

KUALA LUMPUR CONVENTION CENTRE



SERVICE STAFF 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	:

Services Personnel (F&B)		
Incentive Rate: <input type="checkbox"/> RM25.00++	Standard Rate: <input type="checkbox"/> RM30.00++	Onsite Rate: <input type="checkbox"/> RM32.50++

Date Required	Time Required	Booth Number(s)	Number of Staff(s)	Total (RM)
Subtotal				
Prices are subject to a 6% government tax and a 10% service charge				
TOTAL				

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Notes

- The hiring of service staff is based on an hourly rate, with a minimum of 4 hours.
- Service staff is to be recruited exclusively for F&B services only.
- 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 Number : 1430-0003249-05-8
Account Name : Convex Malaysia Sdn Bhd	Bank Address : Kuala Lumpur City Centre,
Swift Code : CIBBMYKL	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 : 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: