



25th

**PENANG
TEACHING
CONFERENCE
FOR GENERAL
PRACTITIONERS**

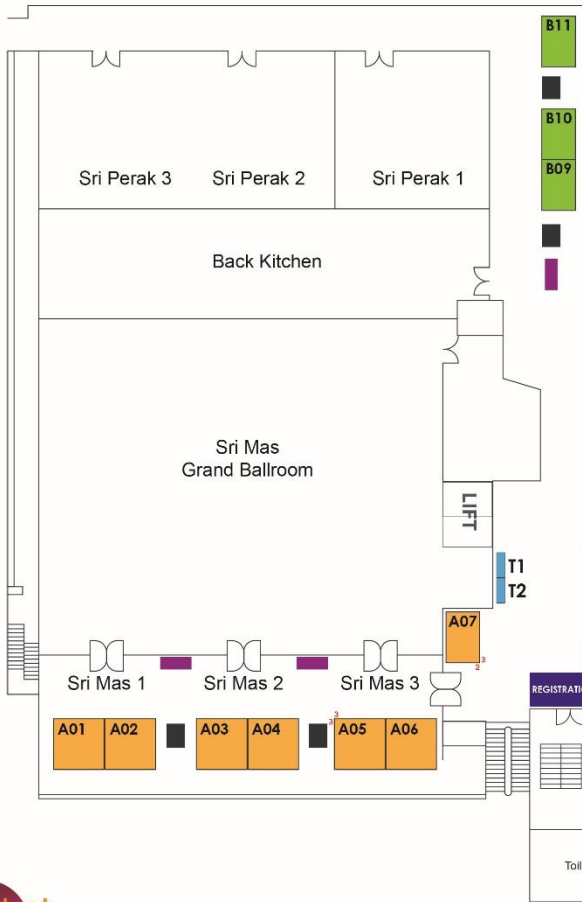
2ND-4TH AUGUST 2024

BAYVIEW HOTEL GEORGETOWN

**EXHIBITOR GUIDELINE
& SERVICE MANUAL**

26th PENANG TEACHING CONFERENCE 2024

Bayview Hotel Georgetown | 02-04 August 2024



LEGEND

A	BOOTH 3m x 3m (2.5mH)	07 UNITS
B	BOOTH 3m x 2m (2mH)	11 UNITS
T	TABLE BOOTH	04 UNITS
R	REGISTRATION COUNTER	01 UNIT
C	COFFEE AREA	04 COUNTERS

A07 is 3mx2m BOOTH SIZE AND 2.5mH

GENERAL INFORMATION

EVENT

EVENT : PENANG TEACHING CONFERENCE 2024
ORGANIZER : MALAYSIAN MEDICAL ASSOCIATION PENANG BRANCH
EMAIL : 26thgpcourse.pg@gmail.com

VENUE

BAYVIEW HOTEL PENANG
25-A, Lebuh Farquthar, Georgetown,
10200 George Town, Penang
Tel : 04-263 3161

CONFERENCE SECRETARIAT

Contact Person : Dr. Divagar Varatha Raju
Tel : 010- 566 0775
Email : 26thgpcourse.pg@gmail.com

OFFICIAL BOOTH CONTRACTOR

INSTANT MEDIA SDN BHD
NO.48, JALAN KAJANG PERDANA 3A,
KAJANG PERDANA, 43000 KAJANG, SELANGOR.
Contact Person : Kaylye
Tel : 016- 390 9699
Email : kaylye@instant.my

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GENERAL INFORMATION

EXHIBITION

Venue: **BayView Hotel Penang**
25-A, Lebuq Farquthar, Georgetown,
10200 George Town, Penang

Date: 2nd – 4th Aug 2024

EXHIBITION SCHEDULE		
1 st Aug 2024 (Thursday)	8.00am – 8.00pm	Official Contractor Set Up
	11.00am – 8.00pm	Independent Stand Contractors (Non-Official Contractors) <i>*Except Hotel side will be further advise when near to event.</i>
	5.00pm – 8pm	Exhibitors Move-In *Note: If you are engaging an independent contractor, please consult your own contractor for the set up time.
2 nd – 3 rd Aug 2024 (Friday & Saturday)	8.00am - 5.00pm	Exhibition Period
4 th Aug 2024 (Sunday)	8.00am – 2.00pm	
	2.00pm – 3.00pm	Exhibitors Move-Out
	3.00pm – 6pm	Official Contractor & Independent Stand Contractor Dismantling



To be filled in by the exhibitors and returned to official contractor by 1st July 2024 via email to: kaylye@instant.my

STANDARD SHELL SCHEME BOOTH [FORM 1]

Name of exhibitor as it should appear on fascia (name board)

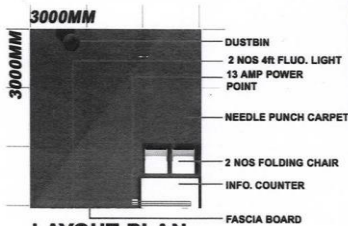
Company Name:	Booth No:
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BOOTH – 3M X 3M X 2.5M[H]	BOOTH – 3M X 2M X 2M[H]
--------------------------------------	------------------------------------

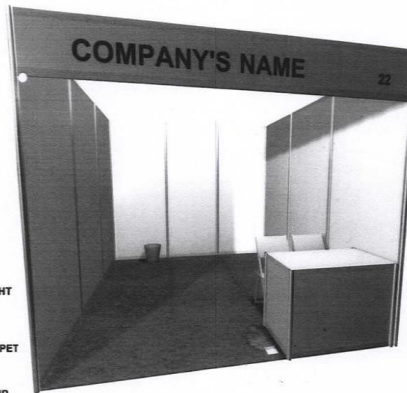
STANDARD BOOTH 3M x 3M



ELEVATION



LAYOUT PLAN



BOOTH SPECIFICATIONS [3M X 3M X 2.5M(H)]

*Maximum height limit is 2.5m

- System structure as per design
- Needle punch carpet
- 1 x fascia name
- 1 x system information desk
- 2 x folding chair
- 2 x fluorescent light
- 1 x 13amp power socket
- 1 x waste basket

NOTE: If exhibitors request to change fascia board name on site, **RM150.00 will be charged.**

NOTE : Exhibitor Pass can be collected at Registration Counter at 7am on 2nd August 2024. Max 3 passes per booth.

Signature: _____

Date: _____

SPECIFICATIONS

- Back and side walls: 2.44/8ft high with white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1m wide.
- Fascia (name board): 350mm/1 ft high with exhibitors's name and stand number in Black lettering with white background. Aluminium frame, letters on infill panels.
- Lightings: Continuous fluorescent tubes mounted behind fascia (2 fluorescent tubes per 9 square meters).
- Floor: Covered in **Light Grey** needle punch carpet.
- Corner stand: Stands will be open sided on the both frontages unless varied by prior written agreement from the organizer.
- Furniture: One reception desk and two folding chair.
- Power point: One unit of 13Amp power point (single phase – 230V).

NOTE:

1. Nailing, drilling and any other modification on the shell scheme panel are **STRICTLY** prohibited. Any damages done on the panels will be charged to the exhibitors **RM 200.00 / panel**.
2. Stand Boundaries & Design Restrictions:
No exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design fittings beyond their contracted boundary.
3. Fire Regulations:
All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.

To be filled in by the exhibitors and returned to official contractor by 1st July 2024 via email to: kaylye@instant.my

BARE SPACE CONSTRUCTION [FORM 2]

Please tick [X] as appropriate.

- () We already have contracted for Organizers' shell scheme.
- () We will be building our own stand and enclose drawing, with dimensions, illustrating the design of our stand. We understand that all electrical and piping installation must be carried out by the official contractors and as exhibitor and contractor, agree to abide by all the rules and regulations of the exhibition, particularly in respect to those stipulated in the term and regulation section of the exhibitor manual.

The following company will be our contractor for stand building and/or other display work.

Name of Company:

Person in Charge:

Address:

Telephone:

Fax:

Email:

Note:

1. Non-official contractor will be required to pay **RM65.00** per square meter for administrative fee.
2. The organizer reserves the right to stop any exhibitor and/or their contractor from working within the exhibition hall before their **stand design drawings are approved.**
3. All construction must be submitted to official contractor for approval. The maximum height for self-construct booth is **2.44m**. No exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
4. All payments are to be in favor of **Instant Media Sdn Bhd.**



RULES & TERMS

1. EXHIBITION VENUE

BayView Hotel Penang

25-A, Lebuhraya Farquhar, Georgetown,
10200, George Town, Penang

2. EXHIBITOR'S APPLICATION

All applications for **26th PENANG TEACHING CONFERENCE** shall be made through the Booking Form accompanied with full payment. The exhibitor shall agree to comply with the terms and conditions of the **26th PENANG TEACHING CONFERENCE**. The submission of the entry form shall be deemed as the confirmation of exhibitor's application to participate in the **26th PENANG TEACHING CONFERENCE** and exhibitor's acceptance and agreement to be bound by the terms and conditions of the **26th PENANG TEACHING CONFERENCE**. The Organizing Committee reserves the right to accept or reject any application without disclosing any reasons.

3. PARTICIPATION RATES & REGISTRATION DETAILS

A. SCHEME

(Booth size: 9 sq. meters or 3m x 3m) Includes the following:

Fascia board with exhibitor's name and booth number, 2 fluorescent lights, 1 13-amps electrical point, 1 information desk, 2 chairs and 1 wastepaper basket. Needle punch carpet flooring of booth area.

B. SPACE ONLY

The exhibitor shall be responsible for their own designs, construction and furnishing. **All electrical fittings and installation must be undertaken by the official contractor appointed by the Organizer. All exhibitors must design their booths and submit the drawings to the Official Contractor for approval by 1st July 2024.** Failure to do so without the prior written approval of the Organizer is considered a breach of the **26th PENANG TEACHING CONFERENCE** Rules & Regulations.



4. BOOTH FITTING REGULATIONS

- a) The organizer has appointed **Instant Media Sdn Bhd** as the **Official 26th PENANG TEACHING CONFERENCE for all the Shell Scheme booths**. However, an Exhibitor may employ a contractor of his/her choice to construct booth interior and any free standing displays or fitments which may be required, provided that the contractor concerned is registered with and approved by **Main Contractor and Venue Provider** and has conformed to regulations.

- b) For "Space Only" booths, a drawing in duplicate showing the plan view, (with measurements) and an artist's impression must be submitted to the organizer latest by **1st July 2024**. Failure to do so entitles the organizer to terminate the contract strictly without liability and retain all payment made by an exhibitor. Original drawings (hard or soft copy) and not facsimile transmitted copies are required. The Exhibitor must establish whether this have been done by the Contractor as no booth may be constructed until these plans/drawings have been duly approved and signed by the Organizing Committee. For shell scheme booths, such drawings are only required if upgrading work or any changes is being carried out. Failure to submit these drawings within the stipulated period is considered a breach of the Rules & Regulations of the **26th PENANG TEACHING CONFERENCE**.

- c) Neither fitting, display nor self-adhesive stickers/signs may be attached to or suspended from the ceiling of any part of the exhibition halls, nor is any item nailed, screwed, drilled or punched into the floor. If this instruction is ignored, **Venue Provider** has the right to remove the items and charge the exhibitor/contractor concerned for the damage caused.

- d) Exhibitors wishing to construct a false ceiling at their booth must submit duplicate drawings to the organizer for approval by the Fire & Safety Authority. Ceilings can only be constructed of large mesh or egg box materials, which permit the passage of water in the event of fire.

- e) For safety reasons, only the **Official 26th PENANG TEACHING CONFERENCE contractor** can carry out electrical wiring and connections. Exhibitors must refer to the **Official 26th PENANG TEACHING CONFERENCE** to obtain approval if changes need to be made to the standard wiring laid out by the **Official 26th PENANG TEACHING CONFERENCE**. The organizer reserves the right to stop all activities of an exhibitor should it deem that electrical rules & regulations have been breached and poses a safety hazard to anyone.



- f) No devices, such as electricity cables, water/compressed air pipes, and telephone lines inside or near the booth may be removed, cut or diverted without the permission of the **organizer and hall provider**.
- g) All contractors are expected to clean the booths and remove all construction debris.
- h) Before a contractor is permitted to start work, either the contractor or the Exhibitor is required to place a refundable Performance Bond of **RM 600.00 per sq. meter** (minimum levy of RM5,400) to the **Official Contractor Instant Media Sdn Bhd** and sign an undertaking to guarantee conduct, proper schedule of production and observance of the Exhibition and the Hall Regulations.
- i) Only when this Performance Bond is placed and the undertaking signed, will the contractor be allowed to bring in materials into the halls to commence work.
- j) Provided no damage is caused during build-up, fair days and teardown, the Bond shall be returned to the contractor/exhibitor, in full within **60 days** of the completion of the exhibition.
- k) Any other contractor is required to pay a non-refundable administration fee of **RM65.00 per sq meter** to the **Official Contractor Instant Media Sdn Bhd**.
- l) For "Space Only" Booths - The organiser reserves the right to require the exhibitor to change, modify, lower or shorten any back wall and side wall proposed in the "Space Only" design if, in the opinion of the Organising Committee, such back wall and side wall will obstruct the reasonable exposure of any adjacent exhibition booths. All booths must be constructed, with a back and sidewalls, except island booths, which do not require any walls. In the case of an one-corner booth, a back wall and one sidewall must be constructed, while a two cornered or peninsular booth requires only a back wall. Where a structure such as a wall or a sign, exceeds the height of the neighbouring booth, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organising Committee. All contractors other than the **Official 26th PENANG TEACHING CONFERENCE Contractor** must apply for contractor's pass to gain entry to work in their respective areas in the hall.

m) **For Shell Scheme Booth** – no additional booth-fittings or display may be attached to the shell scheme structure except for those approved by the organiser. Any protruding or cantilever signage must conform to the specifications approved by the Organizing Committee. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the **Official 26th PENANG TEACHING CONFERENCE Contractor**. No painting or wall papering on the shell scheme booth panels is allowed. Exhibitors who wish to have the panel painted must inform the **Official 26th PENANG TEACHING CONFERENCE Contractor** who will provide quotations on request. No financial credit will be given for any shell scheme package item not utilized.

5. STORAGE AND REMOVAL OF WASTE MATERIALS

- a) Storage areas are not available.
- b) All exhibitors' materials and properties kept within the hall shall be at their own risk.
- c) All exhibitors are required to store their materials in an orderly manner so as not to cause any obstruction.
- d) At the end of each day, exhibitors are responsible for ensuring that contractors remove all unwanted materials from the exhibition halls.
- e) Contractors are expected to clean the booths and remove all debris. The organizer shall invoice exhibitors for the removal of wastes such as packing materials, crates & cartons etc that are left behind by exhibitors or their contractor.

EXHIBITION RULES, REGULATIONS & IMPORTANT INFORMATION

1. SECURITY

- a) All personnel working in the exhibition halls must wear the official **26th PENANG TEACHING CONFERENCE** badges at all times.
- b) The Organizing Committee reserves the right to evict any Exhibitor without the official **26th PENANG TEACHING CONFERENCE** identification badge.
- c) Security guards will patrol the exhibition site in general, but their duties shall not include specific attention to individual stands.
- d) It is strongly recommended that at least one person to be at the exhibition booth at 08:30 am everyday during the congress, when the halls are re-opened. It is important to note that while the organizer will maintain security surveillance at all times, Exhibitors are reminded that their booths should not be left unattended until all portable items have been secured.
- e) An exhibitor shall be responsible for all his exhibits in transit to and from and within the confines of the exhibition area at the venue.
- f) Exhibitors will not be allowed in the exhibition halls after the exhibition hours.
- g) The organizer reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors and/or invites, to leave & vacate the exhibition venue as well as remove their exhibition materials, if they in anyway cause chaos, discomfort, or threaten the safety and smooth proceedings of the exhibition in any manner whatsoever.

2. OPERATION OF EXHIBITION BOOTH

Exhibitors are not allowed to place stickers, signs, posters, bunting or banners in the exhibition venue as stated in the Contract, other than within their own booth.

The representatives are only allowed to conduct sale of their product(s) within and not more than 4 feet away from their booth area or at any other designated area, if provided by the Event Manager.

The booth must be staffed and operational at all times during **26th PENANG TEACHING CONFERENCE** opening hours. The Exhibitor's staff must wear Exhibitor badges issued by the organizer for identification. The Exhibitor shall be responsible for the good conduct of all this staff, agents or representatives.



The Exhibitor and/or his staff shall conduct no distribution of leaflets or any business activities outside their booth boundaries, unless otherwise arranged by the organizer. No Exhibitor may use air compressors or pressurized containers without prior approval by the organizer.

The weight of all exhibits shall not exceed the floor loading limit.

Without the special permission of the organizer, no exhibits can be taken into the booth once **26th PENANG TEACHING CONFERENCE** has been officially opened, nor removed from the booth before the closing of **26th PENANG TEACHING CONFERENCE**.

All precautions must be taken by the Exhibitors against fire and to protect the public. Exhibitor who because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment. Fire & safety regulations require that neither goods nor packing materials may be stored on access areas behind or between booths. Exhibitors should design proper storage with adequate access within their own booth or approach the Official Freight Forwarder for storage.

Each Exhibitor is responsible for indemnifying the organizer and their agents liability to the owners of **BayView Hotel Penang** public authority or the demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents. The Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Halls, the property of the Event Manager, any other Exhibitor caused by his staff in transportation, removal of exhibits, refuse and/or decoration works.

3. ELECTRICAL CONTRACTOR AND INSTALLATION

Electricity will be supplied through the Official Contractor only. This includes all electrical work (wiring and connection, lighting, etc) in all booths (shell scheme, special design and raw space) at the Exhibition. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on-site.

- a) The number and the type of additional electrical fittings and installations required must be indicated by the Exhibitors on electrical supplies and fitting. A quotation will be submitted by the official contractor upon receipt of this form for unscheduled fitting or installations.



- b) No electrical installation may be suspended from the roof of the Exhibition Halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- c) Any design or plan of electrical installation must be submitted to the organizer for approval before the deadlines indicated, and no installation work shall be carried out without written permission there from. The Organizer reserve the rights to disconnect electricity supply to any Exhibitor whose installations either violate the regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.

Strictly no multi-plug are allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.

4. AUDIO VISUAL EQUIPMENT AND POTTED PLANTS

- a) Exhibitors are permitted to bring their own audio – visual equipment such as TV’s and Video into the exhibition area. There must be placed inside the confines of your own booth area and must not be on walkways or any other common area. Exhibitors may use their PA/sound system but must ensure the volume is kept at an acceptable level and is not disruptive to the immediate neighbors.
- b) Exhibitors are not allowed to bring in potted plants for the exhibition area. Potted plants are to be rented from the contractor.

5. AUDIO VISUAL PRESENTATIONS

- a) All audio-visual presentations, even if they originate from Malaysia must obtain the Censor Board’s approval. Clearance may take about 4 weeks and exhibitors are advised to send their materials to the Censor Board together with a covering note indicating that it is to be used at the exhibition. Exhibitors should obtain the Censor Board’s approval from:



LEMBAGA PENAPISAN FILEM (FILM CENSOR BOARD)

Kementerian Dalam Negeri Bahagian ‘C’,

Unit Penapisan Filem Aras 3 Blok D2,

Parcel D Pusat Pentadbiran Kerajaan Persekutuan

62546 Putrajaya Malaysia.

(T): 603 8886 8000 (F): 603 8889 1685

- b) In addition a license from Jabatan Perlesenan (DBKL) must be obtained before the audio-visual materials are screened at the exhibition. All the related fees are to be borne by the Exhibitors.

6. EXHIBITOR'S BADGES

- a) Exhibitors are required to wear their badges at all times within the congress venue.
- b) Exhibitors are reminded that exhibitors badges are strictly for their own staff manning the booth only & should be worn at all times during the exhibition. During the exhibition hours, any exhibitors without badges will be required to undergo for admission. No other personnel should be wearing exhibitor's badges. The event managers reserve the right to confiscate any misused badges.
- c) The exhibitor badges are non-transferable.

7. FAILURE TO EXHIBIT

- a) Any organization which, having signed a contract for the exhibition space or booth and fails to exhibit for whatever reason shall be liable for the full amount stated in the contract plus any additional costs that may be incurred by the organizer.
- b) These terms cannot be varied under any circumstances.



8. RIGHT TO CANCEL, POSTPONE OR SHORTEN CONGRESS

- a) The organizer reserves the right to cancel or shorten the **26th PENANG TEACHING CONFERENCE** in the event of any unforeseen circumstances, which are beyond the control of the **26th PENANG TEACHING CONFERENCE Organizer**.
- b) If the congress is shortened, there will be no refund of payments made. No other claims or compensation will be entertained.

9. INFRINGEMENT AND ENFORCEMENT

- a) The appointed enforcement officers shall be responsible to enforce the rules and regulations of the congress and therefore are empowered to demand immediate compliance from the exhibitors and its agents.
- b) The organizer shall deal with all infringements and breaches of the terms and conditions.
- c) The organizer is empowered to order any Exhibitors and their agents to remove any materials which may obstruct or interfere or contravene any rules and regulations of the **26th PENANG TEACHING CONFERENCE**.
- d) All written feedback or reports of unethical practices should be forwarded as - per the Feedback Form provided, to the Organizer for the preliminary investigation.
- e) The Exhibitor against whom the allegation has been made shall provide, at the request of the organizer, such further information or documents as may be required within such period as may be specified.
- f) The organizer shall evaluate the merits of complaints / reports and if after investigation, the fact alleged against an exhibitor appears to constitute a prima facie infringement of the Rules & Regulations of the congress, the organizer shall be empowered, to implement the following penalties.

To take appropriate action on any Exhibitor and evict them from the congress if found to have violated the **26th PENANG TEACHING CONFERENCE** conditions or guidelines. The Organizer of the congress will cancel participation by the exhibitor in the congress immediately and all monies paid by the Exhibitor shall be forfeited.



CATALOGUE & DESCRIPTION

FURNITURE



INFORMATION DESK
1030(W)X540(L)X740(H)(Mm)



INFORMATION COUNTER
1030(L)X535(D)X1020(H)(Mm)



LOCKABLE CUPBOARD
1030(W)X540(L)X730(H)(Mm)



LOW ROUND TABLE
600(D)X700(H)(Mm)



SQUARE TABLE
750(L)X750(H)(Mm)



FOLDING CHAIR
400(L)X400(W)X780(H)(Mm)



BAR TABLE
8000(D)X100(H)(Mm)



LOW DISPLAY CUBE
600(W)X600(L)X500(H)(Mm)



NORMAL DISPLAY CUBE
540(W)X540(L)X730(H)(Mm)



TALL DISPLAY CUBE
500(W)X500(L)X1000(H)(Mm)



FLAT SHELF
1000(L)X300(D)(Mm)



BROWN/BLACK PVC SOFA
710(D)X760(W)X760(H)(Mm)



GREY SOFA
540(L)X750(W)X760(H)(Mm)



BAR STOOL
900(H)(Mm)



LOW SHOWCASE
1030(W)X500(L)X1000(H)(Mm)



HIGH SHOWCASE
1030(W)X500(L)X2500(H)(Mm)



BROCHURE RACK
290(L)X400(D)1150(H)(Mm)



WASTE PAPER BASKET



BANQUET TABLE
3' X 6' (Feet)



ALUMINIUM CHAIR
500(W)X720(H)(Mm)



SYSTEM FOLDING DOOR
1000(L)X2400(H)(Mm)



SYSTEM PLANT TROUGH
1000(L)X500(D)2400(H)(Mm)



REFRIGERATOR
550(L)X550(D)1150(H)(Mm)

CATALOGUE & DESCRIPTION

ELECTRICAL & LIGHTING



FLUORESCENT LIGHT
(40 WATT)



SPOTLIGHT
(100 WATT)



LONG ARM SPOTLIGHT
(100 WATT)



HALOGEN SPOT
(12V-50 WATT)



HALOGEN DOWN LIGHT
(12V-50 WATT)



FLOOD LIGHT
(400 WATT)



METAL HALIDE
(70 WATT)



TRACK LIGHT
(WITH 3NOS HALOGEN SPOT)



13 AMP SINGLE PHASE POWERPOINT
(MAX 500 WATT)



15 AMP SINGLE PHASE POWERPOINT
(MAX 2000 WATT)



FURNITURE FORM [FORM 3A]	Return this Form to :
	Instant Media Sdn Bhd
<u>Deadline : 1st July 2024</u>	Tel : 016-390 9699
	Email : kaylye@instant.my

Furniture Items & Descriptions	Specifications (MM)	Before Deadline (RM)	After Deadline (RM)	Qty	Total (RM)
Information Desk	1030Wx540Lx740H	90.00	135.00		
Lockable Cupboard	1030Wx540Lx730H	120.00	180.00		
Aluminum Low Round Table	800Dx705H	144.00	216.00		
Folding Chair	400Lx400Wx780H	30.00	45.00		
Bar Table	6000x100H	230.00	345.00		
Low Display Cube	600Lx600Wx500H	84.00	126.00		
Normal Display Cube	540Lx540Wx730H	126.00	189.00		
Tall Display Cube	500Lx500Wx1000H	156.00	234.00		
Shelf-Flat or Slope	1000Lx300W	60.00	90.00		
Brown / Black PVC Sofa	710Dx760Wx760H	350.00	525.00		
Bar Stool	900H	120.00	180.00		
Low Showcase without lighting	1030Lx500Wx1000H	336.00	504.00		
High Showcase without lighting	1030Wx500Lx2500H	480.00	720.00		
Brochure Rack	285Lx285Wx1380H	240.00	360.00		
Basket / Ashtray		10.00	15.00		
Banquet Table	3' x 6'	180.00	270.00		
Aluminium Chair		100.00	150.00		

Kindly Bill To :	Total Before SST%	
	Add : 0% SST	
<input type="text"/> Exhibiting Company	Total After 0% SST	
<input type="text"/> Contractor		

TERMS AND CONDITIONS

1. All items ordered are on rental basis and exhibitors will therefore have to be responsible and liable for any damage or loss.
2. All prices quoted include approval fee, installation, standby maintenance and power consumption.
3. Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to **Instant Media Sdn Bhd** otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s).
4. 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 invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
5. A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
6. A surcharge 100% of electrical equipment will be added if you require 24-hours operating services.
7. Any complaints regarding furniture rental/ installations must be lodged the day before the exhibitions commences. Otherwise all items are deemed to have been received in good order.
8. For on-site order during the exhibition day, item can only be delivered/installed after the closed hours of the Exhibition/Event.
9. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
10. Orders are valid only when accompanied by full remittance. Otherwise all item are to be deem as on-site order.
11. Upon confirmation of order Cheque or Cash should be made under:

Company name : INSTANT MEDIA SDN BHD

Bank : MAYBANK BERHAD

Account No: 5620 2163 5763

Swift code : MBBEMYKL

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

Exhibition's Details

Exhibitor : _____

Booth No : _____

Co.Address : _____

Fax : _____

Tel : _____

Mobile No : _____

Email : _____

Signature : _____



**ELECTRICAL ON HIRE[FORM 3B]****Return this Form to :**

Instant Media Sdn Bhd

Tel : 016-390 9699

Email : kaylye@instant.my

Deadline : 1st July 2024

Electrical Items & Descriptions	Specifications (MM)	Before Deadline (RM)	After Deadline (RM)	Qty	Total (RM)
40W Fluorescent Light	40Watt	150.00	225.00		
Spotlight	100Watt	160.00	240.00		
Longarm Spotlight	100Watt	170.00	255.00		
Floodlight	400Watt	350.00	525.00		
Metal Downlight	70Watt	480.00	720.00		
Halogen Downlight	50Watt	150.00	225.00		
13Amp/230V SPN Power Socket (Max 500watt)		180.00	270.00		
13Amp/230V SPN Power Socket	24 hrs using	200.00	300.00		
15Amp/230V SPN Power Socket (Max 200watt)		250.00	375.00		
Light Fitting Connection (per lighting for Normal & LEB bulb)	Max up to 100Watt	165.00	247.00		
Lighting Connection for LEC strip (Max. 1mL per connection)	Max up to 100Watt	165.00	247.00		
Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)					
13 Amp single Phase Socket		280.00	420.00		

Kindly Bill To :

Total Before SST%

Add : 0% SST

Total After 0% SST

 Exhibiting Company

 Contractor

NOTE: Charges for Lighting connections such as supply of cable terminating in a fuse switch/distribution box, electrical consumption are included Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor.

TERMS AND CONDITIONS

1. All items ordered are on rental basis and exhibitors will therefore have to be responsible and liable for any damage or loss.
2. All prices quoted include approval fee, installation, standby maintenance and power consumption exhibitors otherwise.
3. All lighting connection works must be done by the Official Electrical Contractor. Without any exception, all electrical installation must confirm strictly to the required safety regulations. Exhibitors including those who provide their own lighting fixtures will be charged lighting connection fees accordingly.
4. POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
5. A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
6. Kindly note that all orders have to be accompanied with full payment either in Cash or via Credit Card transaction to **Instant Media Sdn Bhd** otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s).
7. Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
8. 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 invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
9. A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
10. A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
11. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
12. Any complaints regarding electrical rental/installations must be lodged the day before exhibition commences. Otherwise all items are deemed to have been received in good order.
13. For on-site order during the exhibition day, item can only be delivered/installed after the closed hours of the Exhibition/Event.
14. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days.
15. Orders are valid only when accompanied by full remittance. Otherwise all item are to be deem as on site order.
16. Upon confirmation of order Cheque or cash should be made under:



Company name : INSTANT MEDIA SDN BHD

Bank : MAYBANK BERHAD

Account No: 5620 2163 5763

Swift code : MBBEMYKL

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

Exhibition's Details

Exhibitor : _____

Booth No : _____

Co. Address : _____

Fax : _____

Tel : _____

Mobile No : _____

Email : _____

Signature : _____





CONTRACTOR FORM [FORM 3C]	Return this Form to :
	Instant Media Sdn Bhd
<u>Deadline : 1st July 2024</u>	Tel : 016-390 9699
	Email : kaylye@instant.my

Please tick (v) as appropriate:

We do require Outside Contractor

We appointed Instant Media Sdn Bhd as our Booth Contractor

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

Details of Stand Fitting Contractor / Stand Decorator

Name of Appointed Contractor						
Address						
Tel				Fax		
Email				Mobile		
Contact Person				Job Title		
No	Item	Unit Price (RM)	Total Booth Area (Sqm)	Total Before 0% SST	0% SST	Grand Total (RM)
1	Refundable Performance Bond (Min levy of RM 5,400 and max of RM 18,000)	RM600/psm				
2	Non-refundable Administrative Fee	RM65/sqm				
3	Contractor badges	RM10/person				

Payment could be made by cheque, Cash Credit Transfer to:

Company name : INSTANT MEDIA SDN BHD
Bank : MAYBANK BERHAD
Account No: 5620 2163 5763
Swift code : MBBEMYKL



Please Note:

- For "Space only", please submit technical drawings in duplicate (original drawings and not facsimile copies) or email in JPEGfile to the Official Contractor(kaylye@instant.my).
- For shell scheme booths, such drawings are only required if upgrading work is being carried out.
- All contractor other than the Official Contractor, must place a :
 - a) Refundable Performance Bond (Min levy of RM 5,400 and max of RM 18,000)
 - b) Non-refundable Administrative Fee of **RM65.00** per sqm
 - c) Sign an undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and thehall regulations.

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

Company Name:		Booth No.:	
Address:			
Tel:		Fax:	
Email:		Date:	
Person In-charged:		Signature & Company Stamp:	





INDEMNITY LETTER [FORM 4]

RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

SHOW NAME : **26th PENANG TEACHING CONFERENCE**
SHOW DATE : 2nd – 4th Aug 2024
VENUE : BayView Hotel Penang
BUILD-UP : **1st Aug 2024**
TEAR DOWN : **4th Aug 2024 (After event)**

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Contractor's Regulations during **26th PENANG TEACHING CONFERENCE** are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to:-

Part 1: Management Rules and Regulations.

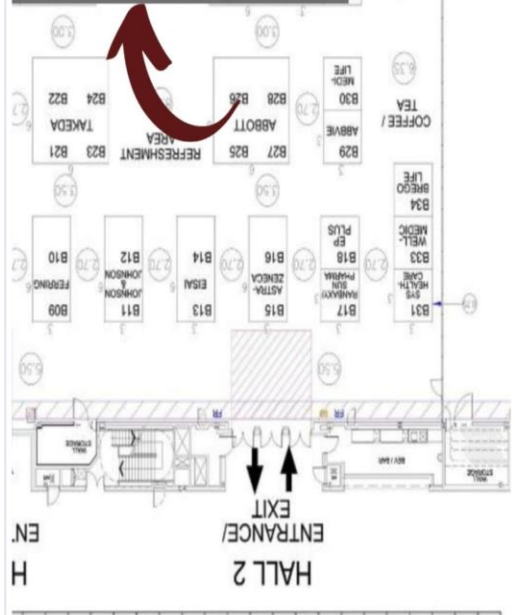
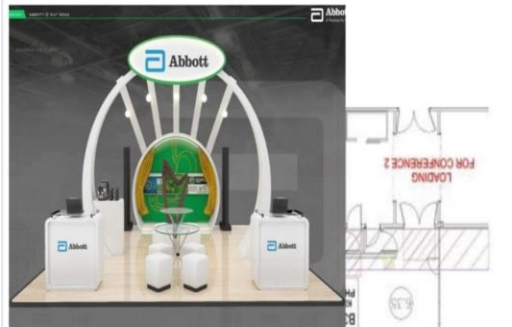
1. All non-official contractors are required to register with the Official Main Exhibition Contractor.
2. No build-up materials are allowed to pile into the aisle/gangways, loading bay obstruct fire exit door and firefighting equipment. Please remember to keep your entire materials inside your stand at all times.
3. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes and allowed.
4. No consumption of food items is allowed either at the back-of-house, loading docks or in the public areas.
5. Material used for lining, drapes or overhead structure or as part of the theme or display to public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
6. No person under 18 years old are permitted to enter or work on the premises.
7. Smoking is not allowed at any time in the Halls and associated work areas.
8. All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests area.
9. All contractors must wear a pass supplied by the Event Organizer or the Official Exhibition Contractor all the times when entering the venue.
10. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
11. Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
12. Only non-toxic primarily water-based, paints are permitted. Any liquid chemical in bottle must be label and Spray painting is not allowed within the venue.
13. Proper scaffolding, including ladders and work platforms, must be used for any construction activities above 3m in height within the venue.
14. Personal Protection Equipment and the use of hard is mandatory when working at height above 2 meters or in restricted dangerous or hazardous area.
15. The workers also need to wear suitable protective clothing and appropriate protective accessories for eyes, ears, feet and hands where relevant. When an access platform is not practicable, an alternatives is to provide safety harness which can protect workers from falling from working areas.
16. No obstacles to be placed in the aisle and all parts of an exhibit are to be contained within the stand.
17. Unruly or unacceptable behavior and violent acts are strictly prohibited. People acting without due care for others or not following direction of Security personnel may be evicted from site.
18. Any person caught committing unsafe work practices and or non-compliance activities will be prohibited from working in **BayView Hotel Penang**
19. Any incidental damage for non-compliance for the rules will be liable for compensation to the **BayView Hotel Penang** for damage.



Part 2 : 26th PENANG TEACHING CONFERENCE Rules and Regulations

1. All contractors to ensure all the waste construction materials are cleared from the loading bay and exhibition during installation and dismantle. The appointed contractor will be charged a penalty and disposal fee from the performance bond of any materials found left at the loading bay or exhibition hall.
2. All contractors are to report to contractors' Service Centre to get the contractor pass.
3. All contractors must follow the move in/move out schedule which will be sent one week before move in to ensure the loading/unloading run smoothly.
4. It is the responsibility of space only exhibitors to ensure that their stand number is incorporated within their stand design and is clearly displayed.
5. Non-officials/Independent stand builder are required to pay a non-refundable **Administrative Fee** of **MYR 65.00/sqm** to show official only.
6. Non officials/Independent stand builders must submit stand designs or others related for approval to Show Official Contractor only with a **Refundable Deposit** of no less than **MYR 5,400.00/ stand** or **MYR 600.00/sqm** whichever higher.
7. Only show Official contractors are allowed to carry-out electrical and pipe installation of the show.
8. The registered stand fitting contractors will ensure compliance and regulate non-officials' full adherence and observance of all rules and regulations, including the strict observance of the Build-up and Teardown Schedule.
9. The organizer reserves the right to charge any entities who have violated and rules and regulations or delay in the build-up and teardown, for additional works required as a result of the violation.
10. Subject to the rules and regulations, all stand designs by the Non-officials/Independent stand builders are required to submit for approval to the address below respectively.
11. Exhibitors are encourage to engage the registered stand fitting contractors (Officials) for the construction of the booth stand design.
12. A non-compliance fees of MYR10,000.00/stand will be imposed for failing to comply with the rules and regulations and failing to acquire the relevant approval from Officials/Organizer.
13. No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
14. No exhibitor may place any display material and exhibit or allow dividing wall or any part if their stand design and fittings beyond their contracted boundary. Stands will not be permitted to exceed **2.44m (8ft) in height**. Any design for a structure exceeding **2.44m (8ft)** in height must be submitted for approval six (6) weeks in advance before the show to Organizer and approval will be considered on case-to-case basis.
15. In order to facilitate review on the technical and safety aspect of the stand design, the following guideline is required to be followed to the latter.
 - a) Stand Appraisal Check-list must be clearly written, either work file or PDF format are acceptable.
 - b) The different view of the 3D diagrams/photo/picture shall be presented into the document together with checklist. (Please do not attached various attachments to the email)
 - c) The description of the technical aspect and safety element must be indicated into the 3D diagram/photo/picture.
 - d) Height of the stand must be indicated in the diagram/photo/picture.
 - e) Ground structure and hanging object (if any) submission must be submitted in separate file, include the hanging object order form.
16. Open frontages: All stands, irrespective of height must have at least half of any frontages facing and aisle open or fitted with transparent (clear see-through) materials. This area must be left visibly free of construction.
17. Exhibitor occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in Organizer building this wall on the Exhibitor's behalf and recharging the cost to the exhibitor or the appointed contractor of the exhibitor.
18. All booth designs and construction must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as both Organizer and the exhibition hall owner's requirements.
19. The both must be constructed in accordance with the approved design and be ready within the build-up period specified in the show rules and regulations.
20. The exhibiting company shall ensure that the booth is dismantle in a safe, systematic and organized manner, within the specified dismantling period.

21. All electrical installation work from source of supply at the exhibition must be carried out solely by the Organizer's official contractor.
22. Exhibitor requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organizer informed.
23. All electrical equipment must be tested and approved by the Organizer's appointed licensed engineers prior to receiving electricity supply
24. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.
25. With regards to order issues in general, the Rules and Regulations stipulated in this E-Manual are still to be complied with.
26. An official warning letter will be issued and penalty fee will be imposed by the official contractor to outside contractor who do not comply to venue and show rules & regulations (as spelled out in this indemnity letter) after second verbal warning is given.
27. Round edges at the four corners of the booth are required for any raised up platform. 'Caution tape' is deemed necessary at all edging of platform that may cause hazard to visitors.
28. In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof.





Part 3 : Indemnity

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

Booth Name	
Booth No.	
Non Official-Contractor Company	
Person In Charge Name (Non-Official)	
Designation	
Contact No.	
Date	
Signature	
Company Stamp	