

**DETAIL OF ORGANISATION**

Organisation Name : .....

Address : .....

Contact Person : ..... Designation : .....

Tel: ..... Fax: ..... Mobile No. : .....

Email : ..... Website : .....

Nature of Business : .....

We, the undersigned, would like to participate as an exhibitor in PIHEC 2018, the exhibition organised by PIHH Development Sdn Bhd (Halal Penang). We request the show management reserve the following exhibit space for our use.

**Important Note:** All intended exhibitors must have a valid Halal Certificate. Exhibitor originating from Islamic-majority countries without a Halal certification must process a Statutory Declaration confirming that the products are in fact Halal according to Syariah.

**BOOTH PRICE**

TYPE OF BOOTH	NO. OF BOOTH	AMOUNT (RM/USD)
<b>MAIN ARENA*</b> Standard Schell Scheme Booth : 3m x 3m Cost for prime booth : RM7000 / USD1650 <b>EARLY BIRD* RM5600</b> Cost for Non prime booth : RM4000 / USD950 <b>EARLY BIRD* RM3200</b>		
<b>CONCOURSE AREA*</b> Standard Schell Scheme Booth : 3m x 3m Cost per booth : RM2800 / USD670 <b>EARLY BIRD* RM 2240</b>		
Local Entrepreneur : 2m x 2m Cost per booth : RM900		
Bare Space (min 18sqm) RM300/ USD90 per sqm		

\* Includes : 300mm fascia board, 1reception table, 2 units of folding chairs, 1 power outlet 13 Amp/230v and 1 unit of wastepaper basket

**BOOK YOUR  
STAND NOW!!**

**20%** *Early Bird Discount* \*  
**by October 2017**

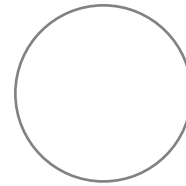
**CLOSING DATE  
30 December 2017**

**PAYMENT TERMS & SCHEDULE :**

Deposit amounting 50% of the total cost participation must be made upon receiving of the invoice and payment details. If payment is not made within 2 weeks (14 days), the organiser has the right to cancel the booking of the booths.

Balance payment must be made before 15th December 2017.

Cancellation : In case of the exhibition space being cancelled by the exhibitor, all deposits and payment will be forfeited automatically by the Organiser



Authorized Signature & Company Stamp

Name : .....

Date : .....

*By signing and returning the registration form, we acknowledge that the terms and condition stated in this form are binding for our company.*

**SPONSORSHIP OPPORTUNITIES**



We would like to be the sponsor, please contact us for more details.

**PAYMENT DETAILS**

Crossed cheque payable to

**PIHH DEVELOPMENT SDN BHD :**

**Bank Details**

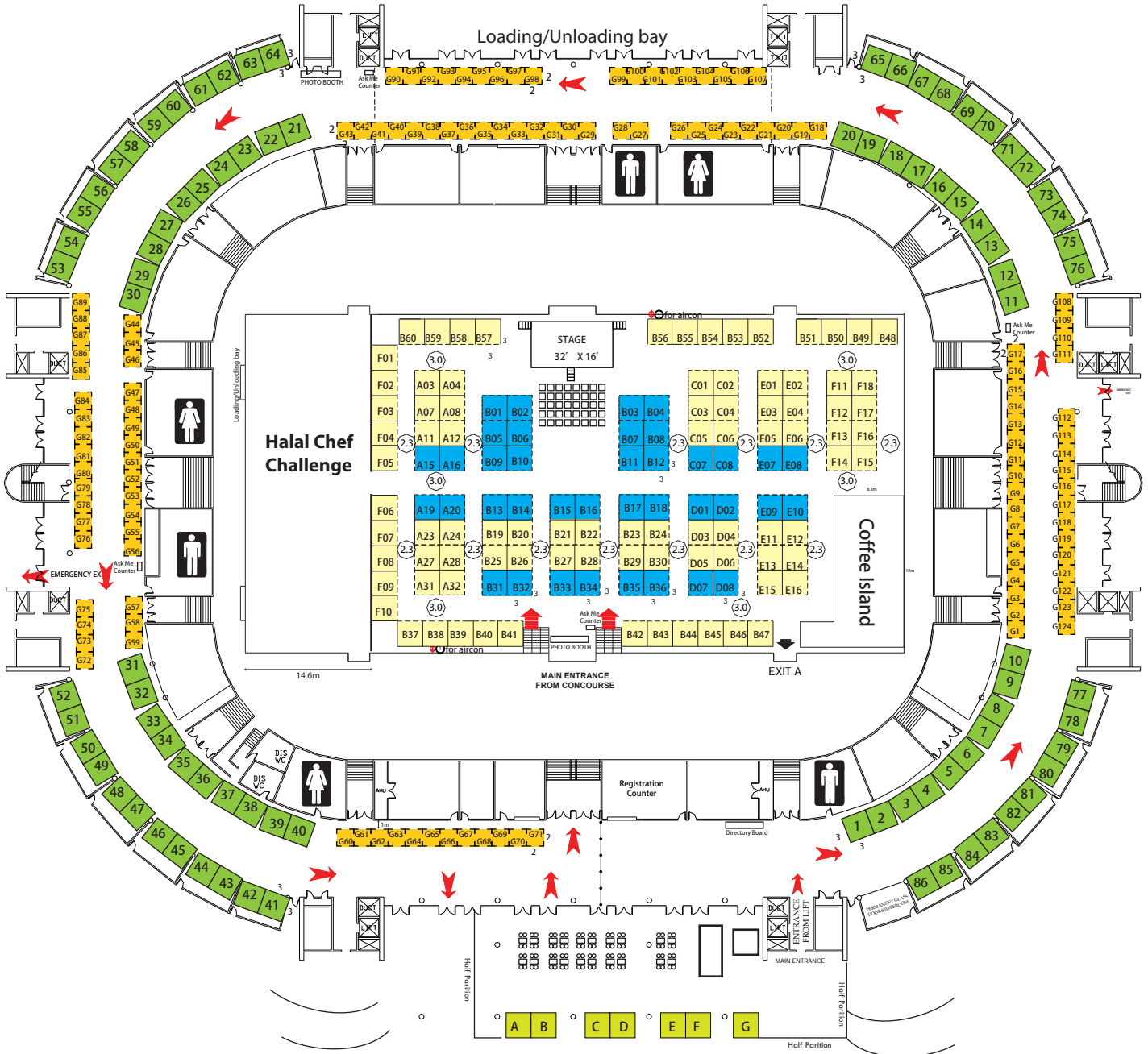
Maybank Berhad  
Penang Road Branch  
10000 Georgetown, Penang

Account No : 5570-5450-1905  
(Maybank)

Swift Code : MBBEMYKLXXX

A copy of bank slip must be faxed to +604-263 5444 or email to pihec@halalpenang.com as proof of payment.

### SETIA SPICE (formerly known as PISA)



### LEGEND

#### Main Arena Level 2

- 3m x 3m = 38 units (prime area)
- 3m x 3m = 88 units

#### Concourse Level 3

- 2m x 2m = 124 units
- 3m x 3m = 86 units

## VENUE *Tempat*

Subterranean Penang International Conference & Exhibition (Setia SPICE) *formally known as PISA*  
Jalan Tun Dr. Awang, Relau, 11900 Penang, Malaysia

The Arena is designated as NON-SMOKING ZONES.  
*Arena ini ditetapkan sebagai ZON LARANGAN MEROKOK.*

## EXHIBITION DATE & TIME *Tarikh dan Masa Pameran*

The Exhibition will be opened daily from Friday, 26 January 2018 to Sunday, 28 January 2018. The Exhibition hall is open to Exhibitors from 9.00am – 9.00pm on show days. The Exhibition hall is open strictly to Trade and Public Visitors daily from 10.00am – 8.00pm.

*Pameran akan dibuka kepada pengunjung setiap hari dari 26 Januari 2018 (Jumaat) sehingga 28 Januari 2018 (Ahad). Pameran akan dibuka kepada para pengunjung setiap hari dari 10.00 pagi sehingga 8.00 malam.*

Exhibitors must open their booth during the designated exhibition times of 10.00am - 8.00pm on show days unless stipulated otherwise by the Event Organiser. Exhibitors are not permitted to close their booth or remove any of the exhibits, display/merchandises from the hall during the exhibition hours.

*Pemamer diwajibkan untuk membuka booth pada masa pameran yang ditetapkan (10.00pagi - 8.00 malam) setiap hari melainkan ditetapkan sebaliknya oleh pihak penganjur. Pemamer tidak dibenarkan menutup booth atau mengeluarkan bahan pameran semasa pameran berlangsung.*

## ADMISSION *Penyertaan*

Trade and public visitors must register at the counter before admission into the exhibition halls during the show opening hours. All exhibitors and visitors should be decently attired.

*Para pengunjung perlu mendaftar di kaunter pendaftaran sebelum masuk ke dewan pameran. Para pengunjung dan pemamer hendaklah sentiasa berpakaian kemas.*

## EXHIBITS *Syarat-Syarat Pempamer*

### Requirement for Halal Certification

1) All products and services showcased at our three-day exhibition are required to be halal-certified to support our objective of increasing public awareness of the diversity and proliferation of halal goods and products waiting to be marketed around the world.

#### 1) *Pensijilan Halal*

*Semua produk, bahan-bahan pameran dan perkhidmatan hendaklah mempunyai sijil halal JAKIM yang sah bagi memenuhi objektif pameran ini. Sijil halal JAKIM hendaklah disertakan bersama-sama dengan borang penyertaan.*

2) Exhibitors are required to attach a valid halal certificate from an authorised body to the organiser as proof. For interested non-halal certified companies, it is compulsory for the company to apply the JAKIM halal certification or certification by other certification bodies recognized by JAKIM'S before participating in the event.

Only companies in the process of applying the JAKIM halal certification and undergoing the halal auditing processes are permitted to participate in the exhibition.

2) *Sijil halal JAKIM hendaklah disertakan bersama-sama dengan borang penyertaan. Bagi syarikat yang tidak mempunyai sijil halal, syarikat tersebut WAJIB memohon sijil halal JAKIM atau badan lain yang diberi kuasa oleh JAKIM sebelum menyertai PIHEC.*

*Hanya syarikat yang dalam proses memohon sijil halal JAKIM dan menjalani proses pengauditan halal dibenarkan untuk mengambil bahagian dalam PIHEC.*

## EXHIBITS *Syarat-Syarat Pempamer*

### ● Failure to Exhibit

Any organisation which, having signed a contract for exhibition space, fails to exhibit on actual day for any reason or decided to withdraw their participation shall be liable for the full amount stated in the contract plus any additional costs incurred by the Organiser. These terms cannot be opposed under any circumstances.

In all cases of an exhibition space being cancelled at the exhibitors' will one (1) day before the said event, all deposits and payment(s) will be forfeited automatically by the Event Organiser.

Upon withdrawal to exhibit company, 3 months (90 days) before the day of the exhibition, a deposit of 30% at the booth must be reimbursed to PIHH Development Sdn Bhd (MAYBANK ACCOUNT: 5570-5450-1905) to defray maintenance cost including the cost of exhibition, set-up, printing & telecommunication.

#### *Kegagalan untuk memamer*

*Syarikat/organisasi akan dikenakan penalti sekiranya menarik diri dari menyertai pameran setelah menandatangani kontrak pengesahan penyertaan. Sekiranya pemamer menarik diri sehari (1) sebelum tarikh ekspso, pihak penganjur tidak akan memulangkan bayaran deposit.*

*Sekiranya pemamer menarik diri tiga bulan (90 hari) sebelum hari pameran, pemamer hendaklah membuat bayaran deposit 30% untuk booth bagi menanggung kos-kos penyelenggaraan. (termasuk kos set-up booth, pencetakan dan telekomunikasi).*

### ● Payment Terms and Condition

Payment may be made by cheque. Cheques must be crossed and made payable to PIHH Development Sdn. Bhd (MAYBANK ACCOUNT: 5570-5450-1905)

Exhibitors will not be allowed to occupy their space or stands until the Event Organiser has received full payment. These terms cannot be varied under any circumstances.

#### *Terma Pembayaran*

*Bayaran boleh dibuat melalui cek. Cek mestilah dipalng dan dibayar kepada PIHH Development Sdn. Bhd. (AKAUN MAYBANK: 5570-5450-1905)*

*Pemamer tidak dibenarkan masuk ke booth sehingga pihak penganjur menerima bayaran penuh bagi booth.*

### ● Payment for Exhibition Space

Deposit of 50% from the booth payment should be made two weeks (14 days) after booking is made and to secure the booth location. The final payment of 50% must be made before 15 December 2017.

#### *Pembayaran bagi ruang pameran*

*Deposit sebanyak 50% daripada pembayaran booth hendaklah dijelaskan dalam masa dua minggu (14hari) bagi mengesahkan tempahan booth. Pembayaran akhir sebanyak 50% lagi hendaklah dibuat dua selewat-selewatnya sebelum 15 December 2017.*

### ● Cancellation of Exhibition Space

In all cases of an exhibition space being cancelled at the exhibitors' will one (1) day before the said event, all deposits and payment(s) will be forfeited automatically by the Event Organiser.

In all cases of an exhibition space being cancelled at the exhibitor's will within 3 months (90 days) before the said event, exhibitors should pay a deposit of 30% of the booth which will include payment for the administrative costs. Administrative costs include; i.e cost for booth set-up, printing and telecommunications).

**Pembatalan ruang pameran**

Sekiranya ruang pameran dibatalkan oleh pemamer/syarikat satu (1) hari sebelum tarikh pameran, semua deposit dan pembayaran tidak akan dipulangkan kepada pemamer.

Sekiranya ruang pameran dibatalkan oleh pemamer dalam masa 3 bulan (90 hari) sebelum tarikh pameran, peserta perlu membayar deposit sebanyak 30% daripada harga booth termasuk pembayaran bagi kos pentadbiran. Kos-kos pentadbiran termasuk kos booth set up, percetakan dan telekomunikasi.

**EXHIBITS** Syarat-Syarat Pempamer

## ● Promotion during Exhibition

On-site promotion is a crucial element to attract visitors to your booth. Exhibitors who wish to promote their products and services (i.e cooking demonstrations/product demonstrations) and occupy the stage, kindly please fill in the **Stage Event and Promotion: Form 1**.

**Promosi**

Promosi dan publisiti yang kreatif adalah elemen penting untuk menarik pengunjung ke booth anda. Pemamer yang ingin mempromosikan produk masing-masing (seperti demonstrasi produk/memasak) dan menggunakan pentas dikehendaki mengisi borang Promosi dan Acara Pentas.

## ● Fire and Safety Regulations

Dangerous Materials - Explosives petrol, dangerous gases or highly inflammable substances are NOT ALLOWED into exhibition hall.

Only electrical appliances can be used for cooking.

**Peraturan Keselamatan**

Bahan berbahaya seperti petrol, gas dan bahan mudah terbakar TIDAK DIBENARKAN di bawa masuk ke dalam dewan pameran.

Hanya peralatan elektrik sahaja yang dibenarkan untuk memasak.

**SECURITY** Keselamatan

- 1) Exhibitors are required to wear the exhibitor passes at all times.
- 2) Exhibitors must be at their booth during exhibition at all times.
- 3) Each organisation/company must send at least two (2) representatives to be on duty at the booth.
- 4) Exhibitors must ensure that the booth is not left vacant at any one time, especially during lunch hour. Officers/staffs are advised to station at the booth on a rotation basis.
- 5) All exhibitors must be well dressed in formal-attire.
- 6) Exhibitors must ensure to provide enough business cards, brochures and other promotional materials for buyers.
- 7) Exhibitors must ensure that booths are presentable at all times.
- 8) Exhibitors must ensure that valuable items are kept in a safe place and are not left unattended.
- 9) Exhibitors are strongly advised to remove from the venue all portable and valuable items at the end of each day when the exhibition closes. The organizers will not be liable for any loss or damage.

- 10) Exhibitors must not cause any damage to existing furniture/equipments provided by the organiser.
- 11) Exhibitors must abide all rules and regulations imposed by the organiser.
- 12) The secretariat will distribute daily sales forms to each booth and exhibitors are required to submit completed forms to the organizers before 6.00pm every day.

- 1) Pemamer dikehendaki mamakai pas pemamer setiap masa.
- 2) Pemamer mestilah berada di booth masing-masing sepanjang berlangsungnya pameran.
- 3) Setiap organisasi/syarikat perlu menghantar sekurang-kurangnya 2 orang wakil untuk bertugas di booth.
- 4) Pemamer perlulah memastikan bahawa booth tidak dibiarkan kosong terutamanya waktu makan tengah hari.
- 5) Pemamer mesti berpakaian kemas dan formal.
- 6) Pemamer dinasihatkan untuk menyediakan kad perniagaan, risalah dan bahan promosi yang mencukupi.
- 7) Pemamer mestilah memastikan booth berada dalam keadaan kemas dan teratur sepanjang pameran berlangsung.
- 8) Pemamer mestilah memastikan barangan berharga disimpan di tempat yang selamat dan tidak ditinggalkan tanpa pengawasan.
- 9) Pemamer dinasihatkan mengeluarkan semua barang berharga dari lokasi pameran pada akhir pameran setiap hari. Pihak penganjur tidak akan bertanggungjawab atas sebarang kerosakan atau kehilangan.
- 10) Pemamer hendaklah memastikan tiada sebarang kerosakan berlaku pada peralatan yang disediakan oleh pihak penganjur.
- 11) Pemamer mestilah mematuhi semua syarat-syarat yang ditetapkan oleh pihak penganjur.
- 12) Pihak sekretariat akan mengedar 'daily sales form' kepada setiap booth dan pemamer dikehendaki menghantar borang yang lengkap sebelum 6 petang setiap hari.