

	<b>Event Name:</b>				<b>Order Deadline:</b> 4 weeks before the event date	
	<b>Email:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>Address:</b>				<b>Tel No:</b>	
	<b>Contact Person:</b>		<b>Cell phone No:</b>			
	Kindly complete and return to <a href="mailto:salesoperations@mitec.com.my">salesoperations@mitec.com.my</a>					

BUILDING SERVICES			ORDER FORM #04A				
INTERNET SERVICE		Billing	Price (RM)	Quantity Required	Date Required		Total (RM)
SPEED	WIFI / WIRED				From	To	
<b>2 Mbps</b> Dedicated Access	<b>Dedicated Access Internet</b> <i>Recommended for light users</i> <input type="checkbox"/> <b>WIFI</b> (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> <b>WIRED</b> (One connection only) (without wireless router)	Per day	150.00				
<b>5 Mbps</b> Dedicated Access	<b>Dedicated Access Internet</b> <i>Recommended for social networking, uploads and downloads video and light video viewing</i> <input type="checkbox"/> <b>WIFI</b> (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> <b>WIRED</b> (One connection only) (without wireless router)	Per day	380.00				
<b>10 Mbps</b> Dedicated Access	<b>Dedicated Access Internet</b> <i>Recommended for social networking, uploads and downloads video and heavy video viewing.</i> <input type="checkbox"/> <b>WIFI</b> (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> <b>WIRED</b> (One connection only) (without wireless router)	Per day	680.00				
Line Relocation Charge		One Time Only	261.00				
Additional Wired Connection		Per Connection	150.00				
TELECOMMUNICATION		Billing	Price RM	Quantity Required	Date Required		
<b>Phone, Fax, modem &amp; speed point machines must be configured for tone to dial "9" for a line</b>							
Phone Mitel 5320e (phone bill separately)		Per Day	369.00				
Local line/ Credit card line		Per Day	105.50				
IDD line setting		Once Off	NA				
Line relocation		Per Req /Line	NA				
Deposit	Telephone		1054.00				
	IDD	Per connection	2109.00				
<b>GRAND TOTAL (RM)</b>							
(All prices are inclusive of 5% Service Charge and 6% Sales & Service Tax)							

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

Late orders will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
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**IMPORTANT NOTES:**

- For Internet order, the WIFI Password will be delivered to exhibitor's booth on the last day of build -up period. The provision for all equipment and services are subject to availability.
- Power connection shall be arranged for any equipment required power connection. Please arrange with the appointed booth contractor.
- The Internet & Telecommunication order(s) and services are subject to availability.
- Internet Line Relocation and Additional Wired Connection during setup and actual event day are subject to approval and availability.
- Service Order Form submitted must be with booth location plan that show Internet point required.
- Installation will only be done upon received of full payment.
- Wired connection cabling is upto 10 meter and additional is chargeable accordingly.
- MITEC cannot guarantee that the services will be free from any error or interruption due to nature of the service and risk factors beyond MITEC Control.

**TERMS & CONDITIONS:**

- A 20% Surcharge apply for all the order placed after the deadline of which 4 weeks before the event date.
- Notice of cancellation must be given at least fourteen (14) days before the event date, failing which your payment is non-refundable and will be forfeited.
- No refund will be made for services installed and not used during the event.
- Refunds or overpayment will be processed by MITEC's Finance Department 30 days after the show closing date.
- Deposit for Telecommunication are refundable after deduction of billing.
- An invoice will be provided within fourteen (14) days after the show closing date for all the onsite order.
- All prices are inclusive 5% Service Charge and 6% Sales & Service Tax.
- The above price quoted is subject to change without prior notice.

**INTERNET & TELECOMMUNICATION FORM - PAYMENT INSTRUCTIONS**

- Please mark billing instructions: -

Cash       Cheque/ Bank Draft       Bank Transfer       Credit Card

- All cheques or bank draft are to be made out to "PRISMA GALERI SDN BHD".
- Only crossed cheques issued by Malaysian bank are accepted.
- If payment made by telegraphic transfer, kindly forward via fax or email a copy of the telegraphic transaction slip.
- Payment by credit card only available onsite at the Exhibition Service Centre.
- Failure to make payment will result in unprocessed orders.
- Banking details as follow;

BANKING DETAILS	
Bank: MBSB Bank	Account Number: 10050 181 0000 8640
Account Name: Prisma Galeri Sdn Bhd	Bank Address: Wisma MBSB Damansara Branch
Swift Code: AFBQMYKL	

**For further information, please contact Exhibition at + 603 6206 0100 ext. 4350**

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.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

For official use (MITEC)

Date Received: \_\_\_\_\_

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