

# KUALA LUMPUR CONVENTION CENTRE



## SECURITY SERVICES 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](mailto:exhservices@klccconventioncentre.com)

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

### Billing Address

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

Security Services:		
Incentive Rate: <input type="checkbox"/> <b>RM35.00++</b>	Standard Rate: <input type="checkbox"/> <b>RM42.00++</b>	Onsite Rate: <input type="checkbox"/> <b>RM45.50++</b>

Date Required	Time Required	Booth Number	Number of Security (s)	Hourly Rate (Min 8 - Hour Block)	Total (RM)
Subtotal					
Prices are subject to a 6% government tax and a 10% service charge					
<b>TOTAL</b>					

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CONVENTION CENTRE

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### Notes

- The hiring of security service is based on an hourly rate, with a minimum of 8 hours.
- The rate for overnight hiring between 12 midnight to 8am is double the normal rate.
- The hiring of overnight security personnel is subject to the event organiser's approval.
- Late orders 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.**

### 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 Name	: Convex Malaysia Sdn Bhd
Swift Code	: CIBBMYKL
Account Number	: 1430-0003249-05-8
Bank Address	: Kuala Lumpur City Centre, 50088 Kuala Lumpur

- 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 :

Amount (RM) : \_\_\_\_\_ Expiry Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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:	