

ADDITIONAL EXHIBITOR BADGES FORM

A maximum of FIVE (5) badges will be issued free of charge per booth (9sq.m). Additional Exhibitor Badges can be purchased up to maximum of three (3) badges per booth for Exhibitors in categories A and B. Additional badges can be purchased at RM10 each. **Badges payment on site shall be charged at RM40 each.**

A completed exhibitor's badges form must be submitted to **MATTA FAIR® SEPTEMBER 2022** Secretariat by **10 AUG 2022** with full payment. (Email: mattafair@matta.org.my)

Name of account	: MICEM Sdn Bhd	Name of bank	: Public Bank Berhad
Account number	: 320 919 373 6	Bank address	: Bandar Sunway Branch
Swift code	: PBBEMYKL		

Organisation :

Address :

Tel : H/P : Fax :

Email :

Total Number of booths :

No. of Exhibitors' Badges (FOC) :

Additional Badges Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

CONTRACTOR BADGES FORM

Please use this form to order Contractor Badges for your contractors working on your booth. These badges can be purchased at RM10 each. SIX (6) Contractor Badges will be issued for 9 sq.metre of construction up to a **maximum of fifty (50) badges per contractor**. Contractor Identification Badges can be replaced at a cost of RM20.00 per badge. These badges are valid during the build-up and tear down period only.

This form must be returned to **MATTA FAIR® SEPTEMBER 2022** Secretariat by **10 AUG 2022** with full payment. (Email: mattafair@matta.org.my)

Name of account : **MICEM Sdn Bhd**
Account number : **320 919 373 6**
Swift code : **PBBEMYKL**

Name of bank : **Public Bank Berhad**
Bank address : **Bandar Sunway Branch**

Organisation/Exhibitor :

Telephone : Fax :

Email :

Total Number of Booth(s) :

Booth Number(s) :

Name of Contractor :

No. of Contractor Badges Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

Form 1 a :
SPACE-ONLY BOOTH
(Refundable Performance Bond)
(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MATTA

Email: mattafair@matta.org.my

Please tick (✓) as appropriate :

- We appointed **QUBE INTEGRATED MALAYSIA** as our Booth Contractor.
 We do require Outside Contractor, details as follows.

DEADLINE: 10 AUG 2022

If you are using a contractor other than the Official Contractor for your booth construction and/or interior decoration, please complete this form and return it to the Official Contractor.

Details of Stand Fitting Contractor / Stand Decorator

Name of Appointed Contractor	
Address	
Tel	Fax
E-mail	Mobile
Contact Person	Job Title

No.	Item	Unit Price (RM)	Total Booth Area	Total (RM)
1	Refundable Performance Bond	RM 3,000.00	36 sqm & below	
		RM 5,000.00	37 sqm & above	

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

Please provide us the billing details in order for us to issue an invoice to you. Please ignore it if details same as below.

Company Name			
Company Address			
Company Tel No.	Company Fax No.		
Attention to			
Mobile No.			
Email Address			

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: MATTA

Form 1 a :
SPACE-ONLY BOOTH
(Refundable Performance Bond)
(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MATTA

Email: mattafair@matta.org.my

DEADLINE: 10 AUG 2022

2/...

Please tick (✓) for Payment Option

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

**Please note that the bank charges is non-refundable.*

- | | |
|--|---|
| <input type="checkbox"/> VISA / MASTER (Credit Card) | <input type="checkbox"/> Wire Transfer (Overseas Transaction) |
| | <input type="checkbox"/> USD <input type="checkbox"/> SGD |
| | <input type="checkbox"/> Local Interbank GIRO (IBG) |

Important Note !

- For Space-Only Booth, kindly email a set of detailed scaled, dimensional and perspective drawings showing the proposed design of the booth in jpeg file to the Official Contractor bowie.khuah@qube.com.my
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
 - Non-Refundable Administration Fees
 - Refundable Performance Bond
 - Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.)

- Payment should be in favour of :- "MICEM Sdn. Bhd."** bank details will be stated in the invoice.
***Please fax to us a copy of your payment slip for confirmation.*

- 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.

- This is not an invoice.**
Do not pay for these items until you have received an official invoice from MATTA.

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

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: MATTA



Form 1
Bare Space Booth
Deadline: 15th August 2022

For Enquiries:
Tel: +6(0)3 6151 9973
Fax: +6(0)3 6151 3673
Email: operation@qube.com.my

BARE SPACE BOOTH

We will be building our own booth and enclose drawing, with dimensions, illustrating the design of our booth. We understand that all electrical and piping installations must be carried out by the Official Contractors and as exhibitor and contractor, agree to abide by all the Rules and Regulations of the exhibition, particularly in respect of those stipulated in the Terms and Conditions of the Exhibitor's Manual.


The following company has been appointed as our contractor to construct our booth and/or other displays: -

Name of Contractor			
Person in Charge		Booth Number	
Tel		Mob. Number	
Email			
Designation			
Exhibiting Company			

Note: -

- **Submission of Design/Drawing:** All designs and drawings are to be submitted before **15th August 2022**. Late submissions will not be considered.
- **Refundable Deposit:** Non-official contractors shall be required to deposit a Refundable Deposit according to the size of the exhibits booths, to ensure that the rules and regulations are abided by, to cover any damages arising directly or indirectly from any infringements, and to settle all payments for supply and services rendered during the exhibition or for the purposes of the exhibition.
- **Administration Fee:** A non-refundable administration fee of RM 20.00 per sqm contracted is also payable by the exhibitor's contractor to the official contractor prior to commencing work, processing of communications, management function including securing approval from the relevant authorities.
- **Booth Design Approvals:** Exhibitors using contractors other than the Official Contractors shall advise their independent contractors to submit their booth design and drawing to the Organiser or Official Contractor for approval before the exhibition. Failing which, organiser or official contractor reserves the right to stop any exhibitor and/or contractor from working within the exhibition hall if the booth design / drawings are not submitted in time, or not approved.
- **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.
- **Booth Height:** all construction above 2.4m for height is permitted only upon approval of the organiser or official contractor.

(Continue on next page)

	Form 1-B Bare Space Booth Deadline: 15th August 2022	For Enquiries: Tel: +6(0)3 6151 9973 Fax: +6(0)3 6151 3673 Email: operation@qube.com.my
---	--	---

BARE SPACE BOOTH (continued)

This portion must be completed by the **appointed contractor** and returned accordingly.

Exhibiting Company			
Person in Charge		Booth Number	
Tel		Mob. Number	
Email			
Designation			
Name of Contractor			

If you are using a contractor other than the official contractor for your booth construction and/ or interior decoration, please do complete this form and return back to the email given.

***Admin Fees** is compulsory for all raw space, and are borne strictly by the stand contractor only.

ADMINISTRATION FEES		
RM20.00 per sqm x Total Raw Space Area	RM20.00 x _____ sqm =	
	6% SST	
Total Amount: Administration Fees =		

Exhibiting Company Stamp

Signature

Date



Form 2
Shell Scheme: Fascia Name
Deadline: 15th August 2022

For Enquiries:
Tel: +6(0)3 6151 9973
Fax: +6(0)3 6151 3673
Email: operation@qube.com.my

NAME TO APPEAR ON FASCIA

Please fill in the Company Name in BLOCK LETTERS that you require on the fascia up to maximum of 30 letters (including spacing and punctuation marks).

Each Shell Scheme Booth comes with: -

- **Back and Side Walls:** 2.44m (8ft) high white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1m wide.
- **Fascia (Name Board):** 350mm (1ft) high with exhibitor's name and booth number. Aluminium frame, letters on infill panels.
- **Lightings:** Continuous fluorescent tubes mounted behind fascia. 2 fluorescent tubes per 9sqm.
- **Floor:** Covered in needle punch carpet.
- **Furniture:** 1 reception desk and 2 folding chairs.
- **Power:** 1 unit of 13amp power point (single-phase – 230v, not for lighting use)
- **Maximum Exhibit Height:** 2.44m (8ft)

Note: -

- This form is applicable to Shell Scheme Booth only.
- Nailing, drilling, stapling and any other modification on the Shell Scheme panels are STRICTLY PROHIBITED. Any damage done on the panels shall be charged RM150.00 per panel to exhibitors.
- **Any changes on site will be charge at RM 100.00 for each side of fascia name.**

Our contact person in charge of our Shell Scheme Booth is

Exhibiting Company			
Person in Charge		Booth Number	
Tel		Mobile Number	
Email Address			

Company Stamp



Form 3
Furniture on Hire
Deadline: 15th August 2022

For Enquiries:
Tel: +6(0)3 6151 9973
Fax: +6(0)3 6151 3673
Email: operation@qube.com.my

FURNITURE ON HIRE

All orders for furniture rentals shall be made on this form and returned before **15th August 2022**.

Items	Specification (mm)	Unit Price (RM)		Qty	Cost (RM)
		Before 15 Aug 2022	15 Aug 2022 Onwards		
Information Desk	760(H) x 1030(W) x 540(L)	85.00	110.00		
Information Counter	1030 (H) x 1030(W) x 540(L)	100.00	130.00		
2 Tier Counter	1000(H) x 1000(W) x 760(L)	200.00	260.00		
Curve Counter	1000(H) x 1980(W) x 500(D)	300.00	390.00		
Lockable Cupboard	760(H) x 1030(W) x 540(L)	100.00	130.00		
Low Show Case	1030(H) x 1030(W) x 540(L)	210.00	273.00		
High Show Case	2070(H) x 1030(W) x 540(L)	400.00	520.00		
Low Display Cube	500(H)x 500(W) x 500(L)	90.00	117.00		
Medium Display Cube	760(H) x 500(W) 500(L)	120.00	156.00		
Tall Display Cube	1000(H) x 500(W) x 500(L)	150.00	195.00		
System Racking	2070(H) x 1000(W) x 500(L)	200.00	260.00		
Flat shelving	1000(W) x 300(L)	60.00	78.00		
Slope Shelving	1000(W) x 300(L)	60.00	78.00		
Low Round Table	720(H) x 800(D)	90.00	117.00		
Crystal D3	760(H) x 900(D)	150.00	195.00		
Tall Round Table	780(H) x 600(D)	110.00	143.00		
Brochure Rack	760(H) x 285(W) x 285(L)	120.00	156.00		
Black Leather Arm Chair	760(H) x 560(W) x 560(L)	75.00	97.50		
Standing Panel	-	250.00	325.00		
Refrigerator (Small)	c/w one Power point	280.00	364.00		
Refrigerator (Medium)	c/w one Power point	350.00	455.00		

(Continue on next page)



Form 3-B
Furniture on Hire
Deadline: 15th August 2022

For Enquiries:
Tel: +6(0)3 6151 9973
Fax: +6(0)3 6151 3673
Email: operation@qube.com.my

FURNITURE ON HIRE (continued)

All orders for furniture rentals shall be made on this form and returned before **15th August 2022**.

Items	Specification (mm)	Unit Price (RM)		Qty	Cost (RM)
		Before 15 Aug 2022	16 Aug 2022 Onwards		
Square Table	760(H) x 600(W) x 600(L)	100.00	130.00		
Glass Top Coffee Table	520(H) x 600(W) x 600(L)	100.00	130.00		
White Formica Coffee Table	500(H) x 600(W) x 600(L)	60.00	78.00		
Basket	-	5.00	6.50		
Sofa PVC Black	760(H) x 560(W) x 710(D)	130.00	169.00		
Folding Chair	780(H) x 400(W) x 400(L)	25.00	32.50		
Barstool with High Back	920(H) x 460(L) x 410(W)	85.00	110.50		
Oscar Bar Stool	900(H) x 440(W) x 490(L)	120.00	156.00		
Secretary Chair	450(W) x 430(D) x 760(H)	95.00	123.50		
Grand Total:					

Important Notes:

- All items listed are on rental basis.
- The prices are for the duration of the exhibition days only.
- A **30% surcharge** will be imposed on orders received after this date and **50% surcharge** will be imposed for on-site orders to accommodate additional handling and transportation costs.
- Payment can be made by cheque or Banker's Draft in RM, made payable to **QUBE INTEGRATED MALAYSIA SDN BHD**. Direct Debit can be made at Maybank (MBB 514392310009).
- Full payment is required before delivery of items.
- A cancellation fee of 50% of price will be levied upon issued of proforma invoice.

Our contact person in charge of Furniture on Hire is

Exhibiting Company			
Person in Charge		Booth Number	
Tel		Mobile Number	
Email Address			

Company Stamp

qube®

Furniture & Accessories Rental



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



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



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



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



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



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



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



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



Low Display Cube
540(W) x 540(L) x 510(H)
Medium Display Cube
540(W) x 540(L) x 760(H)
Tall Display Cube
540(W) x 540(L) x 1030(H)



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



Shelf-flat or Slope
1000(W) x 310(L) x 2490(H)



Folding door
1000(W) x 2490(H)



Wooden Door
1000(W) x 2490(H)



Standing Panel



Crystal D3
900(D) x 760(H)



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

qube®

Furniture & Accessories Rental



Aluminium Table
600(D) x 790(H)



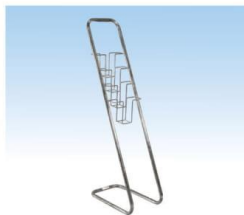
Square Table
600(W) x 600(L) x 760(H)



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



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



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



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



Barricade Belt Tape
1460(W) x 900(H)



Solsta Sofa
600(W) x 750(L) x 730(H)



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



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



Barstool with High Back
390(D) x 350(L) x 850(H)



Oscar Barstool
440(W) x 499(L) x 900(H)



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



Refrigerator (Small)
500(W) x 540(L) x 850(H)



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



Form 4
Lighting & Power
Deadline: 15th August 2022

For Enquiries:
Tel: +6(0)3 6151 9973
Fax: +6(0)3 6151 3673
Email: operation@qube.com.my

LIGHTINGS AND POWER

All orders for lighting and power requirements shall be made on this form and returned before **15th August 2022**.

Items	Unit Price (RM)		QTY	Cost (RM)
	Before 15 Aug 2022	16 Aug 2022 Onwards		
L.E.D Spotlight	80.00	104.00		
L.E.D Long Arm Spotlight	90.00	117.00		
L.E.D Downlight	100.00	130.00		
L.E.D Floodlight	300.00	390.00		
Fluorescent Tube 4' x 40W	70.00	91.00		
Fluorescent Tube 4' (Loose Set for Light box use)	90.00	117.00		
13amp, single-phase outlet (Max 310 Watts)	80.00	104.00		
13amp, single-phase outlet (24 hours)	160.00	208.00		
13amp, single phase outlet (for set up use only)	100.00	130.00		
15amp, single-phase outlet	90.00	117.00		
L.E.D Bulb Lighting Connection (max 2 bulb)	90.00	117.00		
L.E.D Strip Lighting Connection (per 2m run)	90.00	117.00		
Lighting Connection without wiring (max 100w per fitting)	90.00	117.00		
Grand Total:				

Important Notes:

- All items listed are on rental basis.
- The prices are for the duration of the exhibition days only.
- A **30% surcharge** will be imposed on orders received after this date and **50% surcharge** will be imposed for on-site orders to accommodate additional handling and transportation costs.
- All prices quoted include approval fee, installation, power consumption and standby maintenance.
- Payment can be made by cheque or Banker's Draft in RM, made payable to **QUBE INTEGRATED MALAYSIA SDN BHD**. Direct Debit can be made at Maybank **(MBB 514392310009)**.
- Full payment is required before delivery of items.
- A cancellation fee of 50% of price will be levied upon issued of proforma invoice.

(Continue on next page)



Form 4-B
Lighting & Power
Deadline: 15th August 2022

For Enquiries:
Tel: +6(0)3 6151 9973
Fax: +6(0)3 6151 3673
Email: operation@qube.com.my

LIGHTINGS AND POWER (continued)

- Only the official contractor is permitted to undertake electrical work in the exhibition halls.
- Exhibitors who connect own lighting fixtures will be imposed with a **lighting connection charge of RM 90.00 (per fitting)**.
- Power points supplied are to be used for running equipment/exhibits only. If used for lighting purposes, lighting connection charges will apply.
- Exhibitors who wish to provide own lightings and fixtures containing wiring installation shall comply with the following procedures: -
 1. submit detailed drawings of such installation to the Event Manager for approval
 2. show proof that such installation is carried out by a registered wiring contractor with relevant Class of Certificate of Registration issued by the Director-General of Electrical Inspectorate, Malaysia, or its equivalent
- The Event Manager reserves the right to request exhibitors to change any wiring installation, connection etc contained in lighting fixtures for safety reasons.
- Exhibitors whose lighting fixtures are found to be the cause of trips in power supply shall be responsible for all re-energization charges.

One power point is assigned to one machine only. No multi-purpose plug and/or extension are allowed.

Our contact person in charge of Lighting & Power is

Exhibiting Company			
Person in Charge		Booth Number	
Tel		Mobile Number	
Email			

Company Stamp

ELECTRICAL RENTAL

qube

Total Integrated Events & Management Services

□ Your success, our credibility



Spot Light



Long Arm Spot Light



Halogen Down Light



Flourescent



Socket Outlet



FloodLight



Metal Highlight (White Light)

qube

Qube Integrated Malaysia Sdn Bhd (627777-A)

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

Tel : +603 - 6151 9973 / 9673 / 9873 Fax : +603 - 6151 3973 / 3673

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

TELEPHONE ORDER FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd
World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items :-

No	Category	Qty	Installation Fee (RM)	Rental Fee (RM)	Deposit for calls (RM)	Security Deposit (RM)	Total Cost (RM)
1	A - International Direct Dialing		350.00	50.00	1000.00	250.00	
2	B - Local Direct Dialing		350.00	50.00	600.00	250.00	
3	C - Receiving Calls Only		350.00	50.00	-	250.00	
SUBTOTAL							
Services Charge (S/C) @ 10%							
Sales & Service Tax (SST) @ 6%							
GRAND TOTAL							

Notes :-

- Above rates are for each unit of telephone per durations of event.
- Lines given are through WTC PABX system
- To call out, please press "9" and followed by the number required (Telephone & Fax only)
- For 'Credit Card Machine', please configure the machine to start with the number "9" (Configure by Bank Technician)**
- Billing for calls will be through the computerised billing system and copy can be furnished upon request.
- SST @ 6% will be imposed on installation, rental fee and call charges. The SST charges will be deducted from the security deposit.**

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Name of Bank : CIMB Bank Berhad

Account Number : 8000 632 173 / Swift Code CIBBMYKL
Bank Address : World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

INTERNET ACCESS APPLICATION FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd
World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items :-

Category	Qty	Services	Charges (RM)	Unit (RM)
Exhibition and Conference		Internet Access of 10Mbps (One Day) One (1) Share Hub System Monitoring for 24 Hours Standby Services (First Day Only) On Call Services (Subsequent Days)	990.00	
Optional		Additional or Subsequent Day (s)	290.00 per day	
Optional		LAN Wiring	150.00 (10 M)	
Optional		Switch Hub (Rental Basis)	900.00 per duration	
Optional		WiFi (Est 30-40 WiFi Connection)	550.00 per duration	
			SUBTOTAL	
			Sales & Service Tax (SST) @ 6%	
			GRAND TOTAL	

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- Each dedicated connection (10Mbps) is limited to a maximum of 10 PCs / Terminal
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Organiser / Exhibitors which acquire this services would not be allowed to resell to other parties.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Name of Bank : CIMB Bank Berhad

Account Number : 8000 632 173 / Swift Code CIBBMYKL
**Bank Address : World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.**

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

AUDIO VISUAL ORDER FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd
World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company: _____
Address: _____
Contact Person: _____
Telephone No: _____ Fax No: _____
Event Title: _____ Room / Booth No: _____
Date / Time (from): _____ Date / Time (to): _____
No of days: _____ E-mail address: _____

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Particulars	Qty	No. of Days	Unit / Day (RM)	Cost (RM)
1	42" Plasma TV			900.00	
2	52" Plasma TV			1100.00	
3	60" Plasma TV			1700.00	
4	LCD Projector 2000 Ansi Lumens			900.00	
5	DVD Player			110.00	
6	Security Deposit			2000.00	
				SUBTOTAL	
				Service Charge (SC) @ 10%	
				Sales & Service Tax (SST) @ 6%	
				GRAND TOTAL	

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Account Number : 8000 632 173 / Swift Code CIBBMYKL
Name of Bank : CIMB Bank Berhad
Bank Address : World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name : _____
Designation : _____
Date : _____ Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

POTTED PLANT ORDER FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd
World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Type of Plants	Pot / Per Day (RM)	No. of Day	Qty	Cost (RM)
1	Big Plants (5' - 7' Height) Yellow Palm / Macarthur Palm	7.50			
2	Medium Plants (2' - 4' Height) Yellow Palm Japanese or Chinese Bamboo	6.00			
3	Small Plants (Small Pots or Polybags) Japanese Bamboo	5.00			
SUBTOTAL					
Services Charge (S/C) @ 10%					
Sales & Service Tax (SST) @ 6%					
GRAND TOTAL					

Please tick :-

- I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Account Number : 8000 632 173 / Swift Code CIBBMYKL
Name of Bank : CIMB Bank Berhad
Bank Address : World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT