



新零售
New Retail

新绿洲
New Market

新转型
New Transformation

MALAYSIA PRIVATE LABEL EXPO (KUALA LUMPUR)

亚洲自有品牌贸易展(吉隆坡)MaPLE

25th - 27th November 2019 | Hall 2 - Hall 5, Kuala Lumpur Convention Centre

参展手册 EXHIBITOR MANUAL

Hosted By 主办单位:



马来西亚国际商会
Malaysia International Exhibitors Association



福建省进出口商会
Fujian Chamber of Commerce for Import & Export

Co-organised By 承办单位:



汇(荟)源展览
HUIYUAN EXPO

PINNACLE
CONCEPTS SDN BHD
巅峰概念私人有限公司

Supported By 支持单位:



Malaysia Convention & Exhibition Bureau



Collaboration Partner 合作伙伴:



ARTSYS



MRCA
Malaysia Retail Chain Association



MICCI



MALAYSIA MACAU
CHAMBER OF COMMERCE
马来西亚澳门总商会



Official Media Partner 合作媒体:





我们已收到亚洲自有品牌贸易展(吉隆坡) MaPLE 展商手册, 并了解此处的内容构成我们的展览场地合同的一部分, 并被视为具有法律约束力。因此, 违反本协议中的任何规则 and 规定将构成违反合同的行为。

参展公司名称及公司印章	
公司地址:	电话:
	传真:
联系人:	手机:
职位:	电邮:

请在收到本手册后立即填写此页面, 并通过传真返回: -

巅峰概念私人有限公司

PINNACLE CONCEPTS SDN BHD

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47820 Petaling Jaya, Selangor

电话/Tel: +603-77315759

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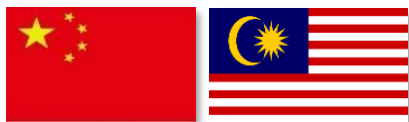
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电话: +6018-3265696

电邮: yongjie@pinnacleconcepts.com.my

如果活动经理未收到正式填写并签署的确认表, 参展商将被视为已收到并接受参展商手册。



ACKNOWLEDGEMENT OF RECEIPT

We have received the Exhibitors' Manual for Malaysia Private Label Expo (Kuala Lumpur) 2019, and understand that the contents herein form part of our Exhibition Space Contract, and shall be considered legally binding. Breach of any of the Rules & Regulations contained herein shall therefore constitute breach of the Contract.

Name of Exhibiting Company & Company Stamp	
Address:	Tel:
	Fax:
Contact Person:	H/P:
Designation	Email:

Please complete this page immediately upon receipt of this manual, and return by fax to: -

PINNACLE CONCEPTS SDN BHD

No 2-2C, Jalan PJU 8/3a,
Damansara Perdana,
47820 Petaling Jaya, Selangor
Tel: 03-77315759
Fax: 03-77315759
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In the event the Event Manager is not in receipt of the duly completed and signed Acknowledgement Form, the Exhibitor shall be deemed to have received and accepted the Exhibitor Manual.



亲爱的参展商 Dear Exhibitors:

本手册主要为参展商提供关于 2019 年 11 月 25 日至 11 月 27 日于马来西亚吉隆坡国际会议中心举行的亚洲自有品牌贸易展(吉隆坡) MaPLE 以及申请有关服务的表格。

This manual is designed to give you the maximum information regarding your participation in Malaysia Private Label Expo (Kuala Lumpur) 2019. It contains information you need and order forms related to various services you may require.

1. 中方主办单位 China Host
福建省进出口商会 Fujian Chamber Of Commerce For Import & Export
2. 马方主办单位 Malaysia Host
马来西亚国际商会 Malaysia International Exhibitors Association
3. 承办单位 Co-Organiser
巅峰概念私人有限公司 Pinnacle Concepts Sdn Bhd
福建荟源国际展览有限公司 Huiyuan International Exhibition Co., Ltd
4. 展会地点 Exhibition Venue
马来西亚吉隆坡国际会议中心 Kuala Lumpur Convention Centre
5. 展会日期 Date and Opening Hours of Exhibition
2019 年 11 月 25 日至 27 日 10:00a. m. - 06:00p. m.
2019 年 11 月 27 日 10:00a. m. - 05:00p. m. (严禁提前撤馆)
25th - 27th November 2019 1000 hours - 1800 hours
27th November 2019 1000 hours - 1700 hours (Early dismantling of booth is prohibited)
6. 佈撤展日期 Date of Move-in and Move-out
佈展 Move-in:
2019 年 11 月 23 日 23rd November 2019
大会指定展台搭建商佈展 Official Contractor 0700 hours - 2200 hours
展台搭建商佈展 Non-official Contractor 1100 hours - 2000hours

2019 年 11 月 24 日 24th November 2019
参展商进馆 Exhibitor Move-in 1000 hours - 2200 hours

撤馆 Move-out:
2019 年 11 月 27 日 27th November 2019
参展商撤展品 Dismantling by Exhibitors 1700 hours - 1800 hours
参展商撤馆 Exhibitor Move-out 1800 hours - 1900 hours
展台搭建商撤展 Dismantling by Non-official Contractor 1900 hours - 2300 hours
大会指定展台搭建商撤馆 Dismantling by Official Contractor 1900 hours - 0000 hours
7. 标准展台必填写表格 Compulsory forms for Standard Booth
收据确认 Acknowledgement of Receipt
表格 2 - 标准展台楣板 Form 2 - Fascia Name on Board
表格 10 - 参展商胸卡 Form 10 - Exhibitor Badge



8. 逾期费用 Surcharge for Overdue Orders

于 2019 年 10 月 25 日以后增订任何服务项目，必须缴付附加费。于展会现场（含入场搭建前四周）增订任何服务项目，须缴付 50%的附加费；展会当天增订任何服务项目，则需缴付 100%的附加费。供应须按当时情况而定，并于现场直接缴付现金。

Orders received after 25th October 2019 may apply a surcharge. On site orders including - four week before move-in date of the show will be subjected to a surcharge of 50%; On site orders on the day of exhibition will be subjected to a surcharge of 100% and services will be provided upon availability and on cash basis only.

9. 胸卡办理 Exhibitor Badge

胸卡办理严格遵循根据展位大小派发适量的胸卡为原则。现场新增或申请胸卡，须收取每张马币 10 令吉。

Quantity of badges is assigned based on the booth size. The cost to issue of new additional badge on site is RM 10 per badge.

参展重要须知包括不限于以上内容。参展商必须阅读本手册所有内容，了解条款、时间细节及相关费用。

This page includes but not limited to key points for participation. All the exhibitors are required to read the manual for a full view of the guideline, regulations, submission deadline and service charge.



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亚洲自有品牌贸易展(吉隆坡)MaPLE MALAYSIA PRIVATE LABEL EXPO (KUALA LUMPUR)

25th - 27th November 2019 | Kuala Lumpur Convention Centre

关于亚洲自有品牌贸易展(吉隆坡)

此次在吉隆坡举行的第二次国际贸易展更令人兴奋，因为它将与中国其他主要的省份，以在展会中展示为特色如福建省和厦门市一起携手合作推介全新的展会。此外，今年的展会将于 2019 年 11 月举行，届时将举办马来西亚第一场自有品牌展会并命名为“亚洲自有品牌贸易展(吉隆坡)或 MaPLE 2019”。同期举办的活动包括：中国 - 马来西亚 2019 “一带一路” 陕西特色商品展览会，福建品牌海丝行 2019 及精品厦门 2019。这些不同的活动将鼓励潜在的国际买家从周边地区通过 MaPLE 2019 访问马来西亚。

About Malaysia Private Label Expo (Kuala Lumpur)

This second international trade event held in Kuala Lumpur is even more exciting as it will introduce new and expanded collaborations with other leading provinces in China, such as Fujian and Xiamen Provinces. In addition, this year's show, held in November 2019 will feature a 'show-within-a-show' concept with the Fujian Provincial Department of Commerce hosting **Malaysia's first private label trade show called Malaysia Private Label Expo 2019 or MaPLE 2019**. Other trade events held concurrently in the 'show-within-a-show' concept include: **China-Malaysia 'Belt & Road' Shaanxi Trade Expo 2019, Fujian Export Fair 2019 and Brand Xiamen 2019**. These varied segmentations should encourage potential international buyers from the surrounding region to visit Malaysia through MaPLE 2019.

主办单位 Host

马来西亚国际商会 Malaysia International Exhibitors Association (MIEA)
福建省进出口商会 Fujian Chamber of Commerce for Import & Export

承办单位 CO-ORGANISER

巅峰概念私人有限公司 Pinnacle Concepts Sdn Bhd
福建荟源国际展览有限公司 Huiyuan International Exhibition Co., Ltd

马来西亚支持机构 SUPPORTING AGENCIES IN MALAYSIA

马来西亚旅游艺术与文化部 Ministry of Tourism, Arts & Culture Malaysia
马来西亚会议展览局 Malaysia Convention & Exhibition Bureau
马来西亚亚洲魅力所在 2020 观光年 Visit Truly Asia Malaysia 2020
马来西亚对外贸易发展局 Malaysia External Trade Development Corporation (MATRADE)
马来西亚 - 中国商务理事会 Malaysia - China Business Council (MCBC)
马来西亚连锁协会 Malaysia Retail Chain Association (MRCA)
马来西亚国际总商会 Malaysian International Chamber of Commerce and Industry (MICCI)
中国 - 东盟 (马来西亚) 企业家协会 China - ASEAN (Malaysia) Entrepreneurs Associations (CAMEA)
马来西亚澳门总商会 Malaysia Macau Chamber of Commerce (MMCC)

中国支持机构 SUPPORTING AGENCIES IN CHINA

福建省商务厅 Fujian Provincial Department of Commerce
厦门市商务局 Xiamen Municipal Bureau of Commerce
中国国际贸易促进委员会 China Council for the Promotion of International Trade (CCPIT)
福建省家居装饰用品进出口商会 Fujian Provincial Chamber of Commerce for Home Decorations
漳州市进出口商会 Zhangzhou Chamber of Commerce of Import and Export



Concurrent Event 同期活动:



亚洲自有品牌贸易展(吉隆坡)MaPLE MALAYSIA PRIVATE LABEL EXPO (KUALA LUMPUR)

25th - 27th November 2019 | Kuala Lumpur Convention Centre

Host 主办单位:



马来西亚国际商会
Malaysia International Exhibitors Association



福建省进出口商会
Fujian Chamber of Commerce for Import & Export

Co-Organiser 承办单位:



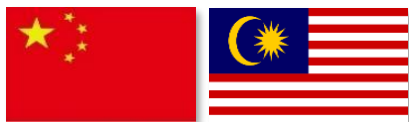
PINNACLE
CONCEPTS SDN BHD
巅峰概念私人有限公司

合作伙伴 COLLABORATION PARTNER

Advanced Real Time System Sdn Bhd (ARTSYS)
InQBay Berhad (meGO EVENT)

官方媒体 OFFICIAL MEDIA PARTNER

南洋商报 Nanyang Siang Pau
商海数码商业媒体 SBS Media Group Sdn Bhd



活动简介 ABOUT THE EVENT

联系信息 CONTACT INFORMATION

场地 Venue

吉隆坡国际会议中心

KUALA LUMPUR CONVENTION CENTRE

Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia.

电话/Tel: +603-23332888

传真/Fax: +603-23332800

电邮/Email: Info@pinnacleconcepts.com.my

大会指定展台搭建商 Official Contractor

永展有限公司

INNOGEN SDN BHD

No. 1, Jalan Perusahaan 1,
Taman Industri Selesa Jaya,
43300 Balakong, Selangor.

电话/Tel: +603-89611108

传真/Fax: +603-89610103

电邮/Email: info@innogen.com.my

大会指定国际与国内货运代理 Official Forwarders

罗杰斯国际货运代理有限公司

R.E ROGERS (MALAYSIA) SDN BHD

No.7, Jalan Warden U1/76,
Taman Perindustrian, Batu Tiga,
40000 Shah Alam, Selangor.

电话/Tel: +603-5510 8611

传真/Fax: +603-5510 6296 /2208

电邮/Email: info@rogers-asia.com



展览活动行程表 SHOW SCHEDULE

佈展行程表 Move-in Schedule 24.11.2019

日期 Date	时间 Time	事项 Description
2019 年 11 月 23 日 23 rd November 2019	07.00 am - 10.00 pm	卸貨 Unloading from Lorries
		大会指定搭建商进场搭建 搭建场地结构与家具 Official Contractors Move In Set-up Stand Structure and Furniture for MaPLE Fujian Expo 2019
		佈展：參展商展位、有关单位展位、秘书处与嘉宾休息室 Set-up for: <ul style="list-style-type: none"> Participants Booths Agencies Booth, Secretariat and VIP Lounge
		大会指定搭建商展位搭建完成 Completion Of Booth Setup From Official Contractor 大会指定搭建商离开馆场 Official Contractor Leave The Hall 闭馆 Closure Of Hall

*Schedule Is Subject to Change

佈展行程表 Move-in Schedule 24.11.2019

日期 DATE	时间 TIME	事项 DESCRIPTION
2019 年 11 月 23 日 23 rd November 2019	07.00 am - 10.00 pm	卸貨 Unloading from Lorries
		大会指定搭建商进场搭建 搭建场地结构与家具 Official Contractors Move In Set-up Stand Structure and Furniture
		佈展：參展商展位、有关单位展位、秘书处与嘉宾休息室 Set-up for: <ul style="list-style-type: none"> Participants Booths Agencies Booth, Secretariat and VIP Lounge
		大会指定搭建商展位搭建完成 Completion Of Booth Setup From Official Contractor 大会指定搭建商离开馆场 Official Contractor Leave The Hall 闭馆 Closure Of Hall

*Schedule Is Subject to Change



展览活动行程表 SHOW SCHEDULE

佈展行程表 Move-in Schedule 24.11.2019

日期 DATE	时间 TIME	事项 DESCRIPTION
2019 年 11 月 24 日 24 th November 2019	07.00 am - 10.00 pm	大会指定搭建商进行展位修饰 Official Contractor Move In (Minor Touch Up)
		参展商登记和领取准证 Exhibitor Registration & Collection Of Pass 参展商进馆 Exhibitor Move In
		大会指定搭建商展位搭建完成 Completion Of Booth Setup From Official Contractor 大会指定搭建商离开馆场 Official Contractor Leave The Hall 闭馆 Closure Of Hall

*Schedule Is Subject to Change

展会每日行程表 Exhibition Daily Schedule 23.11.2019

2019 年 11 月 25 日-26 日 25 th – 26 th November 2019	08.00 am	参展商进馆报道 Exhibitors Ready Up Their Exhibit Products
	10.00 am	展览会开放 参展商对大众进行产品演示与示范 Show Open Demo and Sampling of Products by The Exhibitors Throughout the Exhibition
	06.00 pm	闭馆 Closure of Exhibition Hall

*Schedule Is Subject to Change

撤展行程表 Move-out Schedule 24.11.2019

日期 Date	时间 Time	事项 Description
2019 年 11 月 27 日 27 th December 2019	09.00 am	参展者到各自的展位准备 Exhibitors Ready Up Their Exhibit Products
	10.00 am	展馆正式开放给大众 参展商对大众进行产品演示与示范 Hall Opens to Visitors Demo and Sampling of Products by The Exhibitors Throughout the Exhibition
	05.00 pm	参展商撤展品 Dismantling Exhibit Item
	06.00 pm	撤馆 Contractor Dismantling
	11.55 pm	场地移交闭馆 Handover Hall to The Venue Closure of Exhibition Hall

*Schedule Is Subject to Change



展览活动行程表 SHOW SCHEDULE

开幕式及巡馆时间表 Opening Ceremony and Exhibition Hall Tour 25.11.2019

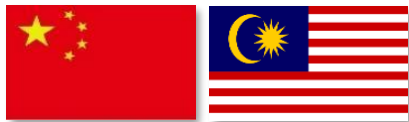
日期 DATE	时间 TIME	事项 DESCRIPTION
2019 年 11 月 25 日 25 th November 2019	10:00 am	开馆仪式 Exhibition Opening
		展馆正式开放给大众 参展商对大众进行产品演示与示范 Hall Opens to Visitors Demo and Sampling of Products by The Exhibitors Throughout the Exhibition
	10.05 am	巡馆 (5 号馆-2 号馆) Exhibition Tour (Hall 5- Hall 2)
	10.30 am	介绍出席主要嘉宾 Introduction of VIPs
	10.35 am	嘉宾致辞 Welcome Remarks by VIPs
	10.45 am	特别嘉宾致辞 Special Remarks
	10.55 am	特别嘉宾致辞 Speech by Guest of Honour
	11.05 am	开幕及启动仪式 陕西宣传影片 Opening Ceremony and Launching Gimmick Promotional Video
	11.10 am	贸易推广 (播放英文 PPT) Promoting TRADE
	11.15 am	巡馆 Exhibition Tour
	11.30 am	新闻发布会 Press Conference
	11.45 am	午餐 & 企业交流 Luncheon & Networking Section
	01.30 pm	开幕式流程结束 End of Opening Ceremony Programme

*Schedule Is Subject to Change

展会活动行程表 Exhibition Activities

日期 DATE	时间 TIME	事项 DESCRIPTION
2019 年 11 月 25 日 25 th November 2019	02.00 pm - 06.00 pm	企业对接会 B2B Business Matching
	02.00 pm - 06.00 pm	企业对接会 B2B Business Matching

*Schedule Is Subject to Change



展览会守规 GENERAL INFORMATION

1. 重要信息

在继续填写表格之前，请阅读概述和展览信息页面。

请注意，所有表格必须全部填写并退回，以确保及时提供所需的所有服务。请制作副本供您自己参考。本手册在印刷时准确无误。如有需要，主办方保留修改的权利。

2. 展览日期和时间

展览将会于2019年11月25日至11月27日开放给大众。展览厅于展会日上午10:00至下午6:00向1参展商开放。参展商不得关闭展位或拆除展位。在指定的展览时间内，参展商不得关闭或从展厅中取出任何展品或商品。

3. 搬进展品

参展商可以指定他们选择的货运承包商，以便将展品清理和将展品运输到展览场地。参展商必须安排授权代表到展位接收和展示展品。主办方/官方承包商不代表参展商接受任何交付。

4. 搬出展品

虽然主办单位始终保持安全监督，但参展商应注意展览期间风险最大的展品/商品。参展商还应确保在所有个人财产和便携式展品被拆除，且相关供应商收集好租用物品之前，其展位不得无人看管。

5. 着装规定

对于参展商或任何想要在展会搬进和拆除期间进入展馆的相关人员，不可穿露趾鞋。对于那些未能遵循的人员，将被保安制止而不允许进入大厅。另外，所有参展商要求在整个展览期间穿上非露趾鞋和长裤。

6. 责任限制

展会期间，主办方不对参展商、其服务人员、代理商、承包商或被邀请者的安全负责，也不对参展商、其服务人员、代理商、承包商或被邀请者带入展览的任何展品、物品或其他财产负责。公众成员亦然主办单位在任何情况下均不对任何妨碍展台的建造、安装、完工、改建或拆除或展品的进入坐位或拆除，或因大厅所有者或其他第三方，任何服务或设施的失效而造成的限制或条件负责。

7. 参展商保险

建议所有参展商确保所有货物在任何时候都有足够的保险，包括第三方风险，因为主办方、官方承包商在托运期间不对任何损坏、损失全部或部分货物负责。参展商还将对自己、其员工或代理商造成的财产损失或损坏（包括属于其他参展商和人员的财产）或损害负责。我们强烈建议参展的所有参展商在展览期间为此类损失或损坏安排保险，包括火灾，自然灾害或任何无法预测的事件。

8. 展馆/集团立场

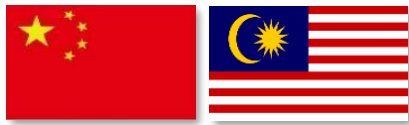
展馆的缔约方有责任确保集团内的所有参展商充分了解并同意遵守这些条款和条件以及展览的规则和条例。

9. 转租支架

参展商不得出于财务考虑或其他方式转让、处置或以其他方式转租其场地的全部或任何部分。如果参展商作为代理商，经销商或被许可人，则必须在合同时注明要代表的委托人的姓名。这并不禁止参展商在合同签订后，在主办单位事先书面许可的情况下展示其成为代理商、经销商或被许可人的委托人的产品。

10. 不可抗力

如果参展商因任何不履行本合同规定的任何修改或变更的义务而对展览进行全部或部分取消或兼职开展，则主办方不承担任何责任。展览的任何规则和条例在每种情况下，只要这种情况是由于任何不在其控制范围内的情况造成的，则主办方不承担任何责任。



展览会守规 GENERAL INFORMATION

11. 付款条款和条件

在主办方收到全额付款之前，参展商不得占用他们的空间或展位。这些条款在任何情况下都不能改变。

12. 展览场地取消

在任何情况下参展商取消展览场地，所有押金和付款将由主办方自动没收。

13. 访问

出于安全考虑，在搭建或到拆除期未满 18 岁的未成年人不得陪同参展商或参观者进入展馆，。

展台搭建和装饰

1. 承包商

Innogen Sdn Bhd 被任命为亚洲自有品牌贸易展(吉隆坡) MaPLE 暨厦门精品展 2019 的官方承办商。但是，如果承包商符合规则和条例，参展商可以聘请他选择的承包商来建造展位内部和可能需要的任何独立展示或装备。

出于安全原因，只有官方承包商 Innogen 可以进行电气布线和连接。如果需要对 Innogen 制定的标准布线进行更改，展览必须参考 Innogen 获得批准。如果参展商认为违反了电气规则 and 规定，主办方有权保留参展商的所有活动。

在建筑和拆解日的大厅关闭时间之前，所有承包商都应该清洁展位并清除所有建筑垃圾。

承包商必须签署并承诺保证行为、遵守适当的生产时间表、遵守展览和大厅规定。只有在履约保证金签署并签署承诺书时，才允许承包商将材料带入大厅开始工作。如果在搭建，展示日期和拆解过程中没有造成损坏，履约保证金应在展览结束后 30 天内全额退还给承包商/参展商。

任何其他的外部承包商必须向官方承包商 Innogen Sdn Bhd 支付每平方米 RM 30.00（最低征费 RM 300.00）的不可退还管理费。

外部承包商应向官方承包商提供低于规定金额的可退还“履约保证金”，以保证行为，遵守适当的生产时间表和遵守展览会以及展馆规章制度。

展位面积 36 平方米及以下：3,500.00 令吉

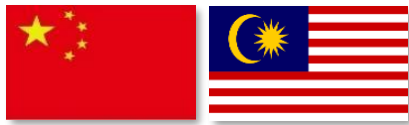
展位面积 37-72 平方米：6,000.00 令吉

展位面积 73 平方米及以上：10,000.00 令吉

外部承包商必须申请承包商施工证，承包商施工证为 RM10.00 一张。这些施工证仅在建造和拆除期间有效。承包商的施工证可以在吉隆坡会议中心 4 号馆 2019 年 11 月 23 日（10:00 am）从 Pinnacle Concepts 工作人员处申请及领取。

2. 展位配件/展示

对于标准展台展位 - 除了 Innogen 批准的展位外，展位配件或展品不得附加在标准结构上。任何突出或悬臂标牌必须符合主办单位批准的规格。



展览会守规 GENERAL INFORMATION

展品的任何部分的天花板上都不得附着或悬挂贴合，展示或不粘贴的标签/标志，也不得将任何物品钉在地上，拧紧，钻孔或打孔。如果忽略此说明，吉隆坡会议中心/主办单位/ Innogen 有权删除这些物品并向相关参展商/承包商收取所造成的损坏。在展台搭建假天花板的参展商必须向 Innogen 提交重复图纸，以获得消防安全局的批准。天花板只能由大网格或蛋盒材料构成，这些材料允许在发生火灾时通过水。

未经主办单位许可，不得拆除、切割或转移展位内或附近的电缆、水/压缩空气管和电话线等设备。

不允许钉钉或钻孔。如果您需要协助悬挂或展示您的展品，请咨询官方承包商 Innogen。方案上不允许涂漆或贴墙纸。希望将面板涂漆的参展商必须告知 Innogen，Innogen 将根据要求提供报价。对于未使用的任何标准展台方案包项目，不会给予任何退金。

牌照

1. 演示与示范

根据马来西亚的管辖法律，任何涉及游戏示范、有组织的比赛、测验或娱乐的促销活动、名人艺人都需要获得 Jabatan Pelesenan（执照许可部门）的许可。在任何情况下都不应涉及赌博。

2. 电影和录像带

通过管理马来西亚的法律，所有电影和录像带，即使它们来自马来西亚，也必须获得审查委员会的批准。清关大约需要六周时间，但建议参展商及时发送电影，并附上一份说明“出于展览目的”的说明。参展商应由当地代理商安排，以代表他们处理这些程序。由于检查员可能会访问该活动场地，请在展览期间随身携带一份审查证书副本。如需直接咨询，您可以联系 Lembaga Penapisan Filem（电影审查委员会）。

3. 特殊电讯设施牌照

马来西亚 Jabatan Telekom（马来西亚电信管理局）的许可证是展示或演示任何电信设备所必需的。参展商应直接向 Suruhanjaya Komunikasi & Multimedia（通讯与多媒体委员会）的 Ketua Pengarah（总干事）申请。

展品

1. 展览期间推广活动

提醒参展商不要在大厅内任何地方放置贴纸、标志或海报，除了在自己的展位内。同样的，参展商的代表不得沿着舷梯或入口附近分发小册子，邀请函等。这对其他参展商不公平，给参观者带来不便。

2. 清真认证

参展商应提供经授权的管理机构的有效清真证书，但对于来自穆斯林人口超过 90% 的伊斯兰会议组织国家的参与者，则只需要提供法定声明。

3. 盗版展品

在任何情况下，由于马来西亚版权法的监管法律，在展览中不允许展出盗版或未经许可的展品。



展览会守规 GENERAL INFORMATION

4. 展品运营机械

移动机械必须配备安全装置，并且只有当机器不运行且未连接到动力源时，才能拆除这些安全装置。在没有足够的防火盘保护的情况下，不得使用电机、发动机、设备或动力驱动机械。所有压力阀或压力设备必须符合安全标准和规定、需要批准其使用。所有机器或展品必须提交规格并获得主办单位的批准。在其他参展商提出合理投诉的情况下，主办单位保留决定接受声音水平和展示作品展示范围的权利。

5. 危险物品 - 以下物品不允许被带入展厅。

- 裸灯和灯，或临时气体。
- 爆炸物，汽油，危险气体或高度易燃物质。
- 放射性物质。
- 马来西亚法律禁止的武器，枪支，剑，弹药和其他危险性物品。

6. 废物储存和清除

所有参展商在展馆内保存的材料和财产均由参展商承担风险。所有参展商都必须有序地存放材料以避免阻塞。每天结束时，参展商有责任确保承包商/工作人员/代理商从展厅中清除所有不需要的材料。每个指定的展位承包商都应该清洁展位并清除所有碎片。主办方应向参展商开具发票，以便清除参展商或其承包商留下的包装材料，板条箱和纸箱等废弃物。

7. 展品补货

参展商只允许在展馆开馆前一小时进行展品补货。严禁在展览开放时间内在展馆内补货。

安全

1. 展会结束后，参展商及其工作人员不得进入展馆。如果参展商的展示非常有价值或敏感，并且他们希望在展会期间聘请保安人员专门参加展台，请联系主办方以获取安保服务。请注意，参展商不得使用任何其他安全机构的人员。

2. 货物安全

盗贼瞄准贵重物品和高风险物品，包括公文包、手袋、手机、钱包、笔记本电脑和电子设备。

为确保财物安全，请注意以下各阶段：

- 确保没有任何贵重物品无人看管。
- 随时监控产品和物品。
- 将所有贵重物品固定在可上锁的橱柜中，并固定在柜台、固定装置或地方。
- 确保存储区域的们随时上锁。保持上锁和定期检查物品。
- 不要分心，留意可疑的人或团体。

如果发生紧急或安全相关事件，或发现任何可疑人物，请通知大厅前面的保安人员，或拨打以下号码：-
安全服务柜台：+603-2333 2903 或 +603-2333 2975



展览会守规 GENERAL INFORMATION

参展商胸卡

1. 展厅内的所有人员必须始终佩戴胸卡。参展商的胸卡可在 2019 年 11 月 24 日 (09:00 am) 在吉隆坡国际会议中心 4 号馆的登记柜台领取。参展商严禁交换胸卡。主办单位有权利在没有提供进一步的理由下没收所有这些胸卡。
2. 出于安全和安全考虑, 不允许在展览期间将展品移入或移出展厅。
3. 保安人员一般会在展览场地巡逻, 但他们的职责不包括对个别展位的特别关注。

现场服务和设施

1. 视听设备

参展商可直接从 Innogen Sdn Bhd 租用。报价可根据要求提供。但是, 参展商可以将自己的视听设备 (如电视和 CD 播放器) 带入展览区。这些必须放在您自己的展位区域内, 不得在走道或任何其他公共区域。参展商不得使用他们的音响系统, 以避免对近邻造成干扰。严禁敲响铃声, 吹口哨, 麦克风或任何其他形式的声音产生机制以引起注意。如果噪音水平超过其他参展商和展览参观者的可接受水平, 参展商将不得不降低或关闭录音或关闭录音或设备。

2. 家具租赁

一系列物品可从官方承包商 Innogen Sdn Bhd 租用。

3. 展位运作

展位必须配备齐全, 操作和展览必须在展览期间展示。参展商不得参加主办方认为可能对观众或其他参展商造成烦扰的任何活动。

4. 食品和饮品

未经主办方事先批准, 不得将外部食品和饮料带入吉隆坡会议中心并在展台上供应。主办单位保留取消任何未经主办单位授权的食物的权利。

5. 不可预见的事件

如果本规则和条例中未预见到任何事件, 主办单位的决定将是最终决定。

6. 装货路线和码头

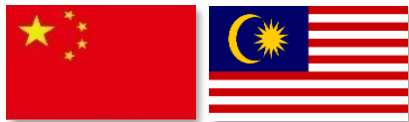
装载路线和服务道路的高度限制为 2.4 米。如果车辆的任何移动必须符合高度限制, 以获得进入而不会对结构、机械和电气服务造成任何损害。主办方不得将装货码头用于货物的存放/分期, 也不得用于快速装卸货物以外的任何其他用途。所有必要的卸载或装载单个车辆的物品应在吉隆坡会议中心装卸码头进行。货物的运输只能从中心和展馆进出。任何未装载或卸载的个人或公司车辆均不得在吉隆坡会议中心装卸码头停放。

7. 气球

允许气球仅作为场地内的顾客赠送, 并且可以用作场地内的装饰。中心不允许使用氦气球。

8. 抽烟

吉隆坡国际会议中心是一个禁烟场所。在场地的所有区域移动或搬出期间, 严禁吸烟。



展览会守规 GENERAL INFORMATION

1. Important Note

Please read the General Information and Exhibition Information Page before proceeding to fill in the forms.

Please note that all forms must be completed in full and returned to ensure that all services required will be provided in time. Kindly make copies for your own reference.

This manual is accurate at the time of printing. The organizer reserves the right to amend if needed.

2. Exhibition Date and Time

The Exhibition will be opened on 25th – 27th November 2019 (Monday – Wednesday). The exhibition hall is opened to the Exhibitors from 10:00 a.m. – 06:00 p.m. hours on show days. Exhibitors are not permitted to close their booth or remove. Exhibitors are not permitted to close their booth or remove any of his exhibits, displays/merchandise from the hall during the entire duration of the designated exhibition times.

3. Moving in of Exhibits

Exhibitors may appoint a forwarding contractor of their choice for the clearance and transportation of their exhibits to the exhibition premises.

Exhibitors must arrange for an authorized representative to be present at the booth to receive and position exhibits. The organizer/official contractor will not accept any delivery on behalf of the Exhibitors.

4. Moving out of Exhibits

While the Organizer maintains security surveillance at all times, Exhibitors are reminded that exhibits/goods are at most risk during exhibition period. Exhibitors should also ensure that their booths are not left unattended until all personal property and portable exhibits have been removed and hired items have been collected by appropriate suppliers.

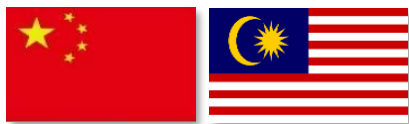
5. Dress code

For exhibitors or any personnel who wants to enter the exhibition hall during the exhibition's move-in and teardown, are compulsory to wear covered. For those who fail to comply, will be blocked by security and not allowed to enter the hall. All exhibitors are also required to wear covered shoes and trousers throughout the exhibition.

6. Limitation of Liability

The Organizer shall not be liable for the safety of Exhibitors, their servants, agents, contractors or invitees during the exhibition nor for any exhibits, articles or other property of whatever kind brought into the exhibition by Exhibitors, their servant, agents, contractors or invitees or members of the public.

The Organizer shall not in any event be held responsible for any restriction or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, sitting or removal of exhibits, or for the failure of any services or amenities provided by the hall owner or other third parties.



展览会守规 GENERAL INFORMATION

7. Exhibitor's Insurance

All Exhibitors are advised to ensure that all goods are adequately insured at all times including third party risk as the Organizer, Official Contractor, cannot be held responsible for any damages, loss, total or partial of goods whilst in their care.

Exhibitors will also be responsible for the loss or damage to property (including those belonging to other Exhibitors and persons) or injury caused by themselves, their employees or agents. Every Exhibitor participating in the exhibition is strongly advised to arrange insurance coverage against such loss or damage, including risk of fire, natural disaster or any act of god throughout the duration of the exhibition.

8. National Pavilion/Group Stands

Contracting parties for pavilion stands are responsible for ensuring that all Exhibitors within their group and fully aware of, and agree to abide by these Terms and Conditions and by the Rules and Regulations of the Exhibition.

9. Subletting of Stands

Exhibitors must not transfer, dispose of, part with or otherwise sublet the whole or any part of their site, whether for financial consideration or otherwise. Exhibitors must, if they are acting as agent, distributor or licensee, state at the time of contract the names of the principals to be represented. This does not prohibit Exhibitors from displaying the products of a principal for whom they become agent, distributor or licensee after the time of contract, with the prior written permission from the Organizer.

10. Force Majeure

The Organizer shall not be liable by the Exhibitors by reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract for any amendments or alterations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

11. Payment Terms and Conditions

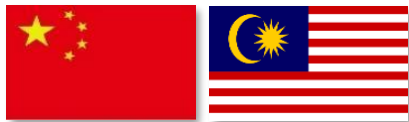
Exhibitors will not be allowed to occupy their space or stands until the Organizer has received full payment. These terms cannot be varied under any circumstances.

12. Cancellation of Exhibition Space

In all cases of an exhibition space being cancelled at the exhibitors' will, all deposits and payment(s) will be forfeited automatically by the Organizer.

13. Access

For safety reasons, minors below the age of 18 will not be allowed to accompany exhibitors nor visitors into the exhibition halls from build-up to tear down period.



展览会守规 GENERAL INFORMATION

BOOTH CONSTRUCTION & DRESSING

1. Contractor

Innogen Sdn Bhd is appointed as the official contractor for Malaysia Private Label Expo (Kuala Lumpur) – 2019 for all the Shell Scheme booths. However, an Exhibitor may employ a contractor of his choice to construct booth interior and any free-standing displays or fitments which may be required, provided that the contractor is conformed to the rules and regulations.

For safety reasons, only official contractor, Innogen, can carry out electrical wiring and connections. Exhibitions must refer to Innogen to obtain approval if changes need to be made to the standard wiring laid out by Innogen. The Organizer reserves the right to atop all activities of an Exhibitor should it deem that electrical rules & regulations have been breached.

All contractors are expected to clean the booths and remove all construction debris before hall closing time on build-up and teardown day.

Contractors are required to sign and undertake to guarantee conduct, proper schedule of production and observance of the exhibition and the hall regulations. Only when the Performance Bond is placed and the undertaking signed, will the contractor be allowed to bring in materials into the halls to commence work. Provided no damage is caused during build-up, show days and teardown, the Performance Bond shall be returned to the contractor/exhibitor, in full within 30 days of the completion of the exhibition.

Any other contractor is required to pay a non-refundable administration fee of RM 30.00 per sqm (minimum levy of RM 300.00) to the official contractor, Innogen Sdn Bhd.

Outside contractor shall place a refundable "Performance Bond" of as below specified amount with Official Contractor to guarantee conduct, proper schedule of production and observance of the Exhibition and the Hall rules and regulations.

Booth with space 36 sqm & below: RM 3,500.00

Booth with space 37 – 72 sqm: RM 6,000.00

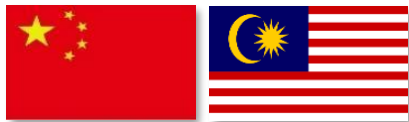
Booth with space 73 sqm & above: RM 10,000.00

Outside contractor must apply Contractor Badge and it is RM10.00 per badge, which are valid during the Build-up and Tear-down periods only. Contractor's badge can be applied and collected from Pinnacle Concepts staff on 23rd November 2019 (10:00 am) at Hall 4, Kuala Lumpur Convention Centre.

2. Booth Fittings/Display

For Shell Scheme Booth – No additional booth fittings or display may be attached to the shell scheme structure except for those approved by Innogen. Any protruding or cantilever signage must conform to the specifications approved by the Organizer.

Neither fitting, display nor self-adhesive stickers/signs may be attached to or suspended from the ceiling of any part of the exhibition halls, nor any item is nailed, screwed, drilled or punched into the floor. If this instruction is ignored, the Kuala Lumpur Convention



展览会守规 GENERAL INFORMATION

Centre/Organizer/Innogen has the right to remove the items and charge the exhibitor/contractor concerned for the damage caused.

Exhibitors wishing to construct a false ceiling at their booth must submit duplicate drawings to Innogen for approval by the Fire & Safety Authority. Ceilings can only be constructed of large mesh or egg box materials, which permit the passage of water in the event of fire.

No devices, such as electricity cables, water/compressed air pipes and telephone lines inside or near the booths may be removed, cut or diverted without the permission of the Organizer.

No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official contractor, Innogen. No painting or wallpapering on the shell scheme both panels is allowed. Exhibitors who wish to have the panel painted must inform Innogen, who will provide quotations on request. No financial credit will be given for any shell scheme package item not utilized.

LICENSES

1. Demonstrations and Presentations

By the governing laws of Malaysia, any promotional activity involving the demonstration of games, organized competitions, quizzes or entertainment, celebrities will need a permit from Jabatan Pelesenan (Licensing Dept.). No gambling should be involved in any circumstances.

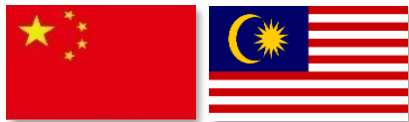
2. Films and Video Tapes

By governing laws of Malaysia, all films and videotapes, even if they originate from Malaysia, **MUST** obtain the approval of the Censor Board. Clearance takes about six weeks but Exhibitors are advised to send their films in good time with a covering note indicating "For exhibition purposes". Exhibitors should get this arranged by their local agents to handle these procedures on their behalf.

As inspectors might visit the site, please keep a copy of censorship certificate on hand during the exhibition. For direct enquiries, you can contact Lembaga Penapisan Filem (Film Censor Board).

3. License for Special Telecommunications Facilities

A license from Jabatan Telekom Malaysia (Telecommunications Authority of Malaysia) is necessary for the display or demonstration of any telecommunication equipment Exhibitors should apply directly with Ketua Pengarah from Suruhanjaya Komunikasi & Multimedia.



EXHIBITS

1. Promotion during the Exhibition

Exhibitors are reminded not to place stickers; signs or posters anywhere in the hall other than within their own stand. Likewise, Exhibitor's representative(s) may not distribute brochures, invitations, etc. along the gangways or near the entrances. This is unfair to other Exhibitors and an inconvenience to visitors.

2. Halal Certification

Exhibitors shall provide a valid Halal Certificate from an authorized governing body except, for participants from OIC countries with Muslim population exceeding 90%, a statutory declaration is required.

3. Pirated Exhibits

Under no circumstances and due to regulation laws of Malaysian copyright Act, neither pirated nor unlicensed exhibits are allowed to be exhibit in the exhibition.

4. Operating Machinery of Exhibits

Moving machinery must be fitted with safety devices and these safety devices may be removed only when the machines are not in operation and not connected to the source of power.

No motors, engines, contrivances or power-driven machinery may be used without adequate protection against fire disk.

All pressure valves or equipment under pressure must conform to safety standards and regulations. Approval for its use is required.

All machinery or exhibits must submit the specification and gain approval from the Organizer. The Organizer reserves the right to determine the acceptance sound level and extent of demonstrations for operating exhibits in the event of justifiable complaints from other Exhibitors.

5. Dangerous Materials – The following are **NOT ALLOWED** into exhibition hall.

- Naked lights and lamps, or temporary gas.
- Explosives, petrol, dangerous gases or highly inflammable substances.
- Radioactive materials.
- Arms, guns, swords, ammunition and other goods of dangerous nature and good prohibited by the Laws of Malaysia.

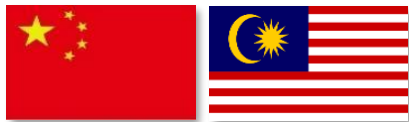
6. Storage & Removal of Waste Materials

All exhibitors' materials and properties kept within the venue shall be at Exhibitor's risk. All exhibitors are required to store materials in an orderly manner to avoid obstruction.

At the end of each day, Exhibitors are responsible for ensuring the contractors/staff/agents remove all unwanted materials from the exhibition halls. Each assigned booth contractor is expected to clean the booths and remove all debris. The organizer shall invoice exhibitors for removal of waster such as packing materials, crates and cartons and etc., left by the exhibitors or their contractors.

7. Replenishment of Exhibits

Exhibitors are only allowed to move-in exhibit/stock one hour before the exhibition opens. Movement of exhibit/stock in the hall during exhibition's opening hours is strictly prohibited.



SECURITY

1. Exhibitors and their staff will NOT be allowed into the exhibition hall after the show hours. If Exhibitors' displays are very valuable or sensitive and should they wish to hire security personnel to attend to the stand exclusively during off show hours, please contact the Organizer for security services. Please note that Exhibitors may not use personnel from any other security agency.

2. Security of Goods

Thieves target valuable goods and high risks items including briefcases, handbags, mobile phones, wallets, notebook computers and electronic equipment or devices

To help ensure the security of belongings, please take note on the below stages:

- Ensure NO valuable items are left unattended.
- Monitor products and belongings at all times.
- Secure and fasten all valuables to counters, fixtures or place in lockable cabinets.
- Lock doors to storage area. Keep them locked and check them regularly.
- Don't get distracted and keep an eye out for dubious person or groups.

If there is an emergency or security related incident, or a suspicious person, please notify the security officers at the front of the halls, or call the following numbers: -

Security Service Counter: +603-2333 2903 or +603-2333 2975

Exhibitor Badge

1. All personnel in the exhibition hall must wear identification badges at all times. Exhibitor badges can be collected on 24th November 2019 (09:00 am) at the registration counter in Hall 4 of Kuala Lumpur Convention Centre. Exhibitors are strictly prohibited from exchanging badges. The Organizer will confiscate all such badges with no further reasons provided.

2. For security & safety reasons, movement of exhibits in or out of the hall during show hours is not permitted.

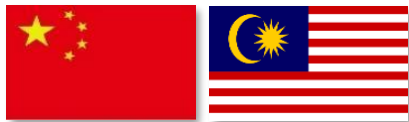
3. Security guards will patrol the exhibition site in general but their duties will not include specific attention to individual stands.

ON-SITE SERVICES AND FACILITIES

1. Audio Visual Equipment

Exhibitors can rent directly from Innogen Sdn Bhd. Quotation based on request. However, exhibitors are permitted to bring their own audio-visual equipment, such as TVs and CD players into exhibition area. These must be placed inside the confines of your own booth area and must not be on walkways or any other common area. Exhibitors are not allowed to use their PA/sound system to avoid disruption to the immediate neighbours.

The ringing of bells, blowing of whistles, microphones or any other form of sound producing mechanisms to attract attention is strictly prohibited. Exhibitors will have to lower or turn off recordings or turn off recordings or equipment should the noise levels exceed the acceptable level of other exhibitors and visitors to the exhibition.



2. Furniture Rental

A range of items is available for hire from Official Contractor, Innogen Sdn Bhd.

3. Manning of Booth

The booth must be fully staffed, operational and exhibits must be displayed during exhibition hours. Exhibitors must not participate in any activity that in the opinion of the Organizer, likely to cause annoyance to visitor or other Exhibitors. A contract of professional human resource company will be provided to Exhibitors who will require more personnel in their booth.

4. Food & Beverage

No outside food and beverage may be brought into the Kuala Lumpur Convention Centre and served on stand without prior approval from the Organizer. The Organizer reserves the right to remove any food and not authorized by the Organizer.

5. Unforeseen Occurrence

In the event of any occurrence not foreseen in these Rules and Regulations, the decision of the Organizer shall be final.

6. Loading Route and Dock

The height limit of the loading route and service road is 2.4 meter. Should there be any movement of vehicles must be in compliance with the height limit to gain access without causing any damage to structural, mechanical and electrical services.

The organizer shall not use the loading dock for the storage/staging of goods or for any other purpose other than for the prompt loading and unloading of goods. All the necessary unloading or loading of items from or to individual vehicles shall be carried out at Kuala Lumpur Convention Centre Loading Dock. The carting of goods shall only be routed to or from the Centre and the exhibition halls. No personal or company's vehicle that is not loading or unloading is allowed to park at Kuala Lumpur Convention Centre Loading Dock.

7. Balloons

Air balloons are allowed as give-away to patrons only within the venue and can used as decoration within the venue. Helium-filled balloons are not allowed in the centre.

8. Smoking

Kuala Lumpur Convention Centre is a non-smoking venue. Smoking is also strictly **NOT** allowed during the moving in or moving out periods at all area of the venue.



吉隆坡简介 KUALA LUMPUR INTRODUCTION



气候 Weather

马来西亚天气和气候。马来西亚全年享受热带气候，但由于靠海，气候通常非常潮湿。尽管如此，天气从未过热，全年平均温度从 20° C 到 30° C；然而，高地的温度更低。

Malaysia enjoys tropical weather year-round however due to its proximity to water the climate is often quite humid. Despite this, the weather is never too hot and temperatures range from a mild 20°C to 30°C average throughout the year; however, the highlands experience cooler temperatures.

货币 Currency

马币：令吉。令吉是马来西亚的货币。（一美金是大约 4.27 令吉，一人民币是大约 0.62 令吉）
在这里查看最新的汇率 www.xe.com

Malaysia Ringgit. The Malaysian Ringgit is the currency of Malaysia. (1 USD is approximately 4.27 MYR, 1 RMB is approximately 0.62 MYR)

View the latest exchange rates here www.xe.com.

时间 Time

马来西亚的时区是格林威治标准时间 (GMT) +8

供电 Electricity

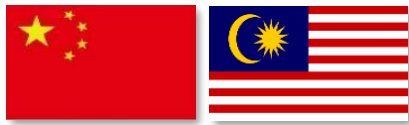
在马来西亚，电源插座为 G 型。标准电压为 240 V，标准频率为 50 Hz。

In Malaysia the power sockets are of type G. The standard voltage is 240 V and the standard frequency is 50 Hz.

入境需求 Entry Requirement

希望以签证入境马来西亚的中国公民必须遵守几项需求。其中包括护照，自入境之日起至少六个月之内必须有效。在前往马来西亚之前申请大马签证并且您在入境时持有有效的电子签证非常重要。申请签证的儿童必须与父母共同申请，并在申请时出示出生证明。

Chinese citizens wishing to enter Malaysia on a visa must abide by several requirements. Among these is having a passport that is valid for at least six months from the entry date into the country upon arrival. It is important to apply for a Malaysia visa before traveling to the country and that you hold a valid e-visa upon entry. Children applying for a visa must have a joint application with a parent and show their birth certificate when applying.



吉隆坡简介 KUALA LUMPUR INTRODUCTION

吉隆坡市内 Within Kuala Lumpur

1. 搭乘电车 By Train

轻轨系统电车有两条轨路 - Kelana Jaya 和 Ampang。最靠近展会地点的站为 KLCC 站，位于 Kelana Jaya 轨路。

The Light Rail Transit (LRT) system has two lines – Kelana Jaya and Ampang. The closest stop for the exhibition venue is KLCC (Kuala Lumpur City Centre) on the Kelana Jaya line.

单轨电车每日从早上 6:00 到半夜 12.00，高峰时段每 2 至 5 分钟，非高峰时段每 5 至 10 分钟运作。最靠近展会地点的站为 Raja Chulan 站。

The Monorail line runs from 06:00 – 24:00, every 2 – 5 minutes during peak hours and 5 – 10 minutes off-peak. The closest stop for the exhibition venue is Raja Chulan.

大众捷运 (MRT) 目前有单线轨路运作，那就是 Sungai Buloh - Kajang 轨路，每趟时差为 3.5 分钟。最靠近展会地点的站为 Bukit Bintang 站。

The Mass Rapid Transit (MRT) has currently a single line operating, which is the Sungai Buloh – Kajang MRT Line, with a headway of 3.5 minutes. The closest stop for the exhibition venue is Bukit Bintang.

欲获得更多信息，请浏览 www.myrapid.com.my

For more information, please visit www.myrapid.com.my

2. 乘坐出租车 By Taxi

鼓励代表们从酒店预定出租车，或在进入前任何出租车先与司机确认价格。

Delegates are encouraged to take metered taxis from the hotels or to check on the price before getting in.

我们鼓励代表们使用 Grab 通过马来西亚当地的应用程序预订载客服务。

Delegates are also encouraged to use the Grab app to book their transport via Malaysia's local ride hailing mobile application

3. 坐车 By Car

酒店提供汽车租赁服务。司机必须持有国际驾照，且至少 23 岁。在马来西亚，交通保持在左边，司机和前排乘客必须系安全带。

Hotel offers car rental services. Drivers must hold an international driving license and be at least 23 years old. In Malaysia, traffic keeps to the left and seat belts are compulsory for the drivers and front sit passengers.



官方酒店 OFFICIAL HOTEL



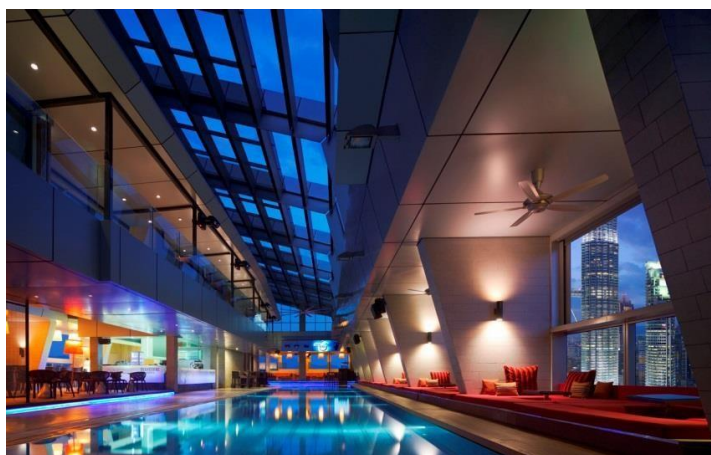
By Shangri-La

**Traders Hotel Kuala Lumpur
Official Onsite Congress Hotel**

Malaysia Private Label Expo (MaPLE 2019)

25 - 27 November 2019

GROUP CODE: MAP241119



Traders Hotel, Kuala Lumpur is located in KLCC, Kuala Lumpur City Centre. Its ideal location makes it perfect for convention delegates as it is connected to Kuala Lumpur Convention Centre with five direct walkways via the Hotel's escalator or guest lifts, as well as direct access to Suria KLCC Shopping Mall and the iconic Petronas Twin Towers. The Hotel also provides a Business Centre which offers meeting rooms with natural daylight and full secretarial services.

Traders Hotel, Kuala Lumpur is 70 km from Kuala Lumpur International Airport (KLIA). It offers free shuttle (buggies) to and from Suria KLCC Shopping Mall. Royal Selangor Golf Club, Pavilion Mall and Bintang Walk shopping district are within 1.5 km from the Hotel.

All our rooms are spacious and modern in design with Petronas Twin Towers view and KLCC Park view. Each room is equipped with a LED TV, cabled broadband, built-in international adaptors, electronic safe, cable TV, iron and ironing board, hairdryer, tea and coffee making facilities. Free WiFi everywhere: available in hotel limousine, guest rooms and public areas.

Gobo Chit Chat, serves international buffet or enjoy premium steaks at Gobo Upstairs Lounge & Grill in a cosy stylish atmosphere. The rooftop open-air bar; SkyBar, offers the best view and drinks and is available for private events.



**i can feel the
connection**

Immediate Confirmation! Please click on the hyperlink below:

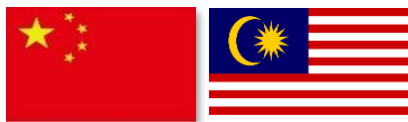
http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=THKL&group_code=MAP241119&check_in=20191124&check_out=20191128

Or

Fill up the reservation form on the next page:

Reservation Department
Traders Hotel Kuala Lumpur

General Line: + 60 3-2332 9999 Fax: +60 3-2332 2677 Email: csteam.thkl@tradershotels.com



RESERVATION FORM

官方酒店 OFFICIAL HOTEL



By Shangri-La

Traders Hotel Kuala Lumpur
Official Onsite Congress Hotel
Malaysia Private Label Expo (MaPLE 2019)
25 - 27 November 2019

Deadline: 11 November 2019

GROUP CODE: MAP241119

GUEST DETAILS

Last Name		First Name		<input type="checkbox"/> Sharing with:	Airport Transfer From / To KLIA / KLIA2 (RM325.00Nett / car / way)		
Contact Number					<input type="checkbox"/> Pick Up <input type="checkbox"/> Drop Off <input type="checkbox"/> Roundtrip		
Email Address							
Company Name				Flight Details (24:00hrs)			
Arrival Date				Arrival Flight No		ETA	
Departure Date				Departure Flight No		ETD	

- A surcharge of 50% will be levied for transfer between 12.00am to 6.00am and the rate transfer is subject to change

ROOM CATEGORY

Room Category	Room Rates		No. of Room/s	No. of Adult/s
	Single [RM]	Double [RM]		
Deluxe Room (King/Twin)	440.00++	480.00++		
Deluxe Garden View Room (King)	480.00++	520.00++		
Deluxe Twin Towers View (King/Twin)	510.00++	550.00++		
Traders Club Room (King)	600.00++	640.00++		
Traders Club Twin Towers View Room (King/Twin)	670.00++	710.00++		
City View Suite (King)	780.00++	820.00++		
Twin Towers View Suite (King)	850.00++	890.00++		

- Subject to 10% service charge and 6% SST.
- Room rates quoted are inclusive of Breakfast for Deluxe category
- Room rates quoted are inclusive of Traders Club Floor benefits for Traders Club & Suite room category
- Free wired and wireless broadband access [Throughout Hotel premises and in Hotel Limousine]
- Above rates are only applicable during the above conference only, 3 days prior and 3 days after the event.
- Subject to on-day availability.

PREFERENCE

<input type="checkbox"/> King Size Bed	<input type="checkbox"/> Twin Bed	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Smoking
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- Subject to on-day availability

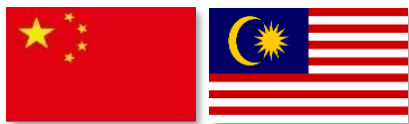
ROOM GUARANTEE METHOD

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> AMEX	<input type="checkbox"/> DINERS	<input type="checkbox"/> JCB
Credit Card no	Expiry Date	Security Code	Card Holder's name	

- In order to confirm your room booking, credit card details are required upon reservation.
- The hotel will charge one room night to the above credit card which is not refundable.**

TERMS AND CONDITIONS

- Official check-in time is 1500hrs and check out time is 1200hrs.
- Full-day surcharge will be applicable for guests arriving to check in between 0001 hours to 1500 hours.
- Late check out shall be chargeable at 50% of room rate after 1200 hours but before 1600 hours. Full rate is chargeable for departures after 1600 hours onwards.
- Any cancellation or reduction of nights to hotel room bookings after **11 November 2019** will result in a late cancellation charge equivalent to full duration of stay. The hotel must be notified in writing for this.
- Full charge of the entire duration of stay will be imposed should there be any no show on day of arrival.
- Any flight changes must be advised at least 24 hours prior to arrival.
- The hotel will charge one room night to the above credit card which is not refundable. A confirmation email will follow subsequently.**



官方酒店 OFFICIAL HOTEL



Four Season Hotel Kuala Lumpur
Official Onsite Congress Hotel

Malaysia Private Label (MaPLE 2019)
25 – 27 November 2019



Surrounded by the multicultural energy of Malaysia's dynamic capital, Four Seasons Hotel Kuala Lumpur takes center stage with panache. Combining extraordinary dining, sleek and spacious accommodations and legendary Four Seasons service, the Hotel is the city's nexus of success and style.

Located just 281 m from KLCC Park, Four Seasons Hotel Kuala Lumpur offers accommodations within Kuala Lumpur's city center. It features an outdoor swimming pool and guests can enjoy meals from 6 of the in-house dining options. Free WiFi is available in all rooms.

It is 281 m to Petronas Twin Towers and Suria KLCC, while Avenue K is 500 m from the property. Lot 10 and Sungai Wang Plaza are 1.2 mi away. The nearest airport is Sultan Abdul Aziz Shah Airport, 19 mi from Four Seasons Hotel Kuala Lumpur.

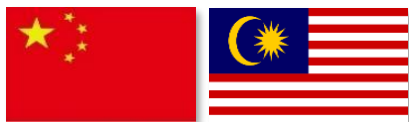
Air-conditioned rooms are fitted with a flat-screen TV. Some units open up to views of the park. Private bathrooms include shower facilities. Guests can approach the 24-hour front desk for concierge services. A fitness center and a sauna room are available. Alternatively, guests can indulge in spa treatments at the in-house spa.

Get your confirmation by today!! Click the link below for reservation:

<https://reservations.fourseasons.com/choose-your-room?hotelCode=KUL564&checkIn=2019-11-23&checkOut=2019-11-28&adults=1&children=0&promoCode=PIN231119>

General Tel: +60 3-2382 8888

Email: contactus.kualalumpur@fourseasons.com



旅行社推荐 TRAVEL AGENT RECOMMENDATIONS



珍珠假期
PEARL HOLIDAY
(148499-P)



★ 公务商务交流 ★ 会议会展 ★ 奖励旅游 ★ 高端定制



珍珠假期(马)旅游有限公司
成立于6月9日 1993年
总社座落于雪兰莪加影区

经过多年的努力及不断地改进以应付市场的需求，本社已聘有超过100位专业全职员工及经验丰富的导游。此外，珍珠假期属下也设有大巴专业维修中心做为后援，并拥有近100辆各款型的舒适豪华大巴。

珍珠假期是个有规模的一站式旅游专卖店，业务已经全套系统化
珍珠假期的服务包括：组办和接待商务考察、奖励旅游、深度旅游、休闲度假、教育旅游、会议展览、交流活动、高尔夫球、潇洒自由行、量身配套旅游、美食游、单订酒店、交通、导游服务及机票订购等。



珍珠假期 PEARL HOLIDAY

电话 Phone: 0060193381418

传真 Fax : 0060389249928

电邮 Email: inbound1.hq@pearlholiday.com

地址 Location: Wisma Pearl Holiday No : 1, Jalan Kp 1/3 Taman Kajang Prima 43000
Kajang Selangor



场地简介 VENUE INFORMATION

场地-吉隆坡国际会议中心简介

Venue Information – Kuala Lumpur Convention Centre

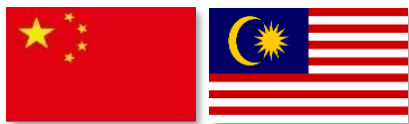


吉隆坡国际会议中心位于吉隆坡市中心区的中心地带。这个占地 40 公顷（100 英亩）的区域是以“城市内的城市”的主题为设计，建造一个振奋人心的环境，让人们可以在这里工作，生活，购物，参观和享受生活。

The Kuala Lumpur Convention Centre is in the heart of the Kuala Lumpur City Centre precinct. Designed as a “city with a city” this 40-hectare (100-acre) precinct offers a stimulating environment within which one may work, live, shop, visit and enjoy life.

会议中心俯瞰着 KLCC 公园和地标性的国油双峰塔，享有优越的地理位置，拥有广泛的公共交通和各种酒店。出租车，公共汽车，单轨列车，轻轨（LRT）和大众捷运（MRT）方便有效地打开了通往城市其他地方的大门。

With views overlooking the KLCC Park and the landmark PETRONAS TWIN TOWERS, the convention centre enjoys a prestigious location alongside extensive public transport and a wide range of hotels. Taxis, buses, monorail, Light Rail Transit (LRT) and Mass Rapid Transit (MRT) open the doors to the rest of the city conveniently and efficiently.



场地简介 VENUE INFORMATION

场地设施 Venue Facilities:

中央大厅:	货币兑换商, 主要美食广场, 穆斯林祈祷室, 自动提款机 (ATM) (Maybank, AmBank, CIMB)
Concourse:	Money Changer, Main Food Court, Surau/Musalla, Automated Teller Machine (ATM) (Maybank, AmBank, CIMB)
四楼:	商业中心
Level 4:	Business Centre
营业时间:	星期一到星期五 上午九点至下午五点
Operating Hours:	Monday – Friday 9.00 am – 5.00 pm

从机场到展会场地 Getting Around from Airport to Exhibition Venue

从机场到吉隆坡有很多方式 There are multiple ways to get from Kuala Lumpur to the airport:

1. 乘坐出租车 By Taxi

代表可以选择从吉隆坡国际机场 Airport Limo 提供的出租车和豪华轿车服务到吉隆坡和雪兰莪的某些地区。

Delegates can choose from taxi and limo services offered by Airport Limo from KLIA to selected areas in Kuala Lumpur and Selangor.

有四种类型的出租车供您选择 There are four types of taxis for you to pick from:

出租车类型 Type of Taxi	出租车型号 Model	容量 Capacity
经济型出租车 Budget Taxi	Daewoo Tacuma	仅限 3 - 4 乘客 3 - 4 Passengers only
	Proton Wira	仅限 3 乘客 3 Passengers only
豪华轿车 Premier Limo	Renault Enviro	仅限 4-5 乘客 4 - 5 Passengers only
	Mercedes E220	仅限 3 乘客 3 Passengers only
超级豪华轿车 Super Luxury	Jagaur S-type	仅限 3 乘客 3 Passengers only
家庭型出租车 Family Service	Kia Pregio Van	仅限 8 乘客 8 Passengers only

联系信息 Contact Details:

AIRPORT LIMO (MALAYSIA) SDN BHD

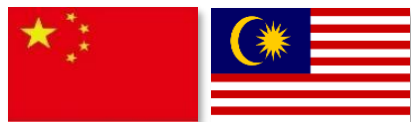
电话 Tel: +603-87873678

传真 Fax: +603-87873030

2. Grab

我们鼓励代表们使用 Grab 通过马来西亚当地的应用程序预订载客服务。将 Grab App 下载到您的智能手机上, 然后设置您的帐户和个人资料信息。

Delegates are also encouraged to use the Grab app to book their transport via Malaysia's local ride hailing mobile application. Download the Grab App onto your smartphone and set up your account and profile information.



场地简介 VENUE INFORMATION

要预订乘车，请在应用中输入并选择您的目的地；选择您想要的乘坐的类型与他们旁边显示的价格；并选择您的付款方式：信用卡/借记卡或现金。应用程序将通知您司机的预计到达时间，您还可以通过应用程序跟踪您司机的位置。

To book a ride, enter and choose your destination in the app; select the type of ride you desired with their prices displayed next to them; and choose your payment method: either by credit/debit card or cash. The app will notify you the estimated time of arrival of your driver and you can also track your driver via the app.

3. 搭乘电车 By Train

从吉隆坡机场到市中心的另一种出行方式是搭乘 KLIA Ekspres。从机场到吉隆坡中央车站，火车大约需要 30 分钟。由于吉隆坡中央车站在市中心，您只需要一个短乘坐出租车到您的酒店或您可以乘坐轻轨到吉隆坡国际会议中心。机场有一个售票处以固定价格售卖车票。

Another way to travel between the airport of Kuala Lumpur (KLIA) and the city centre is to travel with KLIA Ekspres train. The train takes about 30 minutes to get from the airport to KL Sentral. Because KL Sentral is in the city centre, it will only be a short ride with taxi to your hotel or you can take the LRT to KLCC. There is a ticket office where you can buy tickets for the train for a fixed price.

从吉隆坡国际机场到酒店 From KL International Airport to Hotel

距离 Distance	时间 Time	通过 Via
大约 65 公里 Approximately 65 km	28 分钟 28 minutes	从吉隆坡国际机场到吉隆坡中央车站 车费：RM 55 一趟 From KLIA Main Terminal Building to KL Sentral Fare: RM 55 per way
	15 分钟 15 minutes	从吉隆坡中央车站乘坐轻快铁通过 Kelana Jaya Line 从 KL Sentral 站到 KLCC 站 车费：RM 4.40 From KL Sentral get onboard the KL Sentral LRT (Kelana Jaya Line) to bring you straight to KLCC Fare: RM 4.40

4. KLIA Ekspres VIP 服务 KLIA Ekspres VIP Service

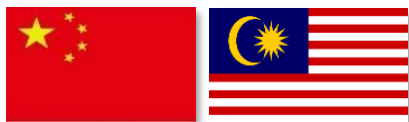
如要享受 VIP 待遇，您可选择吉隆坡国际机场特快 VIP 服务。一个专门的搬运工将陪同您登上 KLIA Express 到吉隆坡中央车站，然后其中一辆专属的行政豪华轿车恭候您前往您的最终目的地。VIP 也可选择从城市到机场。

For a VIP treatment, choose KLIA Ekspres VIP Service door-to-door airport transfer. A dedicated porter will accompany you on board the KLIA Ekspres to the city (KL Sentral), where an exclusive executive limousine awaits to take you to your final destination. The VIP is also available from the city to the airport.

在线预定 Online Booking: www.kliaekspres.com

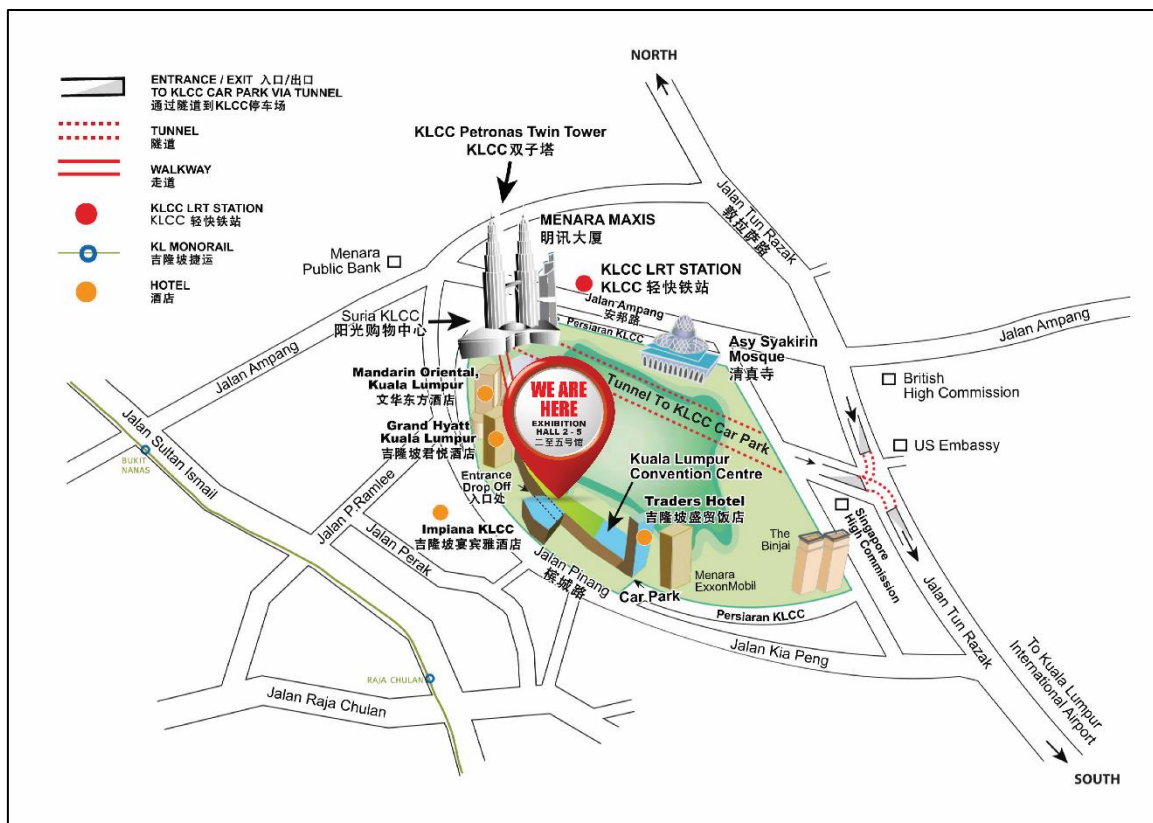
联系热线 Hotline Number: +603-22678000

电邮 Email: VIPservice@KLIAekspres.com



场地简介 VENUE INFORMATION

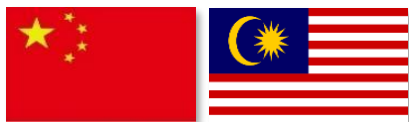
吉隆坡国际会议中心交通指南 Kuala Lumpur Convention Centre Guide Map



吉隆坡国际会议中心紧急疏散程序

Kuala Lumpur Convention Centre Emergency Evacuation Procedures





场地简介 VENUE INFORMATION

吉隆坡国际会议中心大厅指南 Hall Guide of Kuala Lumpur Convention Centre

KLCC CONVENTION CENTRE

吉隆坡国际会议中心

GROUND LEVEL

Concurrent Event 同期活动:

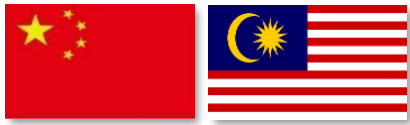
2019 MaPLE 亚洲自有品牌贸易展

BRAND XIAMEN 2019

PUJIAN BRANDS ON THE MARITIME SILK ROAD 福建品牌海丝行

- | | |
|---------------------------------|--------------------|
| EXHIBITION HALLS 展览馆 | VIP LIFT 贵宾电梯 |
| CATERING OUTLET 咖啡厅 | PASSENGER LIFT 电梯 |
| LOADING BAYS 卸货区 | FREIGHT LIFT 货运电梯 |
| STORAGE (UTILITY) 杂物间 | TOILET 洗手间 |
| EXHIBITOR SERVICE DESK 展馆参展商服务台 | PARENTING ROOM 育儿室 |
| HOTEL FOYER 酒店大厅 | HOTEL 酒店 |
| VIP LOUNGE 贵宾休息室 | |





场地简介 VENUE INFORMATION

2 - 5 号展厅平面图 Exhibition Hall 2 - 5 Layout Plan MALAYSIA PRIVATE LABEL EXPO (KUALA LUMPUR)

/ 25 NOVEMBER – 27 NOVEMBER / EXHIBITION HALL 4 & 5, KUALA LUMPUR CONVENTION CENTRE





参展商检查和服务表

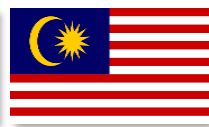
EXHIBITOR CHECKLIST AND SERVICE FORM



以下是订单表格及其各自截止日期的时间表，以便于参考。我们鼓励参展商在规定的截止日期之前完成订单。

The following is a checklist for the order form and its respective deadlines for reference. Exhibitors are encouraged to complete the order by the required deadline.

表格 Form	服务项目 Type of service	截至日期 Deadline	页面 Page	备注 Remarks
1	参展商手提物品清关表格 Exhibitor's Hand Carry Item Declaration for Customs Clearance		36	
	展台和技术服务 Booth & Technical Services			
2	标准展台楣板 Name to Appear on Fascia	25.10.2019	37	
3	服务地点平面图 Service Location Plan	25.10.2019	38	
4	光地展台申请 Bare Space Booth Approval	25.10.2019	39 - 40	
5	家具租用 Furniture on Hire	25.10.2019	41 - 43	
6	灯光和电源 Electrical and Lighting Supply	25.10.2019	44 - 48	
	Innogen 基本展会家具租赁表 Innogen Basic Exhibition Furnishing Guide	25.10.2019		
7	视听设备租用 Audio Visual Equipment on Hire	25.10.2019	50 - 51	
8	植物和插花布置 Plants & Floral Arrangement on Hire	25.10.2019	52 - 53	
9	安排运输/运货通知 Transport/Shipment Order		54 - 64	
	参展商服务 Exhibitor Services			
10	参展商胸卡 Exhibitor Badge	25.10.2019	65	
11	参展商宣传 Exhibitor Publicity	25.10.2019	66 - 67	
12	媒体覆盖 Media Coverage	25.10.2019	68 - 69	
13	观众邀请服务 Visitor Invitation		70 - 72	
14	临时工作人员招聘 Temporary Staff Engagement		73	
15	签证申请 VISA Application Support		74 - 75	
	KLCC Exhibitor packed Meal Order Form 2019		76 - 77	



表格 1：参展商手提物品清关表格
Form 1: EXHIBITOR'S HAND CARRY ITEM
DECLARATION FOR CUSTOMS CLEARANCE



表格 1：参展商手提物品清关表格 Form 1 : EXHIBITOR'S HAND CARRY ITEM DECLARATION FOR CUSTOMS CLEARANCE	参展商须知 Exhibitors Notice
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- 1) 任何在 MaPLE 展出的手提物品建议填以下的装箱单以便清关。手提货物征收的清关税将视海关关税税率而定。

Any hand carry item to be exhibit at MaPLE are advised to fill up the packing list below for customs clearance. Excise duty imposed on hand carry goods are subject to customs tariff.

- 2) 建议参展商准备形式发票及展品的数据表，并附上主办单位给予的确认参展信函。

Exhibitors are advised to prepared proforma invoice, datasheet of the exhibit item and attach along your confirmation of participating letter from the organizer.

Packing List

No.	Product Description	Size	Qty	Unit Price	Total Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*如果提供的空间不足，请附上单独的表格 Please attach separate sheet if space provided is insufficient.

****重要信息 Important Note!!**

参展商有责任为 MaPLE 参展的任何物品缴纳清关税。主办单位将不负任何展品清关税的付款及事项。

**Exhibitors must bear their own custom taxes for all products they exhibit at MaPLE.
The organizer will not be responsible for any customs taxes incurred to all exhibitors.**



表格 2: 标准展台楣板
Form 2: NAME TO APPEAR ON FASCIA

表格 2: 标准展台楣板 Form 2 : NAME TO APPEAR ON FASCIA	将此表格返回于 Return this form to : INNOGEN SDN BHD 电话 Tel: +60 3-8961 1108 传真 Fax: +60 3-8961 0103 电邮 Email: info@innogen.com.my
---	--

截止日期 Deadline: 25.10.2019

最多为 30 个字符, 包括间距。请打印清楚。

30 characters MAXIMUM, including spacing. Please print clearly.

每个标准展台均附带 Each Shell Scheme Booth consists with: -

- **背面和侧壁:** 构架 2.5m x 3m 的标准展台。

Back and side walls: 2.5m x 3m of system shell scheme booth.

- **展台楣板:** 长 2m x 高 0.65m 在展台周边, 拥有参展商名称和展位号码。名称是以喷黑打印并直接粘贴在楣板上。喷黑打印的乙烯基贴纸直接粘贴在楣板顶部和侧塔。

Fascia (Name Board): L 2m x H 0.65m on top at booth perimeter with exhibitor's name and booth number. Fascia name in inkjet print and paste directly on fascia board. Inkjet printed graphics on vinyl sticker paste directly on top signboard and side pylon.

- **灯光:** 2 个荧光灯管, 用于一般照明。

Lightings: 2 units of fluorescent tube lights.

- **地板:** 覆盖针刺地毯。

Floor: Covered in needle punch carpet.

- **家具:** 一套询问台和 2 台折椅。

Furniture: 1 set of information desk with 2 white folding chairs.

- **电供:** 1 个 13 安培单相电源点 (单相不用于灯光)

Power: 1 unit of 13amp single-phase power point (not for lighting use)

- **最大展品高度:** 2.44 米 (8 英尺)

Maximum exhibit height: 2.44m (8ft)

备注 Note: -

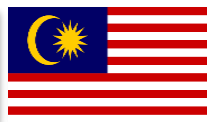
- **展位损坏:** 严格禁止在壳牌计划面板上进行打钉, 钻孔和任何其他修改。对面板造成的任何损坏将会向参展商收取赔偿。
- **Damage to booth:** Nailing, drilling and any other modification on the Shell Scheme panels are STRICTLY PROHIBITED. Any damage done on the panels shall be charged to exhibitors.
- **展位边界和设计限制:** 参展商不得放置任何展示材料或允许分隔墙或其展位设计和配件的任何部分超出其合同边界。
- **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.
- **消防规定:** 展台搭建所用的所有材料应按照正常的国际标准进行防火, 并符合当地法规。
- **Fire regulations:** All materials used in booth construction shall be properly fireproofed to normal international standards and in accordance with local regulation.

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	





表格 4: 光地展台申请
Form 4: BARE SPACE BOOTH APPROVAL



表格 4: 光地展台申请

Form 4: BARE SPACE BOOTH APPROVAL

将此表格返回于 Return this form to :

INNOGEN SDN BHD

电话 Tel: +60 3-8961 1108

传真 Fax: +60 3-8961 0103

电邮 Email: info@innogen.com.my

截止日期 Deadline: 25.10.2019

1. 租用光地展位的参展商可自聘请展台搭建商。

Bare space exhibitors will be responsible to appoint their own contractor for any stand design or construction.

2. 请参展商将其展台搭建商的联络信息通知于大会指定展台搭建商 Innogen, 并于 2019 年 10 月 25 日或以前将展位设计提交于大会指定展台搭建商审批。所有未经 Innogen 审核的展位设计将不得于展览会场内兴建。如展位的构造及/或设计对其他参展商造成阻碍, 主办单位有权要求参展商修改其设计方案。

Please inform Innogen the contact details of your stand constructor and submit the layout of your booth design (if any) on or before 25th October 2019 for approval. Booth designs without Innogen's approval will not be permitted in the exhibition. The Organisers reserve the right to request the exhibitors to alter their booth design if their booth construction and/or design cause obstruction to other exhibitors.

3. 根据吉隆坡国际会议中心的展规, 所有展品的最大高度限于 6 米。

The height limit for any exhibits is 6m according to the rules & regulation from Kuala Lumpur Convention Centre.

4. 光地展台不包括电源供应。请填写表格 5 增订光地展台用电。

Electricity is not included in the bare space booths; exhibitors who booked bare space booths need to order electricity by returning Form 5.

5. 承包商必须签署并承诺保证行为, 适当的生产时间表, 遵守展览和大厅规定。只有在履约保证金签署并签署承诺书时, 才允许承包商将材料带入大厅开始工作。如果在建造, 展示日期和拆解过程中没有造成损坏, 履约保证金应在展览结束后 30 天内全额退还给承包商/参展商。

Contractors are required to sign and undertake to guarantee conduct, proper schedule of production and observance of the exhibition and the hall regulations. Only when the Performance Bond is placed and the undertaking signed, will the contractor be allowed to bring in materials into the halls to commence work. Provided no damage is caused during build-up, show days and teardown, the Performance Bond shall be returned to the contractor/exhibitor, in full within 30 days of the completion of the exhibition.

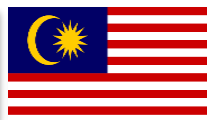
6. 任何其他的外部承包商必须向官方承包商 Innogen Sdn Bhd 支付每平方米 RM 30.00 (最低征费 RM 300.00) 的不可退还管理费。

Any other contractor is required to pay a non-refundable administration fee of RM 30.00 per sqm (minimum levy of RM 300.00) to the official contractor, Innogen Sdn Bhd.

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 4: 光地展台申请

Form 4: BARE SPACE BOOTH APPROVAL

将此表格返回于 Return this form to :

INNOGEN SDN BHD

电话 Tel: +60 3-8961 1108

传真 Fax: +60 3-8961 0103

电邮 Email: info@innogen.com.my

截止日期 Deadline: 25.10.2019

7. 外部承包商应向官方承包商提供低于规定金额的可退还“履约保证金”，以保证行为，适当的生产时间表和遵守展览会以及展馆规章制度。

Outside contractor shall place a refundable “Performance Bond” of as below specified amount with Official Contractor to guarantee conduct, proper schedule of production and observance of the Exhibition and the Hall rules and regulations.

- 展位面积 36 平方米及以下: 3,500.00 令吉
Booth with space 36 sqm & below: RM 3,500.00
- 展位面积 37-72 平方米: 6,000.00 令吉
Booth with space 37 – 72 sqm: RM 6,000.00
- 展位面积 73 平方米及以上: 10,000.00 令吉
Booth with space 73 sqm & above: RM 10,000.00

8. 外部承包商每 9 平方米的展位将收到 5 件承包商施工证。这些施工证仅在建造和拆除期间有效。承包商的施工证可以在吉隆坡会议中心 4 号馆 2019 年 11 月 23 日 (10:00 am) 从 Pinnacle Concepts 工作人员处领取。

Outside contractor shall receive 5 pieces of Contractor Badge for every 9 sqm of the booth, which are valid during the Build-up and Tear-down periods only. Contractor's badge can be collected from Pinnacle Concepts staff on 23rd November 2019 (10:00 am) at Hall 4, Kuala Lumpur Convention Centre.

9. 在建筑和拆解日的大厅关闭时间之前，所有承包商都应该清洁展位并清除所有建筑垃圾。

All contractors are expected to clean the booths and remove all construction debris before hall closing time on build-up and teardown day.

本公司委托的搭建商为 Our Appointed Booth Contractor is:

搭建商公司名称 Name of Appointed Contractor:			
地址 Address:			
负责人 Contact Person:		手机 Mobile No.	
电话 Tel:		电邮 Email:	

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 5: 家具租用
Form 5: FURNITURE ON HIRE

表格 5: 家具租用

Form 5: FURNITURE ON HIRE

将此表格返回于 Return this form to :

INNOGEN SDN BHD

电话 Tel: +60 3-8961 1108

传真 Fax: +60 3-8961 0103

电邮 Email: info@innogen.com.my

截止日期 Deadline: 25.10.2019

1) 如果参展商需要租用额外的家具, 请使用此申请表格。

If exhibitors require ADDITIONAL furniture items, please use this requisition form.

编号 No.	物品 Item	尺寸 Dimension (mm)	单价 Unit Price (RM)		数量 Qty	总额 Total (RM)
			之前 Before 25/10/2019	26/10/2019 – 22/11/2019		
INN001	服务台 Information Desk	L1000 x D530 x H735	68.00	102.00		
INN002	询问台 Information Counter	L1030 x D535 x H1020	150.00	225.00		
INN003	小酒馆桌 Bistro Table	Dia 500 x H1100	120.00	180.00		
INN004	圆桌 Round Table	Dia 900 x H755	110.00	165.00		
INN005	方桌 Square Table	L750 x D750 x H755	110.00	165.00		
INN006	茶几 System Coffee Table	L550 x D550 x H515	55.00	82.50		
INN007	玻璃茶几 Glass Top Coffee Table	L460 x D490 x H490	70.00	105.00		
INN008	锁柜 Lockable Cabinet	L1000 x D530 x H735	95.00	142.50		
INN009	无灯高展示柜 High Showcase without Lighting	L1030 x D535 x H2000	480.00	720.00		
INN010	无灯低展示柜 Low Showcase without Lighting	L970 x D500 x H940	350.00	525.00		
INN011	吧椅 Barstool with Back Rest	Dia 380 x H740	95.00	142.50		
INN012	液压吧椅 Hydraulic Bar Stool	-	105.00	157.50		
INN013	折椅 Folding Chair	L435 x D435 x H790	25.00	37.50		
INN014	会议椅 Conference Chair	L460 x D500 x H780	65.00	97.50		
INN015	扶手椅 Easy Arm Chair	L500 x D450 x H800	70.00	105.00		
INN016	镀铬椅 Chrome Chair	L420 x D415 x H700	85.00	127.50		
INN017	布艺沙发 Fabric Sofa	L520 x D750 x H780	95.00	142.50		
INN018	真皮镀铬沙发 Leather Chrome Sofa	L860 x D800 x H800	125.00	187.50		
INN019	基座展示架 (一套) Display Plinth (Set)	-	310.00	465.00		
INN020	基座展示架 A Display Plinth A	L535 x D535 x H500	80.00	120.00		
INN021	基座展示架 B Display Plinth B	L535 x D535 x H750	100.00	150.00		
INN022	基座展示架 C Display Plinth C	L535 x D535 x H1000	130.00	195.00		
INN023	平层板 Flat Shelf	L985 x D300	48.00	72.00		
INN024	斜层板 Slope Shelf	L985 x D300	48.00	72.00		
INN025	宣传册架 - 4 层 Brochure Rack (4-tiers)	L280 x D400 x H1100	145.00	217.50		

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 5: 家具租用
Form 5: FURNITURE ON HIRE

<p>表格 5: 家具租用</p> <p>Form 5: FURNITURE ON HIRE</p>	<p>将此表格返回于 Return this form to :</p> <p>INNOGEN SDN BHD</p> <p>电话 Tel: +60 3-8961 1108</p> <p>传真 Fax: +60 3-8961 0103</p> <p>电邮 Email: info@innogen.com.my</p>
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截止日期 Deadline: 25.10.2019

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编号 No.	物品 Item	尺寸 Dimension (mm)	单价 Unit Price (RM)		数量 Qty	总额 Total (RM)
			之前 Before 25/10/2019	26/10/2019 – 22/11/2019		
INN026	一面书架 - 6 层 Book Shelf 6-tier Single-sided	L970 x D450 x H1940	240.00	360.00		
INN027	双面书架 - 4 层 Book Shelf 4-tier Double-sided	L970 x D600 x H1400	280.00	420.00		
INN028	带 13 安培冰箱, 单相电源点 (最大 500 瓦特) Refrigerator with 24hrs, 13amp Single Phase Power Point (max 500w)	L520 x D560 x H1130	450.00	675.00		
INN029	废纸桶 Waste Paper Basket	-	5.00	7.50		
INN030	衣架 Coat Rack	L950 x D400 x H1500	120.00	180.00		
INN031	显示软板 Display Soft Board	L950 x H1200	65.00	97.50		
INN032	折叠门 System Folding Door	L950 x H2150	250.00	375.00		
INN033	植物槽 System Plant Trough	L1030 x D535 x H350	75.00	112.50		
总额 TOTAL (RM)						

☐ 请准备上述物品的单据并向我方收费。

Please prepare the invoice for above items and bill to us.

☐ 请准备上述物品的单据并向我方指定的承包商收费。

Please prepare the invoice for above items and bill to my appointed contractor.

请向我们提供结算明细, 以便方便我们向您方开具单据。

Please provide us the billing details in order for us to issue an invoice to you.

公司名称 Company Name			
销售税注册号 Sales Tax Registered No.		服务税注册号 Service Tax Registered No.	
公司地址 Company Address			
公司电话 Company Tel No.		公司传真 Company Fax No.	
单据指定人 Attention to			
电邮 Email		手机 Mobile No.	

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)	展位编号 Booth No		
地址 Address			
电话 Tel	电邮 Email	负责人 Person In-charge	
传真 Fax	手机 Mobile		
日期 Date	签署 Signature & 公司盖章 Co. Stamp		



表格 5: 家具租用
Form 5: FURNITURE ON HIRE

表格 5: 家具租用

Form 5: FURNITURE ON HIRE

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截止日期 Deadline: 25.10.2019

.../ 3

请选择付款方式 (✓)

Please tick (✓) for Payment Option

所选的付款方式的所有银行费用将包括在单据力。

Bank charges of selected payment option will be reflected on the invoice.

☐

VISA / MASTER (信用卡 Credit Card)

*需加收 4% 的银行手续费
subject to 4% bank charges

☐

电汇 (海外交易)

Wire Transfer (Overseas Transaction)

☐ 美金 USD ☐ 新币 SGD

☐

马来西亚支票
Malaysia Cheque

☐

本地银行转账
Local Interbank GIRO (IBG)

备注 NOTES :

- 订购的所有物品均以租赁的基础租出。All items ordered are on rental basis.
- 展位的维修可在展会或活动关闭期间内进行。Maintenance at individual booths can be undertaken during the closed hours of the Exhibition/Event.
- 订单仅在全额汇款的情况下生效。Orders are valid only when accompanied by full remittance.

付款应对于 "INNOGEN SDN. BHD.", 所有的银行详细信息将在单据中注明。Payment should be made in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.

****请将付款单副本传真给我们以进行确认。Please fax to us a copy of your payment slip for confirmation.**

- 如果使用外币付款, 请包括银行佣金, 如果由于汇率差异而收到最终金额低于单据总额, 您需要负责报销剩下的总额给予相关受益人。If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- 在上述截止日期之后, 所有可选项目将收取额外 50% 的附加费。A surcharge of 50% will be imposed on all the optional items after above mentioned deadline.
所有现场订单将收取额外 100% 的附加费。提前的订单将会被优先考虑。A surcharge of 100% will be imposed on all the on-site orders. Priority will be given to advance orders.
- 对于展览期间的现场订单, 物品只能在展览或活动关闭期间交付或安装。For on-site orders during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- 取消通知必须在布展日期至少 7 天前以书面形式提交给 INNOGEN。订单人将会被索取 50% 的取消费用。对于布展期间和现场订单前不到 7 天取消的订单, 全额付款将被没收。NOTICE OF CANCELLATION must be given in writing to INNOGEN at least 7 days before build-up date. A 50% cancellation fees will be imposed. For orders cancelled less than 7 days before build-up date and on-site orders, full payment will be forfeited.
- 任何有关未交付的订购货物的投诉或索赔必须在展会的第一天向 INNOGEN 服务柜台报告, 否则该货物将被视为已妥善交付, 且我公司不接受任何投诉或此后要求。Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

- 此表格将不被视为单据。
在您未收到来自 INNOGEN SDN BHD 的正式单据之前, 请不要支付这些费用。
- This is not an invoice.
Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.

我们承认您方对于是否与我方做出申请的决定是最终的决定。

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传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 6: 电源和灯光供应
Form 6: ELECTRICAL AND LIGHTING SUPPLY

<p>表格 6: 电源和灯光供应</p> <p>Form 6: ELECTRICAL AND LIGHTING SUPPLY</p>	<p>将此表格返回于 Return this form to :</p> <p>INNOGEN SDN BHD 电话 Tel: +60 3-8961 1108 传真 Fax: +60 3-8961 0103 电邮 Email: info@innogen.com.my</p>
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截止日期 Deadline: 25.10.2019

- 1) 如果参展商需要租用额外的照明物品, 请使用此申请表格。
If exhibitors require ADDITIONAL lighting items, please use this requisition form.
- 2) 运用基本无遮蔽展位的参展商或承包商必须通过此表格申请所有所需的电源和灯光供应。
Exhibitors / their appointed contractors occupying BARE SPACE ONLY must order electrical and lighting requirements using this form.

编号 No.	物品 Item	瓦特 Watt	单价 Unit Price (RM)		数量 Qty	总额 Total (RM)
			之前 Before 25/10/2019	26/10/2019 – 22/11/2019		
电源配件 Electrical Fittings - 官方承包商租用的设备和配件 Equipment and fittings on hire from the official contractor:						
	LED 类型 Type					
INN101	LED 灯管 LED Tube Light	18w	68.00	102.00		
INN102a	LED 灯管 4 英尺 (散套) LED Tube Light 4ft (Loose Set)	18w	70.00	105.00		
INN102b	LED 灯管 3 英尺 (散套) LED Tube Light 3ft (Loose Set)	14w	70.00	105.00		
INN102c	LED 灯管 2 英尺 (散套) LED Tube Light 2ft (Loose Set)	9w	70.00	105.00		
INN103a	LED 射灯 LED Spotlight (暖光 warm)	10w	90.00	135.00		
INN103b	LED 射灯 LED Spotlight (白光 white)	10w	90.00	135.00		
INN104a	LED 长臂射灯 LED Arm Spotlight (暖光 warm)	10w	95.00	142.50		
INN104b	LED 长臂射灯 LED Arm Spotlight (白光 white)	10w	95.00	142.50		
INN105a	LED 聚焦射灯 LED Focus Spotlight (暖光 warm)	13w	105.00	157.50		
INN105b	LED 聚焦射灯 LED Focus Spotlight (白光 white)	13w	105.00	157.50		
INN106a	LED 聚焦长臂射灯 LED Focus Arm Spotlight (暖光 warm)	13w	110.00	165.00		
INN106b	LED 聚焦长臂射灯 LED Focus Arm Spotlight (白光 white)	13w	110.00	165.00		
INN107a	LED 迷你铬灯 LED Mini Chrome Light (暖光 warm)	5w	150.00	225.00		
INN107b	LED 迷你铬灯 LED Mini Chrome Light (白光 white)	5w	150.00	225.00		
INN108a	LED 轨道灯(石英灯) LED Tracklight (with Halogen Spot) x3 (暖光 warm)	10W - 15W	330.00	495.00		
INN108b	LED 轨道灯(石英灯) LED Tracklight (with Halogen Spot) x3 (白光 white)	10W - 15W	330.00	495.00		
INN108c	LED 轨道灯(石英灯) LED Tracklight (with Halogen Spot) x3 (暖光 warm)	20W - 30W	435.00	652.50		
INN108d	LED 轨道灯(石英灯) LED Tracklight (with Halogen Spot) x3 (白光 white)	20W - 30W	435.00	652.50		
INN109a	LED 小太阳灯 LED Flood Light (暖光 warm)	50w	240.00	360.00		
INN109b	LED 小太阳灯 LED Flood Light (白光 white)	50w	240.00	360.00		
INN110a	LED 长臂小太阳灯 LED Arm Flood Light (暖光 warm)	50w	260.00	390.00		
INN110b	LED 长臂小太阳灯 LED Arm Flood Light (白光 white)	50w	260.00	390.00		
INN111a	LED 石英下灯 LED Halogen Down Light (暖光 warm)	13w	110.00	165.00		
INN111b	LED 石英下灯 LED Halogen Down Light (白光 white)	13W	110.00	165.00		
INN112a	LED AR111 石英下灯 x3 (with 3 nos. of Halogen Downlight) (暖光 warm)	15w	450.00	675.00		

我们承认您方对于是否与我方做出申请的决定是最终的决定。

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公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 6: 电源和灯光供应
Form 6: ELECTRICAL AND LIGHTING SUPPLY



表格 6: 电源和灯光供应 Form 6: ELECTRICAL AND LIGHTING SUPPLY	将此表格返回于 Return this form to : INNOGEN SDN BHD 电话 Tel: +60 3-8961 1108 传真 Fax: +60 3-8961 0103 电邮 Email: info@innogen.com.my
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截止日期 Deadline: 25.10.2019

.../ 2

INN112b	LED AR111 石英灯 x3 (with 3 nos. of Halogen Downlight) (白光 white)	15W	450.00	675.00		
Lighting Connection – Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor:						
INN115a	电源接驳 Lighting Connection	最大为 100 瓦 max. 100W	70.00	105.00		
INN116	LED 灯条电源接驳 Lighting Connection for LED Bulb (一个连接为 2 粒灯泡/灯管 2 bulbs per connection)	最大为 60 瓦 max. 60watt	70.00	105.00		
INN117	LED 灯条电源接驳 Lighting Connection for LED Strip (一个连接最长为 2 米 max. 2mL per connection)	长度最长 2 米 max. 2m length	70.00	105.00		

电源 / 隔离器 - 官方承包商租用的设备和配件 Power Point / Isolator – Equipment and fittings on hire from the official contractor:
 电源点仅用于单一机器/电器/展品, 严格勿使用于照明用途。Power points are used for single machinery / electrical appliances / exhibits only, STRICTLY NOT for lighting purposes.

INN113	13 安培单相电源点 13Amp Single Phase Power Point	13 安培 (最大 500 瓦) 13A (max. 500w)	70.00	105.00		
INN114	15 安培单相电源点 15Amp Single Phase Power Point	15 安培 (最大 2000 瓦) 15A (max. 2000w)	90.00	135.00		
请注明 24 小时的用途 Please specify the usage of 24 hrs supply:						
基本无遮蔽展位临时电源 TEMPORARY POWER SUPPLY for Bare Space Stand (布展日 build-up ONLY) :						
	13 安培单相电源点 13 Amp Single Phase Power Point		150.00	225.00		
总额 TOTAL (RM)						

☐ 请准备上述物品的单据并向我方收费。
Please prepare the invoice for above items and bill to us.

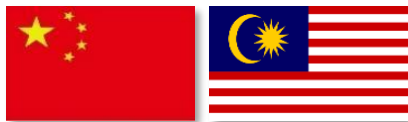
☐ 请准备上述物品的单据并向我方指定的承包商收费。
Please prepare the invoice for above items and bill to my appointed contractor.

请向我们提供结算明细, 以便方便我们向您方开具单据。
Please provide us the billing details in order for us to issue an invoice to you.

公司名称 Company Name			
销售税注册号 Sales Tax Registered No.	服务税注册号 Service Tax Registered No.		
公司地址 Company Address			
公司电话 Company Tel No.	公司传真 Company Fax No.		
单据指定人 Attention to			
电邮 Email	手机号码 Mobile No.		

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请选择付款方式 (✓)

Please tick (✓) for Payment Option

所选的付款方式的所有银行费用将包括在单据内。

Bank charges of selected payment option will be reflected on the invoice.

☐

VISA / MASTER (信用卡 Credit Card)

*需加收 4% 的银行手续费

subject to 4% bank charges

☐

电汇 (海外交易)

Wire Transfer (Overseas Transaction)

☐ 美金 USD

☐ 新币 SGD

☐

马来西亚支票

Malaysia Cheque

☐

本地银行转账

Local Interbank GIRO (IBG)

备注 NOTES :

- 以上所有项目均根据楼层安装进行报价。All items above are quoted based on floor level installation.
- 参展商必须在“服务地点平面图”上注明灯光/插座/连接点的位置。否则, 搬迁费用将由参展商承担。Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charged to exhibitor.
- 订购的所有物品均以租赁的基础租出。All items ordered are on rental basis.
- 展位的维修可在展会或活动关闭期间内进行。Maintenance at individual booths can be undertaken after the closed hours of the Exhibition/Event.
- 所有报价均包括于安装与维修。All prices quoted include installation and standby maintenance.
- 电源点仅用于非照明目的。任何被用于照明目的的电源点将被列为灯光连接的费用。Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.
- 所有灯光连接将根据支架上点亮的灯管或灯泡的数量收费。鼓励参展商尽可能使用更高电压的灯泡。(每个灯管/灯泡的最高 100 瓦特)。All lighting connection will be charged according to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube) wherever possible.
- 每条 LED 灯光连接最多适用于安装 2 个 LED 灯泡或灯管, 一条 LED 灯光连接的最大长度为 2 米。Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.
- 自备的灯具必须包括连接, 并含有一个终结点, 以方便官方承包商进行电源连接。Own light fittings must include wirings and terminate at one point for connection by official electrical contractor.
- 一个插座必须只用于一个展品。严格禁止多点连接以防止电源过载的风险。A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- 被发现因灯光设备/电器/机器等而导致电源跳闸的参展商将负责所有重启电源的费用(如果需要的话)。Exhibitor whose lighting fixtures / electrical appliances / machines / etc. are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- 所有电器装置必须严格遵守所要求的安全规定。All electrical installations must conform strictly to the required safety regulations without exception.
- 主办单位/场地/官方承包商保留把任何被视为危险或可能对公众或其他展商造成烦扰的装置进行切断电源的权力。The Organiser / Venue / Official Contractor reserves the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chrgeman, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- 订单仅在全额汇款的情况下生效。Orders are valid only when accompanied by full remittance.

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截止日期 Deadline: 25.10.2019

.../ 4

- 付款应对于 "INNOGEN SDN. BHD.", 所有的银行详细信息将在单据中注明。Payment should be made in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.

****请将付款单副本传真给我们以进行确认。Please fax to us a copy of your payment slip for confirmation.**

- 如果使用外币付款, 请包括银行佣金, 如果由于汇率差异而收到最终金额低于单据总额, 您需要负责报销剩下的总额给予相关受益人。If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- 如果您需要 24 小时营业服务, 电气设备将会另有 100% 的附加费, 除非另有说明。A surcharge of 100% for electrical equipment will be added if you require 24-hour operating services, otherwise stated.
- 在上述截止日期之后, 所有可选项目将收取额外 50% 的附加费。A surcharge of 50% will be imposed on all the optional items after above mentioned deadline.
所有现场订单将收取额外 100% 的附加费。提前的订单将会被优先考虑。A surcharge of 100% will be imposed on all the on-site orders. Priority will be given to advance orders.
- 对于展览期间的现场订单, 物品只能在展览或活动关闭期间交付或安装。For on-site orders during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- 取消通知必须在布展日期间至少 7 天前以书面形式提交给 INNOGEN。订单人将会被索取 50% 的取消费用。对于布展期间和现场订单前不到 7 天取消的订单, 全额付款将被没收。NOTICE OF CANCELLATION must be given in writing to INNOGEN at least 7 days before build-up date. A 50% cancellation fee will be imposed. For orders cancelled less than 7 days before build-up date and on-site orders, full payment will be forfeited.
- 任何有关未交付的订购货物的投诉或索赔必须在展会的第一天向 INNOGEN 服务柜台报告, 否则该货物将被视为已妥善交付, 且我公司不接受任何投诉或此后要求。Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

- 此表格将不被视为单据。
在您未收到来自 INNOGEN SDN BHD 的正式单据之前, 请不要支付这些费用。
- This is not an invoice.
Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	

BASIC EXHIBITION FURNISHING GUIDE



FURNITURE



INN001
Information Desk
L975 x D505 x H750



INN002
Information Counter
L1030 x D535 x H1020



INN003
Bistro Table
Dia500 x H1100



INN004
Round Table
Dia900 x H755



INN005
Square Table
L750 x D750 x H755



INN006
System Coffee Table
L550 x D550 x H515



INN007
Glass Top Coffee Table
L460 x D490 x H490



INN008
Lockable Cabinet
L975 x D505 x H750



INN009
High Showcase
L1030 x D535 x H2000



INN010
Low Showcase
L970 x D500 x H940



INN011
Bar Stool
Dia380 x H740



INN012
Hydraulic Bar Stool
Dia394 x H740



INN013
Folding Chair
L435 x D435 x H790



INN014
Conference Chair
L460 x D500 x H780



INN015
Easy Arm Chair
L500 x D450 x H800



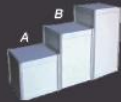
INN016
Chrome Chair
L420 x D415 x H700



INN017
Fabric Sofa
L520 x D750 x H780



INN018
Leather Chrome Sofa
L860 x D800 x H800



INN019
Display Plinth (set)



INN020
Display Plinth A
L535 x D535 x H500



INN021
Display Plinth B
L535 x D535 x H750



INN022
Display Plinth C
L535 x D535 x H1000



INN023*
Flat Shelf
L985 x D300



INN024*
Slope Shelf
L985 x D300



INN025
Brochure Rack
4-tier
L280 x D400 x H1100



INN026
Book Shelf
6-tier Single-sided
L970 x D450 x H1940



INN027
Book Shelf
4-tier Double-sided
L970 x D600 x H1400



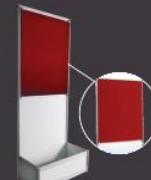
INN028
Refrigerator
L520 x D560 x H1130



INN029
Waste Paper Basket



INN030
Coat Rack
L950 x D400 x H1500



INN031*
Display Board
(Red / Black)
L950 x H1200



INN032*
Folding Door
L950 x H2150



INN033*
System Plant Trough
L1030 x D535 x H350

* only attachable on system wall

ELECTRICAL & LIGHTING



INN101
4ft- 18W
LED Tube Light



INN102
4ft- 18W
LED Tube Light
(Loose Set)



INN103
10W
LED Spotlight



INN104
10W
LED Arm Spotlight



INN105
13W
LED Focus Spotlight



INN106
13W
LED Focus Arm
Spotlight



INN107
5W
LED Mini Chrome
Light



INN108
3x (10W- 15W)
3x (20W- 30W)
LED Tracklight
(with Halogen Spot)



INN109
50W
LED Flood Light



INN110
50W
LED Arm Flood
Light



INN111
13W
LED Halogen Down
Light



INN112
15W x 3
LED AR111
(with Halogen Down
Light)



INN113
13Amp Single Phase
Power Point (max. 500W)



INN114
15Amp Single Phase
Power Point (max. 2000W)

INNOGEN SDN. BHD. (Co. No: 490655-W)

No. 1, Jalan Perusahaan 1, Taman Industri Selesa Jaya, 43300 Balakong, Selangor, Malaysia.
Tel: +60 3-8961 1108 Fax: +60 3-8961 0687 General Enquiry: info@innogen.com.my

www.innogen.com.my

Notes :-

1) All dimensions are in millimeters (mm).

2) Innogen reserves the right to substitute the product with similar item at any time without prior notice.

3) All items are on rental and first-come-first-serve basis.



表格 7: 视听设备租用
Form 7: AUDIO VISUAL EQUIPMENT ON HIRE

表格 7: 视听设备租用

Form 7: AUDIO VISUAL EQUIPMENT ON HIRE

将此表格返回于 Return this form to :

INNOGEN SDN BHD

电话 Tel: +60 3-8961 1108

传真 Fax: +60 3-8961 0103

电邮 Email: info@innogen.com.my

截止日期 Deadline: 25.10.2019

1) 如果参展商需要租用额外的视听设备, 请使用此申请表格。

If exhibitors require ADDITIONAL audio-visual equipment, please use this requisition form.

编号 No.	物品 Item	单价 Unit Price (RM)		数量 Qty	总额 Total (RM)
		之前 Before 25/10/2019	26/10/2019- 22/11/2019		
AV001	32 吋液晶显示器和桌架 + 1 个安培单相插座 32" LED TV c/w Table Stand + 1 unit 13amp single phase socket	1000.00	1500.00		
AV001a	32 吋液晶显示器和落地架 + 1 个安培单相插座 32" LED TV c/w Floor Stand + 1 unit 13amp single phase socket	1100.00	1650.00		
AV002	43 吋液晶显示器和桌架 + 1 个安培单相插座 43" LED TV c/w Table Stand + 1 unit 13amp single phase socket	1300.00	1950.00		
AV002a	43 吋液晶显示器和落地架 + 1 个安培单相插座 43" LED TV c/w Floor Stand + 1 unit 13amp single phase socket	1400.00	2100.00		
AV003	50 吋液晶显示器和桌架 + 1 个安培单相插座 50" LED TV c/w Table Stand + 1 unit 13amp single phase socket	1500.00	2250.00		
AV003a	50 吋液晶显示器和落地架 + 1 个安培单相插座 50" LED TV c/w Floor Stand + 1 unit 13amp single phase socket	1600.00	2400.00		
AV004	60 吋液晶显示器和桌架 + 1 个安培单相插座 60" LED TV c/w Table Stand + 1 unit 13amp single phase socket	2100.00	3150.00		
AV004a	60 吋液晶显示器和落地架 + 1 个安培单相插座 60" LED TV c/w Floor Stand + 1 unit 13amp single phase socket	2200.00	3300.00		
AV005	自由站立落地支架 Free standing floor stand	200.00	300.00		
AV006	DVD 或 VCD 播放器 DVD or VCD player	240.00	360.00		
AV007	6' x 6' 上拉投影机屏幕 6' x 6' Pull up projector screen	550.00	825.00		
AV008	8' x 8' 上拉投影机屏幕 8' x 8' Pull up projector screen	700.00	1050.00		
AV009	3000 ansi Lumens DLP Projector 投影机	2100.00	3150.00		
AV010	6000 ansi Lumens DLP Projector 投影机	5000.00	7500.00		
AV011	显示屏面板: 17 吋液晶显示器 (数据输入) Display Panel: 17" LCD Monitor (data input)	750.00	1125.00		
AV012	打印机: HP 激光黑色和白色, 包括现有碳粉匣 Printer: HP Laser Black & White c/w existing toner	1200.00	1800.00		
AV013	额外添加碳粉匣 Additional toner	900.00	1350.00		
总额 TOTAL (RM)					

☐ 请准备上述物品的单据并向我方收费。

Please prepare the invoice for above items and bill to us.

☐ 请准备上述物品的单据并向我方指定的承包商收费。

Please prepare the invoice for above items and bill to my appointed contractor

请向我们提供结算明细, 以便方便我们向您方开具单据。

Please provide us the billing details in order for us to issue an invoice to you.

公司名称 Company Name			
销售税注册号 Sales Tax Registered No.		服务税注册号 Service Tax Registered No.	
公司地址 Company Address			
公司电话 Company Tel No.		公司传真 Company Fax No.	
单据指定人 Attention to			
电邮 Email		手机号码 Mobile No.	

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax		
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 7: 视听设备租用
Form 7: AUDIO VISUAL EQUIPMENT ON HIRE

表格 7: 视听设备租用

Form 7: AUDIO VISUAL EQUIPMENT ON HIRE

将此表格返回于 Return this form to :

INNOGEN SDN BHD

电话 Tel: +60 3-8961 1108

传真 Fax: +60 3-8961 0103

电邮 Email: info@innogen.com.my

截止日期 Deadline: 25.10.2019

.../ 2

请选择付款方式 (✓)

Please tick (✓) for Payment Option

所选的付款方式的所有银行费用将包括在单据内。

Bank charges of selected payment option will be reflected on the invoice.

☐

VISA / MASTER (信用卡 Credit Card)

*需加收 4% 的银行手续费

subject to 4% bank charges

☐

电汇 (海外交易)

Wire Transfer (Overseas Transaction)

☐ 美金 USD

☐ 新币 SGD

☐

马来西亚支票

Malaysia Cheque

☐

本地银行转账

Local Interbank GIRO (IBG)

备注 NOTES :

- 所有报价均包括于安装与维修。All prices quoted include installation and standby maintenance.
- 展位的维修可在展会或活动关闭期间内进行。Maintenance at individual booths can be undertaken after the closed hours of the Exhibition/Event.
- 订单仅在全额汇款的情况下生效。Orders are valid only when accompanied by full remittance.

付款应对于 "INNOGEN SDN. BHD.", 所有的银行详细信息将在单据中注明。Payment should be made in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.

**请将付款单副本传真给我们以进行确认。Please fax to us a copy of your payment slip for confirmation.

- 如果使用外币付款, 请包括银行佣金, 如果由于汇率差异而收到最终金额低于单据总额, 您需要负责报销剩下的总额给予相关受益人。If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- 在上述截止日期之后, 所有可选项目将收取额外 50% 的附加费。A surcharge of 50% will be imposed on all the optional items after above mentioned deadline.
- 所有现场订单将收取额外 100% 的附加费。提前的订单将会被优先考虑。A surcharge of 100% will be imposed on all the on-site orders. Priority will be given to advance orders.
- 对于展览期间的现场订单, 物品只能在展览或活动关闭期间交付或安装。For on-site orders during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- 取消通知必须在布展日期至少 7 天前以书面形式提交给 INNOGEN。订单人将会被索取 50% 的取消费用。对于布展期间和现场订单前不到 7 天取消的订单, 全额付款将被没收。NOTICE OF CANCELLATION must be given in writing to INNOGEN at least 7 days before build-up date. A 50% cancellation fee will be imposed. For orders cancelled less than 7 days before build-up date and on-site orders, full payment will be forfeited.
- 任何有关未交付的订购货物的投诉或索赔必须在展会的第一天向 INNOGEN 服务柜台报告, 否则该货物将被视为已妥善交付, 且我公司不接受任何投诉或此后要求。Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

- 此表格将不被视为单据。

在您未收到来自 INNOGEN SDN BHD 的正式单据之前, 请不要支付这些费用。

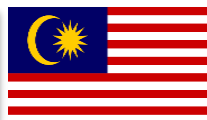
- This is not an invoice.

Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 8: 植物和插花布置租用

Form 8: PLANTS AND FLORAL ARRANGEMENT ON HIRE

表格 8: 植物和插花布置租用

Form 8: PLANTS AND FLORAL ARRANGEMENT ON HIRE

将此表格返回于 Return this form to :

INNOGEN SDN BHD

电话 Tel: +60 3-8961 1108

传真 Fax: +60 3-8961 0103

电邮 Email: info@innogen.com.my

截止日期 Deadline: 25.10.2019

2) 如果参展商需要租用额外的植物和插花布置, 请使用此申请表格。

If exhibitors require ADDITIONAL plants and floral arrangement, please use this requisition form.

编号 No.	物品 Item	单价 Unit Price (RM)		数量 Qty	总额 Total (RM)
		之前 Before 25/10/2019	26/10/2019 – 22 /11/2019		
P001	盆栽: 大 (5' – 7') Potted plant : big (5' – 7')	40.00	60.00		
P002	盆栽: 中 (2' – 4') Potted plant : medium (2' – 4')	30.00	45.00		
F001	插花布置: 大 Floral arrangement: large	180.00	270.00		
F002	插花布置: 中 Floral arrangement: medium	120.00	180.00		
F003	插花布置: 小 Floral arrangement: small	80.00	120.00		
F004	花架: 一层 Floral stand: 1-tier	180.00	270.00		
F005	花架: 双层 Floral stand: 1-tier	250.00	375.00		
总额 TOTAL (RM)					

☐ 请准备上述物品的单据并向我方收费。

Please prepare the invoice for above items and bill to us.

☐ 请准备上述物品的单据并向我方指定的承包商收费。

Please prepare the invoice for above items and bill to my appointed contractor.

请向我们提供结算明细, 以便方便我们向您方开具单据。

Please provide us the billing details in order for us to issue an invoice to you.

公司名称 Company Name			
销售税注册号 Sales Tax Registered No.		服务税注册号 Service Tax Registered No.	
公司地址 Company Address			
公司电话 Company Tel No.		公司传真 Company Fax No.	
单据指定人 Attention to			
电邮 Email		手机 Mobile No.	

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 8: 植物和插花布置租用

Form 8: PLANTS AND FLORAL ARRANGEMENT ON HIRE

表格 8: 植物和插花布置租用

Form 8: PLANTS AND FLORAL ARRANGEMENT ON HIRE

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INNOGEN SDN BHD

电话 Tel: +60 3-8961 1108

传真 Fax: +60 3-8961 0103

电邮 Email: info@innogen.com.my

截止日期 Deadline: 25.10.2019

.../ 2

请选择付款方式 (✓) Please tick (✓) for Payment Option

所选的付款方式的所有银行费用将包括在单据力。Bank charges of selected payment option will be reflected on the invoice.

☐

VISA / MASTER (信用卡 Credit Card)

*需加收 4% 的银行手续费
subject to 4% bank charges☐

电汇 (海外交易)

Wire Transfer (Overseas Transaction)

☐ 美金 USD ☐ 新币 SGD☐

马来西亚支票

Malaysia Cheque

☐

本地银行转账

Local Interbank GIRO (IBG)

备注 NOTES :

- 所有报价均包括于安装与维修。All prices quoted include installation and standby maintenance.
- 展位的维修可在展会或活动关闭期间内进行。Maintenance at individual booths can be undertaken after the closed hours of the Exhibition/Event.
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- 如果使用外币付款, 请包括银行佣金, 如果由于汇率差异而收到最终金额低于单据总额, 您需要负责报销剩下的总额给予相关受益人。If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
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- 在您未收到来自 INNOGEN SDN BHD 的正式单据之前, 请不要支付这些费用。

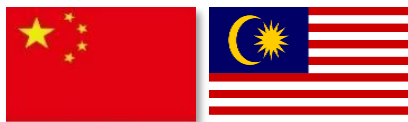
This is not an invoice.

Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 9: 安排运输/运货通知
Form 9: TRANSPORT/SHIPMENT ORDER



表格 9: 安排运输/运货通知

Form 9: TRANSPORT/SHIPMENT ORDER

将此表格返回于 Return this form to :

**R.E ROGERS
(MALAYSIA) SDN BHD**
电话 Tel: +603-5510 8611
传真 Fax: +60 3-5510 6296/2208
电邮 Email: info@roger-asia.com

A. 展品货物运抵截止日期

为了确保展品的及时清关并运输到展馆, 所有货物务必在以下日期前到达:

海运货物: 开展前14天

空运货物: 开展前10天

影片或CD: 开展前30天

晚于上述日期抵达的展品将收取不低于25%的晚到加收手续费

由于展品延迟抵达, 可能导致临时进口文件不及时处理, 您的货物将被视为永久性进口, 所产生的关税及税款将由客户自行承担。

B. 收货人信息

所有发往马来西亚的海运、空运的货物必须以运费预付方式发至如下收货人:

R. E. Rogers (Malaysia) Sdn Bhd

No.7 Jalan Warden U1/76 Taman Perindustrian Batu Tiga

40000 Shah Alam Selangor, Malaysia

目的港/机场: 海运 - Port Klang (North Port)

空运 - Kuala Lumpur International Airport

C. 运费

除非另有约定, 否则所有海运、空运的货物必须预付运费。以运费到付方式的货物将被额外收取10%的手续费, 并且必须在将货物运送到展台之前结清款项。

MALAYSIA PRIVATE LABEL EXPO 2019

25 - 27 November 2019

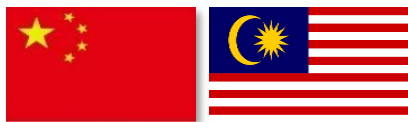
Kuala Lumpur City Centre

Kuala Lumpur, MALAYSIA

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 9: 安排运输/运货通知
Form 9: TRANSPORT/SHIPMENT ORDER



表格 9: 安排运输/运货通知

Form 9: TRANSPORT/SHIPMENT ORDER

将此表格返回于 Return this form to :

**R.E ROGERS
(MALAYSIA) SDN BHD**

电话 Tel: +603-5510 8611

传真 Fax: +60 3-5510 6296/2208

电邮 Email: info@roger-asia.com

D. 军工展品

马来西亚有严格的法律规定临时进口军事装备。安排发货前, 请注意以下情况:

- 仅允许运输武器模型或惰性处理后的武器弹药、爆炸品。
- 货物的详细参数, 包括发票/装箱单和包含这些物品的销售手册, 需在展会开始前两个半月以前以快递方式寄给我司。
- 所有具有军事性质的物品需单独包装、开票和运输。
- 抵达巴生港/吉隆坡国际机场后, 武装仓库存储、护送到展览现场、现场武装仓库存储、监管, 将产生额外费用, 该费用将单独收取。
- 除去所有在标准费率表上列明的手续费外, 还将额外收取RM430.00 / 票的服务费。

E. 医药产品

任何药品都需要许可证才可用于展示。如果您展出的产品属于此类别, 必须在展会开始前两个半月以前提供完整的详细信息, 包括发票/装箱单和销售手册。

F. 电信设备

任何电信设备都需要许可证才可用于展示。如果您展出的产品属于此类别, 必须在展会开始前两个半月以前提供完整的详细信息, 包括发票/装箱单和销售手册。

G. 车辆展品

任何用于展示或演示的进口机动车辆必须具有马来西亚国际贸易和工业部 (MITI) 的进口许可证。如果您展出的产品属于此类别, 请将包括发票/装箱单和销售手册在内的完整详细信息在展会开始前两个半月以前提供给我们。

H. 食品和饮料

请在展览开始前至少两个月向我们提供您的货物的详细信息。我们将事先向您确认所需的进口文件以及相关特殊要求。下列展品不能在未事先与我们联系的情况下发货:

- i. 葡萄酒, 烈酒和白酒
- ii. 乳制品
- iii. 新鲜和冷冻肉
- iv. 新鲜和冷冻鱼类和海鲜

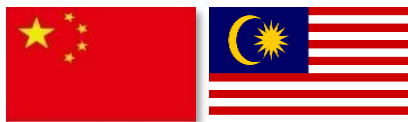
重要提示!!!

授予进口许可完全由相关政府部门决定, 即使货物抵达马来西亚后, 我们也不承担拒绝批准此类许可的责任。

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

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电话 Tel: +603-5510 8611
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电邮 Email: info@roger-asia.com

I. 货运抵达预报通知

请务必通过电子邮件在发运前将装运信息发送给我们至info@rogers-aisa.com。包括以下信息:

海运

预计出发日期 :
预计抵达Port Klang的日期 :
提单号 :
船名 :
件数 :
体积/重量 :

空运

预计出发日期 :
预计抵达KL 国际机场的日期 :
航班号 :
件数 :
重量 :

J. 文件

为了避免延误, 请提供以下文件用于我司为您办理清关手续:

海运

海运提单-2份原件和2份复印件
发票/装箱单-1份原件和7份复印件
保险单-1份原件和1份复印件

空运

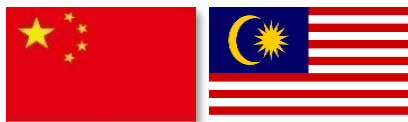
发票/装箱单-1份原件和7份复印件
保险单- 1份复印件

- 若您愿意提供包含发票项目的描述性手册副本更佳。
- 所需文件应于货物抵达Port Klang 或吉隆坡国际机场7天前由航空快递到我司。

我们承认您方对于是否与我方做出申请的决定是最终的决定。

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传真 Fax: +60 3-5510 6296/2208

电邮 Email: info@roger-asia.com

所有发票/装箱单应列出:

Name of Exhibition:

c/o R.E. Rogers (Malaysia) Sdn Bhd

No. 7 Jalan Warden U1/76

Taman Perindustrian Batu Tiga

40000 Shah Alam Selangor, Malaysia

现有两种进口方式, 详情如下:

1. 永久进口

适用于所有留在马来西亚的物品, 无论是卖出、销毁、赠送、捐赠、展示、展台配件、海报等。

展品没有免税优惠, 因此所有商品留购需支付进口关税和税款, 将通过正式收据收费。在此类别中开具发票时, 可以在马来西亚的RINGGIT中查询准确的CIF价值。

建议您不要运送食品或任何形式的饮料, 建议您在当地购买。

2. 临时进口

这类展品包括展览后将出口退运的所有物品, 这些展品必须由银行担保。未经海关事先许可, 以此方法进口的物品不得出售, 捐赠或销毁。在此类别中开具发票时, 可以在马来西亚的RINGGIT中查询准确的CIF价值。

- 发运的展品必须按照回运和不回运中单独开具发票。请勿在同一张发票上将两个类别混合。

- 所有发票必须出示原始签名并显示原产国以及进口方式, 即“此发票上的货物属于(原产国), 并且(临时)/(永久)进口用于本次展览。

为了便于文件准备, 我们在附件中提供了的合并形式的发票/装箱单的模板, 但请确保每份副本都有原始签名并附上公司印章。

K. ATA单证册

马来西亚接受ATA单证册, 并推荐参展商使用ATA证书替代发票及银行保证金, 若展品价值较高, 使用ATA证书将降低成本。但请确保在展会结束时, ATA证书中所列的展品完整的出口退运, 在ATA证书上注册的展品, 海关不允许永久性地将物品进口。除了ATA证书, 还应提供一份包装清单, 其中包括ATA中列出的物品。此类申报将收取100美元/ATA证书的费用。

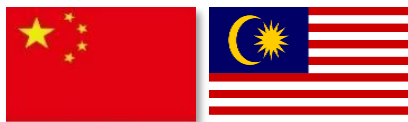
L. 海关检查

- 根据马来西亚海关对以往展会的检验, 每个箱子都将被打开, 并根据发票/装箱单核对。
- 请确保准备文件时, 发票/装箱单与包装箱中货物的内容相符。
- 如果发现未申报或申报不符的物品, 海关将处以罚款。罚款将由贵公司承担。

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

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电邮 Email: info@roger-asia.com

M. 唛头标记

所有箱子唛头必须清楚标明如下:

展会名称 :
展馆号/展位号 :
参展商/公司名 :
展位号 :
箱号 :
尺寸 :
毛重和净重 :

请不要将临时进口和永久进口的货物混合放在一个箱子中, 这将导致清关和检验延迟, 并将产生额外费用。所有包装箱都只能有唯一的进口形式, 即临时进口或永久进口。

N. 重量和高度限制

- 由于展厅的尺寸和重量限制, 请确保箱子尺寸不超过2.50 x 6.00 x 2.00m, 重量不超过2吨。
- 如果需要运输超过上述尺寸及重量的箱子, 请提前联系我们, 并提供完整的规格和展位号, 我们将单独向您提供相应的建议。
- 若没有遵守上述规定, 如果展品无法展示, 我司将不承担任何责任。
- 未涉及的说明请参照主办方发布的参展商手册中的注释。

O. 包装

所有箱子和包装的构造应能承受大量搬运以及重新包装。建议您不要使用纸板箱, 强烈建议您使用螺栓可回收型箱体来包装展品。

P. 电影和录像带

- 所有在展览会上展出的电影及录像带必须先由马来西亚审查委员会批准。请在展会开展前一个月前送达马来西亚, 并联系我们安排审查批准。
- 这些物品应通过空运发送给我们。收货人信息请参照B项, 但请确保发货前提前告知我们, 以便我们了解到货情况。

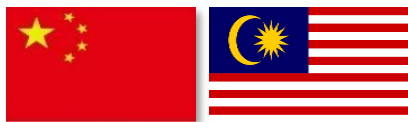
Q. 快递发货

- 我们不推荐使用快递将您的展品寄往展会(录像带除外)。
- 如果展品通过快递到达, 他们将由快递公司处理如下:
 - a. 小册子/目录 - 永久进口 - 非应税
由我们代收, 然后在展会现场交付给您, 将收取100美元的费用。

我们承认您方对于是否与我方做出申请的决定是最终的决定。

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电邮 Email: info@roger-asia.com

b. 展览和展览 - 应税海关

- 此类展品将会在支付关税后由我们代收。我们无法在银行担保下将这些展品清关，并且需要参展商确认在开展前支付关税和税款后，才能送货。
- 所有快递公司收取的费用将按10%收取预付款，此外还将额外收取60美元的费用。
- 我司对快递发送的展品不承担任何责任或义务，且不涉及清关。

R. 展览结束

展览会结束后，我们会尽快将空箱和包装材料运回展台。如果需要重新包装，请确保有您公司的代表在场监督此操作，并且在回运之前，已向我们的现场人员发出运费说明。

S. 出口退运

- 在规划下一个使用展品的计划时，请牢记展会结束后再出口需要较长的时间才能完成海关文件。
处理出口海关文件所需的最短期限为两周。我司的员工将在整个展会期间在展览现场提供有关支付关税和转运的所有事宜的建议。2010年“战略贸易法”（STA）的适用范围还将延长两周。欲了解更多信息，请访问以下网站<http://www.miti.gov.my/> 检查并确认您的货物是否属于此行为。
- 若您有关于货运代理和展品清关的任何问题，请随时与我们联系，我们乐意为您提供帮助。

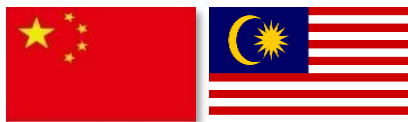
T. 条款和条件 - 保险

这些运输说明受我司交易的标准条款和条件的约束。所有工作均由我们承担所有者的风险，但我们不提供任何保险。每个参展商都应确保所有货物从发货后到展览结束后返回工厂或交付给买方或其他目的地都具备全面的保险。

我们承认您方对于是否与我方做出申请的决定是最终的决定。

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电邮 Email: info@roger-asia.com

NOTES:

A. ARRIVAL DEADLINES

To ensure the timely delivery of your exhibit's customs cleared to the exhibition site to coincide with the move-in schedule, all shipments must arrive by the following dates: -

Sea Freight : 14 days before exhibition

Air Freight : 10 days before exhibition

Films & CDs : 30 days before exhibition

Any cargo arriving after the above dates will be subject to a late arrival surcharge of not less than **25%** of the handling charge.

Due time constraint we may not have sufficient time to process your documents for temporary importation and as such your shipment will be treated as a permanent import incurring duty and taxes which will be passed on.

B. CONSIGNEE INSTRUCTIONS

All cargo forwarded to Malaysia by either sea or air must be consigned Freight Prepaid to:

*R. E. Rogers (Malaysia) Sdn Bhd
No.7 Jalan Warden U1/76 Taman
Perindustrian Batu Tiga
40000 Shah Alam Selangor, Malaysia*

Port Of Discharge: Sea Freight - Port Klang (North Port)
Air Freight - Kuala Lumpur International Airport

C. FREIGHT CHARGES

Unless agreed otherwise all cargo forwarded by either sea or air must be shipped freight prepaid. Any consignments arriving Malaysia on a freight collect basis will be subject to an intervention charge of **10%** which will be levied to the freight cost and payment will have to be made prior to delivery of goods to the exhibition stand.

**MALAYSIA PRIVATE LABEL EXPO 2019
25 – 27 November 2019
Kuala Lumpur City Centre
Kuala Lumpur, MALAYSIA**

D. MILITARY EXHIBITS

There are strict laws in Malaysia governing the temporary importation of military equipment. When arranging shipment, we would please ask that the following is observed:

- Only dummy or inert weapons ammunition or explosive are to be forwarded.
- Full details of your exhibits including the invoice/packing list and a sales brochure covering the items are to be forwarded to us by air courier to reach us no later than: **2 ½ months** before exhibition.
- All items of a military nature are to be packed, invoiced and shipped separately.
- Extra charges will be incurred upon arrival Port Kelang/Kuala Lumpur International Airport to cover for the armed storage, escort to the exhibition site and armed storage on site including supervision. All such charges as incurred will be passed back at cost.
- In addition to the handling charges as detailed in our tariff there will be a service fee of RM430.00 per bl/awb

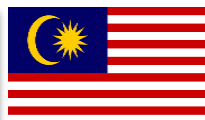
E. PHARMACEUTICAL PRODUCTS

A licence is required for the importation of any pharmaceutical products either for display purposes. Should you be exhibiting any products, which fall into this category please be advised that we must have full details including an invoice/packing list and sales brochures by the: **2 ½ months** before exhibition.

我们承认您方对于是否与我方做出申请的决定是最终的决定。

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.../ 2

F. **TELECOMMUNICATION EQUIPMENT**

A license is required for the importation of any telecommunication equipment either for display or demonstration purposes. Should you be exhibiting any products, which fall into this category please be advised that we must have full detail including an invoice/ packing list and sales brochures by the: **2 ½ months** before exhibition.

G. **IMPORTANT OF VEHICLE EXHIBITS**

An import licence from the Malaysia International Trade and Industry Ministry (MITI) is required for the importation of any motorized vehicles either for display or demonstration purposes. Should you be exhibiting any products, which fall into this category please be advised that we must have full details including an invoice/packing list and sales brochures by the: **2 ½ months** before exhibition.

H. **FOOD AND BEVERAGES**

Please supply us with full details of your shipments at least 2 months before the show starts. We will then confirm to you the import documentation required and any special conditions, which may be imposed at this time. On no account are the following products to be shipped without checking with us before hand:

- i. Wine, Spirit Beer & Liquor
- ii. Dairy Products
- iii. Fresh & Frozen Meat
- iv. Fresh & Frozen Fish and Seafood

IMPORTANT!!!

The granting of import permission is solely at the discretion of the relevant government authorities and we cannot be held responsible for their refusal to grant such permission even after the goods have arrived in Malaysia.

I. **PRE-ADVISE OF SHIPMENT**

It is essential to e-mail us at info@rogers-asia.com details of shipment prior to despatch. We will require the following information:

Sea Freight

Estimated Date of departure :
Estimated Date of arrival Port Kelang :
Bill of Lading number :
Vessel Name :
No. of pieces :
Meter cube / kilos :

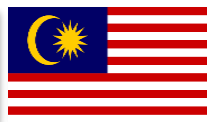
Air Freight

Estimated Date of departure :
Estimated Date of Arrival KL Int'l Airport: AWB No :
Flight No :
No. of pieces :
Kilos :

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 9: 安排运输/运货通知
Form 9: TRANSPORT/SHIPMENT ORDER



表格 9: 安排运输/运货通知

Form 9: TRANSPORT/SHIPMENT ORDER

将此表格返回于 Return this form to :

**R.E ROGERS
(MALAYSIA) SDN BHD**

电话 Tel: +603-5510 8611

传真 Fax: +60 3-5510 6296/2208

电邮 Email: info@roger-asia.com

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J. DOCUMENTATION

So as to arrange customs clearance on your behalf, with minimal delay we will require the following documents:

Sea Freight 2 original & 2 copies of Bill of Lading
1 original & 7 copies of Invoice/Packing List 1 original & 1 copy of Insurance Certificate
Air Freight 1 original & 7 copies of Invoice/Packing List 1 copy of Insurance Certificate

- It would be greatly assisted if you would supply where available a copy of your Descriptive Brochure covering the items as invoiced.
- The required documents should be forwarded by air courier to reach us, not later than 7 days prior to arrival of shipment at wither Port Klang or Kuala Lumpur Int'l Airport.

All invoices/Packing List should be made out to:

Name of Exhibition:
c/o R.E. Rogers (Malaysia) Sdn Bhd
No. 7 Jalan Warden U1/76
Taman Perindustrian Batu Tiga
40000 Shah Alam Selangor, Malaysia

There will be two (2) methods of importation, details as follows:

1. PERMANENT IMPORT

This will apply to all items that will remain in Malaysia whether consumed, destroyed, given away or donated, display material, stand fittings, posters etc.

There is no customs exemption for exhibitions and as such all goods in this category will be imported duty and taxes paid, which will be debited to you by official receipt. When invoicing goods in this category give A REALISTIC CIF VALUE IN MALAYSIAN RINGGIT.

We recommended that you do not ship foodstuff or any form of beverage and suggest that you purchase your requirements locally.

2. TEMPORARY IMPORT

This covers all items that will be exported after exhibition and these must be covered by a Bank Guarantee.

Items imported under this method cannot be disposed of, i.e., sold, donated, destroyed, without prior permission of Customs. When invoicing goods in this category give A TRUE CIF VALUE IN MALAYSIAN RINGGIT.

- Your goods must be invoiced separately in either of the above categories. DO NOT mix both categories together on the same invoice.
- All invoices must bare an ORIGINAL SIGNATURE and show country of origin together with method of import i.e., "The goods on this invoice are of (country of origin) and are for (temporary)/(permanent) import for the purposes of this exhibition.

To assist, we have included a copy of our own combined Invoice/Packing List which may be reproduced as necessary but please ensure that every copy has an original signature and endorsed with your company stamp.

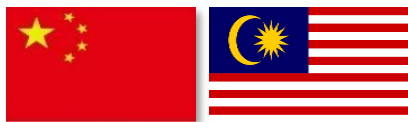
K. ATA CARNET

ATA Carnets are accepted in Malaysia and exhibitors are urged to use these documents as an alternative to the use of your Invoice and our Bank Guarantee, and as such, reduce your costs if high value items are to be exhibited. Please ensure however the exhibits listed in the Carnet will be re-exported at the close of the exhibition, as Malaysian Customs do not allow items to be imported into Malaysia on a permanent basis originally cleared on a Carnet. In addition to the Carnet we should also receive a packing list covering the items as listed in the Carnet. This will greatly assist customs at the time of examination. There will be a charge of USD100/Carnet per way for this type of declaration.

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L. CUSTOMS EXAMINATION

- Malaysian customs are through in their examination on previous exhibitions every case has been opened and the contents have been carefully checked against the invoice/packing list.
- We would strongly recommend that at the time of preparing documentation that you ensure that the invoice/packing list tie up with the contents of your packed cases.
- Please note that Malaysian Customs will impose fines should undeclared or under declared items be found. All such charges will be passed back to the exhibitor.

M. CASE MARKING

All cases and packages must be clearly marked as follows:

Name of Exhibition :
Hall No./Stand No :
Exhibitor/Co's Name :
Stand Number :
Case Number :
Measurement :
Gross & Nett Weight :

DO NOT MIX temporary and permanent imports together in one case as this can cause delays in clearance and examination and will incur extra charges. All cases must show import status i.e., Temporary or Permanent.

N. WEIGHT AND HEIGHT RESTRICTIONS

- Due to size and weight restriction in the exhibition hall, exhibitors and their appointed agents should take special note to ensure that no individual case exceeds a dimension of 2.50 x 6.00 x 2.00m and a weight of 2000 kilos.
- Should it be necessary to ship cases in excess of the above, then please fax us immediately with full specification and also stand location we will then undertake a feasibility study and advise you accordingly.
- Please take note that R. E. Rogers are unable to take any responsibility if exhibits are unable to be placed on stand if the above has not been adhered to.
- We would also draw your attention to the notes in the exhibitor manual as issued by the organizer.

O. PACKING

We cannot put too much emphasis on the importance of all packing being of the highest standard. All cases and packages should be constructed to withstand extensive handling and where required repacking. We would advise against the use of cardboard cartons and strongly recommend for main display and exhibits that bolted returnable type cases are used. While initially they may be expensive, we know from experience that short cuts can prove to be false economy.

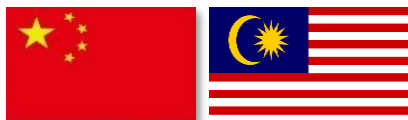
P. FILMS & VIDEO TAPES

- All films and video tapes to be shown at the exhibition must first be cleared by the Malaysian Censorship Board. We will be happy to arrange this on your behalf, but please note that they must arrive Malaysia not later than one month before opening of the exhibition.
- These items should be sent to us by air courier service. Consignee instructions are the same as item B, however please ensure that a pre alert fax is sent to advise us of despatch so that we are able to monitor arrival.

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电邮 Email: info@roger-asia.com

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Q. COURIER SHIPMENTS

- We would discourage the use of Courier Service for the despatch of your material to the exhibition except Video Tapes, item no. K of these instructions refer.
- Should shipment arrive by courier they will be handled by the courier company as follows:
 - a. Brochures/Catalogues – Permanent Importation – Non-Dutiable
These are delivered to our office. We will then re-deliver to you at the exhibition site. A fee of USD100.00 will apply.
 - b. Exhibits & Displays – Customs Dutiable
 - These will only be delivered to our office after customs duty has been paid. We would advise that we are unable to clear these under our bank guarantee and will only accept shipment upon confirmation from the exhibitor that duty and taxes will be paid prior to delivery exhibition site.
 - All charges as incurred from the courier company will be passed back at cost along with 10% to cover advance and in addition a fee of USD60.00 will apply.
 - R.E. ROGERS (MALAYSIA) accepts no liability or responsibility for shipments sent by courier and have no involvement in or influence with customs clearance.

R. CLOSE OF EXHIBITION

We will return empty cases and packing material back to your stand as soon as possible after the close of the exhibition. Where repacking is required, please ensure that a representative is present to supervise this operation and that prior to this complete return freight instructions have been given to our site personnel.\

S. RE-EXPORT

- Re-export after the show may take a considerable time whilst the customs documentation is being completed. Please bare this in mind when planning further, use of your exhibits and displays. The minimum period needed to process export customs documentation is two (2) weeks. Qualified staff from R. E. Rogers (Malaysia) Sdn Bhd will be available on the exhibition site throughout the exhibition tenancy to advise on all matters concerning payment of duty and re-shipment. There will be an additional two (2) weeks for the application of the Strategic Trade Act (STA) 2010 for goods falls under this act. For further information, kindly go to the following website <http://www.miti.gov.my/> to check and confirm if your shipment falls under this act.
- We will be happy to answer any questions related to the Freight Forwarding and clearance of exhibits. If you think we could be of assistance, please do not hesitate to contact us.

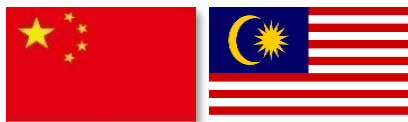
T. TERMS AND CONDITIONS – INSURANCE

These shipping instructions are subject to the standard terms and conditions of trading of R. E. Rogers (Malaysia) Sdn Bhd. All works is undertaken by us at Owner's Risk and no insurance is provided by us. Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their works until returned to their works after the exhibition or until delivery to buyer or other destination.

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传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 10: 参观商胸卡
Form 10: EXHIBITOR BADGE

<p>表格 10: 参展商胸卡</p> <p>Form 10: EXHIBITOR BADGE</p>	<p>将此表格返回于 Return this form to :</p> <p>PINNACLE CONCEPTS SDN BHD</p> <p>电话 Tel: +60 3-7731 5759</p> <p>传真 Fax: +60 3-7731 5759</p> <p>电邮 Email: Info@myprivatelabel.com.my</p>
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截止日期 Deadline: 25.10.2019

在亚洲自有品牌贸易展(吉隆坡)展览会期间, 参展商必须随时佩戴参展商胸卡, 从搬入/佈馆到拆馆/搬出。参展商证可以在注册柜台现场领取。

Exhibitors are required to wear Exhibitor Badges at all times during MaPLE 2019 from build-up / move-in to tear-down / move-out. The Exhibitor Badges can be collected on-site from the Registration Counter.

请在下面提供贵公司和参展公司的人员详细信息, 他们将在亚洲自有品牌贸易展(吉隆坡)展览会期间为您的展位配备。每个展位(9 平方米)有权获得 4 个参展胸卡。这是为了确保整个展览的安全措施。额外的胸卡将按每张 RM10.00 收取。

Please provide below the details of personnel from your company and participating companies who will be manning your booth during MaPLE 2019. Each booth (9sqm) is entitled to 4 Exhibitor Badges. This is to ensure security measures throughout the exhibition. **Additional badges will be charged at RM10.00 per badges.**

我们需要总共_____个参展胸卡, 配备我们展位的人员如下 :

We require a total of _____ Exhibitor Badges for our personnel manning our booth as follows:

	参展公司 Exhibiting Company	人员姓名 Name of Personnel	职位 Designation
胸卡#1 Badge #1			Email:
胸卡#2 Badge #2			Email:
胸卡#3 Badge #3			Email:
胸卡#4 Badge #4			Email:

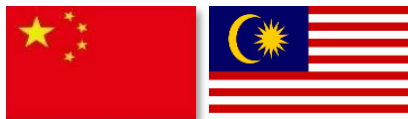
如果所提供的空间不足, 请附上单独的表格。

Please attach separate sheet if space provided is insufficient.

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

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日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 11: 参观商宣传
Form 11: EXHIBITOR PUBLICITY

表格 11: 参展商宣传 Form 11: EXHIBITOR PUBLICITY	将此表格返回于 Return this form to : PINNACLE CONCEPTS SDN BHD 电话 Tel: +60 3-7731 5759 传真 Fax: +60 3-7731 5759 电邮 Email: Info@myprivatelabel.com.my
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截止日期 Deadline: 25.10.2019

参展商宣传 EXHIBITOR PUBLICITY

充分利用我们的推广活动! 为我们提供有关您有趣和相关信息, 我们将探讨如何最大限度地提供您在亚洲自有品牌贸易展(吉隆坡)展览会的知名度。所提供的信息将用于在亚洲自有品牌贸易展(吉隆坡)的推广活动, 并酌情推广在相关行业杂志、技术期刊和一般报刊。

Make full use of our Promotion Campaign! Provide us with interesting and relevant information on your participation and we will explore how we can maximize your visibility at MaPLE 2019. The information given will be used in the MaPLE 2019 visitor promotions, and where appropriate disseminated to the relevant trade magazines, technical journals and the general press.

1. 产品宣传 Product Publicity

产品目录(如可以提供标题及照片)您希望在展会上重点介绍的产品。附上简短的描述, 重点介绍产品的主要优点和用户以及它所属的产品类别(如下图所示)。请根据优先次序给每个产品贴上标签。如果您能通知我们您将首次在马来西亚或该地区展示的任何新产品(欢迎发布新闻稿和产品图片), 这将是非常有帮助的。

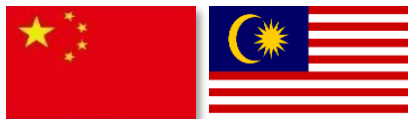
Product Catalogues (with captioned photos where possible) for the products you wish to highlight at the exhibition. Attach a short description highlighting the main benefits and users of the product as well as the product category it belongs to (as seen below). Please label each product according to priority. It would be most helpful if you could inform us of any new products you will be showcasing for the first time in Malaysia or in the region (press releases and pictures for the product are welcomed).

#	产品介绍 Product Description
1	
2	
3	

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截止日期 Deadline: 25.10.2019

2. 产品发布会 Product Launching

在亚洲自有品牌贸易展(吉隆坡)展览会期间, 首次在马来西亚或该地区推出新产品? 向我们提供详细信息, 我们将在印刷材料中突出说明。

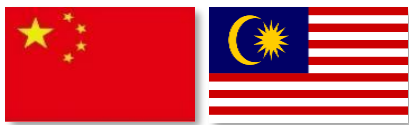
Launching a new product for the first time in Malaysia or in the region during MaPLE 2019? Provide us with the details and we will highlight it in our print materials.

产品名字/品牌 Product Name / Brand	
发布日期 Launch Date	
发布细节 Launch Details	
产品描述 (使用情况, 新功能, 优势及竞争优势) Product Description (Usage, New Features, Benefits & Competitive Edge)	

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表格 12: 媒体覆盖
Form 12: MEDIA COVERAGE



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充分利用我们的媒体设施！向我们提供您的新闻稿，其中宣传任何新产品，新的合作关系，新的企业和/或其他新闻的媒体报道，显示预览和编辑考虑，以突出您的参与亚洲自有品牌贸易展(吉隆坡)。提交的媒体发布应具有新闻价值和及时性。所提供的新闻稿将向有关媒体发布，但发布该新闻稿的权益完全由媒体酌情决定和编辑判断。

Make full use of our Media Facilities! Provide us with your media releases which announces any new products, new partnerships, new ventures and/or other news for media coverage, show preview and editorial consideration to highlight your participation at MaPLE 2019. Submitted media releases should be newsworthy and timely. The media release given will be disseminated to relevant media, but publication of the release is solely under the respective media discretion and editorial judgement.

请记得提供以下关键元素：

Please remember to include the following key components: -

1 联系信息

这应该包括指定的联系人、邮寄地址、电话和传真号码、电子邮件地址和您发布的网站网址。

Contact information

This should include a designated contact person, mailing address, telephone & fax numbers, email address and any website URL in your release.

2 标题

发布新闻时的简单声明。

Heading

A simple statement of the news which the release is announcing.

3 日期

请突出显示日期信息，例如即将在亚洲自有品牌贸易展（吉隆坡）MaPLE 展览会举办的活动或产品发布。

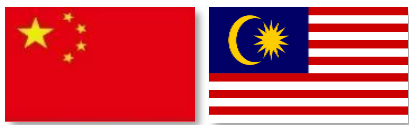
Date

Please highlight any date-sensitive information, such as an upcoming event or product launch at MaPLE 2019.

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4 最新发现?

新闻稿的主体, 它应该至少包括一个或两个段落有关的特色项目或公告。如果您要宣布新产品, 这部分将成为您潜在顾客想要购买该产品的原因。详细说明您的产品如何符合此定义。

What's new?

This is the body of the release, which should include at least one or two paragraphs about the featured item or announcement. If you are announcing a new product, this section of the release is where you give potential customers the reason why they would want to purchase it. Give details about how your products fits this definition.

5 关于贵公司的结论段落

在结束您的新闻发布之前, 请提供一些句子以便为读者定位您的公司。概述贵公司产品线的范围, 分销区域以及其他信息, 例如何时成立。

A concluding paragraph about your company

To end your release, please include a few sentences that position your company for the readers. Outline the extent of your company's product lines, its distribution area, and other information such as when it was established.

Does your company have a media release ready for dissemination? ☐ Yes. ☐ No.

If yes : Type of news you are announcing:

☐ New product. ☐ New partnership.

☐ New venture. ☐ Other, please specify _____

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表格 12: 媒体覆盖
Form 12: MEDIA COVERAGE



表格 12: 媒体覆盖

Form 12: MEDIA COVERAGE

将此表格返回于 Return this form to :

**PINNACLE CONCEPTS
SDN BHD**

电话 Tel: +60 3-7731 5759

传真 Fax: +60 3-7731 5759

电邮 Email: info@myprivatelabel.com.my

截止日期 Deadline: 25.10.2019

参展商可以在亚洲自有品牌贸易展(吉隆坡)上列出所有参与的公司, 营销代理, 商业伙伴或联盟公司, 他们将与贵公司一起参加您的展位。

Exhibitors are allowed to list in the MaPLE 2019 all participating principals, marketing agents, business associates or affiliate companies who are participating together with your company at your booth.

公司名称 Company Name			
国家来历 Country of Origin			
地址 Address			
电话 Tel			
传真 Fax			
电邮 Email			
网址 Website			
联系人 Contact Person			
业务性质 Nature of Business	<input type="checkbox"/> 政府部门 Government	<input type="checkbox"/> 出口贸易商 Exporter	<input type="checkbox"/> 特许经商 Franchise
	<input type="checkbox"/> 生厂商 Manufacturer	<input type="checkbox"/> 零售商 Retailer	<input type="checkbox"/> 其他 Other : _____

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)	展位编号 Booth No	
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 13: 观众邀请服务
Form 13: VISITOR INVITATION



表格 13: 观众邀请服务

Form 13: VISITOR INVITATION

将此表格返回于 Return this form to :

**PINNACLE CONCEPTS
SDN BHD**

电话 Tel: +60 3-7731 5759

传真 Fax: +60 3-7731 5759

电邮 Email: info@myprivatelabel.com.my

在我们努力邀请您的公司希望在亚洲自有品牌贸易展(吉隆坡)上看到的参观者类型时, 请帮助我们了解您参加亚洲自有品牌贸易展(吉隆坡), 即您在展览会上展出的产品或服务类型, 以及您希望我们邀请的访客类型。

In our efforts to invite the type of visitors your company would like to see at MaPLE 2019, please help us understand your objectives for participating at MaPLE 2019, the type of products or services you are exhibiting at the event, and the type of visitors you would like us to invite.

我们参加在亚洲自有品牌贸易展(吉隆坡)的目的

Our Objectives for participating at MaPLE 2019

参加 MaPLE 的主要目的

The Main Purpose of Participating In MaPLE.

☐ 开发自有品牌新品

Develop New Products of Your Own Brand

☐ 出席论坛/现场活动

Attend Forum / Activities

☐ 了解竞争对手动态

Understand Competitor Strategic

☐ 直接采购/OEM 代工

Direct Purchasing/OEM

☐ 维护商业伙伴关系

Maintain Business Partnership

☐ 其他 Others : _____

了解 MaPLE 的渠道

How did you hear about MaPLE?

☐ 媒体/网络广告 Media/Online Advertising

☐ 微信 Wechat

☐ 展商邀请 Invited by Exhibitor

☐ 主办方邀请 Invited by Organiser

☐ 其他 Others: _____

您对以下哪个同期活动感兴趣?

Which of The Following Concurrent Events Are You Interested In?

☐ 自有品牌高峰论坛

Private Label Business Forum

☐ 自有品牌采供对接会

Private Label Business Matching

☐ 自有品牌评选活动

Private Label Selection Activities

☐ 跨境电商选品大会

Cross Border E-Commerce Conference

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 13: 观众邀请服务
Form 13: VISITOR INVITATION



<p>表格 13: 观众邀请服务</p> <p>Form 13: VISITOR INVITATION</p>	<p>将此表格返回于 Return this form to :</p> <p>PINNACLE CONCEPTS SDN BHD</p> <p>电话 Tel: +60 3-7731 5759</p> <p>传真 Fax: +60 3-7731 5759</p> <p>电邮 Email: info@myprivatelabel.com.my</p>
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希望在亚洲自有品牌贸易展(吉隆坡)上看到的观众类型

The type of visitors we would like to see at MaPLE 2019

国家来历 Country of Origin	
行业类型 Type of Industry	
业务性质 Nature of Business	
工作档案 Job Profile	

我们希望活动经理邀请参加亚洲自有品牌贸易展(吉隆坡)的特定观众

Specific visitors we would like the Event Managers to invite to MaPLE 2019

<input type="checkbox"/> 先生 Mr <input type="checkbox"/> <input type="checkbox"/> 女士 Ms <input type="checkbox"/> <input type="checkbox"/> 其他 Other:	公司名称 Company Name:	
名字 Name:	地址 Address:	
姓名 Surname:		
职位 Designation:		
手机号码 Mobile No.:	邮政编号 Postcode:	国家 Country:
电邮 Email:	电话 Phone No.:	传真 Fax No.:

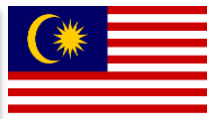
如果提供的空间不足, 请附上单独的表格。

Please attach separate sheet if space provided is insufficient.

我们承认您方对于是否与我方做出申请的决定是最终的决定。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 14: 临时员工招聘
Form 14: TEMPORARY STAFF ENGAGEMENT

表格 14: 临时员工招聘 Form 14: TEMPORARY STAFF ENGAGEMENT	将此表格返回于 Return this form to : PINNACLE CONCEPTS SDN BHD 电话 Tel: +60 3-7731 5759 传真 Fax: +60 3-7731 5759 电邮 Email: info@myprivatelabel.com.my
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若需要下列服务, 请填写该表:

Please fill in this form for any temporary staff you may require:

编号 No.	临时工作人员 Temporary Staff	单价/天 (RM) Unit Cost/Day (RM)	开始日期 Date From	结束日期 Date to	人数 No. of Staff required	总额 (RM) Total (RM)
1.	Booth Attendant (basic Mandarin/English) 展台服务生 (基础汉语/英语)	按需 By the Hour				
2.	Model 礼仪模特	按需 By the Hour				

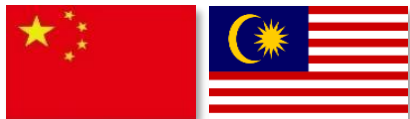
注意 Note:

1. 展台服务生/礼仪模特工作内容仅为基本接待。若需要工作内容的展台服务人员, 请向主办单位了解详情。The job duties for "booth attendant"/ "model" is general reception only. For the job out of general reception, please contact the Organisers for details.
2. 工作时间为一天工作 8 小时 (含中午用餐 1 小时)。Working hours per day includes 1 hour for lunch break.
3. 以上报价包含午餐费。All prices inclusive of lunch.
4. 申请聘用临时工作人员的参展商必须于 2019 年 10 月 31 日或以前向主办单位提交此表格并缴付所需费用。All orders for temporary staff have to be submitted and make payable to the Organisers before 31st October 2019. Orders without payment settlement will not be processed.
5. 所有在 2019 年 10 月 31 日后收到的逾期申请将收取 50% 的附加费。展会现场申请必须视当时的情况而定并收取 100% 的附加费。Any order received after the deadline 31st October 2019 is subject to a 50% surcharge. On-site orders are subjected to an additional 100% surcharge and subject to availability.
6. 所有的展会开展前 72 小时内取消的申请将收取 50% 的手续费。All applications cancelled within 72 hours before the exhibition starts will be charged a 50% cancellation fees

我们承认您方是否与我方做出申请的决定是最终的。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 15: 签证申请
Form 15: VISA APPLICATION SUPPORT



表格 15: 签证申请

Form 15: VISA APPLICATION SUPPORT

将此表格返回于 Return this form to :

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SDN BHD**

电话 Tel: +60 3-7731 5759

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电邮 Email: info@myprivatelabel.com.my

1. 如果参展商进入展览会需要马来西亚签证, 参展商将需要由主办方发出的邀请信函。为了让我们能准确地制定这封信, 参展商必须向我们提供以下所的详细信。信函将通过电子邮件发送, 副本也将发送到您所在的国家最近的马来西亚领事馆。

1. If exhibitors are travelling to our fair from a country whose citizens require a visa for entry into Malaysia, you will need an official letter from the Organisers. In order for us to formulate this letter as precisely as possible, exhibitors must provide us with the details listed below. The official letter will be sent to you by email and a copy will also be sent to the nearest Malaysian consulate in your country.

2. 在参加2019年MaPLE之前, 建议参展商先提前询问适用于您的入境要求(例如签证要求), 以便有足够的时间来执行必要的手续。如果参展商没有收到签证或没能及时收到签证, 或者由于其他原因您无法前往MaPLE 2019, 主办方和活动管理团队不承担任何责任。

2. Exhibitors are advised to inquire about the entry requirements applying to you (eg VISA requirements) sufficiently in advance before you attend MaPLE 2019 so that you have sufficient time to carry out the necessary formalities. The Organisers and Event Management Team accepts no responsibility if all exhibitors do not receive a VISA or do not receive it on time, or if you are unable to travel to MaPLE 2019 due to other reasons.

我们承认您方是否与我方做出申请的决定是最终的。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name (参展商 Exhibitor)		展位编号 Booth No
地址 Address		
电话 Tel	电邮 Email	负责人 Person In-charge
传真 Fax	手机 Mobile	
日期 Date	签署 Signature & 公司盖章 Co. Stamp	



表格 15: 签证申请
Form 15: VISA APPLICATION SUPPORT



表格 15: 签证申请

Form 15: VISA APPLICATION SUPPORT

将此表格返回于 Return this form to :

**PINNACLE CONCEPTS
SDN BHD**

电话 Tel: +60 3-7731 5759

传真 Fax: +60 3-7731 5759

电邮 Email: info@myprivatelabel.com.my

公司细节 Company Details

公司名称 Company Name :

地址 Address :

邮政编码 Postal Code :

国家 Country :

申请者&护照细节 Applicant & Passport Details

☐ 先生 Mr. ☐ 女士 Ms. ☐ 其他 Other:

护照号码 Passport Number :

名字 First Name :

申请地方 Place of Issue :

姓氏 Family Name :

申请日期 Date of Issue :

出生日期 Date of Birth :

失效日期 Expiry Date :

电邮 Email :

国籍 Nationality :

如果提供的空间不足, 请附上单独的表格。Please attach separate sheet if space provided is insufficient.

靠近我的马来西亚领事馆的地址是:

The nearest Malaysian consulate in my country is located in the following city under the following address:

我的签证负责人是 Our contact person in charge of VISA Support is

姓名

Name of Exhibitor

负责人

Person in Charge

电话 Tel

传真 Fax

电话号码 Mobile Number

电子邮箱 Email

职位 Designation

我们承认您方是否与我方做出申请的决定是最终的。

We agree that your decision to accept or reject our application is final and conclusive.

公司名称 Company Name
(参展商 Exhibitor)

展位编号
Booth No

地址 Address

电话 Tel

电邮 Email

负责人 Person In-charge

传真 Fax

手机 Mobile

日期 Date

签署 Signature &
公司盖章 Co. Stamp

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

EXHIBITOR PACKED MEAL ORDER FORM 2019

Please send the completed form with the payment information to:

Exhibition Services Counter,
Kuala Lumpur Convention Centre,
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name : Malaysia Private Label Expo (Fujian Export Fair Kuala Lumpur)
Venue/Hall : _____ Event Date : 25-27 Nov 2019
Booth Name : _____ Booth No : _____
Onsite Contact Person: _____ Mobile : _____
Onsite Contact Address: _____

Billing Address

Company : _____
Name : MR / MRS / MS Co Registration No : _____
Designation : _____ GST Registration No : _____
Address : _____
City : _____ Postal Code : _____
State : _____ Country : _____
Tel : _____ Mobile : _____
Email : _____

Terms & Conditions

- ☐ Packed meal : **RM9.00nett** per meal
- ☐ **Price is inclusive of 10% service charge and 6% service tax.**
- ☐ **Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.**
- ☐ Food is packed in plastic containers and to be consume within 4 hours
- ☐ One time delivery and no collection required
- ☐ Onsite orders is not available
- ☐ Delivery time : Lunch 11.30am – 1.30pm

Menu	Monday	Tuesday	Wednesday
A	- Chicken curry masala (Chicken) - Brinjal bhaji - Nasi putih (Steamed fragrant rice)	- Ikan asam thai limau purut (Fish) - Kacang goreng bersama telur hancur - Nasi putih (Steamed fragrant rice)	- Ayam masak kicap (Chicken) - Pajeri nenas - Nasi putih (Steamed fragrant rice)
B	- Chicken with turmeric and ginger – Portuguese style - Cabbage vegetable with dried shrimp - Steamed fragrant rice	- Oriental baked chicken with black pepper sauce - “Pak Choy” green vegetable with garlic flake in oyster sauce - Steamed fragrant rice	- Wok-fried chicken with “Kum Heong” sauce - Mixed mushroom with floret broccoli and cauliflower - Steamed fragrant rice

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

EXHIBITOR PACKED MEAL ORDER FORM 2019

Day	Date	Lunch		Amount (RM)
		Menu A (Qty x RM9.00)	Menu B (Qty x RM9.00)	
Monday	25 Nov 19			RM
Tuesday	26 Nov 19			RM
Wednesday	27 Nov 19			RM
Total				RM

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Price is inclusive of 10% service charge and 6% Services Tax

Payment Option :

☐

Cheque

☐

Credit Card. Please complete the authorisation from attachment

- Payment must be received 3 days prior to exhibition date
- Notice of cancellation must be given at least 3 days before the event date, failing which your payment will not be refunded and will be forfeited. Refunds will be processed 30 days after the show's closing date
- All cheques are to be made out to **"CONVEX MALAYSIA SDN BHD"**
- Please email a copy of the banking slip
- Banking details are as follows :-

Banking Details	
Bank : CIMB Bank Berhad	Acct Number : 80-0104209-3
Acct Name : Convex Malaysia Sdn Bhd	Bank Address : Kuala Lumpur City Centre, Kuala Lumpur
Swift Code : CIBBMYKL	

CREDIT CARD PAYMENT AUTHORISATION

I _____ Mykad/Passport No _____, hereby authorise
CONVEX MALAYSIA SDN BHD to process authorised charges to the following credit card:

Credit Card details are as follows:

☐

American Express

☐

Master Card

☐

Visa

Credit Card : _____

ID / CVV No : _____ Expired Date : _____

Amount (RM) : _____ Authorised Signature : _____

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Name: Signature: Date: Company Stamp:	Date Received:

CONCURRENT EVENT 同期活动:



HOSTED BY 主办单位:

CO-ORGANISER 承办单位:



马来西亚国际商会
Malaysia International Exhibitors Association



福建省进出口商会
Fujian Chamber of Commerce for Import & Export



SUPPORTED BY 支持单位:



COLLABORATION PARTNER 合作伙伴:

OFFICIAL MEDIA PARTNER 合作媒体:



THANK YOU

鸣谢

MaPLE 亚洲自有品牌贸易展



BE PART OF MaPLE 2019. 成为2019年亚洲自有品牌贸易展(吉隆坡)的一份子。

www.myprivatelabel.com.my



Malaysia Private Label Expo



MaPLE 亚洲自有品牌贸易展