

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

RIGGING FORM 2011

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
Fax: +603 2333 2729
Email: exhservices@klccconventioncentre.com

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

Billing Address

Company	:		
Attention	:		Designation
Address	:		
City	:		Postal Code
State	:		Country
Tel	:		Fax
Email	:		Mobile

Banner Rigging (Standard Size 4000mm X 2000mm)	Incentive Rate	Standard Rate	Onsite Rate	No of Banner	No of Point	Total (RM)
< 20kg (2 Points Provided Per Banner)	<input type="checkbox"/> 440.00	<input type="checkbox"/> 528.00	<input type="checkbox"/> 572.00			
Additional Point Per Banner	<input type="checkbox"/> 220.00	<input type="checkbox"/> 264.00	<input type="checkbox"/> 286.00			
Relocated Charge (Per Banner)	N/A	N/A	<input type="checkbox"/> 200.00			
Structure Rigging				No of Point		Total (RM)
20kg – 250kg (2 Points Provided)	<input type="checkbox"/> 1,200.00	<input type="checkbox"/> 1,440.00	<input type="checkbox"/> 1,560.00			
251kg – 500kg (2 Points Provided)	<input type="checkbox"/> 1,400.00	<input type="checkbox"/> 1,680.00	<input type="checkbox"/> 1,820.00			
501kg – 1000kg (2 Points Provided)	<input type="checkbox"/> 1,600.00	<input type="checkbox"/> 1,920.00	<input type="checkbox"/> 2,080.00			
Additional Point	<input type="checkbox"/> 300.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 390.00			
Equipment				Unit x Days		Total (RM)
Hoist 500kg Per Unit Per Day	<input type="checkbox"/> 550.00	<input type="checkbox"/> 660.00	<input type="checkbox"/> 715.00			
Truss (1m) Per Unit Per Day	<input type="checkbox"/> 110.00	<input type="checkbox"/> 132.00	<input type="checkbox"/> 143.00			
					Subtotal	
Prices are subject to a 6% government tax and a 10% service charge						
					TOTAL	

Please indicate the location(s) of the hanging of the banner or structure:

<input type="checkbox"/> Exhibition Hall 1	<input type="checkbox"/> Exhibition Hall 2	<input type="checkbox"/> Exhibition Hall 4	<input type="checkbox"/> Exhibition Hall 5
<input type="checkbox"/> Grand Ballroom 1	<input type="checkbox"/> Grand Ballroom 2	<input type="checkbox"/> Conference Hall 1	<input type="checkbox"/> Conference Hall 2
<input type="checkbox"/> Conference Hall 3	<input type="checkbox"/> Banquet Hall		
<input type="checkbox"/> Others : _____			



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Notes

Banner Rigging

- Banners are to be installed and dismantled by the Kuala Lumpur Convention Centre.
- Banner must have hanging cables, eyelets and lightweight metal or wood rods must be set into the top and bottom of each banner to facilitate hanging. Installation of the banner is subject to the strict adherence to the above pre-conditions, failing which the Centre reserves the right to absolutely refuse installation with any further notice.
- **The order of Banner Rigging Point must be submitted with a truss ceiling plots specifying the exact location(s) of the banner(s)** for the Centre's reference. If there are any specific hanging details, a 3D diagram must be submitted to the Centre.
- Rigging cost (including installation/removal and labour) as per Centre pricing. Price subject to increase should hire of vertical hoist be required.
- **All banners must be received at least 3 working days prior to the Event build-up date.**
- **A charge may be incurred for banners that re-located by the Centre upon client's request.**
- The rates quoted are for the specified Event period only.
- Banner collection is required the following day as the Centre will not accept any responsibility for loss or damage.
- All queries regarding collection of banners please contact **Exhibition Services on +603 2333 2603.**

Structure Rigging

- The completed order form must be submitted with a **superimposed floor plan** indicating the specific location of the rigging plots/booth/trusses and associated weights.
- A 3D photo or visual of the structure must also be submitted to the centre at centre at least 14 days prior to the build-up date.
- The rates quoted for all the structural rigging is not inclusive of the required rigging equipment. Price subject to increase should hire of vertical hoist be required.
- Rigging are to be installed and to be dismantled by the stand builder or the Certified Rigger appointed by the exhibitors.
- Suitable safety cables must be provided by the Stand Builder.
- Please note the enclosed **Rigging Load Indemnity Form** must be dully completed signed & must be submitted together with the rigging form, failing which the Centre reserve the right to refuse the build up on site.
- The rates quoted are for the duration of the Event only.
- The provision for all rigging equipment and services are subject to availability.

Terms and Conditions

- **INCENTIVE RATES** required that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines. **ONSITE RATES** 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 are non refundable and will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- An invoice will be provided within fourteen (14) days after the show closing date.
- All prices are subject to 6% government tax and 10% service charge.
- **The above price quoted is subject to change without prior notice.**

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Payment

- Please mark billing instruction:-
 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	: 1430-0003249-05-8
Account Name	: Convex Malaysia Sdn Bhd	Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur
Swift Code	: CIBBMYKL		

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to **+603 2333 2729**. 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.

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: Signature: Date: Company Stamp:	Date Received:

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RIGGING LOAD INDEMNITY FORM

Rigging in the Centre must be carried out by the certified riggers. All truss and motors must be supplied by the Centre or Centre's accredited suppliers. The Centre's general regulations for rigging installation are as below:

- i) All rigging details including production schedule, scale drawings and rigging plots location plans are to be formally submitted to the Centre fourteen (14) days prior to event move-in date.
- ii) Rigging plots should specify location of the truss, audio equipment, structures and all associated weights.
- iii) Name and contact number for the on-site person or persons responsible.
- iv) Submission of this rigging load indemnity form completed with full details as required and signed by managing director is mandatory failing which the Centre reserves the right to refuse the build-up on-site.

Event Name : _____
Venue/Hall : _____
Event Move-in Date : _____ Event Move-out Date : _____
Booth Name : _____ Booth No : _____
Company Name : _____
Person In Charge : _____ Phone No : _____

Rigging Load Details:-

Note: if inadequate space, kindly attach appendix to these form.

Please fax the completed form to +603 2333 2729 fourteen (14) days prior to the event date

I, _____ as the managing director acting on behalf of my Company _____ hereby confirm that:

- a. I have read and understood all the regulations and rules relating to the rigging load requirements as itemized above, and
- b. I have submitted to the Centre full details of the necessary equipment and associated rigging point loads and
- c. I confirmed that these rigging point loads do not exceed the loads limits as stated above.

Furthermore, I understand and accept full responsibility for any incident and liabilities resulting from my failure to comply with the strict adherence of the Kuala Lumpur Convention Centre guidelines and rigging load limits.

Company Managing Director's Name : _____
Signature : _____
Date : _____
Company Stamp : _____