

# KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR  
CONVENTION CENTRE

## STAND CLEANING 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	:		
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	:

<b>Stand Cleaning (Per Square Metre Per Cleaning Session)</b>		
Incentive Rate: <input type="checkbox"/> <b>RM4.00++</b>	Standard Rate: <input type="checkbox"/> <b>RM4.80++</b>	Onsite Rate: <input type="checkbox"/> <b>RM5.20++</b>

Date Required	Time Required	Booth Number	Booth Size (m <sup>2</sup> )	RM	Total (RM)
Subtotal					
Prices are subject to a 6% government tax and a 10% service charge					
<b>TOTAL</b>					

# KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR  
CONVENTION CENTRE

## STAND CLEANING FORM 2011

### Notes

- The stand cleaning services is based on per square metre per cleaning session.
- The cleaner is to be recruited exclusively for vacuuming, mopping and dusting tasks 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 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 :          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:	Date Received:
Signature:	
Date:	
Company Stamp:	