

STANDARD SHELL SCHEME BOOTH (3M X 3M)	
One (1) E-System Table	One (1) Waste Paper Basket
Two (2) Folding Chair	Pre-Fabricated Panel System
One (1) 13amp Power Point	One (1) Set Fascia Board Name
Two (2) Flourecent Tube	9 Sqm Carpeted Floor

Dear Exhibitor,

1.
 - Exhibitor are not permitted to fix their own cable
 - Power point supplied are used for running equipment / exhibits only.
If used for any lighting purposes, lighting connection charge will apply.
 - Multi socket point are stricly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause of damage and inconvenience to other exhibitor. Exhibitors whose electrical fixtures are found to have been the cause of trip in power supply will be responsible for re-connection charge.

2. All items ordered are on rental basis and exhibitor will be responsible and liable for any damage or loss.

3. Any complains regarding furniture rental or installations must be lodged the day before the exhibition commences.

4. Please indicate your requirements on the following pages and return the form and all relevant services order form no later than **14 Days Prior to Event**
 - A. Form for Fascia Board Name
 - B. Form for Product(s) Rental

5.
 - Order / Payment received after the deadlines are subjected to an additional **20% Surcharge** except for lighting connection.
 - 50% Surcharge will be accompanied with full payment in cash to :-
Instant Exhibition Services Sdn Bhd
or Direct bank in to :-
Account Name : Instant Exhibition Services Sdn Bhd
Bank : Alliance Bank
Account No. : 100110013296371

REMARK :

For direct bank in, please fax over the transaction slip to 088 430 119 together with your order.

DEAR EXHIBITORS



Nailing/Stapler gun, Glue, etc. on the white laminated panels, aluminium structures and reception tables are prohibited.



Please use only double sided tape.

Any damage to the laminated panel of 1m x 2.5m (H) will be charged @ RM 110.00 per piece.

Other items will be charged accordingly.



instantexhibition.com

Instant Exhibition Services Sdn Bhd (779951-M)

No. 14 Taman Jaya Usaha,
Mile 5 1/2, Tuaran Road,
Inanam 88450
Kota Kinabalu, SABAH.
Tel : 088 438 119
Fax : 088 430 119

www.instantexhibition.com

Kindly contact your:

Leading crew - _____

Standby crew - 1. _____

2. _____

3. _____

4. _____



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A. FASCIA BOARD NAME

- 1. Organization :
- 2. Address :
- 3. Tel No. :
- 4. Fax No. :
- 5. Contact Person :
- 6. Mobile no. :
- 7. Occupying Booth No :
- 8. Name on Fascia Board (Maximum 30 Characters)

IMPORTANT REMARKS:

Every exhibition booth will come with 1 set (2 sets for corner booth) of company name on fascia board. This form should be returned to the above mentioned address no later than two (2) weeks prior to commencement of the event.
Any changes on site will be charged of RM45 per set of company name accordingly.



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B. PRODUCT(S) RENTAL FORM

1. Organization :
2. Address :
3. Tel No. :
4. Fax No. :
5. Contact Person :
6. Mobile no. :
7. Occupying Booth No :
8. Company Stamp & Sign :

FUNITURE				
Code	Description	Price perunit	Units	Amount (RM)
F1	Banquet Chair (Red)	8.00		
F2	White Folding Chair	8.00		
F3	Black Folding Chair	8.00		
F4	Banquet Chair with Cover	12.00		
F5	Cusion Bar Stool	30.00		
F6	"S" Bar Stool	40.00		
F7	Oscar Bar Stool	50.00		
F8	Black Sofa Single Seat	150.00		
F9	Aluminium Table	80.00		
F10	Tall Round Table	120.00		
F11	Bar Table with Cloth	150.00		
F12	Crystal D3 Table	150.00		
F13	Banquet Table	40.00		
F14	Coffee Table	100.00		
F15	Zig-Zag Brochure	90.00		
F16	Carpet	1.20 sqft		
F17	Cloth Tape	6.00 / Roll		
F18	Dustbin (Normal)	3.00		
F19	Bunting Stand	25.00		
TOTAL :				

OCTANORM SYSTEM				
Code	Description	Price perunit	Units	Amount (RM)
S1	Info Desk	45.00		
S2	Reception Counter	100.00		
S3	Low Lockable Cupboard	100.00		
S4	Tall Lockable Counter	170.00		
S5	Curve Reception Counter	250.00		
S6	Curve Counter	250.00		
S7	Low Show Case	150.00		
S8	Fomaica Coffee Table	30.00		
S9	Low Display Cube	30.00		
S10	Medium Display Cube	50.00		
S11	High Display Cube	60.00		
S12	Light Box	180.00		
S13	Barricade	40.00		
S14	Barricade V Tape	30.00		
S15	Shelve Rack	30.00		
S16	Information Display Board	80.00		
			TOTAL :	

ELECTRTICAL AND ELECTRICAL APPLIANCES				
Code	Description	Price perunit	Units	Amount (RM)
E1	Fluorescent Light	15.00		
E2	White Long Arm Spotlight	60.00		
E3	Long Arm Flood Light	80.00		
E4	Spotlight	60.00		
E5	RIO Spotlight	60.00		
E6	Halogen Down Light	30.00		
E7	Down Light	50.00		
E8	Metal Halide	250.00		
E9	Metal Halide	150.00		
E10	Highlight	80.00		
E11	Track Light	100.00		
E12	Single Socket For Canopy	40.00		
E13	Powerpoint	40.00		
E14	Powerpoint	70.00		
E15	Double Socket	50.00		
E16	Distribution Box	360.00		
E17	Plasma T.V 32"	550.00		
E18	Plasma T.V 42"	1000.00		
E19	Plasma T.V 52"	1500.00		
			TOTAL :	

TOTAL (RM)	
GST 6 %	
GRAND TOTAL (RM)	

Additional Request :

(If you have any additional request, kindly describe or attached us your visual for quotation)

IMPORTANT REMARK :

- > No Service will be provided until payment received in full
- > Upon receipt of your order, we will issue an invoice for immediate payment.
Receipt is issued on site after full payment has been received and order delivered.
- > Service order received on site subjected to availability and a 50% surcharge

Deadline :

14 Days Prior to Event

For enquiries ;

Contact Person : Yulitha Kissi
Email : yulitha@instantexhibition.com
Telephone : +088 438 119
Fax : +088 430 119
Mobile : +016 832 4721

C. SUB CONTRACTOR PERFORMANCE BOND

Event :
Date(s) :
Venue :

To the event specialist : **Instant Exhibition Services Sdn Bhd**
Fax: 088-438 119
or **email** : admin1@instantexhibition.com

Dear Sir /Madam,

We have appointed the following contractor to construct / decorate our company booth(s) no.....for the above mentioned event.

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

Herewith we submit to you **(1) the detailed drawings** (elevation, layout plans and perspective) with dimensions, illustrating the design of the stand for the exhibitions. Relative locations of all equipment/machinery on display, if any are to be depicted on the layout to be official contractor

We also understand to appoint our own contractor to construct our free standing display should place a **(2) refundable Performance Bond** of RM1000 per booth space (3m x 3m) booked **(3) pay a non-refundable administrative fee** of RM20 per square meter of space booked to:

Account Name : **Instant Exhibition Services Sdn Bhd**
Bank : **Alliance Bank**
Account No. : **100110013296371**

We guarantee the proper conduct, schedule of production and observance of the exhibition rules and regulations. Instant Exhibition Services Sdn Bhd, shall not be held responsible for whatever damage cause by my own contractor (detail as above) due to reasons beyond your control.

Your Truly,

Name :
NRIC :
Position :
Company :
Company Stamp :