

RECEIPT ACKNOWLEDGEMENT

We have received the Exhibitors' Manual for Nanotech Malaysia 2009, and understand that the Exhibitors' Manual form part of our Space Reservation Contract:

Company Stamp & Signature: _____	
Name of Company: _____	
Contact Person: _____	
Contact Number: _____	
Stand No: _____	Date: _____

***Note: Please complete this page immediately upon receipt of this manual, and return by fax to:**

The Organiser



Global Events Management Sdn Bhd (787293-X)

Tel: (603) 7842 7141

Fax: (603) 7842 7142

Nanotech Malaysia 2009 Exhibitors' Manual | Pls type / fill in using black ink only.



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***Note: Please return only the forms to:**

The Organiser



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Tel: (603) 7842 7141

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USEFUL CONTACTS

THE ORGANISER

GLOBAL EVENTS MANAGEMENT SDN BHD

29-2, Jalan 1/137B,
Resource Industrial Centre,
Off Jalan Kelang Lama,
58000 Kuala Lumpur, Malaysia.
Tel: (603) 7842 7141 Fax: (603) 7842 7142
E-mail: tcwong@globalevents.com.my
Web page: www.globalevents.com.my

Management & Project Team:

Mr TC Wong - (+6016) 227 0202
Ms Eliza Hong - (+6016) 228 5112
Ms Geonice Chong - (+6016) 330 9715

OFFICIAL STAND BUILDING & ELECTRICAL CONTRACTORS

PICO INTERNATIONAL (M) SDN BHD

Wisma PICO,
19-20, Jalan Tembaga SD 5/2,
Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia.
Tel : (603) 6275 5990 Fax : (603) 6275 6366 / 3233

Contact: Mr Toon Sang Haw - (+012) 382 5870
E-mail: shtoon@pico.com.my

Ms Amber Chong - (+012) 772 1106
E-mail: amber@pico.com.my

OFFICIAL FREIGHT FORWARDER

CURIO PACK SDN BHD

No. 160-1, Persiaran Raja Muda Musa,
41100 Klang, Selangor D.E., Malaysia.
Tel : (603) 3372 2828 Fax : (603) 3373 0055
Contact: Mr Ngiam Chong Lee - (+6012) 370 9566

OFFICIAL TRAVEL AGENT

ASPEN HOLIDAYS SDN BHD

No.3A, Jalan Excella 1, Taman Ampang Hilir,
55100 Kuala Lumpur, Malaysia.
Tel: (603) 4270 9222 Fax: (603) 7270 9555
E-mail: inbound@aspenholidays.com.my

Contact: Mr Kelvin Er

VENUE OWNER

COMVEX (M) SDN BHD

Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: (603) 2333 2888 Fax: (603) 2333 2882
E-mail: info@klccconventioncentre.com
Contact: Ms Francis Teo - (+6012) 229 9680

TEMPORARY STAFF AGENT

CARAT COMMUNICATIONS

Damansara Business Centre, Level 2,
Block A (North), Pusat Bandar Damansara,
50490 Kuala Lumpur
Tel: (603) 2087 0200 Fax: (603) 2087 0300
Contact: Michelle Chan - (+6012) 373 1911

OFFICIAL HOTEL

TRADERS HOTEL KUALA LUMPUR

Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia
Tel: (603) 2332 9888 Fax: (603) 2332 2666

PRINCE HOTEL & RESIDENCE KUALA LUMPUR

Jalan Conlay, 50450 Kuala Lumpur, Malaysia
Tel: (603) 2170 8888 Fax: (603) 2170 8808
E-mail: enquiry@princehotelkl.com.my



EXHIBITION SCHEDULE

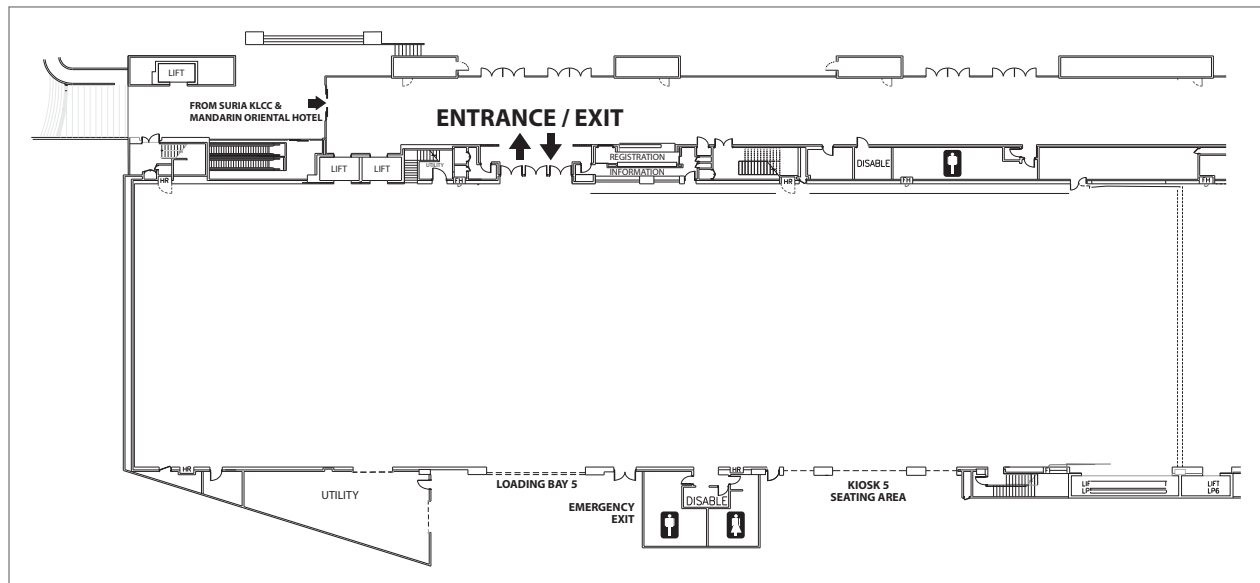
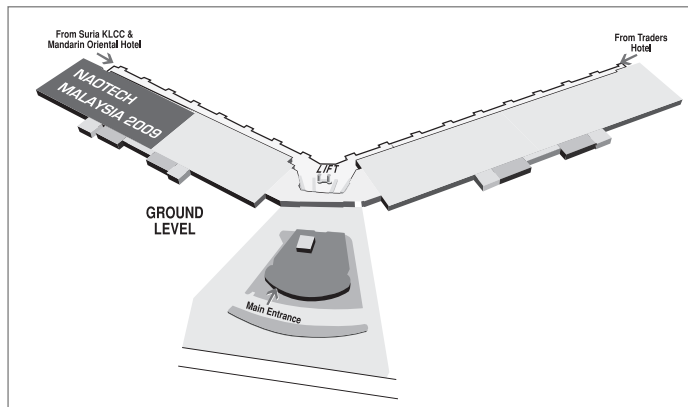
HALL 5, KUALA LUMPUR CONVENTION CENTRE

DATE	TIME	FUNCTION
<u>BUILD UP</u>		
26 October	9.00 am 10.00 am 12.00 noon	Floor markings & arrival of building material. Building of Organiser's Shell Scheme Stands. Electrical installations. Entry of Exhibits according to Organiser's schedule. Entry of hand-carried items. Exhibitors may begin decorating their stands.
<u>SHOW DAYS</u>		
27-29 October		The exhibition is open to Trade Visitors and Professionals only. 27 October 10.00 am - 6.00pm 28 October 10.00 am - 6.00pm 29 October 10.00 am - 5.00pm Note: Exhibitors may enter the exhibition halls from 9.00 am onwards (daily) during show days.
<u>TEAR DOWN</u>		
29 October	5.30 pm 6.30 pm	Exhibition closes at 5.30 pm hand carried exhibits may be removed from the exhibition hall. Removal of potted plants and audio visual equipment. Exhibition halls closes. Tear-down of Organiser's Shell Scheme Stands. Removal of all electrical fittings. Moving-out of Exhibits. Note: Automatic penalties including forfeiture of the Performance Bond will be imposed for failure to comply.



EXHIBITION INFORMATION

LOCATION MAP FOR NANOTECH MALAYSIA 2009



1. THE EXHIBITION

Nanotech Malaysia 2009

2. THE VENUE

Kuala Lumpur Convention Centre

Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel : (603) 2333 2888
Fax : (603) 2333 2800
www.klccconventioncentre.com

Exhibition Halls are : **Hall 5**

3. THE DATES & TIME

Build-up 26 October 2009
(9am ~ onward)

Show days **27 October 2009**
(10.00noon~6.00pm)

28 October 2009
(10.00am~6.00pm)

29 October 2009
(10am~5.00pm)

Tear Down 29 October 2009
(6pm)

Notes: Exhibitors may enter the exhibition halls at 9.00am daily during show days.

4. THE ORGANISER

Global Events Management Sdn Bhd
(787293-X)

29-2, Jalan 1/137B, Resource Industrial Centre,
Off Jalan Kelang Lama, 58000 Kuala Lumpur, Malaysia.
Tel: (603) 7842 7141 Fax: (603) 7842 7142
E-mail : tcwong@globalevents.com.my
Web Site : www.globalevents.com.my

5. ADMISSION

The Exhibition is open to trade, visitors and professionals only. Admission is by invitation and/or registration only. For safety reasons, children below the age of 16 will not be allowed to enter the exhibition halls at any time. The Organiser reserves the right to refuse admission to any persons or remove any persons from the exhibition halls at any such time without giving any explanation. All visitors shall be suitably attired in business attire. Visitors in shorts, and/or sandals shall not be allowed entry into the exhibition halls.

6. SECURITY

- The Organiser has taken all reasonable security precautions in the interest of the exhibitors and visitors. However any damage, loss and/or theft of exhibits at the exhibition hall during build-up, show days and tear-down shall not be the responsibility of the Organiser.
- All articles and exhibits shall solely be the responsibility of the exhibitor.



EXHIBITION INFORMATION

- c. The Organiser has appointed a security firm to provide general security round the clock throughout build-up, show days and tear-down. If the exhibitor should require more security personnel, arrangements can be made with the Organiser and all fees are to be borne by the respective exhibitor.
- d. All exhibitors and contractors shall display identification badges at all times
- e. Exhibits shall not be moved out from the exhibition halls during show days.

7. INSURANCE LIABILITY AND RISKS

The Organiser shall not be held responsible for any articles and exhibits that are exhibited by the exhibitors.

Exhibitors are advised to insure their articles and exhibits, and to take up public liability and comprehensive protection. This coverage should commence from the first day of build-up and end on the last day of tear-down.

The exhibitor shall insure, indemnify and hold Organiser harmless in all demands and expenses to which the Organiser may in any way be subjected to as a result of injury or losses arising from any such person including visitors, staff, agents or contractors howsoever caused from the result of defaults, non-performance .

Exhibitors may be required to show proof of insurance coverage when deemed necessary. The Organiser is not responsible for any restriction or condition that may prevent construction, erection, completion, alteration, dismantling , fitting or removal of exhibits or failure to provide any service or amenities provided by venue owner or for cancellation or part-time opening of the exhibition either as a whole or in part or for rules that may be amended beyond the control of the Organiser. Exhibitors must ensure all staff, agents, servants and contractors are insured against claims for workman compensation.

All Exhibitors shall insure and indemnify the Organiser and venue owner/manager(s) of property harmless in respect of all costs, claims and demand and expenses to which they may be subject to as a result of loss, damage to property or injury arising to any persons howsoever caused while the said persons are upon or examining or passing the said liability or risks of the employees, agents or exhibits shall be the responsibilities of the Exhibitors.

8. PAYMENT , TERMS AND CONDITIONS

Payment schedule shall be in accordance with the specified conditions on the Exhibition Space Application & Contract Form.

A deposit of RM 500 or US\$ 200 for additional services shall be paid to the Organiser upon returning the Contract Form. All amounts for additional or on-site services shall be deducted from the final invoice which will be issued to the exhibitor. In the case of credit, the difference will be refunded after the exhibition.

The above terms shall not vary under any circumstances.

9. DEMONSTRATIONS AND WORKING EXHIBITS

Exhibitors intending to demonstrate equipment must:-

- i. Provide details in writing to the Organiser.
- ii. Review sites before demonstrating exhibits.
- iii. Securely install all operating machinery to prevent base slippage, control vibration and to position machinery so that operation will not cause intrusion into gangway.
- iv. Provide adequate guards to all moving parts that may cause injury.
- v. Isolate starting devices to prevent operation by unauthorised persons.

- vi. For welding demonstrations, exhibitors shall arrange for sufficient exhaust extractor units or toxic fumes to be emitted outside building.
- vii. All pressure vessels or equipment under pressure must obtain approval from Local Machinery Department.

10. OFFICIAL CONTRACTORS

The official contractors have been appointed to assist exhibitors in the exhibit movement, stand building and design.

Exhibitors are advised to use official contractors to attend to their needs.

Unless otherwise

- i. Exhibitors may appoint their own Stand Building contractors subject to the approval of the Organiser or hall owners.
- ii. Exhibitors are advised to deal directly with their contractors/official contractors unless otherwise stated.

All services extended to the exhibitors from the approved contractors/official contractors are for their convenience and the Organiser will accept no liability from whatsoever contract arising from the exhibitors and their contractors including any such contract for default, negligence of any persons, servants or agents.

OFFICIAL STAND BUILDING & ELECTRICAL CONTRACTORS

PICO INTERNATIONAL (M) SDN BHD

Wisma PICO,
19-20, Jalan Tembaga SD 5/2,
Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia.
Tel : (603) 6275 5990 Fax : (603) 6275 6366 / 3233
Contact: Mr Toon Sang Haw - (+012) 382 5870
Ms Amber Chong - (+012) 772 1106

OFFICIAL FREIGHT FORWARDER

CURIO PACK SDN BHD

No 160-1, Persiaran Raja Muda Musa,
41100 Klang, Selangor D.E., Malaysia
Tel : (603) 3372 2828 Fax : (603) 3373 0055
Contact: Mr Ngiam Chong Lee - (+6012) 370 9566
Mr Anthony Hooi - (+6019) 337 9706

11. SHIPPING PROCEDURES

This shipping information will assist you in your preparation for the correct and timely despatch of your exhibits to Malaysia. We advise you to adhere to the deadline as specified to avoid delay.

i. Document Deadlines

The shipping documents must be received not later than the deadlines shown below or at least 7 days prior to the arrival of aircraft and/or vessel.

13 September 2009 - Film & Video-tapes
13 September 2009 - SEA CARGO
13 September 2009 - AIR CARGO

ii. Consignment Deadlines

All exhibition goods must arrive in Kuala Lumpur not later than :

13 September 2009 - Films & Video-tapes by courier
13 September 2009 - Sea freight consignments
13 September 2009 - Air-freight consignments

Our freight forwarders will make all reasonable effort to ensure delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of delivery date to the show site. Our freight forwarders reserve the prerogative to reject any shipment arriving after our deadlines.

iii. Consignment Instructions

All exhibition goods, either by sea freight or air freight, shall be consigned 'Freight Prepaid' as follows :



EXHIBITION INFORMATION

Consignee:

Nanotech Malaysia 2009

C/O name of the freight forwarder

iv. Case Markings

All packages shall be marked as follows :

Nanotech Malaysia 2009

C/O name of the freight forwarder

Name Of Exhibitor :
Stand Numbers :
Case Numbers :
Gross/Net weight :
Dimensions :

v. Documentation

For sea freight consignments, the following documents are required:

2 originals & 3 copies of Bill of Landing
2 originals & 2 copies of Commercial Invoice
2 copies of Packing list
1 copy of Product Catalog/Brochure
1 copy of Insurance policy

For consolidated containerised shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Landing, Commercial Invoice and Packing List :

3 copies of House Bill of Landing
3 copies of Container Manifest

vi. Films & Video Tapes

You are advised to courier these materials 'Freight Prepaid' to your appointed freight forwarder at least 45 days before show opens to process and arrange for customs and censorship clearance.

It is not advisable to hand-carry these items into Malaysia, as they may be detained by the Malaysian Customs and considerable time and costly effort may be required to clear them out in time for the exhibition.

It is by law in Malaysia that all films and video tapes must obtain approval from the censorship board. Kindly make your own arrangement or contact the official Freight forwarder to apply to:

Lembaga Penapisan Filem (Film Censor Board)

Tingkat 12, Bangunan AMDB,
No. 1, Jalan Lumut, Off Jalan Ipoh,
50400 Kuala Lumpur, Malaysia
Tel : (603) 4043 5662 Fax : (603) 4043 7564

The approval takes about 6 weeks and all fees are to be borne by exhibitor. Foreign exhibitors are advised to arrange censorship through their local agents. Alternatively, you may contact the official freight forwarders for assistance.

12. SITE HANDLING

When mechanical handling within the exhibition halls are required, exhibitors are required to appoint the official freight forwarders and inform the Organiser accordingly. Exhibitors may not appoint their freight forwarders to use forklifts, cranes, pump truck or whatever mechanical handling which should only be carried out by the official Freight Forwarder.

Unless otherwise ;

- i Written permission must first be obtained from the Organisers.
- ii Appointed freight forwarders other than the official freight forwarders be solely responsible and fully insured for all items under their respective care and are to be liable for all such risks such as damage, breakage etc. during their respective operation at the Exhibition Hall.

13. EXHIBITS MOVE-IN

All cargoes/exhibits which are consigned directly to the Exhibition site must arrive at the site on the first day of the build-up date. All cargoes that arrive after the build-up date, would be refused entry at the exhibition site. Early installation of heavy or large exhibits are responsibility of the exhibitors, their agents or contractors.

Heavy or large exhibit that arrive late may not be permitted into exhibition site. Exhibitors are advised to follow move-in schedule that will be provided by the Organiser.

All cartons must be marked Hall Number, Stand Number, Name of Exhibiting Company, Show Name and Venue.

Exhibits requiring mechanical aid installation at the site will be installed by the official freight forwarders. Forklifts, cranes and pallet trucks other than the appointed forwarders will be refused entry at the exhibition halls. All mechanical aid installation will be at the cost of the respective exhibitors.

14. STAND FITTING CONTRACTORS

- i Exhibitors may appoint their own contractor for the purpose of stand building. However all mechanical and electrical works must be installed by the exhibition official contractor.
- ii Exhibitors are requested to ensure that their respective contractors observe all rules and regulations. Exhibitors are reminded that they would be responsible from all actions, observance of rules and regulations of their contractors during the entire exhibition from the period of build-up to tear-down of the exhibition.
- iii Unofficial stand contractors must deposit minimum (refundable) of RM 2000 per stand or RM 100 per sq. metre, whichever is greater, with Global Events Management Sdn Bhd as a performance bond and damage deposit.

15. POWER SUPPLY AND LIGHTING

Supply Voltage

- i. 415 volts 3 phase 4 wire system with neutral point solidly earthed.
- ii. 230 volts single phase 3 wire system with neutral point solidly earthed.

(The above are subjected to variation of 6%)

Frequency

50 Hz with variation maintained within 1%.

Power Factor

Not Less than 0.85 lagging

The following rules must be complied :

- i. Starting arrangement of motors. All motors must have independent automatic protection against excessive current surge using the following starters.
 - a. Up to 5 Hp Direct-On-Line
 - b. 5 - 25 Hp Star-Delta
 - c. Above 25 Hp Auto Transformer



EXHIBITION INFORMATION

- ii. Electrical installation works must be complied solely by the official contractor appointed by the Organiser.
- iii. All special arrangements (e.g. different voltage, frequency or special connections) must be arranged by the exhibitor prior to the exhibition.
- iv. All electrical equipment must be tested by the Organiser's appointed licensed Engineers prior to having supply connected.

16. DAMAGE TO STAND STRUCTURES AND EXHIBITION PREMISES

No persons under any circumstances shall cut into or through any floor covering or wall nor alter any stand structure except when authorised in writing by the Organiser. All damage to stand structures will be invoiced to the Exhibitor.

17. FAILURE TO EXHIBIT

Exhibitors that have contracted space/stands but fail to exhibit will be liable for specific cost incurred by the Organiser. Failure to exhibit does not release the respective exhibitor from the exhibition contract.

The above terms cannot vary under any circumstances.

18. CUSTOMS REQUIREMENTS/ATA CARNET (TEMPORARY ADMISSIONS DOC)

Malaysian Government recognised the ATA Carnet arrangement. Exhibits can now be temporarily imported into Malaysia without lengthy custom documentation procedure although licences and permits still must be obtained. This system eliminates bank guarantees for temporary importation.

However the following must be observed :-

- i. Temporarily imported items must be re-imported. If goods are sold, bond raised to the Chamber Of Commerce by the exhibitor from the country of origin will be forfeited.
- ii. Temporary importation are subjected to a fixed period. (i.e. 1 -3 months)
- iii. The Malaysian International Chamber of Commerce and Industry (MICCI) is the sole guaranteeing and issuing authority for the carnet in Malaysia. MICCI also provides relevant applications at a modest fee.

Please contact the Official Freight Forwarders for more information.

19. FIRE REGULATION

All stand fitting must comply with the local regulations and normal international fire safety standards.

20. HALL LANDLORDS SPECIAL CONDITIONS

The landlords have requested the following special conditions :-

- i. All rodent, pest or vermin are not brought into the exhibition hall.
- ii. All live stock or animals must not be permitted into the exhibition hall unless they are connected with the exhibition.
- iii. The landlord may refuse entry into any of the facilities (within reasonable opinion) at any such time during the exhibition period.

- iv. The landlord will refuse all outside food & drinks brought into its property and will examine its right to impose corkage. (Cafeteria will be opened during exhibition hours)

21. STAND CLEANING

Organiser will be responsible for daily cleaning of stand carpets and gangways during the exhibition. During build-up and tear down period, exhibitors are responsible for the removal of their own materials and rubbish. Storage of empty boxes or packaging materials inside the hall is strictly prohibited at all times.

22. EXHIBITORS PARKING

Limited parking space for the exhibitors are available within the exhibition ground at a nominal fee. Parking spaces are also available in the vicinity of the exhibition area.

23. PRESS FACILITIES

The Press Room in the exhibition area will be manned by qualified press consultants at all times. Exhibitors may place releases at any time except sales brochures.

24. PASSPORT REQUIREMENT

24.1 Entry formalities

Visitors must be in possession of national passport or other internationally recognised travel documents, endorsed for travelling in Malaysia and with a period of at least 6 months beyond the time of stay allowed in Malaysia.

24.2 Visa exemption

No visa is required for citizens of Commonwealth countries (except Bangladesh, India, Pakistan, Sri Lanka and Nigeria), British Protected Persons or citizens of the Republic of Ireland, Switzerland, Netherlands, San Marino and Liechtenstein.

a. Three month visa free visit

Citizens of Austria, Algeria, Bahrain, Belgium, Czech Republic, Republic of Slovakia, Denmark, Egypt, Finland, Germany, Hungary, Iceland, Italy, Japan, Jordan, Kuwait, Luxembourg, Lebanon, Morocco, Norway, Yemen, Oman, Qatar, South Korea, Sweden, Saudi Arabia, Turkey, Tunisia, Turkmenistan, United States of America and United Arab Emirates are eligible for three months visa free visit.

b. One month visa free visit

Applicable to citizens of ASEAN countries, Argentina, Angola, Benin, Bolivia, Bosnia, Herzegovina, Brazil, Burundi, Cambodia, Cameroon, Chad, Chile, Colombia, Congo, Corsica, Costa Rica, Croatia, Djibouti, Dominica Republic, Ecuador, El Salvador, France, Gabon, Greece, Greenland, Guam, Guatemala, Guinea, Laos, Macedonia, Poland, Slovenia, South Africa and Zaire.

c. 14-day visa free visit

Citizens of Afghanistan, Iran, Iraq, Libya and Syria are eligible for 14-days visa free visit.



EXHIBITION INFORMATION

d. 7-day visa free visit

Applicable to citizens of Albania, Armenia, Azerbaijan, Bulgaria, Byelorussia, Estonia, Georgia, Kazakhstan, Kirghizstan, Latvia, Lithuania, Moldova, Romania, Russia Federation, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.

Nasional of Republic of China, Bangladesh, Bhutan, Cuba, India, Pakistan, Sri Lanka, North Korea, Nepal, Nigeria, Myanmar, Taiwan, Vietnam and all Certificate of Indemnity (CI) holders must obtain a visa before entering Malaysia.

Citizens of nations other than those stated above (except Israel) are allowed to enter Malaysia for a Social and Business visit not exceeding one month without having a Visa.

As regulations may change from time to time, it is advisable to check with the nearest Malaysian Embassy before your departure.

24.3 Travel between the Malaysian territories

A foreigner intending to visit any part of Malaysia is required to be in possession of only one visa provided he travels direct from one part of the country to another.

Visit passes issued for entry into Peninsular Malaysia are not valid for entry into Sabah and Sarawak. Fresh visit passes must be obtained on arrival at the point of entry in those states.

However, subject to conditions stipulated, visit passes issued by the Immigration Authorities in Sabah and Sarawak are valid for any part of Malaysia.

24.4 Immigration Entry/Exit Control

All visitors are required to complete a Disembarkation Card which is given out on all inbound Malaysia Airlines' flights

In addition, a Travellers Declaration Form (TDF) must be filled in by all arriving and departing travellers (including children) regardless of the amount of currency carried. Permitted currency limits are as follows:

- A resident and non-resident is permitted to carry into and out of Malaysia, ringgit notes not exceeding RM1,000/USD265 per person.
- A resident is permitted to carry out of Malaysia, foreign currency notes including travellers' cheques, not exceeding RM10,000/USD2,650 equivalent per person.
- A non-resident is permitted to carry out of Malaysia, foreign currency notes including travellers' cheques, not exceeding the amount brought in.

The TDF form is given out on all inbound Malaysia Airlines' flights and at check-in counters. It should be handed to the immigration officer together with the disembarkation card and passport.

25.6 Health Regulations

Cholera vaccination is NOT required for travellers entering Malaysia.

Visitors arriving from Yellow Fever Endemic Zones and other affected areas are required to present International Health Certificates showing Yellow Fever Vaccination. This regulation does not apply to children below the age of one.

24.7 Currency & Banking

The Malaysian Ringgit (RM) is issued in notes of denominations of RM 100, RM 50, RM 10, RM 5, RM 2, RM 1. There are coins of 50, 20, 10, 5 and 1 sen (cents). Credit cards are popular, VISA, American Express, Diners Club and Master Card are well established in all urban centres. Banking hours (except for states of Kedah, Kelantan and Terengganu) are from 9.30 am to 3.30 pm Monday to Friday and 9.30 am to 11.30 am on Saturday. In Kedah, Kelantan and Terengganu, banks are closed on Friday and operate from 9.30am to 11.30am on Thursday. All commercial banks are authorized foreign exchange dealers, and licensed money changers are found in urban centres, key entry/exit points and shopping complexes. Foreign currency and travellers' cheques can also be exchanged at major hotels for a nominal fee.

24.8 Transportation

City taxis are abundant and comparatively cheap. Taxis are usually metered in Peninsular Malaysia but not in Sabah and Sarawak. Higher rates apply between 12 midnight and 6.00 a.m. Major international car hire firms also operate in Malaysia.

24.9 Water

Safe to drink water straight from the pipe.

26. UNFORESEEN OCCURRENCES

In the event of any unforeseen occurrences that would delay, disrupt or events resulting in cancellation of the Exhibition (although much care have been taken to prevent this) the Organiser's decisions shall be deemed final.

Note:

All information are correct at time of printing. The Organiser shall not be responsible for any error or omission.



PARTICIPATING PRINCIPALS

FORM 1

Deadline: **13 September 2009**

As part of the ongoing A&P campaign to promote high calibre trade buyers & professionals to visit the show, exhibitors are encouraged to make full use of this advance campaign by providing the information sought by the Organiser below. If you are an agent for a number of principals, list each principal to be represented at the exhibition and the respective products/services.

Name of Principal Company	Country	Products / Services

Seeking Agents or Distributors

Is your company looking into getting representatives for your products or services?

Yes No

If yes,

1. Type of Representation

Agent Distributor Joint Venture
 Other (please specify) _____

2. Location

Malaysia South East Asia
 Other (please specify) _____

Exhibiting Company's Name: _____

Person in charge: _____

Tel : _____

Fax: _____

Stand No: _____

Date: _____

Nanotech Malaysia 2009 Exhibitors' Manual | Pls type / fill in using black ink only.



INVITATION TICKETS & PUBLICITY AIDS

FORM 2

Deadline: **13 September 2009**

Exhibitors will be provided with 100 free invitation tickets per stand. These are for your mailing to existing and potential customers and are strictly for distribution to members of the trade, not to the general public (including immediate family members) or minors.

Tickets to be sent to: *(if different from address at bottom of this form)*

Name of contact person: _____	
Company: _____	
Full Address: _____	
Tel: _____	Fax: _____

Please tick [✓] where appropriate.

- We require an additional _____ invitation tickets for distribution to trade visitors
- We do not require any additional invitation tickets

Note : Exhibitors are advised not to use invitation tickets for their own staff

Exhibiting Company's Name: _____			
Person in charge: _____			
Tel : _____	Fax: _____	Stand No: _____	Date: _____

Nanotech Malaysia 2009 Exhibitors' Manual | Pls type / fill in using black ink only.



DIRECTORY ADVERTISING

FORM 5

Deadline: **13 September 2009**

To highlight your participation in the exhibition, we invite you to place an advertisement in the directory to give your products maximum exposure.

- Print order** : 5,000
Size of directory : Height 21.0 cm x Width 14.8 cm
Type area : Full page (height 18.0cm x width 12.0cm)
Material required : Advertisements are reproduced from positive films only. Any additional work will be charged at cost by our printers.
Cancellation clause : If an advertisement is cancelled after **13 October 2009**, the following rates will apply
Cover positions : 50% of advertisement cost
Inside pages : 20% of advertisement cost

- | | |
|---|----------------|
| <input type="checkbox"/> Inside Front Cover (Full Colour) | RM8,500 |
| <input type="checkbox"/> Full Page (Full Colour) | RM6,000 |
| <input type="checkbox"/> Full Page (Black & White) | RM4,000 |

Note:

Prices are nett of any agency commission which will NOT be paid by the Organiser. Cost of advertisement will be billed directly to the Exhibitors.

Tick [✓] as appropriate

- Positive film will be provided by us directly.
 We have instructed our advertising agency to place a space order with you and the positive film will be sent by them.
 We require advertisement design. For further information on advertisement design, please contact MR. GERRY HEE (Handphone: 012-288 7059 or Tel: 603-7982 9303).

Deadline for the submission of positive films : 13 September 2009

Advertising Agency (if applicable) :

Contact person : _____

Address : _____

Tel : _____

Fax: _____

E-mail: _____

Exhibiting Company's Name: _____

Person in charge: _____

Tel : _____

Fax: _____

Stand No: _____

Date: _____

Nanotech Malaysia 2009 Exhibitors' Manual | Pls type / fill in using black ink only.



INDEPENDENT STAND CONSTRUCTION

FORM 6

Deadline: 13 September 2009

THIS PORTION MUST BE COMPLETED BY EXHIBITOR

COMPANY NAME: _____ BOOTH NO: _____

Please tick [✓] as appropriate.

- We already contracted for organizers' space only (Raw space)
- We will be building our own stand and enclosed drawing, with dimension, illustrating the design of our stand. We understand that all electrical installation must be carried out by the official contractor and as an exhibitor and contractor, we agree to abide by all the rules & regulations of the exhibition.

The following firm will be our contractor for stand-building and/or other display work:

Company name: _____
Person in charge: _____
Tel : _____ Fax: _____ Booth: _____ Date: _____

***NOTE: Exhibitors using contractor other than the official contractor, have to advise their independent contractors to submit their stand design and drawing to the organizer for approval before exhibition.**

The organizer reserves the right to stop any exhibitor and/ or their contractor from the working within the exhibition hall before their stand design/ drawing are approved.

THIS PORTION MUST BE COMPLETED BY THE APPOINTED STAND-BUILDING CONTRACTOR

Name of stand fitting contractor: _____

Person in charge: _____

Address: _____

Tel : _____ Fax: _____ Email: _____

*We understand & agree that as the exhibitor's appointed contractor who is not the organizer's official contractor, we are required to deposit with the organizer a sum of money equivalent to **RM 100.00 per square meter** based on contracted space subject to **minimum of RM 5,000.00**. We agree to abide by the rules & regulations contained in this exhibitor's manual, to cover any damages arising directly or indirectly from any infringements and to settle all payments for supply and services rendered during the exhibition or for the purpose of the exhibition. The organizer reserves the right to forfeit this deposit in the event of any non compliances and/ or damage however caused. This is without prejudice to any additional claims the organizer may have if the damages exceed the deposit. **A non refundable administration fee of RM 10.00 for every m² contracted shall apply.***

Company's Stamp

Signature

Date

Please send this form to: **PICO International (M) Sdn Bhd**
Tel: 603 6275 5990 Fax: 603 6275 6366 / 3233
Attention: Mr Toon Sang Haw
Ms Amber Chong

continue overleaf →

This form must be returned by all exhibitors to:



Global Events Management Sdn Bhd (787293-X)
29-2, Jalan 1/137B, Resource Industrial Centre, Off Jalan Kelang Lama,
58000 Kuala Lumpur, Malaysia.
Tel: (603) 7842 7141 Fax: (603) 7842 7142

Nanotech Malaysia 2009 Exhibitors' Manual | Pls type / fill in using black ink only.

RULES AND REGULATIONS**1. Identification**

All workers employed in the construction of the stand will wear identification badges provided and approved by the Organiser at all times when they are in the exhibition halls.

2. Hall Cleanliness

During the build-up period the exhibitor will be responsible for day-to-day removal of rubbish (i.e. empty paint cans, lumber scraps etc). Failure to do this will result in the exhibitor being liable for service fees involved in rubbish removal.

3. Hall Structures

In the construction of the stand, existing fixtures or walls will not be used in any way (i.e. nailing, wiring or fixing of exhibits to any existing structure)

4. Open Frontages

All stands in the exhibition, irrespective of height, must have one third of the frontage on each side open or fitted with transparent material to the underside of the fascia.

5. Floor Covering

In accordance with the Organiser's build-up schedule, exhibitors doing their own stand construction must arrange to have:

- (a) Carpets and back walls installed within 24 hours of their scheduled starting time.
- (b) All carpets and floor coverings must be affixed with double-sided tape. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Failure to comply with these regulations may delay installation of the electrics and equipment move-in, as well as an additional cleaning fee being charged to the exhibitor.

6. Fire Regulations

All material used in the stand construction must be fire-proofed in accordance with local regulations.

7. Building Regulations

All exhibitors building their own stand must submit a detailed drawing with dimensions illustrating the design of their stand to the Organiser for approval of both government authorities and the Organiser to ensure that the interests of all exhibitors are observed. Failure to do this may incur extra costs to exhibitors for late scrutiny. Exhibitors occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Organiser building this wall on the exhibitor's behalf and re-charging the cost to the exhibitor.

Stand structures should not exceed 2.44 m in height and design should obtain approval from Organiser and hall owners

8. Dismantling

At the close of the exhibition, it is the joint responsibility of exhibitor and contractor to dismantle and remove the stand (including debris), in accordance with the dismantling schedule to be issued by the Organiser.

9. Deposit & Non-Refundable Administration Fee

When the exhibitor's appointed contractor who is not the Organiser's official contractor, the contractor will be required to deposit with the Organiser a sum of money equivalent to RM100.00 per square metre based on contracted space subject to a minimum of RM5,000.00. This is to ensure that the rules and regulations are abided by, and to cover any damages arising directly or indirectly from any infringements and to settle all payments for supply and services rendered during the exhibition or for the purposes of the exhibition. The Organiser reserves the right to forfeit this deposit in the event of any non-compliances and/or damages howsoever caused. This is without prejudice to any additional claims the Organiser may have on the contractor if the damages exceed the deposit. A non-refundable administration fee of RM10.00 for every m² contracted shall apply.

10. Observance of Rules and Regulations

Exhibitors are responsible and liable for their contractor's observance of all rules and regulations. The Organiser has the absolute discretion to refuse admission to any person or workers at any time.



ELECTRIC AND LIGHTING

FORM 8

Deadline: **13 October 2009**

COMPANY NAME: _____ **BOOTH NO:** _____

All exhibitors must order lighting connection & power requirements on this form, which must be return by the due date. Late orders will not be guaranteed, & if accepted will be subjected to the following penalty rates. Order received after 13 October 2009 -- 50%. Only the official contractor will be permitted to undertake electrical work in exhibition area.

NB: Power points supplied are to be used for running equipment/ exhibits only. If used for lighting purposes, the following lighting hooked up and/ or connection charges will apply.

Please tick [✓] as appropriate

Type of stand : space only (Contractor: _____) organizer's shell scheme

We **do not** require any lightings and electrics

We required the following:

Ref	Item	Price (RM)	Quantity	Price (RM)
	100W Short Arm Spotlight	75.00		
	100W Long Arm Spotlight	85.00		
	Fluorescent tube 10-36W	60.00		
	50W Halogen Arm spotlight	100.00		
	Flood light	200.00		
	Arm Flood light 300W	250.00		
	Metal Halide 70W	300.00		
	13 Amp/ 230V Single phase	75.00		
	15 Amp/ 230V Single phase	150.00		
	Lighting fitting connection (up to 100W)	70.00		
			Total	

- All prices quoted include approval fees, installation, power consumption and stand-by maintenance.
- Lighting connections: All lighting connection work must be done by the organizer's official contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection rate of RM 70.00 (100W Max) per fixture.
- Lighting connections are charged accordingly to the number of tube and bulbs lighted on the stand.
- Light boxes are charged according to the number of tubes in each light box, using the lighting connection rate. Exhibitors are encourages to use tubes or higher wattage (max 100W) whichever possible.

Please send this form to:

PICO International (M) Sdn Bhd

Tel: 603 6275 5990 Fax: 603 6275 6366 / 3233

Attention: Mr Toon Sang Haw
Ms Amber Chong

Kindly remit your payment to:

PICO International (M) Sdn Bhd

Wisma PICO, 19-20, Jalan Tembaga SD 5/2,
Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia.

Tel: 603 6275 5990 Fax: 603 6275 6366 / 3233

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This form must be returned by all exhibitors to:



Global Events Management Sdn Bhd (787293-X)
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58000 Kuala Lumpur, Malaysia.
Tel: (603) 7842 7141 Fax: (603) 7842 7142

FURNITURE

FORM 9

Deadline: **13 October 2009**

COMPANY NAME: _____ **BOOTH NO:** _____

- a. As stock is limited, late orders cannot be guaranteed.
Any late order is accepted from **26 October 2009** onwards will be subjected to surcharge of 50%.
- b. All items are on rental basis only.

Please tick [✓] as appropriate

Type of stand Space only (contractor): _____ Organizer's Shell scheme

We do not require any lighting & electrics requirements

We require the following:

Furniture requirements

Ref	Item Description	Unit Cost	Qty	Cost
PF01	Info Desk (1030mm x 535mm x 760mmHt)	60.00		
PF11	Square Coffee Table (600mm x 600mm x 500mmHt)	85.00		
PF12	Square Table (600mmx 600mm x 760mmHt)	90.00		
ET02	Round table (800mmØ x 750mmHt)	100.00		
PS02	Lockable cupboard (1000mm x 500mm x 750mmHt)	90.00		
EC08	White Folding Chair	25.00		
EC01	Easy Arm Chair	75.00		
EC01	Black Leather Arm Chair	75.00		
EC05	Secretary Chair (450mmW x 430mmD x 760mmH)	65.00		
PF03	Lockable Cupboard (1000mm x 500mm x 780mmHt)	85.00		
PS08	Shelf – flat or Slope per metre run	55.00		
BS01	Bar Stool	65.00		
ET06	Low Round Table (800mmD x 760mmH)	95.00		
ET06A	Tall Round Table (600mmD x 1000mmH)	150.00		
PF02	Low Showcase (1030mmL x 535mmW x 1030mmH)	280.00		
PF04	Tall Showcase (1030mmL x 535mmW x 2260mmH)	450.00		
AS03A	Brochure Rack (285mmL x 285mmW x 1380mmH)	110.00		
BS01	Bar Stool (460mmL x 410mmW x 920mmH)	85.00		
EE01	Refrigerator (Medium)	400.00		
	Basket	5.00		
TOTAL (RM)				

Please send this form to:

PICO International (M) Sdn Bhd

Tel: 603 6275 5990 Fax: 603 6275 6366 / 3233

Attention: Mr Toon Sang Haw

Ms Amber Chong

Kindly remit your payment to:

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Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia.

Tel: 603 6275 5990 Fax: 603 6275 6366 / 3233

Exhibiting Company's Name: _____

Person in charge: _____

Tel : _____

Fax: _____

Stand No: _____

Date: _____

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HOTEL RESERVATIONS

FORM 11

Deadline: 13 October 2009

Hotel accommodations at reduce rates have been reserved at **Traders, Kuala Lumpur & Prince Hotel & Residence Kuala Lumpur** for **Nanotech Malaysia 2009**. Confirmation should be sent directly to the Hotel to ensure your room reservations. **Please fax this booking form to the direct contact person as stated below.** Any bookings after the cut-off date above will be based on space availability basis.

<input type="checkbox"/> Traders Hotel, Kuala Lumpur Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia Tel: (603) 2332 9888 Fax: (603) 2332 2666	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Type of Accommodation</th> <th style="text-align: right; border-bottom: 1px solid black;">Rate</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Deluxe City View (Single / Double)</td> <td style="text-align: right; border-bottom: 1px solid black;">RM 390.00 / RM 420.00++</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Deluxe Park View (Single / Double)</td> <td style="text-align: right; border-bottom: 1px solid black;">RM 430.00 / RM 460.00++</td> </tr> </tbody> </table> <p><i>The room rates quoted exclusive are:</i></p> <ol style="list-style-type: none"> 1) Subject to ten percent (10%) service charge and five percent (5%) prevailing government tax. 2) Include of breakfast at Gobo Chit Chat. 3) Include of High Speed Internet Access (Internet Speed 15MB). 4) The above rates are applicable for the above mentioned group only. 	Type of Accommodation	Rate	<input type="checkbox"/> Deluxe City View (Single / Double)	RM 390.00 / RM 420.00++	<input type="checkbox"/> Deluxe Park View (Single / Double)	RM 430.00 / RM 460.00++														
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<input type="checkbox"/> Prince Hotel & Residence Kuala Lumpur Jalan Conlay, 50450 Kuala Lumpur, Malaysia Tel: (603) 2170 8888 Fax: (603) 2170 8808 E-mail: enquiry@princehotelkl.com.my	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Type of Accommodation</th> <th style="text-align: right; border-bottom: 1px solid black;">Rate</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Deluxe (Single)</td> <td style="text-align: right; border-bottom: 1px solid black;">RM 350.00++</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Deluxe (Twin / Double)</td> <td style="text-align: right; border-bottom: 1px solid black;">RM 375.00++</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Grand Deluxe (Twin / Double)</td> <td style="text-align: right; border-bottom: 1px solid black;">RM 445.00++</td> </tr> </tbody> </table> <p><i>The room rates quoted exclusive are:</i></p> <ol style="list-style-type: none"> 1) Subject to ten percent (10%) service charge and five percent (5%) prevailing government tax. 2) Include of breakfast. 3) Check in time is after 1400 hrs on the day of arrival and check-out time if before 1200 hrs. 	Type of Accommodation	Rate	<input type="checkbox"/> Deluxe (Single)	RM 350.00++	<input type="checkbox"/> Deluxe (Twin / Double)	RM 375.00++	<input type="checkbox"/> Grand Deluxe (Twin / Double)	RM 445.00++												
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Company Name: _____ Person in charge: _____ Business Address: _____ City: _____ State: _____ Country: _____ Tel: _____ Fax: _____ Email: _____ Credit card type: <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Diners <input type="checkbox"/> Master Credit Card No: _____ Expiry Date: _____																					
<p>*Note: No bookings can be accepted without credit card details or one night deposit. In the event of no show for a guaranteed booking, a one night's deposit room rate will be forfeited.</p>																					

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Temporary Staff Rate

- Normal promoter / booth attendant**
RM250 per pax per day
- Model**
RM300-RM400 per day (depends on requirements)
- Presenter**
RM400 - RM500 per pax per day
(depends on requirements such as the number of presentations per day)
- Translator**
RM400 per pax per day
- Tailor made costume**
Pricing depends on design and material

Please fax / send this form to:

Carat Communications

Damansara Business Centre, Level 2, Block A (North)
Pusat Bandar Damansara, 50490 Kuala Lumpur
Tel: 603 2087 0200 Fax: 603 2087 0300
Email: enquiry@caratcomms.com
Website: www.caratcomms.com
Contact person: Michelle Chan (HP: 012-373 1911)

Nanotech Malaysia 2009 Exhibitors' Manual | Pls type / fill in using black ink only.

Exhibiting Company's Name: _____

Person in charge: _____

Tel : _____

Fax: _____

Stand No: _____

Date: _____

