


COMPANY CONTACT INFORMATION

Organization : _____
 Fascia Board Name : _____
 Contact Person : _____
 Address : _____
 City/Town : _____ Province : _____ Postal Code : _____
 Telephone # : _____ Mobile # : _____ Fax # : _____
 Website : _____ Email Address : _____

BOOTH INFORMATION

Options	Details	Price (psqm)	Area (Sqm)	Total (US\$)
1	Raw Space (Min. 24 Sqm)	\$ 290	X	=
2	Standard Shell Scheme package (12 sqm)	\$ 350	X	=
3	Premium Shell Scheme Package (12 sqm - Corner Booths)	\$ 390	X	=
Standard Shell Scheme includes: Booth construction & dismantling, Fascia board with company name & booth number, wall to wall carpet, 3 spot lights inclusive of power, 1 table & 3 chairs, 1 waste paper basket, general security, daily booth cleaning, exhibitor passes, one catalogue entry, one exhibitor catalogue.				Sub Total =
* Electricity order for all exhibitors with raw space is mandatory. Otherwise the exhibitor will not get any electricity connection at their booth for construction as well as show days. Electricity charges: \$ 20- per KW/per day +12.36% Service Tax.				Add : 12.36% Tax
Total amount (in words): USD				Grand Total =
 * EARLY BIRD DISCOUNT OF 10% BEFORE 30TH JAN 2015. Only applicable if 50% Deposit is receive in Advance.				

PAYMENT INFORMATION

- Crossed Cheque or Bank Draft favouring : **"United Malaya 360 Media Sdn Bhd"** or
- Telegraphic Transfer to :**
 Bank : OCBC Bank (Malaysia) Berhad, No.18, Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia
 Beneficiary : "United Malaya 360 Media Sdn Bhd"
 Account No. : 701-1367706 (Ref : International BuildTech Expo 2015)
 Address: D5-2-8, Solaris Dutamas, No.1, Jalan Dutamas 1, 50480 Kuala Lumpur
 SWIFT Code : OCBCMYKL
- (Please pay your bankers the telegraphic transfer charges)

Payment Terms

* 50% payment in advance and 50% balance 3 months before the event date.

- I have read and agree to the guidelines outlined by the International BuildTech Expo 2015 organizing committee concerning participation as an Exhibitor.

Signature of Authorized Official

Date

Office use only: Date Received

Date Processed

Booth Number



Email this form to admin@um360media.com or kavitha@um360media.com

Fax to Exhibition Secretariat at +603 6207 9066 / or call us at +603 6205 5066

REGISTRATION TERMS

- **Rights:** The Organizers reserve all rights in connection with International BuildTech Expo 2015.
- **Terms of References:** In these Rules and Regulations, the term 'Exhibitor shall include all employees, staff and agents of any company, partner ship firm or individual to whom space has been allocated for the purpose of participating. The term 'Organizers' shall mean the Management Committee, United Malaya 360 Media Sdn Bhd, D5-2-8, Solarid Dutamas, No.1, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia. The term 'TradeExpo' shall mean the tradeshow known as 'International BuildTech Expo 2015'.
- **Damage to the Trade Show Area:** Exhibitors are required to indemnify the Organizers against any claim made against them in respect of damage to TradeExpo halls and venue caused by their stand exhibits, staff or by agents acting on their behalf.
- **Insurance:**
 - o Security & Insurance of the exhibits and property of the booth shall be the responsibility of the Individual Exhibitor.
 - o The Organizers shall not be responsible in any way for personal injury to the Exhibitors or their staff, agents, invitees or licencees, however caused.
- **Consequential Loss:** In case of the TradeExpo being cancelled or suspended or deferred in whole or in part, for causes not in the Organizers' control, the Organizers do not accept any consequential liability in any eventuality.
- **Business Volume:** The organizers don't guarantee any volume of business to any exhibitor; nor are in any exhibitor's booth.
- **Booth Alteration:**
 - o No alteration in size of an Exhibitor's stand is permitted without the prior written approval of the Organizers.
 - o The Organizers reserve the right to modify the layouts of the booth sites and gangways, and allot alternate stand.
 - o In case the actual size of a booth is less than booked space, the Organizers will be liable to a refund cost of the discrepancy in space in rounded metres, but would not be liable for any consequences, thereof.
 - o In the event of an Exhibitor's display causing inconvenience to other Exhibitors, the Organizers reserve the right to ask for the required alterations.
 - o Conversion of an allocated Shell Scheme site to Free Design is not permitted.
 - o While reasonable fixings may be made to the flush plywood of the Shell Scheme without damaging them in anyway, no alterations in the facia structure or the format are permitted. Any attempt to do this will involve the restoration of the original structure at the expenses of the Exhibitor or his/her agent.
 - o Neither are the booth displays allowed to overhang the allotted area, nor are any obstructions permitted near gangways, fire points, extinguishers and emergency exits.
 - o Designers are particularly requested to avoid designs which may block or box in on other Exhibitors' booths or the gangways.
- **Booth Interiors:** While the Exhibitors are free to decorate their stands to the best of their ability for projecting the right image of their products and company, they should take care not to cause and damage to the walls, panels and floors by use of nails, painting or any other such activity.
- **Equipment Interference:** No equipment which emits excessive noise or causes electrical interference or any other annoyance can be operated. In this matter, the decision of the Organizers shall be final.
- **Audio Visual Presentation:** It is appreciated that audio visual presentations are an important part of HGH India Trade Show. However, the Organizers expect Exhibitors to exercise discretion and show courtesy towards fellow Exhibitors.
- **Booth Confirmation:** A booth would be deemed confirmed, upon the Exhibitor submitting the registration form duly signed along with the complete product classification form and realization of payment there against.
- **Stand Allocation:** The Organizers reserve absolute right for the final booth allocation, and may offer alternate booth of equivalent size to confirmed exhibitors.
- **Default on Payment:** The Organizers reserve the right to cancel any reservation of space in the event of an Exhibitor not having paid the dues of the booth charges within specified period. Payment already received will be forfeited in such cases.
- **Change of Booth:** A booth once booked by the Exhibitor cannot be changed.
- **Cancellation:** No reduction/cancellation would be permitted after confirmation. The Organizers may, in special cases, permit reduction/cancellation after forfeiting 50% of the total booth charges.
- **Space not Occupied:**
 - o Every Exhibitor shall occupy the full area booked by him.
 - o Should an Exhibitor fail to take up the booth allocated to him, the Organizers reserve the right to use the booth so unoccupied, as they think fit and the Exhibitor shall not have any claims in this regard.
- **No Sub – letting:** The Exhibitors may not assign, sublet or grant licences in respect of the whole or part of the stand, Cards, advertisements or printed matter of the firms or persons who are not bonafide Exhibitor may not be exhibited or distributed from any booth except that an Exhibitor may distribute cards, advertisements or printed matter of companies or firms which are subsidiaries of the Exhibitor or the Exhibitor's ultimate holding company.
- Exhibitors may only display in their booths their products as listed in the application form and accepted by the organizer. Exhibitors must not engage in advertising of non-exhibiting companies.
- Collections must be presented inside the booths. Distribution of leaflets or samples outside the booths is strictly prohibited.
- **Promotion by Exhibitors.** In all communication inviting patrons to visit their booth, Exhibitors must specify clearly that registration is a must for entry to International BuildTech Expo 2015. If this is not the case, the Organizers reserve right to allow them entry at the cost of the Exhibitors.
- **Hoardings/Banners:** No hoardings, banners etc. will be allowed at the venue or on the roads in the vicinity unless the design, specification, location and installation have been approved by the Organizers in writing. In case it is not, such unauthorized display is liable to be removed by the Organizers without notice at the exhibitor's cost besides attracting penalty.
- **Security:** Although a 24 hour hall security will be in operation throughout the Tradeshow, Exhibitors should take all possible precautions to minimize loss or damage to their equipment, merchandise, display etc.
- **Exhibit Removals:**
 - o Exhibits must be removed from the booth before 9 p.m. of July 4th, 2015. Not before 4 p.m. and not after 9 pm.
 - o Should an Exhibitor fail to vacate his booth, space or premises by the time specified above he/she shall be liable to pay any charge or cost incurred by the Organizers as a result of thereof.
- **Exit Permit:** No material/exhibit shall be allowed to be taken out of the hall without valid exit permit obtained from the officer authorized by the Organizers.
- **Shell Scheme booth sizes:** The size of Shell Scheme booth is calculated to the nearest 12 sq. mtrs. (rounded up or down) and cost is based on this size.
- **Electrical Installations:** All outside electrical installations must be carried out by the officially appointed electrical contractors before connection to the main supply. Exhibitors will be responsible for safeguarding their equipment against any voltage fluctuations and/or power failure and the Organizers will not be liable for any consequences thereof.
- **Facia:** Only one facia board per booth will be provided.
- **Failure of Service:** The Organizers will endeavour to ensure that the services of the suppliers are provided. However, neither they nor the suppliers shall be liable to the Exhibitors for any loss or damage, should any such service wholly or partially fail or cease to be available. Also the Exhibitors shall not be entitled to any concession in respect of the stand charges due or paid under the contract.
- **Right to Enter the Tradeshow:** The Organizers, venue officials and those authorized by them have the right to enter the tradeshow premises at any time to execute work, repairs and alterations and for other purposes.
- **General Lien:** All exhibits are subject to general lien in favour of the Organizers for all sums, whether for unpaid stand charges or otherwise, due from an Exhibitor to the Organizers.
- **Right of Entry to Visitor:** The Organizers reserve the right of admission to visitors and may prescribe registration procedure and recover registration charges/secretarial costs from the visitors. Organizers' decision in this matter would be final.
- **Verbal Agreement:** Any verbal agreement concerning any aspect of the contract or the exhibition is not valid unless confirmed in writing.
- **Jurisdiction:** Any dispute between the Organizers and an Exhibitor is subject to the jurisdiction of the Courts of Chennai only.
- The organizer has the right to make any decision related to cases not provided for in these regulations.

Place & Date

Signature