

COMPANY / ORGANISATION NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

TELEPHONE : \_\_\_\_\_ H/P NO. : \_\_\_\_\_

CONTACT PERSON : DESIGNATION : EMAIL :



FASCIA BOARD (Only applicable to **Shell-Scheme Booth**. Please tick) :

YES, WITH FASCIA BOARD

NO, WITHOUT FASCIA BOARD

IF YES, PLEASE TYPE IN CAPITAL LETTERS THE NAME TO APPEAR ON THE BOOTH FASCIA BOARD :

We would like to confirm our participation at the following Fair(s) :  PLEASE "TICK"

1. [Education & Further Studies Fair - Series 51 @ SouthKey Mid Valley Exhibition Centre, Johor Bahru \(March 7 & 8, 2020 or March 14 & 15, 2020\)](#)

Total Number of Booth(s) : \_\_\_\_\_

Shell-Scheme

Bare Space (min 2 booths)

2. [Education & Further Studies Fair - Series 52 @ SouthKey Mid Valley Exhibition Centre, Johor Bahru \(December 12 & 13, 2020\)](#)

Total Number of Booth(s) : \_\_\_\_\_

Shell-Scheme

Bare Space (min 2 booths)

**IMPORTANT !**  
(Please read)

The full participation fees are payable **STRICTLY within 30 days from the date of booking**. Otherwise, booking will be **CANCELLED AUTOMATICALLY**.

Booth Allocation :  
**By Balloting**

Please fill in this form and email it to :  
jercy\_choo@hotmail.com

Standard Shell-Scheme Booth : **RM5,600 per booth**     Bare Space (min 2 booths) : **RM5,300 per booth**

Please note that **PRIORITY** will be given to Organisation making booking for **ALL** fairs - March 2020 and December 2020.

- **Shell-Scheme Booth** : Overhead fascia board with Exhibitor's name & booth number, 2-unit fluorescent light, 1-unit 13amp (230v) power point, 2-unit folding chair, 1-unit information counter, 1-unit waste paper basket, partition & needle punch carpet.
- **Bare Space** : **Nothing will be provided**. Exhibitors are responsible to carpet the floor. A copy of the design must be submitted to the Official Contractor for approval before construction can commence. A refundable Performance Bond of RM5,000 is required.

We hereby confirm our participation as an Exhibitor at **EDUCATION & FURTHER STUDIES FAIR 2020** and accept the Contract Terms as stipulated in clauses 1 to 19.

NAME : \_\_\_\_\_  
DESIGNATION : \_\_\_\_\_  
DATE : \_\_\_\_\_

AUTHORISED SIGNATURE & OFFICIAL COMPANY STAMP

# PARTICIPATION CONTRACT TERMS

## 1. TERMS OF REFERENCE

The term "Contract" means the contract for participation space/booth at the Fairs entered into between the Organiser and the Exhibitor which incorporates the rules, regulations and conditions of participation.

The "Contract Form" represents the application for participation and is also the official participation contract form.

The term "Fair" represents the "Education & Further Studies Fair". Exhibitions referred to on the application for participation and contract form. The term "Exhibitor" includes all employees, representatives and agents of any organisation, company, partnership, firm or individual to whom space has been allocated for the purposes of the Fairs.

The term "Organisers" represents Sureworks Sdn Bhd.

The term "Venue" refers to the respective Fair venues. The term "Centre" represents the management of the respective Fair premises.

## 2. APPLICATION FOR PARTICIPATION

All applications for participation shall be made on the prescribed Contract Form and submitted to the Organisers. The submission of such form shall be deemed as confirmation of participation, and acceptance by the Exhibitor of the Participation Contract Terms. The Organisers reserve the right to accept or refuse any application without disclosing to the Exhibitor any reasons thereof.

## 3. PARTICIPATION PAYMENT SCHEDULE

Full payment of participation charges (include rental of space/booth) is payable by the Exhibitor to the Organisers upon submission of the signed and completed Contract Form.

## 4. ASSIGNMENT OF EXHIBITION SPACE/BOOTH

Space/booths are assigned by booth balloting. The Organisers shall have the final discretion on decisions made on any disputes arising from this practice.

The Organisers reserve the right to limit the area size applied for and shall have the final say in the positioning or the re-positioning of space/booth assigned to the Exhibitor.

## 5. CANCELLATION AND PAYMENT DEFAULT

In the event of a participation cancellation or default in payment by the Exhibitor, the Organisers reserve the right, without liability, to terminate the Contract without any refund made. The Organisers shall then have the right to re-assign/re-let the respective space/booth. In the event that the Organisers, having elected to, but not able to re-let the space/booth of a defaulting Exhibitor, the Exhibitor in question shall be liable for payment of the entire assigned costs to the Organisers as liquidated damages for the loss of participation space/booth rental.

## 6. CHANGES AND ALTERATIONS

The Organisers reserve the right to change the venue, date, duration or layout of the Fairs, the size, shape and location of space/booth booked, at any time prior to the commencement of the build-up of the booths, should exceptional circumstances dictate, or to make structural alterations inclusive of entrances and exits. In these cases, the agreement by the Exhibitor to participate and the Contract shall remain in force without any entitlements to claims for compensation or replacements in connection with such changes or alterations.

## 7. CUSTOMISED BOOTH CONSTRUCTION

Exhibitors wishing to construct customised booths are required to engage an approved contractor registered with the Centre. Such customised or special design booths are to be constructed within the assigned space/booth-area rented. The Exhibitor is to ensure that any customised booth construction meets the particular site ceiling height limitations and other specifications determined by the Convention Centre and Organisers.

Exhibitors are also required to submit their special design diagrams and plans to the Organisers' official main contractor at least six (6) weeks before the event for approval. Final approval for any special design rests entirely on the Organisers in consultation with its official main contractor. Refundable Performance Bond of RM5,000 is required.

## 8. BOOTH/SPACE USAGE REGULATIONS

Exhibitors are not allowed to place exhibits, equipment or furniture outside their respective assigned booth area or space, and are not to obstruct the walkways. No alterations or additional work to standard shell booths and their panels are allowed without prior WRITTEN approval from the Organisers. Exhibits or materials which may pose a danger or cause damage are disallowed within the respective Fair premises floor.

Assigned/rented space/booths cannot be sub-let or sub-divided by the Exhibitor without the written consent of the Organisers.

Walls, ceilings, floor, pillars, permanent fixtures or Organisers' fixtures may not be used or disturbed without the written consent of the Organisers.

## 9. SET-UP & DISPLAY REGULATIONS

All Exhibitors moving-in and setting-up on the respective dates must complete their decorating and booth-dressing by the stipulated time set by the Organisers.

All exhibits and presentations during the opening hours of the Fairs should be effectively operational but must not cause a nuisance to other Exhibitors, the Organisers or the visitors. Exhibitors must ensure that their respective booths are appropriately and competently manned. The Organisers reserve the right to take whatever remedial action it deem fit should a complaint be lodged.

## 10. BUILD-UP AND TEAR-DOWN PROCEDURES

Exhibitors are to comply with the build-up and tear-down schedules and procedures issued by the Organisers.

## 11. ELECTRICAL SUPPLY REGULATIONS

All Exhibitors are to comply with the electrical rules & regulations under existing Malaysian laws or according to generally accepted international standards. The Organisers reserve the right to stop all activities of any Exhibitor who is in violation. All Exhibitors must refer to the official main contractor to obtain approval should changes need to be made to the standard-schedule electrical wiring.

The Organisers reserve the right to impose a surcharge (double scheduled rates) on electrical installations of customised booths which are not completed within the stipulated time limit. Electrical supply and service, however, will not be guaranteed for such booths.

## 12. FIRE REGULATIONS

All materials used in the booth construction must comply with government regulations on fire safety. The Organisers reserve the right to stop any activity that is a potential fire hazard. Exhibitors are to make their own arrangements for special fire extinguishing facilities as required.

## 13. SECURITY

General security shall be provided by the Centre outside the respective Fair premises, with the hall being secured before and after the opening hours.

However, Exhibitors are solely and fully responsible for the security of their respective booth, display and property, and should take insurance against loss or damage. The property of an Exhibitor is understood to remain in its own care, custody, and control in transit to or from or within the confines of the respective Fair premises. Participating Exhibitors shall indemnify the Organisers, its officers or any appointed agents against any claims and responsibility arising from issues of security.

## 14. CLEANING

The Centre will provide routine general cleaning services throughout the exhibition period. All Exhibitors are to take responsibility for the removal of their construction and storage materials and the daily cleaning and maintenance of their space/booths.

## 15. DAMAGE LIABILITY

Exhibitors are liable and responsible for any damages to the respective Fair premises, other exhibitors and their exhibits, or common property, caused by themselves, their contractors or their agents.

## 16. INSURANCE COVER & INDEMNITY

It is recommended that all Exhibitors take up all-risks, public liability, third party and other insurance cover against any claims which may arise from injury to persons or loss of property in their respective space/booths throughout the duration of the exhibition. The Organisers and the Centre shall not be held responsible in any circumstance that may arise, and that they be duly indemnified by the Exhibitors against any injury or loss arising from the Exhibitors' participation in the Fairs.

## 17. INTERPRETATION

The Organisers reserve the right to make such changes, amendments and additions to these participation terms as and when considered necessary for the proper conduct of the Fairs. The interpretation of any contractual term, condition or regulation rests entirely with the Organisers, and whose decision shall be final and binding.

## 18. DISPUTES & ARBITRATION

Any unresolved disputes between Organisers and Exhibitors shall be referred to a mutually-acceptable independent arbitrator operating under the Malaysian law.

## 19. LIABILITY WAIVER

The Organisers shall not be liable for failure to perform its obligations under this Contract as a result of strikes, riots, acts of God, or any other causes beyond its control. The rights of Organisers under this Contract shall not be deemed waived except as specifically stated in writing and signed by an authorised officer of the Organisers.