



ISHRS Exhibitor Service Manual

**International Society of Hair Restoration Surgery's 22nd
Annual Scientific Meeting**

October 8-11, 2014

Shangri-la Hotel Kuala Lumpur, Malaysia

If you have questions, you may contact **Eric Go** from **Qube Integrated Malaysia Sdn Bhd** at:

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INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY



Dear Exhibitor:

Thank you for choosing to exhibit at our upcoming meeting this October. Our membership eagerly awaits the ISHRS 22nd Annual Scientific Meeting at the Shangri-la Hotel Kuala Lumpur. I hope you enjoy your visit to this exciting city and that your experience exhibiting with us is a rewarding one.

This year's program chair, Damkerng Pathomvanich, MD, along with the Annual Scientific Meeting Committee has put together a top-notch scientific program full of very interesting sessions.

This year's Exhibit Area is conveniently located in the Grand Ballroom Foyer of the Shangri-la Hotel Kuala Lumpur. This location is directly outside of the general session which takes place in the Grand Ballroom. Again this year, the coffee breaks will be held in the exhibit area which will provide exhibitors more exposure and time to socialize with the group. We will also hold the Welcome Reception in the exhibit area on Thursday/October 9, 2014, 6:00PM-7:30PM. This will be a great way to wrap up a successful opening day.

I hope you have a successful show. We are always open to suggestions and ideas. Please share your thoughts regarding our exhibits program. You are a valued part of our meeting, and on behalf of the ISHRS leadership, I thank you for your participation.

Most sincerely,

Victoria Ceh

Victoria Ceh, MPA
Executive Director

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International Society of Hair Restoration Surgery
22ⁿ Annual Scientific Meeting
October 8-11, 2014
Shangri-la Kuala Lumpur
Kuala Lumpur, Malaysia



EXHIBITOR INFORMATION AT-A-GLANCE

► WHO PROVIDES WHAT?

#1: Qube Integrated Malaysia:

Qube Integrated Malaysia Sdn Bhd is the official and exclusive exposition service contractor for the meeting. Qube is the sole official provider of the following services: trade show rental equipment & furnishings, carpet rental (note the exhibit area is carpeted), exhibit labor for installation & dismantle, and inside booth cleaning services.

If an exhibiting company hires a non-official contractor to assemble its booth, the exhibiting company will be required to adhere to Qube's terms for non-official contractors, as will be listed in the Exhibitor Service Manual. This will involve an administration fee, a refundable performance bond, and signing a written undertaking document to guarantee conduct, proper schedule of production and observance of the exhibition and hall regulations.

The **full details for placing orders** will appear in the Exhibitor Service Manual which you will receive electronically in **mid-June**. The exhibitor must abide by all rules and procedures that are outlined in the Exhibitor Service Manual.

Early order discount deadline is September 8, 2014.

If you have **questions**, please contact Qube at:

Contact Person: Eric Go

Phone: +603 6151 9973

E-mail: ericgo@qube.com.my

www.qube.com.my

#2: Agility Logistics:

For **freight handling, local drayage to/from the Shangri-la Hotel Kuala Lumpur, and customs clearance services.** Note that you may **NOT** ship your exhibit materials directly to the Shangri-la Hotel Kuala Lumpur.

IMPORTANT SHIPPING DEADLINES with Agility Logistic are:

SEPTEMBER 8, 2014 – Arrival of films and video tapes/discs by COURIER*

SEPTEMBER 19, 2014 - Copies of Commercial Invoice and Packing List for SEAFREIGHT consignments

SEPTEMBER 22, 2014 – Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments

SEPTEMBER 29, 2014 – Arrival of exhibit freight shipped by SEAFREIGHT

OCTOBER 1, 2014 – Arrival of exhibit freight shipped by AIRFREIGHT

* The Board of Film Censors, Malaysia, must clear any films and videotapes to be shown at the exhibition. You are advised to courier these materials "Freight Prepaid" to Kuala Lumpur by **September 8, 2014** to enable Agility to arrange for censorship clearance. Agility advises you against hand-carrying these items into Malaysia, as they may be detained by Malaysian Customs and considerable time and effort may be required to clear them out in time for the exhibition.

You will find Agility's information in their Shipping Manual & Tariff.

If you have **questions**, please contact Agility at:

Contact Person: Charmaine Louis

Phone: +60 3 7841 8888

E-mail: CLouis@agility.com

www.agility.com

#3: Audio-Visual Equipment & Computers:

The providers for these services will be listed in the Exhibitor Service Manual, which you will receive in mid-June.

#4: Internet Service:

The Shangri-la Hotel Kuala Lumpur provides **complimentary internet service** throughout the hotel, including the meeting space. However, this is a shared line (100 Mbps) for all users. If you require a dedicated line for assured connection, you will want to order a dedicated line through the hotel. To order wired internet service for your booth, please contact Christine Chin at the Shangri-la Hotel Kuala Lumpur at <mailto:christine.chin@shangri-la.com>

► Location of the Exhibition:

Exhibits will be located in the Grand Ballroom Foyer, located on the Basement II Level of the Shangri-la Hotel Kuala Lumpur. This location is directly outside of the general session, which takes place in the Grand Ballroom.

► Exhibit Booth Style, Dimensions & Details:

This year's booth will be hard shell scheme style, which will look like this (for a single booth – multiple booths can also be accommodated with this type of booth structure):



Each single booth measures 2 meters deep x 3 meters wide. The height maximum for any items you place in your booth is 2.5 meters. Included in your fee of \$3,250 USD per booth is:

- The 2 meter deep x 3 meters wide exhibit booth space,
- The hard shell booth, as seen in the photo above (multiple booths can also be accommodated with this type of booth structure),
- A basic company ID header showing company name and booth number.
- Janitorial services for the aisles only.
- Ambient booth lighting (There are two fluorescent lights installed in the front area of each booth.)
- Complimentary registration for up to four (4) company representatives (the maximum is 4 representatives per booth – additional badges cannot be purchased), and
- Complimentary admittance to the Welcome Reception on Thursday evening, which will take place in the Exhibit Area.

For anything additional, you will need to order it through Qube Integrated Malaysia or the applicable vendor, at your own expense.

► Exhibit Area Carpeting:

The exhibit area is carpeted – you are not required to rent carpeting for your booth unless you require a specific color.

► **Show Schedule:**

SET-UP:

Wednesday/October 8, 2014 1:00PM - 7:00PM

SHOW HOURS:

Thursday/October 9, 2014 8:00AM - 7:30PM

Friday/October 10, 2014 8:00AM - 6:00PM

Saturday/October 11, 2014 8:30AM - 2:15PM

DISMANTLE:

Saturday/October 11, 2014 2:15PM - 5:00PM

Exhibits must **NOT be disturbed, dismantled or removed before 2:15PM on Saturday, October 11, 2014. All exhibit materials must be fully removed from the exhibit area by 5:00PM on Saturday, October 11, 2014**, otherwise they will be sent to storage at your own expenses.

► **Hotel Reservations:**

Starting in late May, you will be able to make your hotel reservation in the ISHRS group block at the Shangri-la Hotel Kuala Lumpur. **The reservation link will appear on the ISHRS website – we will send all registered exhibitors the link when reservations open.**

The ISHRS group rate at the Shangri-la Hotel Kuala Lumpur is RM 490 single and RM 520 double for standard guest rooms, plus room tax (currently 16% but subject to change).

Please make your reservation early to assure availability. The ISHRS group rates are available until September 24, 2014, or while room supplies last.

Important Note:

1. Please read the General Information and Exhibition Information page before proceeding to fill in the forms.
2. Please note that all forms must be completed in full and returned to ensure that all services required will be provided on time. Kindly make copies for your own reference.
3. This manual is accurate at the time of printing. The organizer reserves the right to amend if needed.

Exhibits Prospectus

The International Society of Hair Restoration Surgery (ISHRS) is an international, non-profit medical association comprised of over 1000 physicians specializing in hair loss representing over 60 countries with backgrounds in varying medical specialties including **dermatology, plastic surgery, general surgery**, and more. Founded in 1993, it was the first, and is now the largest, international society to promote continuing quality improvement and education for professionals in the field of hair restoration surgery.

OUR MISSION

To achieve excellence in medical and surgical outcomes by promoting member education, international collegiality, research, ethics, and public awareness.

WHO SHOULD EXHIBIT

The exhibit program is designed to provide hair transplant surgeons with first-hand information about products and services specific to the area of hair restoration surgery as well as adjunct procedures, and to serve as a forum for updating the physicians' knowledge of current technological advances in the field of hair restoration surgery. The exhibit program is an integral part of the overall program for the ISHRS Annual Scientific Meeting.

The ISHRS encourages exhibitor applications for products and services in the following categories:

- Surgical instruments, supplies and equipment.
- Pharmaceuticals specific to hair loss, hair restoration and cosmetic surgery.
- Digital photography and imaging systems and software.
- Office/practice management products.
- Scientific publications.
- Activities of professional and educational organizations.
- Any products associated with the diagnosis and treatment of hair loss.
- Any products or services associated with the adjunct procedures of interest to hair restoration surgeons.
- Cosmeceuticals specific to hair, hair loss, and hair health.

- To have your company listed in the preliminary Annual Meeting Program Mailer, applications must be received by **May 20, 2014.**
- To have your company listed in the On-Site Program Guide, applications must be received by **August 14, 2014.**

GENERAL INFORMATION

PRODUCTS/SERVICES EXHIBITED

Products or services exhibited (or referred to) must be those related to the interests and educational values of the International Society of Hair Restoration Surgery and normally manufactured or supplied by the exhibitor. Exhibitor may exhibit only those products/services it lists in the ISHRS Product Description on the Application/Contract for Exhibit Space. The ISHRS may refuse to accept the Application of any company or person whose display of goods or services is not compatible, in the sole opinion of the ISHRS, with the general character and objectives of the ISHRS and the Annual Scientific Meeting. In its discretion, the ISHRS may require the exhibitor to provide additional information regarding its products/services.

EXHIBIT DATES AND HOURS

NOTE: Exhibit hours are preliminary and subject to change.

EXHIBITORS SET-UP:

Wednesday/October 8, 2014 **1:00PM-7:00PM**

SHOW HOURS:

Thursday/October 9, 2014

8:00AM-7:30PM

Welcome Reception in Exhibit Area:

6:00PM-7:30PM

Friday/October 10, 2014

8:00AM-6:00PM

Saturday/October 11, 2014

8:30AM-2:15PM

DISMANTLE:

Saturday/October 11, 2014

2:15PM-5:00PM

Exhibits must NOT be disturbed, dismantled or removed before 2:15PM, Saturday, October 11, 2014.

All exhibit materials must be removed from the exhibit area by **5:00PM** on Saturday, October 11, 2014.

BOOTH INFORMATION

Exhibit booths will be located in the Grand Ballroom Foyer, located on the Basement II Level of the Shangri-la Hotel Kuala Lumpur. This location is directly outside of the General Session, which takes place in the Grand Ballroom. **The exhibit area floor plan is on page 15.**

NOTE: This floor plan is preliminary and subject to change.

The exhibit program is limited to standard booths that measure 2 meters deep by 3 meters wide and multiples of those standard booths. Booth assignments will be made on a first come, first served basis. Booth number assignments will be confirmed and communicated to the exhibitor contact person (as stated on the application) via e-mail on **June 12, 2014**. No booth locations are guaranteed until the confirmation on this date. All dimensions are believed to be accurate but are not warranted by the ISHRS. To maintain uniformity and to prevent obstruction of view of adjoining booths, **no solid or draped objects cannot be higher than 2.44 meters / 8ft.** All exhibitor materials and signage must stay inside the official booth space and not be placed in the aisles. Exhibit booth representatives also must stay in the booth while representing the company (no "selling in the aisles"). The standard booth fee includes one standard hard shell scheme booth (see photo on back by floor plan – multiple booths are also possible – back wall is 2.5 meters high and side walls are 1 meter high); general ambient lighting, a basic ID sign showing company name and booth #; the exhibit space; janitorial service for aisles of the exhibit area; registration for up to **four (4)** company exhibit representatives; and a one year listing in the Online Buyers Guide which is located in the members only section of the ISHRS website.

The exhibit area is carpeted. Sufficient lighting is provided for adequate general illumination in the exhibit area, but no individual lights or electrical outlets are provided in the booth space for product lighting (only for the provided ambient fluorescent lights). All electrical work must be supplied by the exclusive electrical contractor for the meeting. All draping or display materials of cloth must be fireproofed. Under no conditions will oils, gases, or other combustible or flammable materials be permitted in the exhibit area.

All packing containers, excelsior, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays. Exhibitors represent and warrant that they shall comply with all national, state, and local fire regulations and accept full responsibility for such compliance.

PAYMENT/DEPOSIT/REFUND

Fees are **\$3,250.00 USD per 2 meter x 3 meter booth.** A 50% deposit of **\$1,625.00** USD per booth must be submitted with the application for exhibit space. There is a limit of 4 adjacent booths (a "quad") per company. **No application will be processed or space assigned until the deposit is received.** Space must be fully paid for by **August 1, 2014.** If assigned space is not paid for by **August 1, 2014,** it may be reassigned, sold or canceled by the ISHRS.

CANCELLATION POLICY

Written notification of an exhibitor's decision to cancel must be faxed or e-mailed to Jule Uddfolk, Meetings & Exhibits Manager, at the ISHRS Headquarters office (fax: 1-630-262-1520). info@ishrs.org). It is the exhibitor's responsibility to assure the cancellation was received. If written notification of cancellation is received at the ISHRS Headquarters office, the following policies will apply:

- Received by July 1, 2014: Full refund less \$100 administrative fee
- Received July 2-August 1, 2014: 50% refund of full booth(s) fee less \$100 administrative fee
- After August 1, 2014: No refund

IMPORTANT DEADLINES .

May 20: Application with deposit must be received to be listed as an exhibitor in the preliminary Annual Meeting Program mailer (company name only listed).

June 12: Notification of booth assignment by e-mail.

August 1: Final payment on booths due.

August 1: Exhibitor Information Form & Ancillary Function Request Form due.

August 14: Product/service description due for inclusion in the Onsite Program Guide.
Exhibit application must be accepted by this date to be listed in the Onsite Program Guide.

September 23: Final day that exhibit applications may be accepted and the final day to apply for the room drop marketing opportunity.

SUBLETTING/USE OF SPACE

Exhibitors shall not assign or sublet any space allotted to them and shall not advertise or display goods other than those manufactured or sold by them in the regular course of their business. No person, firm or organization that has not contracted with the ISHRS for occupancy of exhibit space will be permitted to display or demonstrate any products, processes or services, solicit orders, wear exhibitor identification badges, or distribute advertising or other materials at the exhibition or the Annual Scientific Meeting in general. Any infringement of this regulation will result in prompt removal of the offending person(s).

The ISHRS reserves the right to:

- (i) refuse Applications of Exhibitors not meeting the Society's required or expected standards, and
- (ii) remove exhibits or parts of exhibits that reflect against the character of the Annual Scientific Meeting at any time before and/or during the exhibition.

This applies to displays, literature, advertisements, novelties, souvenirs, conduct of persons, etc. The ISHRS does not in

any manner endorse any of the products or services related to the exhibits which have been accepted for display during the Annual Scientific Meeting.

ASSIGNMENT OF SPACE

Booth assignments will be made on a first come, first served basis. Booth assignments will be confirmed and communicated to the listed exhibitor contact person via e-mail on June 12. You may indicate your booth location preference during the online registration process, which will be considered but is not guaranteed. The exhibit floor plan is on page 4 of this Invitation to Exhibit, along with a photo of this year's booth style, the hard shell scheme (floor plan tentative and may change).

The ISHRS reserves the right to amend the floor plan and booth assignments.

PROGRAM GUIDE LISTINGS

Each exhibitor must submit a description of the product(s) and/or service(s) to be displayed in order for the application to be accepted. If the application is received by **May 20, 2014**, the exhibiting company's name will be published in the preliminary Annual Meeting Program mailer. If the application is received by **August 14, 2014**, the exhibitor's full description will be published in the On-site Program Guide.

CONTRACTOR SERVICES

Qube Integrated Malaysia Sdn Bhd is the official and exclusive exposition service contractor for the meeting. Qube is the sole official provider of the following services: trade show rental equipment & furnishings, carpet rental (note the exhibit area is carpeted), exhibit labor for installation & dismantle, and inside booth cleaning services.

If an exhibiting company hires a non-official contractor to assemble its booth, the exhibiting company will be required to adhere to Qube's terms for non-official contractors, as will be listed in the Exhibitor Service Manual. This will involve an administration fee, a refundable performance bond, and signing a written undertaking document to guarantee conduct, proper schedule of production and observance of the exhibition and hall regulations.

Agility Logistics Sdn Bhd is the official provider of freight forwarding, material handling and customs clearance services. Their service manual will be distributed with the Exhibitor Service Manual.

The official suppliers for audio-visual equipment, computer rentals, and electrical will be listed in the exhibitor service manual.

The Shangri-la Hotel Kuala Lumpur provides **complimentary internet service throughout the hotel**, including the meeting space and exhibit area. However, this is a shared line (100 Mbps) for all users. If you require a dedicated line for assured connection, you will want to order a dedicated line through the hotel. To order wired internet service for your booth, please contact Christine Chin at the Shangri-la Hotel Kuala Lumpur at christine.chin@shangri-la.com.

The official contractors act on their own behalf in all arrangements with exhibitors and are not an agent, employee or representative of the ISHRS. All services or materials supplied by the contractors on order of the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, the ISHRS does not assume any liability or responsibility for any act performed or omitted by such official contractor.

Ordering of services: The full details for placing orders will appear in the ISHRS Exhibitor Service Manual which you will receive electronically in **mid-June**. The exhibitor must abide by all rules and procedures that are outlined in the Exhibitor Service Manual.

EXHIBITOR INFORMATION FORM/BADGES

A link to the Exhibitor Information Form will be sent to each exhibiting company with their exhibitor confirmation. This important form will consist of two parts: 1) Booth Representative Registration for Badges, and 2) Gala Dinner Ticket Orders. For badge purposes, this form should be returned no later than **August 1, 2014. All exhibitor representatives must be approved in advance of the show, therefore this form must be returned by August 1, 2014.** No exhibitor will be admitted to the exhibit area without an exhibitor's badge and ribbon. Each exhibiting company is allowed four (4) registrations per booth without charge.

Additional booth representatives beyond 4 per booth are not allowed.

Badges are to be picked up at the ISHRS registration desk will be located in the Lower Lobby Level at the Shangri-la Hotel Kuala Lumpur. Meeting venue information will be included in the program book and in your confirmation letter.

LIABILITY/INSURANCE/SECURITY

All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Shangri-la Hotel Kuala Lumpur. None of the ISHRS, Qube Integrated Malaysia Sdn Bhd, Agility Logistics Sdn Bhd or the Shangri-la Hotel Kuala Lumpur, or their respective officers, directors, members, agents, or employees, maintain insurance covering exhibitors' property and such parties are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident,

vandalism or other causes, and exhibitor hereby expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor. Although security personnel may be provided by the ISHRS for the night time protection of the exhibit area, the ISHRS, Qube Integrated Malaysia Sdn Bhd, Agility Logistics Sdn Bhd and the Shangri-la Hotel Kuala Lumpur shall have no liability whatsoever for theft, loss, or damage to property belonging to exhibitors, their agents, employees, business invitees, visitors, or guests.

Exhibitors shall carry comprehensive liability coverage, including premises operations and contractual liability coverage of at least \$1,000,000 USD for personal injury liability, \$1,000,000 USD for property damage liability, and statutory workers' compensation with employer's liability with a limit of at least \$100,000 USD. Exhibitors will furnish certificates of insurance if requested by the ISHRS.

INDEMNIFICATION AND RELEASE

Exhibitor shall indemnify, defend, and hold the ISHRS, the Shangri-la Hotel Kuala Lumpur, and their respective directors, officers, members, agents, employees and successors, and each of them, forever harmless from and against:

- (i) any damage or charges resulting from violation of any law or ordinance or violation of the rules and regulations of either the ISHRS or the Shangri-la Hotel Kuala Lumpur except those occasioned by the gross negligence or willful misconduct of the ISHRS or the Shangri-la Hotel Kuala Lumpur; and
- (ii) any and all other claims, liabilities, losses, damages, or expenses (including, without limitation, attorneys' fees), whether those of the exhibitor or a third party, arising, directly or indirectly, from exhibitor's occupancy and use of the exhibition premises, or any part thereof, except those arising from the gross negligence or willful misconduct of the ISHRS or the Shangri-la Hotel Kuala Lumpur.

Exhibitor further waives any and all rights it may have against the ISHRS, the Shangri-la Hotel Kuala Lumpur, and their respective directors, officers, members, agents, employees and successors, and each of them, and releases and discharges them from any claim relating to exhibitor's occupancy and use of the exhibition hall, or any part thereof.

CANCELLATION OF MEETING

In the event the Annual Scientific Meeting is not held for any reason whatsoever, the contract for exhibit space shall be terminated. In such case, the exhibitor shall waive all damages and claims for damages and agrees that the sole liability of the ISHRS will be to return to exhibitors their exhibit space fee on a pro rata basis after

deduction of all Annual Scientific Meeting related costs and expenses incurred by the ISHRS through the date of cancellation, an administrative fee, and overhead charges.

CHANGE OF LOCATION

If the selected location is not available or if, in its sole discretion, the ISHRS believes that it is in its best interests to do so, the ISHRS shall move the Annual Scientific Meeting to another location.

EXHIBIT SPACE ACTIVITIES

Business activities, circulars and advertising materials of the exhibitor shall only be conducted and/or distributed within the exhibit space assigned to the exhibitor. Exhibitors are permitted to display only the exhibiting firm's products/services for which they are official distributors and to make informal presentations in the booth regarding the firm's product line or service. Exhibitors are prohibited from conducting any activities on the outside grounds, parking area, or elsewhere at the Shangri-la Hotel Kuala Lumpur.

Exhibitors are required to keep the assigned exhibit space in good order at all times. Exhibitors may not place anything in the aisles during open hours. Exhibit representatives must promote their products/services from inside their booth space only and may not linger in the aisles to pull in customers. Exhibitors may offer food and/or beverage in their booths as a traffic builder provided it is ordered through the Shangri-la Hotel Kuala Lumpur (no outside food or beverage is allowed). Promotional activities considered to be objectionable and not in the best interest of the ISHRS and its purpose of education will be expressly prohibited. All unusual or atypical promotional activities, in the ISHRS's sole discretion, must be approved in writing by the ISHRS no later than sixty (60) days prior to the start of the Annual Scientific Meeting.

Audiovisual and other sound and attention-getting devices are permitted only in such intensity as, in the sole discretion of the ISHRS, does not interfere with the activities of other exhibitors. The use of microphones in the exhibit booths is strictly prohibited. Films purely for entertainment, without educational or informational value, will not be permitted. The Board of Film Censors, Malaysia, must clear any films and videotapes to be shown at the exhibition. See the Agility Logistics Service Manual for further details on this requirement.

ACCESSIBILITY

Exhibitor represents and warrants that its exhibit space shall be reasonably accessible and usable by persons with disabilities and that it will be in compliance to the extent applicable under regulations implementing Title III of the Americans with Disabilities Act. Exhibitor shall indemnify and hold the ISHRS and its directors, officers, members, agents, and successors, harmless from and against any and all

liabilities, claims, losses, damages, and expenses (including attorneys' fees and expenses) that may be incurred by or asserted against the ISHRS, or its directors, officers, members, agents, or successors, on the basis of Exhibitor's breach of the representations and warranties contained in this paragraph or noncompliance with any provision of the Americans with Disabilities Act, and any other federal, state, and local laws and regulations intended to provide equal access for persons with disabilities, applicable to the exhibitor's exhibit.

ADVERTISING

Exhibit items, advertising literature or pamphlets that are distributed may contain only recognized indications and claims. Advertising in any media to the effect that particular products or services have been exhibited at the ISHRS Annual Scientific Meeting or which could be construed as an endorsement by the ISHRS or by its members is prohibited. The ISHRS name and logo are the exclusive property of the ISHRS and may not be used in any way, i.e., on promotional materials, literature, giveaways, etc., by anyone for any purpose.

EXHIBITOR ATTENDANCE AT THE GENERAL SESSIONS

Exhibitors are welcome to attend the general sessions to gain new perspectives on hair loss and hair restoration surgery and the perspective of both speakers and attendees. However, exhibitors may only enter the general session to hear specific talks related to their products or services and cannot attend it for the entire meeting. With the increased scrutiny of industry-physician relationships by federal and state governments, and medical organizations themselves, it is imperative that the ISHRS ensures its general sessions maintain their objectivity and independence from industry, and foster professional behavior by speakers, attendees, and industry representatives. Therefore, the ISHRS expects that industry representatives/exhibitors:

- Refrain from asking any questions of the speakers in the meeting room.
- Do not approach the podium/stage at any time and sit in the rear half of the room to avoid any perception of undue industry presence,
- Hold any questions you may have for speakers until you and the speaker are outside of the meeting room.
- Respect the information acquired in the general session. The information cannot be sensationalized or used in advertising.

If this privilege is misused, it may result in an exhibitor not being accepted to exhibit in future years and/or a change in this policy.

BADGES

All representatives of exhibiting firms must register and wear the official exhibitor's badge for admission to and while in the exhibit area. Company badges will not be accepted in lieu of the official badge. Exhibitors may not deface or mark badges in any manner. Affixing stick-on items, punching, stamping or marking badges is not permitted. Individuals who do not have badges will not be permitted into the exhibit area.

CONFLICTING EVENTS

Companies exhibiting at the ISHRS Annual Scientific Meeting will be required, as a condition of their participation as exhibitors, not to exhibit at, conduct or sponsor conflicting events. Conflicting events are scientific or educational meetings of interest and relevance to hair transplant surgeons (including but not limited to lectures, presentations, seminars or workshops) that are scheduled during the same time frame encompassed by the ISHRS Annual Scientific Meeting. For purposes of this policy, the relevant time frame begins two days immediately prior to the official opening of the ISHRS Annual Scientific Meeting and ends two days after the official close of the ISHRS Annual Scientific Meeting. ISHRS Satellite Symposia opportunities, if held, are not considered conflicting events.

ANCILLARY FUNCTIONS

ISHRS approval, which may be granted or denied by the ISHRS at its sole discretion, is required for all exhibitor-sponsored ancillary functions. Requests for such activities must be submitted in writing via the Ancillary Function Request Form to the ISHRS Meeting & Exhibits Manager by **August 1, 2014**. The request must specify date, time, location, type of function and anticipated attendance. Ancillary functions will only be approved for times that are not in competition with the ISHRS program or Satellite Symposia, in the sole opinion of the ISHRS. The allowed ancillary timeslots are not exclusive – there may be more than one exhibiting company hosting ancillary functions during any given time period. The ISHRS is not holding meeting rooms at the Shangri-la Hotel Kuala Lumpur for exhibitor use. The exhibiting company must secure its own meeting/function space, whether it be at the Shangri-la Hotel Kuala Lumpur or elsewhere, and pay any and all required fees and costs directly. If it is determined that an unapproved ancillary function of any sort has taken place or is scheduled to take place, the ISHRS may deny the exhibitor exhibit space installation or access to the exhibit area, close or remove the exhibitor's exhibit space, prohibit the exhibitor's participation in future Annual Scientific Meetings, or take such other action as the ISHRS, in its sole discretion, deems appropriate.

PRODUCT SALES

Exhibitor acknowledges that it bears sole responsibility for the collection and remission of all sales tax and other obligations arising from its product sales. Due to local regulations, sales on the floor are not allowed, but orders may be taken to fulfill upon return to your office after the show.

GIVEAWAYS

Atypical giveaways must be approved by the ISHRS (30) thirty days in advance of the Annual Scientific Meeting. If such items are not cleared through the ISHRS before the Annual Scientific Meeting, or are determined to be objectionable or prohibited, the ISHRS has the right to prohibit distribution.

CONTESTS AND DRAWINGS

Exhibitors are allowed to have their own prize drawings and contests within their booth. Exhibitors shall comply with any and all gaming laws applicable to such drawings or contests. The ISHRS will not announce or publish winners, forward prizes, or otherwise be responsible for an exhibitor's own drawing or contest.

MUSIC LICENSING

Exhibitors shall obtain any and all licenses or grants of authority required of exhibitors under the copyright laws, including, but not limited to, those relating to the performance of music, whether live or recorded. A copy of such licenses will be furnished to the ISHRS if requested.

FDA REGULATIONS

Exhibitors shall comply with all applicable U.S. Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and pre-approved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the U.S. may be exhibited only if accompanied by easily visible signs indicating the status of the product. Exhibitors shall have available at the booth a letter from the FDA that describes the allowable use of any drug or device exhibited.

USE OF LASERS

In keeping with recommended safety guidelines for lasers, the ISHRS has adopted regulations for laser exhibitors. Exhibitors operating, or permitting the operation of, lasers represent and warrant that: (i) they shall comply with the ISHRS regulations; and (ii) such lasers will be operated only in a manner that presents no safety risks for exhibition attendees and/or the exhibit area.

LASER REGULATIONS

1. Lasers must be operated in a manner that is consistent with the accepted industry safety standards (i.e., ANSI standards and/or American Laser Institute standards). Under no circumstances may a laser be operated in a manner that poses a safety risk to persons standing or walking in the vicinity of the exhibitor's booth.
2. Lasers must be operated only within an enclosed space with eye protection for those viewing and operating the lasers.
3. All demonstrations of CO2 lasers must be conducted in clear plastic boxes with all sides enclosed, including the top. Smoke evacuators must be used.
4. Appropriate plastic colored cubicles must also be available for any other type of laser being used, particularly dye, KTP, and ruby lasers.
5. No laser equipment may be left unattended in operable condition.

OTHER REGULATIONS

It is the responsibility of the exhibiting company to see that all booth staff is aware of and adhere to these rules and conduct themselves in a professional manner throughout this meeting.

The ISHRS shall have the sole authority to interpret and enforce all rules and regulations governing exhibitors and the Annual Scientific Meeting. Any and all matters not specifically covered herein are subject to decision by the ISHRS. These rules and regulations may be amended at any time by the ISHRS upon written notice to all exhibitors. Each exhibitor expressly agrees to be bound by the rules and regulations set forth herein and by any amendments thereto adopted by the ISHRS from time to time. Any exhibitor or exhibitor representative who, in the opinion of the ISHRS, conducts itself unethically may immediately be dismissed from the Annual Scientific Meeting without refund or other appeal.

VIOLATION OF RULES Any violation by an exhibitor of the ISHRS's rules and regulations may, at the ISHRS's discretion, result in denial of access to the exhibit area, denial of exhibit space installation, closing or removal of the exhibitor's exhibit space, and/or prohibition on participation in future Annual Scientific Meetings. In the event exhibitor violates the rules and regulations and is prohibited from continued use of the exhibit space, exhibitor's exhibit space fee, or any portion of it, is non-refundable.

For further information contact:

Jule Uddfolk, CMP, Meetings & Exhibits Manager
International Society of Hair Restoration Surgery
303 West State Street, Geneva, IL 60134, USA
Direct Phone: 1-773-883-1236,
HQ Phone: 1-630-262-5399, Fax: 1-630-262-1520
Direct email address: juddfolk@ishrs.org;
HQ E-mail: info@ishrs.org

Welcome Letter

Dear Exhibitor:

We are pleased to be serving as the Official General Service Contractor for the upcoming:

**International Society of Hair Restoration Surgery
22ⁿ Annual Scientific Meeting
October 8-11, 2014
Shangri-la Kuala Lumpur
Kuala Lumpur, Malaysia**

Enclosed please find our Order Forms for various Service and Equipment needs for this convention.

Please make note of the Advance Order Deadline **September 8, 2014** in order to ensure you qualify for discounted pricing. Please note that all Order Forms for suppliers other than Qube Integrated Malaysia Sdn Bhd need to be sent directly to the specific supplier.

We welcome the opportunity to blend our experience with your ideas to develop a custom look and theme for your exhibit space. Please contact us for any additional services you may need.

We look forward to working with you to make this conference most successful for you.

Cordially,
Qube Integrated Malaysia Sdn Bhd

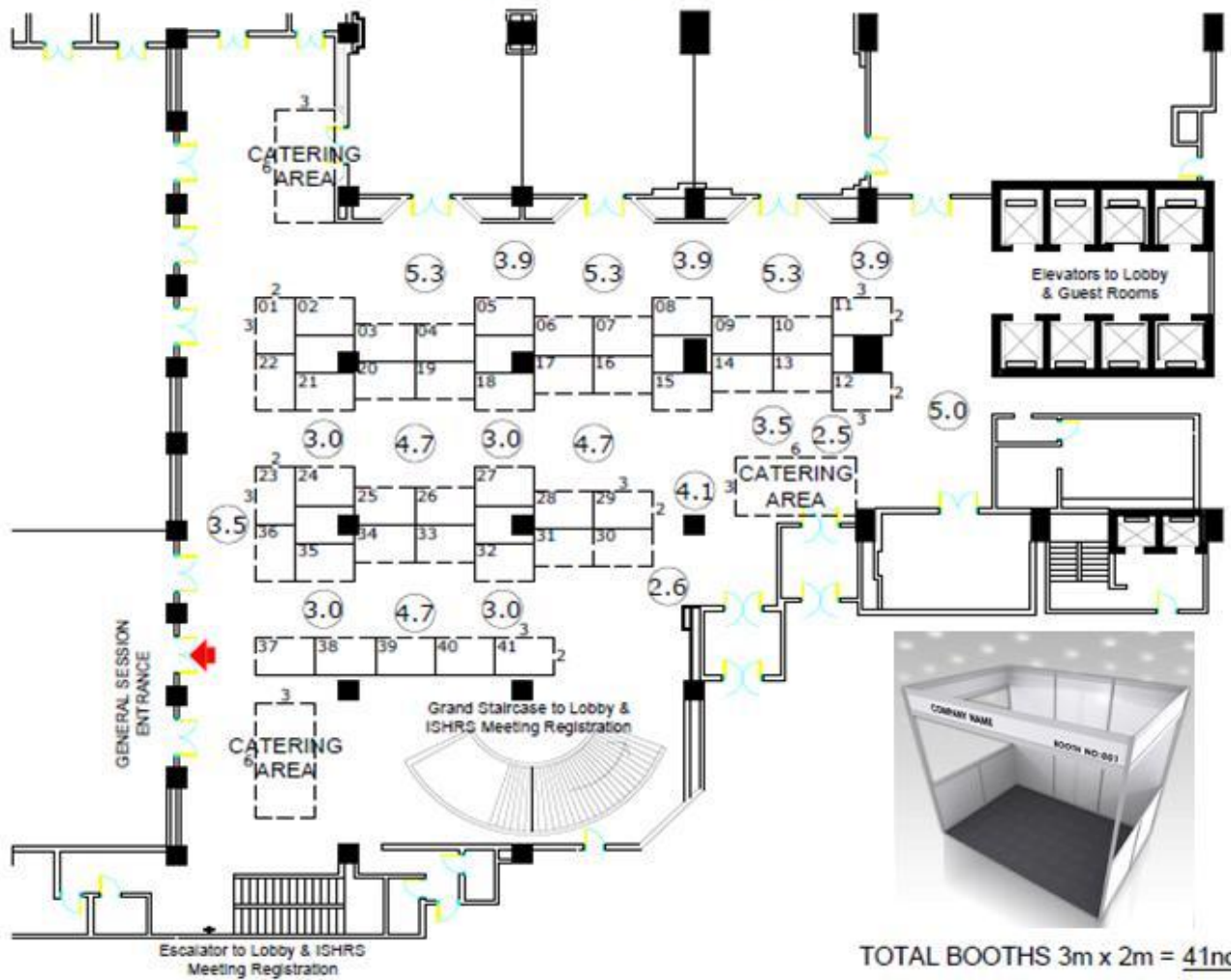
Qube Integrated Malaysia Sdn Bhd (627777-A)

Wisma Qube, No 32-3, Jalan Nautika B U20/B, Seksyen U20,
TSB Commercial Centre, Sungai Buloh, 40160 Shah Alam,
Selangor Darul Ehsan, Malaysia
Main Line : (+6) 03 6151 9973 / 9673 / 9873
Facsimile : (+6) 03 6151 3973 / 3673
Email : enquiry@qube.com.my Website : www.qube.com.my



LAYOUT PLAN

2014 ISHRS 22nd ANNUAL SCIENTIFIC MEETING SHANGRI-LA HOTEL, KUALA LUMPUR 8th - 11th OCTOBER 2014



2. EXHIBITION INFORMATION

1.1 THE EXHIBITION

2014 International Society of Hair Restoration Surgery's 22nd Annual Scientific Meeting

Date : 8th – 11th October 2014
Venue : Shangri-la Hotel, Kuala Lumpur

1.2 FRIEGHT HANDLING, STAND BUILD UP AND DISMANTLING SCHEDULE

	<u>Date</u>	<u>Time</u>
<u>BUILD UP SCHEDULE</u>		
Exhibitor Booth Set-up	Wednesday/October 8, 2014	1:00PM – 7:00PM
Final Cleaning by Organiser	Wednesday/October 8, 2014	7:00PM – 10:00PM
<u>SHOW DAYS</u>		
Day 1	Thursday / October 9, 2014	8:00AM – 7:30PM
Day 1 - Welcome Reception in Exhibit Area:	Thursday / October 9, 2014	6:00PM – 7:30PM
Day 2	Friday/October 10, 2014	8:00AM – 6:00PM
Day 3	Saturday/October 11, 2014	8:30AM – 2:15PM
<u>DISMANTLING SCHEDULE</u>		
Exhibition Hall Closed	Saturday/October 11, 2014	2:15PM
Disconnection of all electrical	Saturday/October 11, 2014	2:15PM
Exhibitor Move out	Saturday/October 11, 2014	2:15PM – 5:00PM
Dismantle by Official Contractor / Non Official Contractor		

Note: Exhibits must NOT be disturbed, dismantled or removed before 2:15PM, Saturday, October 11, 2014. All exhibit materials must be removed from the exhibit area by **5:00PM** on Saturday, October 11, 2014.

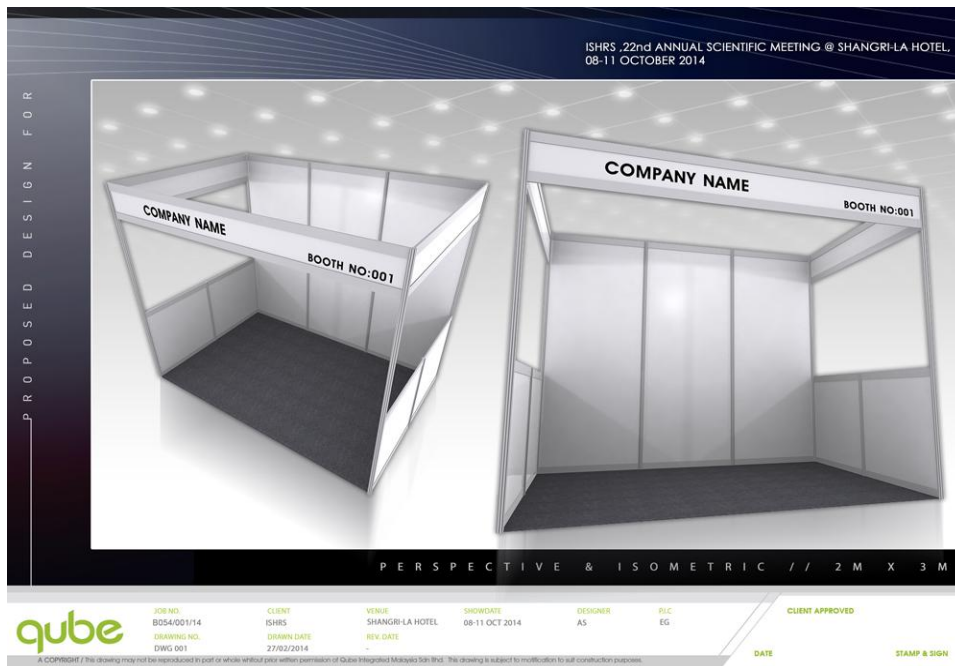
1.3 EXHIBITOR REGISTRATION/BADGES

Please be sure you check in at the ISHRS Registration Desk to pick up your badge, as you will need to be wearing your badge to be allowed on the exhibit floor. The ISHRS Registration Desk is located on the Lower Lobby Level of the hotel.

ISHRS Registration Hours are:

Tuesday, October 7	3:00PM - 7:00PM
Wednesday, October 8	6:30AM - 5:30PM
Thursday, October 9	6:30AM - 6:30PM
Friday, October 10	6:30AM - 6:30PM
Saturday, October 11	7:45AM - 4:30PM

EXHIBIT SPACE INFORMATION



About Your Booth

- Exhibits are located in the **Grand Ballroom Foyer, at the Basement II Level of the Shangri-la Hotel Kuala Lumpur**. The room is carpeted.
- Booths will be set with a 8 feet high pifex system partition for the backwall and 3.3 feet high pifex system partition for the side wall.
- Each 2 meter deep x 3 meters wide exhibit booth space includes (1) Identification Sign. No Substitutions or Credits will be allowed.
- Furniture is **NOT** included in your Booth Space. Please refer to the Furniture Order form on Page 22, enclosed in this Exhibitor Services Manual.

IMPORTANT: Booth Height Restriction: Maximum heights for all booths are 2.44m/8 feet height.

IMPORTANT: The exhibit area must be cleared by 5:00 pm, Saturday, October 11 2014. Qube will not be responsible for material left on the show floor.

Advance Pricing of Furniture, Electrical & Audio Visual

Furniture, Electrical and Audio Visual may be ordered through Qube at Advance Prices through Monday, September 8, 2014.

Any orders received after **Monday, September 8, 2014** are subjected to an additional **30% surcharge**. A **50% surcharge** will be imposed for orders received onsite. Please see enclosed Furniture Rental Order Form.

FREIGHT

Official Freight Forwarder:

- Agility Logistics** is the official freight forwarder/customs clearance firm. QUBE does not offer these services. Please refer to the Agility Logistics Service Manual you received earlier to arrange your freight services
- Do not ship your exhibit freight to the hotel. It will not be accepted** – you must ship your freight to Agility Logistics for forwarding to and from the ISHRS Annual Scientific Meeting.

Questions?

Please contact Eric, Qube at (+603) 6151 9973 or ericgo@qube.com.my.

Important Exhibitor Information continues on the next page.

TERMS & CONDITIONS

Qube Integrated Malaysia Sdn Bhd conducting business in Kuala Lumpur, the national capital of Malaysia.

EXHIBITOR AGREEMENT

Please read the following terms and conditions carefully.

By placing an order with Qube Integrated Malaysia Sdn Bhd, you agree to the following Payment Terms, Safety Rules, and Limits of Liability & Responsibility.

PAYMENT TERMS

- All Orders must be accompanied with "Full Payment" via **Telegraphic Transfers, Company Check**, or via **cash. We do not accept credit cards.**
- All payments must be in U.S. Dollars (USD) or Ringgit Malaysia (RM).
- **Advance Prices are only available if payment is received 14 days prior to show installation. (before 24st Sept 2014)**
- Orders or Payments processed after this time will be charged at additional **30% surcharge**.
- Additional order made at show site will be charged additional **50% surcharge** at the time of order and full payment have to pay by **cash**.
- CANCELLATION POLICY: We require **7 days** cancellation notice prior to installation **(before 2 Oct 2014)**, otherwise we will charge you cancellation fee for **50% of your orders total amount.**
- Any discrepancy in items ordered and items received, or any questions or complaint concerning services, **MUST** be reported to the Qube Service Desk at the Show, immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Qube supervisor in charge. Credits and adjustments will not be based on such information received after the Show.
- Refunds and exchanged are not permitted after the service or equipment have been delivered.

NON-OFFICIAL CONTRACTORS

If you are hiring a non-official contractor to assemble your booth, please be sure you complete the "**Non-Official Contractor Letter of Undertaking**" and pay the fees required. Otherwise, your non-official contractor will not be allowed onto the floor.

Your non-official contractors must check in at the ISHRS Registration Desk to pick up a temporary badge to access the exhibit floor.

SAFETY RULES

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. QUBE is not responsible for liability caused by standing on or any other improper use of QUBE furniture or equipment.

LIMITS OF LIABILITY & RESPONSIBILITY

1. QUBE and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.
2. Any cancellations received after the cancellation due date which is **7 days** cancellation notice prior to installation **(before 2 Oct 2014)** are subject to cancellation fee for **50% of your orders total amount.**
3. No credit or refund will be issued after **2 Oct 2014**.
4. Qube will not be responsible for material left on the show floor. The exhibit area must be cleared by 5:00 pm, Saturday, October 11 2014.

I have read and agree to these Payment Terms, Union Regulations, Safety Rules, and Limits of Liability & Responsibility.

Name of Organization: _____

Signature: _____

Date: _____

3. USEFUL CONTACTS

THE ORGANIZER

Ms Jule Uddfolk, CMP,
Meetings & Exhibits Manager

International Society of Hair Restoration Surgery
303 West State Street, Geneva, IL 60134, USA

Direct Phone: 1-773-883-1236,
HQ Phone: 1-630-262-5399, Fax: 1-630-262-1520
Direct email address: juddfolk@ishrs.org;
HQ E-mail: info@ishrs.org

OFFICIAL CONTRACTOR

Mr Eric Go
Assistant General Manager

Qube Integrated Malaysia Sdn Bhd
Wisma Qube, No 32-3, Jalan Nautika B U20/B,
Seksyen U20, TSB Commercial Centre
40160 Shah Alam,
Selangor

Direct Phone: +6012 3818 575
HQ Phone: +603 6151 3673, Fax: +603 6151 3673
Direct email address: ericgo@qube.com.my / operation@qube.com.my

THE VENUE

Ms Christine Chin

Shangri-La Hotel, Kuala Lumpur
11 Jalan Sultan Ismail, Kuala Lumpur, 50250, Malaysia

Tel: +603 2032 2388
Fax: +603 2070 1514
Direct email address: christine.chin@shangri-la.com

4. SERVICES ORDER FORM

Exhibitors are required to fill up the forms and returned to respective companies for their actions before the deadlines.

	<u>DEADLINE</u>	<u>SUBMITTED TO</u>
Form 1: Booth Information	8 September 2014	Qube Integrated Malaysia Sdn Bhd
Form 2: Furniture Rental	8 September 2014	Qube Integrated Malaysia Sdn Bhd
Form 3: Electrical Rental	8 September 2014	Qube Integrated Malaysia Sdn Bhd
Form 4: Non-official Contractor	8 September 2014	Qube Integrated Malaysia Sdn Bhd
Form 5: Audio Visual Rental	8 September 2014	Qube Integrated Malaysia Sdn Bhd

NOTE: Late surcharge will be imposed for any order placed after the deadline.

IMPORTANT NOTE:

1) Non-official Contractors

- If you are hiring a non-official contractor to assemble your booth, please be sure you complete the **"Non-Official Contractor Letter of Undertaking"** and pay the fees required. Otherwise, your non-official contractor will **not be allowed** onto the floor. Your non-official contractors must check in at the ISHRS Registration Desk to pick up a temporary badge to access the exhibit floor.

2) Official Freight Forwarder

- **Agility Logistics** is the official freight forwarder/customs clearance firm. QUBE does not offer these services. Please refer to the Agility Logistics Service Manual you received earlier to arrange your freight services.
- **Do not ship your exhibit freight to the hotel. It will not be accepted** – you must ship your freight to Agility Logistics for forwarding to and from the ISHRS Annual Scientific Meeting.

3) Wired Internet Service

- **The Shangri-la Hotel Kuala Lumpur** provides complimentary internet service throughout the hotel, including the meeting space. However, this is a shared line (100 Mbps) for all users. If you require a dedicated line for assured connection, you will want to order a dedicated line through the hotel.
- To order **wired internet service** for your booth, please contact **Christine Chin** at the Shangri-la Hotel Kuala Lumpur at christine.chin@shangri-la.com.



Form 1:
2014 International Society of Hair Restoration
Surgery's 22nd Annual Scientific Meeting
Shangri-la Hotel, Kuala Lumpur

DEADLINE: 8 Sept 2014

BOOTH INFORMATION FORM

This form to be returned / faxed to Mr. Eric Go (QUBE INTEGRATED MALAYSIA SDN BHD)
 Tel : 603 – 6151 9973 / 6151 9673 Fax : 603 – 6151 3673
 Email : ericgo@qube.com.my, operation@qube.com.my

30 characters MAXIMUM, including spacing. Please print clearly.

Each Shell Scheme Booth comes with:-

- **Back walls:** 2.44m (8ft) high white laminated 3mm thick plywood panels joined by aluminum section. Each panel is 1m wide.
- **Side walls:** 1m (3.3ft) high white laminated 3mm thick plywood panels joined by aluminum section. Each panel is 1m wide.
- **Fascia (Name Board):** 350mm (1ft) high with exhibitor's name and booth number. Aluminum frame, letters on infill panels.
- **Lightings:** continuous fluorescent tubes mounted behind fascia. 2 fluorescent tubes per 9sqm.
- **Power:** 1 unit of 13amp power point (single-phase-230v, not for lighting use)
- **Maximum exhibit height:** 2.44m(8ft)

Note:

1. Damage to booth: nailing, drilling, stapling and any other modification on the Shell Scheme panels are STRICTLY PROHIBITED. Any damage done on the panels shall be charged to exhibitors.
2. Booth boundaries and design restrictions: no exhibitor may place any display material or allow dividing wall or any part of their booth design and fittings beyond their contracted boundary.
3. Fire regulations: all materials used in booth construction shall be properly fireproofed to normal international standards and in accordance with local regulations.
4. Only ONE company name to be appeared on each board. Additional company name (even on different board) subjected to charge by the official contractor.

Exhibiting Company :	Booth No :
Person In Charge:	Tel No:
Signature & Company Stamp:	Fax No:
	Mobile No:
	Email:



Form 2:
2014 International Society of Hair Restoration
Surgery's 22nd Annual Scientific Meeting
Shangri-la Hotel, Kuala Lumpur

DEADLINE: 8 Sept 2014

FURNITURE RENTAL FORM

- Order must be made before the deadline above prior to event date with full payment to ensure confirmation and availability, items ordered without full payment prior to event date will not be delivered.
- Order received after deadlines are subjected to an additional **30%** surcharge. A **50%** surcharge will be imposed for orders received onsite.
- All payments must be made upon confirmation of order. Cheque or bank draft payments should be made in favor to
Company Name : QUBE INTEGRATED MALAYSIA SDN BHD
Bank : MALAYAN BANKING BERHAD
Account No. : 514392310009

DESCRIPTIONS	SPECIFICATION (mm)	COST PER UNIT (RM)	QUANTITY	TOTAL (RM)
FURNITURE ITEM				
Information Counter	1030L x 535W x 760H	85.00		
High Counter	1030L x 535W x 1030H	110.00		
White Formica Coffee Table	600L x 600W x 500H	60.00		
Square Table	600L x 600W x 760H	100.00		
White PVC Folding Chair	400L x 400W x 780H	25.00		
Black Leather Arm Chair	560D x 560W x 760H	75.00		
Lockable Cupboard	1030L x 535W x 760H	100.00		
Shelf – Flat or Slope	1000L x 300W	60.00		
Low Display Plinth	500L x 500W x 500H	90.00		
Tall Display Plinth	500L x 500W x 760H	120.00		
1mH Display Plinth	500L x 500W x 1000H	150.00		
Refrigerator – Medium c/w 1 no power point	560L x 550W x 1040H	350.00		
Refrigerator – Small c/w 1 no power point	430L x 470W x 480H	280.00		
Tall Round Table	800Ø x 1000H	110.00		
Low Round Table	800Ø x 720H	90.00		
Bar Stool	460L x 410W x 920H	85.00		
Black PVC Sofa	710D x 560W x 760H	130.00		
Low Showcase	1030L x 535W x 1030H	210.00		
High Showcase	1030L x 535W x 2070H	400.00		
Free Standing Brochure Rack	285L x 285W x 1380H	120.00		
Basket	-	5.00		

TOTAL COST : RM _____

THIS FORM TO BE RETURNED / FAX TO THE FOLLOWING:

Contact Person: Mr Eric Go
QUBE INTEGRATED MALAYSIA SDN BHD
Wisma Qube, No 32-3, Jalan Nautika B U20/B, Seksyen U20.
TSB Commercial Centre, Sungai Buloh,
40160 Shah Alam,
Selangor Darul Ehsan

Email : ericgo@qube.com.my, operation@qube.com.my
Tel : (+603) 6151 9973 / 6151 9673
Fax : (+603) 6151 3673

Company Name: _____ Booth / Lot No. : _____
Contact Person : _____ Designation : _____ Date : _____
Contact No. : _____ Fax No. : _____ Signature : _____

FURNITURE RENTAL

qube

Total Integrated Events & Management Services

□ Your success, our credibility



QS11 - Information Counter



QS12 - Lockable Cupboard



QS13 - Low Show Case



QS14 - High Show Case



QS15 - Low Display Cube



QS16 - Tall Display Cube



QS17 - Low Round Table



QS18 - Tall Round Table



QS19 - Aluminium Table



QS20 - White Coffee Table



QS21 - Glass Table



QS22 - Flat Shelving



QS23 - Slope Shelving



QS24 - Brochure Rack



QS25 - High Counter



QS26 - Black PVC Sofa

qube

Qube Integrated Malaysia Sdn Bhd (6277714)

Wisma Qube, No 32-3, Jalan Nautika B U20/B, Seksyen U20, TSB Commercial Centre,
Sungai Buloh, 40160 Shah Alam, Selangor Darul Ehsan, Malaysia

Tel : +603 - 6277 9973 / 9673 Fax : +603 - 6277 3973

Email : enquiry@qube.com.my Website : www.qube.com.my



Form 3:
2014 International Society of Hair Restoration
Surgery's 22nd Annual Scientific Meeting
Shangri-la Hotel, Kuala Lumpur

DEADLINE: 8 Sept 2014

ELECTRICAL RENTAL FORM

TERMS AND CONDITIONS

- Order must be made before the deadline above prior to event date with full payment to ensure confirmation and availability, items ordered without full payment prior to event date will not be delivered.
- Order received after deadlines are subjected to an additional **30%** surcharge. A **50%** surcharge will be imposed for orders received onsite.
- All payments must be made upon confirmation of order. Cheque or bank draft payments should be made in favor to
Company Name : QUBE INTEGRATED MALAYSIA SDN BHD
Bank : MALAYAN BANKING BERHAD
Account No. : 514392310009

DESCRIPTIONS	SPECIFICATION (mm)	COST PER UNIT (RM)	QUANTITY	TOTAL (RM)
ELECTRICAL ITEM				
Spotlight 100watts	100 Watt	110.00		
Longarm Spotlight 100 watts	100 Watt	120.00		
Halogen Spotlight 12V/50W	50 Watt	130.00		
Halogen Longarm Spotlight 12V/50W	50 Watt	140.00		
Fluorescent Tube 4' x 40W	40 Watt	100.00		
Halogen Longarm Floodlight 300W	300 Watt	330.00		
Floodlight 300W	300 Watt	280.00		
Halogen Downlight 12V/50W	50 Watt	130.00		
13Amp/230V Single Phase Outlet	240 Volt	110.00		
15Amp/230V Single Phase Outlet	240 Volt	120.00		
15Amp/415V Three Phase Outlet (Machine Hook Up)	415 Volt	1,500.00		
30Amp/415V Three Phase Outlet (Machine Hook Up)	415 Volt	2,000.00		
Light Fitting Connection (per lighting)	Max. up to 100 Watt	100.00		

TOTAL COST : RM _____

THIS FORM TO BE RETURNED / FAX TO THE FOLLOWING:

Contact Person: Mr Eric Go
QUBE INTEGRATED MALAYSIA SDN BHD
Wisma Qube, No 32-3, Jalan Nautika B U20/B, Seksyen U20.
TSB Commercial Centre, Sungai Buloh,
40160 Shah Alam,
Selangor Darul Ehsan

Email : ericgo@qube.com.my, operation@qube.com.my
Tel : (+603) 6151 9973 / 6151 9673
Fax : (+603) 6151 3673

Company Name: _____ Booth / Lot No. : _____
Contact Person : _____ Designation : _____ Date : _____
Contact No. : _____ Fax No. : _____ Signature : _____

ELECTRICAL RENTAL

qube

Total Integrated Events & Management Services

□ Your success, our credibility



Spot Light



Long Arm Spot Light



Halogen Down Light



Flourescent



Power Point



FloodLight



Metal Highlight (White Light)

qube

Qube Integrated Malaysia Sdn Bhd (627777-A)

Wisma Qube, No 32-3, Jalan Nautika B U20/B, Seksyen U20, TSB Commercial Centre,
Sungai Buloh, 40160 Shah Alam, Selangor Darul Ehsan, Malaysia

Tel : +603 - 6277 9973 / 9673 Fax : +603 - 6277 3973

Email : enquiry@qube.com.my Website : www.qube.com.my



Form 4:
2014 International Society of Hair Restoration
Surgery's 22nd Annual Scientific Meeting
Shangri-la Hotel, Kuala Lumpur

DEADLINE: 8 Sept 2014

NON-OFFICIAL CONTRACTOR (LETTER OF UNDERTAKING)

This form to be returned / faxed to Mr. Eric Go (QUBE INTEGRATED MALAYSIA SDN BHD)
Tel : 603 – 6151 9973 / 6151 9673 Fax : 603 – 6151 3673
Email : ericgo@qube.com.my, operation@qube.com.my

Please tick [X] as appropriate.

[] We will be installing our own items within the stand provided by Qube and enclose drawing, with dimensions, illustrating the design of our stand. We understand that all electrical and piping installation must be carried out by the official contractors and as exhibitor and contractor, agree to abide by all the Rules and Regulations of the exhibition, particularly in respect of those stipulated in the term and regulation section of the Exhibitor Manual.

The following company will be our contractor for display building.

Name of Contractor Company:	Telephone:
Person In Charge:	Fax:
Address:	Email :

We understand and agree that as the exhibitor's appointed contractor who is not Official Contractor, we are required to pay a non-refundable administration fee of **RM 20.00** per square meter and a refundable Performance bond of RM 3,000.00 per 9sqm per contractor per booth to Qube Integrated Malaysia Sdn Bhd.

We agree to abide by the rules and regulations contained in the exhibitor's manual, to cover any damages arising directly or indirectly from any infringements, and to settle all payments for supply and services rendered during the exhibition or for the purposes of the exhibition. The organizer and official contractor reserves the right to forfeit this deposit in the event of any non-compliances and / or damages however caused.

4 Contractor Passes will be issued for every 9SQM booth per contractor. For example, if you have 2 booths, you will be given **8** Contractor Passes. Additional Passes required are subject to availability.

We require a total of _____ Contractor Passes for our personnel manning our booth.

Exhibiting Company :	Booth No :
Person In Charge:	Tel No:
Signature & Company Stamp:	Fax No:
	Mobile No:
	Email:



Form 5:
2014 International Society of Hair Restoration
Surgery's 22nd Annual Scientific Meeting
Shangri-la Hotel, Kuala Lumpur

DEADLINE: 8 Sept 2014

AUDIO VISUAL RENTAL FORM

TERMS AND CONDITIONS

1. Order must be made before the deadline above prior to event date with full payment to ensure confirmation and availability, items ordered without full payment prior to event date will not be delivered.
2. Order received after deadlines are subjected to an additional **30%** surcharge. A **50%** surcharge will be imposed for orders received onsite.
3. All payments must be made upon confirmation of order. Cheque or bank draft payments should be made in favor to
Company Name : QUBE INTEGRATED MALAYSIA SDN BHD
Bank : MALAYAN BANKING BERHAD
Account No. : 514392310009

DESCRIPTIONS	COST PER UNIT (RM)	QUANTITY	TOTAL (RM)
AUDIO VISUAL ITEM			
32" LCD c/w table stand	RM 600.00		
42" Plasma TV	RM 1,000.00		
46" Plasma TV	RM 2,000.00		
50" Plasma TV	RM 3,000.00		
PC Pentium c/w 17" Monitor	RM 500.00		
NoteBook Pentium 4	RM 700.00		
DVD or VCD Player	RM 100.00		
3000 Ansi Lumen Projector	RM 1,000.00		
5000 Ansi Lumen Projector	RM 2,800.00		
6' x 8' Tripod Projector Screen	RM 600.00		

TOTAL COST : RM _____

THIS FORM TO BE RETURNED / FAX TO THE FOLLOWING:

Contact Person: Mr Eric Go
QUBE INTEGRATED MALAYSIA SDN BHD
Wisma Qube, No 32-3, Jalan Nautika B U20/B, Seksyen U20.
TSB Commercial Centre, Sungai Buloh,
40160 Shah Alam,
Selangor Darul Ehsan

Email : ericgo@qube.com.my, operation@qube.com.my
Tel : (+603) 6151 9973 / 6151 9673
Fax : (+603) 6151 3673

Company Name: _____ Booth / Lot No. : _____
Contact Person : _____ Designation : _____ Date : _____
Contact No. : _____ Fax No. : _____ Signature : _____