

KUALA LUMPUR CONVENTION CENTRE



CATERING SERVICE STAFF FORM 2017

Please send the completed form with the payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:	_____			
Venue/Hall	:	_____	Event Date	:	_____
Booth Name	:	_____	Booth No	:	_____
Onsite Contact Person	:	_____	Mobile	:	_____

Billing Address

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

Catering Services Staff – Per Hour		
Incentive Rate: <input type="checkbox"/> RM37.59	Standard Rate: <input type="checkbox"/> RM45.11	Onsite Rate: <input type="checkbox"/> RM48.87

Date Required	Time Required	Booth Number(s)	Number of Staff(s)	Total (RM)
* All prices are in Ringgit Malaysia				TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Notes

- The hiring of catering service staff is based on an hourly rate, with a minimum of 4 hours.
- Catering Service staff is to be recruited exclusively for F&B services only.
- Late orders are subject to availability.

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Terms and Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- **Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- **The prices quoted above are subject to change without prior notice.**

Payment

- Payment option:-
 Cash Cheque/ Bank Draft Telegraphic Transfer Credit Card
- All cheques or bank draft are to be made out to "**CONVEX MALAYSIA SDN BHD**".
- Only crossed cheques issued by Malaysian bank are accepted
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details as follows:-

BANKING DETAILS	
Bank : CIMB Bank Berhad	Account Number : 80-0104209-3
Account Name : Convex Malaysia Sdn Bhd	Bank Address : Kuala Lumpur City Centre,
Swift Code : CIBBMYKL	50088 Kuala Lumpur

- If payment is made by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) is deemed to be not valid.
- **Personal Data:** We use your personal data to provide better customer service. By providing personal data you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice found on our webpage at <http://www.klccconventioncentre.com/Our Policy-@-Personal Data Protection Act 2010.aspx>

CREDIT CARD PAYMENT AUTHORISATION

I _____ NRIC/Passport No _____, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express MasterCard Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +603 2333 2603

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