



SELANGOR EDUCATION SUMMIT 2024

27 NOV - 01 DEC | SETIA CITY
CONVENTION CENTRE

www.selangorsummit.com

#SelangorEduSummit2024

EXHIBITOR MANUAL

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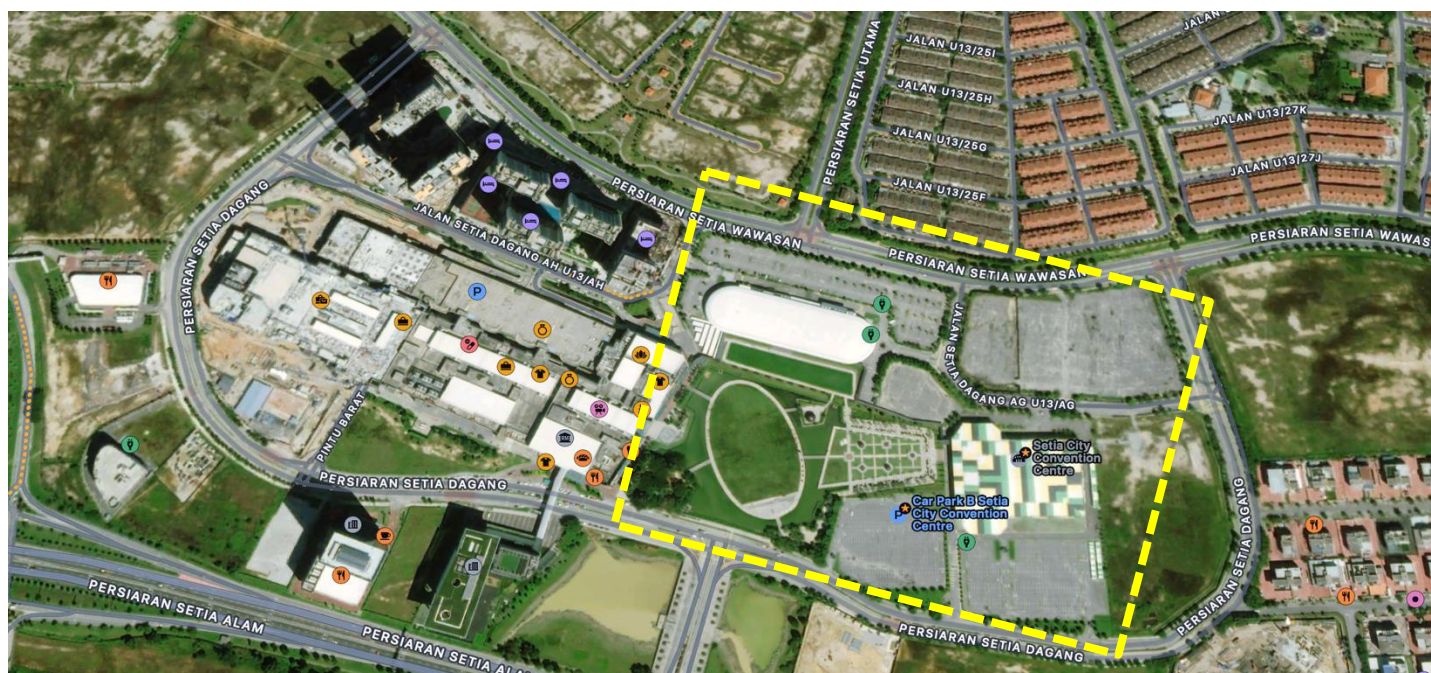
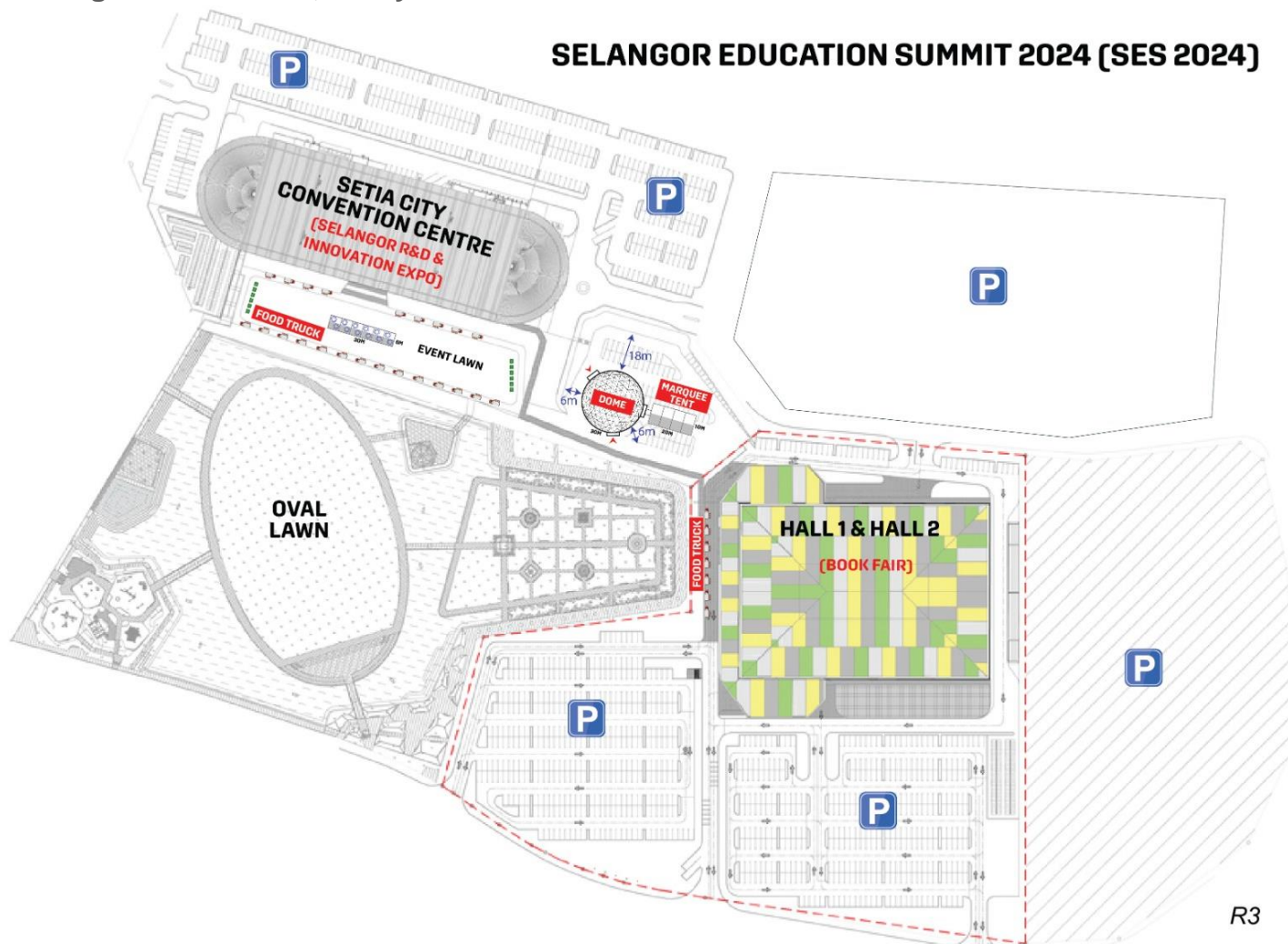


VENUE ADDRESS & OVERALL LAYOUT

SETIA CITY CONVENTION CENTRE

No. 1, Jalan Setia Dagang AG U13/AG
Setia Alam Seksyen U13, 40170 Shah Alam
Selangor Darul Ehsan, Malaysia

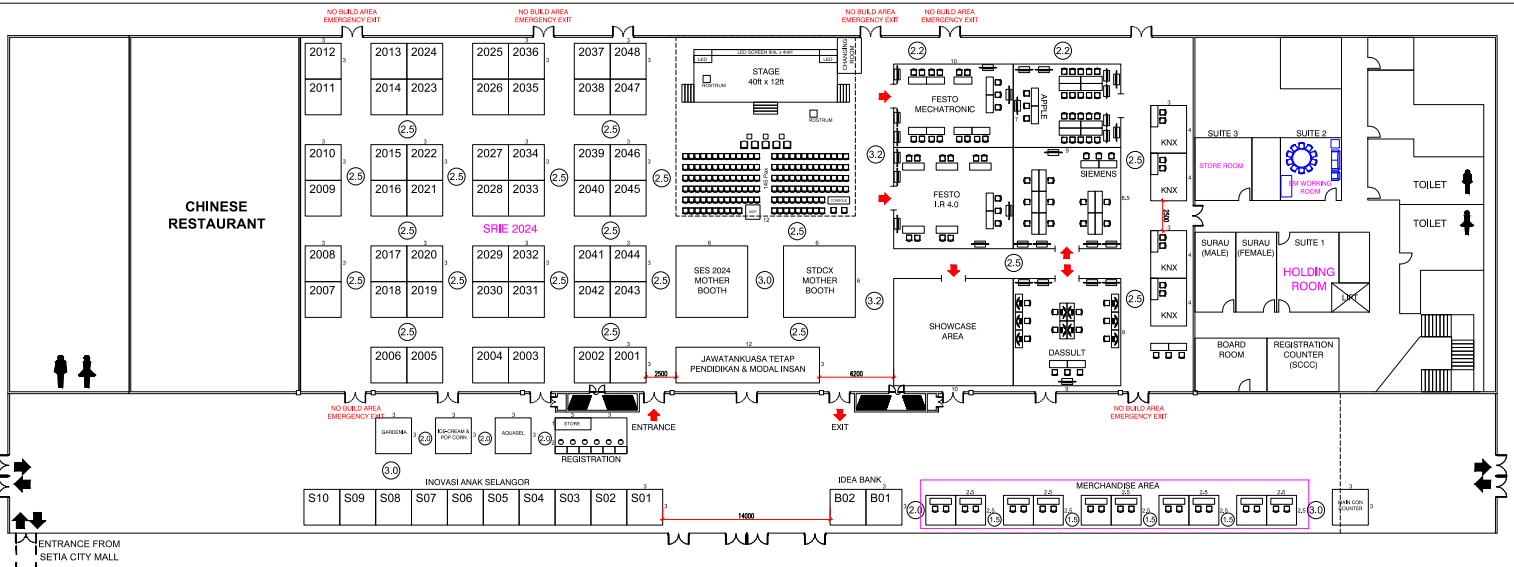
SELANGOR EDUCATION SUMMIT 2024 (SES 2024)



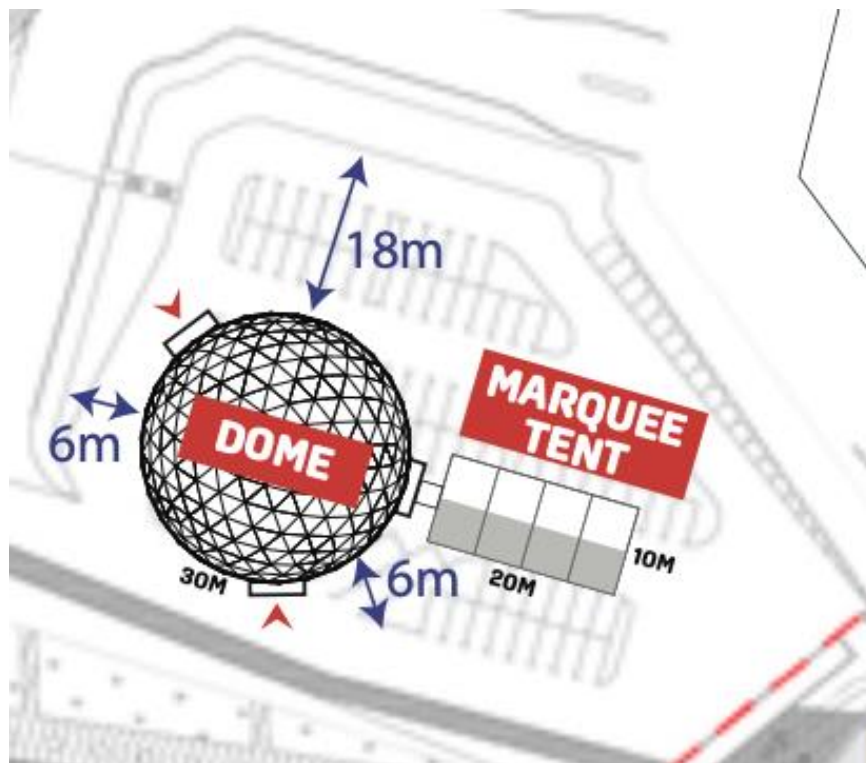


FLOOR PLAN

GRAND BALLROOM



OUTDOOR P2 PARKING





CONTACT LIST – OFFICIAL CONTRACTOR

POINT OF CONTACT	PERSON IN CHARGE
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For inquiries regarding Move-in & Move-out schedule, additional orders for furniture & electrical items, please contact the designated person in charge for each hall

NEWFAIR EVENTS (MALAYSIA) SDN BHD

Grand Ballroom

Ms Xin Jie
M: +60 16-660 0046
Email: xinjie@newfair.com.my

Ms Joey Tee
M: +60 16-249 9886
Email: joeytee@newfair.com.my

Fabrication, Design & Setup of
Special Design Booth

Mr. Eddy Lee
M: +6016- 487 8100
Email: eddylee@newfair.com.my

OFFICIAL SERVICE PROVIDER

Exhibition Logistic

R.E. ROGERS (MALAYSIA) SDN BHD

Mr. Hafizzudin
M: +6013-676 2716
Email: hafizzudin@rogers-asia.com

Mr. Amir
M: +6019-491 9386
Email: amir@rogers-asia.com



BUILD UP SCHEDULE

ITEMS	DESCRIPTIONS	DATE	TIME
<u>BUILD-UP SCHEDULE</u>			
Dome & Marquee Tent Set Up (P2 Parking Area)	Official Contractor Only	18 – 26 Nov 2024	9:00am – 10:00pm
Official Contractor Build up & Floor Marking (Grand Ballroom)	Official Contractor Only	25 Nov 2024 Monday (Day 1)	9:00am – 10:00pm
Non-Official Contractor Build up	Non-Official Contractor	25 Nov 2024 Monday (Day 1)	1:00pm – 9:00pm
	Continue Build-Up	26 Nov 2024 Tuesday (Day 2)	9:00am – 9:00pm
Exhibitor Move In	All Exhibitors	26 Nov 2024 Tuesday	3:00pm – 9:00pm
Final Cleaning	All	26 Nov 2024 Tuesday	8:00pm – 9:00pm

**** Strictly NO CONSTRUCTION work is allowed on 26 Nov 2024, 8:00pm onwards****

- All stand construction, decoration and exhibitor's setup must be completed by **26 Nov 2024 by 8:00pm**
- Exhibitor Pass to be collected at **Registration Counter** at **Ballroom Level G foyer**
- Non-Official Contractor Pass are to be collected at **Main Contractor Counter** at **Ballroom Level G foyer**



DISMANTLE SCHEDULE

ITEMS	DESCRIPTIONS	DATE	TIME
<u>DISMANTLE SCHEDULE</u>			
Official Closing Time of Exhibition	Visitors & Exhibitors	1 Dec 2024 Sunday	6:00pm
Removal of Hand Carry Items	Exhibitors	1 Dec 2024 Sunday	6:00pm – 9:00pm
Dismantle of Booth Structure	Official Contractor & Non-Official Contractor	2 & 3 Dec 2024 Monday & Tuesday	9:00am – 6:00pm
Dismantle of Dome & Marquee Tent	Official Contractor	2 – 5 Dec 2024	9:00am – 6:00pm

- Only hand carry items are allowed to move out from the hall on **1 Dec 2024**
- Exhibits must be cleared from the booth by **1 Dec 2024** before **9:00pm**
- The Organizer/Official Contractor/Venue will not be responsible for any items left in the hall
- Any debris left, damage done in the hall upon moving out will result in penalty and charge for disposal



ITEMS	DESCRIPTIONS	DATE	TIME
Official Time of Exhibition	Exhibitors & Visitors	27 Nov – 1 Dec 2024 Wednesday – Sunday (5 days)	10:00am - 6:00pm

ITEMS	DESCRIPTIONS	DEADLINE
Form A	Furniture Order Form	8 Nov 2024 <u>(Friday)</u>
Form B	Electrical & Lighting Order Form	8 Nov 2024 <u>(Friday)</u>
Form C	Audio & Visual Order Form	8 Nov 2024 <u>(Friday)</u>
Form D	Exhibitor Badges	1 Nov 2024 <u>(Friday)</u>
Form E	Fascia Name for Upgraded Shell Scheme Booth	8 Nov 2024 <u>(Friday)</u>
Form F	Non-Official Contractor	1 Nov 2024 <u>(Friday)</u>
Form G	Method of Payment Form	8 Nov 2024 <u>(Friday)</u>

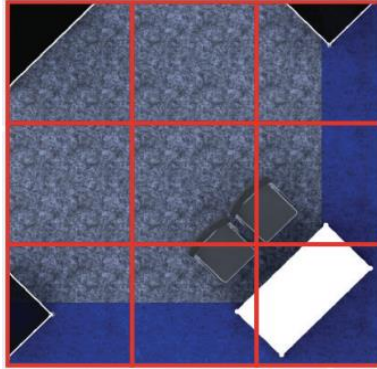
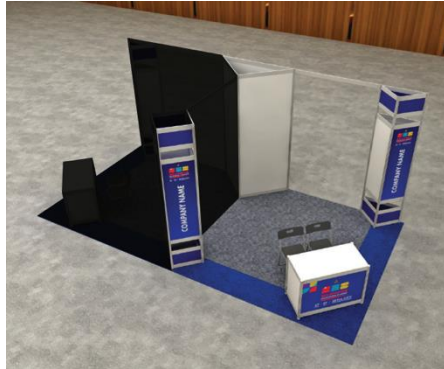


UPGRADED SHELL SCHEME BOOTH VISUAL

UPGRADED SHELL SCHEME – STANDARD (3m x 3m)

Package includes:

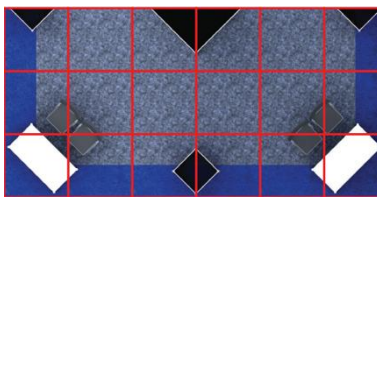
- 2nos x Fascia Board with the company name and booth number
- 1 no x Company Poster at white laminated panel
- 1 no x SES 2024 Key Visual Logo at Info Counter
- 1 set x 2 Colors Needle Punch Carpet
- 1 no x Information Counter – 750mm(H)
- 2nos x Folding Chairs
- 1 no x Wastepaper Basket
- 1 no x 13AMP Single Phase Power Point
- 1 no x LED Arm Spotlight
- Daily Cleaning Service



UPGRADED SHELL SCHEME – SILVER (6m x 3m)

Package includes:

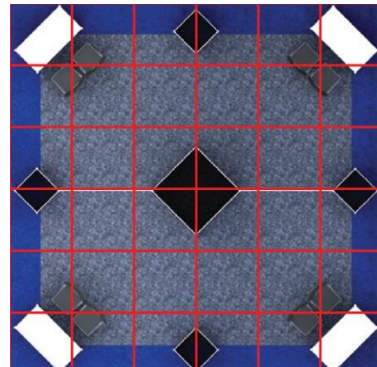
- 4nos x Fascia Board with the company name and booth number
- 2nos x Company Poster at white laminated panel
- 2nos x SES 2024 Key Visual Logo at Info Counter
- 1 set x 2 Colors Needle Punch Carpet
- 2nos x Information Counter – 750mm(H)
- 4nos x Folding Chairs
- 2nos x Wastepaper Basket
- 2no x 13AMP Single Phase Power Point
- 2nos x LED Arm Spotlight
- Daily Cleaning Service



UPGRADED SHELL SCHEME – GOLD (6m x 6m)

Package includes:

- 8nos x Fascia Board with the company name and booth number
- 4nos x Company Poster at white laminated panel
- 4nos x SES 2024 Key Visual Logo at Info Counter
- 1 set x 2 Colors Needle Punch Carpet
- 4nos x Information Counter – 750mm(H)
- 8nos x Folding Chairs
- 4nos x Wastepaper Basket
- 4no x 13AMP Single Phase Power Point
- 4nos x LED Arm Spotlight
- Daily Cleaning Service



****UPGRADED SHELL SCHEME BOOTH**

Kindly return this email to:

NEWFAIR EVENTS (MALAYSIA) SDN BHD
Suite 10-1, Level 1, Wisma Menjalara
Jalan 7A/62A, Bandar Menjalara
52200 Kuala Lumpur, Malaysia

****CONTACT DETAILS FOR:**

Name : Ms. Xin Jie
Mobile No. : +6016 – 660 0046
Email : xinjie@newfair.com.my

Remarks :

- All items are on rental basis only and not exchangeable and refundable.
- No nailing, drilling or painting is allowed on the white laminated partition of the shell scheme structure. Panels can be affixed to these walls with the use of double-sided tapes or with brackets rented from the Official Contractor only.
- No painting or sawing is allowed to be done to the exhibition center fittings. The exhibitors will be held liable for any or all damages caused to the exhibition hall fittings by their staff(s) and/or nominated agent.



GENERAL RULES & REGULATIONS

1. Covered footwear must be always worn during move in and move out. No thongs, sandals or open-toed shoes are allowed
2. No person under the age of 18 years old are permitted to enter and/or work on the premise
3. No consumption of food is allowed at the loading bay and back of surroundings venue area
4. Smoking is strictly prohibited in the exhibition hall
5. All contractors and their workers must purchase and wear the passes always issued by the Official Contractor during move in and move out
6. All contractors and their employees are strictly prohibited to use the guest's toilet facilities or loitering at the lobby and guest area
7. Safety height clearance at the loading bay is 4 meters in height. Vehicle using the loading bay shall not exceed 3.5 meters in height and 6.1m in length. Any non-compliance and damages done to the Centre's facilities will result in penalty
8. Drilling into or through the flooring and wall and structure of the shell scheme booths are strictly prohibited
9. Do not use the in house fitting as a support for booth construction
10. **The edges for the platform must be round edges and cautious tape is required if the platform that may cause hard to the users of the area**
11. **Activities such as welding, sanding and sawing are strictly prohibited. All structure shall be fabricated off site before arriving to the venue**
12. **Proper scaffolding, ladder and platforms must be used for construction above 3 meters in height and must comply with the venue rules and regulation**
13. Personal protection equipment such as hard hats and safety harness is mandatory when working at height
14. Material used for lining, drapes and/or overhead structure used for display must be rendered non-flammable as per BOMBA' s requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant
15. All contractors are responsible to ensure all debris, garbage and packing material must be removed from the venue at their own costs
16. Only non-toxic water-based paints are allowed, and spray painting is not allowed. Any liquid chemical in bottle must be properly labelled
17. Do not wash paint brushes and/or dispose any paint material using the restrooms inside the exhibition hall. An industrial paint washroom is located near the loading bay for cleaning and disposal of paint. Cleaning charges and penalty will be charged for non-compliance
18. Any person caught committing unsafe work practices and non-compliance of the rules and regulations may be evicted from the venue
19. Any incidents occur during the move in and move out must be reported to the security department
20. No additional stand fitting or display is allowed to attach to the shell scheme structure



GENERAL RULES & REGULATIONS

21. No nailing, drilling or painting is allowed on the white laminated partition of the shell scheme structure. Panels can be affixed to these walls with the use of double-sided tapes or with brackets rented from the Official Contractor only
22. Any changes to the design, content or carpet color of the shell scheme provided must be made by prior agreement with the Official Contractor and any costs incurred should be paid directly to the Official Contractor
23. No items may exceed the height of 2.5mH (8 ft.) part(s) of any structure or exhibit may be extended beyond the contracted booth boundaries. These include but not limited to fitting, exhibits, company names, advertising material by the exhibitors
24. Aisle way indicated on the floor plan must be kept clear of all exhibition goods and decoration materials
25. **Exhibitors occupying two (2) or more booths may opt to remove the panels separating their booths. Kindly indicate to the Official Contractor prior to the move-in day**
26. Exhibitors and/or their appointed contractors must clear out all the items in the booth except for original furniture & fitting provided the Official Contractor when leaving the hall during move out and remove all exhibits and decoration materials immediately after the exhibition ends as stated in the Schedule. Failure to adhere, the exhibitors will have to pay the Organizer/Official Contractor for the cost of removing such articles from their booths at the discretion of the Organizer
27. The Organizer / Official Contractor will not be provided refund / credits for rented items not being utilized
28. Any additional power point or furniture requirement, kindly refer to FORM A & B
29. **Exhibitors and their appointed contractors must provide suitable floor protection such as plywood underlay, wooden platform, carpet and plastic sheets to avoid damage or spill of paint to the floor during the construction in fully carpeted halls**
30. Trolley or exhibits used for moving heavy items must be moved along the carpeted walkway with suitable protection such as plywood underlay to avoid any damages
31. Custom booth structure conference hall and ballroom must be equipped with at least 9mm plywood underlay, wooden platform or any equivalent material



GENERAL RULES & REGULATIONS

SPECIAL DESIGN BOOTH

1. In any event, 6m will be the absolute maximum height allowed. Dimensional drawing and design plans which includes cross section and elevation view must be submitted to the **Newfair Events (Malaysia) Sdn Bhd** for approval
2. **Booth structure that is or exceed 5 meters in height is required to submit the design drawing together with Professional Engineering Endorsement (PE) and is subject to approval**
3. Usage of truss is for additional structural support only. Order must be made from Official Contractor before moving in. The booth structure **MUST** be supported from ground-up. The truss cannot be used for Advertising & Promotion materials or branding of the exhibitor's booth
4. In the event of a dispute, the Organizers decision will be final
5. Exhibitor occupying perimeter space must include a backwall for their stand. Failure to do so will result in Official Contractor building this wall on behalf of the Exhibitor; Additional costs will be applicable to the exhibitor or their respective appointed contractor
6. **The backwall of any structure must be covered properly using wooden partition and painted nicely**
7. The Official Contractor, Organizer or Venue reserves the rights to stop construction for any exhibitor's space and/or booth that does not abide to the rules & regulations at the exhibitor's own cost
8. For carpeted halls such Conference Hall, Ballroom and Banquet Hall, all special design booths must include a flooring for their booth using at least 9mm thick plywood underlay, raised platform or other equivalent material
9. Flooring protection, around construction, such as plywood underlay, carpet plastic sheets etc. must be provided during setup and dismantle to avoid damage
10. Failure to abide to the rules and regulation above will result in penalty or termination of work until suitable action is taken by the Official Contractor
11. **In the event of the contractor does not complete their booth in the given period, hourly penalty will be charged; RM2,000.00 for the first hour and RM1,000 for every subsequent half an hour thereon**
12. **Detailed stand design and layouts with dimensions must be submitted to the Official Contractor at least 1 month prior to the exhibition**

ADMIN FEE & PERFORMANCE BOND

1. **All payment including admin fee, electrical and performance must be made fully before the exhibition starts before the Contractors are allowed to move in**
2. **Surcharge will be applicable for late orders (30%) and on-site orders (50%)**
3. Performance Bond must be made in crossed cheque(s) in favor of:

NEWFAIR EVENTS (MALAYSIA) SDN BHD

*****NOTE: STRICLY DO NOT BANK IN THE CHEQUE FOR PERFORMANCE BOND**

In the event of default in payment, the Official Contractor reserves the rights to refuse commencement of work within the venue and claim all outstanding dues from the defaulting exhibitor. Such defaulting exhibitors shall not be entitled to any claims for compensation and any payment made shall be forfeited



GENERAL RULES & REGULATIONS

EXHIBIT HEIGHT AND WEIGHT

1. Exhibits of standard packages should not exceed 2.5m meter (8.0ft) in height
2. Exhibitors should notify the Freight Forwarder and Organizer of any items over the height limit or exceeding 2,000 Kilogram by the stipulated time
3. Special arrangements, including the provision of a base metal plate (steel) may be required for any exhibitors exceeding this limit

ELECTRICAL

1. **All lighting connection work must be done by the Official Contractor Newfair Events (Malaysia) Sdn Bhd**
2. Exhibitors and/or their appointed contractor who provides their own lighting fittings will be charged lighting connection fees (Refer to Form B) according to per fitting and per meter run for LED Strips
3. The lighting connection fees does not include installation of the fittings. Exhibitor/appointed contractors is responsible for the installation of the lighting
4. Each 13AMP PowerPoint is meant for 1 equipment at a single time and must not be used for connection of lighting
5. Any damages caused by power supply trip arising from the fittings of the exhibitors will result in penalty for re-energization or compensation to the damaged goods
6. Exhibitors are encouraged to use Uninterruptible Power Supply (UPS) to prevent any immediate interruption of power supply
7. All equipment should have independent neutral and earth for equipment that requires three phased power supply

FIRE REGULATION

- All materials used for construction of stand must be treated properly with fire retardant according to the international standards and BOMBA' s regulation

FOOD & BEVERAGE POLICY

- No outside food and beverages can be brought into the venue, either by the Exhibitors or any of the third parties for sale, distribution and consumption on-site at any non "Food Exhibitions"

PARKING

- Chargeable parking (flat rate) space is available at the car park of Setia City Convention Centre (SCCC)

SMOKING POLICY

- Smoking is prohibited in the venue. All public areas including of Foyers, Registration Counters, Meeting Rooms, Organizers Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.

CLEANING

- Exhibitors are responsible to always ensure the cleanliness of their designated booth area

SOUND LEVEL

- Sound level must be set a level, which causes no interference with or annoyance to other exhibitors. The Organizer reserves the rights to reduce the sound level, restrict or switch off any audio visual and display which give rise to complaints

PROMOTION DURING THE EXHIBITION

- Exhibitors are prohibited from placing stickers, signages or posters anywhere in the wall other than their own contracted boundary. Likewise, exhibitors or their representative(s) may not distribute brochures, invitations etc. along the aisle or near the entrance.

FILM / AUDIO VISUAL DEMONSTRATION / CENSORSHIP / COPYRIGHT

- All films and videotapes, even if they originate from Malaysia must obtain the FILM Censor Boards approval. Clearance takes about six (6) weeks, but Exhibitors are advised to send their films to Censor Board in good time together with a covering note indicating that it is for the purpose of exhibition

FREIGHT FORWARDER

1. The organizer is unable to provide in-hall storage facilities or packing cases, surplus materials or other property of the exhibitor. Arrangements for safe keeping of such items must be made with the Official Freight Forwarder
2. All carpeted spaces throughout the venue must be protected from freight, vehicle movement and stand construction activities
3. Kindly contact Official Freight Forwarder for any movement in the exhibition hall
4. Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanized equipment
5. Should exhibitors need assistance with load in/out, the exhibitors will be referred to the appointed Official Freight Forwarder at which time fees may apply
6. Exhibitors will be brought to the dock a first come first served basis in combination with the trucks and van lines coming to pick up exhibitors' freight
7. The Venue does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors
8. **Exhibitors who choose to manage their own freight carrier to the venue during the specified move-in and move-out day must notify the show organizer the specific details of the movement. It is important to ensure that sufficient move-in and move-out time is allocated**
9. Advance deliveries and freight shipments are not permitted prior to the move-in date
10. If you have any concern regarding timing, shipment and transportation, please contact the Official Freight Forwarder
11. **In that 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 the official show freight forwarder**



FORM A – FURNITURE ORDER FORM

NO.	REF.	ITEMS DESCRIPTION	UNIT PRICE (RM) BEFORE DEADLINE	UNIT PRICE (RM) AFTER DEADLINE	QTY/ UNIT	TOTAL (RM)
1)	F-01	Table Showcase (With Cabinet)	250.00	500.00		
2)	F-02	Table Showcase (With 1 Layer Glass Shelf)	380.00	760.00		
3)	F-03	Tall Showcase - 950mm(H) Window (B)	800.00	1,600.00		
4)	F-04	Tall Showcase - 1900mm(H) Window (D)	900.00	1,800.00		
5)	F-05	Lockable Cabinet 1m(L) x 0.5m(W) x 0.75m(H)	150.00	300.00		
6)	F-06	IKEA Coffee Table (Black) – 0.5m(W) x 0.5m(DIA) x 0.45m(H)	80.00	160.00		
7)	F-07	Coffee Table with Glass Top	90.00	180.00		
8)	F-08	Information Counter - 1m(L) x 0.5m(W) x 1m(H)	120.00	240.00		
9)	F-09	Rectangular Table – 1.2m(L) x 0.8m(W) x 0.75m(H)	130.00	260.00		
10)	F-10	Square Table – 0.7m(L) x 0.7m(W) x 0.75m(H)	110.00	220.00		
11)	F-11	Low Round Table – 0.8m(DIA) x 0.75m(H)	130.00	260.00		
12)	F-12	Glass Table – 0.8m(DIA) x 0.75m(H)	150.00	300.00		
13)	F-13	Tall Round Table (Chrome) - 0.6m(DIA) x 1m(H)	140.00	280.00		
14)	F-14	Tall Round Table (White) - 0.6m(DIA) x 1m(H)	140.00	280.00		
15)	F-15	Eames Table – 0.8m(DIA) x 0.75m(H)	150.00	300.00		
16)	F-16	IBM Table – 1.8m(W) x 0.46m(DIA) x 0.76m(H)	130.00	260.00		
17)	F-17	Counter Bar Stool (White)	100.00	200.00		
18)	F-18	Bar Stool (White)	100.00	200.00		
19)	F-19	Bar Stool (Black)	100.00	200.00		
20)	F-20	Folding Chair	30.00	60.00		
21)	F-21	Black Leather Chair	80.00	160.00		
22)	F-22	White Armchair	80.00	160.00		
23)	F-23	Eames Chair (White)	250.00	500.00		
24)	F-24	Eames Chair (Black)	250.00	500.00		
25)	F-25	One(1) - Seater Sofa (White)	250.00	500.00		
26)	F-26	One(1) - Seater Sofa (Black)	250.00	500.00		
27)	F-27	Two(2) - Seater Sofa (Black)	450.00	900.00		



FORM A – FURNITURE ORDER FORM

NO.	REF.	ITEMS DESCRIPTION	UNIT PRICE (RM) BEFORE DEADLINE	UNIT PRICE (RM) AFTER DEADLINE	QTY/ UNIT	TOTAL (RM)
28)	F-28	Flat Shelf - 1m(L) x 0.3m(D)	80.00	160.00		
29)	F-29	2-Tier Display Platform – 1m(W) x 0.5m(D) x 1m(H)	200.00	400.00		
30)	F-30	Display Rack – 1m(W) x 0.5m(D) x 2.2m(H)	380.00	760.00		
31)	F-31	Zig Zag Brochure Rack	250.00	500.00		
32)	F-32	Dustbin	5.00	10.00		
33)	F-33	Industrial Fan	450.00	900.00		
34)	F-34	Mist Fan	600.00	1,200.00		
35)	F-35	Air Cooler	1,200.00	2,400.00		
36)	F-36	Display Cube 500mm(H)	100.00	200.00		
37)	F-37	Display Cube 1000mm(H)	120.00	240.00		
100% SURCHARGE FOR ORDERS AFTER THE DEADLINE All items are on rental basis only and no exchange, transfer, refund on all ordered facilities				GRAND TOTAL (RM)		

EXHIBITOR INFORMATION	
Person in Charge	
Company Name	
Contact Number	
Office Number	
Email	
Booth No.	
Signature	
Company Stamp	

Kindly return this form to E: xinjie@newfair.com.my | M: +6016-660 0046



FURNITURE LISTING



Table Showcase (With Cabinet)
1000(W)x500(D)x1000(H) (mm)
F-01



**Table Showcase
(with 1 layer Glass Shelf)**
1000(W)x500(D)x1000(H) (mm)
F-02



**Table Showcase (B)
(950mm(H) Window)**
1000(W)x500(D)x1000(H) (mm)
F-03



**Table Showcase (D)
(1900mm(H) Window)**
1000(W)x500(D)x2500(H) (mm)
F-04



Lockable Cabinet
1000(W)x500(D)x750(H) (mm)
F-05



IKEA Coffee Table (Black)
500(W)x500(D)x450(H) (mm)
F-06



Glass Table with Glass Top
500(DIA)x450(H) (mm)
F-07



Information Counter
1000(W)x500(D)x1000(H) (mm)
F-08



Rectangular Table
1200(W)x800(D)x750(H) (mm)
F-09



Square Table
700(W)x700(D)x750(H) (mm)
F-10



Low Round Table
800(DIA)x750(H) (mm)
F-11



Glass Table
800(DIA)x750(H) (mm)
F-12



Tall Round Table (Chrome)
600(DIA)x1000(H) (mm)
F-13



Tall Round Table (White)
600(DIA)x450(H) (mm)
F-14



Eames Table
800(DIA)x750(H) (mm)
F-15



IBM Table
1800(W)x460(D)x760(H) (mm)
F-16



Counter Barstool
F-17



Bar Stool (White)
F-18



Bar Stool (Black)
F-19



Folding Chair
F-20



FURNITURE LISTING



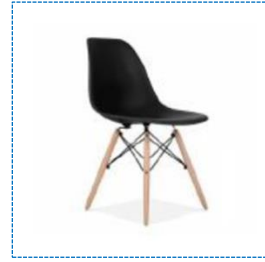
Black Leather Chair
F-21



White Armchair
F-22



Eames Chair (White)
F-23



Eames Chair (Black)
F-24



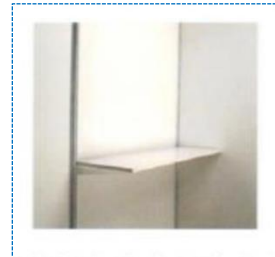
One(1) Seater Sofa (White)
F-25



One(1) Seater Sofa (Black)
F-26



Two(2) Seater Sofa (Black)
F-27



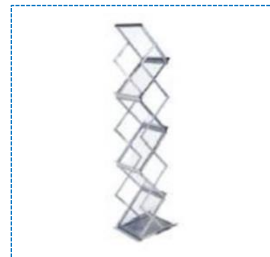
Flat Shelf
1000(L)x300(D) (mm)
F-28



2-Tier Display Platform
1000(W)x500(D)x1000(H) (mm)
F-29



Display Rack
1000(W)x500(D)x2200(H) (mm)
F-30



Zig Zag Brochure Rack
F-31



Dustbin
F-32



Industrial Fan
F-33



Mist Fan
F-34



Air Cooler
F-35



Display Cube
500(W)x500(D)x1000(H) (mm)
F-36



Display Cube
500(W)x500(D)x500(H) (mm)
F-37



FORM B – ELECTRICAL & LIGHTING FORM

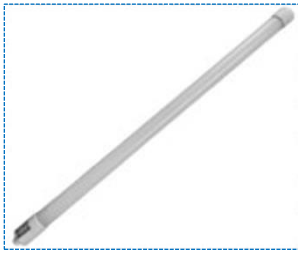
NO.	REF.	ITEMS DESCRIPTION	UNIT PRICE (RM) BEFORE DEADLINE	UNIT PRICE (RM) AFTER DEADLINE	QTY/ UNIT	TOTAL (RM)
1)	EL-01	2ft LED T8 Fluorescent Light (Warm/ White)	120.00	240.00		
2)	EL-02	4ft LED T8 Fluorescent Light (Warm/ White)	130.00	260.00		
3)	EL-03	12W LED Spotlight – (Warm/ White)	130.00	260.00		
4)	EL-04	12W LED Arm Spotlight – (Warm/ White)	140.00	280.00		
5)	EL-05	50W LED Floodlight – (Warm/ White)	470.00	940.00		
6)	EL-06	2.6" 12W LED Downlight – (Warm/ White)	145.00	290.00		
7)	EL-07	6" 24W LED Downlight – (Warm/ White)	200.00	400.00		
8)	EL-08	LED Strip (White) per Meter Run	150.00	300.00		
9)	EL-09	1Meter Track W3 LED Track Light - Warm	450.00	900.00		
10)	EL-10	13AMP/ 230V Power Point – FOR BUILD UP ONLY	250.00	500.00		
11)	EL-11	13AMP/ 230V Power Point – (Not for Lighting)	160.00	320.00		
12)	EL-12	13AMP/ 230V Power Point ~ 24hrs – (Not for Lighting)	320.00	640.00		
13)	EL-13	15AMP/ 230V Power Point – (Not for Lighting)	180.00	360.00		
14)	EL-14	30AMP TPN Isolator	1,400.00	2,800.00		
15)	-	Lighting Connection (Max 100W per Fitting)	100.00	200.00		
16)	-	Lighting Connection LED Strip (Per Meter Run)	100.00	200.00		
100% SURCHARGE FOR ORDERS AFTER THE DEADLINE All items are on rental basis only and no exchange, transfer, refund on all ordered facilities				GRAND TOTAL (RM)		

EXHIBITOR INFORMATION	
Person in Charge	
Company Name	
Contact Number	
Office Number	
Email	
Booth No.	
Signature	
Company Stamp	

Kindly return this form to E: xinjie@newfair.com.my | M: +6016-660 0046



ELECTRICAL & LIGHTING LISTING



T8 LED Fluorescent Light
(Warm/ White)
EL-01



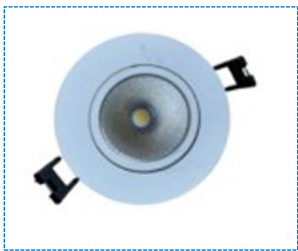
12W LED Spotlight
(Warm/ White)
EL-03



12W LED Arm Spotlight
(Warm/ White)
EL-04



50W LED Floodlight
(Warm/ White)
EL-05



2.6" 12W LED Downlight
(Warm/ White)
EL-06



6" 24W LED Downlight
(Warm/ White)
EL-07



LED Strip Per Meter Run
(White)
EL-08



LED Track Light
(Warm)
EL-09



13AMP/ 230V Power Point
EL-11



24hrs Universal Power Point
EL-12



15AMP/ 230V Power Point
EL-13



30AMP TPN Isolator
EL-14

- Power points supplied are to be used for running equipment/exhibits only. If used for lighting purposes, lighting hook-up/connection charges will apply
- Exhibitors who wish to provide their own lighting and fixtures containing wiring installation shall comply with the following procedures: -

For Exhibitors Orders (Electrical Supply Items), exhibitors must have their own licensed electrician for installation and maintenance. The Official Contractor will not provide any installation for these items. Total power consumption shall not exceed the current specified. All electricians working in the exhibition hall must be registered and they must comply with the Government Electricity Ordinance. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirement. The license of the electrician must be submitted to the Official Contractor accompany form

Exhibitors whose lighting Fixtures are found to be the cause of trips in the 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 is allowed. Only the Official Electrical Contractor is permitted to undertake electrical work in the exhibition area

- Any **design or plan of electrical installation** must be submitted to the official appointed contractor before the deadlines indicated. The Official Contractor reserves the right to disconnect the electricity supply to any Exhibitor whose installations either violate the Official Contractors regulations or are deemed dangerous or likely to cause annoyance to visitors or other Exhibitors



FORM C – AUDIO & VISUAL ORDER FORM

All orders for audio/ video equipment rentals shall be made on this form and returned before **8 Nov 2024**. All late orders are subject to availability and imposed with a **100% surcharge** To accommodate additional handling and transportation costs. A **50% cancellation fee** will be imposed on orders cancelled in less than **72 hours before event date**

NO.	ITEMS DESCRIPTION	UNIT PRICE (RM) BEFORE DEADLINE	UNIT PRICE (RM) AFTER DEADLINE	QTY/ UNIT	TOTAL (RM)
1)	42" LED TV	1,200.00	2,400.00		
2)	50" LED TV	1,600.00	3,200.00		
3)	55" LED TV	1,800.00	3,600.00		
4)	60" LED TV	2,000.00	4,000.00		
5)	86" LED TV	4,000.00	8,000.00		
6)	TV Stand	300.00	600.00		
7)	P2 LED Screen per sqm	600.00	1,200.00		
8)	P3 LED Screen per sqm	500.00	1,000.00		
100% SURCHARGE FOR ORDERS AFTER THE DEADLINE All items are on rental basis only and no exchange, transfer, refund on all ordered facilities			GRAND TOTAL (RM)		

EXHIBITOR INFORMATION	
Person in Charge	
Company Name	
Contact Number	
Office Number	
Email	
Booth No.	
Signature	
Company Stamp	

Kindly return this form to E: xinjie@newfair.com.my | M: +6016-660 0046



FORM D – EXHIBITOR BADGES

**** (Please attach a separate sheet to this form if the given space is insufficient)**

NO.	NAME	DESIGNATION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Each exhibitors will be provided with:-

- **9sqm Exhibition Space – Six (6) Badges**
- **18sqm Exhibition Space – Nine (9) Badges**
- **36sqm Exhibition Space – Twelve (12) Badges**

**** Additional badges requested will cost RM20.00 per badge (non-refundable)**

EXHIBITOR INFORMATION	
Person in Charge	
Company Name	
Contact Number	
Office Number	
Email	
Booth No.	
Signature	
Company Stamp	

Kindly return this form to E: rizal@srie.my | M: +6016-333 9156



FORM F – NON-OFFICIAL CONTRACTOR

We will construct our booth according to the provided drawing, ensuring that all electrical and piping work is done by the Official Contractors. As exhibitors and contractors, we agree to follow all rules & regulations of the exhibition, especially those outlined in the Terms & Conditions of the Exhibitors Manual

This following company will construct our booth and any additional displays:-

Name of Contractor	
Person in Charge	
Contact Number	
Office Number	
Email	
Name of Exhibitor	
Booth No.	

NON-OFFICIAL CONTRACTORS ARE REQUIRED TO MAKE PAYMENT TO THE OFFICIAL CONTRACTOR FOR ADMINISTRATIVE FEE AND SITE WORK DEPOSIT FOR CONSTRUCTION WORK WITHIN THE VENUE.

Particular	Unit Price	Unit	Size	Amount (RM)
Raw Space Admin Fee (Non-Refundable) Bill to: () Exhibitor () Non-official Contractor	RM 45.00		Sqm	
Non-Official Contractor Pass Bill to: () Exhibitor () Non-official Contractor	RM 10.00		Pcs	

SITE WORK DEPOSIT (REFUNDABLE) MUST BE MADE IN A SEPARATE CHEQUE AND DO NOT BANK IN THE CHEQUE. SITE WORK DEPOSIT WILL BE RETURNED TO THE ISSUER (EXHIBITOR / CONTRACTOR) 1 MONTH AFTER THE EXHIBITION DATE IF NO DAMAGES ON THE STAND AREA, LOADING AREA, UNCLEANED AREA ETC.

Particular	Amount (RM)
Site Work Deposit (Refundable) – RM10,000.00 Per Booth Bill to: () Exhibitor () Non-official Contractor	RM 10,000.00

Kindly return this form to E: xinjje@newfair.com.my | M: +6016-660 0046



FORM G - METHOD OF PAYMENTS FORM

Please tick (✓) for your preferred payment method:

Kindly issue the cheque(s) payable to **NEWFAIR EVENTS (MALAYSIA) SDN BHD** and indicate **SES 2024** at the back of the cheque

Crossed Cheque /
Bank Draft

• For **Performance Bond**, kindly mail the cheque to the following address:

NEWFAIR EVENTS (MALAYSIA) SDN BHD
Suite 10-1, Level 1, Wisma Menjalara Jalan 7A/62A
Bandar Menjalara
52200 Kuala Lumpur, Malaysia

***Kindly email a copy of the reference to xinjie@newfair.com.my*

Telegraphic
Transfer

Bank Name : **AMBANK MALAYSIA BERHAD**
Beneficiary Name : **NEWFAIR EVENTS (MALAYSIA) SDN BHD**
MYR Account No. : 888 104 835 4603
Bank Address : 2, Jalan 7A/62A, Bandar Sri Menjalara, 52200 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur
Swift Code : ARBKMYKLXXX

***Kindly email a copy of the payment slip to the xinjie@newfair.com.my*

EXHIBITOR INFORMATION	
Person in Charge	
Company Name	
Contact Number	
Office Number	
Email	
Booth No.	
Signature	
Company Stamp	

Kindly return this form to E: xinjie@newfair.com.my | M: +6016-660 0046



**SELANGOR
EDUCATION
SUMMIT 2024**

THANK YOU

