bandar Sri Damansara Branch)**

(2) Exhibitors/Contractors who are bringing in their own light fittings are required to order lighting connections from the Official Electrical Contractor. Power outlets are not be used for lighting purposes.

(3) Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation as the Organiser shall not be responsible for any damage to the exhibitors’ equipment. One socket is for one exhibit only. Multi-point connection is not allowed to prevent the risk of power overload.

(5) Prices include consumption during show hours only. For services not stated above, please contact our official contractor for a quotation.

(6) Late order may not be provided and if available will be subject to a surcharge of 15% after deadline and 50% for order on-site and any government service tax that might be applicable.

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |



**FORM 9A**

**Submission Deadline:**

**15 June 2013**

**ELECTRICAL & LIGHTING**

Using the given symbols, kindly indicate below the positions of the various lighting and electric you have ordered.

TOP VIEW

Backwall

\* Side Wall / Open \* Side Wall / Open

Open Front

Indicate below the maximum power requirement of each piece of equipment. Mark (X) for any equipment sensitive to voltage or frequency fluctuations and their percentage of tolerance. Mark (N) where neutral wire is required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EQUIPMENT** | **QUANTITY** | **RATING (HP/WATTS)** | **METHOD OF STARTING** | **FULL LOAD CURRENT (AMPS)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



**FORM 10**

**Submission Deadline:**

**15 June 2013**

**TELEPHONE/ FAX/ INTERNET/ AUDIO VISUAL EQUIPMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TELEPHONE RENTAL** |  | | | | | |
| **CATEGORY** | **QTY** | **INSTALLATION FEE** | **RENTAL FEE** | **DEPOSIT FOR CALLS** | **SECURITY DEPOSIT** | **UNIT COST (RM)** |
| International Direct Dialing |  | RM250 | RM50 | RM1,000 | RM250 |  |
| Local Direct Dialing |  | RM250 | RM50 | RM500 | RM250 |  |
| Receiving Calls Only |  | RM250 | RM50 | NIL | RM250 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION / ITEM** | **QTY** | **UNIT / DAY (RM)** | **COST (RM)** |
| 42” Plasma TV |  | 700.00 |  |
| 50” Plasma TV |  | 1,000.00 |  |
| 60” Plasma TV |  | 1,800.00 |  |
| LCD Monitor 19” |  | 300.00 |  |
| LCD Projector 2000 Ansilumens |  | 1,500.00 |  |
| DVD Player – inclusive with Plasma TV |  |  |  |
| **All prices quoted are in Ringgit Malaysia (RM)** | | |  |

Note:

(1) All orders must be submitted with full payment in the favour of **ECMI TRADE FAIRS S.E.A SDN BHD** or via bank transfer to bank account number 352-426829-101 at HSBC Bank Malaysia Berhad, Ground Floor Wisma UEP, Jalan USJ 10/1A, Pusat Perniagaan USJ 10, 47620 Subang Jaya, Selangor Darul Ehsan. **Swift Code: HBMB MKL**

(2) All incoming calls are through the switchboard.

(3) Billing for calls will be through the computerized billing system and a copy can be furnished upon request.

(4) Orders will only be processed upon receipt of full payment.

(5) All prices quoted are not inclusive of power points

(6) A sum of 50% of the total payment made/due will be forfeited / charged for cancellation less than 72 hours to exhibition date.

(7) Kindly fax a copy of the cheque & bank in slip to us to confirm the payment made.

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |

****

**FORM 11**

**Submission Deadline:**

**15 June 2013**

**HOTEL RESERVATIONS**

(SERI PACIFIC HOTEL KUALA LUMPUR)

Hotel accommodations at reduce rates have been reserved at **Seri Pacific Kuala Lumpur (Formerly known as Pan Pacific Kuala Lumpur)** for the **Lab Asia 2013.** Confirmation should be sent directly to the Hotel to secure your room reservations. Please fax this booking form to the direct contact person as stated below. **Any booking after the cut-off date will be based on space available basis.**

|  |  |  |
| --- | --- | --- |
| **ROOM TYPE** | **ROOM RATES PER NIGHT (please tick)** | **TOTAL NUMBER OF ROOM(S)** |
| Superior Single Room | ❑ RM270.00++ per room night |  |
| Superior Twin Room | ❑ RM300.00++ per room night |  |
| Deluxe Single Room | ❑ RM300.00++ per room night |  |
| Deluxe Twin Room | ❑ RM320.00++ per room night |  |
| Club Single Room | ❑ RM390.00++ per room night |  |
| Club Twin Room | ❑ RM470.00++ per room night |  |

**Note: The above room rates quoted are inclusive of buffet breakfast and broadband.**

**Quoted rates are subject to 10% service charge and 6% government taxes.**

**Exhibitor Rates for Additional Night Stay:**

Superior (Single/Double): RM240.00++ per room per night

Deluxe (Single / Double): RM270.00++ per room per night

This rate is applicable for stay before 7 October and after 10 October 2013.

**Early Bird Discount:**

10% discount from exhibitor rates for booking made before 1st August 2013. This discount is not applicable for additional night stay rates.

**Superior & Deluxe Room Amenities**

All rooms will be accorded with the following: -

* **Buffet Breakfast at Zende Restaurant**
* **20% discount on Food & Beverage (Zende & Kofuku) except alcohol and cigarettes.**
* **20% discount on Laundry and Dry Cleaning**
* **Complimentary unlimited in room broadband**
* Complimentary coffee/tea making facilities in the room
* Complimentary daily local newspaper
* Complimentary use of Gym

**Club Room Amenities**

* The use of the newly renovated Club Lounge for breakfast and all-day refreshment
* Pre-registration of room on arrival
* Cold towels and welcome drink upon arrival
* Complimentary fruit basket in the room on arrival day
* Complimentary unlimited in-room broadband
* Complimentary coffee/tea making facilities in room
* Complimentary use of Gym
* Complimentary shoe shine service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Guest Name :** | | **Company Name :** | | |
| **Address :** | | | | |
| **Postcode :** | **City :** | | | **Country :** |
| **Check In Date:** | | **Check Out Date :** | | |
| **Flight Arrival / Time:** | | **Flight Departure Time:** | | |
| **Telephone :**  **Mobile No :** | | **Email :** | | |
| **Mode of Payment/Guarantee :**  **❑ AMEX ❑ VISA ❑ DINERS ❑ MASTER** | | | | |
| **Credit Card No :** | | **Expiry Date :** | | |
| **4 Digit Code (As shown on the signature panel on the reverse side of the Credit Card):** | | | | |
| **Name (as it appears on the card) :** | | | | |
| **Signature :** | | | **Date :** | |

**\*Check-in time is at 1400Hrs and check-out time is at 1200Hrs.**

**\* Half day room charge will apply for late check-out till 1800H.**

**\*Rooms occupied beyond 1800Hrs will be charged a full-day rate.**

**NO BOOKINGS CAN BE ACCEPTED WITHOUT CREDIT CARD DETAILS OR A ONE-NIGHT DEPOSIT. IN THE EVENT OF NO SHOW FOR A GUARANTEED BOOKING, A ONE NIGHT’S DEPOSIT ROOM RATE WILL BE FORFEITED**

**Airport Transportation**

🞎KLIA to Hotel or Hotel to KLIA: RM220.00 nett per car per trip

\*50% surcharge after midnight (12am-7am) will be imposed

|  |  |
| --- | --- |
| **Booth no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |

****

**FORM 12**

**Submission Deadline:**

**15 June 2013**

**BANQUET DINNER REGISTRATION FORM**

All Exhibitors will be allocated complimentary banquet dinner according to the following entitlement:

|  |  |
| --- | --- |
| **BOOTH SIZE** | **NUMBER OF BADGES** |
| 9-17sqm | 1 |
| 18 – 26sqm | 2 |
| 27 – 35sqm | 3 |
| 36-44sqm | 4 |
| 45-53sqm | 5 |
| 54-62sqm | 6 |
| 63-71sqm | 7 |
| 72sqm & above | 8 |

The Organiser will prepare all Banquet Dinner Tickets which can be collected from 6 October 2013 onwards from the Exhibitor Check In Counter at PWTC, Kuala Lumpur.

Please type in the name of the persons who will be attending the banquet dinner which will be held 2nd day of the exhibition (9th October 6.30pm).

|  |  |  |
| --- | --- | --- |
| **NAME** | **DESIGNATION** | **COMPANY** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Both no :**  Please return completed this form to : | **Company stamp :** |
| ECMI ITE Asia Sdn Bhd  23-6 Subang Business Centre, Jalan USJ 9/5Q  47620 Subang Jaya, Selangor Darul Ehsan  MALAYSIA  Tel : +(603) 8023 0820  Fax : +(603) 8023 0830  Email : [idayu@ecmi.com.my](mailto:idayu@ecmi.com.my)  Attention :Ms Idayu Zakaria  Admin Assistant |  |