

KUALA LUMPUR CONVENTION CENTRE



**KUALA LUMPUR
CONVENTION CENTRE**

INTERNET SERVICES FORM 2017

Please send the completed form with payment information to:

Exhibition Services
Kuala Lumpur Convention Centre
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia.
Tel: +603 2333 2603
Email: exhservices@klccconventioncentre.com

Event Name	:	
Venue/Hall	:	Event Date
Booth Name	:	Booth No
Onsite Contact Person	:	Mobile

Billing Address

Company Name	:	
Co Registration No	:	GST Registration No
Attention	:	Designation
Address	:	
City	:	Postal Code
State	:	Country
Tel	:	Fax
Email	:	Mobile

Speed	WIFI / WIRED <i>(For Maximum 4 days usage)</i>	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Total (RM)
2MB Dedicated Access	Metro-E Internet Broadband <i>Recommended for light users who need access for emails, light surfing and social networking.</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED (One connection only)	<input type="checkbox"/> 1,166.00	<input type="checkbox"/> 1,399.20	<input type="checkbox"/> 1,515.80		
4MB Dedicated Access	Metro-E Internet Broadband <i>Recommended for social networking, uploads and downloads video and light video viewing.</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED (One connection only)	<input type="checkbox"/> 2,332.00	<input type="checkbox"/> 2,798.40	<input type="checkbox"/> 3,031.60		
6MB Dedicated Access	Metro-E Internet Broadband <i>Recommended for social networking, uploads and downloads video and light video viewing.</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED (One connection only)	<input type="checkbox"/> 3,498.00	<input type="checkbox"/> 4,197.60	<input type="checkbox"/> 4,547.40		
2MB / 4MB / 6 MB	Additional Internet usage - Above 4 days <input type="checkbox"/> 233.20 per day		Please indicate the date:			

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Speed	WIFI (For Maximum 4 Days Usage)	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Total (RM)
2MB Single Access (Shared Throughout the Centre)	WIFI Broadband - Single Access <i>For general website surfing and email checking. Not suitable for connection to server or online presentation.</i>	<input type="checkbox"/> 139.31	<input type="checkbox"/> 167.18	<input type="checkbox"/> 181.11		

Note: Wireless Internet (Single Access) will be disconnected if idle for 15 minutes.

Miscellaneous (Per Connection for One Time Charge)	Incentive Rate*	Standard Rate*	Onsite Rate*	Unit	Date Required	Total (RM)
Line Relocation Charge	N/A	N/A	<input type="checkbox"/> 256.52			
Additional Wired Connection	N/A	<input type="checkbox"/> 192.39	N/A			
VLAN Charges (Split Network Access-multiple rooms)	N/A	<input type="checkbox"/> 583.00	N/A			
* All prices are in Ringgit Malaysia						TOTAL

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Fair Use Policy

- Heavy usage on the internet and excessive amount of data transfer will cause traffic congestion on the Centre's network. Since broadband is on a best sharing basis and to ensure the user experience is not compromised, the Centre applies the Fair Use Policy in order to continue providing optimum internet experience to all guests.
- A dedicated internet leased line is recommended for any event where guests require a dedicated connection with 1:1 service and exclusive access to the bandwidth. Please order the dedicated internet leased line 14 working days prior to the event date.

Notes

- Metro E Description:** This is a dedicated Metro-E internet type connection with pre-configured DHCP LAN (Local Area Network) and port address translation (PAT). There is NO firewall usage for this connection.
- The completed order form must be **submitted with a booth design and super-imposed floor plan** to clearly indicate the exact communication line location(s) and must be received by the Centre 14 days before the build-up date.
- All communication lines will be placed inside the booth if the exact location(s) are not given.
- Relocation charges will apply if the line(s) require shifting.**
- Due to the nature of the service and risk factors beyond the Centre's control, the Centre cannot guarantee that the services will be free from any fault, error or interruption. The Centre shall not be liable nor held responsible for any delay or failure in communication whatever and as a result of circumstances beyond the Centre's control.
- All devices that are used on the network for internet access requires an IP Address that is assigned by the Centre's IT Department.
- The WIFI password will be delivered to the exhibitor's booth on the last day of the build-up.**
- Wireless Internet (Single Access) will be disconnected if idle for 15 minutes.
- No refunds will be made for services installed and not used during the Event.
- Late order(s) is subject to availability.

Terms and Conditions

- INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION FORMS** are received a minimum of fourteen (14) days prior to the event move-in date. **STANDARD RATES** and **ONSITE RATES** will apply after the deadline. **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least seven (7) days before the event date, failing which your payment will be forfeited.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show's closing date.
- An invoice will be provided within fourteen (14) days of the show's closing date.
- Prices are inclusive of 10% service charge and 6% Goods and Services Tax (GST).**
- The prices quoted above are subject to change without prior notice.**

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Payment

- Payment option:-

Cash
 Cheque/ Bank Draft
 Telegraphic Transfer
 Credit Card

- All cheques or bank drafts are to be made out to “**CONVEX MALAYSIA SDN BHD**”.
- Only crossed cheques issued by a Malaysian bank are accepted.
- If payment is by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip. Banking details are as follows:-

BANKING DETAILS	
Bank : CIMB Bank Berhad	Account Number : 80-0104209-3
Account Name : Convex Malaysia Sdn Bhd	Bank Address : Kuala Lumpur City Centre,
Swift Code : CIBBMYKL	50088 Kuala Lumpur

- If payment is by credit card, please email a **clear photocopy of the front and back of the credit card** to exhservices@klccconventioncentre.com. Failure to do so will result in unprocessed applications by both the Centre and the Card Company and your order(s) will be deemed invalid.
- Personal Data:** We use your personal data to provide better customer service. By providing personal data, you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice on http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

CREDIT CARD PAYMENT AUTHORISATION

I _____ Mykad/Passport No _____, hereby authorise CONVEX MALAYSIA to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express
 MasterCard
 Visa

Credit Card No :

ID No : Expiry Date : / /

Amount (RM) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +603 2333 2603

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (KUALA LUMPUR CONVENTION CENTRE)
Name: Signature: Date: Company Stamp:	Date Received: