

EXHIBITOR FORM

(Complete by exhibitor)

Event/ Exhibition
1st Home & Property Road Show 2018

Event Date
16-18 March 2018

Venue
Boulevard Shopping Mall, Kuching

Exhibitor Name

Person In Charge: _____ Stand No: _____

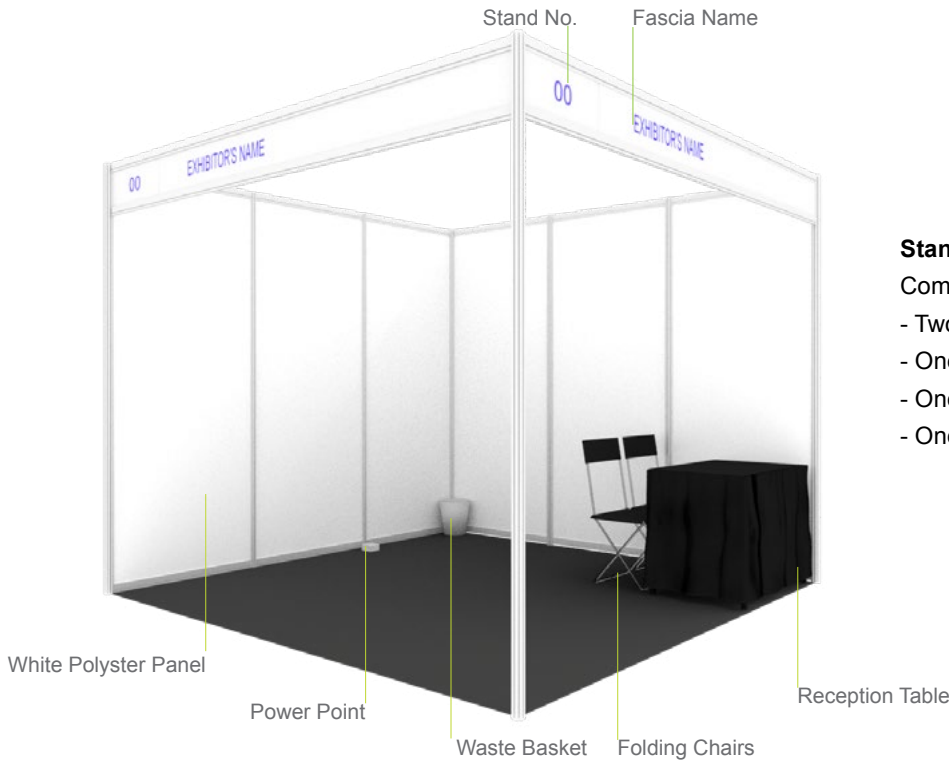
Tel: _____ Fax: _____ Mobile: _____

Email: _____ Signature & Company Stamp:

Name on Fascia Board

Name of company as it should appear on fascia board. **Maximum length 30 Letters. (BLOCK LETTER)**

Only one fascia name is allowed on each exhibiting stand unless approved by the Organizer.



Standard Shell Scheme (3m x 3m)

Comes with:

- Two Folding Chairs
- One Reception Table
- One Waste Basket
- One 13 AMP/240V Socket Outlet

IMPORTANT!
 This form must be reached
 the contractor before:
 3 March 2018.

Please send/fax this form to:

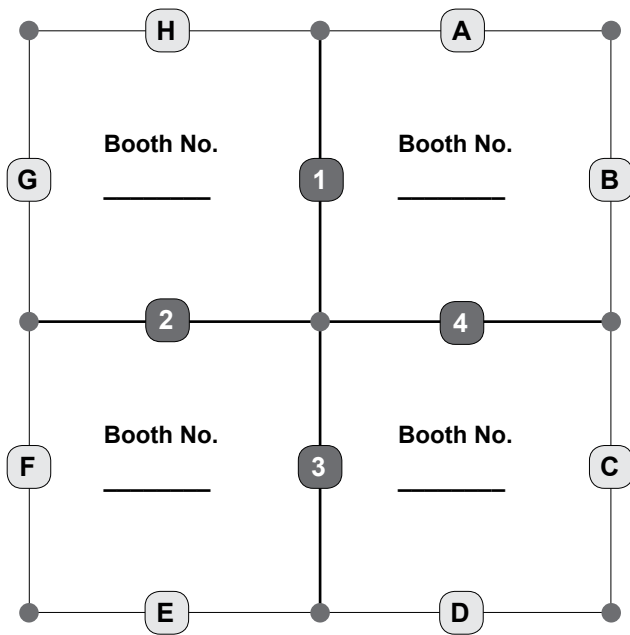
T.E.E.M. Event & Exhibition Management Sdn Bhd

Tel: **+6082-330559**

Fax: **+6082- 331559**

Email: **info@teem.com.my**

Panel Removal



Panels to be removed:

please (✓) where applicable

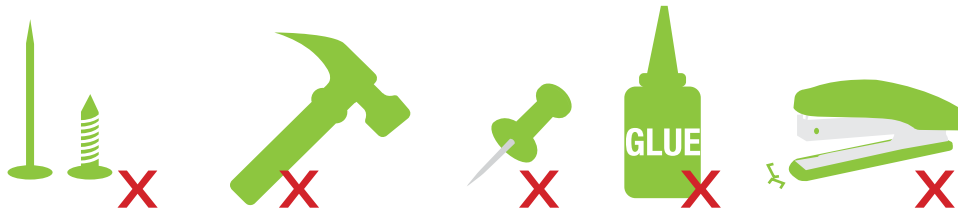
- | | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Fascia A | <input type="checkbox"/> Panel 1 |
| <input type="checkbox"/> Fascia B | <input type="checkbox"/> Panel 2 |
| <input type="checkbox"/> Fascia C | <input type="checkbox"/> Panel 3 |
| <input type="checkbox"/> Fascia D | <input type="checkbox"/> Panel 4 |
| <input type="checkbox"/> Fascia E | |
| <input type="checkbox"/> Fascia F | |
| <input type="checkbox"/> Fascia G | |
| <input type="checkbox"/> Fascia H | |

1. Removal of fascia including removing the aluminum structure, no fascia name will be displayed.
2. Any request other than above, please contact our person in charge.

Dos & Don'ts Guidelines for Exhibitors - Exhibition Booth

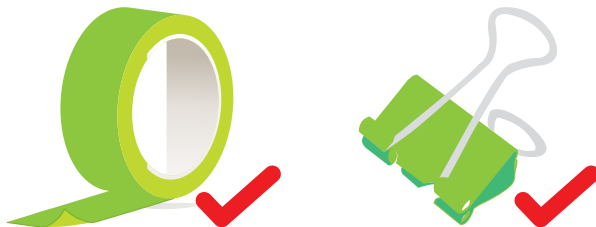
✗ DON'T's

Nailing/Pin, staple, hammering, glue & etc. on the white laminated panels, aluminium structures, reception tables and chairs.



✓ DOs

Use Acrylic tape or binder clip ONLY identified by organizer. Acrylic tape can be purchased from organizer.



Any damage to the laminated panel will be charged at RM150 per piece & other item will be charged accordingly.

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Non- Official Contractor Form

Event/ Exhibition
1st Home & Property Road Show 2018

Event Date
16-18 March 2018

Venue
Boulevard Shopping Mall, Kuching

Exhibitor Name: _____

Person In Charge: _____

Booth No: _____

Tel: _____ Fax: _____ Mobile: _____

Email: _____

Signature & Company Stamp:

IMPORTANT!
This form must be reached
the contractor before:
3 March 2018.

Please send/fax this form to:

T.E.E.M. Event & Exhibition Management Sdn Bhd

Tel: **+6082-330559**

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The following company will be our contractor for stand building and/or other display work.

Company Name: _____

Person In Charge: _____

Tel: _____ Fax: _____ Mobile: _____

Email: _____ Signature & Company Stamp:

ADMIN FEE & PERFORMANCE BOND

Non-official Contractors is required to pay a Non-Refundable ADMIN FEE and Refundable PERFORMANCE BOND to the Official Contractor. Admin Fee of RM 20.00 Per Square Metre (Non-Refundable) to Independent Contractors who are constructing for their Exhibitor's Stands.

Please issue two separate cheques payable to T.E.E.M. Event & Exhibition Management Sdn. Bhd. for (1) Performance Bond and (2) Administration Fee & Contractor Pass.

Performance Bond : **RM100.00** per sq. m x _____ sq.m = RM _____

Administration Fee : **RM21.20[^]** per sq. m x _____ sq.m = RM _____

Contractor Pass* : **RM10.60[^]** x _____ pcs = RM _____

* Non-official contractor is entitled to 2 FREE contractor passes per 9 sq.m area.
Additional Pass cost RM10.00 each.

[^] GST Included.

Total Payable = RM _____

OTHER ELECTRICITY CONSUMPTION

Contractor is required to submit detailed 3d layout and total electricity consumption.

• 13 Amp Power point x _____ (qty)

• Spot light x _____ (qty) _____ (Watt)

• Other Electrical Equipment (including wattage):

Non- Official Contractor Form

Note:

- 1) **Customized Stand;** All customized stand must come with underlay (PVC sheet, platform & carpet or parquet).
- 2) Bare space consists of **SPACE ONLY** with **NO** florescent light, folding chairs, information counter, power point or needle punch carpet.
- 3) **Stand Boundaries and Design Restrictions;** No exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
- 4) **Fire Regulations;** All materials used in stand construction must be fireproof to normal international standard and also in accordance with local regulations.

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Boulevard Shopping Mall, Kuching

IMPORTANT NOTICE:-

This form must be reached the official contractor Not later than **3 March 2018**.

All non-official contractors are **COMPULSORY TO EMAIL STAND(S) DESIGN** to **T.E.E.M. Event & Exhibition Management Sdn. Bhd.** at info@teem.com.my or submit the original copy of designs for approval, otherwise we will not responsible for any instruction by the organizer or hall management to amend the booth structure during on-side due to public safety purposes.

For **Shell Scheme Stand**, drawing are only required if upgrading work is being carried out.

Furniture Rental Form

IMPORTANT! Please return this form to T.E.E.M. Event & Exhibition Management Sdn Bhd or fax to +6082-331559 before 3 March 2018.

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Exhibitor Name:

Person In Charge: _____ Booth No: _____

Tel: _____ Fax: _____ Mobile: _____

Email: _____ Signature & Company Stamp:

Item Description	Code No	Unit Cost		Qty Required	Total Cost (RM)
		Before 03/03/2018	03/03/2018 Onward		
Reception Table (1 1/2' x 3')	TF01	RM50.00	RM100.00		
Folding Chair	TF02	RM15.00	RM30.00		
Chrome Chair	TF03	RM50.00	RM100.00		
Round Coffee Table	TF04	RM90.00	RM180.00		
Tall Coffee Table	TF05	RM100.00	RM200.00		
Showcase [500mm(w)x1000mm(h)x1000mm(d)]	TF07	RM350.00	RM700.00		
High showcase w/o Lighting [1000mm(w)x500mm(h)x2410mm(h)]	TF09	RM400.00	RM800.00		
Low Bar Stool	TF10	RM35.00	RM70.00		
High Bar Stool	TF11	RM50.00	RM100.00		
High Bar Stool w Back Rest	TF12	RM55.00	RM110.00		
Counter Stool	TF13	RM 100.00	RM200.00		
Coffee Table	TF14	RM 80.00	RM160.00		
Bunting Stand	TF15	RM30.00	RM60.00		
Zig Zag Brochure Stand	TF16	RM120.00	RM240.00		
Reception Counter [1000mm(w)x1000mm(h)x500mm(d)]	TF17	RM120.00	RM240.00		
Potted Plant	TF21	RM35.00	RM70.00		
Needle Punch Carpet c/w Underlay	TF22	RM50.00/ sq.m	RM100.00/ sq.m		
Stainless Steel Arm Chair	TF23	RM80.00	RM160.00		
Gilbert Chair	TF24	RM35.00	RM70.00		
Total without GST					
6% GST					
30% Security Deposit of Total without GST (Refundable)					
GRAND TOTAL					



TF01

Reception Table Come With Table Cloth



TF02

Folding Chair



TF03

Chrome Chair



TF04

Round Coffee Table



TF05

Tall Coffee Table



TF07

Showcase



TF09

High Showcase w/o Lighting



TF10

Low Bar Stool



TF11

High Bar Stool



TF12

High Bar Stool w Back Rest



TF13

Counter Stool



TF14

Coffee Table



TF15
Bunting Stand



TF16
Zig Zag Brochure Stand



TF17
Information Counter
1030(w) x 540(d) x 760(h)



TF23
Stainless Still Arm Chair



TF24
Gilbert Chair

TERMS & CONDITIONS

1. Items are supplied on rental only. Exhibitors are not allowed to point or hammer nails on the partition walls. Please use acrylic tapes or hooks to hang all poster or plans. Any damaged or lost items will be charged accordingly.
2. All furniture ordered must be supplied and installed by the Official Contractor.
3. All orders must be accompanied with full payment either in cash or cheque payable to **T.E.E.M. Event & Exhibition Management S/B** before **3 March 2018**.
4. Order without remittance will not be entertained.
5. * 50% of extra surcharge applies on order that made after **3 March 2018** or during event.
6. A cancellation fee of 50% of rental price will be levied for all orders received with confirmed and paid payments.
7. No rebate can be extended for any standard shell scheme service and material on unutilized.
8. Where it is not otherwise stated, the prices are for the duration of the exhibition.

Electrical Items Rental Form

IMPORTANT! Please return this form to T.E.E.M.
Event & Exhibition Management Sdn Bhd or
fax to +6082-331559 before 3 March 2018.

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Exhibitor Name:

Person In Charge: _____ Booth No: _____

Tel: _____ Fax: _____ Mobile: _____

Email: _____ Signature & Company Stamp:

Item Description	Code No	Unit Cost		Qty Required	Total Cost (RM)
		Before 03/03/2018	03/03/2018 Onward		
40w Fluorescent Light	TE01	RM50.00	RM100.00		
60w Spotlight	TE02A	RM60.00	RM120.00		
100w Spotlight	TE02B	RM70.00	RM 140.00		
13 Amp/230v Power Point	TE03A	RM50.00	RM100.00		
15 Amp/230v Power Point	TE03B	RM75.00	RM150.00		
30 Amp/230v Power Point	TE03C	RM800.00	RM1600.00		
Single Line Connection (15Amp) c/w DB	TE04	RM600.00	RM1200.00		
Industrial Fan	TE05	RM60.00	RM120.00		
Balloon Pump	TE06	RM80.00/ per day	RM160.00		
50w Halogen Down Light	TE07	RM100.00	RM200.00		
60w Long Armed Spotlight	TE08A	RM60.00	RM120.00		
300w Floodlight	TE09	RM180.00	RM360.00		
400W Floodlight	TE10	RM150.00	RM300.00		
LCD Projector (3000 Lumen)	TE11	RM250.00 (per day)	RM500.00		
8' x 8' White Screen c/w stand	TE12	RM100.00	RM200.00		
DVD Player	TE13	RM50.00	RM100.00		
40" LED TV c/w Stainless Steel Stand	TE14	RM300.00 (per day)	RM600.00		
15 Amp SPN Switch Socket Outlet	TE15	RM80.00	RM160.00		
Light Connection only (Max 100w per fitting)	TE16	RM80.00	RM160.00		
Total without GST					
6% GST					
30% Security Deposit of Total without GST (Refundable)					
GRAND TOTAL					



TE01
40w Fluorescent Light



TE02
60w/100w Spotlight



TE03
13 Amp/ 230v Powerpoint



TE04
Single Line Connection 13 Amp



TE05
Industrial Fan



TE06
Balloon Pump



TE07
50W Halogen Down Light



TE08
60W/100W Long Arm Spotlight



TE09
300W Floodlight



TE10
400W Floodlight



TE11
LCD Projector (3000 Lumen)



TE12
8' x 8' White Screen c/w stand



TE13
DVD Player



TE14
40" LED TV c/w Stainless Steel Stand



TE15
15 Amp SPN Switch Socket Outlet

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Printing Price List

	Sticker (per sq. ft)		Tarpaulin (per sq. ft)	
	Before 03/03/2018	03/03/2018 Onward	Before 03/03/2018	03/03/2018 Onward
Inkjet Printing	RM5.00	RM10.00	RM3.00	RM6.00

Lamination & Mounting Material

	Sticker (per sq. ft)		Tarpaulin (per sq. ft)	
	Before 03/03/2018	03/03/2018 Onward	Before 03/03/2018	03/03/2018 Onward
Lamination	RM2.00	RM4.00	--	--
Foam Core (max 3' x 6')	RM5.00	RM10.00	RM3.00	RM6.00
Compress Foam (max 3' x 6')	RM4.00	RM8.00	RM4.00	RM8.00
Poly-Carbonate (max 4' x 39')	RM8.00	RM16.00	RM8.00	RM16.00
High Impact Sheet (max 4' x 6')	RM10.00	RM20.00	RM10.00	RM20.00

Please note:

- * **50% of extra surcharge applies on order that made after 3 March 2018 or during event.**

- Price quoted above does NOT include the following:

1. Stickers and mounting workmanship of RM2.00 per sq.ft
2. Delivering charge to site, RM60.00 per trip
3. Editing, resizing, touch-up or any amendment to the artwork. (min charge of RM100.00 / per hour)

- Prices of goods listed above are GST excluded.

- Printing quality depends on the file sent by client. We take no responsibility on blurring image or low legibility text if artwork provided is too low resolution or at inappropriate document size.

- File format: All files format must be in TIFF, PDF, EPS, AI, IDD, PSD, PNG or JPEG.

- All raster files' document sizes must be same as final printing size at 100 dpi (for digital print) or 300dpi (for offset printing). The same applies to all linked files in vector artworks.