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**SECTION 01**  
**GENERAL INFORMATION**  
**&**  
**SERVICES**

**1. Important Conference  
Information**

### **1.1 Venue And Dates**

**Event:** 12th ICEVI World Conference 2006  
**Date:** 16<sup>th</sup> – 21<sup>st</sup> July 2006 (Conference)  
18<sup>th</sup> – 20<sup>th</sup> July 2006 (Exhibition)  
**Venue:** Putra World Trade Centre  
**City:** Kuala Lumpur  
**Country:** Malaysia

### **1.2 Theme Of The Conference**

The theme of the conference is **Achieving Equality in Education: New Challenge and Strategies for Change**. The three main areas of focus for paper presentations are

- **Achieving Equality in Education: Attitudes and Policies**
- **Achieving Equality in Education: Human Resource Development**
- **Achieving Equality in Education: Strategies for Change**

### 1.3 Tentative Program

All speakers of the plenary sessions and coordinators of the focus-day workshops have already confirmed their participation. The tentative program of the conference is as follows:

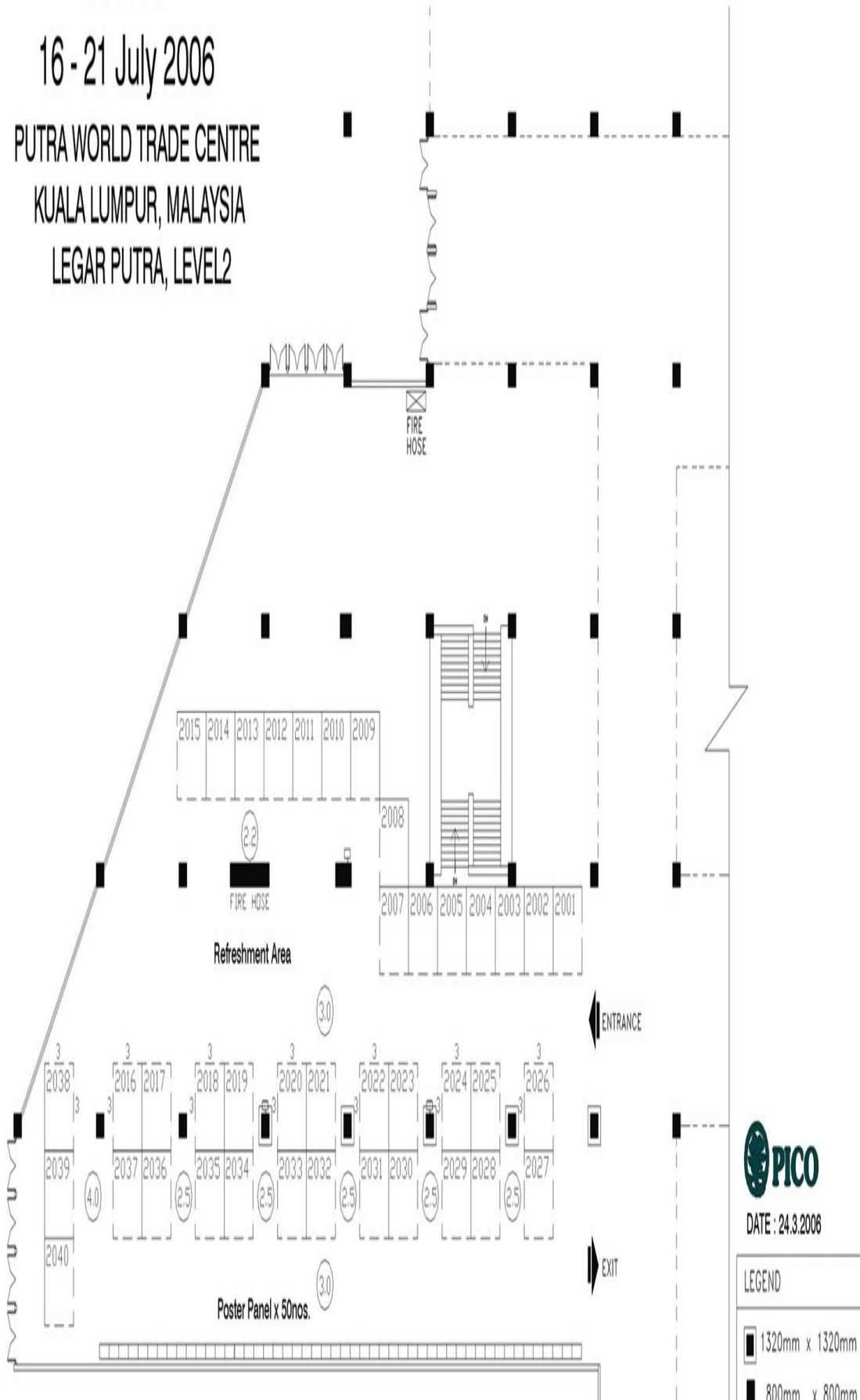
<b>Day</b>	<b>08.45 – 10.30</b>	<b>11.00 – 12.30</b>	<b>14.00 – 15.30</b>	<b>16.00 – 17.30</b>	<b>Evening</b>
Sunday 16 July		Registration	Registration	Opening Ceremony	Reception
Monday 17 July	Keynote Presentation Theme: Attitudes/ Policies Chairperson: <b>Paul Ennals (UK)</b> Main Speakers: <b>Fred Schroeder (USA)</b> <b>William Rowland (RSA)</b> <b>Yolly Quijano (Philippine)</b>	Concurrent Session Papers (17 x 3 = 51 maximum)	Regional Focus Papers (up to 3 per region)	Regional meetings	Hosted Dinner
Tuesday 18 July	Keynote Presentation Theme: Human Resource Chairperson: <b>Paul Pagliano (Aus)</b> Main Speakers: <b>Gregorio Alonso ONCE (Spain)</b> <b>Bhushan Punani (India)</b>	Concurrent Session Papers (17 x 3 = 51 maximum) Posters (maximum 50)	Concurrent Session Papers (17 x 3 = 51 maximum) Posters contd.	Concurrent Session Papers (17 x 3 = 51 maximum) Posters contd.	Hosted Dinner
Wed 19 July	Focus Workshop (17) Coordinators <b>Nag Rao (India)</b> <b>Aubrey Webson (USA)</b> <b>Chris Friend (UK)</b> ----- <b>Susan Laventure (USA)</b> <b>Paul Manning (NZ)</b> <b>Ana Palaez (Spain)</b> <b>Tula Baxter (UK)</b> <b>Nandini Rawal (India)</b> <b>Robert Mortimer (Laramara Brazil)</b> <b>Norman Khan (Bangladesh)</b>	Focus Workshops (17) Coordinators <b>LeaHyvarinen (Finland)</b> <b>Jill Keefe (Aus)</b> and HongKong – SAR <b>Mike McLinden (UK)</b> <b>Steve McCall (UK)</b> <b>Victor Tsaran (Ukraine)</b> <b>Karo Tsaran (Poland)</b> <b>Gillian Gale (Aus)</b> <b>Reinette Popplestone (RSA)</b> <b>M.N.G.Mani (India)</b> and Aree (Thailand) <b>Cay Holbrock (Canada)</b>	Tourist Visits	Tourist Visits	Hosted Dinner
Thurs 20 July	Keynote Presentation Theme: Strategies for Change Chairperson: <b>G.N. Rao (India)</b> Main Speakers: <b>Victor Siaulys (Brazil)</b> <b>Jill Keefe (Aus)</b> <b>Wilfre Maina (Kenya)</b> <b>Peng Xiaguang (China)</b>	Concurrent Session Papers (17 x 3 = 51 maximum) Posters (maximum 50)	Concurrent Session Papers (17 x 3 = 51 maximum) Posters contd.	Regional meetings	Closing Dinner
Friday 21 July	Keynote Theme: Personal and Conference Reflections Chairperson: <b>Ismail Md Salleh</b> <b>Sabriye Tenberken (Tibet)</b> <b>KN Steve McCall (UK)</b> – Conference reflections	Closing Ceremony	Closing Ceremony		

**1.4 Exhibition Floor Plan**

# ICEVI

## 16 - 21 July 2006

PUTRA WORLD TRADE CENTRE  
KUALA LUMPUR, MALAYSIA  
LEGAR PUTRA, LEVEL 2



DATE : 24.3.2006

LEGEND

■ 1320mm x 1320mm

■ 800mm x 800mm

# **GENERAL INFORMATION & SERVICES**

## **2. Contact Details**



## **2.1 Host Organiser – MAB**

The Malaysian Association for the Blind (MAB) is the local Host Organisation for the 12<sup>th</sup> ICEVI World Conference 2006. For enquiries on sponsorship and marketing opportunities, please contact:

### **Mr. George Thomas, Executive Director**

Malaysian Association for the Blind

Kompleks MAB, Jalan Tebing,

Off Jalan Tun Sambanthan 4,

50470 Brickfields,

Kuala Lumpur, Malaysia.

Tel : +6 03 2272 2677

Fax : +6 03 2272 2676

Email : [icevi2006@mab.org.my](mailto:icevi2006@mab.org.my)

## **2.2 Freight Forwarding & On-site Handling**

### **R.E. Rogers (Malaysia) Sdn Bhd**

No. 7, Jalan Juruodit U1/76

Taman Perindustrian Batu Tiga

40000 Shah Alam

Selangor

Malaysia

Tel : +6 03 5510 8611

Fax : +6 03 5510 6296 / +6 03 5510 2208

Email : Chris Smith ([chris@rerkul.com.my](mailto:chris@rerkul.com.my)), Azmie Harun ([azmieharun@rerkul.com.my](mailto:azmieharun@rerkul.com.my))

R.E. Rogers Malaysia will provide a customs clearance and handling service direct from arrival port or airport to the venue and at the close make all necessary arrangement for the return.

## **2.3 Official Stand Fitting Contractor**

**PICO International** is the appointed official stand contractor for this exhibition.

Exhibition registration fees and additional stand requirements charges should be made payable to PICO International.

For enquiries on Exhibition Details, stand/ space location, please contact:

### **Pico International (M) Sdn Bhd**

Wisma PICO, 19-20 Jalan Tembaga

SD5/2, Bandar Seri Damansara

52200 Kuala Lumpur

MALAYSIA

Contact: Mr. Jason Yap

Tel : +6 03 6275 5990 ext 313

Fax : +6 03 6275 6366

E-mail : [info@pico.com.my](mailto:info@pico.com.my) [jasonyap@pico.com.my](mailto:jasonyap@pico.com.my)

Website: [www.pico.com/malaysia](http://www.pico.com/malaysia)

## **2.4 Accommodation Booking**

AOS Conventions & Events Sdn. Bhd. has been assigned as official conference secretariat. To make room reservations, book airport transfers or to find out more about our extensive selection of pre and post tours, please contact:

### **AOS Conventions & Events Sdn. Bhd.**

No. 39 & 40, Jalan Mamanda 9, Ampang Point,  
68000 Ampang,  
Kuala Lumpur, Malaysia.  
Phone : +60 3 4252 9100  
Fax : +60 3 4257 1133  
Email : [icevi2006@asianoverland.com.my](mailto:icevi2006@asianoverland.com.my)

## **2.5 Site Installation Contractors**

For safety reasons and to avoid congestion in the exhibition hall, only the official site installation contractor is allowed to work inside the hall if mechanical handling (use of pallet trucks, fork lifts, cranes) is required.

### **R.E Rogers (M) Sdn. Bhd.**

Contact: Mr. Chris Smith/ Mr. Azmie Harun  
Tel : +6 03 5510 8611  
Fax : +6 03 5510 6296  
E-mail : [amirul@rekul.com.my](mailto:amirul@rekul.com.my)

## **2.6 Stand Hostesses, Receptionist & Secretaries**

Staffing for your stand and other secretarial support services can be arranged for by:-

Business Trends Personnel Consultants Group  
17<sup>th</sup> Floor MCB Plaza  
6 Changkat Raja Chulan, 50200 Kuala Lumpur, MALAYSIA

Contact : Ms Czarina Abd Razak  
Tel : +6 03 2078 1878  
Fax : +6 03 2078 4360  
E-mail : [czarina\\_alia@kellyservices.com.my](mailto:czarina_alia@kellyservices.com.my)

## **2.7 Putra World Trade Centre**

Putra World Trade Centre (PWTC)  
41, Jalan Tun Ismail, 50480 Kuala Lumpur, Malaysia.  
Tel : +6 03 404 33999  
Fax : +6 03 404 33777  
Email : [pwtc@pwtc.com.my](mailto:pwtc@pwtc.com.my)

**GENERAL INFORMATION  
&  
SERVICES**

**3. Exhibition Services**

### **3.1 Rules And Regulations**

#### **Exhibition**

18 July 2006 09.00am – 06.00pm

19 July 2006 09.00am – 06.00pm

20 July 2006 09.00am – 06.00pm

#### **Admission**

The exhibition is open to professional, business, trade visitors and also public. The Organiser reserves the right to refuse admission or remove any person without according a reason.

#### **Promotion During The Show**

Exhibitors are requested not to distribute brochures, stick stickers, signs or poster anywhere in the halls other than within their own stands. This is unfair to other Exhibitors and an inconvenience to visitors.

#### **Stand Boundary**

Exhibitors are responsible for ensuring that no exhibits/ display or stand furnishing protrudes or is placed outside their contracted area.

#### **Noise Level**

An exhibition is a meeting place for companies and clients to conduct business discussions and make transactions, and this can best be done in quiet surroundings. The Organiser therefore reserves the right to determine the acceptable sound level and the extent of demonstrations, and will enforce this right in the event of a demonstration causing disturbance to other Exhibitors.

#### **Films And Video Tapes**

All films and video tapes, even if they originate from Malaysia must obtain the Malaysia Censor Board's approval. Clearance takes about 6 weeks but Exhibitors are advised to send their film to the Board in good time together with a covering note indicating that it is to be used at the exhibition.

Foreign Exhibitors should get these arranged by their local agents or contact any of the Official Freight Forwarders who will handle these procedures if appointed.

As inspectors might visit the site, please keep a copy of your censorship certificate and license on hand during the show.

### **3.2 General Security & Badges**

#### **Exhibitor Badge**

Please wear appropriate badges at all times within the exhibition hall as personnel without the proper badge will not be allowed entry in the hall.

Exhibitor's badges will be issued on site from 17 July 2006 at the Exhibitors' Registration Counter located at Main Lobby, Level 2. As for the contractors, they will be issued contractor badges. We seek exhibitor's cooperation not to obtain exhibitor badges for them or to be given to visitors or visiting staff.

### **Hall Security**

General hall security will be provided from 17<sup>th</sup> July to 21<sup>st</sup> July 2006. However, it is impossible to provide complete protection against theft. We recommend that you incorporate in your stand layout a lockable cupboard for cameras, telephone handset, souvenirs, valuable documents, etc, and to ensure that your exhibits are properly insured. The following simple precautions may be helpful:

1. Lock up all valuable including souvenirs before you leave your stand at the end of each day – display these valuables only when your booth is manned.
2. DO NOT leave exhibits, souvenir items, consumables etc, at your stand even in locked cupboards as suppliers will retrieve all furniture once the show is over. DO NOT take chances with your valuables – once they are lost it will be almost impossible to recover them.

Nothing will be allowed in or out of the Exhibition hall during the hours of exhibition without the prior approval from the Organiser.

Please note that it is the responsibility of the exhibitor to safeguard their exhibits or any other items brought into the exhibition by themselves, their agents or contractors. The Organiser will NOT be liable for losses or damages of any kind.

For reasons of security, safety obligation to the exhibitor and visitors, no display material or exhibit should be dismantled before 1815 hours on 20 July 2006.

### **3.3 Forms**

**a) Exhibitor Registration & Identification**

**b) Exhibitor Furniture and Technical Equipment Order Form**



## 12<sup>th</sup> ICEVI World Conference -Exhibitor Registration Form-

(Registration Deadline 15 June, 2006)

### 1. Company Information

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Web Site \_\_\_\_\_ Company e-mail \_\_\_\_\_

Area of Emphasis: \_\_\_\_\_

Please check  if this is your first time exhibiting with ICEVI

### 2. Exhibit Fees:

USD 1,500 (Non-NGO's) x \_\_\_\_\_booth(s) Total amount\_\_\_\_\_

USD 1,000 (NGO's) x \_\_\_\_\_booth(s) Total amount\_\_\_\_\_

Fee includes: 3x3 meter shell scheme, Frame, lightning, overhead fascia panel, company name and stand number, carpeted floor, 2x information counter, 4x folding chairs and 1x waste basket, 1 complimentary exhibitor registration badge per purchased booth, Closing dinner on Thursday 20 July 2006.

Additional Exhibitor Badge: USD 190, inclusive of Closing Dinner on Thursday 20 July 2006.

Replacement Badge for damaged or lost badge will be charged USD 25/ per Badge.

### 3. Exhibitor Badge

Kindly list the names of those persons designated to work at your booth. Those who are found without any badge inside the Exhibition Hall will be asked to leave the hall immediately.

Last Name	First Name	Registration Fee (Additional Badge)
1. _____	_____	complimentary_____
2. _____	_____	USD 190_____
3. _____	_____	USD 190_____
4. _____	_____	USD 190_____
5. _____	_____	USD 190_____
6. _____	_____	USD 190_____
		Total amount_____



**4. Booth Location**

Please contact Jason Yap at PICO INTERNATIONAL for available booth locations: Phone +60 3 6275 5990 ext 313 or email [jasonyap@pico.com.my](mailto:jasonyap@pico.com.my)

All exhibition space is allocated based on a first come, first served basis.

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_

**5. Conference Bag Drop [Number of Conference Bags: 2000]**

Exhibitors may place their corporate materials into the conference bag. The Host Organiser MAB has the right to vet and approve materials placed into the conference bag.

Complimentary (NGO's) - Insert 1 A4 Sheet with 2 printed pages

USD 200 (Non-NGO's) - Insert 2 A4 Sheets with 4 printed pages Total amount \_\_\_\_\_

**6. Business Description**

If you would like to have your company information included in the ICEVI 2006 Final Program Book, please state a description below, maximum 50 words. [Company information must be forwarded by 1 June 2006]

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**7. Fascia Board**

Name to be appeared at exhibition booth (70mm sticker letterings on fascia board. A maximum of 25 letterings only can be accommodated).

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### 8. Terms and Conditions

- 8.1 Only fully registered exhibitors will be allowed to access the conference area.
- 8.2 Full payment is required latest by 15 June, 2006.
- 8.3 Up 15 June, 2006 in the event that you must cancel your reservations, refunds can only be given if we find an exhibitor to take your space. No refunds will be given for cancellation received after 15 June, 2006.
- 8.4 The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitors' activities on the PWTC premises and will indemnify, defend and hold harmless the PWTC, MAB, and their agents, servants and employees from any such losses, damages and claims.
- 8.5 The Exhibition Terms & Conditions are clearly stated in the Exhibitor Manual. The Terms & Conditions stated in this Manual are binding.

By signing and returning this form you indicate that you have read, understood, and agreed to the terms noted above.

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 9. Payments

Payment by TT:

To: ICEVI 2006

Bumiputra-Commerce Bank Berhad (Sri Damansara Branch)  
No. 8 & 9, Jalan Cempaka SD 12/1, Bandar Sri Damansara  
52200 Kuala Lumpur, MALAYSIA

USD A/C No: 1252 0061027-52-7    Swift Code: BCBMMYKL

Payment by Credit Card (VISA and MASTER CARD ONLY):

I hereby authorize "PICO INTERNATIONAL (M) Sdn Bhd" to debit my credit card.

Amount: US\$ \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

Signature (authorizes payment): \_\_\_\_\_

Mail or fax this registration to:

PICO INTERNATIONAL (M) SDN BHD  
Wisma Pico, 19-20 Jalan Tembaga SD5/2  
Bandar Sri Damansara  
52200 Kuala Lumpur, Malaysia  
Fax: +60 3 6275 6366

**EXHIBITION** 12<sup>th</sup> ICEVI World Conference  
16-21 July 2006, PWTC, Malaysia

**DEADLINE**  
15 June 06

### Furniture Rental

REF	Item	Specification	Cost Per Unit	Quantity	Amount
PF01	Information Counter	(1030L x 535W x 760H mm)	USD 24.00		
PF02	Low Show Case	(1030L x 535W x 1030H mm)	USD 78.00		
PF03	Lockable Cupboard	(1030L x 535W x 760H mm)	USD 27.00		
PF04	High Show Case (inclusive 1no. halogen downlight – 50W)	(1030L x 535W x 2070H mm)	USD 112.00		
PF07	Tall Display Cube	(600L x 600W x 760H mm)	USD 28.00		
PF08	Low Display Cube	(600L x 600W x 500H mm)	USD 16.00		
PS08	Shelf-Flat	(100L x 300W mm)	USD 10.00		
PS08	Shelf-Slope	(100L x 300W mm)	USD 10.00		
BS01	Bar Stool c/w Back Rest	(460L x 410W x 920H mm)	USD 24.00		
BS02	Bar Stool	(460L x 410W x 920H mm)	-		
AU01 A	Sofa	(710D x 560W x 760H mm)	USD 25.00		
CC05	Black Leather Arm Chair	(560D x 560W x 760H mm)	USD 17.00		
EC01	Easy Arm Chair	(450D x 500W x 450H mm)	-		
EC05	Secretary Chair	(430D x 450W x 760H mm)	-		
EC08	Folding Chair	(400L x 400W x 780H mm)	USD 7.00		
ET06	Low Round Table	(800 x 720H mm)	USD 27.00		
ET06A	Tall Round Table	(800 x 1000H mm)	USD 34.00		
CT01	Glass Top Coffee Table	(600L x 600W x 510H mm)	-		
PF11	White Formica Coffee Table	(600L x 600W x 500H mm)	USD 13.00		
PF12	Square Table	(600L x 600W x 760H mm)	USD 25.00		
AS03A	Brochure Rack	(285L x 285W x 1380H mm)	USD		
EE01	Refrigerator – Medium	(560L x 550W x 1040H mm)	USD 70.00		
EE02	Refrigerator – small	(450L x 480W x 480H mm)	USD 70.00		
ES10A	Barricade Belt Type	(200 x 760H mm)	-		
	Others -		USD 2.00		

## Electrical Rental

REF	Item	Specification	Cost Per Unit	Quantity	Amount
SL01	Spotlight	(100 Watt)	USD 23.00		
LS02	Longarm Spotlight	(100 Watt)	USD 24.00		
HS04	Halogen Spotlight	(100 Watt)	-		
HLS03	Halogen Longarm Spotlight	(50 Watt)	USD 27.00		
HF01	Halogen Floodlight	(300 Watt)	USD 64.00		
HLF02	Halogen Longarm Floodlight	(300 Watt)	USD 70.00		
FL01	Flourescent Tube	(10 – 36 Watt)	USD 18.00		
SRA200	Halogen Eyeball	(50 Watt)	-		
SR205	Halogen Downlight	(50 Watt)	USD 23.00		
	13 Amp Single phase (24 hours)	(240 Volt)	USD 39.00		
	13 Amp Single phase	(240 Volt)	USD 23.00		
	15 Amp Single phase	(415 Volt)	-		
	15 Amp Three phase	(240 Volt)	-		
	30 Amp Single phase	(415 Volt)	-		
	30 Amp Three phase	(415 Volt)	-		
	60 Amp Three phase	(415 Volt)	-		
	100 Amp Three phase	(415 Volt)	-		
	Lighting Connection with wiring – per lighting	(max. 100 Watt per fitting)	USD 20.00		
	Lighting Connection without wiring – per lighting	(max. 100 Watt per fitting)	USD 16.00		
	Others -		-		

**TOTAL AMOUNT:** \_\_\_\_\_

### CONDITIONS

- 1) Exhibitors are not permitted to fix their own cabelling for spotlights or fluorescent tubes. Special lightings supplied by exhibitor can be handed over to PICO for installation. Each tube or bulb (to a maximum of 100W each lighted) will be charge at lighting connection per fixture and per lighting.
- 2) All items ordered are on rental basis and exhibitors will therefore have to be responsible and liable for any damage or loss.
- 3) For water supply and air compressor, exhibitors are required to bring along their own adaptor for connection to their equipment.
- 4) Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
- 5) Any complaints regarding furniture rental/ installations must be lodged the day before the exhibition commences. Otherwise all items are deemed to have been received in good order.

### SPECIAL REQUIREMENTS

Besides the rental items available, PICO would be pleased to propose designs and special graphic treatment or custom made display aids, counters, etc. (PICO also can construct or produce based on exhibitor's own design.)

- 1) All orders must be accompanied with full payment either in cheque or cash to PICO INTERNATIONAL (M) SDN BHD, otherwise it is not valid.
- 2) Late Order: 30% penalty fee will be charged for late orders received after the deadline.
- 3) Where it is not otherwise stated, the prices are for the duration of the exhibition days.
- 4) Payment by TT to BUMIPUTRA-COMMERCE BANK BERHAD (Sri Damansara Branch) No. 8&9, Jalan Cempaka SD 12/1, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. (USD) A/C No: 1252-0061027-52-7 Swift Code: BCBMMYKL

Exhibitor: \_\_\_\_\_ Booth No: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: All prices are current and subject to change without prior notice.)

**SECTION 02**  
**BOOTH & EXHIBITS**

## **1. Guidelines For The Construction Of Booths**

### **1.1 Display of Exhibits Construction/ Alteration**

- i.** The Lessee shall not make or permit or suffer to make any alterations, installations, additions (including modification of electrical fittings) to the facilities without the prior written consent from **PPMSB (PUTRADE PROBERTY MANAGEMENT SDN BHD)**
- ii.** No bolts, nails, tacks, screw pins, adhesives or devices of any description likely to deface or damage walls, floors, furniture and furnishing whatsoever shall be used on any part of the Centre.
- iii.** All constructions, installations or activities permitted to be carried out hereunder shall be at the expense and responsibility of the Lessee and be done in such a manner as to cause no unnecessary disturbance or disruption to the activities of the other users of the Centre.
- iv.** The Lessee shall ensure that neither partitions nor display boards are constructed in a manner that may affect the air-conditioning diffusers and sir flow within the exhibition hall.
- v.** The Lessee must ensure that adequate markings are provided to ensure that all clear glass panels are visible.
- vi.** The Lessee is to ensure the fire-fighting systems provided in the exhibition hall (sprinkler systems, alarm bells, break-glass, fire-fighting appliances, emergency directional signs) are not obscured or obstructed.
- vii.** The Lessee is to ensure that al exit doors are unobstructed at all times and appropriate emergency directional signs be displayed as deemed necessary by the appropriate authorities. All exit doors shall be kept unlocked during the opening times of the exhibition.
- viii.** Signages shall be provided to indicate clearly the positions of all first aid fire fighting appliances and for alarm break glass points.
- ix.** All gangways leading to the emergency exits shall not be obstructed and shall comply with the Fire Department (Jabatan Bomba) requirements.
- x.** All circulation space shall comply with the Fire Department (Jabatan Bomba) requirements.
- xi.** The water sprinkler systems shall be free from attachments or suspensions of any objects. No spotlight or heart generating equipment shall focus or be stationed near the sprinkler heads.

Note :-

- (a) To avoid clogging of the air-conditioning system, no spray painting or welding is allowed in the halls.
- (b) All construction debris generated in an exhibition shall be disposed off by the contractors and shall not be left at the premise refuse compartments.
- (c) The Lessee shall provide at least one fire extinguisher for each booth where special hazard exists and it shall be compatible to the type of hazard established. The type and capacity of the extinguisher shall be as approved by Fire Department (Jabatan Bomba).
- (d) The Lessee's employees shall be trained in the proper use of First Aid and fire fighting appliances.
- (e) The Lessee shall submit all electrical test results to Tenaga Nasional Berhad for approval and arrange for the date and the time that Tenaga Nasional Berhad will conduct the installation test. The Lessee shall advise **PPMSB** officially the time and date of such arrangement.
- (f) The testing of the installation with Tenaga Nasional Berhad shall be witnessed by **PPMSB** chageman.
- (g) The Lessee must ensure that the electrical power system is operated under the control of duty authorized person(s) throughout the exhibition period. This is equally applicable during the build-up and tear down periods.
- (h) The following rules and regulations must be fully complied with :-
  - \* Electrical Installation must comply to :-
    - Electrical Inspectorate Regulations 19B4
    - Institution of Electrical Engineers (IEE) Regulations (latest edition)
  - \* Starting arrangement for motors shall be as follows :-
    - Up to 5hp            - direct-on-line
    - 5hp to 25hp        - star delta
    - Above 25hp        - auto transformer
  - \* The Lessee must provide apparatus of correct capacity to improve the power factor of the power distribution system the connected load results in power factor or less than 0.85 lagging.
  - \* All distribution boards shall be equipped with Earth Leakage Circuit Breaker.
  - \* All materials used in the electrical installation must be approved by the Department of Electrical Inspectorate, Malaysia.

- (i) The Lessee shall remove or cause to remove during dismantling period all alterations, fixtures, fittings or other things belonging to the Lessee. The Lessee shall in every respect restore the Scheduled Venue to the same good order and condition in which they were at the commencement of the Scheduled Dates to the satisfaction of **PPMSB**. Restoration works, if any, shall be at the Lessee's own cost.

## **2. Supply of Electricity, Telephones & Data Communications**

- (a) **PPMSB** shall have the exclusive right to supply :-
- i. Electricity
  - ii. Telephones & data communications  
for all events at **PUTRA WORLD TRADE CENTRE**  
The above works will be carried out by **PPMSB** or its designated/ authorized contractors.
- (b) **PPMSB** shall under no circumstances be liable to the Lessee and/ or its exhibitors, contractors or any other person for any failure of supply of the said services, or for any damage or loss by reason of any such failure.
- (c) For additional power requirements where batteries or generator sets are used, the Lessee is to acquire appropriate endorsements from :
- i. Jabatan Bekalan-Elektrik
  - ii. Jabatan Bomba Malaysia
  - iii. Jabatan Alam Sekitar (if and when applicable)
  - iv. Any other relevant Authority
- (d) Use of neon lights, lasers or any other special effect lightings are subject to approval. The Lessee or its sub-contractor is to give notice of such utilization or application to **PPMSB** for approval one (1) month prior to event date.

### **3. Procedures To Be Adopted to Provision Of Temporary Electrical Supply For Exhibitions**

- (a) Preliminary drawings of the layout plans with proposed bus-duct tap-off locations and schematic wiring diagram must be submitted for **PPMSB** comment four (4) months before the installation date. **PPMSB** decision on bus-duct utilization shall be final. The following items must be indicated in the schematic diagram :-
- i. Types of cables and sizes
  - ii. The loading of individual circuits
  - iii. Types of protection provided
  - iv. Starting arrangement for motor(s).
- (b) The Lessee shall be responsible to submit three (3) sets of drawings duly endorsed by a registered Professional Electrical Engineer together with Tenaga Nasional Berhad form 212 for Temporary Electrical Installation to The Consumer Division (KL-North) at No.83 Medan Bonus, Jalan Masjid India for approval two (2) weeks prior to the installation date.
- (c) Installation shall be carried out by one registered wiring contractor with relevant Class of Certificate of Registration issued by the Director General of Electrical Inspectorate Malaysia. Prior approval from **PPMSB** must be obtained if more than one electrical contractor are to be used.
- (d) Installation shall comply fully “to the drawings and be supervised by the registered Professional Electrical Engineer or his authorized representative.
- (e) Preliminary testing of installation shall be carried out in the of **PPMSB**’s chageman. The result must be recorded in the Tenaga Nasional Berhad test results Form 212A.
- (f) Any alteration and modification must be incorporated in the drawing(s) and endorsed by the same Professional Electrical Engineer. The revised drawing(s) must then be submitted to **PPMSB** for approval before installation commences. Verbal permission can be given by **PPMSB** for commencement of alterations and modification of electrical works but energisation of supply will not be carried out until submission of the revised drawing(s). **PPMSB** reserves the right to reject any last minute alteration and modification to the original.
- (g) All final sub-circuit, their cable, clour and cable size must be consistent and in accordance with the drawing(s) originally submitted.
- (h) **PPMSB** reserves the right to request the Electrical contractor to change or replace any control gears, installation, etc for safety reasons.
- (i) The Lessee must ensure all temporary installations are in order before requesting **PPMSB** for inspection. Sections not completed must be isolated to the satisfaction of **PPMSB**’s chageman.



- (j) **PPMSB** requires at least four (4) hours to complete the checking inspection of the Temporary Electrical Installation. Inspections during hours booked are not chargeable, however inspection required after exhibition hours booked. Sundays and Public Holidays, **PPMSB** will charge RM22.00 per technician hour and RM40.00 per chargeman hour.
- (k) All exposed metal parts must be effectively earthed by the screw method. Earthing with clamps is not acceptable.
- (l) Cables of length less than 100 meters are not allowed to be joined.
- (m) To ensure proper electrical installation, **PPMSB** will levy a penalty charge as follows:-
  - i. **PPMSB** will reenergize system supply for first two trips without charge
  - ii. **PPMSB** will impose a charge of RM50.00 for the third reenergisation of system, RM100.00 for the fourth and for any subsequent reenergisation it shall be at RM200.00 per reenergisation.
- (n) **PPMSB**'s electrical department is available for advise on matters related to the above mentioned.

Note :-

ALL FEES AND CHARGES INCURRED FOR THE PROCESS OF TEMPORARY ELECTRICAL SUPPLY SHALL BE BORNE BY THE LESSEE.

#### **4. Fire Protection Equipment and Accessories**

- (a) The Lessee or its sub-contractor shall be responsible to provide all the fire protection equipment, accessories or any other requirements specifies by Jabatan Bomba Malaysia pertaining to the event.
- (b) **PPMSB** reserves the right to inspect and to ensure service ability and operation of said equipment and accessories if found faulty and not to the authorities' requirements.
- (c) A copy of the endorsement from Jabatan Bomba Malaysia together with duty endorsed plan(s) are to be submitted to **PPMSB** one (1) month prior to date of event.

## **5. Hazardous/ Dangerous Items**

(a) Items having characteristics and properties as describes below:-

- \* highly inflammable and combustible
- \* highly corrosive
- \* permeate or generate noxious or toxic fumes
- \* radioactive

are not permitted into the **PUTRA WORLD TRADE CENTRE** unless

- i. All relevant legislations and regulations are observed and
- ii. Prior written approval is obtained from **PPMSB**. Notice to be submitted two (2) months prior to event date.

(b) Exhibits and working demonstrations using naked flames, explosives and/ or those as described in 'a' are not permitted unless prior written approval is obtained from the Authorities. All documents pertaining to such approval together with descriptive plan(s) of exhibits and demonstration plan(s) are to be submitted to **PPMSB** two (2) months prior to event date.

(c) The use of laser and neon products and those emitting ultra violet rays are subject to:-

- i. All relevant legislations and regulations being observed.
- ii. Suitable fire protection equipment and warning notices being provided

Full details of the equipment/ product together with the layout plan are to be submitted to **PPMSB** two (2) months prior to event date.

(d) **PPMSB** reserves the right to inspect individual stand or booth for such items as described in 'a', 'b' and 'c' and to take appropriate action if the same are found undeclared and not conforming to the permits of the use.

## **6. Electrical Arc/Oxy Acetylene Welding**

Welding demonstration may be allowed if the following minimum conditions are satisfied, although each case would be taken on its own merit.

- (a) Prior approval from **PPMSB**
- (b) At the time of the initial submission of plans to **PPMSB**, booths carrying this demonstration must be indicated.
- (c) All demonstration shall be carried out on floor protected by cement asbestos sheeting.
- (d) The surrounding booth walls shall be constructed of or protected with non-combustible materials such as cement asbestos sheeting.
- (e) To abide by any other recommendations made by the Technical Services Department of **PPMSB**.
- (f) A separate fume extractor system must be provided if permission for Electric Arc/ Oxy Acetylene Welding Demonstration is approved.

## **Operating Machinery Or Exhibits**

- (a) Safety devices must be fitted to all moving machinery. These devices may only be removed when the machines are not in operation or not connected to the source of power. All moving machineries are to be tyred or fitted with traction devices that will not cause damage or marks on the floor.
- (b) Adequate fire precautions must be taken for all motors, engines, contrivances or power driven machines.

## **7. Joint Inspection (Before and After Exhibition)**

- (a) A joint inspection involving the Lessee, his appointed contractor and **PPMSB** will be conducted before handling over of the exhibition premises.
- (b) During the course of inspection, all relevant meter readings will be noted and all equipment and set up ascertained to be satisfactory. All these will be noted in an inspection check list.
- (c) Another joint inspection will be conducted during take back of exhibition premises after the meter readings and also to check for any damages.
- (d) The Lessee shall be charged for all cost of repairs if any resulting from the exhibition and this shall be deducted from the refundable deposit.

## **8. Emergency And Evacuation Procedures**

- (a) **PPMSB** will brief the Lessee of the Fire Evacuation procedures and the fire fighting facilities available in the complex at a pre-arranged time prior to the build-up day.
- (b) It shall then be the responsibility of the Lessee to draw up evacuation procedures and to brief the exhibitors. It is advisable the Lessee appoint full time evacuation officers who are familiar with all matters pertaining to emergency and evacuation procedures for the period of the event.

## **9. Paging Point**

To facilitate the use of the paging system, the Lessee is advised to locate the information counter near the paging points. Any extensions points over and above the original terminal(s) shall be at the Lessee's own cost.

## **10. Custom Bonded Warehouse**

### **10.1 Usage**

- i. The custom bonded warehouse, measuring about 19,500 cubic feet and located at Level 1 shall be used solely to temporarily store goods for functions at the Center only.
- ii. Bringing in and removal of goods shall only be done with the explicit endorsement of the Customs Department. In the presence of Customs Officials.
- iii. The warehouse is to be utilized only by Freight Forwarders who are registered with **PPMSB**.
- iv. Goods stored in the warehouse are the responsibility of the Freight Forwarders. **PPMSB** shall not be held liable for any loss and/ or damage to the said goods.

### **10.2 Joint Inspections**

- i. Joint inspections shall be conducted before and after utilization of the warehouse.
- ii. The joint inspections shall be carried out in the presence of the Freight Forwarders and representatives of **PPMSB**
- iii. During the joint inspections any defects shall be documented and verified by all parties concerned for purpose of claims.
- iv. The joint inspections shall be done at least one (1) hour before and one (1) hour after utilization of the warehouse. The exact schedule shall be arranged by **PPMSB**.

### **10.3 Storage Period**

- i. The warehouse shall be made available for storage purposes during these periods :-
  - \* One (1) week of seven (7) days, inclusive of Sundays and Public Holidays, prior to actual event date.
  - \* For the duration of the event
- ii. Storage outside the specific period as stated in (i) shall attract surcharges. The rate chargeable per day is RM1.00 (Ringgit One Only) + 10% service charge per cubic feet.

### **10.4 Stacking/ Cleanliness**

- i. The goods shall not be stacked higher than 6.5 feet
- ii. The goods shall be arranged so as not to hamper free access in and out of the warehouse
- iii. The general cleanliness of the warehouse is to be maintained at all times. Debris or wastes are to be removed and disposed off immediately.

### **11. Carting/ Ferrying Of Goods**

- (a) All routes to the hall(s) shall be adequately protected. 4mm thick plywood on carpets shall be on existing floor finishes prior to any carting/ ferrying of goods.
  - (b) Fork lifts/ pellet trucks/ trolleys and/ or other forms of transportation shall be in good operational condition and shall be utilized in such a manner so as to prevent damages to the facilities
  - (c) Protection shall be provided for walls/ panels/ doors en route to destination(s).
  - (d) When using cargo/ services lifts, the maximum lifting capacities shall always be observed.
- \* Precautions shall be taken to ensure that no damage is inflicted upon the lift door, walls and control-panel whilst in the process of delivering goods.

### **12. Packing/ Unpacking of Goods**

- (a) Debris and waste shall be removed immediately from site. Under no circumstances shall these be left overnight.
- (b) The removal of the debris and wastes shall be the responsibility of the freight forwarders/ contractors and these shall not be deposited into the complex's existing garbage/ disposal bins.
- (c) For boxes or crates or the like that are going to be left within the hall/ rooms, the area allocated has to be clearly identified on the floor plan having prior endorsement from Jabatan Bomba. The boxes or crates of the like shall not be left behind booth panels and so on.

### **13. Exhibition – Special Instruction**

For convention halls, meeting rooms and marble areas (i.e. non-exhibition venues) prior to any fabrication or construction of booths, floor protection in the form of 9mm plywood over PVC sheet over existing floor/ carpet must be laid and maintained until the end of any event.

### **14. Exhibition – General**

- (a) **PPMSB** reserves the right to demand from the Lessee additional fire fighting appliances/ equipment and the appropriate personnel to operate same, for any Scheduled Event that to the opinion of **PPMSB**, poses a possible fire-risk/ fire hazard.
- (b) Thermostat(s) must be free from any obstructions
- (c) Lessee and/ or its contractor(s) is/ are not permitted to use any power socket outlet located outside the Scheduled Venue without prior consent from **PPMSB**. Plug lap or any other termination or methods shall be in accordance to the Relevant Legislations and Regulations.
- (d) All location for sign boards and banners or flags must be approved by **PPMSB** (location layout drawing to be submitted one (1) month before actual event)
- (e) When working on/near existing finishes, the appropriate protection to some must be provided at all times.
- (f) Power equipments must be requested for at least one (1) month prior to the Scheduled Event. When applicable, duty endorsed single-line drawings are to be submitted.
- (g) All relevant plans for stage productions are to be submitted to **PPMSB** for approval one (1) month prior to the Scheduled Event.
- (h) Lessee and/or its employee(s) are not permitted to enter any restricted areas without prior approval from **PPMSB**.

## **15. Contractors**

### **15.1 Registered/ Authorised Contractors**

- (a) All works in relation to events at the Centre shall be performed by registered or authorized contractors only.
- (b) To be registered with **PPMSB** the contractor is to apply vide the appropriate forms and to submit with other relevant documents two (2) months prior to commencement of works, at the Centre. The contractors shall make themselves available for interview. **PPMSB** reserves the right to reject any application.
- (c) Upon acceptance by **PPMSB**, the contractor is required to lodge a Security Deposit of RM 10,000.00 in the form of an irrevocable Banker's Guarantee in favour of **PUTRADE PROPERTY MANAGEMENT SDN BHD**, prior to the issuance of the Certificate of Registration. **PPMSB's** Finance Department will provide the wordings of Banker's Guarantee an application.
- (d) **PPMSB** reserves the right to demand for the contract value and the scope of works undertaken by any registered contractor. If the proposed works pose considerable risk and hazard, and if five percent (5%) of the contract value is more than the Security Deposit already lodged, the said contractor shall, upon demand, add on further sum towards the original Security Deposit. The contractor shall not commence with any works at the Centre unless and until the appropriate amount demanded is lodged accordingly.
- (e) Application submitted less than sixty (60) days prior to commencement of works and/ or in conjunction with a specified event, shall be considered as an application for authorization to perform works at the center for the duration of that event only. Upon arrival, the contractor shall lodge a Performance bond of RM 50,000.00 in the form of a Cashier's Order Payable to **PPMSB**. Works can only commence upon receipt of this Cahier's Order.
- (f) The additional Security Deposit and the Performance Bond as described in 'd' and 'e' shall be refunded after the appropriate deduction and without interest within thirty (30) days after all dues are settled.

## 15.2 Contractor's Code of Conduct

- (a) Welding and spray painting are strictly prohibited in all covered areas of the Centre.
- (b) Fabrications or constructions are to be done in a manner that do not disrupt or interfere with the other uses of the Complex.
- (c) All finishes within the hall and/ or rooms where constructed items are to rest, and routes where goods are to be ferried through shall be adequately and appropriately protected.
- (d) No parts, sections or items of the Centre shall be used as workbenches.
- (e) Nailing onto stage-taps is strictly prohibited.
- (f) Contractor is to remove immediately all wastes and debris from the premises on a daily basis.
- (g) No smoking, eating or drinking is allowed in the halls and/ or function rooms during buildup and teardown.
- (h) The contractor shall at all time exercise due care and caution whilst performing his job so as not to inflict any form of damage to any part of the Centre. Damages arising from the contractor's work(s) shall be made good by the contractor at his own cost. **PPMSB** reserves the right to reject any repair or making good works carried out by a contractor if found not satisfactory. In such an event, **PPMSB** shall then undertake to repair or make good the damages and the cost is to be borne by the contractor.
- (i) All contractor and their employees shall wear identifying tags whilst in the Scheduled Venue or at any part of the Centre. The tags shall bear the company's name and if issued by the Lessee shall have the word '**CONTRACTOR**' clearly printed. For security and control purposes, sample(s) of tags is/are to be submitted to **PPMSB** one (1) week prior to the scheduled dates of the event.
- (j) During buildup and teardown, the Scheduled Venue shall be considered as a hazardous area, and as such members of the public and those not having the appropriate tags shall not be allowed to enter.
- (k) All contractor and their employees shall observe and comply with all the relevant Rules and Regulations with respect to Safety at Work.



### **15.3 Submission of List of Contractors**

- (a) The Lessee shall submit to **PPMSB** the list of contractors engaged (either directly or indirectly) for the Scheduled Event one (1) month prior for moving to site.
- (b) Non-registered contractor shall be required to deposit a RM 50,000.00. Performance Bond either in the form of a Cashier's Order or Cash. The said contractor shall not commence with any form of works in the Scheduled Venue unless and until the Performance Bond has been lodged and authorization obtained from **PPMSB**.
- (c) Contractors working without the appropriate authorization shall be levied a penalty fee of RM1,000.00 per contractor per day, and the contractors shall not be allowed to continue with their works unless the Performance Bond as stipulated is deposited with **PPMSB** accordingly. If for any reason whatsoever, the contractor(s) fails to pay the penalty fee, the Lessee concerned shall then be liable.

## **16. Security Services**

### **16.1 Scheduled Services**

**PPMSB** shall have the sole right to determine, provide, arrange for and/ or organize the Security and Surveillance requirements for event(s) of **PUTRA WORLD TRADE CENTRE**. The scheduled security and surveillance provided shall be confined to :-

- (a) Guarding surveillance of exits and entrances of venue(s)
- (b) Patrolling perimeter of venue(s) and
- (c) Assisting in evacuation during emergencies

## **16.2 Additional Services**

- (a) Apart from the Scheduled Services as described above,, the following are not inclusive and separate additional charges shall be levied by **PPMSB** for:-
- (i) Sceneing of attendees at the entrance(s) of event(s)
  - (ii) Collection of tickets
  - (iii) Escorting of VVIPs/ VIPs/ artists/ performers, etc
  - (iv) Escorting and guarding of valuable items at **PUTRA WORLD TRADE CENTRE**
- (b) For the services mentioned in paragraph (a)(i), (ii), (iii) and (iv), request should be made at least two (2) weeks before the intended period/ date of utilization. **PPMSB** shall quote for the provision of the required services and the Lessee is to confirm at least five (5) days before period/ date of utilization.
- (c) The services provided is for the period between 0800 hours to 2300 hours on normal working days but 24 hours service is available if necessary. On gazette public holidays the rates shall be multiplied by a factor of three (3).
- (d) Request for additional security personnel should be made at least seventy-two (72) hours prior to event time.

## **17. Cleaning Services (Exhibition)**

### **17.1 Scheduled Cleaning Services**

The scope of works shall be defined as cleaning and clearing of aisles and public areas only.

## 17.2 Additional Cleaning

- (a) The following activities are exclusive of the scheduled cleaning services and separate additional charges will be made for the provision of :-
- (i) The collection and removal of waste materials produced by working demonstrations of exhibits
  - (ii) The removal of oil spillage, paint or other liquid from the floors and walls of Scheduled Venue
  - (iii) The removal and disposal of crates or packing materials and stand fittings or materials and other items abandoned within the Scheduled Venue or at any other part of the Centre.
  - (iv) The cleaning and clearing of floor/ carpeted floor of exhibition stands.
  - (v) The cleaning of exhibits, furniture within exhibition stands and walls of exhibition stands
  - (vi) The removal of dry refuse from exhibition stands
- (b) In the case of (i), (ii) & (iii) exhibitors or contractors concerned shall pay the cost for disposing such items within 48 hours, failing which the Lessee is liable to meet the costs incurred.
- (c) In the case of item (iv), (v) and (vi) upon request by the Lessee, **PPMSB** will quote in advance for the provision of these services.
- (d) The Lessee shall be responsible for the cost of all cleaning and clearing of waste, debris, rubbish etc. resulting from and related to the event.

### **17.3 Cleaning Schedule**

By the eve of actual day of event, works in the nature of construction or execution of stands and unpacking of goods in the exhibition hall shall cease.

All vehicles, mechanical plants, ladders, trestles, scaffold, trolleys, spare materials and other items used in connection with the construction and erection of stands at an exhibition shall be removed from the Scheduled Venue(s).

This is to facilitate the cleaning and clearing of refuse by the cleaning crew from the exhibition area.

Any cleaning or clearing works to be done beyond the stipulated cleaning schedule by virtue of delay(s) by the Lessee, its exhibitor(s) and/ or contractor(s), the said works shall be carried out at a premium at the Lessee's own cost and this may be subject to availability of staff.

**NOTE: IF THE LESSEE WANTS CLEANING TO BE DONE OUTSIDE EXHIBITION HOURS THEN PPMSB WILL CARRY OUT THE WORKS IMMEDIATELY AFTER THE CLOSURE BUT SHALL NOT BE RESPONSIBLE FOR ANY LOSS/ DAMAGE TO STANDS, EXHIBITS ETC.**

### **17.4 Disposal Of Waste**

Wash basins and water closets in the toilets shall not be used for disposal of any form of waste. The cost of clearing blockages in the drainage system as a result thereof shall be borne by the Lessee.

### **17.5 Cleaning After Event**

Upon take back of Scheduled Venue(s), should such Venue(s) and its vicinity found to be unduly littered, the cost of cleaning and disposing rubbish from such area shall be borne by the Lessee.

## **18. Cleaning Services (Non-Exhibition)**

### **18.1 Scheduled Cleaning**

The scope of works shall be confined to:-

- (a) Cleaning and clearing, i.e. removal of dry refuse from Scheduled Venue before and after event
- (b) Clearing of waste and debris from Scheduled Venue resulting from stage and/ or venue decorations

## **18.2 Additional Cleaning**

- (a) The following services when rendered shall attract separate additional charges.
- (i) Removal of paint, oil spillage or other liquid and wet refuse from any part of the Scheduled Venue or the Centre.
  - (ii) Removal of construction materials from the Scheduled Venue or any part of the Scheduled Venue or the Centre.
  - (iii) Dismantling and removal of erected/ constructed structure from the Schedule Venue
  - (iv) Any other services beyond the prescribed Schedule Cleaning in '1' above.
- For items (i), (ii), (iii) and (iv), the Lessee shall be liable for all cost incurred.
- (b) The services provided are for the period between 0800 to 2300 hours. Beyond these hours, premium charges shall be applicable.
- (c) If the times required for the Scheduled Cleaning Services differ from that as describe in 2(a), the Lessee is to advice accordingly. As for 1(b), the Lessee is to allow a minimum period of three (3) hours prior to commencement of the Scheduled Event.

## **19. Audio Visual Equipment**

1. Lessee is to utilize **PPMSB**'s audio visual equipment.
2. Any equipment brought in with prior written approval by **PPMSB** is subject to inspection and may attract a surcharge.
3. All equipment brought in requiring power supply, must have termination appliances approved by the Chief Electrical Inspectorate, Malaysia.
4. The Lessee's technical representatives are not permitted to operate **PPMSB**'s audio visual equipment without written approval by **PPMSB**.
5. Lessee's technical representatives are to liaise with **PPMSB**'s audio visual personnel for coordination of any production.
6. Smoking, drinking and eating is prohibited in all technical areas including technical gallery, catwalk, studio, etc.
7. Generating of smoke by smoke machine(s) shall be proportionate to the area to avoid excess which may trigger the centre's alarm system.
8. Testing of slides and video tapes will be done by appointment only.

9. All recorded materials for screening and broadcasting purposes must have their appropriate censorship certificates submitted to **PPMSB** a day before the scheduled screening.

**PPMSB** reserves the right to reject any material due to technical defects via quality of print, etc.

## **20. Audio Visual Studio Usage Guidelines**

1. The Lessee and its representatives shall wear security passes at all times.
2. The Lessee shall be responsible for obtaining permission for all copyright materials used for editing or dubbing.
3. All materials and equipment brought in must be declared.
4. Master tapes may not be released until full payment is settled.
5. **PPMSB** shall not be held responsible for any loss or damage to tapes used in past production works. The liability of **PPMSB** under this clause is the replacement of similar blank tapes.

## **21. Building Services**

### **21.1 Furniture**

- (a) Request(s) for hire of furniture is to be made at least one (1) month before the schedule date/ period of intended use.
- (b) The Lessee shall be solely responsible towards the condition of the furniture during the hire period. Damages shall be made good by the Lessee at its own cost to the satisfaction of **PPMSB**.
- (c) The furniture should not be sub-let. The Lessee shall ensure adequate insurance coverage for the furniture.
- (d) The furniture shall not be removed from the location specified in the requisition form without prior consent from **PPMSB**.
- (e) Ferrying of this furniture in and out of **PUTRA WORLD TRADE CENTRE** shall be under the supervision of **PPMSB**. Requirements such as floor protection shall be complied to at all times.

## **21.2 Potted Plants**

- (a) Request for potted plants are to be made two (2) weeks prior to actual requirement date(s).
- (b) Lessee wishing to bring their own potted plants must seek approval from **PPMSB** one (1) month prior to event date.
- (c) If written approval is given for (b), the Lessee shall at its own cost :-
  - (i) Provide clear identification on all pots brought in to differentiate them from those belonging to **PPMSB**
  - (ii) Protect the floor finishes on which the pots will rest
  - (iii) Liaise with the Event Services Co-ordinator as to their delivery and removal times prior to set-up
  - (iv) Remove all pots and clean and free from any pest before bringing into the venue and
  - (v) Ensure that trolleys ferrying potted plants are in good working condition and the castors are free of soil and grease.

## **21.3 Guideline For Changes of Venue Set-up**

- (a) Rental of venue includes one time set-up only. Ny charges will be subject to a minimum charge of RM 500.00
- (b) All venue set-ups will be complied according to Event Order requirements. For major changes to set-ups already in place as initially required, the possibility to accommodate is subject to availability of manpower and time-frame. A charge may be applied.

## **22. Catering Services**

### **22.1 Exclusive Right**

- (a) **PPMSB** shall have the exclusive right to sell all food and beverages including alcoholic beverages and tobacco products at **Putra World Trade Centre**.
- (b) Any sale of food and beverage products of sponsors of events at **Putra World Trade Centre** must be through **PPMSB** and a corkage fee may be charged.

### **22.2 Sampling of Food & Beverages Products**

Sponsors of events at **Putra World Trade Centre** are alloed only to distribute free of charge sample food and beverage products which are approved in writing by **PPMSB**. This policy is intended to facilitate sponsors involvement in events by allowing tasting and is not intended as a substitute for catering services. If the extent of sampling is deemed excessive by **PPMSB**, a corkage fee may be charged.

### **22.3 Donated Products**

These products may be utilized with prior approval of **PPMSB**, however a corkage fee may be charged.

**PPMSB** reserves the right to provide F&B Services, as when and when they see it. Specifically, with regards to exhibition, **PPMSB** reserves the right to serve F&B at selected locations within the exhibition area. Permanent F&B sales locations are indicated on floor plan provided by **PPMSB**.

### **23. EXHIBITS MOVE-IN**

The move-in is scheduled for 17<sup>th</sup> July 2006 at 2pm.

### **24. MOVE-OUT INSTRUCTIONS TO EXHIBITORS**

The exhibition closes at 1800 hours on 20 July 2006 (Thursday). For the safety of visitor at the show, exhibitors may not dismantle their exhibits before 1815 hours.

Exhibitors are advised to remove all hand-carried or easily movable goods and valuables once the show closes at 1800 hours. Please do not leave your stand unattended nor leave exhibits/ souvenir items for collection on the next day, nor leave them in locked cupboards, as furniture supplier will collect their furniture on the same evening of closing.

#### **Exhibits Clearance And Stand Dismantling**

Removal of heavy exhibits or loaded crates, and dismantling of stands should commence from 0900 hours on 21 July 2006 (Friday). All materials/ exhibits must be removed from the hall by 1200 hours noon on 21 July 2006.

#### **Electrical Power & Water Supply**

The above supplies to all stands will be disconnected progressively from 1700 hours on 17 July 2003. Please note that there will be NO Electrical Power & Water supply from then onwards. If you require extension of power supply on 17 July 2003, please inform the Organisers' office at least one day in advance.



### **Important!**

Please ensure that you have to submit a list of incoming goods to the Organiser and have received your second and third copies of the Exhibits Movement – Clearance Forms. These must be presented to the Organiser for verification and will be checked against goods removed from the hall on the last day. If there are any alterations to quantities being taken out, e.g. if goods are consumable or taken in by freight, please notify the Organiser. (please also refer to notes on Exhibits Move-In and Security).

### **Reminder**

All goods to be removed from site at 12 hours noon on 21 July 2006 **MUST** be accompanied by a certified copy of the Exhibits Movement-Clearance Form.

Exhibitors must also prepare this form on behalf of their suppliers for rented equipment as otherwise, the rented items will not be allowed out of the exhibition hall.

### **25. Miscellaneous**

1. For concerts, the Lessee is responsible for applying and obtaining all necessary permits and licenses from the relevant authorities at their own cost. **PPMSB** reserves the right to refuse the events be performed should it be found that the necessary and appropriate permits and licenses have not been obtained in or contravention thereof. Lessee shall be liable for damage or loss or any third party claims arising thereafter.
2. The leasing of space does not give liberty for activities to be performed outside the specific space. Any welcoming or special ceremony to be done along corridors or passageways and entrances and all other parts of the Centre must first be approved in writing by **PPMSB**.
3. The details of any program must be submitted for approval by **PPMSB** fourteen (14) days before the function date.

**SECTION 03**  
**Exhibits Freight Handling**

## **1. International Freight Forwarding**

All exhibitors or their appointed representative are advised to make early contact with R.E. Rogers Malaysia to co-ordinate their shipping arrangements.

Exhibitors will be issued with complete **shipping instructions** by R. E. Rogers Malaysia. However for early planning purposes exhibitors should note that cargo sent by seafreight should arrive in Port Kelang by the 02<sup>nd</sup> July 2006 and for airfreight at Kuala Lumpur International Airport by the 06<sup>th</sup> July 2006 to facilitate customs clearance and transport through to the exhibition site.

Should you require assistance with the shipment of your exhibits you should contact R.E. Rogers Malaysia direct who will advise you of their local partner who will be able to make all necessary arrangements on your behalf.

## **2. Packing**

All shipments will be examined by customs at the point of arrival. Packing of the highest standard such as bolted returnable cases should be used to provide the best protection for exhibits. Cartons are not recommended.

## **3. Shipping Insurance**

It is the **EXHIBITORS RESPONSIBILITY** to ensure that all exhibits are covered by adequate insurance for the shipment to, duration of, re-packing and re-export from the exhibition to your premises or buyer.

## **4. Onsite Handling**

R.E. Rogers Malaysia have been appointed the sole on-site handling contractor for the movement from the unloading dock into the exhibition hall. Exhibitors, or their appointed agents, should contact R.E. Rogers Malaysia with full details of their exhibits. R.E. Rogers will arrange for the temporary storage of packing cases and boxes together with labour to assist with unpacking and positioning of exhibits. Exhibitors, or their appointed agents, are requested to direct all enquiries regarding freight movement to R.E. Rogers Malaysia.

## **5. Access**

Please note due to limitation at the venue individual unpacked exhibits must not exceed a dimension of 2.50m (L) x 2.50m (W) x 2.50m (H) and weight of 2000kgs.

Should you wish to exhibit items in excess of the above please contact R.E. Rogers Malaysia prior to shipment to obtain confirmation.

The organizer and R.E. Rogers Malaysia cannot be held responsible if the exhibit cannot be placed on stand if the above has not been adhered too.

## **6. Storage**

The organizer is unable to provide storage facilities on site for packing cases, surplus materials or any other property of exhibitors. Prior arrangements for safe keeping of such items must be made with R.E. Rogers or the exhibitor's established local agent.

During the move in of exhibits or displays, the construction of stands and removal of exhibits, the passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris.

The organizers wish to reiterate that the aisled **MUST** be kept clean and clear of cartons, crates or bulky exhibits **AT ALL TIMES**. This is the responsibility of every exhibitor and their contractors. A penalty may be levied on the exhibitor if this rule is not complied with.