

KUALA LUMPUR CONVENTION CENTRE



KUALA LUMPUR
CONVENTION CENTRE

TELECOMMUNICATIONS FORM 2017

Please send the completed form with the 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	:			
Co Registration No	:		GST Registration No	:
Attention	:	MR / MS	Designation	:
Address	:			
City	:		Postal Code	:
State	:		Country	:
Tel	:		Fax	:
Email	:		Mobile	:

Telephone Service (Per Connection for 4 Days)	Unit	Incentive Rate*	Standard Rate*	Onsite Rate*	Total (RM)
Local Line (Installation Fee + Maximum 4 Days Usage)		<input type="checkbox"/> 603.99	<input type="checkbox"/> 724.79	<input type="checkbox"/> 785.18	
Fax Line without Fax Machine (Installation Fee + Maximum 4 Days Usage)		<input type="checkbox"/> 603.99	<input type="checkbox"/> 724.79	<input type="checkbox"/> 785.18	
Credit Card Line without Terminal Equipment (Installation Fee + Maximum 4 Days Usage)		<input type="checkbox"/> 603.99	<input type="checkbox"/> 724.79	<input type="checkbox"/> 785.18	
IDD Direct Line (Installation Fee Only)		<input type="checkbox"/> 452.41	<input type="checkbox"/> 542.89	<input type="checkbox"/> 588.13	
* Additional Usage (Phone/Fax/Credit Card) Above 4 Days		<input type="checkbox"/> 60.63 per day	Day :		
Line Relocation Charge		N/A	N/A	<input type="checkbox"/> 256.52	
TOTAL					
* Deposit for Telephone Handset is RM1,500.00nett					
* Deposit for IDD Usage is RM2,500.00nett					
TOTAL					

* All prices are in Ringgit Malaysia

SERVICES WILL NOT BE RENDERED UNTIL FULL PAYMENT IS RECEIVED

Notes

- The completed order form must be submitted with a **booth design / layout specifying 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 after installation has been completed.
- 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.
- Credit card machines and activation credit card lines will require prior notification to the **Bank concerned**, to be initiated solely by the exhibitor.
- The Centre will provide the direct telephone line for credit card terminals without going through the PABX or keyphone systems.
- A deposit (as above) must be placed for IDD Direct Line usage and telephone handset. A deposit must be place for Local Line telephone handset.

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- The deposit shall be refunded via an Electronic Fund Transfer (EFT) to your account within 14 working days of the centre's receipt of the duly completed and signed EFT form. A refund will be made upon receipt of full telephone bill payment.
- No refunds will be made for services installed and not used during the Event.
- **The rates are based on 4 days package.**
- The provision for all equipment and services are 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.**

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 :

Amount (RM) : _____ Expiry Date : _____ / _____ / _____

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:	Date Received:
Signature:	
Date:	
Company Stamp:	