

EXHIBITOR MANUAL



International Surgical Week

isw2024.org

The World's Congress of Surgery

Kuala Lumpur, Malaysia
25-29 August 2024

50th World Congress of the International Society of Surgery ISS/SIC

Jointly organized with the 51st Annual Scientific Congress of
the College of Surgeons Academy of Medicine of Malaysia (CSAMM)

ISW 2024



International Surgical Week

TABLE OF CONTENT

DESCRIPTION	PAGE	DEADLINE
General Information	3-4	-
Venue's Rules & Regulations	5-7	-
Special Design's Rules & Regulations	8-9	-
Electrical Rules & Regulations	10	-
Exhibition Schedule	11	-
Emergency Evacuation Procedures	12-13	-
Map Access To Kuala Lumpur Convention Centre	14	-
Form 1: Fascia Name Form For Shell Scheme	15	22 nd July 2024
Form 2: Contractor Pass Application Form	16	22 nd July 2024
Form 3: Electrical & Lighting Order Form	17 - 19	22 nd July 2024
Form 4: Furniture Order Form	20 - 21	22 nd July 2024
Form 5: Printing Services Form	22 - 23	22 nd July 2024
Form 6: Non-Official Contractor Form (Performance Bond)	24	22 nd July 2024
Form 7: Letter Of Indemnity For Non-Official Contractor	25 - 27	22 nd July 2024
Appendix A – Sample of Special Design Stand Submission	28 – 32	22 nd July 2024
Form 8: Audio Visual Equipment	33	22 nd July 2024
Form 9: Heavy And Large Exhibit Form	34	22 nd July 2024



International Surgical Week

GENERAL INFORMATION

1. **THE EXHIBITION & CONFERENCE**
INTERNATIONAL SURGICAL WEEK (ISW 2024)

2. **DATE & TIME**

25 to 29 August 2024, from daily

3. **VENUE**

Kuala Lumpur Convention Centre (KLCC) @ Conference Hall 1 to 3
Jalan Pinang, Kuala Lumpur, 50450 Kuala Lumpur, Wilayah
Persekutuan Kuala Lumpur
+603-2333 2888

4. **THE ORGANISER / MANAGEMENT**

5. **EXHIBITION PROJECT MANAGER**



ASCROLITE DESIGN SDN BHD

11-10, 11th Floor, 2 Rio Tower,
Persiaran Rio, Bandar Puteri,
47100 Puchong,
Selangor.
Contact: Mr. JH Tan (+60194736149)
Email: jhtan@ascrolite.com

6. **OFFICIAL CONTRACTOR:**



BLUE CIRCLE PLUS SDN BHD

B-3-10, Block B, Ativo Plaza,
No. 1, Jalan PJU 9/1,
Damansara Avenue, Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia
Tel : +603 6262 2260
Contact: Mr. KM Chia (+6012 971 1393)
Email : kmchia@bcpgroup.com.my

7. **OFFICIAL FREIGHT FORWARDER**



CURIO PACK SDN BHD (134457-M)

B-2-20, Leboh Batu Nilam 2, Bandar Bukit Tinggi
41200 Klang, Selangor Darul Ehsan, MALAYSIA.

Tel: + (603) 3325 3777

Fax: + (603) 3325 3666

Contact: Mr Ngiam (+6012 390 6556)

Email: ctngiam@curiopack.com.my



International Surgical Week

VENUE'S RULES & REGULATIONS

The Rules and Regulations listed below are designed for safety, security and to provide equal exposure for all exhibitors. Exhibitors and their personnel / appointed agents must observe the Rules and Regulations stated in this Exhibitor Manual and those attached to the Exhibit Space Contract.

Animals

- Live animals and pets are not permitted in the exhibition booths.

Air conditioning / Ventilation

- Air-conditioning/ventilation is not provided in the venue during the build-up or tear-down period.

Flying Objects

- Remote-controlled and free flying objects are not permitted in the exhibition booths.

Food & Beverage (F&B) Policy

- The Kuala Lumpur Convention Centre is the exclusive supplier of food and beverage. The Centre is the exclusive provider of food and beverage.
- Exhibitors must not distribute, sell or give away food or beverage not supplied by the Centre to public or trade visitors with the exception of Food & Beverage or Lifestyle Shows.
- Exhibitors are prohibited from bringing in popcorn machines, peanut roasters, cotton candy machines or similar items to the exhibition booths.
- Sales and distribution of popcorn and cotton candy is also prohibited inside the exhibition booths.
- Exhibitors can order on-site stand catering by completing the Stand Catering Menu and Beverage Order Form provided by the Kuala Lumpur Convention Centre.
- Exhibitors who using own coffee machine would be charge corkage fee accordingly.

Care of Building

- No attachment, fitting, equipment or device is allowed to be affixed to or suspended from any structure of the building as this can damage the structure of the building.

Exhibitors Activities

- Exhibitors must provide full details of any potentially dangerous activities to be undertaken in the exhibition booth(s) to the Show Organiser.
- No such activities may be conducted during an exhibition without the Show Organiser and the Centre's approval which must be obtained before move-in day and which may be withheld at the Centre's absolute discretion.
- Activities conducted in exhibition booths must comply with fire, health and safety regulations.

Electrical Installation, Compliance and Fire Safety

- For exhibitions, electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.
- Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand.
- Only one extension lead pen socket will be permitted. The uses of block sockets for multiple plugs are not permitted.
- The Centre reserves the right to withhold connection of power to a stand or to shut off power to a stand which is does not comply with the electrical safety requirements or if it is deemed to be unsafe.

Loading Dock

- The Centre's loading dock is located at ground floor.
- Freight to Ballroom 1 will have to be brought through Freight Lift 3. The freight door size is 2.4m W x 2.6m H.
- Control point is at the Centre's checkpoint.
- Traffic flows in a one-way direction in from Jalan Persiaran KLCC and out to Jalan Pinang.
- The loading dock service road is 8 metres H x 6 metres D at Loading Dock 1 and Loading Dock 2 with narrower sections behind service Link Hall 3 and Loading 4 and Loading Dock 5.
- The narrow section behind Link Hall 3 has a low ceiling, which is 4 metres in height. Safety goal posts of 4 metres in height are installed before and after the service road Link Hall 3.
- **Only vehicles below 3.5 metres in height will be allowed access to Loading Docks.**
- A 30-minute parking limit applies for drop-off/pick-up of goods during the move in and move out process. Vehicles are not permitted to park at the loading dock at any other time.
- Vehicles and contents are the responsibility of the owner while at the loading dock.
- Smoking is only permitted at the designated area at the loading docks.
- The loading dock includes two wash rooms, one wash bay is located at loading dock 2, another wash bay is located at loading dock 4 for the preparation of paints, trade materials and cleaning purposes.
- Children under 15 are not permitted to present during move in and move out.

Exhibitors' Hand-Carry Procedures

- Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanised equipment.
- Examples of acceptable hand-carried materials include boxes, suitcases or fibreboard shipping cartons, portable displays on wheels and small luggage bags.
- Exhibitors may use the guests lift access to transport materials that can be hand-carried to their booths.
- The following items are not considered hand-carried items: two-wheel dolly loads, carts, boxes or crates.

Exhibitors' Loading and Unloading Procedures

- Exhibitors' exhibit materials must enter and exit through loading docks.
- Exhibitors will be allowed to hand carry items in or out of the ballroom during move-in and move-out days.
- **Vehicle Entry Permit (VEP)** will be issued to exhibitors for entering the loading docks by the Show Organiser (if applicable).
- Hand carry loading procedures are limited to cars, mini-vans, station wagons or pick-up trucks (cannot exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height). No full-sized trucks or trailers will be allowed to unload via the hand carry loading procedures.
- Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- Upon the close of the exhibition, there will be a 1-hour allowance for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during breakdown.

Exhibitors' Deliveries and Freight

- The Centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.
- Advance deliveries and freight shipments are not permitted prior to **24 August 2024**.
- If you have any concerns regarding timing, shipment and transportation, please contact **CURIO PACK SDN. BHD.**
- Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the official show freight forwarders must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by **CURIO PACK SDN. BHD.**

Floor Loading Limit

- Conference Hall 3 have concrete cement floors with a weight bearing capacity of 5.0 KN/m² or 100 lb/ft².
- Any equipment or items to be used or displayed whose weight exceeds the floor capacity limit must be assessed prior to the positioning of the item or equipment. The use of a spreader plate may be required to spread the weight evenly.
- Where this is necessary, the cost is to be borne by the Exhibitor.

Machines and Equipment

- Exhibitors who wish to display machines and equipment must have the display machines' weight assessed, please refer to **CURIO PACK SDN. BHD.**

Sound (Noise) Levels

- Objectionable sound devices may not be used.
- Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval from the Show Organiser and Centre.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.
- Music or noise emitting from the exhibition booth cannot exceed 70 decibels (A).
- Exhibitors receiving requests from the Show Organiser or the Centre's Management to reduce the music volume or noise level must conform immediately to the request or be subjected to having the power to their sound system disconnected.

Promotion Materials

- Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.
- Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- The Centre's Management reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.

Soliciting/Demonstrating

- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.
- Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space.
- No exhibits, displays or advertising material of any kind will be allowed in the Centre's public areas, basement parking or hallways.
- Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.
- Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.

Smoking Policy

- Smoking is prohibited in the Kuala Lumpur Convention Centre.
- All public areas, inclusive of Foyers, Registration Counters, Cafe, Organiser's Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.
- Designated smoking areas are located at the end of each wing on Ground Level and Level 3.

Stand Cleaning

- Exhibitor is fully responsible for cleaning their stands and exhibits.
- If you have any specific requirement on waste disposal especially paint, grease and oil, please contact the Centre Management to discuss correct disposal methods.
- To order this service via the ESC portal.



International Surgical Week

SPECIAL DESIGN'S RULES & REGULATIONS

Please ensure to read and complete **Form 6 – Form 7** Page 24 - 32 (if you intend to have special design on your stand) and return to Official Contractor. These forms need to be submitted with your stand design otherwise your stand design will be rejected.

CEILING MATERIAL (INFORMATION MUST BE SUBMITTED FOR FULL-ENCLOSED, COVERED BOOTH WITH SOLID CEILING AND ROOFED STRUCTURE)

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including the plan views and elevation.
- Roof loading and structure calculation.
- Specification of materials used.
- A risk assessment, to include fire hazards and method statement.
- Structural engineer's certificate to the venue management no later than 21 days prior to the event build up.
- A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment like smoke detector, portable Co2, chemical extinguisher or sprinkler system.

DESIGN APPROVAL & RULES

- 1) Height limit for special design booth is 6m. Highest point of rigging is 6m including structural rigging.
- 2) The maximum height of sharing wall must not exceed 3m height.
- 3) Please be advised that branding will not be allowed on the side of the neighboring stand.
- 4) Please note the following is required for approval, these must be submitted to the Official Contractor, according to the booth submission format at Appendix A **Page 28-32** no later than **22 July 2024**.
 - 3D view with full Stand Dimension
(Please make sure you attach as one PDF document showing all 4 sides of the stand)
 - Working drawings, Structure Material Detail and Support Details of the stand (the construction materials shall be non-flammable or fire retardant)
 - Plan Layout Drawing
 - Elevation Drawings (Front, back and side)
 - Electrical details (Please make sure you attach all the above one PDF document)
 - Design plans must include details of the construction material and the methods to be used for assembly. *These plans will be viewed by the Centre's S.H.E. Manager together with the risk management plan to ascertain if the design is acceptable.*
- 5) 90° corners are not permitted; failure to adhere to this rule will incur costs to contractors as stand alterations will have to be made to fulfil the rule. Therefore make sure that your corners are rounded off or splayed or otherwise protected to ensure a clear passage.
- 6) Any portion of a display that extends above or beyond that of the stand adjoining to the rear or side must be finished on its rear side with white paint or plain white drape at the exhibitor's expense.
- 7) Any door incorporated into the stand and which does not provide an alternative means of egress, must have a "NO ENTRY" sign affixed to it. Doors located on the aisles, must NOT open towards the aisle causing an obstruction to others
- 8) Any portion of your stand facing an aisle must be finished.
- 9) The Organisers have the right to reject any stand plan deemed to be:
 - a) Structurally unsafe
 - b) Does not conform to the specifications listed in the manual
 - c) Causing obstruction to neighboring stands
- 10) Stand structures or designs which are not approved, or do not conform to the technical regulations or the laws governing such items, must be altered or removed. Exhibitors or their appointed contractor will be responsible for all costs incurred with regards to the necessary alterations.
- 11) Stands should not be fabricated without the Official Contractor approval.

12) Documentation required for stands with double decker stands, please refer to the below.

These must be submitted to Official Contractor no later than **22 July 2024**

- 3D view with full Stand Dimension
- (Double decker stand send the 3D view showing the all 4 sides of the ground floor / top floor along with the interior views)
- Working drawings, Structure Material Detail and Support Details of the stand (the construction materials shall be non-flammable or fire retardant)
- Plan Layout Drawing
- Architectural Plan
- Elevation Drawings (Front, back and side)
- Electrical details
- Structural Design Calculations stamped by professional Engineer / Company registered under Board of Engineer Malaysia (BEM)
- Load per square meter on the ground
- Structural Drawings
- The width and position of any emergency exit escape routes within the stand
- Handrail & Staircase Detail
- Connection Details
- Base Plate Sizes – spreaders must be 1m x1m.
- Any Special Display Loading Allowance
- Accessible Ramp detail
- Risk Assessment
- Method Statement
- Proof of suitable insurance must be submitted to Official Contractor before construction can commence
- Stand design appraisal checklist

13) Rigging / Object Hanging Regulations:

- The Grand Ballroom, Banquet Hall and Conference Halls 1, 2 and 3 are fitted with static rigging points. The maximum loads of the points vary from 50kg to 500kg depending on their location and function. There are rigging points every 4.5 linear metres so a mobile rigging system is required. No direct rigging is allowed.
- Method to use - Chain hoist and portable trusses hanging point from the static rigging point (Banquet Hall, Conference Hall 1,2,3 and Grand Ballroom).
- If static rigging point does not exist above booth; hanging object is not feasible.
- No direct rigging is allowed and the mobile rigging requires the use of trusses and a hoist. The venue has both tri truss and box truss available for hire. The trusses and all the necessary motor hoists and rigging gear comply with international standards. Venue is the exclusive provider of rigging services. Trusses and motor chain hoists must be supplied by the Centre.
- Any steel wire used must at least 6 mm (0.24 inches) in diameter and the final requirements will be based on the total weight of the structure to be supported. Steel wires must be hung in straight lines for all decorative materials.
- Materials for proposed decorations which weigh more than 50 kg must be submitted to the venue's AV Department for review and approval. Failure to do so may result in a delay in work and/or rejection of the decorations.
- Hanging objects must be hung over an exhibitor's contracted stand space only and not over the aisles and passageways.
- If rigging points do not exist where points are required, a high beam or truss has to be installed to provide the desired rigging points.
- All hanging objects exceeding 500kg require written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose and must be supplied together with the Structural Engineer Certificate to the venue management and official contractor no later than (14) days prior to the event build-up.

14) All lighting must be at least 2.5 metres above floor level or protected in an approved way to prevent accidental burning

15) It is the responsibility of Space Only Exhibitors to ensure that their stand number is incorporated within their stand design and is clearly displayed.



International Surgical Week

ELECTRICAL RULES & REGULATIONS

Electricity will be supplied by Official Contractor to carry out all electrical work (wiring, connection, lighting and etc.) on all booths at the exhibition. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on-site.

Electrical power supply is Single-phase: 230V / 50Hz $\mu \pm 5\%$. Three-phase: 415V / 50Hz $\mu \pm 5\%$.

Lighting Connection:

All lighting connection work must be done by Official Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection.

Lighting connections are charged according to the number of tubes and bulbs lighted on the stand. Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever is applicable.

For LED connection fee is charged based on per meter run at different rate, please refer to form 6.

Exhibitors where lighting fixtures are found to have been the cause of trips / overload in power supply will be responsible for all re-energisation cost.

Each individual power point or isolator is to be restricted for the use for only (one) piece of equipment and it cannot be used for lighting purpose.

The use of double adaptors is prohibited; contractors are required to order additional power socket from official contractor if necessary.

Plans and location of electrical points have to be submitted one month before the show opening to the Official Contractor. Official Contractor reserves the right to request Exhibitors to change any wiring installation, connection etc. contained in lighting fixtures for safety reasons.

Cables must be routed away from pedestrian traffic and taped down to minimize a trip hazard.

Kuala Lumpur Convention Centre SHE charge-man may check electrical equipment on site for compliance at any time.

Exhibitors will be required to unplug electrical equipment found to be unsafe or that is not tested or tagged electrical equipment includes light fittings, computers, projectors, office equipment and any electrical appliance etc. All personnel working at the stand must be informed of the requirements for electrical equipment.



International Surgical Week

EXHIBITION SCHEDULE

BUILD-UP		
Sunday, 25 August 2024	7:00AM – 9:00 PM	Hall Open & Official Contractor build up
	11:00 AM onwards	Non-Official Contractor build up
	3:00PM to 5:00PM	Exhibitors Badge Collection
	3:00PM onwards	Exhibitor Check-in / Move-In for shell scheme booth
		For bare space exhibitors, kindly refer to you appointed contractor.
	9:00PM	Hall Closed
<p>** All stand construction must be completed by 8:00 PM, 24th August 2024.</p> <p>** Stand dressing and exhibitor set up should be completed by 7:00 PM, 24th August 2024.</p> <p>** All construction debris, booth materials, packing waster, and all other leftover must be cleared away from the hall by 8:00 PM, 24th August 2024.</p> <p>** Automatic penalties including forfeiture of performance bond will be imposed for failure to comply.</p>		
SHOW DAY		
Sunday, 25 th August 2024	8:30AM onwards	Registration of Delegates
Sunday, 26 th August 2024 to Thursday, 29 th August 2024	8:00 AM	Hall Open for Exhibitors
	9:00 AM – 5:00PM	Show hour
	5:00 PM	Hall Closed
<p>** Only hand carry items are allowed to move out from the hall from 5:00 PM onwards, 29th August 2024. (Refer to Venue's Rules & Regulations)</p> <p>** Dismantling of stand can commence on 6:00 PM, 29th August 2024.</p> <p>** Automatic penalties including forfeiture of performance bond will be imposed for failure to comply.</p>		
DISMANTLE		
Thursday, 29 th August 2024 (Dismantle)	6:00 PM – 11:55 PM	Dismantle
<p>** Exhibits items must be cleared from the stands by 6:00PM, 29th August 2024, the organizer/ Official Contractor cannot be held responsible for any items left on your stand in the aisle or in the loading bay after this time.</p> <p>** Any debris left in the hall after 11:55 PM, 29th August 2024 will result in a penalty fee and a charge for disposal.</p> <p>**The organiser/ Official Contractor is not held responsible for any items left in the hall beyond 11:55 PM, 29th August 2024.</p>		

Note:

On exhibition days, exhibitors are permitted to enter the exhibition hall 1 hour before and stay 1 hour after official event hours. Exhibitors requiring to start earlier/stay later must obtain prior permission from the Organiser for security reasons. Only Exhibitors with valid exhibitors' passes are allowed entry to the Exhibition Hall before and during Exhibition hours.

****The exhibition schedule shall be updated from time to time. Kindly check with Organiser shall there be any updates, or we'll keep you informed****



International Surgical Week

EMERGENCY EVACUATION PROCEDURES

The Centre has an Emergency Evacuation Plan to enable the successful evacuation of staff, exhibitors and visitors in the case of a fire or other emergencies.

All Centre staff will assist in the evacuation if the need arises.

Contractors and Exhibitors and their employees must be familiar with the emergency exits and it is crucial that all occupants of the Centre must be aware of the Kuala Lumpur Convention Centre Emergency Procedures Plans.

Action upon Hearing the Fire Alarm

- Upon the sounding of the emergency tone, immediately stop any ongoing activities.
- Stay in your location and wait for instructions from the Floor Warden or the PA system.
- Switch off all electrical equipment being used if necessary.
- After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area which is located at the KLCC Park.
- Use nearest and safest exit.
- Proceed to the predetermined emergency assembly area and report to the Floor Warden / designated staff for roll call.
- Wait for further instructions



The Fire Alarm makes a Whoop Whoop sound

Evacuation Assembly Area

- During an evacuation, Contractors, Exhibitors and Visitors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
- The Evacuation Router and Assembly Areas are outlined on the maps below.
- These maps should be studied by all Exhibitors and Contractors and all their staff or agents as part of their familiarisation with the Centre’s physical infrastructure.



Action in the Event of Fire

- Raise the alarm by activating the nearest fire break alarm.
- Report the incident to the nearest Supervisor who has a radio or any type of communication system.
- Attempt to put out the fire if it is safe to do so using the firefighting equipment. Do not put yourself at risk.
- If the smoke or fire threatens to endanger others, close all the doors and evacuate the occupants to the assembly area which is located at the KLCC Park.

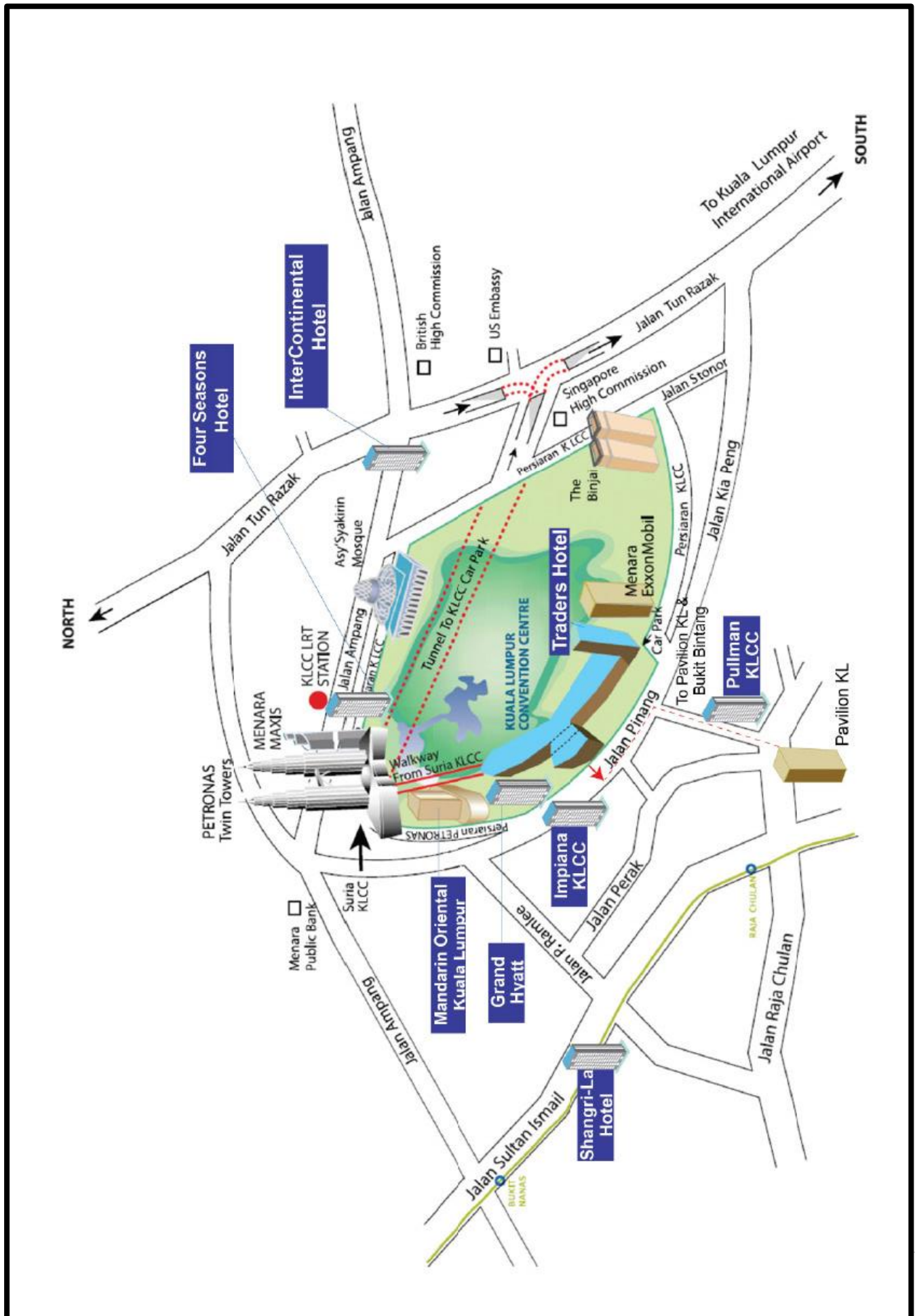
Calling for Security/ Safety Manager

- Call Kuala Lumpur Convention Centre’s Fire Control Room – Extension 555.
- Make the communication clear and brief. “This is (state your location). We have a fire at”
- Wait for further instructions.

Centre Contact Details

Role	Title	Phone No. One	Phone No. Two
Chief Warden	Security Manager	+60 12 347 7986	+603 2333 2957
	Safety Manager	+60 12 2940 753	+602 2333 2905
Communication Officer	Fire Control Operator	Ext. 555	+602 2333 2900

MAP ACCESS TO KUALA LUMPUR CONVENTION CENTRE





International Surgical Week

FORM 1: FASCIA NAME FORM FOR SHELL SCHEME

DEADLINE: **22nd July 2024**

This form must be completed and returned by all Standard Shell Scheme exhibitors.

PLEASE USE BLOCK LETTERS

1. FASCIA NAME (A maximum of 25 letterings only can be accommodated. Only APPLICABLE for Shell Scheme booths)

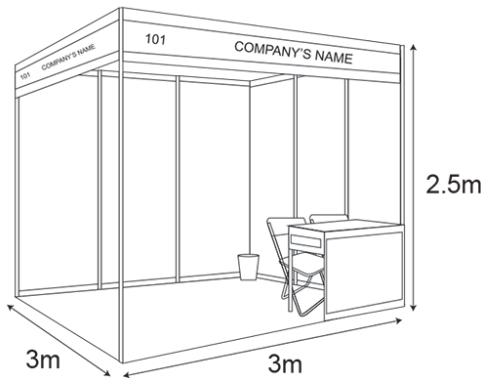
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Important Notes:

- 1) Fascia Name will be in upper case, standard 70mm-high sticker English letterings (maximum 25 letterings)
- 2) Failure to submit the request after the deadline, the name on signed contract will be used.
- 3) Any changes on site will be charged RM 100.00/set of fascia name.

2. STANDARD BOOTH



Booth Dimension / Size	9sqm
Information Counter	1
White Folding Chair	2
Wastepaper Bin	1
T5 Fluorescent Tube	2
13Amp Power Socket	1

Above is just an Artist's Impression of 3m x 3m booth for Exhibitors reference. Booth outlook may vary according to different booth sizes. Refer to booth package entitlement as above for complete details. Booth package entitlements are only applicable to Shell Scheme booths, but not Raw Space booths

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my / jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____

Company Chop & Signature:



International Surgical Week

FORM 2: CONTRACTOR PASS APPLICATION FORM

DEADLINE: 22nd July 2024

Exhibitor Details

Company Name: _____ Booth No: _____

Contractor Details

Company Name: _____

Contract Person: _____

Mobile No: _____

Tel No: _____

Fax No: _____

Email: _____

Item	Quantity	Unit Price (RM)	Total (RM)
Contractor Pass		25.00	
		Late Surcharge: <i>(if applicable)</i>	
		Total Amount:	

Important Notes:-

- 1) Each contractor pass is priced at **RM 35.00** after the **deadline of 22nd July 2024**.
- 2) Official Contractor will not issue any contractor badges during dismantling, therefore please ensure that you have order in advance the sufficient number of badges to be used during build up as well as the dismantling.
- 3) All payments are to be in favour of **BLUE CIRCLE PLUS SDN. BHD.** and must be accompanied by this Order Form. All bank charges must be borne by remitter. **Bank Details: CIMB BANK BERHAD (Sri Damansara Branch) B-G-8, Block B, Ativo Plaza, Persiaran Perdana, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Bank Account No: 800 908 5824. Bank Swift Code: CIBBMYKL**

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my / jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____

Company Chop & Signature: _____



International Surgical Week

FORM 3: ELECTRICAL & LIGHTING ORDER FORM

DEADLINE: 22nd July 2024

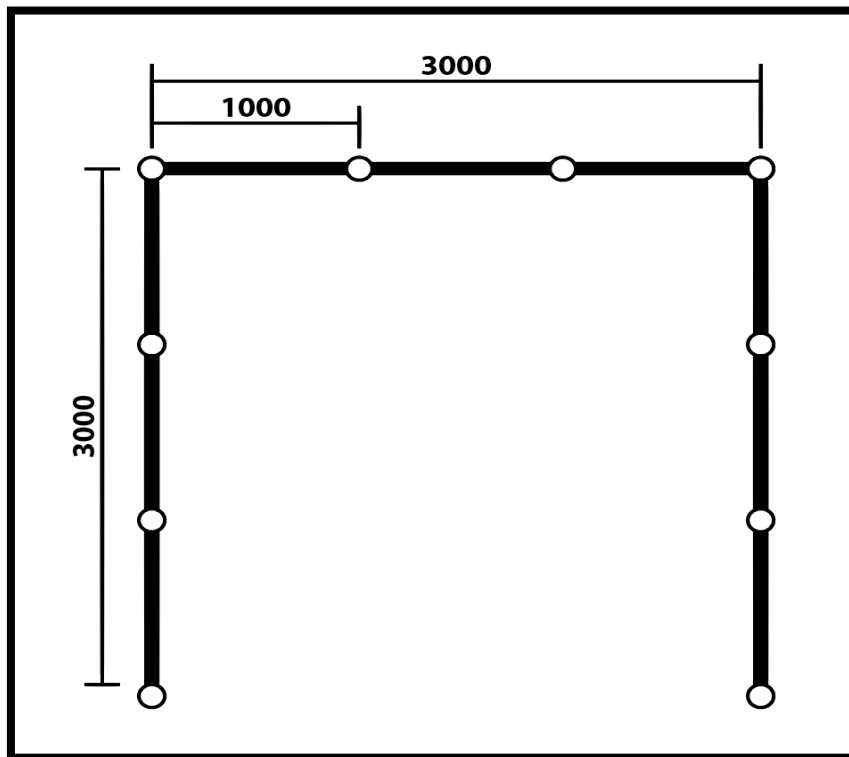
NO.	ITEMS	WATT	UNIT PRICE (RM)	QTY.	TOTAL (RM)
101	LED Spotlight	12w	RM 105.00		
102	LED Long Arm Spotlight	12w	RM 115.00		
103	LED Spotlight	50w	RM 135.00		
104	LED Long Arm Spotlight	50w	RM 145.00		
105	LED Downlight	50w	RM 100.00		
106	Fluorescent Tube (Full / Loose Set)	40w	RM 100.00		
107	LED Metal Halide	50w	RM 300.00		
108	LED Arm Metal Halide	50w	RM 350.00		
109	LED Floodlight	100w	RM 400.00		
110	LED Arm Floodlight	100w	RM 450.00		
111	Lighting Connection (Max. 100W per bulb/tube)	Max. 100w per bulb/tube	RM 120.00		
112	Lighting Connection for LED Strip / Bulb / Tube (Max.1mL or 1 bulb/tube per connection)	Max. 1m length or 1 bulb/tube	RM 110.00		
113	13 Amp Single Phase Power Point	13A (Max. 500w)	RM 120.00		
114	13 Amp Single Phase Power Point (24H)	13A (Max. 500w)	RM 330.00		
115	15 Amp Single Phase Power Point	15A (Max. 2000w)	RM 200.00		
116	15 Amp Single Phase Power Point (24H)	15A (Max. 2000w)	RM 580.00		
117	13 Amp Single Phase Socket - temporary power supply for set-up.		RM 300.00		
TOTAL COST					

Important Notes:

1. All items are on rental basis.
2. **All Electrical Item priced above are rented from 25th – 29th August 2024. If power socket is needed during build up, please order separately.**
3. Late order: 30% surcharge will be charged for any late orders received after the deadline **22nd July 2024**, while orders received on site will be subject to a 50% surcharge.
4. Any cancellation before/on **22nd July 2024** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **22nd July 2024**.
5. All electricity power supplied must be carried out by the Official Contractor. Without any exception, Exhibitors who provide their own lighting fixtures will be charged the lighting connection fees according to the rates in Order Forms.
6. Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
7. Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever applicable. -purpose plug and / or extension are allowed.
8. All payments are to be in favour of **BLUE CIRCLE PLUS SDN. BHD.** and must be accompanied by this Order Form. All bank charges must be borne by remitter. **Bank Details: CIMB BANK BERHAD (Sri Damansara Branch) B-G-8, Block B, Ativo Plaza, Persiaran Perdana, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Bank Account No: 800 908 5824. Bank Swift Code: CIBBMYKL**

Please indicate in the diagram below where you want your electrical and lighting be positioned by using numbers stated below.

3M x 3M Booth



Legend :

101	LED Spotlight 12w	111	Lighting Connection
102	LED Long Arm Spotlight 12w	112	Lighting Connection for LED Strip / Bulb / Tube
103	LED Spotlight 50w	113	13 Amp Single Phase Power Point
104	LED Long Arm Spotlight 50w	114	13 Amp Single Phase Power Point (24H)
105	LED Downlight 50w	115	15 Amp Single Phase Power Point
106	Fluorescent Tube (Full / Loose Set)	116	15 Amp Single Phase Power Point (24H)
107	LED Metal Halide (50w)	117	13 Amp Single Phase Power Point (Build Up ONLY)
108	LED Arm Metal Halide (50w)		
109	LED Floodlight (100w)		
110	LED Arm Floodlight (100w)		

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my / jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____

Company Chop & Signature: _____



101 LED Spotlight
12 Watt



102 LED Long Arm Spotlight
12 Watt



103 LED Halogen Spotlight
50 Watt



104 LED Halogen
Long Arm Spotlight
50 Watt



105 LED Halogen Downlight
50 Watt



106 Flourescent Tube
(Full / Loose Set)
40 Watt



107 LED Metal Halide
50 Watt



108 LED Arm Metal Halide
50 Watt



109 LED Floodlight
100 Watt



110 LED Arm Floodlight
100 Watt



115 13 AMP Single Phase
Powerpoint



116 13 AMP Single Phase
Powerpoint (24H)



117 15 AMP Single Phase
Powerpoint



118 15 AMP Single Phase
Powerpoint (24H)

Electrical Rental



International Surgical Week

FORM 4: FURNITURE ORDER FORM

DEADLINE: **22nd July 2024**

	ITEMS	DIMENSION (L x W x H)	UNIT PRICE (RM)	QTY.	TOTAL (RM)
201	Information desk	1030mm x 540mm x 760mm	RM 105.00		
202	Lockable Cupboard	1030mm x 540mm x 760mm	RM 150.00		
203	Low Round Table	D800mm x 750mm	RM 110.00		
204	Tall Round table	D600mm x 1000mm	RM 125.00		
205	Bar Stool	D390mm x 350mm x 750mm	RM 100.00		
206	Folding Chair	450mm x 400mm x 770mm	RM 30.00		
207	Brochure Rack	320mm x 600mm x 1380mm	RM 120.00		
208	Shelf (slope/flat) <i>please indicate</i>	1000mm x 310mm	RM 50.00		
209	Discussion Table – Crystal D3	D800mm x 760mm	RM 150.00		
210	Curve Chair	470mm x 400mm x 800mm	RM 90.00		
211	Glass Top Coffee Table	600mm x 600mm x 520mm	RM 100.00		
212	Sofa Black	800mm x 900mm x 730mm	RM 150.00		
213	Black Leather Arm Chair	560mm x 560mm x 760mm	RM 105.00		
214	Square Table	600mm x 600mm x 760mm	RM 100.00		
215	Waste Basket	-	RM 7.00		
216	Low Display Cube	500mm x 500mm x 500mm	RM 120.00		
217	High Display Cube	500mm x 500mm x 760mm	RM 150.00		
220	Low Showcase	1030mm x 535mm x 1030mm	RM 400.00		
221	High Showcase	1030mm x 535mm x 2260mm	RM 550.00		
				TOTAL COST	

Important Notes:

1. All items are on rental basis.
2. Late order: 30% penalty fee will be charged for any late orders received after the deadline, while orders received on site will be subject to a 50% surcharge.
3. Any cancellation before/on **22nd July 2024** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **22nd July 2024**.
4. All payments are to be in favour of **BLUE CIRCLE PLUS SDN. BHD.** and must be accompanied by this Order Form. All bank charges must be borne by remitter. **Bank Details: CIMB BANK BERHAD (Sri Damansara Branch) B-G-8, Block B, Ativo Plaza, Persiaran Perdana, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Bank Account No: 800 908 5824. Bank Swift Code: CIBBMYKL**

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my / jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____
 Company Chop & Signature: _____



201 Information Desk
1030mm x 540mm x 760mmH



202 Lockable Cupboard
1030mm x 540mm x 760mmH



203 Low Round Table
D800mm x 750mmH

204 Tall Round Table
D600mm x 1000mmH



224 OSCAR Bar Stool (White)
440mm x 440mm x 1210mmH



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



207 Brouchure Rack ZigZag
320mm x 600mm x 1380mmH



208 Shelf (slope / flat)
1000mm x 310mm



209 Crystal D3
D900mm x 760mmH



210 Savani Chair
470mm x 400mm x 800mmH



211 Glass Top Coffee Table
600mm x 600mm x 520mmH



212 Sofa Black
800mm x 900mm x 730mmH



213 Black Leather Arm Chair
560mm x 560mm x 760mmH



214 Square Table
600mm x 600mm x 760mmH



216 Low Display Cube
500mm x 500mm x 500mmH

217 High Display Cube
500mm x 500mm x 760mmH



218 Refrigerator (Medium)

219 Refrigerator (Small)



220 Low Showcase
1030mm x 535mm x 1030mmH

221 High Showcase
1030mm x 535mm x 2260mmH



222 AMES Discussion Table
800mm x 800mm x 750mmH



223 Discussion Chair (White)
470mm x 420mm x 820mmH



224 Discussion Chair (Black)
470mm x 420mm x 820mmH



International Surgical Week

FORM 5: PRINTING SERVICES ORDER FORM

DEADLINE: **22nd July 2024**

	ITEMS	DIMENSION (L x W x H)	UNIT PRICE (RM)	QTY.	TOTAL (RM)
301	Digital Print on Internal System Panel. Poles will be visible	950mm x 2350mm Ht	RM 450.00 per meter		
302	Digital Print on Compressed Foam Poles will not be visible	1000mm x 2440mm Ht	RM 550.00 per meter		
303	Inkjet Print on Information Desk	950mm x 620mm Ht	RM 350.00 per piece		
304	Inkjet print on Compressed Foam on Information Desk	Front - 1030mm x 750mm Ht Sides – 535mm x 750mm Ht	RM 500.00 per set		
305	Inkjet print on Low Showcase	950mm x 620mm Ht	RM 350.00 per piece		
306	Inkjet Sticker on Curve Counter	1533mm x 890mm Ht	RM 550.00 per piece		
307	Inkjet Sticker on High Showcase	Front - 950mm x 890mm Ht Top – 950mm x 210mm Ht	RM 500.00 per set		
308	Pull-up Banner with aluminum stand	800mm x 2000mm Ht	RM 400.00 per set		
TOTAL COST					

Important Notes:

1. All items are on rental basis.
2. All size stated are indicative only. Kindly contact the contractor for accurate measurement.
3. Kindly send us the final artwork in AI format / high resolution PDF (minimum 300Dpi) for printing purpose.
4. Late order: 30% penalty fee will be charged for any late orders received after the deadline, while orders received on site will be subject to a 50% surcharge.
5. Any cancellation before/on **22nd July 2024** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **22nd July 2024**.
6. All payments are to be in favour of **BLUE CIRCLE PLUS SDN. BHD.** and must be accompanied by this Order Form. All bank charges must be borne by remitter. **Bank Details: CIMB BANK BERHAD (Sri Damansara Branch) B-G-8, Block B, Ativo Plaza, Persiaran Perdana, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Bank Account No: 800 908 5824. Bank Swift Code: CIBBMYKL**

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my / jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____

Company Chop & Signature: _____



301 Digital Inkjet Print on Internal System Panel



302 digital Inkjet Print on Compressed Foam



303 Inkjet Sticker on Information Desk



304 Compressed Foam on Information Desk



305 Inkjet Sticker on Low Showcase



306 Inkjet Sticker on Curve Counter



307 Inkjet Sticker on High Showcase



308 Pull Up Banner

Printing Service



International Surgical Week

FORM 6: NON-OFFICIAL CONTRACTOR FORM (PERFORMANCE BOND)

This form is applicable, who are:

DEADLINE: 22nd July 2024

- Contracted for bare space
- Exhibitor building their own stand
- Exhibitor who engaged their own stand contractor
- Contractor who is dismantling stand on behalf

Before permission is granted for a non-official contractor to work at the exhibition, the non-official contractor is required to place a performance bond (refundable) at **min. RM 5,000.00 (36 sqm and below), RM 10,000.00 (37 sqm and 100 sqm) and RM 15,000.00 (101 sqm and above)** per contractor per stand with **BLUE CIRCLE PLUS SDN. BHD.** and sign an undertaking letter to guarantee conduct, proper schedule of production and observance of the exhibition rules and regulations.

Performance bond (refundable) is meant to cover for any damages done during the set -up, exhibition period and dismantling.

Performance bond (refundable) to be paid before 7 days before set up date or collection of lorry pass or collection of non -official contractor pass. The Performance bond (refundable) shall be held by the Official Contractor until the completion of the show and shall be refunded without interest to the non-official contractor within 30 days from the completion of exhibition after deduction of: -

Any sums for any loss of items, damage, defects, fixtures and fittings directly or indirectly caused by the non-official contractors.

Defects categories:

- Paints stains leftover, and/or illegal disposal of paint materials
- Any type of adhesive tape stains
- Damages or defects to the venue's floor coverings, walls and/or structure
- Heavy construction
- Waste material/rubbish leftover
- Booth construction materials leftover (i.e. glass, plastic, wood and etc)
- Unable to comply with the exhibition, and/or venue construction rules & regulations
- Failure of booth structure integrity

NO	PARTICULAR	SQUARE METRE	AMOUNT [RM]
1)	Performance Bond(Refundable) (For Non-Official Contractor)		
Total Amount:			

Important Notes: -

- 1) Please issue separate cheque for the performance bond. For bank in payment, kindly attach a copy of bank in slip as confirmation.
- 2) All payments are to be in favour of **BLUE CIRCLE PLUS SDN. BHD.** and must be accompanied by this Order Form. All bank charges must be borne by remitter. **Bank Details: CIMB BANK BERHAD (Sri Damansara Branch) B-G-8, Block B, Ativo Plaza, Persiaran Perdana, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Bank Account No: 800 908 5824. Bank Swift Code: CIBBMYKL**

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my / jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____

Company Chop & Signature: _____



International Surgical Week

FORM 7: LETTER OF INDEMNITY FOR NON-OFFICIAL CONTRACTOR

Notes:

DEADLINE: 22 July 2024

A non-refundable administrative fee of **RM 50.00 per sqm** is payable to the official contractor by non-official contractor for the processing of the communication, management function including securing approval from relevant authorities.

NO	PARTICULAR	PER SQUARE METRE	SQUARE METRE	AMOUNT [RM]
1)	Admin Fee to Construct / Decorate Special Design Stand (Non-Refundable)	RM 50.00		
Total Amount:				

Important Notes: -

- 1) All stand design must be submitted to Official Contractor no later than **22nd July 2024** for pre-approval, otherwise we will not be responsible for any instruction by Venue Management to amend the booth structure on site.
- 2) Please see below (Appendix) for the sample of booth design submission.
- 3) All payments are to be in favour of **BLUE CIRCLE PLUS SDN. BHD.** and must be accompanied by this Order Form. All bank charges must be borne by remitter. **Bank Details: CIMB BANK BERHAD (Sri Damansara Branch) B-G-8, Block B, Ativo Plaza, Persiaran Perdana, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Bank Account No: 800 908 5824. Bank Swift Code: CIBBMYKL**

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my / jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____

Company Chop & Signature: _____

LETTER OF INDEMNITY FOR NON-OFFICIAL CONTRACTOR

It is the responsibility of the contractor to ensure all the regulations, policies and deadlines outlined in the contractor's regulations during the show are observed carefully and performed by contractor involved in the Exhibition. The following guidelines must be adhered to:

Kuala Lumpur Convention Centre - Information & Rules for the Exhibitor's Appointed Contractor (EAC) When Working in the Centre

1. All non-official contractors are required to register with the Official Contractor.
2. The EAC must possess valid business registration license, workmen compensation insurance and public liability and or third-party liability insurance.
3. The EAC must wear a pass supplied by the official contractor all the times when entering to the halls.
4. All Malaysian workers must possess an Identity Card (IC) and all foreign worker must possess a valid work permit in order to obtain a contractor badge.
5. No persons under age 18 years old are permitted to enter or work on the premises.
6. No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
7. Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol.
8. Smoking is not allowed at any time in the Halls and associated work areas.
9. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
10. Construction materials are not allowed to be piled onto NO FREIGHT AISLE, or obstruct fire exit and firefighting equipment. All materials must be kept within contracted booth space at all times.
11. All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guest's area.
12. Urinating in paint washing room or any unauthorised designation is strictly prohibited.
13. Preparation and cleaning of paints must be conducted in wash room located at ground floor; loading dock 2 and loading dock 4.
14. Contractor caught cleaning and disposing paint, chemical or build-up materials in the toilet bowl and washing basin will be penalised and liable to bear any cost incurred for rectifying the drainage system.
15. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
16. Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
17. Any person working on scaffolding of 2 metres and above must be protected with appropriate personal protective equipment such as safety helmet, body harness, covered or safety shoes. Only competent and experienced personnel shall be allowed to erect and dismantle the scaffolding.
18. Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are strictly not allowed.

19. Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel shall be evicted from site.

20. Any person with using abusive language, violent behaviour or committing unsafe work practises and or non-compliance activities will be prohibited from working in the Centre immediately.

21. The KI Convention Centre's Security Department deals with all reported incidents. Any incidents occur during the build and tear down activity, the contractors should report to the Centre's Security Services which located at the Concourse Level.

Note: The Centre reserves the right to add and change any of the procedures and requirements at any time. Any person caught committing unsafe work practices and or non-compliance activities will be fined or prohibited from working in the Centre.

Rules and Regulations.

1. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply will result in a re-energisation fee.
2. Deadline for submission of raw space/special stand design with design appraisal checklist attached: **22nd July 2024.**
3. Deadline for submission of the power, electricity: **22nd July 2024.**
4. Electrical power supplied is used for running equipment / exhibit only. If used for lighting purposes, lighting connection charges will be applied.
5. Exhibitors and their non-official contractors will have to bear any charges levied by Hall Owners for damages caused to their property, walls and floorings or for debris not cleared away.
6. It is the responsibility of respective vendors to ensure the stability of own stand structures. Vendor is liable for the penalty charges by the Organiser or Official Contractor, should there be any insecure structures found within the stand area.
7. A Warning Notice will be issued to non-official contractors, if found non-compliant to the Rules & Regulations.
8. The Organiser and Official Contractor reserve the right to impose penalty charges to non-official contractors, if found non-compliant to the **Rules & Regulations.**

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

Signature

Name:

Designation:

Date:

Company stamp:



International Surgical Week

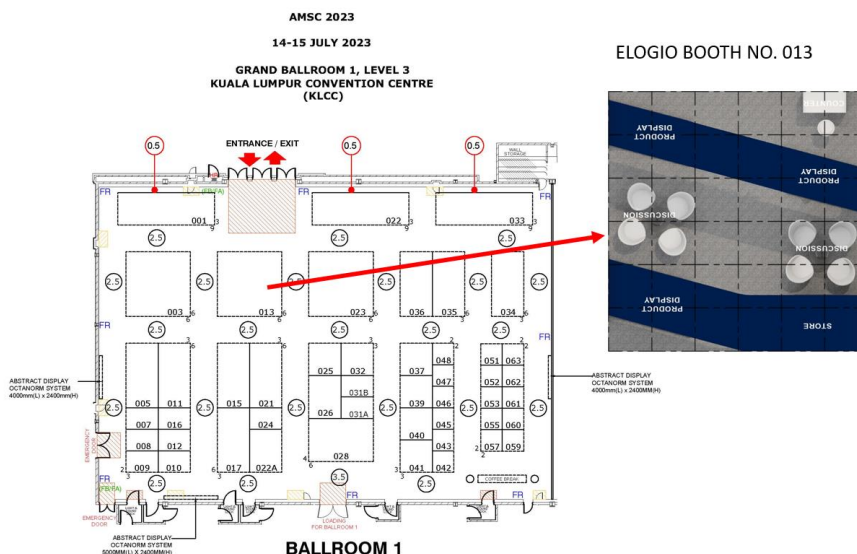
APPENDIX A

Sample of Special Design Stand Submission

Section A	General information
Event Name	Aesthetic Medicine & Surgery Conference (AMSC) 2024
Event Date	
Contractor Company	
Contractor Name	
Handphone	
Email	
Booth Name/ Number	Elogio / 035
Booth Size	6m x 6m
Halls Name	Ballroom
Overall Booth Height	Below 4.0m
Note	Due to some variance in the heights in some areas within the different halls , all exhibitors/ stand builders must refer to the technical floor plans provided by show organiser.

Section B

Attach the technical floor plan showing the exact location of the stand location plan.



Sample of Special Design Stand Submission

Section C

- | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Only 3D stand design plans or photos are accepted |
| 2 | The structural details of the stand should include Orthographic View (Elevations and Isometric) which cater all angles of the model. |

C.2 (1)- Example of Orthographic View- Top, Side , Front and Back grid/elevation drawing with measurements



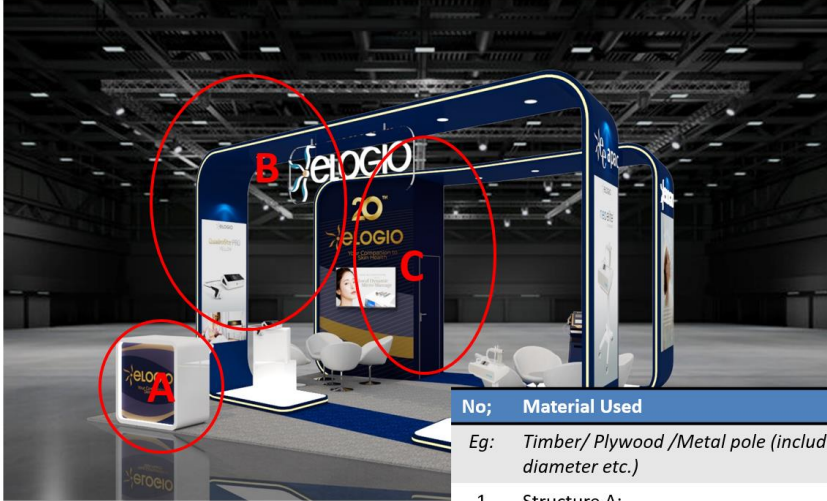
C.2 (2)- Top, Side , Front, and Back grid/elevation views



Sample of Special Design Stand Submission

Section C

3 The construction and structural details of the stand should include the respective building methodology, materials used and other relevant details inclusive of specific suspension requirements if required.



No;	Material Used
<i>Eg: Timber/ Plywood /Metal pole (including thickness/ sizes / diameter etc.)</i>	
1	Structure A:
2	Structure B:
3	Structure C:
4	Platform/ Flooring :

Section C

3 The construction and structural details of the stand should include the respective building methodology, materials used and other relevant details inclusive of specific suspension requirements if required.



No	Method to construct /support (eg: method to construct the 3 sets of triangle share wooden arch)
<i>Eg: To list down the steps in building up structures. Example:</i>	
<i>1. 3 units of xx inch X xx inch attached to form triangular arch minimum with xx screw points.</i>	
<i>2. Boxed up lighted supported by metal pole/beam attached to triangular arch.</i>	
<i>3. Support Method for Backdrop – 'L' shape design backdrop (90 degrees) with xx inch width and counter xx kg as counter weight</i>	
<i>4. etc</i>	
1	
2	
3	
4	
5	

Sample of Special Design Stand Submission

Section C

3 The construction and structural details of the stand should include the respective building methodology, materials used and other relevant details inclusive of specific suspension requirements if required.



No Method to construct /support (eg: method to construct the 3 sets of triangle share wooden arch)

Eg: To list down the steps in building up structures. Example:
 1. 3 units of xx inch X xx inch attached to form triangular arch minimum with xx screw points.
 2. Boxed up lighted supported by metal pole/beam attached to triangular arch.
 3. Support Method for Backdrop – 'L' shape design backdrop (90 degrees) with xx inch width and counter xx kg as counter weight
 4. etc

- 1
- 2
- 3
- 4
- 5

Section C

3 The construction and structural details of the stand should include the respective building methodology, materials used and other relevant details inclusive of specific suspension requirements if required.



No Method to construct /support (eg: method to construct the 3 sets of triangle share wooden arch)

Eg: To list down the steps in building up structures. Example:
 1. 3 units of xx inch X xx inch attached to form triangular arch minimum with xx screw points.
 2. Boxed up lighted supported by metal pole/beam attached to triangular arch.
 3. Support Method for Backdrop – 'L' shape design backdrop (90 degrees) with xx inch width and counter xx kg as counter weight
 4. etc

- 1
- 2
- 3
- 4
- 5

Sample of Special Design Stand Submission

Section C

- 4 A copy of the Structural Engineering Certification for Double deck and "complex" stand. (use additional or separate document where necessary)

PE endorsement is not required when:

1. Platform less than 3 inch
2. Below 1 ton (vehicle/ object/ machine)
3. Ramp usage design for less than 200kg load

Ref. 3inch=7.62cm= 0.25 ft

9

SECTION D

Prepared by

Date

Name of the stand builder

SECTION E

Accepted by

Date

Name of organiser or the
appointed stand plan
competent contractor

10



International Surgical Week

FORM 8: AUDIO VISUAL EQUIPMENT

DEADLINE: **22nd July 2024**

DESCRIPTION / ITEM	QTY	PRICE / UNIT (RM)	COST (RM)
42" LED TV		1,000.00	
55" LED TV		1,500.00	
65" LED TV		2,000.00	
Security Deposit		2,000.00	2,000.00
		Grand Total	

Important Notes:

1. All items are on rental basis.
2. Late order: 30% penalty fee will be charged for any late orders received after the deadline, while orders received on site will be subject to a 50% surcharge.
3. Any cancellation before/on **22nd July 2024** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **22nd July 2024**.
4. All payments are to be in favour of **BLUE CIRCLE PLUS SDN. BHD.** and must be accompanied by this Order Form. All bank charges must be borne by remitter. **Bank Details: CIMB BANK BERHAD (Sri Damansara Branch) B-G-8, Block B, Ativo Plaza, Persiaran Perdana, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Bank Account No: 800 908 5824. Bank Swift Code: CIBBMYKL**

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har
 Email : kmchia@bcpgroup.com.my/
jessie@bcpgroup.com.my
 Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____
 Company: _____
 Booth No: _____
 Email: _____
 Mobile: _____
 Tel No: _____ Fax No: _____
 Date: _____

Company Chop & Signature: _____



International Surgical Week

FORM 9: HEAVY AND LARGE EXHIBIT FORM

DEADLINE: 22nd July 2024

Exhibitors with heavy exhibits are to refer to the floor loading capacity and to provide steel plates for load spreading if necessary. Prior arrangements must be made with the appointed freight forwarders for the removal of waste samples and or replenishment of materials for the purpose of demonstration throughout the show.

Such exhibits must arrive in good time for port clearance and reach the exhibition site on or by the first day of build-up period. If such exhibits arrive later than the scheduled move-in dates, they may not be permitted entry into such exhibition.

All such exhibits, without exception, must be handle by the official freight forwarder on site.

HEAVY EXHIBITS: Any exhibits and / or packaging case exceeding 2000kg / 2T tones

LARGE EXHIBITS: Any exhibits and / or packaging case exceeding [3.66m(L) x 1.83m(H)] **OR** [12ft(L)x 6ft(W)x 6ft(H)]

We do not have exceeding this limit.

Kindly contact our official freight forwarder for service details:

CURIO PACK SDN BHD

Address: B-2-20, Leboh Batu Nilam 2, Bandar Bukit Tinggi, 41200 Klang, Selangor Darul Ehsan, Malaysia

Tel: + 603 3325 3777 / 3585

Fax: +603 3325 3666 / 3775

Email: ctngiam@curiopack.com.my

Contact Person: Mr. Ngiam Chong Terk

ITEM	DIMENSION	WEIGHT (KG)	DATE OF ARRIVAL (DD/MM/YY)

Please retain a copy for your record & return this form via email to:

BLUE CIRCLE PLUS SDN BHD

Attn : Mr. KM Chia / Ms. Jessie Har

Email : kmchia@bcpgroup.com.my /

jessie@bcpgroup.com.my

Tel : +603 6262 2260 / +6012 9711 393

Authorized Representative Applying: -

Name: _____

Company: _____

Booth No: _____

Email: _____

Mobile: _____

Tel No: _____ Fax No: _____

Date: _____

Company Chop & Signature: _____

