

ADDITIONAL EXHIBITOR BADGES FORM

Please use this form to order Additional Exhibitor Badges for your exhibitors at your booth. A maximum of FIVE (5) badges will be issued free of charge per booth (9 sq. m). Additional Exhibitor Badges can be purchased up to maximum of three (3) badges per booth for Exhibitors in categories A and B. Additional badges can be purchased at RM10 each. **Badges payment on site shall be charged at RM40 each.**

A completed exhibitor's badges form must be submitted to MATTA FAIR® MARCH 2020 Secretariat by **31 JANUARY 2020** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (Email: mattafair@matta.org.my)

Name of account: **MICEM Sdn Bhd**
Account number: **320 919 373 6**
Swift code: **PBBEMYKL**

Name of bank: **Public Bank Berhad**
Bank address: **Bandar Sunway Branch**

Organisation :

Address :

Tel : H/P : Fax :

Email :

Total Number of booths :

No. of Exhibitors' Badges (FOC) :

Additional Badges Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

CONTRACTOR BADGES FORM

Please use this form to order Contractor Badges for your contractors working on your booth. These badges can be purchased at RM10 each. SIX (6) Contractor Badges will be issued for 9 sq. metre of construction up to a **maximum of fifty (50) badges per contractor**. Contractor Identification Badges can be replaced at a cost of RM20.00 per badge. These badges are valid during the build-up and tear down period only.

This form must be returned to MATTA FAIR® MARCH 2020 Secretariat by **31 JANUARY 2020** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (Email: mattafair@matta.org.my)

Name of account: **MICEM Sdn Bhd**
Account number: **320 919 373 6**
Swift code: **PBBEMYKL**

Name of bank: **Public Bank Berhad**
Bank address: **Bandar Sunway Branch**

Organisation/Exhibitor :

Telephone : Fax :

Email :

Total Number of Booth(s) :

Booth Number(s) :

Name of Contractor :

No. of Contractor Badges Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

PERFORMER BADGES FORM

Please use this form to order Additional Performer Badges for your performers at your booth. A maximum of FIVE (5) badges will be issued free of charge. Additional badges can be purchased at RM10 each.

A completed performers badges form must be submitted to MATTA FAIR® MARCH 2020 Secretariat by **31 JANUARY 2020** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (Email: mattafair@matta.org.my)

Name of account: **MICEM Sdn Bhd**
Account number: **320 919 373 6**
Swift code: **PBBEMYKL**

Name of bank: **Public Bank Berhad**
Bank address: **Bandar Sunway Branch**

Organisation :

Address :

Tel : H/P : Fax :

Email :

Total Number of booths :

No. of Performers Badges (FOC) :

Additional Badges Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

COMPLIMENTARY TICKET ORDER FORM

Please use this form to order Complimentary Tickets to the MATTA FAIR® MARCH 2020 for your guests/clients. These complimentary tickets can be purchased at RM1 each and are not for resale.

This form must be returned by **31 JANUARY 2020** with full payment. Please make cheque payable to '**MICEM SDN BHD**'. (Email: mattafair@matta.org.my)

Name of account: **MICEM Sdn Bhd**
Account number: **320 919 373 6**
Swift code: **PBBEMYKL**

Name of bank: **Public Bank Berhad**
Bank address: **Bandar Sunway Branch**

Organisation :

Telephone : Fax :

Email :

Booth Number(s) :

No. of Complimentary Tickets Required :

Requested By:

Name : _____ Signature : _____

Date : _____ Company Stamp : _____

FEEDBACK FORM

This form must be used for feedback based on MATTA FAIR® MARCH 2020 Rules & Regulations and should be submitted to the MATTA Secretariat by **20 MARCH 2020** together with the Statistic Evaluation Form.

ISSUES:

Company :

Booth Number(s) :

Nature of Feedback :

PARTICULARS OF PERSON GIVING THE FEEDBACK:

Name : _____

Designation : _____

Signature : _____ Company Stamp : _____

STATISTIC EVALUATION FORM

This form is to be completed & returned to MATTA Secretariat, Kuala Lumpur by **20 MARCH 2020**. Reply by email to mattafair@matta.org.my. **This is one of the conditions for us to process the refund of your security deposit.**

	Amount (RM)
1. Total Sales of Domestic Tour/Hotel Packages/Entrance Tickets :	
2. Total Sales of Outbound/Umrah Tour Packages :	
3. Total Sales of Air Tickets:	
4. Total Sales of Cruise:	
4. Total Sales of Other Items, if any :	

(Please specify)

Grand Total in Sales :

The Top 3 Domestic Tour/Hotel Packages/Entrance Tickets sold:

State (s) : 1)

2)

3)

% of Total Sales :

The Top 3 Outbound Tour/Umrah Packages sold :

Country (s) : 1)

2)

3)

% of Total Sales :

Name :

Designation :

Company:

Date : Company Stamp :

Form 1 a :
SPACE-ONLY BOOTH
(Refundable Performance Bond)

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MATTA

Email: mattafair@matta.org.my

Please tick (✓) as appropriate :

- ☐ We appointed INNOGEN SDN BHD as our Booth Contractor.
☐ We do require Outside Contractor, details as follows.

DEADLINE: 31 JANUARY 2020

If you are using a contractor other than the Official Contractor for your booth construction and/or interior decoration, please complete this form and return it to the Official Contractor.

Details of Stand Fitting Contractor / Stand Decorator

Name of Appointed Contractor	
Address	
Tel	Fax
E-mail	Mobile
Contact Person	Job Title

No.	Item	Unit Price (RM)	Total Booth Area	Total (RM)
1	Refundable Performance Bond	RM 3,000.00	36 sqm & below	
		RM 5,000.00	37 sqm & above	

- ☐ Please prepare the invoice for above items and bill to us.
☐ Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you. Please ignore it if details same as below.

Company Name			
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Mobile No.			
Email Address			

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: MATTA

Form 1 a :
SPACE-ONLY BOOTH
(Refundable Performance Bond)
(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MATTA

Email: mattafair@matta.org.my

DEADLINE: 31 JANUARY 2020

2/...

Please tick (✓) for Payment Option

Bank charges of selected payment option will be reflected on the invoice.

**Please note that the bank charges is non-refundable.*

- | | |
|--|---|
| ☐ VISA / MASTER (Credit Card) | ☐ Wire Transfer (<i>Overseas Transaction</i>)
☐ USD ☐ SGD |
| ☐ Malaysia Cheque | ☐ Local Interbank GIRO (IBG) |

Important Note !

- For Space-Only Booth, kindly email a set of detailed scaled, dimensional and perspective drawings showing the proposed design of the booth in jpeg file to the Official Contractor (info@innogen.com.my).
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
 - Non-Refundable Administration Fees
 - Refundable Performance Bond
 - Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.)

- Payment should be in favour of :- "MICEM Sdn. Bhd."** bank details will be stated in the invoice.
***Please fax to us a copy of your payment slip for confirmation.*

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.

- This is not an invoice.**
Do not pay for these items until you have received an official invoice from MATTA.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)		Booth No	
Address			
Tel		Person In-charged	
Fax		Mobile	
Date		Signature & Co. Stamp	

Organiser: MATTA

TELEPHONE ORDER FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:			
Address:			
Contact Person:			
Telephone No:		Fax No:	
Event Title:		Room / Booth No:	
Date / Time (from):		Date / Time (to):	
No of days:		E-mail address:	

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Category	Qty	Installation Fee (RM)	Rental Fee (RM)	Deposit for calls (RM)	Security Deposit (RM)	Total Cost (RM)
1	A - International Direct Dialing		350.00	50.00	1000.00	250.00	
2	B - Local Direct Dialing		350.00	50.00	600.00	250.00	
3	C - Receiving Calls Only		350.00	50.00	-	250.00	
SUBTOTAL							
Services Charge (S/C) @ 10%							
Sales & Service Tax (SST) @ 6%							
GRAND TOTAL							

Notes :-

- Above rates are for each unit of telephone per durations of event.
- Lines given are through PWTC PABX system
- To call out, please press "9" and followed by the number required (Telephone & Fax only)
- For 'Credit Card Machine', please configure the machine to start with the number "9" (Configure by Bank Technician)**
- Billing for calls will be through the computerised billing system and copy can be furnished upon request.
- SST @ 6% will be imposed on installation, rental fee and call charges. The SST charges will be deducted from the security deposit.**

Please tick :-

- ☐ I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- ☐ I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank
Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Name of Bank : CIMB Bank Berhad

Account Number : 8000 632 173 / Swift Code CIBBMYKL
**Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.**

Name :			
Designation :			
Date :		Signature & Company Rubber Stamp :	

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

INTERNET ACCESS APPLICATION FORM



Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777

Company:

Address:

Contact Person:

Telephone No: Fax No:

Event Title: Room / Booth No:

Date / Time (from): Date / Time (to):

No of days: E-mail address:

I am pleased to confirm our order for the following items : -

w.e.f 1 November 2018

Category	Qty	Services	Charges (RM)	Unit (RM)
Exhibition and Conference		Internet Access of 10Mbps (One Day) One (1) Share Hub System Monitoring for 24 Hours Standby Services (First Day Only) On Call Services (Subsequent Days)	990.00	
Optional		Additional or Subsequent Day (s)	290.00 per day	
Optional		LAN Wiring	150.00 (10 M)	
Optional		Switch Hub (Rental Basis)	900.00 per duration	
Optional		WiFi (Est 30-40 WiFi Connection)	550.00 per duration	
			SUBTOTAL	
			Sales & Service Tax (SST) @ 6%	
			GRAND TOTAL	

Please tick :-

- ☐ I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- ☐ I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank
Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- Each dedicated connection (10Mbps) is limited to a maximum of 10 PCs / Terminal
- A sum of 50% of total payment made / due will be forfeited /charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Organiser / Exhibitors which acquire this services would not be allowed to resell to other parties.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Name of Bank : CIMB Bank Berhad

Account Number : 8000 632 173 / Swift Code CIBBMYKL
Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :

Designation :

Date : Signature & Company Rubber Stamp :

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

AUDIO VISUAL ORDER FORM

Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777



Company:			
Address:			
Contact Person:			
Telephone No:		Fax No:	
Event Title:		Room / Booth No:	
Date / Time (from):		Date / Time (to):	
No of days:		E-mail address:	

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Particulars	Qty	No. of Days	Unit / Day (RM)	Cost (RM)
1	42" Plasma TV			900.00	
2	52" Plasma TV			1100.00	
3	60" Plasma TV			1700.00	
4	LCD Projector 2000 Ansi Lumens			900.00	
5	DVD Player			110.00	
6	Security Deposit			2000.00	
SUBTOTAL					
Service Charge (SC) @ 10%					
Sales & Service Tax (SST) @ 6%					
GRAND TOTAL					

Please tick :-

- ☐ I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- ☐ I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made as least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited / charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Account Number : 8000 632 173 / Swift Code CIBBMYKL
Name of Bank : CIMB Bank Berhad
Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :			
Designation :			
Date :		Signature & Company Rubber Stamp :	

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT

POTTED PLANT ORDER FORM

Please complete the form below and return to Putrade Property Management Sdn Bhd
Putra World Trade Centre, 41 Jalan Tun Ismail, 50480, Kuala Lumpur
Telephone Number : 603 - 2614 6999 / Fax Number : 603 - 2614 6330 & 603 - 4043 3777



Company:					
Address:					
Contact Person:					
Telephone No:		Fax No:			
Event Title:		Room / Booth No:			
Date / Time (from):		Date / Time (to):			
No of days:		E-mail address:			

I am pleased to confirm our order for the following items :-

w.e.f 1 November 2018

No	Type of Plants	Pot / Per Day (RM)	No. of Day	Qty	Cost (RM)
1	Big Plants (5' - 7' Height) Yellow Palm / Macarthur Palm	7.50			
2	Medium Plants (2' - 4' Height) Yellow Palm Japanese or Chinese Bamboo	6.00			
3	Small Plants (Small Pots or Polybags) Japanese Bamboo	5.00			
SUBTOTAL					
Services Charge (S/C) @ 10%					
Sales & Service Tax (SST) @ 6%					
GRAND TOTAL					

Please tick :-

- ☐ I / We enclosed a bankdraft cashier order / cheque cash amounting to RM.....
- ☐ I / We have transferred the amount of RM..... (inclusive of remittance bank charges) to Putrade's Bank
Account detailed below and agree to the terms and conditions stated below.

Terms & Conditions

- Order must be made at least two weeks prior to the event date with full payment to ensure availability.
- A sum of 50% of total payment made / due will be forfeited / charged for cancellation less than 72 hours to event date.
- All payment are to be in favour of Putrade Property Management Sdn Bhd and must accompany with this order form.
- Details of Putrade's Bank Account for transfer of payment :-

Name of Account : Putrade Property Management Sdn Bhd
Account Number : 8000 632 173 / Swift Code CIBBMYKL
Name of Bank : CIMB Bank Berhad
Bank Address : Putra World Trade Centre Branch, Level 2, Convention Complex
41 Jalan Tun Ismail, 50480, Kuala Lumpur.

Name :			
Designation :			
Date :		Signature & Company Rubber Stamp :	

SERVICES WILL ONLY BE RENDERED UPON RECEIPT OF FULL PAYMENT