

# 24<sup>th</sup> International Harm Reduction Conference 2015

18 – 21 October 2015

Hotel Royale Chulan, Kuala Lumpur, Malaysia.

<b>Form 1 a :</b> <b>BARE SPACE STAND /</b> <b>UPGRADED SHELL SCHEME</b> (Compulsory to Bare Space Stand / Upgraded Shell Scheme Exhibitor / Appointed Contractor)	Return this form to : <b>INNOGEN SDN BHD</b> Tel: +60 3-8961 1108 Fax: +60 3-8961 0103 Email: info@innogen.com.my
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Please tick ( ✓ ) as appropriate :

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

**Deadline: 15 Sept 2015**

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

#### Details of Stand Fitting Contractor / Stand Decorator

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

No.	Item	Unit Price (RM)	Total Booth Area	Total (RM)
1	Refundable Performance Bond	RM 3,000.00	36 sqm & below	
		RM 5,000.00	37 sqm – 72 sqm	
		RM 10,000.00	73 sqm & above	

\*GST not applicable to above RPB.

2	Non-Refundable Administration Fees	RM 10.00 /sqm (min levy of RM 100.00)	sqm	
<b>GST 6% (RM)</b>				
<b>Grand Total (RM)</b>				

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

#### Important Note !

- For Bare Space Stand and Upgraded Shell Scheme, kindly email a set of detailed scaled, dimensional and perspective drawings showing the proposed design of the booth in jpeg file to the Official Contractor (info@innogen.com.my).
- All Independent Contractors must place the following before you are allowed to move-in and perform any construction inside the hall.
  - Non-Refundable Administration Fees
  - Refundable Performance Bond
  - Indemnity Form (To ensure guarantee of conduct, proper schedule of production and observance of the exhibition and the hall rules and regulations.)
- Goods & Service Tax (GST) at 6% to be charged upon implementation by the Malaysian Government effective 1st April 2015.

• **Payment should be in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.**

**\*\*Please fax to us a copy of your payment slip for confirmation.**

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

- This is not an invoice.**  
**Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.**  
**All cancellations must be made in writing to INNOGEN SDN BHD.**

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

Company Name	Booth No
Address	
Tel	Fax
E-mail	Date
Person In-charged	Signature & Co. Stamp

Organiser: Harm Reduction International