

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

TELECOMMUNICATIONS 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 | : |

| Telephone Service (Per Connection for 4 Days) | Unit | Incentive Rate | Standard Rate | Onsite Rate | Total (RM) |
|---|------|---------------------------------|---------------------------------|---------------------------------|------------|
| Local Line (Installation Fee + Usage) | | <input type="checkbox"/> 440.00 | <input type="checkbox"/> 528.00 | <input type="checkbox"/> 572.00 | |
| * Deposit for Telephone Handset is RM1500.00nett (Unused deposit balances are refundable) | | | | | |
| Fax Line without Fax Machine | | <input type="checkbox"/> 440.00 | <input type="checkbox"/> 528.00 | <input type="checkbox"/> 572.00 | |
| Credit Card Line without Terminal Equipment | | <input type="checkbox"/> 440.00 | <input type="checkbox"/> 528.00 | <input type="checkbox"/> 572.00 | |
| IDD Direct Line (Installation Fee) | | <input type="checkbox"/> 330.00 | <input type="checkbox"/> 396.00 | <input type="checkbox"/> 429.00 | |
| * Deposit for IDD Usage Charge is RM1000.00nett & Telephone Handset is RM1500.00nett (Unused deposit balances are refundable) | | | | | |
| * Additional Usage (Phone/Fax/Credit Card) Above 4 Days | | N/A | <input type="checkbox"/> 35.00 | N/A | |
| External Line Patching | | <input type="checkbox"/> 660.00 | <input type="checkbox"/> 800.00 | <input type="checkbox"/> 860.00 | |
| Line Relocation Charge | | N/A | N/A | <input type="checkbox"/> 220.00 | |
| Network Port Activation | | <input type="checkbox"/> 165.00 | <input type="checkbox"/> 200.00 | <input type="checkbox"/> 220.00 | |
| Subtotal | | | | | |
| Prices are subject to a 6% government tax and a 10% service charge | | | | | |
| TOTAL | | | | | |
| *DEPOSIT (Unused deposit balances are refundable) | | | | | |
| TOTAL | | | | | |

Notes

- The completed order form must be submitted with a booth design / layout specifying the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting after installation has been completed.
- Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The centre shall not be liable nor held responsible for any delay or failure in communication whatever and as a result of circumstances beyond the Centre's control.
- Credit card machines and activation credit card lines will require prior notification to the Bank concerned, to be initiated solely by the exhibitor.



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- The Centre will provide the direct telephone line for credit card terminals without going through the PABX or keyphone systems.
- A deposit (as above) must be placed for IDD Direct Line usage and telephone handset. A deposit must be place for Local Line telephone handset. The deposit will be used to offset the loss of equipment or expenses incurred for overseas calls. A refund will be made upon receipt of full telephone bill payment.
- No refunds will be made for services installed and not used during the Event.
- **The rates charges are based on 4 days.**
- The provision for all 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.**

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: | |