

DATE: 17 & 18 MARCH 2018

**TIME: 11am - 7pm** 

**VENUE: SPICE ARENA (PISA), PENANG** 



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# **ORDER CHECKLIST**

Dear Exhibitor,

The Rules & Regulations should be read together with this Exhibitor's Manual, which forms part of your contract to exhibit. Please use this checklist of forms to help you plan your work schedule and participation.

Please fax all applicable forms to the relevant parties as stated on each form by the deadline stipulated. Services cannot be guaranteed for forms returned late. Exhibitors who contract for space after the deadlines should return the forms immediately.

# STAR EDUCATION FAIR Penang, 17-18 March 2018

Form No.	Subject	Return to	Deadline	Done
А	NAME ON FASCIA BOARD / DIRECTORY LISTING	PSA EQUIPMENT SDN BHD	27 Feb 2018	
В	PERFORMANCE BOND	PSA EQUIPMENT SDN BHD	27 Feb 2018	
B1	NOMINATION OF NON-OFFICIAL CONTRACTOR BY EXHIBITOR FOR BOOTH CONTRUCTION / INTERIOR DESIGN / NON-OFFICIAL CONTRACTOR ADMIN FEE	PSA EQUIPMENT SDN BHD	27 Feb 2018	
С	FURNITURE RENTAL	PSA EQUIPMENT SDN BHD	27 Feb 2018	
C1	ELECTRICAL & LIGHT FITTINGS	PSA EQUIPMENT SDN BHD	27 Feb 2018	
D	INSURANCE APPLICATION	INSFIELD INSURANCE BORKERS SDN. BHD.	27 Feb 2018	
	STRUCTURAL DESIGN – FOR FLOOR SPACE AREA ONLY	PSA EQUIPMENT SDN BHD	27 Feb 2018	
	EXHIBITOR'S PASS	iStar Events	16 MARCH 2018	

# BUILD UP & TEAR DOWN SCHEDULE

Activities	Date	Time
	BUILD-UP SCHEDULE	
Floor Marking (by Official Contractor)	15 MARCH 2018	9.00am – 9.00pm
Construction of Standard Shell Scheme & Special Design Booths (by Official Contractor)	15 MARCH 2018	9.00am – 9.00pm
Construction of Special Design Booths (by Non-Official Contractor)	15 MARCH 2018 16 MARCH 2018	3.00pm – 9.00pm 10.00am – 9.00pm
Electrical Installation (by Official Contractor)	16 MARCH 2018	9.00am – 9.00pm
Booth Decoration by Exhibitors	24 MARCH 2017 25 MARCH 2017	9.00am – 9.00pm 10.00am Onwards

EVENT DAY SCHEDULE			
Opening Ceremony TBC TBC			
Exhibition Hall Opening Hours	17-18 MARCH 2018	11.00am – 7.00pm	

	TEAR DOWN SCHEDULE	
Official Closing of Exhibition	18 MARCH 2018	7.00pm
Disconnection of All Utilities	18 MARCH 2018	7.00pm
Removal of Hand Carried Items	18 MARCH 2018	7.00pm – 9.00pm
Collection of All Rented Items	18 MARCH 2018	7.00pm – 9.00pm
Dismantling of All Booths (by non-offcial contractor)	18 MARCH 2018	7.00pm – 9.00pm
Clearance of Exhibits, Booths and Rubbish	18 MARCH 2018	7.00pm – 9.00pm

#### 1. DATES / EXHIBITION HOURS

Date: 17 - 18March 2018 (Sat-Sun)

Time: 11.00am to 7.00pm

Venue: Subterranean Penang International and Exhibition Centre

- SPICE Arena (PISA), Penang

#### 2. ADMISSION

Admission is FREE

The Organizer reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the set up and dismantle periods. Exhibitors are advised to wear their exhibitor tags at all times especially during setup period.

### 3. TARGET AUDIENCES

Secondary and tertiary level students preparing for or interested in further studies, working adults seeking further education, educationists, parents and others interested in or related to the education industry.

#### 4. RENTAL OF BOOTHS AND FLOOR SPACE AREA

A) SPICE Arena Penang:

i) Standard booth (Shell scheme package, 3m x 3m) is RM4,000 (USD1,300) per booth (not inclusive of 6% GST).
ii) Standard Open space (3m x 3m) is RM3,800 (USD1,250) per floor space (not inclusive of 6% GST).

B) Shell Scheme Package

The following facilities will be supplied on loan basis to all Exhibitors taking up the shell scheme package for the two (2) days:

- a) 2500mm height partition on both back and side walls complete with white laminated panel aluminium frame
- b) Aluminium framed fascia board with Exhibitor's name
- c) 2 units of 40W florescent tubes mounted behind fascia board
- d) 2 units of folding chairs
- e) 1 unit of information desk
- f) 1 unit of 13amp power point\*
- g) Concrete floor is covered with needle-punch carpet
- \* No multi purpose plug and/or extension are allowed.
- \*\* None of the above items will be provided for the Open Space area

When planning the interior design of your booth, please take note the following: -

- a) The permitted booth height is 2.5m (8ft) for CONCOURSE area and 6.0m for ARENA area. Any design for a structure exceeding 2.5m in height maximum height is subject to approval by the Organizer.
- b) The walls have white laminate finish. Hence, usage of nails, driling, sawing, painting adhesives, thumb tacks and glue is not allowed on any part of the location. Only double-sided tapes are allowed to be used to fix posters or with brackets rented from the Official Contractor. Any damage to the laminated panel of 1m x 2.5m (H) will be charged @ RM80.00 per piece.
- c) The Exhibitors will be held liable for any and all damage(s) caused to the exhibition hall fittings by their staffs and / or nominated agents.
- d) Exhibitors who are appointing independent contractors will be required to issue a performance bond in favor of PSA EQUIPMENT SDN BHD This will be refuned after 1 month if there is no damage to the property.
- e) Any change to the design, contents or carpet colour of the standard shell scheme provided must be made by prior agreement with the Official Main Contractor and any cost incurred should be paid directly to the Official Main Contractor.
- f) No part of any structure or exhibit may extend beyond the boundaries of the site allocated.
- g) Neon or flashing lights / signs and sequence-lit display are prohibited.
- Aisle ways indicated on the floor plan must be kept clear of all exhibition goods and/or decoration materials in order to facilitate traffic flow.

- Exhibitors occupying two (2) or more booths have a choice to remove the panels separating their booths. Please indicate to the Organizer and the Official Main Contractor prior to build-up date.
- j) Exhibitors and / or its authorised agents must clear out items not for display purposes (eg. Containers, packing items, etc.) on the day prior to the commencement of the fair and remove all exhibits and decoration materials immediately after the fair period according to the Set-up and Dismantle schedule listed. Failure to adhere, the Exhibitor will have to pay the Organizer for the cost of removing such articles from their booths at the discretion of the Organizer.
- k) Exhibitors and / or their nominated agents must, at all times, display their identification tags, especially prior to the official halls opening hours; i.e. setup days for security reasons as no person(s) will be allowed into the exhibition hall(s) without the appropriate passes. Exhibitors and / or their nominated agents will be issued temporary passes during non-exhibition hours.
- The Organizer / Official Main Contractor / Facility landlord will not provide refund / credits for rented items not utilised.
- m) Any additional power point or furniture requirement must be referred to the Official Main Contractor. Provision of additional requirements is subject to availability.

# C) Floor Space Package

Exhibitors having "Special Design" booths are advised to use the services of the Official Main Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors may appoint their own contractor subject to the following rules and regulations. The Organizer reserves the rights to reject any contractor and design they deem inappropriate but not for electrical and power supply which must be carried out by the Official Main Contractor. Exhibitors are responsible and liable for any such contractor's adherence of the Rules and Regulations, including strict observance of build-up and / or tear down, for additional works required as a result of the violation.

- a) All electrical works (wiring and connection, lighting etc.) must be carried out by the Official Main Contractor. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on-site.
- b) Before permission is granted for a contractor to commence works within the Exhibition halls and the necessary passes issued, the Exhibitor is required to place a refundable Performance Bond (Form B) with the Official Contractor and sign a written 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 Undertaking signed, will the contractor be allowed to bring their materials onto the site and / or commence work.

NOTE: This independent Contractor appointed by the Exhibitor must be a registered contractor with the Official Main Contractor; PSA Equipment Sdn Bhd. The said contractor shall not commence with any form of work in the venue(s) unless and until the performance bond has been lodged and authorization obtained from the respective Official Contractor. Performance Bond is to be made payable to:

PSA EQUIPMENT SDN BHD

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

Provided the booth is completed on time, and no damages are caused, the Bond will be returned to the contractor in full after the exhibition. If a contractor does not complete their booth in the given time frame, hourly penalty will be charged; RM2,000 for the 1st hour and RM1,000 for every subsequent half an hour thereon..

- c) No worker pass will be issued to outside contractors without information counter at the respective venue(s).
- d) No Exhibitor may place any display material and exhibits or allow dividing wall or any part of their booth design and fittings beyond their contracted boundary.
- e) All designs must be submitted for approval before the commencement of work on the booth.
  - (Deadline : 13 February 2018 psa\_pp@yahoo.com & edufair@thestar.com.my)
- f) In any event, 6m will be the absolute maximum height allowed. Dimensional drawing design plans which includes cross-section and elevation view must be submitted in to the Organizer, Official Main Contractor and Facility Landlord for approval. Exhibitors' booth structure above 5m is required to submit Professional Engineering Endorsement. Late submission may be subjected to a penalty or rejected by relevant authorities.
- g) In the event of a dispute, the Organizer's decision will be final. The Organizer reserved the right to dismantle any exhibitor's space / booth that does not abide to the rules and regulations at the Exhibitor's own costs.

# 5. PAYMENT

- i) Full payment must be made before or by 20 January 2017.
- Performance Bond (see Form B) must accompany Exhibitor's Application Form A (in duplicate) on or before 13 February 2018.
- iii) Crossed cheque(s) must be made in favour of PSA EQUIPMENT SDN BHD
- iv) Exhibitors are not permitted to attend the balloting session if payments are not settled prior to the balloting date; 20 January 2018.

In the event of default in payment the Organizer reserves the right to refuse participation and claim all outstanding dues from the defaulting exhibitor. Such defaulting exhibitors shall not be entitled to any claim for compensation and any payment made shall be forfeited.

- v) Refunds are only possible if:
  - the exhibition is cancelled due to reasons beyond the control of the Organizer.
  - cancellation of booth(s) or changes from SS OS & vice versa before the balloting session. If the above is done after the balloting session, no refunds will be made.
- vi) Exhibitors requiring the services of the contractors other than the Organizer's designated Official Contractor are required to deposit a Performance Bond with the Official Main Contractor.
- vii) PERFORMANCE BOND

Exhibitors who opt to use their own sub-contractor will have to fill up Form B1 form and submit it together with their Performance Bond by 12 February 2018.

Number of Booths	<u>Total Performance Bond</u>
Rented	To Be Paid (By Cheque)
One to Two booths	RM2,000
Three to Four booths	RM3,000
Flve to Nine booths	RM4,000
Ten to Sixteen booths	RM5,000
Seventeen booths and above	RM6,000

Only when Performance Bond is place and the Undertaking Signed, will the sub-contractor be allowed to commence work in the exhibition hall.

Performance Bond will be refunded to exhibitors in 1 month's time after the fair when the Organizer is satisfied that no damages to property belonging to Facility Landlord, the organizer or any other parties have been incurred.

#### 6. BOOTH ALLOCATION

All rented booth(s) will be allocated by balloting. Only Exhibitors

that have made full payment will be invited for the balloting. Foreign exhibitors can authorise the Organizer to ballot on their behalf.

#### 7. APPLICATION FOR PARTICIPATION

Applications for participation shall be made on the prescribed forms enclosed: -

- i) Form A Name on the Fascia Board / Directory Listing
- ii) Form B Performance Bond

Upon acceptance by the Organizer, the application will be deemed as the Official Contract of Participation. The Organizer reserves the right to refuse acceptance of any application, or limit the number of facilities/booths applied for, payments received not withstanding.

#### 8. PARKING

Free parking space is available at the out door and basement car park of Subterranean Penang International and Exhibition Centre (SPICE).

#### 9. RENTAL OF TELEPHONE LINES / INTERNET ACCESS

Exhibitors who require telephone lines at their booth(s) can approach Telekom Malaysia Berhad, Kedai Telekom Pulau Pinang, Bangunan Telekom, Jalan Burmah, 10500 Pulau Pinang. Tel: 04-2209292.

#### 10. FOOD AND BEVERAGE

- i.)Exhibitors are advised that selling of food and beverages is strictly prohibited.
- ii.) Exhibitors are advised to make own arrangement for drinking water.
- Contractors are advised to purchase their meals from the Centre's cafeteria.

### 11. ORGANIZER'S INFORMATION COUNTER

The Organizer's information counter will be set up at the exhibition site. It will also serve as an information and reception counter for the duration of the exhibition.

# 12. FILM / AUDIO-VISUAL DEMONSTRATION / CENSORSHIP / COPYRIGHT

All films and videotapes, even if they originate from Malaysia must obtain the Film Censor Board's approval. Clearance takes about six (6) weeks but Exhibitors are advised to send their films to the Censor Board in good time together with a covering note indicating that it is to be used at the exhibition.

Foreign exhibitors should get these arranged by their local agents or contact the Censor Board directly. As inspectors might visit the exhibition, please keep a copy of your censorship certificate and license on hand during the exhibition. For direct enquiries, you can contact: -

Setiausaha Lembaga Penapisan Filem Kementerian Dalam Negeri Aras 3, Lot D2, 62546 Putrajaya, Wilayah Persekutuan, Malaysia

# 13. SOUND LEVEL

Sound levels must be set at a level, which causes no interference with or annoyance to other exhibitors. The Organizer reserves the right to reduce the sound level, restrict or switch off any audiovisual, display which gives rise to complaints.

# 14. BOOTH BOUNDARIES AND DESIGN RESTRICTION

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-sided open), a backwall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with the necessary sidewall(s).

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings beyond their contracted boundary in compliance with the stipulated rules and regulations of Jabatan Bomba dan Penyelamat Malaysia. The Exhibitors will be charged for any infringement of this rule, and the Organiser reserves the right to remove the infringement. Likewise, any display of programmable moving lights (cyber lights) are restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply to the above.

#### 15. STRUCTURAL HEIGHTS RESTRICTION

The permitted stand height is 2.5m. Any design for a structure exceeding 2.5m in height must be submitted for approval at least 5 weeks prior to the exhibition and will be considered on a case-bycase basis. If approved, this structure will be restricted to a distance of 1 metre (3.28ft) away from the dividing walls of the adjoining stands.

# 16. PROMOTION DURING THE EXHIBITION

Exhibitors are prohibited from placing stickers, signs or posters anywhere in the halls other than within their own stand. Likewise, Exhibitors' or their representative(s) may not distribute brochures, invitations, etc. along the aisle or near the entrances. This is unfair to other Exhibitors and may cause inconvenience to visitors.

Exhibitors/promoters are not allowed to distribute any and all A&P Materials (Flyers, brochures, goodie bags, etc.) and/or solicit sales beyond their allocated booth boundaries, exhibitors who do not abide to this rule will be penalized with the said staff expelled from the hall and power of the booth disconnected.

Exhibitors are not allowed to hang any A&P materials beyond the height limit. (eq. hanging from the ceiling)

# 17. BOOTH (S) OPERATION

All exhibition stands must be fully staffed and operational throughout the opening hours of the exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause annoyance to visitors or other exhibitors.

# 18. TEMPORARY PASSES AND EXHIBITOR TAGS

For security purposes, exhibitors must wear the passes provided by the Organizer at all times of the exhibition.

### 19. SMOKING POLICY

Subterranean Penang International and Exhibition Centre (SPICE) is a non-smoking venue. Smoking is prohibited within the premises.

# 20. BOOTH BOOKING AND ENQUIRIES

The Star Education Fair 2018

I.Star Events (1042469-T), a subsidiary of Star Media Group Berhad

Attn : Leong / Nicole

Menara Star,

15, jalan 16/11, Petaling Jaya

Selangor

Tel: : 03-7697 1388 ext 1097/1541 Email : yoons@thestar.com.my or

nicolelim@istarevents.my

# **GENERAL TERMS & CONDITIONS OF PARTICIPATION**

# 1. DEFINITIONS

In these Terms and Conditions, the term "Exhibition" refers to the event detailed on the attached application forms and in this contract. The term "Organiser" refers to I.Star Events (1042469-T) or its lawful assignees.

### 2. EXHIBIT PROFILE / DISPLAY SPECIFICATION

 Exhibitors shall display legal and licensed materials and items only.

- Every Exhibitor must equip their space with exhibits which are operational and are adequately manned by competent and presentable personnel during the whole duration of the exhibition.
- iii) Exhibitors shall not undertake or cause to undertake any any activity, which in the opinion of the Organiser, is likely to cause disturbance or annoyance to visitors or to other exhibitors.
- iv) The Organiser reserves the right to determine the accept ability and extent of presentation or display and remove / dispose of any item and/or disallow any person, which in the opinion of the Organizer, is deemed unfit / inappropriate / illegal / unlicensed in the exhibition.

# 3. BOOTH / SPACE ALLOCATION

- The Organiser reserves the right to make allocation / re-allocation to accommodate block bookings or for administrative purposes, balloting not withstanding.
- ii) Exhibitors are not permitted to attend the balloting session if payments are not settled within the stipulated deadline.

#### 4. DISPLAY REGULATIONS

- All booth structures, fitted or otherwise including but not limited to display materials must not exceed the maximum height of 6 meters and / or beyond the booth / floor space allocated.
- ii) Any change to the design, contents or carpet colour of the standard shell scheme provided must be made by prior arrangement with the Official Main Contractor and any costs

#### 5. "SPECIAL DESIGN" BOOTHS

Exhibitors having "special design" booths have to adhere to two general conditions:-

- The exhibitors' contractor must be approved by the Facility Landlord.
- b) It is mandatory that all designs must be submitted to the Official Contractor and the Facility Landlord for official approval at least 5 weeks prior to the set-up date. The submission must incorporate the dimensional drawings design plans which include cross-section and elevation views. In the event of noncompliance, the Organiser reserves the right to elect the standard designed booth(s) as shown in the Exhibitors' kit @ RM300 per 3m x 3m booth. The defaulting exhibitor must settle all such charges and any other incidentals prior to the set-up deadline. In any event, the maximum height allowed is 6m.

# 6. BOOTH BUILD-UP SCHEDULE

- i) Only the official contractor appointed by the Organizer or contractors appointed by the venue management are permitted to handle the booth build-up.
- ii) Build-up period is from 9am to 9pm, on 15 & 16 March 2018.

# 7. MOVE-IN AND SET-UP SCHEDULE

- Exhibitors shall settle the facility rental and any expenses due to the Organiser and Official Contractor before the commencement of the exhibition. Exhibitors with outstanding payments shall not be permitted to participate in the exhibition.
- ii) Exhibitors will be allowed to prepare and set-up their booth(s): on Friday, 16 March 2018.

#### 8. DISMANTLING / MOVE-OUT REGULATIONS

The exhibition ends at 7pm on Sunday, 18 March 2018.

- Exhibitors must remove their exhibits and belongings out of the site before 9pm on the same day.
- ii) Exhibitors who wish to remove their exhibits / belongings after 9pm on 18 March 2018 must make separate arrangements with the Facility Landlord at their own cost and risk. Otherwise, any goods left uncollected at the Exhibition site after 12 midnight on 18 March 2018 will be disposed of at the expense and risk of the exhibitor(s) concerned.
- iii) All exhibitors are required to station at least one representative to look after their belongings until all the items are cleared.
- iv) Damages or losses caused by exhibitors, their contractors or workmen to the fittings or contents, fixtures, walls, ceilings, flooring and any other removable or fixed objects belonging to the Facility Landlord and/or the Organiser as well as to other exhibitor(s) shall be the responsibility of the respective exhibitor(s).
- The exhibitor(s) concerned shall repair, make good or replace and damaged property to the satisfaction of the Facility Landlord, the Organiser or the other exhibitor(s) as the case may be.
- vi) The exhibitor(s) shall indemnify and keep indemnifying the Organiser against any such claims and/or costs arising from such claims from the Facility Landlord, and/or other parties.

# 9. DUTY HOURS

- The exhibition site will be opened to exhibitor(s) and their staff (only those with the exhibitors' identity tags) at 10.00am on Saturday, 17 March and on Sunday, 18 March during the Fair days.
- Exhibitors are required to leave the Exhibition site promptly by 7.30pm on the first night. On the final night all exhibitors must leave by 9.00pm.

# 10. IDENTITY TAGS

Each Exhibitor will be issued four (4) identity tags per booths in advance for security as well as for identification purposes. All exhibitors and their staff must wear these tags at all times. It is in the interest of the exhibitors to ensure identity tags are used by authorised personnel only.

# 11. SECURITY

- a) General Security will be provided by the Organiser on a 24-hour basis commencing at 7am on Thursday, 15 March 2018 to 12midnight on Sunday 18 March 2018.
- b) Exhibitors who require extra security services should make arrangements directly with the Facility Landlord Subterranean Penang International and Exhibition Centre (SPICE).
- c) Exhibitors are not allowed to leave the exhibition hall with any item except validated empty boxes and containers. Any other items taken out would require the written validation of the Organizer.
- d) It is compulsory for exhibitors, their staff, delivery personnel and all other helpers to wear the official exhibition identity tags to enter the exhibition site. Security will be strictly enforced. There will be no security control of items going in or out of the exhibition site during the official exhibition opening hours, that is, from 11am to 7pm, from 17-18 March 2018. The Organiser will not be held responsible for any loss or damage to the exhibits or belongings, suffered by the exhibitors before, during or after the exhibition. Star Media Group Berhad will not be held liable for any contracting services handled between the Official Contractor and the Exhibitors' own contractor(s).

#### 12. INSURANCE

- i) It is mandatory for all exhibitors to indemnify the Organiser and the Facility Landlord against all claims, demands, costs and expenses to which they may be subjected to as a result of loss, damage or injury to any person(s) while passing or visiting their displays during the exhibition.
- ii) The Organiser will not be responsible for the safety of articles of any kind brought into the exhibition site by exhibitor(s), their staff or any person(s) whomsoever.
- iii) Exhibitors must insure themselves against fire, theft or loss of property and third party liability that may arise.
- iv) Exhibitors must ensure that their staff, whether permanent or temporary, are insured against personal accidents, with provision for medical expenses arising from such accidents.

#### 13. CLEANING

- During the exhibition, the Organiser will arrange for the normal daily cleaning of public areas and walkways only.
- ii) Exhibitors are responsible for cleaning their own booth(s). Those requiring cleaning services should make arrangements directly with theFacility Landlord - Subterranean Penang International and Exhibition Centre (SPICE).

#### 14. LETTING / SUB-LETTING

Letting / Sub-letting in whatever manner or form is strictly prohibited, which includes but shall not be limited to the practice of a principal renting / sub-letting / assigning wholly or in part of its rented booth(s) to its agent(s) / distributor(s) and business associates and vice versa. The Organiser reserves the right to expel any unauthorised exhibitor(s). Any cost(s) incurred shall be borne by the contracting party.

#### 15. CANCELLATION AND/OR CHANGES

While every effort would be taken to hold the exhibition as scheduled, the Organiser reserves the right to cancel, postpone or make changes should circumstances warrant it. In the event of a postponement or change, the agreement to participate shall remain in force.

# 16. FACILITY LANDLORD'S SPECIAL CONDITIONS

The Facility Landlord has informed that in the event of Tenaga Nasional Berhad's (TNB) power failure, its standby generator will only be able to provide essential back-up electrical supply services.

# 17. INTERPRETATION

The Organiser reserves the right to make changes, amendments and/or additions to the terms and conditions, rules and regulations, and the layout facilities governing the exhibition as and when considered necessary for the proper conduct of the exhibition. Interpretation of clauses contained herein shall rest entirely with the Organiser, whose decision shall be final and binding. Submission of Forms A and B together with full payment of the rental of booth/space area shall be deemed as confirmation of participation and acceptance of all the terms and conditions, as well as the Rules and Regulations set forth by the Organiser.

# 18. DISPUTE AND ARBITRATION

Any dispute, difference or disagreement that may arise at any time hereafter between the Organiser and exhibitor(s) regarding areas of the contract of participation, or the rights or liabilities of the parties concerned, shall be referred to an independent arbitrator to be agreed upon by the respective parties in accordance with the laws of Malaysia. Failure to comply with any of the above clauses, as well as the Facility Landlord's conditions and/or other governing Rules and Regulations imposed by the authorities from time to time may result in the exhibitor(s) concerned being expelled from the exhibition and any rental paid shall not be refunded. The Organiser reserves the right to claim compensation / reimbursement arising

# 19. OFFICIAL MAIN CONTRACTOR

The Organiser reserves the right to appoint an Official Main Contractor for the construction and various build-up of structures, signages and additional requirements to the Exhibition. Exhibitors may engage our Official Main Contractor for any extra services at their own expense and risk. However, those who engage their own contractor(s) must inform our Official Main Contractor in writing, providing details for the extra service(s) required.

Contractor details are as follows:-PSA EQUIPMENT SDN BHD

410A Jalan Jelutong, 11600 Georgetown, Penang

Tel : 04 - 282 5128
Fax : 04 - 281 5128
Email : psa\_pp@yahoo.com leveljet@yahoo.com

Contact Person: Ms Jherxxiez Tan (012 512 8155)

Mr Khoo Choon Aun ( 012 421 5252 )

Bank Details : CIMB Bank (Account No.: 800 4199 888)

# 20. FACILITY LANDLORD

Subterranean Penang International and Exhibition Centre (SPICE) Jalan Tun Dr Awang, Bayan Lepas, 11900 Pulau Pinang, Malaysia

Tel: +604 643 2525

E-mail: spice@spsetia.com



# STANDARD SHELL SCHEME DESIGN





# SPICE Arena General Guidelines

# 1. Standard Condition of venue charges

Unless otherwise specified, Venue Charges shall include ventilation, air-conditioning, house lighting and basic cleaning of the rented halls on event days. Only house lighting is provided on setup and tear down days. Venue Charges are payable for use of the Arena Hall & Concourse Area or Function Room (s) . Lobby Area, Foyer(s) and walkways does not include in the use of space for any signs, banners or advertisements.

# 2. Access Policy

Pre Event / Post Event Facility Inspection

A facility inspection to examine the physical space Event Organizers have rented will be scheduled and conducted prior to floor marking on setup day and after teardown day by a designated SPICE Event Representative with the Event Organizers or their appointed representative.

Any defects or damages to the venue after the event teardown, the cost will be deducted from the Event Organizer's refundable security deposit.

# 3. Floor Marking

Floor marking can commence as per the agreed date of setup. Tape, chalks or any material used for marking out must not leave any residue. Permitted hours of setup period are between 9:00 a.m. to 9:00 p.m.

# 4. Exhibit Hall Operation Hours

The venue doors will only be opened on the agreed time with the event organizer. Permitted hours of setup & teardown period are between 9:00 a.m. to 9:00 p.m. If the event extends beyond the time stated, an hourly rental charge will be added to the final bill for after the contracted end time of the event. Everyone must vacate the property 1 hour after the event ends.

# 5. Air Conditioning

Generally, air conditioning is maintained from one (1) hour prior to event until close of event. Requests for air conditioning on non-event days will be subject to an hourly rate. Event Organizers need to make prior arrangements during setup and teardown period for air conditioning services.

# 6. Exhibits / Products setup

An exhibitor intending to present and/or display equipment / exhibit product at their stand must:

- Give proper consideration to the safety of conditions under which the exhibit will be demonstrated.
- Ensure that adequate protection is provided to prevent damage to the hall flooring, carpets and facilities. Any damage caused will be the responsibility and at the expense of the Event Organizer
- Ensure that all the relevant local Government authority licenses and/or permits are obtained and stipulated regulations and conditions are observed and abided by for the demonstration and/or use of electronics, audio and/or satellite receiving and/or transmitting equipment.

# 7. Carting / Ferrying of goods

All routes to the Exhibitions hall(s) shall be adequately protected: 4mm thick plywood on carpets must be placed on existing floor finishes prior to any carting/ ferrying of goods. Pellet trucks/trolleys and/or other forms of transportation shall be in good operational condition and shall be utilised in such a manner so as to prevent damages to the facilities. Forklifts are not allowed inside the Centre and the halls without prior approval by SPICE Arena.

Protection shall be provided for walls/ panels/ doors en route to destination(s). The Organizer shall not use or permit any parties to use the loading bay for storage of goods or for any other purpose other than for the prompt loading and unloading of goods. Precautions shall be taken to ensure that no damage is inflicted upon the loading bay door, walls and other involved facility whilst in the process of delivering goods.

# 8. Packing / Unpacking of goods

Debris and waste shall be removed immediately from site. Under no circumstances shall these be left overnight.

The removal of the debris and wastes shall be the responsibility of the freight forwarders/ contractors appointed by the organizer and these shall not be deposited into SPICE's existing garbage/disposal bins.

For boxes or crates or the like that are going to be left within the hall(s) the area allocated. The boxes or crates or the like shall not be left behind booth panels and so on.

# 9. Exhibition - General

The organizer and/or its contractor(s) is / are not permitted to use any power socket outlet located inside the Venue without prior consent from SPICE. Plug top or any other termination or methods shall be in accordance to the relevant legislation and regulations. All locations for signboards and banners or flags must be approved by SPICE (location layout drawing to be submitted one (1) month before actual event).

When working on/near existing finishes, the appropriate protection to it must be provided at all times.

Walkways, pavements, entrances, passages, corridors, service-ways, roads, docks, stairways, elevators electrical rooms, AHUs, risers, hoists, escalators, fire or escape doors or other parts of the common areas or conveniences thereto shall not be obstructed at any time. Lights, sky-lights, windows or other means of illuminators shall not in be covered or obstructed in any manner. Balloons are permitted as give-aways to visitors only within the Venue and cannot be used as decoration in the common areas of SPICE. Helium-filled balloons are not allowed in SPICE. The Organizer shall be responsible for all expenses incurred in the removal of any helium balloons left in the Venue. Giant filled helium balloon approval is solely at the discretion of SPICE Management. The Organizer shall not carry out any cooking in the Venue or any part of the Common Areas unless expressly authorized by SPICE Management and the Organizer has obtained the permit of relevant the Appropriate Authorities.



### 10. Security

The Organizer should make provisions for the safeguarding of theirs and clients goods, materials, equipment, and displays at all times. Please be security conscious, do not leave bags, purses, laptops or any easily portable items unattended at any time in your booths.

# 11. Contractor's / Exhibitors Code of Conduct

Welding and spray painting are strictly prohibited in all covered areas of the Centre.

All finishes within the hall and/or areas where constructed items are to rest, and routes where goods are to be ferried through, shall be adequately and appropriately protected. No parts, sections or items of SPICE shall be used as workbenches.

Contactor is to remove immediately all wastes and debris from the premises on a daily basis. No smoking, eating or drinking (Including Alcoholic Drinks) is allowed in the halls and/or function areas during setup and tear down.

The contractor shall at all times exercise due care and caution whilst performing his job so as not to inflict any form of damage to any part of SPICE. Damages arising from the contractor's work(s) shall be made good by the Management and back charged to the Organizer.. In such an event, SPICE shall then undertake to repair or make good the damages and the cost is to be borne by the organizer.

All contractors and their employees shall wear identifying tags whilst in the Venue or any part of the Centre. The tags shall bear the company's name and if issued by the Organizer shall have the word "CONTRACTOR" clearly printed. In the interest of security, the tags must be worn at all times and should be clearly visible otherwise access to the exhibition may be denied.

During setup and teardown, the Venue shall be considered as a hazardous area, and as such members of the public and those not having the appropriate tags shall not be allowed to enter. All contractors and their employees shall observe and comply with all the relevant Rules and Regulations with respect to Safety at Work and all relevant consents of the relevant authorities and all relevant statutes, statutory orders and regulations.

# 12. Code of conduct

The Organizer undertakes personal responsibility for the behavior of any person/s deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on SPICE premises. The Organizer also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the premises of the SPICE. SPICE Security reserves the right to remove anyone who do not comply on the rules given.

13. Guidelines for the construction of booths - display of Exhibits Construction/Alteration The Organizer shall not make or permit or suffer to make any alterations, installations, and additions (including modification of electrical fittings) to the facilities without the prior written consent of SPICE.

No bolts, nails, tacks, screw pins, adhesives or devices of any description likely to deface or damage walls, floors, furniture and furnishing whatsoever shall be used on any part of the Venue. The Organizer shall not without the written approval of SPICE suspend anything from the ceiling of the Venue.

All constructions, installations or activities permitted to be carried out hereunder shall be at the expense and responsibility of the Organizer and be done in such a manner as to cause



minimum and no unnecessary disturbance or disruption to the activities of the other users of the Venue.

The Organizer shall ensure that neither partitions nor display boards are constructed in a manner that may affect the air-conditioning diffusers and airflow within the exhibition hall and/or area.

The Organizer shall not, without the prior written consent of SPICE install any water, gas or electrical fixtures, equipment or appliances or any apparatus for illuminating airconditioning cooling or ventilating the Venue nor mark, paint or drill or in any way deface any walls, ceiling, partitions, floors, wood or other part of the Venue.

The Organizer must ensure that adequate markings are provided to ensure that all clear glass panels are visible.

The Organizer is to ensure the fire-fighting systems provided in the exhibition hall and/or area (sprinkler systems, alarm bells, break-glass, fire-fighting appliances, emergency directional signs) are not obscured or obstructed.

The Organizer is to ensure that all exit doors are unobstructed at all times and appropriate emergency directional signs are displayed as deemed necessary by the appropriate authorities. All exit doors shall be kept unlocked during the opening times of the exhibition. The water sprinkler system shall be free from attachments or suspensions of any objects. No spotlight or heat generating equipment shall focus or be stationed near the sprinkler heads.

# 14. Adhesives (Approved Tape Usage)

Only approved tape and adhesive backed materials (non-residue, easily removable) are permitted for use on the facility's wall or carpeted surfaces.

Use of double sided tapes on any wall surface, glass or equipment is prohibited. Adhesive backed decals and stickers may not be affixed to any Facility surfaces nor distributed to attendees. The organizer is responsible for the removal of all approved tape and adhesive backed materials and any resulting residue from facility surfaces and equipment by the completion of move out. Should SPICE maintenance have to remove any such materials and residue, charges & penalty will be imposed.

# 15. Facility Care

A majority of the following items pertain directly to your Main Contractor. However, as Organizer, it is ultimately your responsibility to ensure adherence to all facility rules and regulations. Any costs incurred by the Arena for the removal of these items will be charged to the Organizers in the final settlement.

Adhesive Decals: No adhesive-backed decals are permitted to be distributed or used inside or outside the venues. Any cleaning and repair costs incurred will be billed to Organizers. Carpets: Organizers and Exhibitor's contractors are responsible for the removal of tape residue marks on the Function Room's floor and/or equipment. Installation of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Heat tape and double-face tape may not be used on permanent carpet.

Clings: Window clings and elevator wraps are approved on a case-by-case basis.

Confetti/Glitter/Rice: The use or throwing of confetti, glitter, or rice is prohibited without the prior approval of Spice Arena.

**Drainage:** Spice Arena must be notified of any material to be disposed of through any facility drain system.

Drilling: No holes may be drilled, cored, or punched in the Arena facilities.



Floor Protection: Complete protection of ALL carpeted and vinyl floor throughout the Arena is required prior to the moving or setting of any equipment. Visqueen, drip pans and scrap buckets must be provided for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard. Use of forklifts on the function room levels is prohibited. Appropriate protective covering, visqueen, plywood, or masonite will be required when using rock, dirt, gravel, bark or other materials for display purposes.

Organizers will be responsible for any costs associated with any special clean up, damages or proper environmental disposal.

Floor Markers/Chalk: Only non-permanent and water-soluble markers or chalks easily removed by a wet mop method of cleaning are permitted when marking floors for layout or other purposes. No markers or chalks are to be utilized on carpeted areas at any time. Failure to use the approved markers or chalk will result in additional charges for all materials and services expended by SPICE Arena staff to restore the facility.

Floor Outlets: Vehicles, forklifts, pallet jacks, and/or man-lifts shall not be driven over electrical outlets in the floor when extension cords or other cabling is plugged into these outlets.

**Pre-function Area Usage:** Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited.

**Painting/Refinishing:** No painting or refinishing of signs, displays or other objects will be permitted inside the venues. This activity may take place in approved loading dock areas if the surface is covered.

**Soil/Garden Displays:** Displays containing soil, humus, or similar materials must use a protective coating of fire retardant plastic, visqueen, plywood, or masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage.

Arena & Concourse Usage and Restore: Organizers will be responsible for any damage to the stage floor caused by your production. This includes but is not limited to water, fog effects, moving scenery, leaking oil or unauthorized painting. Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited.

Tape: The only tape that is authorized is a low adhesive non-damaging cloth gaffers tape. Only tape that is authorized by SPICE Arena may be used on all concrete, carpet and equipment and other building surfaces. When this tape is applied to the floor surface first, other tape may be used on top of that surface. You are ultimately responsible for the removal of all tape used by any of your service contractors in support of your event.





# PP Exhibition Booth Sdn.Bhd. (276415-V)

410A JALAN JELUTONG 11600 PENANG

Tel: 04-2825128 Fax: 04-2815128.

This form is applicable to exhibitors that have contracted for the Shell Scheme Stand.

Email:psa\_pp@yahoo.com/khoochoonaun@yahoo.com

17 & 18 March 2018 (Saturday & Sunday)

11.am - 7pm

SPICE Arena



# NAME ON THE FASCIA BOARD / DIRECTORY LISTING

Please tick □ as appropriate : □ We do not require any Fascia Board. □ Yes, my booth fascia name is as below.
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.
COMPANY NAME :
BOOTH NO:
We agree that your decision to accept or reject our application as final and conclusive.
COMPANY NAME :
BOOTH NO :
ADDRESS :
TELEPHONE NO :
FAX NO :
EMAIL :
PERSON IN-CHARGE :
SIGNATURE & CO. STAMP :

# Noted:

- 1) Nailing, drilling and any other modification on the shell scheme panel are **STRICTLY** prohibited. Any damages done on the panels will be charged to the exhibitors.
- 2) Bare Space consists of **SPACE ONLY** with No lightings, folding chairs, information counter, power point or carpet
- 3) Stand Boundaries and Design Restrictions; No Exhibitor may place any display material and exhibt or allow diving wall or any part of their stand design and fitting beyond their contracted boundary.
- 4) Fire Regulations; All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.



# PP Exhibition Booth Sdn.Bhd. (276415-V)

410A JALAN JELUTONG 11600 PENANG

Tel: 04-2825128 Fax: 04-2815128.

Email:psa\_pp@yahoo.com/khoochoonaun@yahoo.com

17 & 18 March 2018 (Saturday & Sunday)11.am - 7pm

SPICE Arena (PISA), Penang

FORM
B
DEADLINE
27-Feb-18

# **PERFORMANCE BOND**

This form must be returned to:
The Main Contractor
PSA EQUIPMENT SDN BHD
410A JALAN JELUTONG 11600 PENANG

TEL: 04 - 2825128 FAX: 04 - 2815128

# RE: The Star Education Fair 2018 - PERFORMANCE BOND

We, as an Exhibitor of The Star Education Fair 2018, have read understood and agreed to all the rules and regulations pertaining to the Performance Bond as stated in Appendix 1 of the PSA EQUIPMENT SDN BHD Exhibitor's Information Kit and hereby agree to abide by them.

2. Address:		R.O.C. No :		
3. Tel No :		E-mail :		
4. Contact Person :		Designation :		
	IT SDN BHD being the Perfo	for RM prmance Bond for the number of booth(s) /		
Submitted by: Name :		Designation :		
Signature :		Date :		
Official Company Stamp :				

# P

# PP Exhibition Booth Sdn.Bhd. (276415-V)

410A JALAN JELUTONG 11600 PENANG

Tel: 04-2825128 Fax: 04-2815128

Email: psa\_pp@yahoo.com / leveljet@yahoo.com

17 & 18 March 2018 (Saturday & Sunday)

11.am - 7pm

SPICE Arena (PISA), Penang



# Nomination of Non Official Contractor by Exhibitor for Booth Construction Special Booth Design - Non Official Contrctor Admin Fee

NON - OFFICIAL CONTRACTOR FORM		
Exhibiting Company :	Booth No :	
Person In Charge :	Tel No :	
	Fax No : Mobile No : Email :	

Please fax this form to 04 - 281 5128 or contact us at 04 - 282 5128

The Following Company will be our contractor for stand building and /or other display works

NON - OFFICIAL CONTRACTOR FORM		
Exhibiting Company :	Booth No :	
Person In Charge :	Tel No :	
Signature & Company Stamp	Fax No :	
	Mobile No :	
	Email:	

Non-Official Contractor is required to pay a Non-Refundable ADMIN Fee to Official Contractor.

A) Admin Fee Charges RM10.00 per sq meter(Non Refundable) to independent

Contractors who are constructing for their Exhibitor's Booth;

Particulars	Per Sq Meter	Sq Meter	Amount (RM)
Admin Fee to Construct / Decorate Special Stand			
Non - Refundable)			
	G	rand Total	

### Noted:

- 1) Stand Boundaries and Design Restrictions; No Exhibitor may place any display material and exhibt or allow diving wall or any part of their stand design and fitting beyond their contracted boundary.
- 2) Fire Regulations; All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.
- 3) Cheque should be made payable in favor of PP EXHIBITION BOOTH SDN BHD with ban detail PUBLIC BANK 3149993516



# PP Exhibition Booth Sdn.Bhd. (276415-V)

410A Jalan Jelutong, 11600 Penang Tel: 04-2825128 Fax: 04-2815128

Email psa\_pp@yahoo.com, khoochoonaun@yahoo.com Contact Person : Mr Khoo Choon Aun ( 012- 421 5252)

Company Name (in full):

Contact Person: Jherxxiez (012-5128 155)

FORM C DEADLINE 27-Feb-18

# Rental Fee of Furniture & Related Items

Function: Star Education Fair 17 & 18 March 2018

Address:			
Tel No.: Fax No E	mail :		
Contact Person :	signation		
Authorised by (name):	Date :		
Official Company Stamp :			
We would like to order the following additional items :			
Item	Unit Price (RM)	Quantity	Amount (RM)
Furniture			
P1 - Information Desk - 500mm(W) x 1000mm(L) x 750mm(H)	RM50.00		
P2 - Square Table (910mmx1200mm) c/w Cloth & Skirting	RM40.00		
<b>P3 -</b> Curved Counter - 500mm(W) x 1000mm(L) x 1000mm(H)	RM150.00		
<b>P4</b> - Curved Showcase -500mm(W) x 1000mm(L) x 1000mm(H)	RM180.00		
<b>P5</b> - Low glass showcase - 500mm(W) x 1000mm(L) x 1000mm(H)	RM150.00		
P6 - High glass showcase - 500mm(W) x 500mm(L) x 2500mm(H)	RM200.00		
<b>P7</b> - Display Plinth - 500mm x 500mm x 500mm(H)	RM40.00		
<b>P7</b> - Display Plinth - 500mm x 500mm x 750mm(H)	RM50.00		
P8 - Lockable Cabinet - 500mm(W) x 1000mm(L) x 760mm(H)	RM80.00		
P9 - Square Discussion Table - 760mm x 760mm(H)	RM80.00		
P10 - Square Coffee Table -500mm(W) x 500mm(L) x 500mm(H)	RM40.00		
P11 - Round Coffee Table -Dia 760mm x 500mm(H)	RM40.00		
<b>P12</b> - Bistro Table - 600mm x 1100mm(H)	RM100.00		
P13 - Round Discussion Table - 760mm x 760mm(H)	RM80.00		
<b>P14</b> - System Table - 1800mm x 500mm x H750mm	RM100.00		
P15 - System Table - With Cloth & Skirting1800mm x 500mm x 750mm(H)	RM130.00		
P16 - Bar Stool (PVC) Dia 300mm x 760mm(H)	RM40.00		
<b>P20</b> - Easy Arm Chair - 450W x 530L x 870H	RM40.00		
P21 - Banquet Chair	RM20.00		
P22 - Banquet Chair with Cover & Ribbon	RM50.00		
P23 - Vip Sofa Chair - 700mm(W) x 500mm(L)x750mm(H)	RM50.00		
P24 - Bar Stool (Red or White)	RM150.00		
<b>P25</b> - Folding Chair - 400mm(W) x 460mm(L) x 450mm(H)	RM20.00		
P26 - Round Streamer Stand	RM20.00		
P27 - Shelf - 1m (Flat / Slope)	RM40.00		
P28 - Q-Stand	RM60.00		
P29 - Brochure Rack Single Net	RM80.00		
P29 - Brochure Rack Double Net	RM140.00		
P30 - Potted Plants ( around 3 ft.)	RM15.00		
P31 - Coffee BeanTable(1) P17, P18 or P19 (Type of Chair - 3)	RM120.00		
P32 - Bar Stool With Backrest Dia 350mm x 900mm(H)	RM50.00		
Total Amount			
		<u> </u>	

Term & Conditions

<sup>1.</sup>All orders must be accompanied with full payment either in cash or cheque to PP EXHIBITION BOOTH SDN BHD

# **Rental Services**



P1-Information Desk 500Wx1000Lx750H



P2-Square Table 910x1200 c/w cloth & Skirting



P3-Curved Counter 500Wx1000Lx1000H



P4-Curved Showcase 500Wx1000Lx1000H



P5-Low Glass Showcase 500Wx1000Lx1000H



P6-High Glass Showcase 500Wx500Lx2500H



P7-Display Plinth 500x500x500H



P8-Lockable Cabinet 500Wx1000Lx760H



P9-Square Discussion Table 760x760H



P10-Square Coffee Table 500Wx500Lx500H



P11-Round Coffee Table Dia 760x500H



P12-Bistro Table 600x1100H



P13-Round Discussion Table 760x760H



P14-System Table 500x1800x750H



P15-System Table 500x1800x750H c/w cloth & Skirting



P16-Bar Stool (PVC) Dia 300x760H



P18-Coffee Bean Chair (Aluminium)

P19-Coffee Bean Chair



P20-Easy Arm Chair 450Wx530Lx870H



PP EXHIBITION BOOTH SDN. BHD. 276415-V

# **Rental Services**



















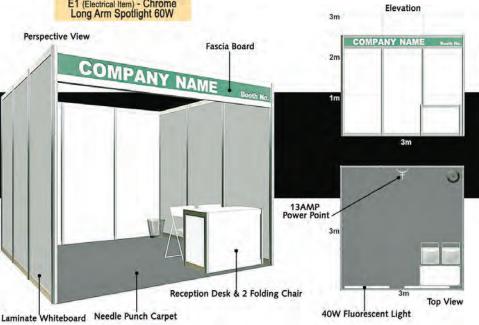








Perspective View





# **Scheme Booth**

- One unit Information Desk (E-System Table) 500Wx1000Lx750H
- · One unit temporary 13 amp. Power Point
- · One Waste Paper Basket
- . One set Company's Name 2.5" Height PVC Sticker (not more than 30 Letterings)
- Two units 40w Fluorescent Tubes
- · Two units Folding Cahir
- · Needle Punch Carpet within Booth area



# PP Exhibition Booth Sdn.Bhd. (276415-V)

410A Jalan Jelutong, 11600 penang Tel: 04-2825128 Fax: 04-2815128

Email psa\_pp@yahoo.com, khoochoonaun@yahoo.com Contact Person : Mr Khoo Choon Aun ( 012- 421 5252)

Company Name (in full):

Contact Person: Jherxxiez (012-5128 155)



# **Rental Fee of Electrical Fittings**

# Function: Star Education Fair 17 & 18 March 2018

Address:			
Tel No.: Fax No	Email :		
Contact Person :	esignation		
Authorised by (name) :	Date :		
Official Company Stamp :			
We would like to order the following additional items :			
Electrical Items	Unit Price (RM)	Quantity	Amount (RM)
40w Fluorescent tube	RM15.00		
Metal Highlight	RM100.00		
50w LED Sport Light(Yellow/White Light)	RM150.00		
Down Light	RM80.00		
60w Spotlight	RM50.00		
Photo E1 - 60w Chrome Long Arm Spotlight	RM60.00		
13amp / 230v Single phase outlet	RM60.00		
13amp / 230v Single phase outlet , 24hrs	RM120.00		
15amp / 230v Single phase outlet	RM100.00		
30amp / 230v Single phase outlet	RM200.00		
15amp / 415v Three phase - neutral + earth	RM300.00		
30amp / 415v Three phase - neutral + earth	RM500.00		
60amp / 415v Three phase - neutral + earth	RM800.00		
Projector (LCD) -2500 Lumens	RM800.00		
Projector (LCD) -5000 Lumens	RM2000.00		
Photo E2 Plasma TV 42" c/w Stand & DVD Player	RM1000.00		
Portable Screen			
6' x 6' Tripod Screen	RM150.00		
8' x 6' Tripod Screen	RM200.00		
6' x 8' Tripod Screen	RM300.00		
7.5' x10' Tripod Screen	RM350.00		
9' x12' Tripod Screen	RM450.00		
Electrical Installations Or Connections By Exhibitors Are Prohibited.			
Per direct connection to existing source of electricity supply (60w)	RM40.00		
Total			

# Term & Conditions:

Note: All Electrical Works Can Only Be Installed By The Official Main Contractor

- 1. The Official Contactor should carry out all electrical works only, The electrical power outlet is strictly for single exhibit/machinery use only. The Power outlet is not used for **lighting purposes**.
- 1.All orders must be accompanied with full payment either in cash or cheque to PP EXHIBITION BOOTH SDN BHD
- 2.Orders without payment will not be entertained.
- 3.Any orders on/after the deadline will not be "Guaranteed" and a surcharge of 50% will be added. Full payment on site will be required

# Furniture Ordering and Electrical Appliances

- A. Multi-purpose plug and extension are not allowed.
- B. All electrical works (wiring & connection, lighting & etc) must be carried out by the official main contractor.
- C. For additional power points or furniture kindly refer to our Official Contractor.
- D. Setting up and dismantling of booths kindly follow our schedule.

# Rules & Regulations For Electrical Fittings

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

# **Dear Exhibitors**



Nailing / Stapler Gun, Glue Etc On The White Laminated Panels, Aluminum Structures and Reception Tables.

Please Use Only DOUBLE SIDED TAPE

Any Damage To The Laminated Panel of 1M x 2.5M (H) Will Be Charged @ RM80.00 Per Piece.
Other Items Will Be Charged Accordingly.

# by order:



PP EXHIBITION BOOTH SDN. BHD. 276415-V

Star Education Fair 2018 17 & 18 March 2018 (Saturday & Sunday) 11.00am - 7.00pm SPICE Arena (PISA) Penang



# **INSURANCE APPLICATIONS**

# MPI GENERALI INSURANS BERHAD

(Company N0: 14730-T)

**SECTION 149 (A) OF THE INSURANCE ACT 1996:** You are to disclose in this proposal form fully and faithfully all the facts which you know or ought to know as otherwise the Policy issued hereinafter may be deemed as void.

This form must be fully completed and returned to MPI Generali Insurans Berhad. (7) seven days prior to the Exhibition together with full payment made payable to MPI Generali Insurans Berhad as otherwise insurance will not be provided for.

ı	Booth	No:
-		- 1

Company Name:	
Address:	
Postal Code: C	Country:
Tel No: Fax No:	
E-mail:	
Contact Person:	Designation:

# A) ALL RISK INSURANCE (Applicable to Non-stock item only)

Coverage: "All Risks" of loss, destruction or damage by : -

- 1) Fire including lightning, thunderbolt, subterranean fire and explosion.
- 2) Theft accompanied by forcible entry.
- 3) Accident and misfortune.

Extensions : -

- 1) Transit from insured's premises/warehouse to exhibition site.
- 2) During Exhibition period.
- 3) Transit from Exhibition site to warehouse/insured's premises.

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On furniture, fixture, fitting, office equipment and the like	Sum Insured
i.	
ii.	
** Diagon provide details of proporty to be increased an approved approxifithe above	

Premium Rate: 0.50% (Minimum Premium : RM100.00)\*

Excess: RM 500 or 2.5% of Sum Insured whichever is lower

**Example of Premium Computation** 

Sum Insured: RM100, 000

Premium - RM100, 000 X 0.50% = RM500.00\*

# **B) PUBLIC LIABILITY INSURANCE**

Coverage: Indemnify you in respect of your legal liability to a third party to pay compensation for accidental losses, i.e...

- 1) Bodily injury to third party.
- 2) Damage to property of third party caused by/through negligence of you or your employees or by defects in premises.
- 3) Legal cost and expenses incurred for defending the suit.

Limit of liability - (Please Tick ✔)

RM100, 000 (Premium : RM50.00)*	☐ RM200, 000 (Premium :	☐ RM250, 000 (Premium :
Any One Accident	RM100.00)* Any One Accident	RM150.00)* Any One Accident
Unlimited Any One Period	Unlimited Any One Period	<b>Unlimited Any One Period</b>

The amount selected represents the limit payable for any one claim or series of claims arising out of one cause. \*Please include 6% GSTand RM10 stamp duty for each class of insurance. Enquiries: Please call Roslina Ab Wahab at 03 2034 9927or email to roslina@mpigenerali.com. for further information.

Please submit this application to: MPI Generali Insurans Berhad

8<sup>th</sup> Floor, Menara Multi-Purpose

Capital Square, 8 Jalan Munshi Abdullah

50100 Kuala Lumpur, Malaysia

# **DECLARATION**

I/We hereby declare that the above answers and statements are true, and that I/we have not withheld any information whatsoever requested for in this proposal. I/We agree that this Declaration and the answers above given, as well as any proposal or statement made in writing by me/ourselves or anyone acting on my/our behalf shall form the basis of the Contract between me/ourselves and the Company and I/we further agree to accept indemnity subject to the conditions in and endorsed on the Company's Policy and to pay the premium on the inception date of the Policy.

premium on the inception	• •	rendersed on the company of oney and to pr	ay tile
Name of Proposer:			
Signature of Proposer:		Date:	
Company stamp:			

<sup>\*\*</sup> Please provide details of property to be insured on a separate paper if the above column is insufficient.

