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ORGANISED BY THE MINISTRY
OF HIGHER EDUCATION

EXHIBITOR GUIDE

CONTACT LIST

ORGANIZER :



MINISTRY OF HIGHER EDUCATION

Ministry of Higher Education

No. 2, Tower 2, Jalan P5/6, Precinct 5, 62200 Putrajaya, Malaysia

Contact: Mr Vinod A/L Mathialakan

Contact No: +603 8870 5383

CO-ORGANIZER :



BRITISH MALAYSIAN CHAMBER OF COMMERCE BERHAD (BMCC)

No 02-B, Menara IQ, Lingkaran TRX, Tun Razak Exchange, 55188 Kuala Lumpur

Contact : Mr Yoong Hau Wei

Contact No : +6012 568 3393

Email : young@bmcc.org.my

VENUE :



World Trade Centre Kuala Lumpur (WTCKL)

41, Jalan Tun Ismail, Chow Kit, 50480, Kuala Lumpur

Contact No : +603 2614 6999

OFFICIAL CONTRACTOR :



WB EVENT AND MANAGEMENT SDN BHD

Lot No.3, Jalan Perindustrian 4/KU8, Kawasan Perindustrian Meru Selatan,
41050, Klang, Selangor

Contact No : +6012 565 7736

Email : wbeventofficial@gmail.com

EXHIBITOR SERVICES:

CONTACT : Mr Firdaus Hamizan

CONTACT : Mrs Husna

Contact No : 012-565 7736

Contact No : 010-201 1508

EXHIBITION SCHEDULE

| DATE | DESCRIPTION | TIME |
|-------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| EXHIBITION SETUP | | |
| 25 October 2024 (Friday) | Official Contractor Move-in Non-official Contractor Move-in Exhibitor Move-in | 07:00 am - 10:00 pm 12:00 pm - 10:00 pm 02:00 pm - 10:00 pm |
| EXHIBITION SHOW DAY | | |
| 26 October 2024 (Saturday) | Exhibition Hall Open to Exhibitors Exhibition Hall Open to Visitors | 07:00 am - 10:00 pm 08:00 am - 06:00 pm |
| EXHIBITION DISMANTLE | | |
| 26 October 2024 (Saturday) | Exhibitors Move-out Structure Dismantle & Move-out | 07:00 pm - 08:00 pm 08:00 pm - 12:00 am |

NOTE:

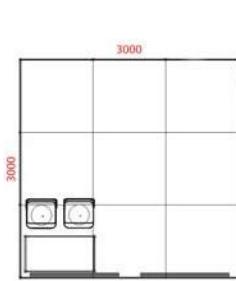
1. The schedule above is subject to change without prior notice.
2. Contractors' wristband can be collected at registration counter on **25 October 2024**.
3. Only contractors with wristband are allowed entry to the exhibition halls.
4. All contractors entering the halls must adhere to the following dress code at all times during build-up and move-out period:
 - Proper attire when entering and working in the Venue and at the surrounding areas of the Venue such as no slippers, no torn clothes and with PPE (Personal Protective Equipment) where necessary.
 - Please ensure that footwear is fully covered.
5. Usage of trolleys are strictly not allowed within the venue's foyer area and passenger lift.
6. Parking at the loading areas is strictly not allowed, only loading/ unloading is permitted. Move out your vehicle after you finish unloading. Vehicle will be clamped if you do not follow and or leave it unattended.
7. Exhibitors and non-official contractors will be given the move-in & move-out vehicle entry permit and loading/unloading instruction via email, upon clearance of all outstanding payment and approval of stand design.
8. All exhibit items must be cleared from the stand on move-out day. Any items or debris left in the hall after 11:59pm 26 October 2024 will resulted in a penalty fee and a charge for disposal.
9. It is compulsory for all bare space exhibitor to notify the main contractor upon completion of moving out their items to ensure there is/are not defect(s) in the hall.

STANDARD BOOTH CHECKLIST AND GUIDELINES

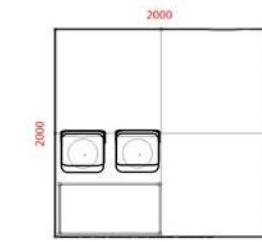
1. For shell scheme booth, no additional booth fittings or displays may be attached to the structure except for those approved by the Organiser.
2. No painting, wall papering or pasting of panels is allowed. Exhibitors who wish to have such works done on the panels must inform the Official Contractor, who will provide a quotation and carry out the work.
3. No freestanding structure exceed or extend beyond the boundaries of the size allocated.
4. Exhibitor occupying the corner stand is not permitted to close any part of the corner
5. No financial credit will be given for any shell scheme package item not utilized.

Standard Booth Structure

Each standard booth structure is equipped with:



Standard Booth



Indie Booth



Wall: 2.44m (8ft) high white laminated 3mm thick plywood panels joined by aluminum section. Each panel is 1m wide.

Fascia Board: 350mm (1ft) high with company name and booth number. Aluminum frame, letters on infill panels.

Lightings: 2 units (standard abooth) / 1 unit (indie booth) fluorescent tube mounted behind fascia.

Power Socket: 1 unit of 13amp power point (single-phase-230v, not for lighting use).

Furniture: 1 unit of information desk and 2 units of folding chairs.

Posters and Decorations

1. Strictly NO nailing, stapler gun, glue, and painting or any other materials/tools that will damage the aluminum frame, laminated wall partition, furniture, and all rental items.
2. Neither fittings, displays or self-adhesive stickers / signs may be attached to or suspended from the pillars / ceiling of any part of the exhibition halls, nor any item be nailed, screwed, drilled or punched into the floor. Any damaged caused will be borne by exhibitor.
3. Dismantling of poster, decorations, etc. is required immediately after the end of the exhibition.
4. Exhibitors contravening the rules will be charged cleaning fees / penalty fees at our discretion. Types of tapes allow: cloth tape and acrylic tape only



FORM 1: FASCIA & LISTING NAME

Please send completed form to: wbeventofficial@gmail.com

(This form must be completed and returned by all exhibitors.)

**DEADLINE:
18 Oct 2024**

Company Name/Listing

Please fill in the company name (standard booth & Indie booth exhibitor) and company listing name (raw space exhibitor):

EXHIBITOR'S INFORMATION

COMPANY NAME:

BOOTH NO : _____

PERSON-IN-CHARGE:

DESIGNATION : _____

EMAIL :

MOBILE NO : _____

SIGNATURE & COMPANY STAMP:

DATE :

1. **What is the primary purpose of the study?** (e.g., to evaluate the effectiveness of a new treatment, to explore the relationship between two variables, to describe a population, etc.)

FORM 2: EXHIBITOR ADMIN FEE

Please send completed form to: wbeventofficial@gmail.com

(This form must be completed and returned)

**DEADLINE:
18 Oct 2024**

EXHIBITOR'S INFORMATION

EXHIBITOR NAME : _____

BOOTH NO : _____

COMPANY NAME: _____

PERSON-IN-CHARGE: _____

DESIGNATION : _____

EMAIL : _____

MOBILE NO : _____

ADDRESS: _____

SIGNATURE & COMPANY STAMP:

DATE : _____

ADMIN FEE

| | DESCRIPTION | COST (RM) | UNIT | TOTAL (RM) |
|-------------------|------------------------------------------------------------------------------------|--------------------------|------|------------|
| 1 | Administrative Fee (including contractor wristband for setup & dismantle) | RM 1,500.00 Per 3mX3m | | |
| TOTAL (RM) | | | | |

Note:

1. Admin Fee charges of RM1500.00 per 3m x 3m (non-refundable) to Exhibitor.
2. Payment shall be payable to **WB EVENT AND MANAGEMENT SDN BHD, PUBLIC BANK**, Account Number: 3204562612
3. If payment is via bank transfer, please send the payment slip and form to: wbeventofficial@gmail.com
4. All payment must be made before Vehicle Entry Permit (VEP) and contractor's wristbands can be released to respective exhibitor.

FORM 3: ELECTRICAL RENTAL

Please send completed form to: wbeventofficial@gmail.com

**DEADLINE:
18 Oct 2024**

BILLING INFORMATION

COMPANY NAME: _____

BOOTH NO : _____

PERSON-IN-CHARGE: _____

DESIGNATION : _____

EMAIL : _____

MOBILE NO : _____

ADDRESS: _____

The standard shell scheme booth includes two (2) fluorescent tube for every 9 square meter booth. ONLY ORDER YOUR ADDITIONAL REQUIREMENTS.

| DESCRIPTION | BEFORE 18/10 | AFTER 18/10 | QTY | TOTAL (RM) |
|----------------------------------------------------------------------------|-----------------|----------------|-----|------------|
| 1. LED Long Arm Spotlight (10W) White | RM 110.00 | RM 165.00 | | |
| 2. LED Long Arm Spotlight (10W) Warm | RM 110.00 | RM 165.00 | | |
| 3. LED Spotlight (10W) White | RM 100.00 | RM 150.00 | | |
| 4. LED Spotlight (10W) Warm | RM 100.00 | RM 150.00 | | |
| 5. Metal Halide (50W) White | RM 290.00 | RM 435.00 | | |
| 6. Metal Halide (50W) Warm | RM 290.00 | RM 435.00 | | |
| 7. LED Downlight (15W) 6"D White | RM 170.00 | RM 255.00 | | |
| 8. LED Downlight (15W) 6"D Warm | RM 170.00 | RM 255.00 | | |
| 9. LED Downlight (9W) 3.5"D White | RM 130.00 | RM 195.00 | | |
| 10. LED Downlight (9W) 3.5"D Warm | RM 130.00 | RM 195.00 | | |
| 11. 1m Track Light Bar with 3 x 10W LED Track Light - White | RM 290.00 | RM 435.00 | | |
| 12. 1m Track Light Bar with 3 x 10W LED Track Light - White | RM 290.00 | RM 435.00 | | |
| 13. 18W LED Fluorescent Light (white) with Casing - not for lightbox usage | RM 90.00 | RM 135.00 | | |
| 14. 4ft LED T5 Slim Light Fitting (White) | RM 110.00 | RM 165.00 | | |
| 15. 13A Power Point - Not for Lighting Use (300W) | RM 90.00 | RM 135.00 | | |
| 16. 13A Power Point (24 hours) - Not for Lighting Use (300W) | RM 180.00 | RM 270.00 | | |
| 17. 15A Power Point - Not for Lighting Use (Max 1000W) | RM 200.00 | RM 300.00 | | |
| 18. 15A Power Point (24 hours) - Not for Lighting Us (Max 1000W) | RM 400.00 | RM 600.00 | | |
| 19. Lighting Connection (Max 100W per fitting/tube) | RM 90.00 | RM 135.00 | | |

FORM 3: ELECTRICAL RENTAL (PAGE 2)

Please send completed form to: wbeventofficial@gmail.com

**DEADLINE:
18 Oct 2024**

| DESCRIPTION | BEFORE 18/10 | AFTER 18/10 | QTY | TOTAL (RM) |
|-------------------------------------------------------------|--------------|-------------|-----|------------|
| 20. LED Bulb/Tube Connection (per bulb/tube per connection) | RM 90.00 | RM 135.00 | | |
| 21. LED Strip Connection per meter Run (per Connection) | RM 90.00 | RM 135.00 | | |
| 22. Temporary 13A Power Point (For Build-up Only) | RM 240.00 | RM 360.00 | | |
| 23. 30A TPN Isolator - 415/50Hz (max 12kW) | RM 1,800.00 | RM 2,700.00 | | |
| 24. 60A TPN Isolator - 415/50Hz (max 24kW) | RM 3,800.00 | RM 5,700.00 | | |
| TOTAL (RM) | | | | |

| | | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |
| LED Spotlight | LED Long Arm Spotlight | Downlight | Fluorescent | Metal Halide |

NOTE:

1. All items are on rental basis and the exhibitors have to be responsible and liable for the damage and loss. No exchange, transfer or refund on paid orders.
2. Late orders (received after 18 October 2024) are subject to stock availability. Priority will be given to advance orders.
3. If selected item is not available, we shall offer comparable product subject to stock availability.
4. Order received after the deadlines are subject to an additional 50% late-order surcharge.
5. A 100% surcharge will be imposed for orders received onsite.
6. **Wb Event and Management Sdn Bhd** reserves the rights not to provide any unpaid orders.
7. Order is valid only when accompanied by full remittance. Please send the payment slip to wbeventofficial@gmail.com
8. Payment shall be payable to **Wb Event and Management Sdn Bhd**, Public Bank, Account Number: 3204562612
9. Power sockets are strictly not permitted for light fittings.
10. A socket must be used for one device at a time. The use of multiple socket outlets or extension cords are strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.
11. Exhibitors who provide their own lighting features in the stand will be charged with lighting connection.
12. Light fixtures in the light box will be charged with lighting connection as well.
13. Connectors or joints and wiring from the power point to the exhibits are to be provided by exhibitors.
14. Lighting connection point is not inclusive of wiring distribution for individual devices.
15. All non-official contractors are compulsory to order temporary 13amp power point for setup purposes.
16. Single line drawing must be submitted with order of isolator for LED Wall.

FORM 4: FURNITURE RENTAL

Please send completed form to: wbeventofficial@gmail.com

**DEADLINE:
18 Oct 2024**

BILLING INFORMATION

COMPANY NAME: _____

BOOTH NO : _____

PERSON-IN-CHARGE: _____

DESIGNATION : _____

EMAIL : _____

MOBILE NO : _____

ADDRESS: _____

The standard shell scheme booth includes two (2) folding chairs and one (1) info table for every 9 square meter booth. ONLY ORDER YOUR ADDITIONAL REQUIREMENTS.

| DESCRIPTION | BEFORE 18/10 | AFTER 18/10 | QTY | TOTAL (RM) |
|----------------------------------------------------------|--------------|-------------|-----|------------|
| 1. System Showcase 500: 0.5m L x 0.5m W x 2m H | RM 380.00 | RM 570.00 | | |
| 2. System Showcase 1000: 1m L x 0.5m W x 2m H | RM 500.00 | RM 750.00 | | |
| 3. Low Glass Showcase: 1m L x 0.5m W x 1m H | RM 300.00 | RM 450.00 | | |
| 4. System Counter Two Tier: 1m L x 0.5m W x 1m H | RM 500.00 | RM 675.00 | | |
| 5. Information Counter: 1m L x 0.5m W x 0.76m H | RM 130.00 | RM 195.00 | | |
| 6. Lockable Counter: 1m L x 0.5m W x 0.76m H | RM 150.00 | RM 225.00 | | |
| 7. Display Cube: 0.5m L x 0.5m W x 1m H | RM 200.00 | RM 300.00 | | |
| 8. Tall Round Table: 0.6m D x 1m H | RM 150.00 | RM 225.00 | | |
| 9. Low Round Table: 0.8m D x 0.8m H | RM 120.00 | RM 180.00 | | |
| 10. Glass Round Table: 0.8m D x 0.8m H | RM 180.00 | RM 270.00 | | |
| 11. Chrome Square Coffee Table: 0.5m L x 0.5m W x 0.4m H | RM 110.00 | RM 165.00 | | |
| 12. Counter Bar Stool | RM 150.00 | RM 225.00 | | |
| 13. Oscar Bar Stool | RM 130.00 | RM 195.00 | | |
| 14. White Folding Chair | RM 30.00 | RM 45.00 | | |
| 15. Fibre Chair | RM 100.00 | RM 150.00 | | |
| 16. Single Seat Sofa | RM 300.00 | RM 450.00 | | |
| 17. Display Shelf-flat: 1m L | RM 90.00 | RM 135.00 | | |
| 18. Zigzag Brochure Rack | RM 150.00 | RM 225.00 | | |
| 19. Banquet table with cover | RM 150.00 | RM 225.00 | | |
| TOTAL (RM) | | | | |

| | | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |
| Information Counter: 1m L x 0.5m W x 0.76m H | Lockable Counter: 1m L x 0.5m W x 0.76m H | System Showcase 1000: 1m L x 0.5m W x 2m H | Low Glass Showcase: 1m L x 0.5m W x 1m H |
|  |  |  |  |
| Low Round Table: 0.8m D x 0.8m H | Tall Round Table: 0.6m D x 1m H | Glass Round Table: 0.8m D x 0.8m H | Chrome Square Coffee Table: 0.5m L x 0.5m W x 0.4m H |
|  |  |  |  |
| Display Cube | Counter Bar Stool | Oscar Bar Stool | White Folding Chair |
|  |  |  |  |
| Fibre Chair | Single Seat Sofa | Shelf-Flat | Zig-zag Brochure Rack |

NOTE:

1. All items are on rental basis and the exhibitors have to be responsible and liable for the damage and loss. No exchange, transfer or refund on paid orders.
2. Late orders (received after 18 October 2024) are subject to stock availability. Priority will be given to advance orders.
3. If selected item is not available, we shall offer comparable product subject to stock availability.
4. Order received after the deadlines are subject to an additional 50% late-order surcharge.
5. A 100% surcharge will be imposed for orders received onsite.
6. **Wb Event and Management Sdn Bhd** reserves the rights not to provide any unpaid orders.
7. Order is valid only when accompanied by full remittance. Please send the payment slip to **Wb Event and Management Sdn Bhd**
8. Payment shall be payable to **Wb Event and Management Sdn Bhd**, Public Bank, Account Number: 3204562612
9. **Showcase does not come with lightings. Please order downlight in the electrical order form.**

FORM 5: AUDIO VISUAL RENTAL

Please send completed form to: wbeventofficial@gmail.com

**DEADLINE:
18 Oct 2024**

BILLING INFORMATION

COMPANY NAME: _____

BOOTH NO : _____

PERSON-IN-CHARGE: _____

DESIGNATION : _____

EMAIL : _____

MOBILE NO : _____

ADDRESS: _____

For audio visual equipment not listed below, please contact us for details and quotation.

| DESCRIPTION | BEFORE 18/10 | AFTER 18/10 | QTY | TOTAL (RM) |
|----------------------------------|-----------------|----------------|-----|------------|
| 1. 42" LED TV (without TV stand) | RM 1,300.00 | RM 1,950.00 | | |
| 2. 50" LED TV (without TV stand) | RM 1,800.00 | RM 2,700.00 | | |
| 3. 65" LED TV (without TV stand) | RM 2,800.00 | RM 4,200.00 | | |
| 4. 80" LED TV (without TV stand) | RM 5,500.00 | RM 8,250.00 | | |
| 5. TV Floor Stand | RM 120.00 | RM 180.00 | | |
| TOTAL (RM) | | | | |

NOTE:

1. All items are on rental basis and the exhibitors have to be responsible and liable for the damage and loss. No exchange, transfer or refund on paid orders.
2. Late orders (received after 18 October 2024) are subject to stock availability. Priority will be given to advance orders.
3. If selected item is not available, we shall offer comparable product subject to stock availability.
4. Order received after the deadlines are subject to an additional 50% late-order surcharge.
5. A 100% surcharge will be imposed for orders received onsite.
6. **Wb Event and Management Sdn Bhd** reserves the rights not to provide any unpaid orders.
7. Order is valid only when accompanied by full remittance. Please send the payment slip to wbeventofficial@gmail.com
8. Payment shall be payable to **Wb Event and Management Sdn Bhd**, Public Bank, Account Number: 3204562612
9. The LED TV requires 13A power point, please order from FORM 3: Electrical Rental.

**DEADLINE:
18 Oct 2024**

FORM 6: PRINTING SERVICES

Please send completed form to: wbeventofficial@gmail.com

BILLING INFORMATION

COMPANY NAME: _____

BOOTH NO : _____

PERSON-IN-CHARGE: _____

DESIGNATION : _____

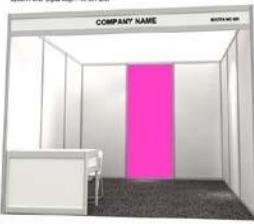
EMAIL : _____

MOBILE NO : _____

ADDRESS: _____

For printing services not listed below, please contact us for details and quotation.

| DESCRIPTION | PRICE (RM) | QTY | TOTAL (RM) |
|------------------------------------------------------------------------------------------------------------------------------------|------------------|-----|------------|
| 1. Inkjet Sticker on System Panel (Size: 950mm W x 2350mm H) <i>Note: Visible aluminium pole between panels</i> | RM 350.00/ panel | | |
| 2. Inkjet Sticker on Compressed Foam (Wall Panel) (Size: 3000mm W x 2500mm H) | RM 1,800/ wall | | |
| 3. Inkjet Sticker on Fascia Board (Size: 2920mm W x 210mm H) | RM 200.00 / side | | |
| 4. Inkjet Sticker on Compressed Foam on Fascia Board (Size: 3000mm W x 350mm H) | RM 300.00 / side | | |
| 5. Inkjet Sticker on Information Counter (Front Only) (Size: 900mm W x 645mm H) | RM 150.00 | | |
| 6. Compressed Foam on Information Counter (Front Only) (Size: 1000mm W x 760mm H) | RM 200.00 | | |
| 7. Inkjet Sticker on Low Glass Showcase (Front only) (Size: 870mm W x 635mm H) | RM 150.00 | | |
| 8. Compressed Foam on Low Glass Showcase (Front Only) (Size: 940mm W x 710mm H) | RM 180.00 | | |
| 9. Inkjet Sticker on High Glass Showcase (Front Only) (Size: 965mm W x 100mm H - Top) (Size: 965mm W x 808mm H - Bottom) | RM 220.00 | | |
| 10. Compressed Foam on High Glass Showcase (Front Only) (Size: 1000mm W x 270mm H - Top) (Size: 1000mm W x 990mm H - Bottom) | RM 280.00 | | |
| 11. Roll-up Bunting (Size: 760mm x 2000mm H) | RM 350.00 | | |
| TOTAL (RM) | | | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |
| Inkjet Sticker on System Panel (Size: 950mm W x 2350mm H) | Inkjet Sticker on Compressed Foam (Wall Panel) (Size: 3000mm W x 2500mm H) | Inkjet Sticker on Fascia Board (Size: 2920mm W x 210mm H) |
|  |  |  |
| Inkjet Sticker on Compressed Foam on Fascia Board (Size: 3000mm W x 350mm H) | Inkjet Sticker on Information Counter (Front Only) (Size: 900mm W x 645mm H) | Compressed Foam on Information Counter (Front Only) (Size: 1000mm W x 760mm H) |
|  |  |  |
| Inkjet Sticker on Low Glass Showcase (Front only) (Size: 870mm W x 635mm H) Compressed Foam on Low Glass Showcase (Front Only) (Size: 940mm W x 710mm H) | Inkjet Sticker on High Glass Showcase (Front Only) (Size: 965mm W x 100mm H - Top) (Size: 965mm W x 808mm H - Bottom) | Roll - up Bunting |

NOTE:

- On-site order is NOT available.*
- Kindly send us the final artwork in AI format and high resolution PDF/JPEG for reference.*
- Late orders (received after 18 October 2024) are subject to production availability.*
- Wb Event and Management Sdn Bhd reserves the rights not to provide any unpaid orders.***
- Order is valid only when accompanied by full remittance. Please send the payment slip to wbeventofficial@gmail.com*
- Payment shall be payable to Wb Event and Management Sdn Bhd, Public Bank, Account Number: 3204562612*