

24th International Harm Reduction Conference 2015

18 – 21 October 2015

Hotel Royale Chulan, Kuala Lumpur, Malaysia.

Form 1b :

INDEMNITY FORM

(Compulsory to Bare Space Stand / Upgraded Shell
Scheme Exhibitor / Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Rules & Regulations to All Non-Official Contractor

Deadline: 15 Sept 2015

Show Name : 24th International Harm Reduction Conference 2015

Build-Up : 17th October 2015 (9.00am – 6.00pm)*

Teardown : 21st October 2015 (4.00pm – 8.00pm)*

** Organiser reserves the right to change on the schedule and any update will inform accordingly.*

The stand structure / integrity will be the responsibility of the stand builder and subject to on-site supervision if necessary. All temporary structure build for exhibitions or events must possess adequate strength and stability and functioning during construction and throughout the duration of the event. The designs of a temporary structure are to be constructed in a manner that poses no danger to public, employee or contractor safety at any time.

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

Part 1 : General Rules and Regulations

1. All non-official contractors are required to registered with the Official Main Exhibition Contractor.
2. No build-up materials be allowed to pile into the aisle/gangways, obstruct fire exit door and fire fighting equipment . Please remember to keep your entire materials inside your stand at all times.
3. A covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
4. No consumption of food items is allowed in the Hall.
5. Material used for lining, drapes or overhead structure or as part of the theme or display to the 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 persons under 18 years old age 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 must wear a pass supplied by the Event Organiser or the Official Exhibition Contractor all the times when entering the Centre.
9. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
10. Activities, which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricated off site and no major painting is permitted.

24th International Harm Reduction Conference 2015

18 – 21 October 2015

Hotel Royale Chulan, Kuala Lumpur, Malaysia.

Form 1b :

INDEMNITY FORM

(Compulsory to Bare Space Stand / Upgraded Shell
Scheme Exhibitor / Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

11. Proper scaffolding, including ladders and work platforms, must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
12. Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel may be evicted from site.
13. Any person caught committing unsafe work practises and or non-compliance activities will be prohibited from working in exhibition area.

Part 2 : 24th International Harm Reduction Conference 2015 – Construction Rules and Regulations

- All partition wall above 2.44m which is facing the neighbor booths or aisle must be nicely clad and painted finish, if any.
- Maximum structure height is 4m.
- Strictly no sawing in the hall.
- For any platform proposed in the stand design, round edge is required at the four corners of platform. The "Caution Tape" at your own cost is deem necessary at all edging of platform that may caused hazard to the visitors.
- Kindly ensure all lighting cable/wire come with earth clamp connector and it must be earthed, especially apply to metal structure design include truss system.
- In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof on-site, if any.
- No blockage to Entrance/Exit Doors/Fire Hose Reel/Fire Extinguisher - No materials/ products are allowed to be put at doorway during set up or tear down as part of clearance for emergency exit route. Your cooperation is greatly appreciated.
- Clearance of construction waste materials and paint - kindly ensure your workers to clear all the waste construction materials / paint from the exhibition area or loading bay during installation and tear down. It is the responsible of the appointed contractor of the above mentioned requirement. Any materials found not disposed off or disposed in the Venue's dustbin skip will be charged a disposal fee and deducted from the performance bond accordingly.
- Kindly ensure your booth does not exceed the booth area as it is strictly not allowed.
- Lighting Plan & Order - Kindly submit the electrical order and lighting plan. Please ignore this if you have already submitted.
- Admin Fee and Performance Bond - Kindly submit the form for admin fee and performance bond. Please ignore this if you have already submitted.

24th International Harm Reduction Conference 2015

18 – 21 October 2015

Hotel Royale Chulan, Kuala Lumpur, Malaysia.

Form 1b :

INDEMNITY FORM

(Compulsory to Bare Space Stand / Upgraded Shell
Scheme Exhibitor / Appointed Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

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 .

Name :

Designation:

Date:

Company stamp :

** Please return the above acknowledged copy via email (scan copy) or fax.*

** Should there be any non-conformance activities found during the build-up & teardown period, it will be reported to Organiser and Venue for further actions.*

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

24th International Harm Reduction Conference 2015

18 – 21 October 2015

Hotel Royale Chulan, Kuala Lumpur, Malaysia.

Form 1b :

INDEMNITY FORM

(Compulsory to Bare Space Stand / Upgraded Shell
Scheme Exhibitor / Appointed Contractor)

Return this form to :

INNOGEN SDN BHD

Tel: +60 3-8961 1108

Fax: +60 3-8961 0103

Email: info@innogen.com.my