

APVRS 2017

8 – 10 December 2017

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

Form 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

- 1) For Standard Shell Scheme Package, kindly refer FORM 2 for the package's entitlement.
Items provided in the package are not exchangeable and no money returnable.

Deadline: 6 November 2017

- 2) If exhibitors require ADDITIONAL furniture items, please use this requisition form.

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 06/11/2017	07/11/2017 – 06/12/2017		
INN001	Information Desk	L1000 x D530 x H735	70.00	91.00		
INN002	Information Counter	L1030 x D535 x H1020	160.00	208.00		
INN003	Bistro Table	Dia 500 x H1100	120.00	156.00		
INN004	Round Table	Dia 900 x H755	110.00	143.00		
INN005	Square Table	L750 x D750 x H755	110.00	143.00		
INN006	System Coffee Table	L550 x D550 x H515	55.00	71.50		
INN007	Glass Top Coffee Table	L460 x D490 x H490	70.00	91.00		
INN008	Lockable Cabinet	L1000 x D530 x H735	95.00	123.50		
INN009	High Showcase without Lighting	L1030 x D535 x H2500	450.00	585.00		
INN010	Low Showcase without Lighting	L970 x D500 x H940	320.00	416.00		
INN011	Bar Stool	Dia 380 x H740	100.00	130.00		
INN012	Folding Chair	L435 x D435 x H790	25.00	32.50		
INN013	Conference Chair	L460 x D500 x H780	65.00	84.50		
INN014	Easy Arm Chair	L500 x D450 x H800	70.00	91.00		
INN015	Chrome Chair	L420 x D415 x H700	85.00	110.50		
INN016	Fabric Sofa	L520 x D750 x H780	100.00	130.00		
INN017	Leather Chrome Sofa	L860 x D800 x H800	125.00	162.50		
INN018	Display Plinth (Set)	-	305.00	396.50		
INN019	Display Plinth A	L535 x D535 x H500	80.00	104.00		
INN020	Display Plinth B	L535 x D535 x H750	100.00	130.00		
INN021	Display Plinth C	L535 x D535 x H1000	125.00	162.50		
INN022	Flat Shelf	L985 x D300	50.00	65.00		
INN023	Slope Shelf	L985 x D300	50.00	65.00		
INN024	Brochure Rack (4-tier)	L280 x D400 x H1100	145.00	188.50		

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

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

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

Organiser: APVRS Secretariat

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No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 06/11/2017	07/11/2017 – 06/12/2017		
INN025	Book Shelf 6-tier Single-sided	L970 x D450 x H1940	220.00	286.00		
INN026	Book Shelf 4-tier Double-sided	L970 x D600 x H1400	260.00	338.00		
INN027	Refrigerator with 24hrs,13amp Single Phase Power Point (max 500w)	L520 x D560 x H1130	350.00	455.00		
INN028	Waste Paper Basket	-	5.00	6.50		
INN029	Coat Rack	L950 x D400 x H1500	120.00	156.00		
INN030	Display Board	L950 x H1200	65.00	84.50		
INN031	Folding Door	L950 x H2150	220.00	286.00		
INN032	System Plant Trough	L1030 x D535 x H350	80.00	104.00		
TOTAL (RM)						
GST 6% (RM)						
GRAND TOTAL (RM)						

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

Please provide us the billing details in order for us to issue an invoice to you.

Company Name			
GST Registered No.		Not GST Registered	(Please tick)
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Email		Mobile No.	

Please tick (✓) for Payment Option

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

- VISA / MASTER (Credit Card)
*subject to 4% bank charges
- Wire Transfer
*for overseas transaction, subject to RM100 bank charges
- Malaysia Cheque
- Internet Banking
*for overseas transaction, subject to RM100 bank charges

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NOTES :

- All items ordered are on rental basis.
- Maintenance at individual booths can be undertaken during the closed hours of the Exhibition/Event.
- Price for goods and services supplied or work done is subject to Goods & Service Tax (GST) or other taxes, if applicable, at the prevailing tax rate.
- Orders are valid only when accompanied by full remittance.

- **Payment should be made in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**
****Please fax to us a copy of your payment slip for confirmation.**

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- **A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.**
A surcharge of 50% will be imposed on all the on-site orders. Priority will be given to advance orders.
- For on-site orders during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given in writing to INNOGEN at least 7 days before build-up date. A 30% cancellation fees will be imposed. For orders cancelled less than 7 days before build-up date and on-site orders, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

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

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Address	
Tel	Person In-charge
Fax	Mobile
Date	Signature & Co. Stamp

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