

# APVRS 2017

8 – 10 December 2017

Conference Hall 1 & 2, Kuala Lumpur Convention Centre, Malaysia

## Form 1b :

### INDEMNITY FORM

(Compulsory to Bare Space Stand / Upgraded Shell Scheme Exhibitor / Appointed Contractor)

Return this form to :

**INNOGEN SDN BHD**

Tel: +60 3-8961 1108

Fax: +60 3-8961 0103

Email: [info@innogen.com.my](mailto:info@innogen.com.my)

**Deadline: 6 November 2017**

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### Rules & Regulations to All Non-Official Contractor

Show Name : **APVRS 2017**

Build-Up : **7<sup>th</sup> December 2017**

**(Based on pre-assigned schedule which will be advised closer to the show build-up date)**

Teardown : **10<sup>th</sup> December 2017 (Immediate after the exhibition ends)**

The Stand Builder is responsible for ensuring that each stand complies with the Venue's and/or authorities' guideline/requirement. The Organiser, Venue and Innogen shall not be responsible for any rectification work required to correct the deviations to the stand design plan from the exhibition floor plan. Therefore, the stand structure / integrity will be the responsibility of the Stand Builder and subject to on-site supervision if necessary.

**\* Regulations and requirement stipulated in Section C of Stand Appraisal Check List must be strictly compliance.**

It is the responsibility of the Stand Builder to ensure the followings :

- 1) Each stand does not exceed the designated zone built height restriction
- 2) The approved stand size fits into the stand's footprint
- 3) To cross-check the stand design plan against the exhibition floor plan

Please refer to the term "designated zone" which are potentially low ceiling areas within the Centre's premises. Hence the need to comply with the "designated zone" builds height restriction.

All temporary structure builds for exhibitions or events must possess adequate strength and stability and functioning during construction and throughout the duration of the event. The designs of a temporary structure are to be constructed in a manner that poses no danger to public, employee or contractor safety at any time. In short, they are not a potential hazard to anyone in the vicinity.

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

### Part 1 : Kuala Lumpur Convention Centre Hall Management Rules and Regulations

- 1) All non-official contractors are required to register with the Official Main Exhibition Contractor.
- 2) All non-official contractors must possess valid business registration license, workmen compensation insurance and public liability and or third party liability insurance.
- 3) All contractors must wear a pass supplied by the Show Management or the Official Exhibition Main Contractors 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) **No Freight Aisles**  
During move-in the marked '**NO FREIGHT AISLES**' must be kept clear of freight, NO construction materials and anything to cause blockage **AT ALL TIMES**.
- 11) Construction materials are not allowed to be piled onto NO FREIGHT AISLE, or obstruct fire exit and fire-fighting equipment. All materials must be kept within contracted booth space at all times.
- 12) Material used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
- 13) All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests area.
- 14) Urinating in paint washing room or any unauthorized designation is strictly prohibited.

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- 15) Preparation and cleaning of paints must be conducted in wash room located at ground floor; loading dock 2 and loading dock 4.
- 16) Disposal of hazardous wastes and/or its containers (paint, oil, cleaning agents, solvents, etc.) must be done in a safe and environmentally friendly manner. The Centre provides facilities to safely dispose of "water-based paint" at the "Paint Room" located at Loading Dock 2 and Loading Dock 4. Please note that no chemical waste is allowed to be disposed of via the Centre's drainage system, sanitary facilities or floor trenches.
- 17) Contractor caught cleaning and disposing paint, chemical or build-up materials in the toilet bowl and washing basin will be penalized and liable to bear any cost incurred for rectifying the drainage system.
- 18) All contractors and exhibitors must ensure that all chemicals including paint are handled with care to prevent any spillage. Please also ensure the following:
  - a) All chemical containers are securely closed when not in use, especially during loading and unloading.
  - b) All chemical containers must be placed on a containment tray or secondary container.
  - c) All chemicals must be stored in a stable area, especially during build-up and move-in activities.
- 19) All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- 20) 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.
- 21) Proper scaffolding, including ladders and work platforms with adequate personal protective equipment (i.e, safety helmet; harness) , must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
- 22) 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.
- 23) Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are strictly not allowed.
- 24) Unruly or unacceptable behavior 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.
- 25) Any person with using abusive language, violent behavior or committing unsafe work practices and or non-compliance activities will be prohibited from working in the Centre immediately.
- 26) The 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.
- 27) Safety height clearance at loading dock and Maximum Height limit at the link Hall 3 service road is 4m. Safety goal posts of 4 metres in height are installed at the entrance and exit point of link Hall 3 service road. **Only vehicles below 20 footer and with loading 3.5m and below in height are allowed to enter and/or exit through the safety goal posts to prevent possible damage to the ceiling.** Any incidental damage for non-compliance for this restricted height will be liable for compensation to the Centre for damage.
- 28) In order to facilitate review on the technical and safety aspect of the stand design, the following guideline is required to be followed to the latter.
  - a) Stand Appraisal Check-list must be clearly written, both word file or PDF format are acceptable.
  - b) The different view of the 3D diagrams / photo / picture shall be presented into one document together with checklist. *(please do not attached various attachments to the email)*
  - c) The description of the technical aspect and safety element must be indicated into the 3D diagram / photo/ picture.
  - d) Height of the stand must be indicated in the diagram / photo/ picture.
  - e) Ground structure and hanging object (if any) submission must be submitted in separate file, include the hanging object order form.

\* Refers below sample copy of submission for your action.

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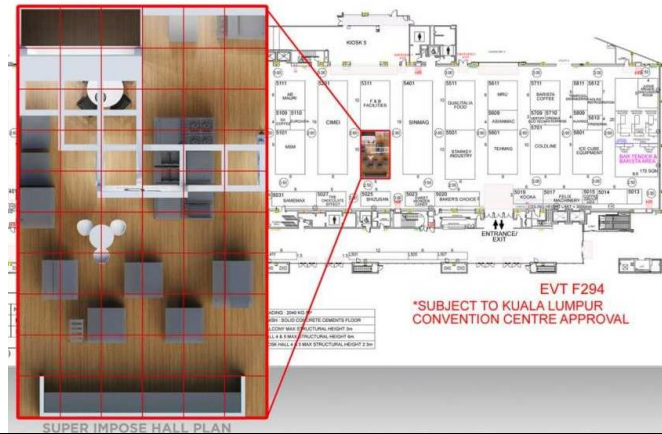
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**Deadline: 6 November 2017**

Name of Event :  
Date of the Event :



### Booth Description



Timber construction finished with emulsion paint.

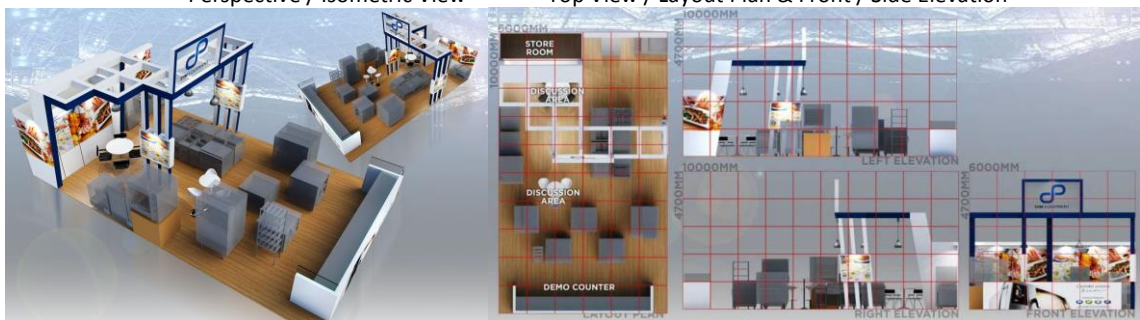
15mmH underlay plywood with top lamination finished.

Tempered glass.

Timber construction finished with emulsion paint.

Perspective / Isometric View

Top View / Layout Plan & Front / Side Elevation



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#### **Part 2 : APVRS 2017 – Construction Rules and Regulations**

- 1) Contractors shall be responsible for effecting insurance which shall cover (but no limit to) its workers, displays and stand materials against loss and damage, third party and public liabilities (including the occupier's), and shall produce such insurance policy to the Organiser upon request.
- 2) Maximum structure height is **4 metres** included the truss system should there be any hanging object.
- 3) All partition walls above 2.5 metres which is facing the neighbor booths or aisle must be nicely clad and painted finish, if any.
- 4) No solid walls or full partitions are to be built on the perimeter of the raw space especially on the Island Stand. All partition walls along the perimeter should not cover more than 50% in length, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it.
- 5) Open frontage – All stands, irrespective of height must have at least 50% of any frontages facing an aisle open. This area must be left visibly free of obstruction.
- 6) 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.
- 7) **Flooring** - It is compulsory to arrange for PVC sheet and plywood underlay to be laid against hall existing carpet. Kindly provide the PVC sheet larger than booth size to avoid any damage to carpet surrounding your booth area during set up. Strictly no sawing in the hall.
- 8) Any custom design stand with a raise up platform and plywood underlay, each corner that exposed to visitors shall make it round or with protective cover.
- 9) Kindly ensure your booth does not exceed the booth area as it is strictly not allowed.
- 10) No exhibit or decorative items, including TV screen, light fitting is allowed to place beyond the contracted booth area. The exposure sharp edge / corner of furniture, TV screen etc. shall make it round or with protective cover and not caused hazard to visitors.
- 11) No excessive or major carpentry works shall be carried out within the Exhibition Halls.
- 12) All construction works for stands, etc. must be fully completed during the build-up period. No touch up or corrective works whatsoever will be permitted after the build-up period.
- 13) The Exhibitors shall not erect any sign, device, finishing or ornament outside the stand.
- 14) Kindly ensure all lighting cable/wire come with earth clamp connector and it must be earthed, especially apply to metal structure design include truss system.
- 15) In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof on-site, if any.
- 16) No blockage to Entrance/Exit Doors/Fire Hose Reel/Fire Extinguisher - No materials/ products are allowed to be put at doorway during set up or tear down as part of clearance for emergency exit route. Your cooperation is greatly appreciated.
- 17) Clearance of construction waste materials and paint - kindly ensure your workers to clear all the waste construction materials / paint from the exhibition hall or loading bay during installation and tear down. It is the responsible of the appointed contractor of the above mentioned requirement. Any materials found not disposed or disposed in the Venue's dustbin skip will be charged a disposal fee and deducted from the performance bond accordingly.
- 18) All lighting connection work must be done by the Official Electrical Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly and any additional lighting connection found on-site which is not declared or ordered before on-site will be charged according to on-site rate with immediate settlement. Failing to do so, electricity to the concerned booth will be terminated without further notice.
- 19) A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- 20) For custom design stands, RM 16.00 per sqm or minimum levy of RM160.00 (inclusive of 6% GST) of administrative fee shall be made to Innogen Sdn Bhd before the dateline stated in the form. A cheque for RM 3,000.00 / RM 6,000.00 / RM 10,000.00 performance bond must be prepared and provided to Innogen Sdn Bhd before move in.
- 21) Should there be any damages arising directly or indirectly from any infringement or/and outstanding amount owe to the Official Contractor and Organiser, the Official Contractor is authorised to bank in the performance bond and deducted the said amount without prior notice.
- 22) For all rigging order, if any. Please follow up with Exhibition Department of Kuala Lumpur Convention Centre ([exhservices@klccconventioncentre.com](mailto:exhservices@klccconventioncentre.com)) and ensure you receive the proforma invoice for payment purpose. Innogen will not be responsible for any delay on this matter.

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- 23) Should there be any non-conformance activities found during the build-up & teardown period, it will be reported to Organiser and Venue for further actions.

#### Part 3 : Indemnity

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 :

Contact No. :

Date :

Company stamp :

#### Please fill in the below particular :

Booth Name	Booth No.	Move-In (7 <sup>th</sup> December 2017)		Move-Out (10 <sup>th</sup> December 2017)	
		Size of Lorry (Specify in Length)	Qty	Size of Lorry (Specify in Length)	Qty

\* Please return the above acknowledged copy via email (scan copy) or fax.

\* Without signing this form, entrance to the Halls will not be permit

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

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