



# **8TH WORLD CONGRESS OF ANTI-AGING, AESTHETIC, REGENERATIVE, NUTRITION & EXERCISE MEDICINE (WAAARNEM)**

**Exhibition Date: 19<sup>th</sup> – 21<sup>st</sup> June 2026**

**Venue: Sheraton Imperial Hotel, Kuala Lumpur**

## **EXHIBITOR MANUAL**

## Section 1: General Information

This handbook acts as a guide to aid Exhibitor's for **WAAARNEM** at **Sheraton Imperial Hotel, Kuala Lumpur**. It contains important information and details which will need your attention leading up to **WAAARNEM**. Please kindly pay attention to the **forms** and **submission deadlines** to make the process of exhibition hassles-free.

### **1.0 Exhibition Contact List**

If you have any queries regarding your participation at **WAAARNEM** at all time, please contact us at the following details:

<b>Organizer</b>	<b>The Society for Anti-Aging, Aesthetic and Regenerative Medicine Malaysia (SAAARMM)</b>  Level 23-1, Premier Suite One Mont Kiara, No 1, Jalan Kiara, Mont Kiara Kuala Lumpur 50480 Malaysia.	<b>Mobile : 012-6795572</b> <b>Tel : 017-7752311</b> <b>Email : <a href="mailto:secretariat@saaarmm.org">secretariat@saaarmm.org</a></b>
<b>Official Contractor</b>	<b>CEXCO (M) Sdn Bhd</b> A-2-3, Dataran Cascades 13A, Jalan PJU 5/1, Kota Damansara, 47810 Petaling Jaya, Selangor.	<b>Dennison lap</b> <b>Project Executive</b> <b>Mobile : +6012 6966 221</b> <b>Email : <a href="mailto:dennison@cexco.com.my">dennison@cexco.com.my</a></b>  <b>Rex Piong</b> <b>Marketing &amp; Sales Manager</b> <b>Mobile : +6012-5922 960</b> <b>Email : <a href="mailto:rexpiong@cexco.com.my">rexpiong@cexco.com.my</a></b>
<b>Venue</b>	<b>Sheraton Imperial Hotel</b> <b>Kuala Lumpur</b> Jalan Sultan Ismail, Chow Kit, 50250, Wilayah Persekutuan, Kuala Lumpur	

## 1.1 Exhibition Schedule for On-site Operation

**\*\*The following schedule is subject to review at the discretion of the Organizer:**

### Build Up / Move In

Description	Date	Time
Official Contractor Build Up	18 <sup>th</sup> June 2026	1300 - 1500
Non-Official Contractor Build Up	18 <sup>th</sup> June 2026	1500 - 2000
Exhibitor Moves In / Set-Up	18 <sup>th</sup> June 2026	1700 - 2000

### Actual Exhibition Days

Description	Date	Time
Exhibition Hall Opens to Exhibitors (with valid exhibition passes only)	19 <sup>th</sup> June 2026	0730 - 1700
	20 <sup>th</sup> June 2026	0730 - 1700
	21 <sup>st</sup> June 2026	0730 - 1700
Exhibition Hall Opens to Public	19 <sup>th</sup> June 2026	0830 - 1700
	20 <sup>th</sup> June 2026	0830 - 1700
	21 <sup>st</sup> June 2026	0830 - 1700
Exhibition Hall Closed	19 <sup>th</sup> June 2026	1730
	20 <sup>th</sup> June 2026	1730
	21 <sup>st</sup> June 2026	1730

### Teardown / Clearing

Description	Date	Time
Exhibitor Move-Out	21 <sup>st</sup> June 2026	1700 - 1800
Non-Official Contractor Move-Out	21 <sup>st</sup> June 2026	1800 - 2300

Remarks: Time Schedule are subjected to change.

## Remarks:

- a. All booth(s) are to be completely set up and properly displayed with exhibits daily before **8.30am from 19<sup>th</sup> – 21<sup>st</sup> June 2026.**
- b. All decorating items must be cleared from the exhibition hall by **11.00pm on 21<sup>st</sup> June 2026.**
- c. **Exhibitors are not allowed to remove any of their exhibits from the exhibition hall until the exhibition is officially closed unless given special permission by the Organizer.**
- d. The time schedule of setup/ move in is subjected to change. Please contact the **Official Contractor – CEXCO (M) Sdn Bhd** for the latest update.

## 1.2 Smoking

**Sheraton Imperial Hotel Kuala Lumpur** is non-smoking venue. Smoking is also strictly prohibited during the move-in and move-out periods at all areas of the venue.

## 1.3 Height Limits

The maximum height for the low ceiling area of specially constructed booth is 2.9 meter (9.5ft). For high ceiling area of specially constructed booth is 3.5 meter (11.5ft) and the booth design needs to be submitted for review before the deadline.

## 1.4 Delivery and Removal of Exhibits

Exhibits should not be sent to the exhibition hall/venue until the booth construction has progressed sufficiently to receive them. The Organizer will not be responsible for the safe keeping if items which arrive in advance.

# Section 2: Security, Access, Insurance & Entry points

## 2.0 Security & Access

This section covers aspects of security and access. Please ensure the relevant forms' submission deadlines are met.

- A. All personnel working in the exhibition hall must wear the official pass of **WAAARNEM** at all times.
- B. The Organizer reserves their right to evict any Exhibitor not wearing the official pass of **WAAARNEM**.
- C. It is strongly recommended that your exhibition site in general, but their duties shall not include specific attention to individual stands. Exhibitors are reminded to arrange for insurance coverage during the events as well as during the move-in/move-out and build up/tear down period. Exhibitors are also reminded to be particular careful with the lights, portable and attractive exhibits after the close of exhibition hall.
- D. It is strongly recommended that your exhibition booth be manned from at all times, when the hall is open. While the organizer will maintain security surveillance at all times. Exhibitors are reminded that their booth should not be unattended until all items have been secured.
- E. An Exhibitor shall be responsible for all exhibits in transit to and from within the confines of the exhibition area or venue. The Organizer and Hall Owner will not be responsible for any theft, loss or damages of exhibits/displays during the move-in/move-out period. Exhibitors are advised to monitor their own exhibits/displays at all times.

## 2.1 Insurance

- A. The Organizer will not be responsible or be liable to any Exhibitor, their employees, Contractors or Agents in respects of any direct or indirect loss or damage to any exhibits or property or injury to person, arising out of or in any way connected with the exhibition. Exhibitors are strongly advised to arrange insurance coverage against such loss or damage including risk of fire, natural disaster or any act of God throughout the duration of the exhibition.
- B. Exhibitors will be responsible for the loss or damage to property (including those belonging to other Exhibitors and persons) or injury caused by themselves, their employees or agents. Every Exhibitor participating in the exhibition WILL INDEMNIFY the Organizer of or in any way connected with such exhibition's participation in the exhibition.
- C. All exhibitors must purchase indemnity insurance to cover public liability and all risk in respect of loss or damages to goods and property as well as injury to persons or any legal liability claims from third party.

## 2.2 Lifts & Escalators

Delivery of loose items or hand carry items by personal four wheels or foldable trolley may be used only permissible to and from the car park of the **Sheraton Imperial Hotel Kuala Lumpur**.

## 2.3 Loading Dock

The Exhibitors and Contractors shall not use loading dock for storage/staging of goods or any purpose than the prompt loading and unloading of exhibits. All the necessary loading and unloading from or to individual vehicles shall be carried out at **Sheraton Imperial Hotel Kuala Lumpur** loading dock. No Personal and Company's Vehicle that is allowed to park at **Sheraton Imperial Hotel Kuala Lumpur** Loading Dock.

## 2.4 Ferrying of Goods and Materials

- A. All finishes within the Centre where goods and material are to be ferried through shall be adequately protected.
- B. Cargo and service lifts are provided for the transportation of goods and materials. Passenger's lifts and escalators are not allowed under any circumstances to be used for the transportation of goods and materials.
- C. Carts, trolleys, pellet trucks and the like shall be in good functioning condition. The Management of **Sheraton Imperial Hotel Kuala Lumpur** reserves the right to refuse the use of these goods /material carrying / ferrying equipment by the contractors if found faulty.
- D. No furniture, fittings, fixtures and artworks of the Centre shall be removed from their original locations. If removal or relocation deemed to be necessary, the written consent of the Management of **Sheraton Imperial Hotel Kuala Lumpur** must be obtained.

## **Section 3: Construction and Booth Fittings (Shell Scheme Booth)**

### **3.0 Stand Construction**

Please observe and comply with the regulations. Should you have any questions or require advice do contact the Official Contractor.

### **3.1 Shell Scheme Booth**

When planning the interior design of your booth, please take into account the following regulations:

- A. The standard height for all Shell Scheme Booth is 2.44m (8ft). Any design that structurally exceeds this stipulation must submit and seek acceptance from the Official Contractor.
- B. The walls are of white laminate finish. Screwing, drilling, painting or nailing on any of the aluminum frames, laminated with the wall partition and all furniture is not allowed. In default whereof, the exhibitors or their contractors shall be liable for the loss in result to these actions.
- C. To prevent panels from damage, exhibitors should not use any other adhesive medium except MASKING TAPE. All self-adhesive such as stickers should be mounted on a base and fixed on to the panels by masking tape. However, it is the exhibitor's responsibility to remove all the masking tape before leaving at the end of the exhibition. Failure to comply with any of the above will result in an extra cost being claimed upon the exhibitor.
- D. For Shell and Upgrade Shell Booth – No additional booth-fittings or displays may be attached to the shell scheme structure except for those approved by **CEXCO (M) Sdn Bhd**. Any protruding or cantilever signage must conform to the specifications approved by **CEXCO (M) Sdn Bhd**.
- E. No devices, such as electric cables, water/compressed air pipes and telephone lines inside or near the booth may be removed, cut or diverted without permission of **CEXCO (M) Sdn Bhd**.
- F. Aisles indicated in the floor plan must be kept clear of all exhibition goods or decorative materials in order to facilitate traffic. All display items like bunting, banner, display cases, products and etc. should be **display within own booth area**.
- G. No painting or sawing may be done to the Exhibition Hall fittings. Exhibitors and/or Non-Official Contractors will be held responsible for any damages caused to the Exhibition Hall fittings by their staff or contractor.
- H. No suspension may be made from the ceiling of the exhibitions hall nor may any fixtures be made to structure of the building.
- I. While using booths or other facilities rented from the Official Stand Contractor, the exhibitors must return them in good condition and will be responsible for any damages incurred during the period of use.

### **3.2 Fascia Name Board**

Only the official registered name of exhibition with **WAAARNEM** will appear in the official supplement, directional information signage and on the fascia board as well as on the backdrop. Fascia Board of Shell Scheme letterings will be provided by **CEXCO (M) Sdn Bhd**. Changes at a later date would be charged accordingly.

## Section 4: Construction and Booth Fittings (Bare Space)

### 4.0 Stand construction and Dressing

Please observe and comply with the regulations. Should you have any questions or require advice, do contact the Official Contractor.

### 4.1 Bare Space Stand Construction

- A. In the event that an Exhibitor prefers to work with their own Contractor, the Exhibitors are required to inform and obtain consent from the Organizer before the independent contractor are commissioned to work on-site and are subject to the following rules and regulations. The Official Contractor reserves the right to reject any Contractor and design deemed inappropriate.
- B. In relation to non-electrical works, Exhibitors are encouraged to engage the services of an Official Booth Building Contractor. Any exhibitors who engage a contractor other than Official Booth Contractor to erect, install and or dismantle its exhibition booth or where he carries out the above himself, the Exhibitor will be subjected to performance Bond (refundable) deposits of **RM5,000.00**
- C. Exhibitor have to submit the names, addresses and contact details of the appointed Contractor as well as 2 sets of booth layout and design, to the Official Contractor not late than a month before the event for review. An accepted copy of the drawings will be authorizing the commencement of booth construction.
- D. Dimensioned stand design plans, including cross sectional and elevation view (3D) must be supplied to the Official Contractor. Design plan must include details of the construction materials and the method to be used for assembly.
- E. Materials used for lining, drapes or overhead structure as per of the theme for the display must be rendered non-flammable. The use of flammable materials is **strictly prohibited** unless treated with fire retardant.
- F. All stands must have an open top. A stand/booth over 18sqm where roofing is fitted must have a "Smoke detection Device" and have a fire extinguisher installed.
- G. The maximum height for the low ceiling area of specially constructed booth is 2.9 meter (9.5ft). For high ceiling area of specially constructed booth is 3.5 meter (11.5ft) and the booth design needs to be submitted for review before the deadline.
- H. It is imperative the final outlook of the design structure is identical and similar to the accepted design or drawing. Otherwise, the Official Contractor reserves the right to halt the construction immediately without any notice.
- I. Failure to obtain written approval can result in costly alteration on site in the event of the designs or installation contravene fire and safety regulations, booth height and boundary or any space contract rules and regulations. The Organizer reserves the right to stop and disallow participation in lieu of failure to submit such designs for approval.
- J. Exhibitors involved in the building if multi-level/double-decker booths must also submit engineering drawings to guarantee compliance of the static loading standards. The drawing must be accompanied by load calculations carried out only by a **certified registered engineer under the Board of Engineer Malaysia (BEM)**.
- K. The Exhibitors shall not erect any sign, device furnishing or ornament outside the stand/booth.

- L. Please put underlay plywood at atrium for the special design. Small cut out underlay carpet to place underneath the pole is not allowed.
- M. No part of any structure may extend beyond the boundaries of the site allocated.
- N. The major painting of display and exhibition materials is not permitted in the venue. Only non-toxic. Primarily water-based. Pints permitted. Spray is not permitted with in the Hall
- O. All construction works for booths etc. must be fully completed during the build- up period. No touch up or correction works whatsoever will be permitted one hour before the event.
- P. Contractors must bring their own generators, which must be placed outside the Exhibition Hall should they need electrical power during the build- up or dismantling days. No generator and/or oil drum are to be placed on any surface without a metal tray with a raised lip to prevent oil leaks or spillage.
- Q. While using the booths or other facilities rented from the Official Contractor, the exhibitor must return them in good condition and will be responsible for any damages incurred during the period of use.
- R. Permission to appoint Non-Official Contractor may be granted by the Organizer subject to the following:
  - Lightings must be in an approved way to prevent accidental burning
  - The Exhibitor must ensure that all arrangements for their bare space are to be made through the Official Contractor. The use of materials for the construction of the exhibition booth must comply to all regulations as stipulated by the Organizer, Hall Owner and/or authorities
  - Depending on the booth location, all free-standing fitments must be structurally safe and may not exceed **The Ceiling Height of the Exhibition Hall.**
  - During the dismantling period, the Exhibitors must ensure that their appointed contractors are responsible for the complete removal of their exhibition booths and any unwanted materials. Exhibitor or Non-Official Contractor who fail to comply shall be billed with a disposal fee at the discretion of the Official Contractor.
  - Non-Official Contractor will sign a written contractor activity sheet to guarantee conduct, proper schedule of the production and observance of the Exhibition and Hall regulation.
  - Only when the Performance Bond is received and the Non-Official Contractor activity sheet signed, the Non-Official Contractor will be allowed to bring in their materials onto the site or commence work.

## 4.2 Performance Band & Administration Fee

SAAARMM, the Organizer WAAARNEM have appointed **CEXCO (M) Sdn Bhd** as the Official Contractor.

A non-refundable administration fee of RM30.00 per square meter and non-official contractor pass of RM10.00 per piece is payable to the Official Contractor by non-official contractor for the processing of the communication, management function including securing approval from relevant authorities. The non-official contractor is required to place a refundable Performance Bond of RM5,000.00 per contractor to **CEXCO (M) Sdn Bhd** before permission is granted for a non-official contractor is necessary, otherwise the Official Contractor reserved the right to stop non-official contractor from any construction.

Please take note that Non-Official Contractor will also have to bear any charges levied by the venue owner for any damages caused to their property, flooring or for debris not clear away. The Performance Bond will be refund to the Non-Official Contractor in full after the exhibition if the booth is completed on time and no damages are caused. If Non-Official Contractor does not clear their booth in the given time frame, Performance Bond will be deducted accordingly without prior notice.

Please submit the Performance Bond, Administration Fee, and Furniture & Electrical Rental Order before the deadline given. **CEXCO (M) Sdn Bhd** reserves the right to stop the contractors from move-in the above mentioned are not received before deadline.

Order made after deadline or on-site orders of furniture and electrical rental is subjected to surcharge accordingly. Your attention on the above is very much appreciated.

**CEXCO (M) SDN BHD**

## Section 5 : Electrical Contractor & Installation

### 5.1 Electrical and Installation

- A. During the dismantling period, the Exhibitors must ensure that their appointed contractors are responsible for the complete removal of their exhibition booths and any unwanted materials.
- B. The Official Contractor, **CEXCO (M) Sdn Bhd** has been appointed to undertake all electrical work on-site to all Shell Scheme and Bare Space booths. These electrical works include lighting installation, wiring and **Lighting Connection**, etc.
- C. For safety reasons no other electrical contractors will be permitted to carry out any electrical works on-site.
- D. 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 protrude beyond the boundaries of the installations and must be adequately protected against excess current.
- E. **Multiple socket outlets/extensions** are **STRICTLY PROHIBITED** as it may cause an overload and electrical tripping and this will cause an inconvenient to other exhibitors.
- F. **Lighting Connections:** All lighting connection work did by Organizer's Official Electrician. Without any exception, exhibitors including those who provide their own lightings fixtures will be charged the lighting connection at the rate of **RM110.00 (100watt maximum per fixture) or (LED stripe per every meter run)**.
- G. Lighting Connections are charged accordingly to the number of tubes and bulbs lighted on the stand.
- H. Power point is not for lighting purposes, Exhibitors/appointed Contractor must order lighting connection for own lighting items.

## **Section 6: Important Information**

This section highlights information, which Exhibitors are required to be fully aware of during the Exhibition. This is to avoid any confusion during the Exhibition and it's therefore imperative that Exhibitors understand this section. Any required should be referred to the Organizer of Official Contractor.

### **6.0 Fire Safety**

All fire protection systems, exits and evacuation routes must not be obstructed. No items may remain within 3 meters of any exits. Storage of any combustible materials within the venue is prohibited. Likewise, any toxic or hazardous materials which may include flammable liquids and compressed gas are prohibited. Should any exhibitors' wished to use gas stove which uses only gas canisters or cylinder, kindly inform the Organizer of the Official Contractor for approval.

### **6.1 Balloons**

Exhibitors wishing to use balloons as part of their display must seek written permission from the Management **Sheraton Imperial Hotel Kuala Lumpur** (21) days prior to the build-up date.

The written request shall contain the following information: -

- Location of stand displaying the balloons
- Types of balloons on display
- Size/diameter/length of balloons on display
- 3D photo of balloons
- Type of gas used in the balloons
- Material from the balloon is constructed

The placement of balloons shall not obstruct the water sprinkler system.

Toy balloons containing helium are prohibited.

Event Organizer are advised that they will be held responsible for any cost incurred by the Management **Sheraton Imperial Hotel Kuala Lumpur** for repairing damage to the air handling equipment within the Hall due to gas-filled balloons being drawn into the units.

Event Organizer are advised that they will be held responsible for any cost incurred by the Management of **Sheraton Imperial Hotel Kuala Lumpur** for retrieving balloons getting caught in the roof structure of the Centre.

### **6.2 Air Conditioning**

Air conditioning is not provided in the venue during the build-up and teardown period.

### **6.3 Aisle**

\*Exhibitors are not permitted at any times to obstruct or allow the obstruction of any aisle space or obstruct access to the emergency exits, fire extinguishers cabinet's and building control access doors or open panel, etc.

\*\*Under no circumstances can any exhibits display be allowed to encroach into the aisle/gangways. Please remember to keep all your entire exhibits aside your booth at all times.

The Centre reserved the right to have any obstructing or restricting access to the above items remove at the exhibitor's cost, without any liability for loss or damage.

#### **6.4 Indemnity of Copyright**

Any exhibitor intending to use any film, video tapes, sound or other materials, which is covered by any type of copyright, is required to obtain approval from the appropriate authorities, and have to indemnify the Organizer from any claims that may arise.

#### **6.5 Trade Exhibition Management**

The Organizer reserves the rights to be the sole judge of any exhibits and may in its sole discretion, require any exhibits to be immobilized or removed.

#### **6.6 Animals**

Live animals are not permitted in the venue.

#### **6.7 Loss or Damages**

The Exhibitor acknowledges its awareness that the person appointed to the organizer to undertake any official tasks including the official contractor is an independent contractor and are not agents of the Organizer.

The Organizer shall not be liable to or be responsible in any manner whatsoever nor any loss or damage to the exhibitor's property (including the Exhibition Materials) or any part thereof howsoever caused whether by the aforesaid Official Contractor or the freight forwarder or arising from or during the moving, transportation or shipment to or from the exhibition premises or otherwise.

#### **6.8 Drapes**

Materials used for lining drapes or overhead structures or as part of the theme or display to the public must be rendered non-flammable as per BOMBA requirements. The use of flammable materials is strictly prohibited unless treated with fire retardant.

#### **6.9 Distribution of Brochures**

The distribution of brochures is permitted only at the stand space itself. Exhibitors are not allowed to distribute their flyers outside their stand area.

#### **6.10 Food and Beverage**

The Management of **Sheraton Imperial Hotel Kuala Lumpur** is the exclusive supplier of food and beverage. No outside food may be brought into **Sheraton Imperial Hotel Kuala Lumpur** either by the Event Organizer, Exhibitors or any third parties.

Exhibitors wishing to distribute, sell or give away any items of food and drink must seek written permission from the Management of **Sheraton Imperial Hotel Kuala Lumpur**.

Exhibitors wishing to serve food and beverage as on-stand hospitality must seek written permission from the Management of **Sheraton Imperial Hotel Kuala Lumpur**.

Exhibitors wishing to sell their product must obtain the relevant permits from the authorities.

Samples to be given to visitors, at no cost whatsoever, must adhere to the following: -

- Liquor and non-alcoholic beverage tasting and promotion samples are limited to a maximum sample size glass / cup of 50ml.
- Drinking utensils such as paper cups and wine tasting cups must be of disposable type and not be re-used. The Management of **Sheraton Imperial Hotel Kuala Lumpur** discourages the use of polystyrene cups or any cups or containers which cannot be recycled.
- Solid food portion shall be no larger than 'bite size'- 85gm.
- Samples must be offered in such a manner as to avoid being handled by the public such as being apportioned with pre inserted tooth picks.
- No pork or lard products are allowed to be served in **Sheraton Imperial Hotel Kuala Lumpur**.

Other than food-related exhibitions, the cooking of food for demonstration in the booth / stand is prohibited unless prior approval has been issued by the Management of **Sheraton Imperial Hotel Kuala Lumpur**. Written request should be accompanied by the following information: -

- Location of booth / stand
- Type and quantity of food being cooked.
- Method used for cooking and removal of cooking odors.

Exhibitors involved in the cooking of food at booth / stand must adhere to the following: -

- As there are no extraction facilities in the halls, cooking must be kept to a minimum.
- No deep fat fryers are allowed.
- Only electrical or induction cooking appliance are permitted.
- All heat generating electrical appliances are to be mounted or placed on non-flammable material.
- Current / valid portable fire extinguishers and fire blanket are to be made available and readily accessible at the booth / stand.
- Cooking equipment must be placed not less than 1 meter away from any flammable materials.
- Where cooking generates oily waste and that is to be cleaned or disposed of, the discharge line must be fitted with an approved grease trap. Under no circumstances shall waste from the cooking process be discharge direct into **Sheraton Imperial Hotel Kuala Lumpur's** drainage system.

# Note to Exhibitors

1. Please check if all your furniture and electrical orders are delivered correctly and in good condition after full payment is made before exhibition start; we reserve the right to repossess your orders should the arrears is not settled beyond the stipulated time. Please contact the on-site person in charge of **CEXCO (M) Sdn Bhd** for the incomplete delivery before the exhibition start. Otherwise, all orders are considered well received without complaint. No refund will be made for any cancelation and/or order missing after the exhibition start.
2. Any changes of lighting location will be charged **RM65.00 per points** if CEXCO had completed the installation according to layout plans submitted and/or directed by exhibitors.
3. Screwing, drilling, painting or nailing on any of the aluminum frames, laminated wall partition and all furniture is not allowed. In default whereof, the exhibitors or their contractors shall be liable for the total loss resulting therefore and **RM250.00 per panel** will be charged for the damage made.
4. The maximum loading of each system panel (1m x 2.5mH) or shelf (1m x 0.3mD) attached on panel is 3kg. If your display is over 3kg per each panel or shelf, please contact our on-site person in charge for assistant.
5. To prevent panels from damage, exhibitors should not use any other adhesive medium except **MASKING TAPE**. All self-adhesive materials such as stickers should be mounted on a base and fixed on to the panels by masking tape. However, it is the exhibitors' responsibility to remove all the masking tape before leaving at the end of the exhibition. **Failure to comply with any of the above will result in an extra cost being claimed upon the exhibitor.**
6. Keys for table showcase, tall showcase or lockable cabinet, are ready for collection at **CEXCO (M) Sdn Bhd** service counter, deposit for each key will be **RM50.00** and will be refunded after the end of fair.
7. All portable items kept inside the counters and cupboards are under your responsibility and must clear immediately once the exhibition is over. We will not be liable for any loss/damages of items keep therein.
8. Late orders shall be subject to stock availability and it's first come first serve basis with full payment.
9. Any other enquiries kindly proceed to our site office for further assistance.

Thank you for your kind attention and co-operation, we believe with your kind co-operation we will run this exhibition smoothly.

We, **CEXCO (M) Sdn Bhd**, looking forward to provides value exhibitors such as you a comprehensive professional service. Meantime, we wish you every success in your exhibition.

# SAFETY FIRST

## Condition of Working



**NO SLIPPERS & SANDALS**



**NO SHORTS & SINGLETS**



**NO FOOD & DRINK ALLOWED**



**NO SMOKING**



**DO NOT STAND ON CHAIR**



**PLEASE USE LADDER**



**DO NOT OVERLOADED**



**DO NOT BLOCK EMERGENCY  
EXIT**

*Soft reminder by:  
Official contractor*



# FORM B : FURNITURE RENTAL FORM

Submission Deadline : 29th May 2026



**ALL ITEMS ARE SUBJECTED TO 6% SST (SST No : W10-2508-32002095)**

No.	Item Description	Specification	Unit Cost (RM)			Qty	SST	Total (RM)
			Incentive Rate	Standard Rate	Onsite Rate			
			On or before 29/05/26	30/5/26 - 16/06/26	17/06/26 - 21/06/26			
<b>Furniture - Equipment and fittings on hire from the official contractor</b>								
1	CFS-01	Information Counter	1mL x 0.5mW x 0.75mH	<input type="checkbox"/> 90.00	<input type="checkbox"/> 117.00	<input type="checkbox"/> 135.00	<b>6%</b>	
2	CFS-02	Information Counter	1mL x 0.5mW x 1mH	<input type="checkbox"/> 180.00	<input type="checkbox"/> 234.00	<input type="checkbox"/> 270.00		
3	CFS-03	Lockable Cabinet	1mL x 0.5mW x 0.75mH	<input type="checkbox"/> 140.00	<input type="checkbox"/> 182.00	<input type="checkbox"/> 210.00		
4	CFS-04	Lockable Cabinet	1mL x 0.5mW x 1mH	<input type="checkbox"/> 200.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 300.00		
5	CFT-01	Low Round Table	0.8Dia x 0.75mH	<input type="checkbox"/> 150.00	<input type="checkbox"/> 195.00	<input type="checkbox"/> 225.00		
6	CFT-02	Tall Round Table	0.6mD x 1mH	<input type="checkbox"/> 170.00	<input type="checkbox"/> 221.00	<input type="checkbox"/> 255.00		
7	CFT-04	Square Table	0.7mL x 0.7mW x 0.76mH	<input type="checkbox"/> 100.00	<input type="checkbox"/> 130.00	<input type="checkbox"/> 150.00		
8	CFC-01	Folding Chair	White	<input type="checkbox"/> 40.00	<input type="checkbox"/> 52.00	<input type="checkbox"/> 60.00		
9	CFC-06	Bar Stool		<input type="checkbox"/> 100.00	<input type="checkbox"/> 130.00	<input type="checkbox"/> 150.00		
10	CFC-25	Black Leather Chair	Black	<input type="checkbox"/> 95.00	<input type="checkbox"/> 123.50	<input type="checkbox"/> 142.50		
11	CFM-01	Dustbin	-	<input type="checkbox"/> 20.00	<input type="checkbox"/> 26.00	<input type="checkbox"/> 30.00		
12	CFM-02	Flat Shelf	1mL x 0.3mW	<input type="checkbox"/> 80.00	<input type="checkbox"/> 104.00	<input type="checkbox"/> 120.00		
13	CFM-04	Zig Zag Brochure Rack	Black	<input type="checkbox"/> 160.00	<input type="checkbox"/> 208.00	<input type="checkbox"/> 240.00		
Other Requirements :						<b>Grand Total With SST</b>		

**ANY ADDITIONAL ORDER WILL ONLY BE CONSIDER CONFIRMED ONCE PAYMENT HAS BEEN MADE**

**Terms & Conditions**

- INCENTIVE RATES** require the **ORDER FORMS** received on/before dateline. **STANDARD RATES** will apply after the deadline. **ONSITE RATES** are applicable from build-up date.
- All items are on rental basis only. No exchange, transfer or refund on ordered items.
- Orders are valid only when accompanied with full remittance. Payment should be made to : " **CEXCO (M) SDN BHD** ".  
Please email to us a copy of your payment slip for confirmation.
- NOTICE OF CANCELLATION** must be written to CEXCO and a 50% cancellations fee charge will be levied after the form is submitted to the official contractor. Order cancel 7 days before the build-up date, a 100% cancellations fee will be levied.
- Payments must be made before event day. CEXCO (M) SDN BHD reserves the rights not to provide any unpaid orders.
- Any complaint regarding rental furniture / electricity installation must be lodged the day before the exhibition commences to CEXCO (M) Sdn Bhd on-site person in charges. Otherwise all items are deemed to have been received in good order.

Please complete this form & email to :

Payment Details :

Person In Charge : **Dennison Iap**  
 Email : **dennison@cexco.com.my**  
 Contact No : **+6012 696 6221**

Company Name : **CEXCO (M) SDN BHD**  
 Bank : **HONG LEONG BANK BERHAD**  
 Bank Account No : **338-00-03544-7**  
 Swift Code : **HLBBMYKL**

Please provide us below details in order to issue an invoice to you :

Billing Company Name :	Booth No :
Person-in-charge :	Tel No :
Signature & Company Stamp :	Mobile No :
	Email address :

# FORM C : ELECTRICAL RENTAL FORM

Submission Deadline : 29th May 2026



**ALL ITEMS ARE SUBJECTED TO 6% SST (SST No : W10-2508-32002095)**

No.	Item Description	Specification	Unit Cost (RM)			Qty	SST	Total (RM)
			Incentive Rate	Standard Rate	Onsite Rate			
			On or before 29/05/26	30/5/26 - 16/06/26	17/06/26 - 21/06/26			
<b>Electrical - Equipment and fittings on hire from the official contractor</b>								
1	CE-01a	LED Longarm Spotlight	Yellow	<input type="checkbox"/> 125.00	<input type="checkbox"/> 162.50	<input type="checkbox"/> 187.50	6%	
2	CE-01b	LED Longarm Spotlight	White	<input type="checkbox"/> 145.00	<input type="checkbox"/> 188.50	<input type="checkbox"/> 217.50		
3	CE-02a	LED Spotlight	Yellow	<input type="checkbox"/> 115.00	<input type="checkbox"/> 149.50	<input type="checkbox"/> 172.50		
4	CE-02b	LED Spotlight	White	<input type="checkbox"/> 135.00	<input type="checkbox"/> 175.50	<input type="checkbox"/> 202.50		
5	CE-03a	LED Metal Halide (50W)	White	<input type="checkbox"/> 400.00	<input type="checkbox"/> 520.00	<input type="checkbox"/> 600.00		
6	CE-04a	LED Halogen Downlight	Yellow	<input type="checkbox"/> 140.00	<input type="checkbox"/> 182.00	<input type="checkbox"/> 210.00		
7	CE-04b	LED Halogen Downlight	White	<input type="checkbox"/> 160.00	<input type="checkbox"/> 208.00	<input type="checkbox"/> 240.00		
8	CE-05	Fluorescent Light	4 ft	<input type="checkbox"/> 120.00	<input type="checkbox"/> 156.00	<input type="checkbox"/> 180.00		
9	CE-07a	Mini Fluorescent Light (T5)		<input type="checkbox"/> 140.00	<input type="checkbox"/> 182.00	<input type="checkbox"/> 210.00		
10	CE-07c	Fluorescent Light Tube - for lightbox	4 ft	<input type="checkbox"/> 140.00	<input type="checkbox"/> 182.00	<input type="checkbox"/> 210.00		
11	CEO-02	LED Floodlight (50W)	Yellow	<input type="checkbox"/> 350.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 525.00		
<b>Power Point / Isolator - equipment and fittings on hire from the official contractor :</b>								
<b>Power Points are used for single machinery / electrical appliances/ exhibits only, STRICTLY NOT for lighting purposes.</b>								
11	CE-08a	13amp Power Point -not for lighting	Max 300W	<input type="checkbox"/> 120.00	<input type="checkbox"/> 156.00	<input type="checkbox"/> 180.00	6%	
12	CE-08c	24hrs 13amp Power Point -not for lighting	Max 300W	<input type="checkbox"/> 150.00	<input type="checkbox"/> 195.00	<input type="checkbox"/> 225.00		
13	CE-09a	15amp Power Point -not for lighting	Max 1000W	<input type="checkbox"/> 280.00	<input type="checkbox"/> 364.00	<input type="checkbox"/> 420.00		
14	CE-09b	24hrs 15amp Power Point -not for lighting	Max 300W	<input type="checkbox"/> 200.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 300.00		
<b>Lighting Connection - Wiring and maintenance are responsibility of contractor appointed by the Exhibitor:</b>								
15	CE-10	Lighting Connection Point (per Bulb/Tube)	Per Fitting	<input type="checkbox"/> 110.00	<input type="checkbox"/> 143.00	<input type="checkbox"/> 165.00	6%	
16	CE-11a	LED Lighting Connection (per Meter/Bulb)	Per Fitting	<input type="checkbox"/> 110.00	<input type="checkbox"/> 143.00	<input type="checkbox"/> 165.00		
Other Requirements :						<b>Grand Total With SST</b>		
<b>ANY ADDITIONAL ORDER WILL ONLY BE CONSIDER CONFIRMED ONCE PAYMENT HAS BEEN MADE</b>								
<u>Terms &amp; Conditions</u>								
<ol style="list-style-type: none"> <li><b>INCENTIVE RATES</b> require the <b>ORDER FORMS</b> received on/before dateline. <b>STANDARD RATES</b> will apply after the deadline. <b>ONSITE RATES</b> are applicable from build-up date.</li> <li>All items are on rental basis only. No exchange, transfer or refund on ordered items.</li> <li>Orders are valid only when accompanied with full remittance. Payment should be made to : " <b>CEXCO (M) SDN BHD</b> ". Please email to us a copy of your payment slip for confirmation.</li> <li><b>NOTICE OF CANCELLATION</b> must be written to CEXCO and a 50% cancellations fee charge will be levied after the form is submitted to the official contractor. Order cancel 7 days before the build-up date, a 100% cancellations fee will be levied.</li> <li>Payments must be made before event day. CEXCO (M) SDN BHD reserves the rights not to provide any unpaid orders.</li> <li>Any complaint regarding rental furniture / electricity installation must be lodged the day before the exhibition commences to CEXCO (M) Sdn Bhd on-site person in charges. Otherwise all items are deemed to have been received in good order.</li> <li>Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.</li> <li>All lighting connection will be charged according to the number of tubes or bulbs lighted on the stand.</li> <li><b>One Socket is assigned to one machine only. No multi-purpose plug and/or extension are allowed.</b></li> </ol>								
Please complete this form & email to :				Payment Details :				
Person In Charge : <b>Dennison Iap</b> Email : <b>dennison@cxeco.com.my</b> Contact No : <b>+6012 696 6221</b>				Company Name : <b>CEXCO (M) SDN BHD</b> Bank : <b>HONG LEONG BANK BERHAD</b> Bank Account No : <b>338-00-03544-7</b> Swift Code : <b>HLBBMYKL</b>				
Please provide us below details in order to issue an invoice to you :								
Billing Company Name :						Booth No :		
Person-in-charge :						Tel No :		
Signature & Company Stamp :						Mobile No :		
						Email address :		

# FORM D : AV RENTAL FORM

Submission Deadline : 29th May 2026



**ALL ITEMS ARE SUBJECT TO 6% SST**

No.	Item Description	Unit Cost (RM)			Qty	SST	Total (RM)
		Incentive Rate	Standard Rate	Onsite Rate			
		On or before 29/05/26	30/5/26 - 16/06/26	17/06/26 - 21/06/26			
<b>AV - Equipment and fittings on hire from the official contractor</b>							
1	50" LED TV	<input type="checkbox"/> 2,000.00	<input type="checkbox"/> 2,600.00	<input type="checkbox"/> 3,000.00		<b>6%</b>	
2	60" LED TV	<input type="checkbox"/> 2,800.00	<input type="checkbox"/> 3,640.00	<input type="checkbox"/> 4,200.00			
3	TV Stand	<input type="checkbox"/> 480.00	<input type="checkbox"/> 624.00	<input type="checkbox"/> 720.00			
4	Projector Set (6x6 screen) 2000 Ansi Lumens	<input type="checkbox"/> 2,800.00	<input type="checkbox"/> 3,640.00	<input type="checkbox"/> 4,200.00			
5	Projector Set (8x8 screen) 2000 Ansi Lumens	<input type="checkbox"/> 3,300.00	<input type="checkbox"/> 4,290.00	<input type="checkbox"/> 4,950.00			
6	20" LCD monitor	<input type="checkbox"/> 900.00	<input type="checkbox"/> 1,170.00	<input type="checkbox"/> 1,350.00			
Other Requirements :					<b>Grand Total With SST</b>		

**ANY ADDITIONAL ORDER WILL ONLY BE CONSIDER CONFIRMED ONCE PAYMENT HAS BEEN MADE**

**Terms & Conditions**

- INCENTIVE RATES** require the **ORDER FORMS** received on/before dateline. **STANDARD RATES** will apply after the deadline. **ONSITE RATES** are applicable from build-up date.
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- Any complaint regarding rental furniture / electricity installation must be lodged the day before the exhibition commences to CEXCO (M) Sdn Bhd on-site person in charges. Otherwise all items are deemed to have been received in good order.

Please complete this form & email to :

Payment Details :

Person In Charge : **Dennison Iap**  
 Email : **dennison@cexco.com.my**  
 Contact No : **+6012 696 6221**

Company Name : **CEXCO (M) SDN BHD**  
 Bank : **HONG LEONG BANK BERHAD**  
 Bank Account No : **338-00-03544-7**  
 Swift Code : **HLBBMYKL**

Please provide us below details in order to issue an invoice to you :

Billing Company Name :	Booth No :
Person-in-charge :	Tel No :
Signature & Company Stamp :	Mobile No :
	Email address :

**FORM E : NON-OFFICIAL CONTRACTOR FORM**

Submission Deadline : 29th May 2026

**ALL ITEMS ARE SUBJECTED TO 8% SST (SST No : W10-2508-32002095)****DETAILS OF STAND FITTING CONTRACTOR / STAND DECORATOR**

Booth Name/Exhibiting Company :		Booth No :
Name of Appointed Contractor :		Signature & Company stamp :
Person-in-Charge :		
Email :	Contact No :	

**(A) ADMIN FEE (NON-REFUNDABLE)**

Description	Unit Cost (RM)	QTY	SST	Amount (RM)
Admin Fee to Construct Special Design/Decorate Booth (Non-Refundable) Bill to : ( ) Exhibitor ( ) Non-Official Contractor	RM 30.00 / sqm	/ sqm	<b>8%</b>	
Non-Official Contractor Tag (Non-Refundable) Bill to : ( ) Exhibitor ( ) Non-Official Contractor	RM 10.00 / pcs	/ pcs		
<b>Grant Total With SST</b>				

**(B) PERFORMANCE BOND (REFUNDABLE DEPOSIT)**

Description	Unit Cost (RM)	Booth Size (Sqm)	Amount (RM)
Performance Bond to Construct Special Design/Decorate Booth (Refundable) *Please issue in a separate cheque. Bill to : ( ) Exhibitor ( ) Non-Official Contractor	RM 5,000.00	/ sqm	

## Please take Note :

- 1) All stand booth design must compile in proper **3D technical drawing** in a PDF file and submit to the PIC from CEXCO. Contractor can commence work once the 3D technical drawing is approved.
- 2) Performance Bond must be made in separated cheque to CEXCO, please do not bank in the performance bond, RM 100 will be charged when refund.
- 3) All contractor/stand decorator must place a :
  - a. Administrative Fee (Non-refundable)
  - b. Performance Bond (Refundable)
  - c. Sign on undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and hall Rules & Regulations
  - d. Performance Bond will be disposed of after 6months if no requests for cancellation & return are made within that period.

## Please complete this form &amp; email to :

## Payment Details :

Person In Charge : <b>Dennison Iap</b> Email : <b>dennison@cexco.com.my</b> Contact No : <b>+6012 696 6221</b>	Company Name : <b>CEXCO (M) SDN BHD</b> Bank : <b>HONG LEONG BANK BERHAD</b> Bank Account No : <b>338-00-03544-7</b> Swift Code : <b>HLBBMYKL</b>
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## Please provide us below details in order to issue an invoice to you :

Billing Company Name :	Booth No :
Person-in-charge :	Tel No :
Signature & Company Stamp :	Mobile No :
	Email address :

# FORM F : LORRY PASS REQUISITION FORM (NOC)

Submission Deadline : 29th May 2026



**Only Applicable for company who hire NOC to construct custom booth.**

## MOVE IN LORRY

\*Please fill in below information and email to us for Schedule arrangement and Vehicle Pass issuance

Booth Name :	Booth No :
NOC Company Name :	(Please do indicate all your booth number if you are setting up multiple booth but only require 1 vehicle pass)
Person-In-Charge :	Person-in-Charge Contact No :
Lorry Driver Name :	Lorry Driver Contact No :
Size of Lorry :	Lorry Units :

## MOVE OUT LORRY

\*Please fill in below information and email to us for Schedule arrangement and Vehicle Pass issuance

Booth Name :	Booth No :
NOC Company Name :	(Please do indicate all your booth number if you are setting up multiple booth but only require 1 vehicle pass)
Person-In-Charge :	Person-in-Charge Contact No :
Lorry Driver Name :	Lorry Driver Contact No :
Size of Lorry :	Lorry Units :

### Note :

- 1) It is strictly reminder to follow the time table which has been scheduled.
- 2) All the Lorry must bring along the **Move in & Move out Vehicle Pass** and pass to the Security Check in Point in order to loading.
- 3) For those who do not follow the Time Schedule move in their vehicle, will cause PENALTY CHARGES for Bond immediate.



Information Counter  
1m(W) x 0.5m(D) x 0.75m(H)  
**CFS-01**



Information Counter  
1m(W) x 0.5m(D) x 1m(H)  
**CFS-02**



Lockable Cabinet  
1m(W) x 0.5m(D) x 0.75m(H)  
**CFS-03**



Tall Lockable Cabinet  
1m(W) x 0.5m(D) x 1m(H)  
**CFS-04**



Low Round Table  
0.75m(H)  
**CFT-01**



Tall Round Table  
1m(H)  
**CFT-02**



Glass Round Table  
0.75m(H)  
**CFT-03**



Square Table  
0.7m(W) x 0.7m(D) x 0.76m(H)  
**CFT-04**



**Folding Chair  
CFC-01**



**Fiber Chair  
CFC-02**



**Eames Chair  
CFC-03**



**Eames Arm Chair  
CFC-04**



**Lorens Chair (white)  
CFC-05**



**Barstool 'S'  
CFC-06**



**Oscar Barstool (white)  
CFC-07**



**Semi Barstool (white)  
CFC-08**



**Counter Barstool (white / black)  
CFC-09**



**Single Seater Sofa (black / White)  
CFC-16**



**Double Seater Sofa (black / white)  
CFC-17**

# FURNITURE



Glass Coffee Table  
**CFT-07**



Shelving (flat)  
1m(W) x 0.3m(D)  
**CFM-02**



Zig Zag Brochure Rack (metal)  
**CFM-04**



Dustbin  
**CFM-01**



Longarm spotlight  
**CE-01**



Spotlight  
**CE-02**



Metal Halite (White)  
**CE-03**



Halogen Downlight  
**CE-04**



Flourescent Light  
**CE-05**



13Amp Powerpoint  
**CE-08**