



**23<sup>rd</sup> - 25<sup>th</sup> AUGUST 2024**  
**KLCC CONVENTION CENTRE**  
**HALL 8A - 8C**

**EXHIBITOR'S MANUAL**




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## Section 1: General Information

This handbook acts as a guide to aid exhibitor's planning for the **ESTRO MEETS ASIA 2024**. It contains important information and details which will need your attention leading up to this fair. Please pay special attention to the forms and submission deadline. However, if you cannot find the information you need in this manual, please do not hesitate to contact the relevant party directly.

### Exhibition Important Contacts

 <p><b><u>ORGANIZER</u></b></p> <p><b>EUROPEAN SOCIETY FOR RADIOTHERAPY AND ONCOLOGY</b></p> <p>Avenue Marnix 17, 1000 Brussels - Belgium</p> <p>Attn : Ms. Hande Van Gestel Tel: +32 - 47161 1367 Email: <a href="mailto:hyilmaz@estro.org">hyilmaz@estro.org</a></p>	 <p><b><u>OFFICIAL CONTRACTOR</u></b></p> <p><b>ES EXHIBITION SERVICES SDN BHD</b></p> <p>No.8, Jalan 4/118B, Desa Tun Razak, 56000 Kuala Lumpur.</p> <p>Attn : Ms. Mandy Leong Tel : +603 - 9172 1598 Email: <a href="mailto:mandy@es-corp.co">mandy@es-corp.co</a></p>
 <p><b><u>VENUE</u></b></p> <p><b>KUALA LUMPUR CONVENTION CENTRE</b></p> <p>Kuala Lumpur Convention Centre, Kuala Lumpur City Centre, 50088 Kuala Lumpur.</p> <p>Tel: +603 - 2333 2603 Fax: +603 - 2333 2729 Email: <a href="mailto:exhservices@klccconventioncentre.com">exhservices@klccconventioncentre.com</a></p>	

### Exhibition Schedule

Date	Time	Build-Up
21 <sup>st</sup> August 2024 (Wednesday)	8am - 10pm	Official Contractor Set Up
	12noon - 9pm	Customized Booths Set Up According DIFFERENT Time Arrangement by Official Contractor
	9pm	Halls Cleaning
	10pm	Exhibition Halls Close
22 <sup>nd</sup> August 2024 (Thursday)	8am - 1pm	Final Booths Touch Up
	10am - 6pm	Decorators / Exhibitors Move in
	6pm	Cleaning Halls
	8pm	Exhibition Halls Close
Date	Time	Show Day
23 <sup>rd</sup> - 25 <sup>th</sup> August 2024 (Friday - Sunday)	9am - 6.30pm	Exhibitors Move In
	9.30am - 6.30pm	Visitors Visit Show
23 <sup>rd</sup> August 2024	5.30pm - 6.30pm	Networking Reception
Date	Time	Tear-Down (Immediate)
25 <sup>th</sup> August 2024 (Sunday)	12pm - 8pm	Removal of All Exhibitor's Stuffs/Machines
		Dismantling of All Stand Fitting/Electrical Installation
		All Structure Move Out and Hand Over Exhibition Halls

### Height Restriction & Limitations

Hall	Detail
Hall 8	Maximum Booth Height is <b>5.5mH</b> . If the structure exceeds 4.9m, please submit technical drawing with Engineering Structural Endorsement to official contractor for approval before deadline.
	Design submission is in 1 pdf file, no exceeds 5mb for 1 design, please refer design submission guideline in section appendix.
	<b>Deadline forms &amp; design submission : 1 JULY 2024</b>

### Badges & Vehicle Permit Collection

	Non- official Contractor	Exhibitor
Eligibility	Applicable to non- official contractor engaged by exhibitors.	Applicable to personnel manning exhibition booths.
Validity	Setup & Dismantle date only.	Show days only.
Collection of Badges	Collection date will be sent out by Official Contractor via email.	22 August 2024, 10am to 6pm at Registration Counter.

### KLCC's Exhibitor Services Portal

The KL Convention Centre order form is online now. To access to the system, kindly follow the below step-by step guide:

1. Click on [KLCC Exhibition Services](#) and Sign- Up.
2. Complete required details as a new user on your first visit to the site.
3. Key in your booth/ stand number and click "OK".
4. You will be taken to the homepage to browse and purchase products and services and pay only (as well as the incentive rate deadline).
5. Your order will be sent directly to venue teams to process in readiness and you will also receive an email confirmation.

## **Section 2: Security, Access, Insurance & Entry Points**

### **Security**

All personnel working in the exhibition halls must wear the official **ESTRO MEETS ASIA 2024** badges at all times. Organizer reserves the rights to evict any exhibitors not wearing the official badges together with the lanyard provided.

Exhibitors shall be responsible for all exhibits in transit to and from and within the confines of the exhibition area or venue. The Organizer and hall management will not be responsible for any theft, loss or damage of exhibits/displays during the teardown period advised to monitor their own exhibits/display at all times.

### **Insurance**

Organizer will not be responsible or be liable to any exhibitor, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit or property or injury to person, arising out of or in any way connected with the exhibition. Exhibitors are strongly advised to purchase indemnity insurance to cover public liability and all risk against such loss or damage, risk of fire, injury caused by themselves/employees/agents, natural disaster or any act of God throughout the duration of the exhibition including setup move in and tear down period.

### **Lifts, Escalator & Loading Dock**

Exhibitors or contractors shall not use loading bay for storage / staging of goods or any other purpose than for the prompt loading and unloading of goods. All the necessary unloading or loading of items from or to individual vehicles shall be carried out at loading bay. Trolley are not allowed at common area; Shopping Mall. Restocking activity from loading dock to the booth by using trolley only.

The carting of goods shall only be routed to or from the centre and the exhibition halls. No personal or company's vehicle that is not loading or unloading is allowed to park at loading dock. Car park entrance height is 2 meters.

Due to large amount of non-official contractor and exhibitors move-in and move-out during the set-up and dismantle period, non-official contractors and exhibitors are required to follow the schedule provided by official contractor. To ensure a smooth flow of traffic during setup and dismantle period, non-official contractor and exhibitors is compulsory follow the schedule given by email and subject to prior permission on-site.

Major work construction - wood cutting, painting and angle-grinding is not permitted anywhere within the venue or enclosed loading dock area.

**Only vehicles below 3.5mH are allowed to the loading bay service road. The loading bay service road is 8mH x 6mW. The narrow section behind Link Hall 3 has a low ceiling of only 4 metres in height. Safety goal posts of 4 metres in height are installed before and after the service road of Link Hall 3.**

### Section 3: Construction and Booth Fittings

- The standard height for all shell scheme booths is 2.5m (8ft). Any design that structurally exceeds this stipulation must submit an application and seek approval from the official contractor.
- The walls are of white laminate finish. No nailing, drilling or painting to these walls are allowed. Panels can be affixed to these walls with the use of double-sided tapes only. Failure to comply to these stipulations will result in the exhibitors liable for the total loss as a result of these actions.
- **Any damage on the panel will be charged RM 300 per unit** to exhibitors and must be paid on the day.
- Dismantling of inkjet sticker/ poster/ etc is required immediately after the end of exhibition. Exhibitors contravening the rules will be charged cleaning fees / penalty fees (RM150 per panel) at our discretion.
- For shell and upgrade scheme booth - no additional booth, fittings or display may be attached to the shell scheme structure except for those approved by official contractor. Any protruding or cantilever signage must conform to the specifications approved by official contractor.
- No devices, such as electricity cables, water/compressed air pipes and telephone lines inside or near the booth may be removed, cut or diverted without the permission of official contractor.
- Exhibitors or contractors are not permitted at any time to obstruct or allow the obstruction of any aisle space, or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panel, etc. Any encroachment into public aisle ways from an assigned booth area is strictly prohibited. Aisles indicated on the floor plan must be kept clear of all exhibition goods or decorative materials in order to facilitate traffic. All display items like buntings, banners, display cases, products etc should be displayed within own booth area. If they fail to do so, the official contractor reserve the right to charge penalty to the contractor / exhibitors.
- No suspension may be made from the ceiling of the exhibition halls, nor may any fixtures to be made to the structure of the building.
- While using booths or other facilities rented from official contractor or venue management, the exhibitors must return them in good condition and will be responsible for any damages incurred during the period of use.
- Exhibitors have to complete and submit shell scheme/raw space form with booth design to official contractor for approval before submission deadline as per order form. Booth design submission must be in 1 pdf format (less than 5mb) and must followed as sample guideline at section appendix.
- An approved copy of the drawing is needed before the commencement of booth. Official Contractor / venue management reserves the right to reject any contractor and design deemed inappropriate.
- Materials used for lining, drapes or overhead structure as per of the theme for the display must be rendered non-flammable. The use of flammable materials is strictly prohibited unless treated with fire retardant.
- It is imperative that the final outlook of the design structure is identical and similar to the approved design or drawing. Otherwise, venue management or official contractor reserves the right to halt the construction immediately without any notice.
- Failure to obtain written approval can result in costly alteration on site in the event that the designs or installations contravene fire and safety regulations, booth height and boundary or any space contract rules and regulations. Organiser, venue management or official contractor reserves the right to stop and disallow participation in lieu of failure to submit such designs for approval.
- Exhibitors involved in the building of multi-level/ double-decker booths must also submit engineering drawings to guarantee compliance of the static loading standards. The drawing must be accompanied by load calculations carried out only by a certified registered engineer under the Board of Engineers Malaysia (BEM).
- The major painting & spray painting of display and exhibition materials is not permitted in the venue. Only non-toxic, primarily water - based, paints are permitted.
- All construction works for booths etc must be fully completed during the build-up period. No touch up or correction works whatsoever will be permitted one hour before the event.
- Depending on the booth location, all free-standing fittings must be structurally safe and may not exceed the ceiling height of the exhibition hall. In case where a stand design does not comply with the venue's requirements, venue management will require the contractor to obtain a structural engineer's certificate to verify the integrity of the structure or compliance with the relevant legislation.
- Exhibitors /contractors must ensure the removal of all debris, rubbish and packing materials from the premises in fail which a fee will be imposed. Other than that, exhibitors shall not erect any sign, devices or furnishing ornament outside the stand / booth.
- Contractor must sign a written contractor activity sheet to guarantee conduct, proper schedule of production and observance of the exhibition and hall regulation. Only when the performance bond and contractor activity sheet is signed, the contractor will be allowed to bring in their materials to the site or commence work.
- Due to safety reason and parking restriction, exhibitors or/and contractors are not allowed to park at loading bay throughout the actual event period. Any replenishment of stocks at the loading dock, please seek approval from venue management or official contractor. In the event of misconduct, hall management shall proceed to clamp any vehicle parked at the loading bay and a fine will be imposed for every release of the clamp.

- For booths whose height will go beyond the booth height of its neighbouring booths, the back portion of their fascia or backboard which could be seen from neighbouring booths should be fully painted in white only with no branding. If an unfinished portion of the booth or exhibit display is exposed, the booth contractor must make it presentable at the exhibitor's expenses.
- Customized structures located on venue's carpeted / tiles flooring must have underlay within the booth area and adequate floor protection before construction starts. Contractor have to install platform / underlay within booth area as well for special requirement from venue management. Underlay must be a minimum thickness of 12mm.
- Floors and platforms made of natural timber must be a minimum thickness of 25mm and chipboard or Melamine not less than 18mm. Corners to be rounded off or covered with plastic guards or preferably have bevelled edges to ensure safety risks related to sharp stand corners are minimised while maintaining professional standards. Drugget (protective covering type of material), linoleum or other approved floor coverings shall be properly secured or weighted at the edges to eliminate rucking.

### Information must be submitted for customized booth :

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation. Must specific the exact height in elevation view.
- Description of materials to be used for the stand construction and Building Methodology.
- A plan showing its location within the exhibition. Indicate in the plan about underlay/platform especially build it within carpeted flooring.
- A risk assessment, to include fire hazards and method statement.

### Information must be submitted for full-enclosed, covered booth with solid ceiling, roofed structure and hanging structure :

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
- Roof loading and structural calculations.
- Specifications of the materials used.
- A risk assessment, to include fire hazards and method statement.
- Structural Engineer's Certificate to the venue management no later than fourteen (14) days prior to the event build-up.
- A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment smoke detector, portable CO<sub>2</sub>, dry chemical extinguisher or sprinkler system.

### Information must be submitted for Double Storey booth :

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each storey.
- Elevations including full steelwork and staircase details.
- Width and position of gangways within the stand.
- Floor and/or roof loading, specifications of the material used, structural calculations.
- The maximum number of public visitors allowed entry to the 2<sup>nd</sup> floor or upper level.
- A risk assessment, to include fire hazards and method statement.
- Sufficient illuminated exits signs positioned so that they can be seen to facilitate escape in an emergency.
- Written confirmation from a Structural Engineer's Certificate, with adequate professional indemnity cover, that the design is safe for its purpose, must be supplied together with the Structural Engineer's Certificate to the venue management and official contractor no later than fourteen (14) days prior to the event build-up.
- Double-storey structure is required to provide additional smoke detector and fire extinguishers - A:B@€ dry powder type or CO<sub>2</sub> type.
- Where more than 50 people can occupy the upper level, the venue management requires a minimum of two separate staircases leading from the ground floor to the upper level.

### Administration Fees and Performance Bond :

- Non-refundable **administration fee of USD 9.50 per square meter** is payable to the official contractor by contractor for liaising with and including securing approval from relevant authorities. Non-official contractor is required to place a **refundable performance bond of RM10,000.00 per one exhibiting company** or **RM20,000 (for double deck structure)** to ES EXHIBITION SERVICES SDN BHD before permission is granted for the contractor to be allowed to bring n materials into the hall to commence work.
- Contractor will also have to bear any charges levied by the venue management for any damages caused to their property, flooring for debris not cleared away and other reasons. The performance bond will be cancelled for the contractor after the exhibition if the booth is completed on time, and no damages are caused. If contractor does not clear their booth in the given time frame, the performance bond will be deducted accordingly without prior notice.



- Please submit rental order payment before the deadline. Official contractor reserves the right to stop the contractors from moving in if the above mentions are not received before deadline. Those **order form submitted after the deadline is subject to 50% surcharge.**
- Non-official contractors and exhibitors are not allowed to take the vehicle permit and contractor badges if the payment not received in full.

### Audio Visual Equipment / Sound (Noise) Level :

- Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and / or sequential sounds/ noise is not permitted without prior approval from the Organiser and Centre.
- Demonstrations: Exhibitors are required to ensure all AV equipment used for marketing purposes is maintained at comfortable volume levels. Any audio system or electronic device that is deemed disruptive to the standard conduct of business of the exhibition or organizer/venue will not be tolerated and will be removed from site, this includes noisemakers such as whistles, vuvuzelas, horns, etc.
- Sound levels: AV presentations must be muffled so that noise does not interfere with other Exhibitors. Extremely loud noises such as bells, sirens, buzzers etc. will not be permitted in order that a professional atmosphere be maintained. Music or noise emitting from exhibition booth cannot exceed 70 decibels (A).Organizer and venue management reserves the right to reduce the sound levels, restrict and/or switch off any AV displays deemed disruptive.
- Music & film copyrights: Exhibitors who wish to utilise audio and/or visual aids in the exhibition in relation to the sound tracks of videos and music must ensure that the use thereof will not infringe on the copyrights of others. Exhibitors are advised to contact the regulating authority regarding the procedures for application of a “Copyright Music Licence”.
- Projectors and/or screens: Viewing areas should not result in people causing congestion in aisles. If you have a large viewing screen make sure it can be enclosed or draped for better viewing.
- All AV equipment and console must be properly arranged. For safety and aesthetics, use cable protectors to cover cables running.
- Live Broadcasting: must seek prior approval from Organizer and venue management.
- Outsource AV Supplier: Supplier must comply to venue in house rules and regulations.

### Catering - Food & Beverages / Food Sampling :

- As per SOP, all foods are encouraged to be served in food box. Service staff must wear glove and face shield at all times.

### Scaffolding / Ladder :

- Only aluminium scaffolding/aluminium ladder/steel ladder are allowed to use in the hall.
- All scaffolding or temporary seating must be erected by a licensed person in accordance with the manufacturer’s instructions and certified by an engineer in writing; also a hand-over certificate must be completed. A copy of engineer’s certifications and hand-over certificates must be provided to Centre’s Health & Safety Officer at least 24 hours. Scaffolding that is above 2 meter height must be inspected by certified scaffolder registered with DOSH and scaffold tagging must be display on the structure itself.
- Contractors working at height on the scaffolding must be equipped with proper PPE(Personal Protective Equipment)

### Smoking Policy :

- Please note that venue is a smoke-free venue. As per Government legislation no smoking is permitted within the venues. Failure to comply with these regulations could lead to possible prosecution. Any electronic, e-cigarettes, e-cigars and vape pens to be treated under the same regulations that apply to normal cigarettes.

### Complaint / Claim :

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



#### Section 4: Electrical Contractor & Installation

- Official contractor has been appointed to undertake all electrical work on-site to all shell scheme and raw space booths including lighting installation, wiring and connection, etc. For safety reason, no other electrical contractor will be permitted to carry out any electrical works on-site.
- 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.
- One power point must be used for one exhibit at a time. No multi-plugs are allowed as it may cause an overload, electrical tripping and machines/items damaged, which requires several hours to restore. Organizer and official contractor do not undertake any responsibility if the machines or items damaged by electrical tripping or overload.
- Contractor and exhibitors who provide their own lighting fixtures will be charged the lighting connection. Each lighting connection charged per item which is in maximum 100watt per fixture.
- Lighting connections and LED lighting connections are charged according to the number of tubes, bulbs, and per meter run for strip lighted on the stand. Light boxes are charged according to the number of tubes in each light box. Exhibitors or contractor is strictly not allowed to use power point for lighting items.
- All electric lighting must be at least 2.2 metres above floor level. All lighting must be kept to within the confines of the exhibition booths, no lighting shall protrude out into the aisle ways.
- Contractor are compulsory to order temporary power if required power for set up and dismantle.
- Exhibitor / contractor are required to order sufficient power supply for any machine / cooking and boiling item to avoid electrical tripping.
- Exhibitor / contractor are required to order sufficient 15A/230A power points only for LED Screen.
- Official contractor / Organiser / Venue reserves the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chargeman is dangerous or likely to cause annoyance to visitors or other exhibitor.

## Section 5: Important Information

This section highlights information that exhibitors should be fully aware of during the exhibition. This is to avoid any confusion during exhibition, and it is therefore imperative that exhibitors understand this section. Any enquiries should be referred to the organizer/official contractor.

### BALLOONS

Exhibitors wishing to use balloons must get permission from official contractor/hall management one (1) month prior to the build-up date. The written request shall contain the following:

- Location of stand displaying the balloons
- Types and sizes of balloons
- 3D photo of balloons
- Types of gas used

Toy balloons containing HELIUM are prohibited. The placement of balloons should not obstruct the view of the CCTV cameras and the water sprinkle system.

### AIR CONDITIONING

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

### EXHIBITION MANAGEMENT

Organizer reserved the rights to be the sole judge of any exhibits and may at its sole discretion, require any exhibit to be immobilised or removed.

### ANIMALS

Live animals are not permitted in the venue (unless the animal are connected with the purpose of the exhibition).

The Organizer shall not be liable to or be responsible in any manner whatsoever for any loss or damage to the exhibitor's property (including the exhibition materials) or any part thereof howsoever caused whether by the aforesaid official contractor or the freight forwarder or arising from or during the moving, transportation or shipment to or from the exhibition premises or otherwise.

### STORAGE

No storage facilities are provided to all contractor / exhibitors.

### DISTRIBUTION OF BROCHURES

The distribution of brochures is permitted only at the stand space itself. Exhibitors are not allowed to distribute their flyers outside their stand area.

### PROMOTION MATERIALS

Exhibitors are not permitted to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire horse and fire extinguisher cabinets and building control access doors or panels. Promotional floor stickers are not permitted on floors.

### LEFTOVER GOODS IN THE VENUE / HALL

Exhibitors who need the contractor to keep their goods will be charged base on quantity of the goods, transportation storage and labour. Exhibitors are not allowed to bargain for the charges.

### PUNCTUALITY

Exhibitor / Contractor who are unable to complete the booth during the set up / dismantle in the given time frame, hourly penalty per booth will be charged by cash on site from either one parties.

### EXHIBITORS' HAND-CARRY PROCEDURES

To ensure a trouble-free build, exhibitors and stand contractors must adhere to access times specifies in the Manual. Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanise equipment. Examples of acceptable hand-carried materials include boxes, suitcase or fibreboard shipping cartons, portable displays on wheels and small luggage bags.

Exhibitors may use the guest lifts to transport materials that can be hand-carried to their booths. The following items are not considered hand-carried items: two-wheel dolly loads, carts and crates.

**EXHIBITORS' DELIVERIES AND FREIGHT**

Advance deliveries and freight shipment are not permitted prior to the move-in date. If exhibitors have any concerns regarding timing, shipment and transportation, please contact your Show Organiser or Official Freight Forwarder.

Use of your own forklifts, tow motors, cranes, dollies and pallet jacks are not allowed under circumstances. In the event that the exhibits (e.g. machinery, tool and equipment) require to be moved-in/out and cannot be hand-carried, please contact Freight Forwarder the official show freight forwards.

**FIRE SAFETY**

All fire protection systems, exits and evacuation routes must not be obstructed. No item may remain within 3 meters of any exit. Storage of any combustible materials within the venue is prohibited. Likewise, any toxic or hazardous material which may include flammable liquids and compressed gas prohibited. Should any exhibitors wish to use gas stove which uses only gas canisters or cylinders, kindly inform the Organizer or Official Contractor for approval.

**EMERGENCY EVACUATION PROCEDURE**

Organiser and official contractor have an emergency evacuation plan to enable successful evacuation of staff, exhibitors and visitors in the case of fire or other emergencies.

**ACTION UPON HEARING THE FIRE ALARM**

- Upon the sounding of the emergency tone, immediately stop any ongoing activities.
- Stay at your location and wait for instruction from the floor warden or the PA system.
- After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area.

**EVACUATION ASSEMBLY AREA**

- Organiser, exhibitors, visitors and contractors in any hall or any part of the centre must be assembled at the nearest assembly area.
- The evacuation route and assembly area are outlined on the maps shown.
- The map should be studied by all exhibitors, contractors and all their staff or agents as part of their familiarisation with the venue physical infrastructure.

**MACHINE / EQUIPMENT**

Any piece of equipment, display, vehicle, or machinery to be displayed inside the Centre which weighs over two (2) tons, including transport vehicles must be approved by Centre's/ Management no less than fourteen (14) days prior to move-in.

**CHEMICALS**

To ensure compliance with safety regulations, exhibitors are required to submit full details regarding the use of hazardous substances prior to exhibition.

**AIR COMPRESSOR**

There is no permanent compressed air supply in the Exhibition Halls. Exhibitors must make arrangement for the supply of compressed air. Air compressors are to be placed at the loading bay area and hose-piped through the service trench to the booth. Only electric air compressors are allowed to be used or displayed in the booth. Please refer to the Air Compressor Permit Form for more information. Please refer Official Contractor to get trench plan for the particular booth.

## FORM 1 - SHELL SCHEME FORM

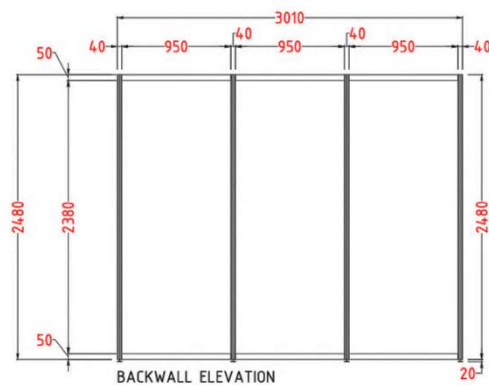
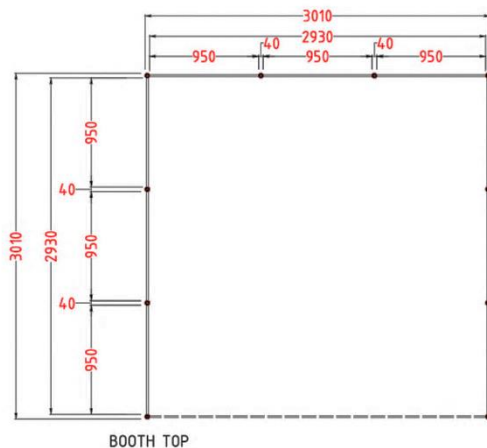
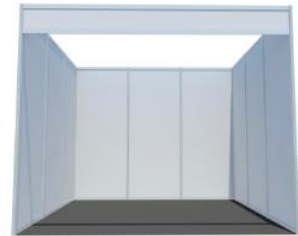
- Form submitted after deadline **1 JULY 2024** is not guarantee.
- Fascia name is all in capital letters and couldn't be changed once the form is submitted to Organizer/Official Contractor.
- Fascia name amend/exchange is not allowed during on-site. (Unless there is any mistake on spelling error).
- Chinese fascia name will be charge RM50 per wording.
- Nailing, drilling and any other modification on the Shell Scheme panels are **STRICTLY PROHIBITED**. Any damage done on the panels shall be charged RM300 to exhibitors.
- ONE company name to be appeared on each board. Additional company name (even on different board) subjected to charge by the official contractor and approval from organizer.

### Fascia Name (Please fill in):

Fascia wordings are only allowed on each shell scheme's exhibiting stand and it shall not be more than 48 letters.


### Each 9 sqm Shell Scheme Booth comes with:

- Back and Side Walls :** 2.44m (8ft) high white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 950mm x 2380mmH.
- Fascia Board :** 3m x 330mmH with company name and booth number.
- Lightings :** 2 x Fluorescent Light.
- Power Point :** 1 x 4A/230V - not for lighting purpose.



### Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Kindly submit the completed form before **deadline 1 JULY 2024** to:

Attn: Ms. Mandy Leong

ES Exhibition Services Sdn Bhd

Tel: 603 - 9172 1598

Email : [mandy@es-corp.co](mailto:mandy@es-corp.co)

### FORM 2 - RAW SPACE FORM

- Forms and customized booth design submitted after deadline **1 JULY 2024** are subject to the price list below which inclusive **50% surcharge**.
- 50% surcharge of the cancelled item/s** will be incurred after forms are submitted to official contractor.
- Order without payment will not be guaranteed. Kindly submit the bank in slip once payment is done and collect original invoice at Technical Services Counter. No refund will be made for services installed but not utilized during the 1setup or show day.
- Organizer or Official Contractor reserve the rights to stop any exhibitor/non-official contractor from working within the exhibition hall before their stand design / drawings are approved, late submission or and any other reasons.

#### Contractor Information (Fill in if not same as billing information)

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

#### Contractor Badges & Administration Fee (Non-Refundable)

Contractor Badges	Payable By (Company Name)
( ) unit x USD 6.50 = RM	
NOTE: Contractors without badges will not be allowed into the Exhibition Hall. Badges after deadline is RM50 per unit.	
Administration Fee	Payable By (Company Name)
( ) sqm x USD 9.50 = RM	
NOTE: Administration Fee will be charged 8% SST in the invoice.	

#### Performance Bond (Refundable)

Performance Bond	Total	Tick (✓)	Payable By (Company Name)
Single Deck Structure	RM10,000		
Double Deck Structure	RM20,000		
NOTE: Please separate the cheque for Performance Bond with other payment.			

- Non-Official Company will have maximum 2 pieces of Non-Official Contractor's Vehicle Permits for Setup & Dismantle.

#### Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Kindly submit the completed form before **deadline 1 JULY 2024** to:

Attn: Ms. Mandy Leong

ES Exhibition Services Sdn Bhd

Tel: 603 - 9172 1598

Email : [mandy@es-corp.co](mailto:mandy@es-corp.co)

## FORM 3 - CONTRACTOR ACTIVITY SHEET



**ES EXHIBITION SERVICES SDN BHD** (402037-T)  
No 7, Jalan 1/118C, Desa Tun Razak, 56000 Kuala Lumpur, Malaysia  
T +603 9172 1598 F +603 9171 5598 E info@es-corp.co  
es-corp.co



ES-A06-F03  
Rev. 8  
2nd April 2018

### CONTRACTOR ACTIVITY SHEET

Please tick accordingly (✓)

☐

Sub - Contractor

☐

Non - Official Contractor

Person In-Charged : \_\_\_\_\_ Phone No : \_\_\_\_\_

Non-Official Contractor Company \_\_\_\_\_ Booth No : \_\_\_\_\_

Exhibitor's Company : \_\_\_\_\_

Description of Work - Structure : ☐ Wooden ☐ Truss ☐ Maxima ☐ R8 System  
☐ Electrical : Lighting ☐ Others \_\_\_\_\_

#### General Rules, Environmental & Safety Activity Requirements:-

- (A) Contractors must wear pass supplied by ES Exhibition all the times when entering to the halls.
- (B) Contractors must possess valid business registration license, workmen compensation insurance and public liability and or third party liability insurance.
- (C) All Malaysian workers must possess an Identity Card (IC) and all foreign worker must possess a valid work permit in order to obtain a contractor badge.
- (D) No persons under age 18 years old are permitted to enter or work on the premises.
- (E) No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
- (F) Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol.
- (G) No smoking is allowed in the exhibition hall and associated work areas, smoking is allowed at designated smoking area only.
- (H) Construction materials are not allowed to be piled onto NO FREIGHT AISLE, or obstruct fire exit and fire fighting equipment. All materials must be kept within contracted booth space at all times.
- (I) Contractors working in our premise or at project site should take all measures to prevent chemical spillage, and any unwanted hazardous chemicals must be contained and disposed of properly by the contractor.
- (J) Any work involving the use of fire, naked lights, spark producing tools and instruments or other potential sources of ignition i.e. welding arc, petrol and diesel engines, torches, matches, lighters and etc, full supervision and provision of appropriate fire extinguisher should be observed in permitted areas.
- (K) All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests area.
- (L) Urinating in paint washing room or any unauthorised designation is strictly prohibited.
- (M) Preparation and cleaning of paints must be conducted in wash room located at designated area. Contractor caught cleaning and disposing paint, chemical of build-up materials in the toilet bowl and washing basin will be penalised and liable to bear any cost incurred for rectifying the drainage system.
- (N) All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- (O) Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
- (P) Contractors are advisable to wear proper attire and necessary personal protective equipment (PPE); and always put workplace safety as the highest priority. Any person working on scaffolding of 2 metres and above must be protected with appropriate personal protective equipment such as safety helmet, body harness, covered or safety shoes. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
- (Q) Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are strictly not allowed.
- (R) Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel shall be evicted from site. Any person with using abusive language, violent behaviour or committing unsafe work practises and or non-compliance activities will be prohibited from working in the Centre immediately.
- (S) Contractors shall consult the officer or relevant personnel in-charge of the event should there be any queries regarding the above matter or any other matters. The relevant officer or personnel in-charge of the event shall be informed upon completion of your work before leaving the site.
- (T) The Centre's Security Department deals with all reported incidents. Any incidents occur during the build and tear down activity, the contractors should report to the Centre's Security Services which located at the designated area.

#### CONDITION OF SAFETY WORKING ENVIROMENT



Acknowledgement by Contractor :

Name : \_\_\_\_\_  
Date : \_\_\_\_\_



### FORM 4 - FURNITURE & ELECTRICAL ORDER FORM

- Forms and customized booth design submitted after deadline **1 JULY 2024** are subject to the price list below which inclusive **50% surcharge**.
- 50% surcharge of the cancelled item/s** will be incurred after forms are submitted to official contractor.
- Order without payment will not be guaranteed. Kindly submit the bank in slip once payment is done and collect original invoice at Technical Services Counter. No refund will be made for services installed but not utilized during the setup or show day.
- Organizer or Official Contractor reserve the rights to stop any exhibitor/non-official contractor from working within the exhibition hall before their stand design / drawings are approved, late submission or any other reasons.

CODE	ITEM	UNIT COST		QTY	USD
		Before 1 JULY	After 1 JULY		
F01	Reception Table	17	25		
F02 A	Round Table	23	34		
F02 B	Chrome Round Table	23	34		
F02 C	Glass Round Table	36	54		
F03 A	Bistro Round Table	23	34		
F03 B	Chrome Bistro Round Table	23	34		
F03 C	Glass Bistro Round Table	36	54		
F04 A	Low Showcase	95	142		
F04 B	High Showcase	137	205		
F04 C	Square Showcase	100	150		
F05	Lockable Cupboard	23	34		
F06 A	Displaybox@500mm(H)	25	37		
F06 B	Displaybox@750mm(H)	27	40		
F06 C	Displaybox@1000mm(H)	29	43		
F07 B	Folding Chair	6	9		
F07 C	Chrome Chair	21	31		
F07 D	Easy Armed Chair	21	31		
F07 E	Slim White Chair	25	37		
F07 F	Back Rest Chair (Black)	32	48		
F07 G	Cushion Leather Chair (White)	36	54		
F08 A	S Type Bar Stool	21	31		
F08 C	Wood Modern Bar Stool	36	54		
F08 D	Leather Modern Bar Stool	36	54		
F08 E	Back Rest Bar Stool (White)	27	40		
F08 F	Cushion Leather Bar Stool	48	72		
F09 A	Book Rack @ Wall Unit	29	43		
F09 B	Book Rack @ Island Unit	34	51		
F10 A	Info Counter @1m(H)	34	51		
F10 B	Info Counter w Lockable	44	66		
F11 A	Slope Shelving	13	19		
F11 B	Flat Shelving	13	19		
F13	Netting	21	31		
F13 B	Cloth Hanger	15	22		
F13 C	System Rack	46	69		
F14 A	Chrome Brochure Rack	27	40		
F14 B	Zigzag Brochure Rack	36	54		
F15 D	Lounge Sofa (1 Seater)	57	85		
F15 E	Lounge Sofa (2 Seater)	78	117		
F16 A	System Square Table	17	25		
F16 B	Coffee Table (Glass Top)	27	40		
F20	Waste Paper Basket	2	3		
F22	Needle Punch Carpet (Per Sqm)	6	9		
Total (USD) :					

CODE	ITEM	UNIT COST		QTY	USD
		Before 1 JULY	After 1 JULY		
EL01A	LED Spotlight (Yellow)	23	34		
EL01B	LED Spotlight (White)	23	34		
EL02A	LED Armed Spotlight (Yellow)	25	37		
EL02B	LED Armed Spotlight (White)	25	37		
EL06	40W Fluorescent Light	21	31		
EL11	50W Halogen Downlight (White)	42	63		
EL12	2ft T5 Light (Yellow/White)	29	43		
EL15	3ft T5 Light (Yellow/White)	34	51		
EL16	4ft T5 Light (Yellow/White)	52	78		
EL17A	50W LED Metal Halide (White)	59	88		
EL17B	50W LED Metal Halide (Yellow)	59	88		
EL20	6" LED Downlight (White)	42	63		
EL22	11W LED Downlight	44	66		
EL30	LED Strip (White) per meter	33	49		
EP02	13A/230V Power Point (4Amp output)	25	37		
	13A/230V Power Point (24 Hour)	73	109		
EP03	15A/230V Power Point	46	69		
	15A/230V Power Point (24 Hour)	126	189		
EP06	15A/415V Isolator	189	283		
EP07	30A/230V Isolator	273	409		
EP08	30A/415V Isolator	378	567		
EP09	60A/415V Isolator	609	913		
EP10	100A/415V Isolator	903	1354		
EW05	Lighting Connection (Per Bulb)	19	28		
	LED Lighting Connection (Per Bulb, Per Meter Run)	19	28		
	Temporary 13A/230V Power Point for setup	52	78		
Total (USD) :					

**NOTE :**

- No multi plugs (extension) allowed & power point cannot be used for lighting items.
- For LED Strips (per meter run) / LED lights (per bulb), compulsory to order "LED Lighting Per Connection".
- For non-LED Lighting Items - compulsory to order, "Lighting Connection" per each item in each max 100W.

### Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Kindly submit the completed form before **deadline 1 JULY 2024** to:

Attn: Ms. Mandy Leong

ES Exhibition Services Sdn Bhd

Tel: 603 - 9172 1598

Email : [mandy@es-corp.co](mailto:mandy@es-corp.co)





## Furniture Catalogue



**F07B**  
Folding  
Chair



**F07C**  
Chrome  
Chair



**F07D**  
Easy Armed  
Chair



**F07E**  
Slim White  
Chair



**F07F**  
Back Rest  
Chair (Black)



**F07G**  
Cushion Leather  
Chair (White)



**F08A**  
S Type  
Bar Stool



**F08C**  
Wood Modern  
Bar Stool



**F08D**  
Leather Modern  
Bar Stool



**F08E**  
Back Rest  
Bar Stool (White)



**F08F**  
Cushion Leather  
Bar Stool (Black)



**F02A**  
Round Table  
(D800mm x H750mm)



**F03A**  
Bistro  
Round Table  
(D600mm x H1000mm)



**F02B**  
Chrome  
Round Table  
(D600mm x H750mm)



**F03B**  
Chrome Bistro  
Round Table  
(D600mm x H1000mm)



**F02C**  
Glass  
Round Table  
(D750mm x H760mm)



**F03C**  
Glass Bistro  
Round Table  
(D600mm x H1000mm)



**F16A**  
System Square Table  
(L500mm x W500mm x H500mm)



**F16B**  
Coffee Table  
(Glass Top)  
(L600mm x W600mm x H455mm)



**F15D**  
Lounge Sofa  
(Single Seater)



**F15E**  
Lounge Sofa  
(2 Seater)

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ARCHITECTS

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## Furniture Catalogue



**F01**  
Reception Table  
(L1000mm x W500mm x H750mm)



**F04A**  
Low Showcase  
(L1000mm x W500mm x H1000mm)



**F04B**  
High Showcase  
(L1000mm x W500mm x H2100mm)



**F04C**  
Square Showcase  
(L500mm x W500mm x H2100mm)



**F05**  
Lockable Cupboard  
(L1000mm x W500mm x H750mm)



**F06**  
Display Box  
Type A (L500mm x W500mm x H500mm)  
Type B (L500mm x W500mm x H750mm)  
Type C (L500mm x W500mm x H1000mm)



**F09A**  
Book Rack  
(Wall Unit)  
(L1000mm x W430mm x H1900mm)



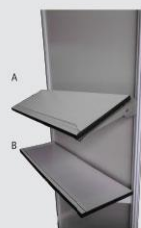
**F09B**  
Book Rack  
(Island Unit) (Double Side)  
(L1000mm x W660mm x H1140mm)



**F10A**  
Info Counter  
(L1000mm x W500mm x H1000mm)



**F10B**  
Lockable Counter  
(L1000mm x W500mm x H1000mm)



**F11A**  
Shelving (Slope)  
(L1000mm x W300mm)

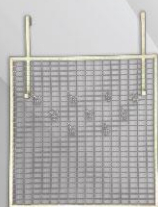
**F11B**  
Shelving (Flat)  
(L1000mm x W300mm)



**F12A**  
Folding Door  
(L1000mm x H2500mm)



**F12B**  
Swing Door  
(L1000mm x H2500mm)



**F13A**  
Netting



**F13B**  
Cloth Hanger



**F13C**  
System Rack  
(L1000mm x W500mm x H2120mm)



**F13D**  
Planter Box  
(L1000mm x H2500mm)



**F14A**  
Chrome Brochure Rack  
(H1200mm)



**F14B**  
ZigZag Brochure Rack  
(H1500mm)



**F18A**  
Q Stand

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## Electrical Catalogue



**EL02**  
LED Armed Spotlight  
Yellow (A) / White (B)



**EL01**  
LED Spotlight  
Yellow (A) / White (B)



**EL06**  
40W Fluorescent Light

**EL12**  
2ft TS Light  
Yellow (A) / White (B)

**EL15**  
3ft TS Light  
Yellow (A) / White (B)

**EL16**  
4ft TS Light  
Yellow (A) / White (B)



**EL10**  
Round Tube



**EL30**  
LED Strip



**EL34**  
50W LED Armed Metal Halite  
Yellow (A) / White (B)



**EL17**  
50W LED Metal Halite  
Yellow (A) / White (B)



**EL25**  
Metal Halite  
70W / White



**EL22**  
11W  
LED Down Light  
Yellow (A) / White (B)



**EL11**  
50W  
Halogen Down Light



**EL20**  
LED Downlight (6")



**EW05**  
Lighting Connection



**EP13**  
ELCB



**EP02**  
13A / 230V Power Point  
4amp output / 24hours



**EP03**  
15A / 230V Power Point  
/24hours



**EP11**  
30A / 415V DB



**EP10**  
100A / 415V Subboard



**EP06**  
15A / 415V Isolator



**EP07**  
30A / 230V Isolator



**EP08**  
30A / 415V Isolator



**EP09**  
60A / 415V Isolator



**EE17**  
Exhaust Fan

### FORM 5 - STORE ROOM , UPGRADE STRUCTURE HEIGHT, OTHER EQUIPMENT & PRINTING ORDER FORM

- Forms and customized booth design submitted after deadline **1 JULY 2024** are subject to the price list below which inclusive **50% surcharge**.
- 50% surcharge of the cancelled item/s** will be incurred after forms are submitted to official contractor.
- Order without payment will not be guaranteed. Kindly submit the bank in slip once payment is done and collect original invoice at Technical Services Counter. No refund will be made for services installed but not utilized during the setup or show day.
- Organizer or Official Contractor reserve the rights to stop any exhibitor/non-official contractor from working within the exhibition hall before their stand design / drawings are approved, late submission or and any other reasons.

STORE ROOM		SIZE	UNIT COST (USD)	QTY	USD
1	System Store Room c/w Swing Door	1m x 1m	100		
2	System Store Room c/w 1 Swing Door	2m x 1m	120		
3	System Store Room c/w 1 Swing Door	3m x 1m	140		
SHELL SCHEME UPGRADE STRUCTURE HEIGHT					
1	Upgrade Structure Height	3m x 0.5m (H)	85		
2	Upgrade Structure Height	3m x 1m (H)	110		
3	Upgrade Structure Height	3m x 1.5m (H)	130		
OTHER EQUIPMENT					
1	32" LED with USB Support, TV Standee & Power Connection		250		
2	40" LED with USB Support, TV Standee & Power Connection		450		
3	50" LED with USB Support, TV Standee & Power Connection		660		
4	TV Standee Only		65		
5	1mH Refrigerator		85		
6	HDMI Cable 3meter		10		
			Total (USD)		

(1) This is required to pay RM 100 per 1 remote control or HDMI cable.  
 (2) Please pay deposit by cash and collect the item at Technical Services Counter during exhibitor move in day, Cash will be returned right after show while exhibitor returns the item to the counter.

PRINTING		SIZE mm (L) x mm (H)	UNIT COST (USD)	QTY	RM
1	Fascia : Inkjet Sticker on Fascia Panel	2930 x 230	31		
2	Fascia : Inkjet Sticker on Foam Board	3000 x 330	56		
3	Backwall : Inkjet Tarpaulin	3000 x 2480	253		
4	Backwall : Inkjet Sticker on Panel (Per Pcs)	950 x 2380	103		
5	Backwall : Inkjet Sticker on Foam Board	3000 x 2480	443		
6	Inkjet Sticker @ Reception Table	950 x 650	28		
7	Inkjet Sticker @ Info Counter 1mH	950 x 920	40		
8	Inkjet Sticker on Foam Board @ Reception Table	1000 x 750	51		
9	Inkjet Sticker on Foam Board @ Info Counter 1mH	1000 x 1000	57		
			Total (USD)		

**Note :** Please submit artworks with below requirements and layout of printing position before deadline **1 JULY 2024**.  
**Format :** AI (Adobe Illustrator) file  
**Resolution :** At least 300dpi  
**Note :** Must create outlines for all fonts and include link files to avoid missing any content/logo.

### Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Kindly submit the completed form before **deadline 1 JULY 2024** to:

Attn: Ms. Mandy Leong

ES Exhibition Services Sdn Bhd

Tel: 603 - 9172 1598

Email : [mandy@es-corp.co](mailto:mandy@es-corp.co)





## PRINTING CATALOGUE

### Fascia



Inkjet Sticker On Fascia Panel



Inkjet Sticker On Foam Board

### Backwall



Inkjet Tarpaulin



Inkjet Sticker On Shell Scheme Panel



Inkjet Sticker On Foam Board

### Reception Table & Info Counter 1mH



Inkjet Sticker on Reception Table



Inkjet Sticker on Info Counter 1mH



Inkjet Sticker on Foam Board @ Reception Table



Inkjet Sticker on Foam Board @ Info Counter 1mH

**FORM 6 - ELECTRICAL ALLOCATION FORM**

—|— 40W Fluorescent Light

△ LED Spotlight (White)

△ LED Spotlight (Yellow)

△ LED Armed Spotlight (White)

△ LED Armed Spotlight (Yellow)

○ Halogen Down Light (White)

⊙ Halogen Down Light (Yellow)

□ Metal Halite (White)

□ Metal Halite (Yellow)

—□ Armed Metal Halite (White)

—□ Armed Metal Halite (Yellow)



13A / 230V Power Point



15A / 230V Power Point



13A / 230V Power Point (24H)



15A / 415V Isolator



30A / 230V Isolator



30A / 415V Isolator



60A / 415V Isolator



100A / 415V Isolator



Air Compressor



Lighting Connection

BACKWALL

SIDEWALL

SIDEWALL

AISLE

**Billing Information**

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Kindly submit the completed form before **deadline 1 JULY 2024** to:

Attn: Ms. Mandy Leong








ES Exhibition Services Sdn Bhd

Tel: 603 - 9172 1598

Email : [mandy@es-corp.co](mailto:mandy@es-corp.co)

## FORM 7 -SHELL SCHEME'S UPGRADE BOOTH DESIGN ORDER FORM

- Forms and customized booth design submitted after deadline **1 JULY 2024** are subject to the price list below which inclusive **50% surcharge**.
- 50% surcharge of the cancelled item/s** will be incurred after forms are submitted to official contractor.
- Order without payment will not be guaranteed. Kindly submit the bank in slip once payment is done and collect original invoice at Technical Services Counter. No refund will be made for services installed but not utilized during the setup or show day.
- Organizer or Official Contractor reserve the rights to stop any exhibitor/non-official contractor from working within the exhibition hall before their stand design / drawings are approved, late submission or and any other reasons.

ITEM	USD	Tick (✓)	ITEM	USD	Tick (✓)
<b>Option 1 @ 3m x 3m</b> 	1,700		<b>Option 5 @ 3m x 3m</b> 	2,100	
<b>Option 2 @ 3m x 3m</b> 	1,700		<b>Option 6 @ 6m x 3m</b> 	2,520	
<b>Option 3 @ 3m x 3m</b> 	2,100		<b>Option 7 @ 6m x 3m</b> 	2,520	
<b>Option 4 @ 3m x 3m</b> 	2,100		<b>Option 8 @ 6m x 3m</b> 	2,520	

- Price is including printing of Logo on header and reception table only. Please refer ES for other part of printing costing and sizes.
- Please prepare artworks in AI file and layout of printing position before deadline **1 JULY 2024**.

### Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Kindly submit the completed form before **deadline 1 JULY 2024** to:

Attn: Ms. Mandy Leong

ES Exhibition Services Sdn Bhd

Tel: 603 - 9172 1598

Email : [mandy@es-corp.co](mailto:mandy@es-corp.co)





# SHELL SCHEME'S UPGRADE BOOTH DESIGN

OPTION 1



OPTION 2



OPTION 3



OPTION 4



OPTION 5



OPTION 6



OPTION 7



OPTION 8



## FORM 8 - OFFICIAL FREIGHT FORWARDER REQUEST FORM

## Air Compressor Permit



Please email completed form to Centre's Co-ordinator fourteen (14) days prior to the event

**Contact details**

Event Name			
Event Date			
Venue/ Hall		Booth Name	
Person in Charge		Booth No	
Email		Mobile No	

**A) Please complete the form**

1. Why is an air compressor being used?
2. What is horsepower (HP) of the compressor that will be used on-site?
3. Who is the person in charge and responsible for the air compressor who will be stationed at the event at all times?

**B) Please attach documents listed below together with this permit**

1. Copy of risk assessments specific to all activity using air compressor .
2. A current copy of approval certificate from Department of Occupational Safety & Health for each compressor:
  - a) For existing, in used compressor, submit a valid PMT. Refer to: [FMA 1967, Factories and Machinery \(Notification of Fitness and Inspection\) Regulations, 1970, Section 10\(1\)](#).
  - b) For new compressor or prototype, submit a valid approved design and refer to: [DOSH website – Design Approval and Authorisation](#).
3. Copy of the technical specification of each compressor. (to include photo or video if any)

**C) Terms and conditions**

1. Only tanks in good condition and free from any defects and damages are allowed on-site.
2. Only unfired pressure vessel air compressors are permitted on site.
3. Air compressor shall be operated by authorised and well-trained personnel.
4. Equipment must be switched off at the end of the day of the event.
5. All pipes, hoses and fittings must comply with the approved specifications stipulated in Factories and Machinery (Steam Boiler and Unfired Pressure Vessel) Regulations 1970.
6. All other statutory requirements related to safety and risks in standard permanent workplaces and not mentioned above shall apply.
7. If at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre's representatives shall have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may at its sole and absolute discretion add or remove any restrictions to the use or application of this permit.

**I hereby agree to comply and follow the above mentioned terms and conditions**

Name	<input type="text"/>
Designation	<input type="text"/>
Date	<input type="text"/>

**\*\*\*\*\* CONVENTION CENTRE USE ONLY \*\*\*\*\***

Permit Issued by	<input type="text"/>
Comment	<input type="text"/>
Date	<input type="text"/>

Kindly submit the completed form before **deadline 1 JULY 2024** to:

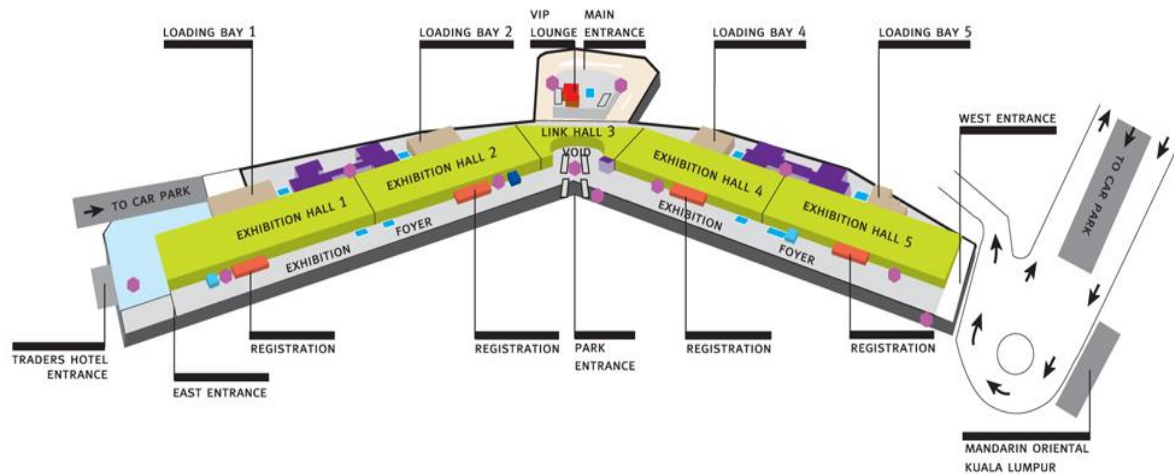
Attn: Ms. Mandy Leong

ES Exhibition Services Sdn Bhd

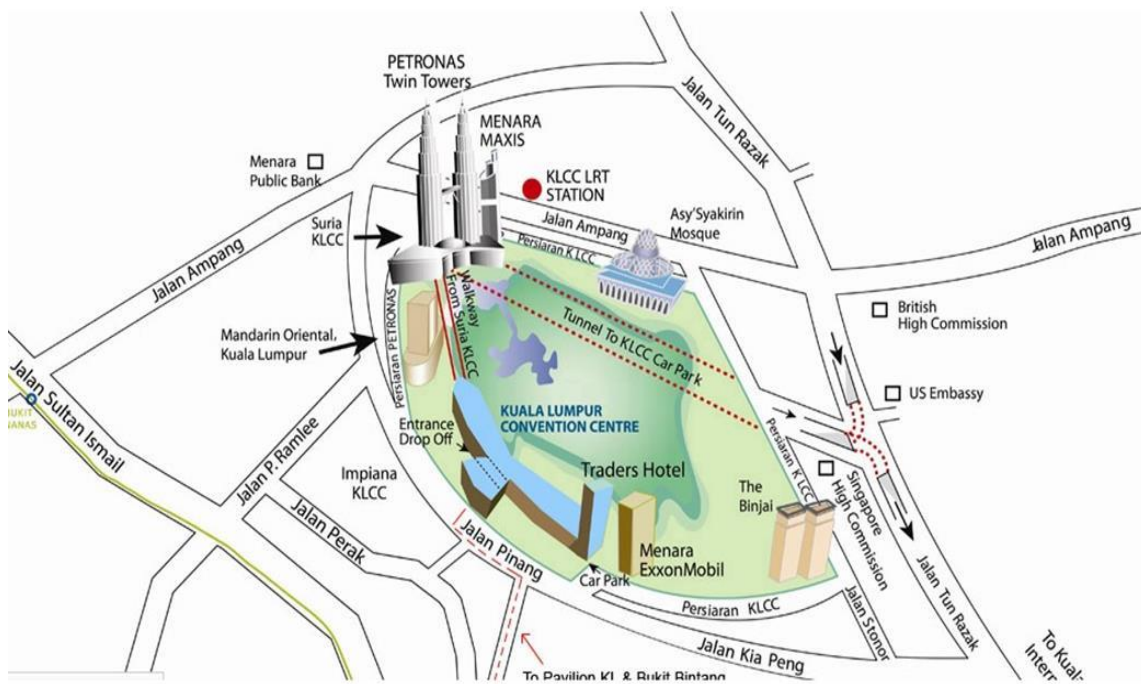
Tel: 603 - 9172 1598

Email : [mandy@es-corp.co](mailto:mandy@es-corp.co)

## KLCC'S LOADING MAP

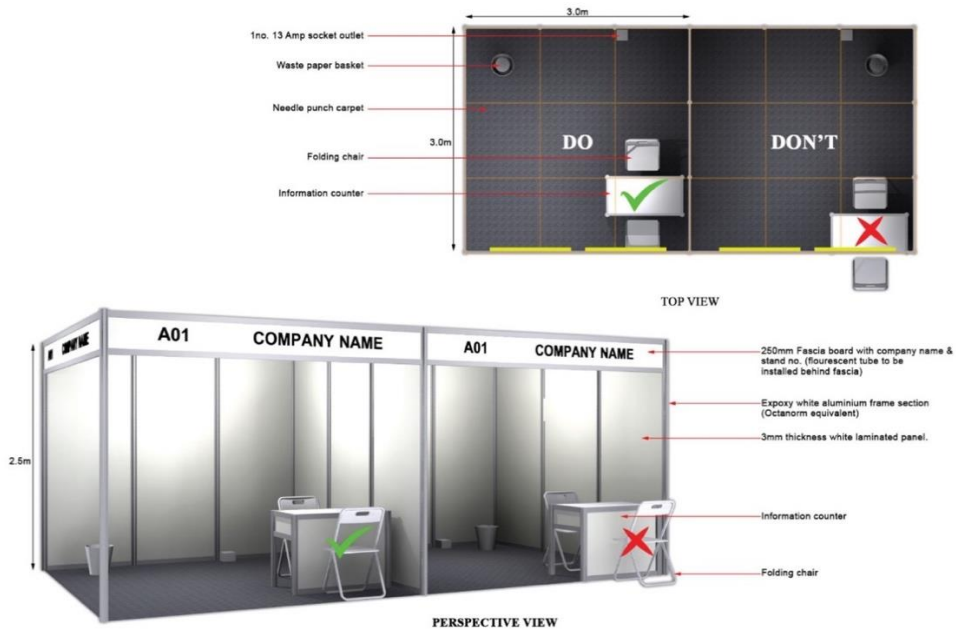


## MAP TO KLCC

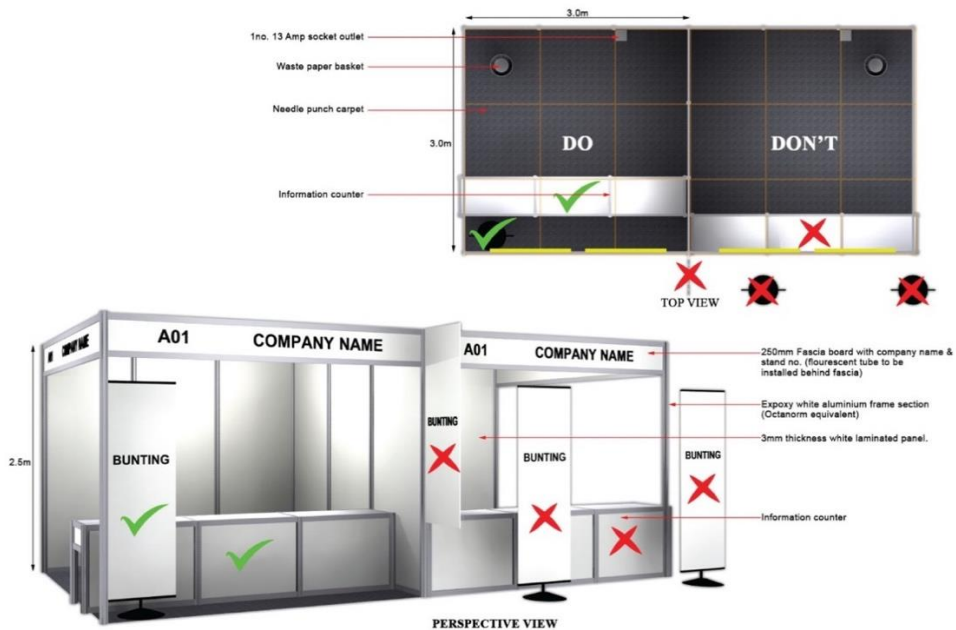


## DO & DON'T OF SHELL SCHEME BOOTH

### DO & DON'T (EXAMPLE A1)



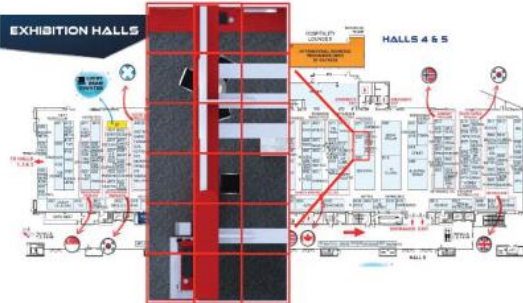
### DO & DON'T (EXAMPLE C1)





## DESIGN SUBMISSION GUIDELINE

### 1. Booth Location in Exact Floor Plan



### 2. Overall Perspective View & Bird View



### 3. Other Perspective Views and Back View



### 4. Elevation Views From All Angles



### 5. Structural Details / Materials



### 6. Building Methodology (Method to Construct & Support)

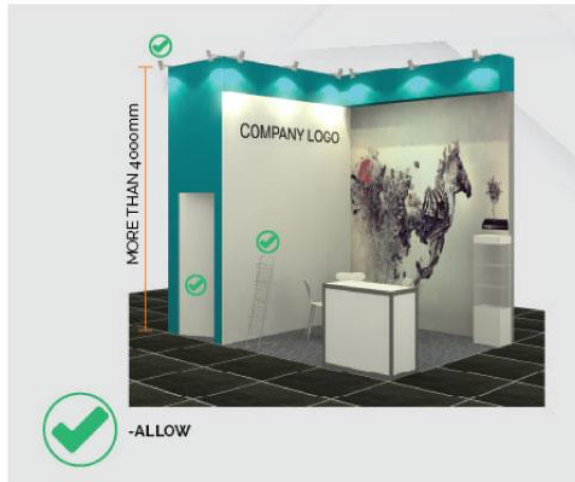
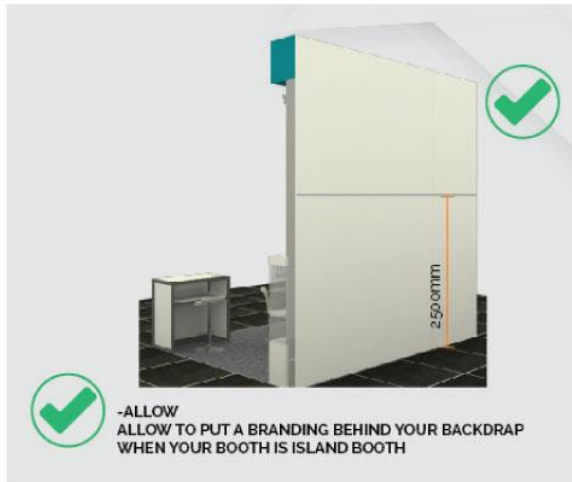
Method to construct the HEADER:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

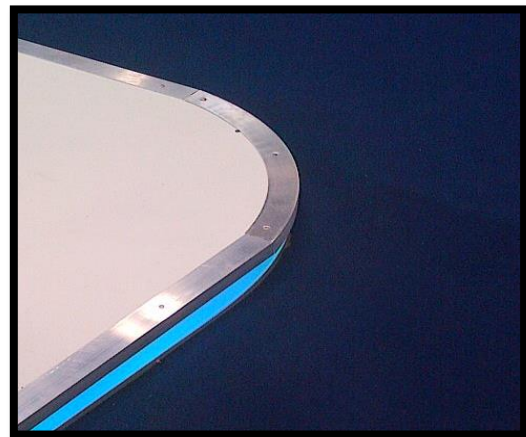
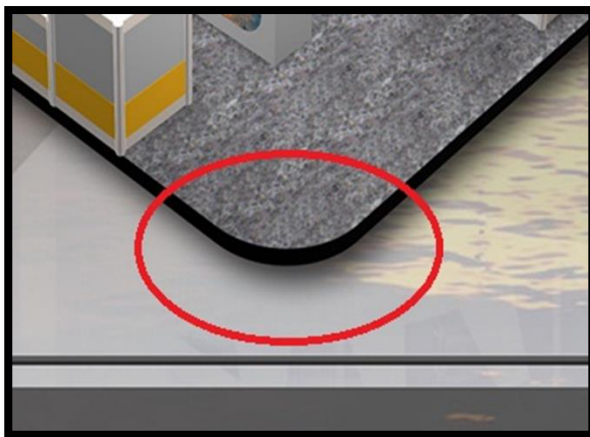
Method to support to HEADER

- 1.
- 2.
- 3.

## CUSTOMIZED BOOTH DESIGN GUIDELINE



**Round Shape Corner or Corner Protection must have for Wooden Platform**



## WORKING CONDITION (SAFETY FIRST)



**No children allowed**



**No slippers, High heel & sandals**



**No shorts & singlets**

(min. length 7 quater must be below the knee)



**No food & drink allowed**



**No smoking and vaping**



**Do not stand on chairs & tables**



**Do not used overload trolley**

(max. eye level)



**No alcohol**



**No shopping mall trolley allowed**

**PPE must be worn in designated areas**

PPE = Personal Protection Equipment



**Proper Attire**



**Safety Belt**



**Suitable Glove**



**Eye Protection**



**Helmet**



**Safety/Covered Shoe**



**Use Proper Ladder**



**Suitable Mask**



**Emergency gangways MUST be kept clear**



**Beware! Slip & Trip hazards**



## KLCC'S EMERGENCY RESPONSE PLAN

## EMERGENCY CONTACT NUMBERS

Dial '555' (All in-house telephones) or +603-2333 2900

Mobile Phones :

No.	Location / PIC	Contact Number
1	Head of Safety & Security	012-688 3266
2	Security Manager	012-347 7986
3	Safety, Health & Environment Manager	012-294 0753
4	Security Service Counter	03-2333 2888 Ext: 2327
5	Prince Court Centre (PCMC)	03 2160 0999
6	Hospital Kuala Lumpur	03 2615 6705
7	Klinik Mediviron	03-2165 5699
8	Malaysian Red Crescent (PBSM)	03-2141 8227
9	St. John Ambulance Malaysia	03-9285 5294 03-9283 3000
10	Dang Wangi Police Headquarters	03-2697 7099

### WHAT TO DO IN EMERGENCY SITUATIONS

The following is a list of potential crisis situations. You should be aware of the procedures of this plan and report any suspicious activity to Security Department as soon as possible.

#### **Bomb threat**

- Take all implied threats seriously.
- Remain calm.
- Report the threat immediately at Security Counter located on Concourse Level (next to Kenny Rogers Restaurant).

#### **If someone hands you a written threat**

- Handle the note as little as possible to preserve fingerprints.
- Take the note to Security Counter.

#### **If someone approaches you and says there is a bomb**

- Ask as many questions as you can.
- Pay attention to the physical characteristics of this person: gender, clothing, facial, hair, voice, etc.
- Report it immediately at Security Counter located on Concourse Level (next to Kenny Rogers Restaurant).

### IMPORTANT

Do not use mobile phones or portable radios to communicate a potential bomb threat situation. Speak directly to security officer of the Centre or dial the emergency hotline at 555 (all in-house telephones) or 03-2333 2900 (mobile phones).

#### **Disturbance and/or confrontation**

- Report any disturbance or confrontation immediately to your nearest security officer on duty.
- Stay calm and be polite.
- Take all implied threats seriously.
- Do not engage in behaviour that is confrontational or defiant.

#### **Power outage**

- Turn off all electrical equipment in use. Await instructions from the Centre.
- If necessary to evacuate the building, use stairwells instead of elevators.

#### **Suspicious mail / package**

- Do not approach or touch the suspicious package.
- Do not use mobile phones or portable radios to notify of the situation.

#### **Suspicious individual(s)**

- Make note of the individual(s) description: gender, nationality, age, physical characteristics, unusual markings (tattoos, etc.).
- Notify your nearest security officer on duty immediately.

#### **Theft**

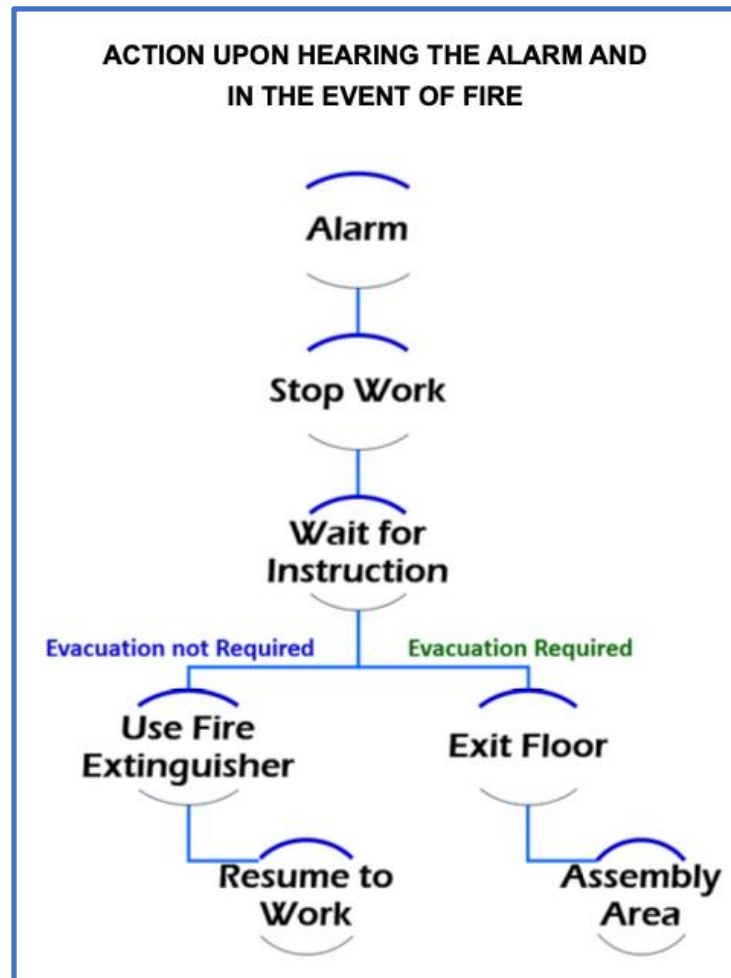
- In the case of theft, report the incident immediately to your nearest security officer on duty.
- Provide a brief and accurate description of the stolen article(s). Include the individual(s): gender, nationality, age, physical characteristics, unusual markings (tattoos, etc.) if known.
- Crimes against persons/property and bomb threats shall be coordinated between Security Department of Kuala Lumpur Convention Centre and the Royal Malaysian Police.

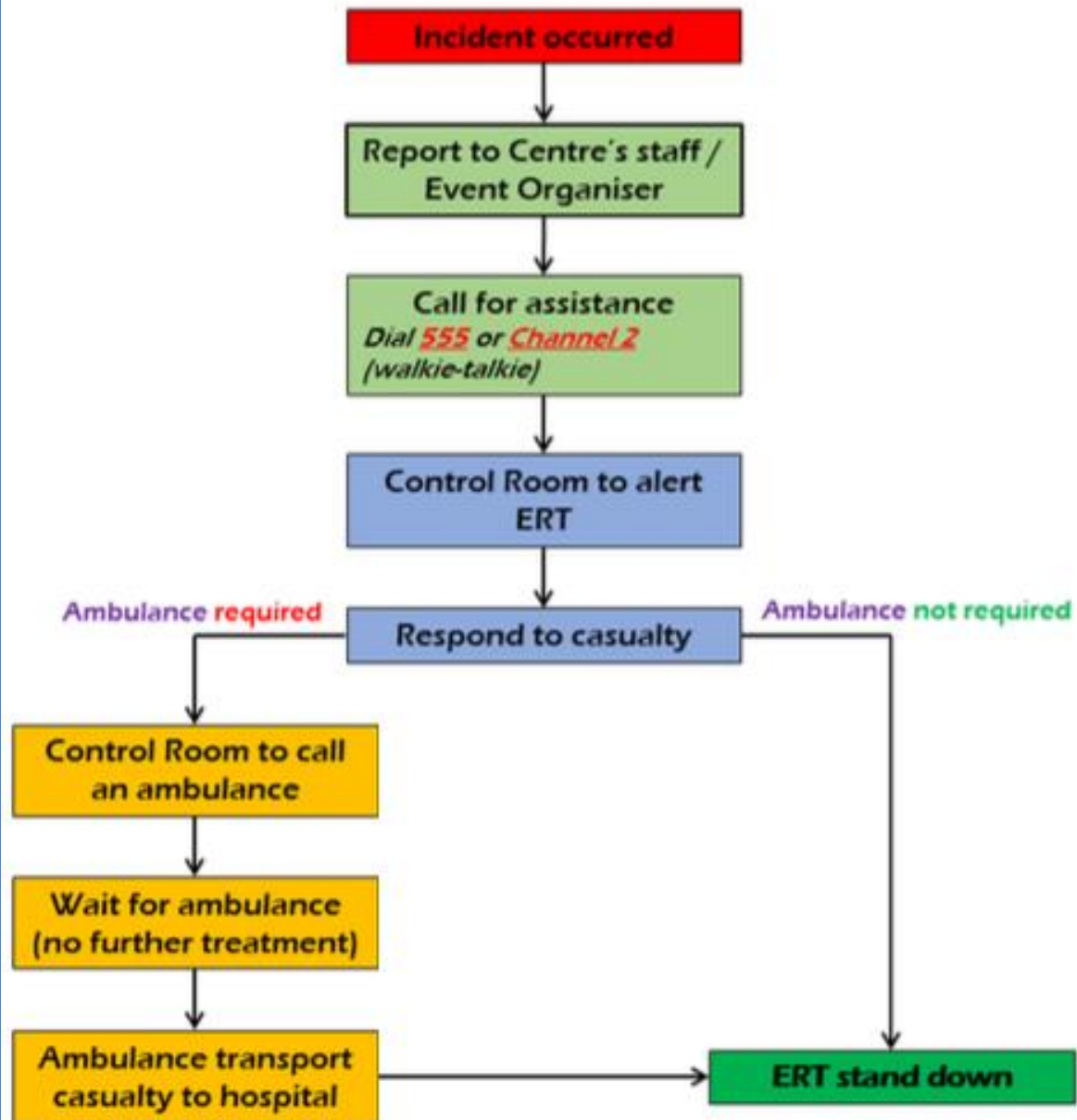
#### **Weather related emergency**

- Generally, weather related situations are preceded by a warning to allow ample time to protect the safety of attendees and exhibitors.
- Depending on your location in the Centre, move participants to an interior room or hallway on the lowest level.
- Move participants away from all windows and areas with glass.
- Keep telephone lines available for emergency use.
- Stay inside the Centre until instructed by the Emergency Response Team.
- Await further instruction from the Centre.

HOW TO RESPOND WHEN YOU ARE CONFRONTED BY AN ARMED ATTACKER

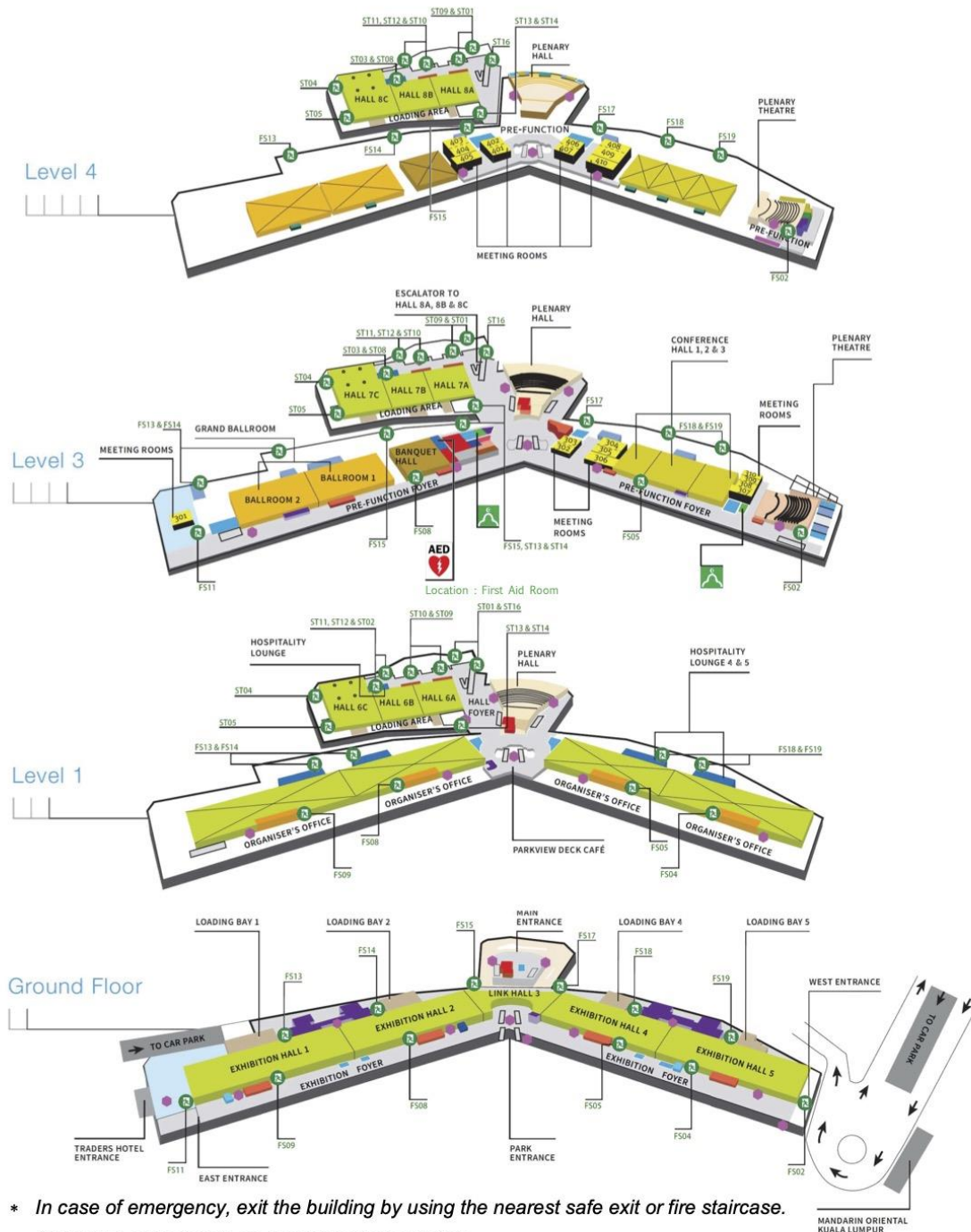
- Remain calm and focused. Do not provoke the attacker.
- Leave the area immediately if possible to the opposite direction of your attacker. This can be made more effective if you know the escape route in advance.
- Secure a place where you can hide to prevent the attacker from having access to you and those around you. Lockdown all entrances and turn off the lights.
- Contact Dang Wangi Police Head Quarters (03-2697 7099) at your earliest opportunity.



**ACTION INVOLVING MEDICAL CONDITION**

## EVACUATION ROUTES

## FIRE STAIRCASES LOCATION



- \* *In case of emergency, exit the building by using the nearest safe exit or fire staircase.*
- \* *Never use elevators in an emergency evacuation.*
- \* *AED is also available at SHE/Security Office.*



**ASSEMBLY AREA**

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**ASSEMBLY AREA - NEAR MASJID AS-SYAKIRIN, KLCC PARK**

