

**NAME OF EXHIBITION :**  
**DATE :**  
**VENUE :**

Please provide us with a quotation based on the following services and specification:

Please Tick( ✓ ):

- Collection from our local office
- Unloading from transport & delivery to stand
- Assist with unpacking
- Removal, storage and return of empty cases
- Repacking
- Removal from stand and loading onto transport
- Delivery to our local address
- All services from local arrival Kuala Lumpur port / airport through to place on stand
- All services from close of show through to delivery FOB Kuala Lumpur port / airport
- Assistance with shipment from.....

**Our exhibit specification is as follows (COMPULSORY FOR EACH SECTION):**

Case No : \_\_\_\_\_  
Dimension (mm) : \_\_\_\_\_  
Gross Weight : \_\_\_\_\_  
Brief Description of Goods : \_\_\_\_\_  
(Please use separate sheet for each exhibit)

**From:**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Contact Person : \_\_\_\_\_

**STAND CONTRACTOR (COMPULSORY):**

Company Name : \_\_\_\_\_  
Person in Charge : \_\_\_\_\_

Positioning exhibit at booth:

1. With Platform  Without Platform  (Exhibit exceed 2001kg must not be on platform)
2. Exact positioning of exhibit at the booth  
(Please attached TOP VIEW booth design / layout with exhibit's exact positioning)

### HEAVY / HAZARDOUS / LARGE EXHIBIT (IF APPLICABLE)

1. Every heavy / hazardous / large exhibits must be presented with their design together with dimension to us.
2. Every Exhibits that exceeded 2001kg and above (per item) will be treated as heavy and large exhibits.
3. Hazardous exhibits should be declared with the Organizer, Venue and also R.E.Rogers (M) Sdn Bhd at least **1 month** before exhibition starts.

\* Please provide picture of exhibits including the packaging details (Please provide pictures of exhibits with / without packaging)

### MECHANICAL EQUIPMENT REQUIRED:

1. Forklift: \_\_\_\_\_ kg
2. Crane: \_\_\_\_\_ kg
3. Other Special Equipment: \_\_\_\_\_

### DURATION OF INSTALLATION REQUIRED:

1. Days: \_\_\_\_\_
2. Hours: \_\_\_\_\_

### SAFETY SPECIFICATIONS (KINDLY INDICATE IF ANY)

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### LAST MINUTE ENQUIRIES

1. Any last minute request for onsite handling service at the venue will be subject to a penalty of **RM200.00**, **excluding** onsite handling charges.
  2. Last minute enquiries during moving in/out day will be treated on a **first-come-first-serve basis**. **All vehicles will need to be registered at the Vehicle Holding Area (VHA)**.
  3. Last minute request for handling of exhibit using forklift / crane is subject to venue and organiser's approval.
  4. Loading/unloading process will be done subject to space **availability** at the loading bay.
- Submission of this form must be made at least 2 weeks before the opening of exhibition. Any late submission of this form will subject to a late surcharge of an additional **RM30.00 / CBM** from the published Onsite Handling Fee.

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Signature & Company Stamp