



**EXHIBITOR GUIDELINES
&
SERVICE MANUAL**



TABLE OF CONTENTS

PAGE

1. General Information

- Contact List 1
- Schedule 2

2. Exhibiting Information

- Emergency and Evacuation Procedures 3
- Exhibition Regulations 7
- Exhibition Venue Rules & Regulations 12
- Standard Booth Information & Regulations 18

3. Service Forms – Official Exhibition Stand Contractor – Pico

- Form 1: Standard Shell Scheme - Fascia Name Board 20
- Form 2: 3RD Party Contractor Form 21
 - Indemnity Letter 22
- Form 3: Furniture Rental 27
- Form 4: Electrical Rental 32
 - Electrical Rules and Regulations 35
- Form 5: Contractor Pass Application 36
- Form 6: Method of Payment 37

4. Service Forms – Kuala Lumpur Convention Centre

- Audio Visual
- Beverage
- Exhibitor Banner Hanging Request
- Hanging Object Request
- Internet Services
- Potted Plants & Flowers
- Catering Service Staff
- Booth Catering
- Stand Cleaning
- Telecommunications
- Water & Compressed Air



CONTACT LIST

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PICO International (M) Sdn Bhd

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Company Address:

Wisma Pico
19 - 20 Jalan Tembaga SD 5/2,
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EXHIBITION SERVICES

Kuala Lumpur Convention Centre

Company Address:

Kuala Lumpur City Centre
50088 Kuala Lumpur , Malaysia.

Office Number:

Tel: +603 2333 2603

Fax: +603 2333 2729

Email address:

exhservices@klccconventioncentre.com



SCHEDULE		
BUILD-UP		
12nd January 2016	8:00am	Official Contractor
	11:00am	Non-Official Contractor
	9:00pm	Hall Closed
13rd January 2016	9:00am	Exhibitor Move-In
** All stand construction must be completed by 12:00 PM, 13 January, 2016. ** Stand dressing and exhibitor set up should be completed by 5:30 PM, 13 January, 2016.		
SHOW DAY		
13rd January 2016	5:30pm-7:00pm	Opening
14th January 2016	8:00am-5:00pm	Show Hour
15th January 2016	8:00am-1:30pm	Show Hour
** Only hand carry items are allowed to move out from the hall from 1:30 PM onwards, 15 January, 2016. ** Dismantling of stand can commence on 1:30 PM, 15 January, 2016. ** Exhibits items must be cleared from the stands by 6:00 PM on 15 January, 2016, the organizer/official contractor/venue cannot be held responsible for any items left on your stand in the aisle or in the loading bay after this time.		
TEAR DOWN		
15 January 2016	1:30pm-3:30pm	Exhibitor Move-Out
	3:30pm-9:00pm	Non-Official Contractor Move-Out
** Any debris left in the hall after 6:00 PM, 15 January, 2016 will result in a penalty fee and a charge for disposal. ** The organiser/official contractor/venue are not held responsible for any items left in the hall beyond 6:00 PM, 15 January, 2016.		

Note:

1. On exhibition days, exhibitors are permitted to enter the exhibition hall 1 hour before and stay 1 hour after official event hours. Exhibitors requiring to start earlier/stay later must be obtain prior permission from the Organiser for security reasons. Only Exhibitors with valid exhibitors' passes are allowed entry to the Exhibition Hall before and during Exhibition hours.
2. Usage of trolleys is **strictly** not allowed within the entire exhibition foyer area.
3. Parking at the Loading Area is **strictly not allowed**. All car packed for more than 30 minutes will be clamped and fine accordingly.
4. **No outside food** is allowed within the exhibition hall, during the entire duration of the exhibition period from set-up, show day till dismantle.

This schedule is correct as of [January 7, 2015](#)

EMERGENCY AND EVACUATION PROCEDURE

The Centre has an Emergency Evacuation Plan to enable the successful evacuation of staff, exhibitors and visitors in the case of a fire or other emergencies.

All Centre staff will assist in the evacuation if the need arises.

Contractors and Exhibitors and their employees must be familiar with the emergency exits and it is crucial that all occupants of the Centre must be aware of the Kuala Lumpur Convention Centre Emergency Procedures Plans.

Action upon Hearing the Fire Alarm

- Upon the sounding of the emergency tone, immediately stop any ongoing activities.
- Stay in your location and wait for instructions from the Floor Warden or the PA system.
- Switch off all electrical equipment being used if necessary.
- After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area which is located at the KLCC Park.
- Use nearest and safest exit.
- Proceed to the predetermined emergency assembly area and report to the Floor Warden / designated staff for roll call.
- Wait for further instructions

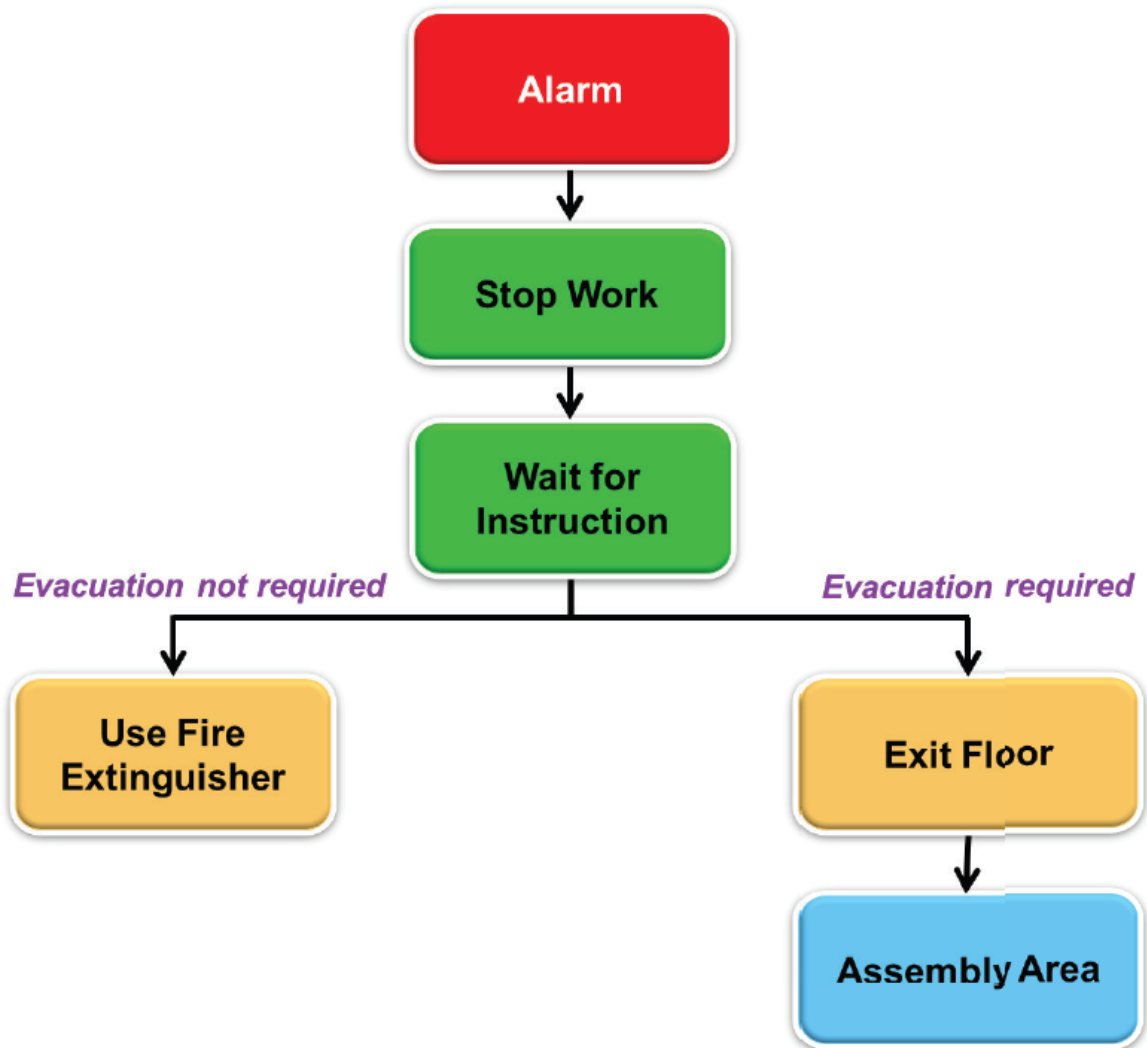


The Fire Alarm makes a Whoop Whoop sound

KUALA LUMPUR CONVENTION CENTRE



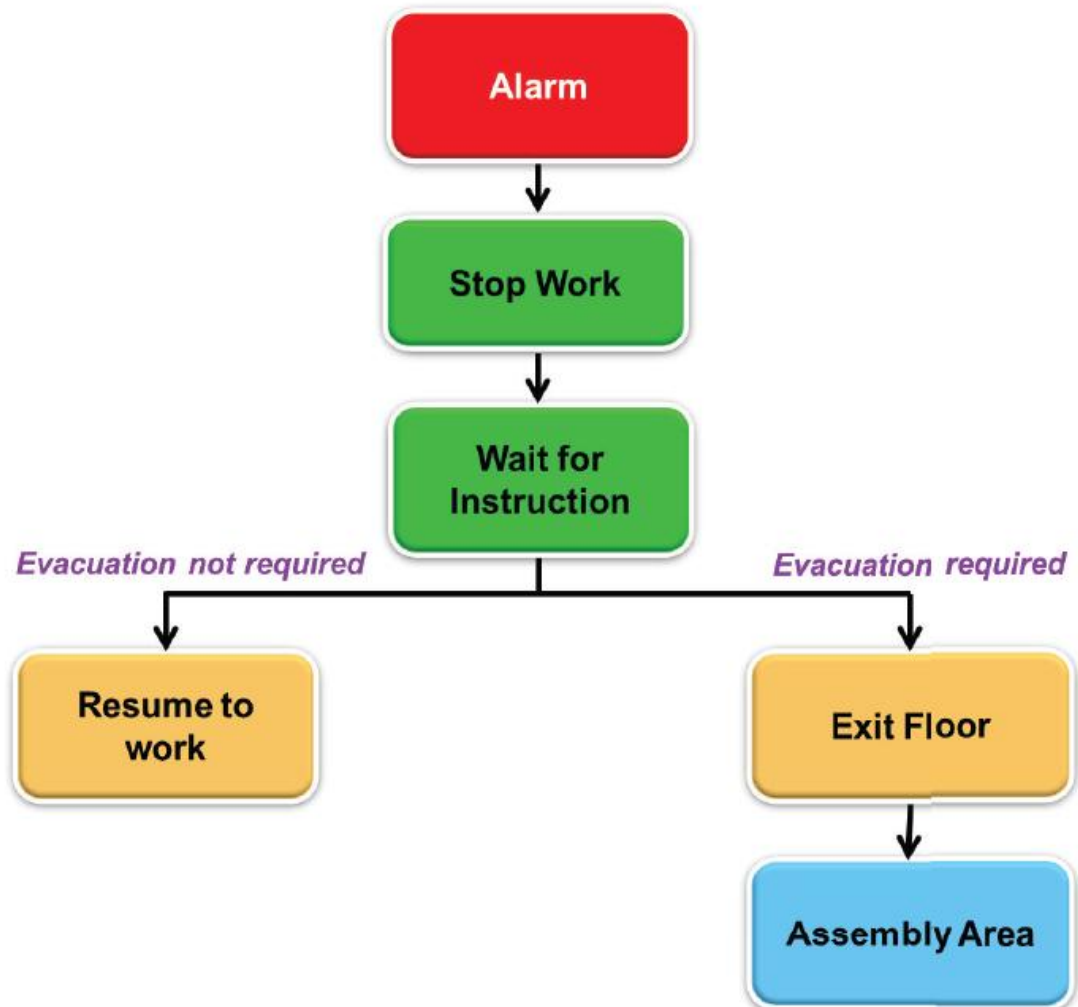
ACTION IN THE EVENT OF FIRE SITUATION



KUALA LUMPUR CONVENTION CENTRE



ACTION UPON HEARING THE ALARM



Evacuation Assembly Area

- During an evacuation, Contractors, Exhibitors and Visitors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
- The Evacuation Route and Assembly Areas are outlined on the maps below.
- These maps should be studied by all Exhibitors and Contractors and all their staff or agents as part of their familiarisation with the Centre's physical infrastructure.

KUALA LUMPUR CONVENTION CENTRE



ASSEMBLY AREA NEAR MASJID AS-SYAKIRIN, KLCC PARK



Action in the Event of Fire

- Raise the alarm by activating the nearest fire break alarm.
- Report the incident to the nearest Supervisor who has a radio or any type of communication system.
- Attempt to put out the fire if it is safe to do so using the firefighting equipment. Do not put yourself at risk.
- If the smoke or fire threatens to endanger others, close all the doors and evacuate the occupants to the assembly area which is located at the KLCC Park.

Calling for Security/Safety Manager

- Call Kuala Lumpur Convention Centre's Fire Control Room – Extension 555.
- Make the communication clear and brief. "This is (state name) at (state your location). We have a fire at (state location)"
- Wait for further instructions.



Exhibition Regulations

1. ADMISSION/REGISTRATION

All attendees of the event must register and receive a badge prior to entry. Complete information on registration can be obtained by going to the www.api.org website.

(a) Exhibitors

Exhibitors have access to the Exhibition Hall before Exhibition opening and after Exhibition closure each day, in order to service their booths. In case of an emergency, applications should be made to the Organiser for an extension of these hours. Delivery or removal of any portion of an exhibit will not be permitted during exhibit hours.

(b) Visitors

All visitors to the event must register prior to entry. For detailed registration fees, please visit www.api.org.

(c) Contractors

All contractors are required to obtain and wear a valid badge while at the KL Convention Centre, Badges will issued by PICO to distribute accordingly to contractors working on-site.

Where a contractor has a valid reason to be present during the exhibition period (e.g.: maintenance or remedial purposes) a small number of special passes will be issued on application in writing, to PICO. The official contractor reserves the right to disallow any contractor using exhibitor or visitor badges into the exhibition. The official contractor will maintain an office on-site through-out the build-up, tear down, and exhibition days. Staff members will always be on hand to answer questions, handle problems, and be of assistance of all exhibitors. Any problem which may arise on-site affecting exhibitors or contractors should be referred to PICO immediately, so that prompt action can be taken to prevent its escalation to unnecessary proportions.

2. BOOTH CLEANING

Only general cleaning is provided in-hall. This includes cleaning of carpet and emptying of wastepaper baskets. Please note that cleaning of exhibits is the responsibility of the exhibitor. The removal/disposal of all construction debris and waste materials during the exhibition are also the responsibility of the exhibitor and their nominated contractors.

3. COMMUNICATIONS

- (a) Telephone - Local and IDD (PABX Service Only) Exhibitors who wish to hire telephone lines for their booth should place their order to KL Convex
- (b) Internet connection
Wireless internet services are available in the centre for a charge. You may purchase access at the Exhibition Services Counter located at ground level of KLCC.



4. FIRST AID SERVICES/MEDICAL FACILITIES

A fully equipped First Aid Room is located on Level 3 of the Foyer at the Centre Core of the KL Convention Centre.

5. FOOD AND BEVERAGE FACILITIES

It is the Kuala Lumpur Convention Centre policy not to allow outside food and beverage to be brought into the exhibition centre at any time. KL Convention Centre has exclusive rights to provide all catering services for exhibitor booths and in-house catered meetings and functions. Catering is available through the KL Convention Centre with prior arrangement. Exhibitors wishing to have specific F&B items at their booth need to contact the KL Convention Centre to make arrangements. It is the responsibility of the Organiser to ensure that all exhibitors are in compliance with this exclusive arrangement. It is the responsibility of the exhibitor to restrict the access of patrons with food and/or beverages from their display area if they choose. The exhibition Centre's food and beverage Department will set up cafeterias and snacks/ drink counter within the exhibition halls for purchase by visitors.

6. INSURANCE

Exhibitors should be aware that neither the Organiser, the KL Convention Centre, PICO, the security contractors nor any of their agents, officers or employees assumes any responsibility for exhibitor's property. Exhibitors should include in or have a rider attached to their insurance policies covering the shipment of merchandise to the exhibition, for the exhibition period and the return of their merchandise to their home base, and for pilferage or items within the booth.

The Organiser has ensured that all Official Service Contracts meet with the insurance requirements. Exhibitors using suppliers other than the official named are responsible for ensuring that these contractors have adequate insurance coverage. The organiser will not be bear any liability for personal injuries, whether suffered by an exhibitor or his/her employees, contractors or business invitees. Nor will they be liable for any loss or damage to the property of an exhibitor or his/her employees, contractors or business invitees due to fire, robbery, accidents or any cause that may arise from use and occupancy of the leased space or building.

7. POTTED PLANTS AND FLORAL ARRANGEMENTS

Potted plants floral arrangements can be rented through the KL Convention Centre. External suppliers and potted plants are not allowed to be brought into the venue.

8. PRAYER ROOMS/SURAU

Available at Centre Core of the Centre on the concourse level and the third level, and the next to the restroom on the West Wing level 3. Prayer mats, slippers and absolution wash area are provided in the prayer room.



9. REFUSAL OF ENTRY

The Organiser reserves the right to refuse admission to the event to any exhibitors or exhibitor's employee, who in the sole opinion of the Organiser, is intoxicated, or in any way creating (or who may create) a disruption of the event. Patrons who are, in the opinion of the KL Convention Centre or Official Organiser, offensively attired or whose attire may cause a hazard or compromise safety may also be refused entry into the Centre. All attendees to the exhibition must display a badge at all times.

10. SECURITY - GENERAL/INDIVIDUAL

General security will be provided from beginning of the moving-in to the end of the moving-out period. Although the KL Convention Centre provides general security, only the Exhibitor and its vendors will be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the Exhibitor, company employees or representatives.

11. SMOKING

NO SMOKING allowed inside Kuala Lumpur Convention Centre.

12. STORAGE AND REMOVAL OF WASTE MATERIALS

The Organiser is unable to provide in-hall storage facilities or packing cases, surplus materials or other property of the exhibitor. Arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. The Fire Authority regulations prohibits surplus stores being placed behind perimeter booths and service access areas, other than the equipment needed to run the exhibition, and those provided by the Official Contractor. During the build-up and break-down days of the exhibitions, the aisles of the hall must not be obstructed with packing and construction materials or debris. Contractors building space only booth or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at certain designated areas. At the end of the exhibition, contractors must remove from the site all materials from their clients' booth. Should they fail to do so, their Performance Bond will be used to charge the exhibitor concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).



13. Damages

Exhibitors will be responsible for the cost of any damage caused by exhibiting. Drilling, screwing, or nailing into walls, ceilings or pillars of the building are not permitted. Under no circumstances is the use of glue and paint on the walls, pillars, ceilings and floors allowed. For any infringement of this rule KL Convention Centre will impose a compensation fee or penalty.

All moveable trolleys and carts should be wrapped in soft material or rubber in order to avoid damaging the marble flooring at KL Convention Centre. All materials for construction should be non-combustible or flame-resistant, and all rugs should be fireproof. The transportation of goods via escalators is prohibited. Protection measures for the ground by covering the rugs or planks should be taken during construction or transportation.

14. Publicity

All exhibitors will be the producers, importers or representatives of the goods and/or services to be displayed. Exhibitors are not allowed to display in their own booth any advertisement or services provided by a non-exhibitor.

15. Signs

Exhibit signs, displays or other materials are prohibited in any public space or elsewhere on the premises of the Congress Venue and must be approved by the API.

16. Special Presentations

Exhibitors that wish to install sound transmitters in operation (sound films, audiovisuals, video recorders, television sets), either permanent or intermittently, must do so in acoustically moderated conditions so that they are not an annoyance to others. They must not exceed 20dB measured as from one (1) meter from the perimeter of the stand. Exhibitors may be requested to discontinue such activities in the best interest of the exhibition. All speakers must face inward and not out towards the aisles or neighboring Exhibits. Exhibitors found in non-compliance, will be required to modify the direction of the speakers to a more suitable position.

17. Subletting of exhibit space

Subletting of exhibit space is not permitted. Sharing of exhibit space is not allowed unless it is within divisions of the same company.



18. Fire

Flammable and explosive cargo, dangerous chemicals and materials, virulent noxious gas and radioactive goods must not be brought into KL Convention Centre. If there is a special need, application must be submitted to the public security department one month prior to the event. The above mentioned items can only be installed or brought into the hotel after a permit is obtained from the public security department.

Fireworks and firecrackers are prohibited within and outside the premises of KL Convention Centre. Using fire or smoking in the KL Convention Centre is prohibited. All refuse and waste material must be cleared immediately after construction.

19. LIABILITY

Neither the API Organizers, Hosts, API Exhibition Secretariat, KL Convention Centre, suppliers and their employees or representatives, nor any member of the API Organizing Committee can be held responsible for any injury that may occur to the Exhibitor or the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever. The Exhibitor expressly releases and holds harmless the above entities, associations, employees and members thereof from any and all claims arising from any cause whatsoever. The Organizers strongly recommend securing adequate insurance for your company and employees.



Exhibition Venue Rules & Regulations

The Rules and Regulations listed below are designed for safety, security and to provide equal exposure for all exhibitors. Exhibitors and their personnel / appointed agents must observe the Rules and Regulations stated in this Exhibitor Manual and those attached to the Exhibit Space Contract.

Animals

- Live animals and pets are not permitted in the exhibition booths.
- Where an animal is approved and/or is part of the event, the owner must comply with the Wildlife Act 1722 and shall be held fully responsible for obtaining all appropriate permits and for all its sanitary needs.
- The owner must submit to the Centre's Management, a comprehensive risk assessment report including details of all procedures for the handling and containment of the animal before, during and after the event, including the controls in place to protect the public and our employees specifically where any interaction between the animal(s) and the public or our employees is likely to occur.
- All procedures for the handling, containment before, during and after the exhibition shall be presented to the Centre's Management for approval and the decision to allow such a display shall be at the discretion of the Centre's Management.

Balloons

- Helium-filled balloon displays and other inflatable items must be approved by the Centre's Management.
- Due to the complexity and costs of retrieving balloons, helium-filled balloons are not allowed to be distributed in the exhibition booths.

Flying Objects

Remote-controlled flying objects are not permitted in the exhibition booths.

Care of Building

No attachment, fitting, equipment or device is allowed to be affixed to or suspended from any structure of the building as this can damage the structure of the building.

Carpet Protection

- All carpeted spaces throughout the venue must be protected from freight, vehicle movement and stand construction activities.
- The Centre's carpet and back lanes must be protected with plywood for the route of the vehicle.



Cars and Vehicles Display

- Exhibitors who wish to display cars and vehicles in exhibition booths must conform to Centre's requirement.
- For car display at level 3 carpeted floor, exhibitors must only use entrances and exits designated by the Centre for moving in and move-out.
- The Centre's carpet and back lanes must be protected with plywood for the route of the vehicle.
- No vehicle may move directly on the Centre's carpets and back lane flooring.
- Vehicle being displayed in exhibition booths must conform to the guidelines below :-
 - a. A spare set of key must be left at Security Control.
 - b. Running of displayed cars during exhibition is prohibited.
 - c. Fuel tanks containing fuel shall be maintained at less than $\frac{3}{4}$ full.

Electrical Installation, Compliance and Fire Safety

- For exhibitions, electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.
- Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand.
- Only one extension lead pen socket will be permitted. The uses of block sockets for multiple plugs are not permitted.
- The Centre reserves the right to withhold connection of power to a stand or to shut off power to a stand which is does not comply with the electrical safety requirements or if it is deemed to be unsafe.

Dangerous Activities

- Exhibitors must provide full details of any potentially dangerous activities to be undertaken in the exhibition booth(s) to the show organiser.
- No such activities may be conducted during an exhibition without the show organiser and the Centre's approval which must be obtained before move-in day and which may be withheld at the Centre's absolute discretion.
- Activities conducted in exhibition booths must comply with fire, health and safety regulations.

Exhibitor Services

- The following services are required to be ordered from the Centre :-
 - a. Audio Visual
 - b. Beverage
 - c. Booth Catering
 - d. Internet services and Telecommunications



- e. Water Connection and Compressed Air
- f. Potted Plants
- g. Stand Cleaning
- h. Catering Service Staff
- To order any of the above services, please contact your show organiser for the Login ID and Password.
- Completed forms can be faxed to Exhibition Services at +603 2333 2729 or emailxhservices@klccconventioncentre.com
- For assistance with regards to any of the service order forms, please contact Exhibition Services at +603 2333 2603
- With effect from 1 April 2015, all the Centre's goods and services will be inclusive of 10% service charge, of which the total will then be subject to a 6% Goods and Services Tax (GST).

Exhibitors' Hand-Carry Procedures

- Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanised equipment.
- Examples of acceptable hand-carried materials include boxes, suitcases or fibreboard shipping cartons, portable displays on wheels and small luggage bags.
- Exhibitors may use the guests lift access 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, boxes or crates.

Exhibitors' Loading and Unloading Procedures

- API exhibition is located at Level 3, Grand Ballroom 1, exhibitors' exhibit materials must enter and exit through loading dock via Cargo Lift 3.
- Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days. Loading Passes will be issued to exhibitors for entering the loading docks by the show organiser.
- **Exhibitors' loading procedures are limited to cars, mini-vans, station wagons or pick-up trucks (cannot exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height). No full-sized trucks or trailers will be allowed to unload via the loading procedures.**
- Should exhibitors need assistance with load in/out, they will be referred to the appointed official show freight forwarder at which time fees may apply.
- Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- Upon the close of the exhibition, there will be a 1 hour allowance for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during breakdown.



Exhibitors' Deliveries and Freight

- The Centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.
- Exhibitors who chose to manage their own freight carrier to the venue during the specified move-in and move-out day must notify the show organiser the specific details of the movement.
- It is important to ensure that sufficient move-in and move-out time is allocated.
- Advance deliveries and freight shipments are not permitted prior to the move-in date.
- If you have any concerns regarding timing, shipment and transportation, please contact your show organiser.
- Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the official show freight forwarders must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by the official show freight forwarder.

Hanging Banner - Exhibitor

- Banner hanging is an exclusive service offered by the Centre and may be suspended in selected locations. To order this service, please contact your show organiser for a copy of the request form.
- Banner hanging is allowed provided the exhibitor has an island booth configuration.
- Banner request must be submitted well in advance of the move-in of your show and should include the information and specifications as stipulated in the banner hanging request form.
- Exhibitors who require banner installation must complete and return the request form with full payment.

Machines and Equipment

- Exhibitors who wish to display machines and equipment must have the display machines' weight assessed to conform with the Centre's requirements.
- For exhibits on the Level 3 carpeted floor; display machines that exceed the floor loading will not be allowed.
- If approved by the Centre's Management, adequate protection must be provided to the existing carpet prior to placement of the display machines.
- The above requirements are mandatory for health and safety reasons.



Sound (Noise) Levels

- Objectionable sound devices may not be used.
- 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 show organiser and the Centre's Management.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.
- Music or noise emitting from the exhibition booth cannot exceed 70 decibels (A).
- Exhibitors receiving requests from the show organiser or the Centre's Management to reduce the music volume or noise level must conform immediately to the request or be subjected to having the power to their sound system disconnected.

Promotion Materials

- Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.
- Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- The Centre's Management reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.

Soliciting/Demonstrating

- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.
- Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space.
- No exhibits, displays or advertising material of any kind will be allowed in the Centre's public areas, basement parking or hallways.
- Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.
- Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.



Raw Space Stand Guidelines and Approval

All raw space exhibitors are required to submit their stand design for inspection to ensure that it meets the requirements outlined in the Centre's Guidelines as well as the Stand Design Guidelines set out by the show organiser.

Stand Cleaning

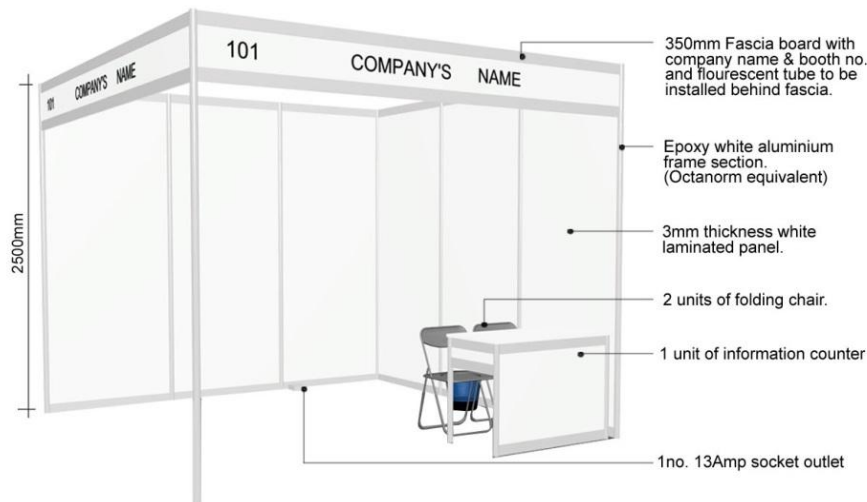
- Exhibitor is fully responsible for cleaning their stands and exhibits.
- If you have any specific requirement on waste disposal especially paint, grease and oil, please contact the Centre Management to discuss correct disposal methods.
- To order this service please contact Exhibition Services

Smoking Policy

- Smoking is prohibited in the Kuala Lumpur Convention Centre.
- All public areas, inclusive of Foyers, Registration Counters, Cafe, Organiser's Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.
- Designated smoking areas are located at the end of each wing on Ground Level and Level 3.
- Hirer/ show organiser agree to use their best endeavours to ensure that their exhibitors, patrons and visitors comply with the policy.

Standard Booth Information & Regulations

Standard Shell Scheme (3m x 3m)



Each 9sqm standard shell scheme stand includes:

- 2.5 m high wall and dividing wall partition with white laminated in-fill panels.
- One (1) 13-Amp, single-phase power point.
- Two (2) 40-Watt fluorescent tube lights.
- Overhead fascia panel with organisation's name and stand number.
- Two (2) white folding chairs.
- One (1) information desk (1000mmL x 540mmD x 760mmHt)
- One (1) waster paper basket.

The following Regulations must be observed:

- No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed.
- No painting on the shell stand panels is allowed.
- No freestanding structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
- An Exhibitor occupying a corner stand is not permitted to close any part of the corner.



**Service Forms -
Official Exhibition
Stand Contractor - PICO**



FORM 2 3RD PARTY CONTRACTOR FORM

DEADLINE : 23rd December 2015

Appointed Contractor	:	_____	Booth No: _____
Exhibitor Company	:	_____	
Contractor Company	:	_____	
Person in Charge	:	_____	
Email	:	_____	
Mobile	:	_____	
Tel No	:	_____	
Fax No	:	_____	
Date	:	_____	
Company Stamp & Signature : _____			

PERFORMANCE BOND (REFUNDABLE SECURITY DEPOSIT)

Please tick (v) :

- | | | |
|--------------------------|------------------------------------|----------------|
| <input type="checkbox"/> | Booth below 36 sqm | : USD 1,000.00 |
| <input type="checkbox"/> | Booth above 36sqm and below 72 sqm | : USD 3,000.00 |
| <input type="checkbox"/> | Booth below 72 sqm | : USD 5,000.00 |

ADMINISTRATION FEE (NON REFUNDABLE)

sqm x USD 8.00 per sqm = USD

IMPORTANT NOTES:

- 1) Please issue separate cheque for performance bond.
- 2) Bare space consists of **SPACE ONLY** with no lightings, furniture and carpet.
- 3) All stand design must be submitted to PICO (cindy.chin@pico.com.my/phooiye.yoong@pico.com.my) no later than **23rd December 2015** for approval, Only upon approval, can the contractor commence work on site.
- 4) We cannot guarantee provision of order received after the date of validity.
- 5) The cost above is subjected to 6% GST

Submit by 23th December 2015 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.831 0389 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
E-mail: cindy.chin@pico.com.my (CINDY CHIN) / phooiye.yoong@pico.com.my (PHOOI YEE)



INDEMNITY LETTER

RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

API EXHIBITION ON INTERNATIONAL STANDARD 2016

Venue: Kuala Lumpur Convention Centre, Ballroom 1

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Contractor's Regulations during **API EXHIBITION ON INTERNATIONAL STANDARD 2016** are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to:-

Part 1 Kuala Lumpur Convention Centre Hall Management Rules and Regulations.

1. All non-official contractors are required to register with PICO – Show Official Contractor.
2. No build-up materials are allowed to pile into the aisle/gangways, loading bay obstruct fire exit door and firefighting equipment. Please remember to keep your entire materials inside your stand at all times.
3. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
4. No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
5. Material used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
6. No persons under age 18 years old are permitted to enter or work on the premises.
7. Smoking is not allowed at any time in the Halls and associated work areas.
8. All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests area
9. All contractors must wear a pass supplied by the Show Organiser or PICO all the times when entering the Centre.
10. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.



11. 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.
12. Only non-toxic primarily water-based, paints are permitted. Any liquid chemical in bottle must be label and Spray painting is not allowed within the centre.
13. Proper scaffolding, including ladders and work platforms, must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
14. Personal Protection Equipment and the use of hard hats is mandatory when working at height above 2 metres or in restricted dangerous and or hazardous areas.
15. The workers also need to wear suitable protective clothing and appropriate protective accessories for eyes, ears, feet and hands where relevant. When an access platform is not practicable, an alternative is to provide safety harness which can protect workers from falling from working areas.
16. No obstacles to be placed in the aisles and all parts of an exhibit are to be contained within the stand.
17. Unruly or unacceptable behavior and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel may be evicted from site.
18. Any person caught committing unsafe work practices and or non-compliance activities will be prohibited from working in Kuala Lumpur Convention Centre.
19. 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 Concourse Level.
20. Safety height clearance at loading dock is 4m. Vehicle in loading shall not exceed 3.5m in height and 20' (6.1m) in length. Any incidental damage for non-compliance for this restricted height will be liable for compensation to the Centre for damage.



Part 2 : API EXHIBITION ON INTERNATIONAL STANDARD (AXIS) 2016 Rules and Regulations

1. All contractors to ensure all the waste construction materials are cleared from the loading bay and exhibition during installation and dismantle. The appointed contractor will be charged a penalty and disposal fee from the performance bond if any materials found left at the loading bay or exhibition hall.
2. All contractors must follow the assigned move in/move out schedule arranged by Official Contractor to ensure the loading/unloading run smoothly.
3. It is the responsibility of space only exhibitors to ensure that their stand number is incorporated within their stand design and is clearly displayed.
4. For special construct booth, USD 8.00 per sqm administrative fee and Performance Bond shall be made to Pico International (M) Sdn Bhd before 23th December 2015.
5. Sharing of power socket among booth during build up is strictly prohibited.
6. Power socket and 30Amp 3 Phase power is only meant for machinery use. The usage of power extension cord in the exhibition hall is strictly prohibited.
7. Lighting Connection (maximum 100W per fitting) has to be ordered for every lighting items fitted at the booth. (e.g, A 150Watt Metal Halide = 2 lighting connections)
8. An official warning letter will be issued and a penalty fee will be imposed by the official contractor to outside contractor who do not comply to venue and show rules & regulations (as spelled out in this indemnity letter) after verbal warning is given.
9. No exhibit or decorative items, including TV screen, light fitting is allowed to place beyond the contracted booth area.
10. Round edges at the four corners of the booth are required for any raised up platform. 'Caution tape' is deemed necessary at all edging of platform that may cause hazard to the visitors.
11. For double storey design stand (if any), the upper level should be maximum 50% or less of the contracted space area. The signage of 'Maximum Weight and People allowed at any one time' on the upper level must be prominently displayed.
12. In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof.



13. 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.
14. Any designs for a structure exceeding 2.44 metres in height must be submitted for approval in advance and will be considered on an individual basis. If approved, this structure will be restricted to an area of 0.5metre away from the back and side walls.

KLCC (Convex)	Ceiling Height	Maximum Structural Height
Grand Ballroom 1	9.0 m	5.0 m
Low Ceiling Location	4.5 m	3.5 m

15. Open frontages: All stands, irrespective of height must have at least 50% of any frontages facing an aisle open or fitted with transparent (clear see-through) materials. This area must be left visibly free of obstruction.
16. Exhibitor occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Organiser building this wall on the Exhibitor's behalf and re-charging the cost to the exhibitor or the appointed contractor of the exhibitor.
17. All booth designs and construction must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as both Organiser and the exhibition hall owner's requirements.
18. Stand designs and layout plans must be submitted to the officials at least 1 month prior to the exhibition. Only upon approval, can the contractor commence work on site.
19. The booth must be constructed in accordance with the approved design and be ready within the build-up period specified in the show rules and regulations.
20. The contractor shall ensure that the booth is dismantled in a safe, systematic and organised manner, within the specified dismantling period.
21. All booth structures are required to have:
 - Plywood / raised platform and over-laying carpeting or
 - Base-plate of two times the diameter of supporting pillar on landing



Part 3 : Indemnity

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

Booth Name	
Booth No.	
Name	
Designation	
Contact No.	
Date	
Signature	
Company Stamp	

Kindly provide the details below:

Size of Lorry	No. of Lorry

Failing to sign back the indemnity letter will not be granted access to the exhibition hall for build up.

Please Retain a copy for your record & Return this form via email to:
PICO INTERNATIONAL (M) SDN BHD Attn : Ms Cindy Chin/Ms. Phooi Yee Email : cindy.chin@pico.com.my / phooiyee.yoong@pico.com.my Mobile : +6012 643 8809/+6016 831 0389 Tel: +603 6275 5990 Ext : 372/370



FORM 3 FURNITURE RENTAL FORM

DEADLINE : 23rd December 2015

Billing Information:

Exhibitor Company : _____ Booth No: _____
 Person in Charge : _____
 Email : _____
 Mobile : _____
 Tel No : _____
 Fax No : _____
 Date : _____

Company Stamp & Signature : _____

NO.	DESCRIPTION OF ITEM		UNIT COST(USD)	QTY	TOTAL COST (USD)
1	PF01	INFORMATION DESK	22.00		
2	PF01A	INFORMATION COUNTER	26.00		
3	PF01B	2 TIER COUNTER	80.00		
4	CT01A	CRYSTAL D3	57.00		
5	RT02	ALUMINIUM TABLE	32.00		
6	CT01	GLASS TOP COFFEE TABLE	23.00		
7	ET06	LOW ROUND TABLE	32.00		
8	ET06A	TALL ROUND TABLE	40.00		
9	PF03	LOCKABLE CUPBOARD	29.00		
10	PS08	SHELF-FLAT/SLOPE	24.00		
11	PF07B	LOW DISPLAY CUBE	35.00		



FORM 3 FURNITURE RENTAL FORM

DEADLINE : 23rd December 2015

NO.	DESCRIPTION OF ITEM		UNIT COST(USD)	QTY	TOTAL COST (USD)
12	PF07A	MEDIUM DISPLAY CUBE	50.00		
13	PF07	TALL DISPLAY CUBE	57.00		
14	EE01	REFRIGERATOR (MEDIUM)	150.00		
15	EE02	REFRIGERATOR (SMALL)	133.00		
16	PF08	SYSTEM RACKING	82.00		
17	EC08	FOLDING CHAIR	11.00		
18	EC01	EASY ARM CHAIR	25.00		
19	EC02	SAVANNI CHAIR	38.00		
20	EC04	ALUMINIUM CHAIR	29.00		
21	CC05	BLACK LEATHER ARMCHAIR	27.00		
22	BS02	BARSTOOL	22.00		
23	BS05	OSCAR BARSTOOL	38.00		
24	AU01A	SOFA	39.00		
25	SF02	SOFA BLACK	57.00		
26	PF02	LOW SHOW CASE	50.00		
27	PF04	HIGH SHOW CASE	110.00		
28	AS03A	BROCHURE RACK	38.00		



FORM 3 FURNITURE RENTAL FORM

DEADLINE : 23rd December 2015

NO.	DESCRIPTION OF ITEM		UNIT COST(USD)	QTY	TOTAL COST (USD)
29	CH01	COAT HANGER	48.00		
30	DR02	FOLDING DOOR	81.00		
31	DR01	WOODEN DOOR	95.00		
32	ES10A	BARRICADE BELT TAPE	22.00		
33	DS01	DUSTBIN (NORMAL)	3.00		
Sub Total :					
Order made after deadline is subjected to 30% surcharge :					
GST (6%)					
Grand Total :					

IMPORTANT NOTES:

- 1) All items are on rental basis.
- 2) Late order: **30% late surcharge** will be charged for any late orders received after the deadline (**23rd December 2015**), while orders received on site will be subject to **50% onsite surcharge**.
- 3) Any cancellation before/on **23rd December 2015** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **23rd December 2015**.
- 4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

Submit by 23rd December 2015 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.831 0389 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
E-mail: cindy.chin@pico.com.my (CINDY CHIN) / phooiye.yoong@pico.com.my (PHOOI YEE)



Furniture & Accessories

To enhance the interior of an exhibition stand, one can always turn to Pico for additional furniture and lighting fixtures at an attractive cost, without compromising on the accessory's quality.

Furniture Rental



PF01 **Information Desk**
1030(W) x 540(L) x 760(H)



PF01A **Information Counter**
1030(W) x 540(L) x 1030(H)



PF01B **2 tier Counter**
1000(W) x 760(L) x 1000(H)



PF01C **Curve Counter**
1980(W) x 500(D) x 1000(H)



PF01D **Curve Table**
1980(W) x 500(D) x 760(H)



PF03 **Lockable Cupboard**
1030(W) x 540(L) x 760(H)



PF02 **Low Show Case**
1030(W) x 540(L) x 1030(H)



PF04 **High Show Case**
1030(W) x 540(L) x 2070(H)



PF07B **Low Display Cube**
540(W) x 540(L) x 510(H)
PF07A **Medium Display Cube**
540(W) x 540(L) x 760(H)
PF07 **Tall Display Cube**
540(W) x 540(L) x 1030(H)



CT01A **Crystal D3**
900(D) x 760(H)



ET06 **Low Round Table**
800(D) x 790(H)
ET06A **Tall Round Table**
600(D) x 1000(H)



RT01 **Plastic Round Table**
930(D) x 760(H)



RT02 **Aluminium Table**
600(D) x 790(H)



PF12 **Square Table**
600(W) x 600(L) x 760(H)



PF11 **White Formica Coffee Table**
540(W) x 540(L) x 510(H)



CT01 **Glass Top coffee Table**
600(W) x 600(L) x 520(H)



PF08 **System Racking**
1000(W) x 500(L) x 2070(H)



PS08 **Shelf-flat or slope**
1000(W) x 310(L) x 2490(H)



AS03A **Brochure Rack**
320(W) x 600(L) x 1380(H)



ES10 **Barricade V Tape**
1460(W) x 900(H)



ES10A **Barricade Belt Tape**
1500(W) x 900(H)



AU01A **Sofa**
600(W) x 750(L) x 730(H)



SF01 **Sofa Blue**
790(W) x 750(L) x 730(H)



SF02 **Sofa Black**
800(W) x 900(L) x 730(H)



EC08 **Folding Chair**
450(W) x 400(L) x 770(H)



BS02 **Barstool**
390(D) x 350(L) x 750(H)



BS03 **Barstool with high back**
390(D) x 350(L) x 850(H)



BS04 **Serena Barstool**
500(W) x 600(L) x 970(H)



BS05 **Oscar Barstool**
440(W) x 400(L) x 900(H)



CC05 **Black Leather Arm Chair**
590(W) x 530(L) x 770(H)



EC01 **Easy Arm Chair**
540(W) x 680(L) x 880(H)



EC05 **Secretary Chair**
470(W) x 640(L) x 900(H)



EC02 **Savanni Chair**
470(W) x 400(L) x 800(H)



EC03 **Medium back office-PU**
660(W) x 600(L) x 1150(H)



EC04 **Aluminium Chair**
550(W) x 600(L) x 740(H)



EC06 **Plastic Club Chair**
570(W) x 560(L) x 780(H)



CH01 **Coat Hanger**
480(W) x 1800(H)



DR02 **Folding door**
1000(W) x 2490(H)



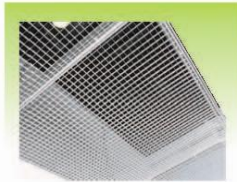
DR01 **Wooden door**
1000(W) x 2490(H)



BT01 **Bunting stand**
390(W) x 2500(H)



DS01 **Dustbin (Normal)**
290(D) x 280(H)



CG01 **Ceiling Grid**
1000(W) x 1000(H)



BR01 **Display Board**
950(W) x 1200(H)



EE01 **Refrigerator (Medium)**
540(W) x 540(L) x 1100(H)



EE02 **Refrigerator (Small)**
500(W) x 540(L) x 700(H)



FORM 4 ELECTRICAL RENTAL FORM

DEADLINE : 23rd December 2015

Billing Information:

Exhibitor Company : _____ Booth No: _____

Person in Charge : _____

Email : _____

Mobile : _____

Tel No : _____

Fax No : _____

Date : _____

Company Stamp & Signature : _____

NO.	DESCRIPTION OF ITEM		UNIT COST(USD)	QTY	TOTAL COST (USD)
Section A – Electrical fittings – Equipment and fittings on hire					
1	FL01	40W FLUORESCENT LIGHT	29.00		
2	SL01	SPOTLIGHT	30.00		
3	LS02	100W SPOTLIGHT WITH ARM	32.00		
4	SR205	50W HALOGEN DOWNLIGHT	32.00		
5	HF01	HALOGEN FLOODLIGHT	88.00		
6	HLF02	HALOGEN LONGARM FLOODLIGHT	110.00		
7	HQI70	METAL HALIDE (COMPLETE SET)	120.00		



FORM 4 ELECTRICAL RENTAL FORM

NO.	DESCRIPTION OF ITEM	UNIT COST(USD)	QTY	TOTAL COST (USD)
Section B – Electrical supply to machine (not for lighting), inclusive of power consumption				
8	13AMP SINGLE PHASE (for Build-Up)	20.00		
9	13AMP SINGLE PHASE (Max. 300W)	33.00		
10	13AMP SINGLE PHASE (24 Hours)	40.00		
11	15AMP SINGLE PHASE	43.00		
Section C – Connection fitting up to 100W. Charges include supply of cable terminating in a fuse switch				
12	LIGHTING CONNECTION (100W) PER FITTING	48.00		
13	LED STRIP LIGHTING CONNECTION (PER METER)	30.00		
Sub Total :				
Order made after deadline is subjected to 30% surcharge :				
GST (6%)				
Grand Total :				

IMPORTANT NOTES:

- 1) All items are on rental basis.
- 2) Late order: **30% late surcharge** will be charged for any late orders received after the deadline (**23rd December 2015**), while orders received on site will be subject to **50% onsite surcharge**.
- 3) Any cancellation before/on **23rd December 2015** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **23rd December 2015**.
- 4) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

Submit by 23rd December 2015 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.391.6707 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
E-mail: cindy.chin@pico.com.my (CINDY CHIN) / phooiyee.yoong@pico.com.my (PHOOI YEE)



Electrical Rental



SL01 **Spotlight**
100 Watt



LS02 **Longarm Spotlight**
100 Watt



HS04 **Halogen Spotlight**
50 Watt



HLS03 **Halogen Longarm Spotlight**
50 Watt



SR205 **Halogen Downlight**
50 Watt



HF01 **Halogen Floodlight**
300 Watt



HLF02 **Halogen Longarm Floodlight**
300 Watt



FL01 **Fluorescent Light**



Power Socket



HQJ 70 **Metal Halide**
70 Watt



HQJ 150 **Metal Halide**
150 Watt



PC 1000 **Parcan Light**
1000 Watt

Design & Construction



In Pico, we believe it takes specialist support at every stage of the creation process to deliver a package that performs for you. It all lies in focused quality and craftsmanship, from inception to the finished product. With co-ordinated support from our in-house services for design, graphics, lighting, fixtures and signage, Pico can transform your concept into reality.





ELECTRICAL RULES AND REGULATIONS - PICO

1. Electrical power supply:
 - Single-phase: 230V / 50Hz \pm 5%
 - Three-phase: 415V / 50Hz \pm 5%
2. All prices quoted include approval fees, installation, power consumption, and standby maintenance.
3. Lighting Connection:
 - All lighting connection work must be done by Pico. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection. (100 watt maximum per fixture).
4. Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
5. Lighting Connection (maximum 100W per fitting) has to be ordered for every lighting items fitted at the booth. (e.g, A 150Watt Metal Halide = 2 lighting connections)
6. Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever is applicable. Exhibitors are encouraged to use tubes of higher voltage (maximum 100 watts) wherever possible.
7. Exhibitors who provide their own lighting fixture containing wiring installation must comply with the following procedures: -
 - Submit detailed drawings of such installation to Pico for approval.
 - Show proof that such installation is carried out by a registered wiring contractor with relevant Class of Certificate of Registration issued by the Energy Commission of Malaysia or its equivalent.
 - Use materials approved by the Energy Commission of Malaysia or its equivalent.
8. All equipment should have independent neutral & earth for equipment that require three phase power supply.
9. All exhibitors are encouraged to retest the incoming voltage before commissioning their equipment.
10. Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation.
11. Exhibitors are encouraged to use Uninterruptible Power Supply (UPS) to prevent any immediate interruption of power supply in the event of tripping and stabilizers for sensitive equipment.
12. Each individual power point or isolator is to be restricted for the use for only (one) piece of equipment and it cannot be used for lighting purpose.
13. Exhibitors should refer to and obtain from Pico for special light terms required and pay all relevant cost directly to Pico.
14. Plans and location of electrical points have to be submitted 4 weeks before the show opening to Pico.
15. Pico reserves the right to request Exhibitors to change any wiring installation, connection etc. contained in lighting fixtures for safety reason.



FORM 5 CONTRACTOR PASS APPLICATION FORM

DEADLINE : 23rd December 2015

Appointed Contractor : _____
 Exhibitor Company : _____ Booth No: _____
 Contractor Company : _____
 Person in Charge : _____
 Email : _____
 Mobile : _____
 Tel No : _____
 Fax No : _____
 Date : _____

Company Stamp & Signature : _____

ITEM	QUANTITY	UNIT PRICE (USD)	TOTAL (USD)
CONTRACTOR PASS		3.00	
TOTAL AMOUNT			

IMPORTANT NOTES:

1. Each contractor pass is priced at USD5.00 after the deadline of **23rd December 2015**.
2. PICO will not issue any contractor badges during tear down, therefore please ensure that you have order in advance the sufficient number of badges to be used during build up as well as the tear down.
3. All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid.

Submit by 23rd December 2015 to:

PICO International (M) Sdn Bhd

• Mobile: 6016.831 0389 • Telephone: 60.3.6275.5990 • Facsimile: 60.3.6275.6366 •
 E-mail: cindy.chin@pico.com.my (CINDY CHIN) / phooiyee.yoong@pico.com.my (PHOOI YEE)



FORM 6 METHOD OF PAYMENT

**API EXHIBITION ON INTERNATIONAL STANDARD 2016,
13-15 JANUARY 2016
KUALA LUMPUR CONVENTION CENTRE,
MALAYSIA**

Dear Exhibitor:
We have taken note of your [electrical /furniture](#) orders and others for the above-mentioned event. For payment, we would appreciate it if you could indicate on this form your payment method and payment details as soon as the arrangement has been confirmed. This is to allow us to trace and process your payment more effectively for you.

Please kindly note that all payment for orders must reach us at the stipulated date or will be deemed as invalid.
Thank You.

CINDY CHIN/PHOOI YEE
DID: + 60 3 6275 5990, Ext 372/370
Mobile: +6012 643 8809/ +6016 831 0389
Email: cindy.chin@pico.com.my
phooiyee.yoong@pico.com.my

Exhibitor	:	_____
Booth No	:	_____
Contact Person	:	_____
Tel	:	_____
Fax	:	_____
Email	:	_____

Please return this form together with your order via email/fax to:

PICO INTERNATIONAL(M) SDN BHD
Attn: Ms Cindy Chin/Ms. Phooi Yee
Email: cindy.chin@pico.com.my/phooiyee.yoong@pico.com.my
Tel: +603-6275 5990, Fax: +603-6275 6366

Cheque / Bank draft

Please issue all cheques/bankdraft payable to '**PICO INTERNATIONAL (M) SDN BHD**'
Please also indicate the show name :
API EXHIBITION ON INTERNATIONAL STANDARD (AXIS) 2016 at the back of cheque

Bank: _____ Cheque No. _____

Please mail the cheque to :-
PICO INTERNATIONAL (M) SDN BHD
Wisma PICO, 19-20, Jalan Tembaga SD 5/2,
Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia.
Attn: Cindy Chin/Syen Yap (Exhibition Division)

Cheque was mailed out on: ____ / ____ / ____

TT Transfer

Please remit to :
CIMB BANK BERHAD
B-G-8, Block B, Plaza Ativo, Jalan PJU 9/1,
Damansara Avenue, Bandar Sri Damansara
52200, Kuala Lumpur.

RM A/C No: 8003039011
USD A/C No: 800003733440
SGD A/C No: 800013639002
Swift Code: CIBBMYKL
(In favour of PICO INTERNATIONAL (M) SDN BHD)

Please also indicate the show name:
API EXHIBITION ON INTERNATIONAL STANDARD 2016
Kindly fax your remittance advice together with this form to the fax number: +60 3 6275 6366 when the payment has been made in order for us to trace and activate your orders without delay.

Credit Card
 Visa MasterCard Amex

Card Number : _____
Expiry Date : _____
* CVV2 No (Last 3 digit behind Card) : _____
* Top right hand corner 4 digit no. (AMEX): _____
Name of Card Owner : _____
Signature as appear in the credit card: _____

Total Amount : -

USD _____ + 3%* = USD _____
*(Inclusive of remittance bank charges) to the Account
Detailed below and agree to the terms and conditions stated below.
Note: A surcharge of 3% will be incurred for all Payment via credit card



**Service Forms -
Kuala Lumpur
Convention Centre**