

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

(Compulsory to Space-Only Booth Appointed Contractor)

Return this form to :
MATTA

Email: mattafair@mattafair.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

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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 (Overseas Transaction)
☐ 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