

	Event Name:			Order Deadline: 2 weeks before the event date	
	Email:		Hall No:		Stand No:
	Address:			Tel No:	
	Contact Person:		H/P No:		
Kindly complete and return to salesoperations@mitec.com.my					

BUILDING SERVICES			ORDER FORM #04A				
INTERNET CONNECTION		Billing	Price (RM)	Quantity Required	Date Required		Total (RM)
SPEED	WIFI / WIRED			From	To		
5 Mbps Dedicated Access	Dedicated Access Internet 4 days Package <i>Recommended for light users</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED (One connection only) (without wireless router)	4 days	1,400.00				
	Additional day	Per day	350.00				
8 Mbps Dedicated Access	Dedicated Access Internet 4 days Package <i>Recommended for social networking, uploads and downloads video and light video viewing</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED (One connection only) (without wireless router)	4 days	2,240.00				
	Additional day	Per day	560.00				
10 Mbps Dedicated Access	Dedicated Access Internet 4 days Package <i>Recommended for social networking, uploads and downloads video and heavy video viewing.</i> <input type="checkbox"/> WIFI (Maximum up to 4 users / 1 SSID) <input type="checkbox"/> WIRED (One connection only) (without wireless router)	4 days	2,800.00				
	Additional day	Per day	700.00				
Line Relocation Charge		One Time Only	261.00				
Additional Wired Connection		Per Connection	180.00				
TELECOMMUNICATION		Billing	Price RM	Quantity Required	Date Required		
					From	To	
Phone, Fax, modem & speed point machines must be configured for tone to dial "9" for a line							
Phone Mitel 5320e (phone bill separately)		Per Day	369.00				
Local line/ Credit card line		Per Day	106.00				
IDD line setting		Once Off	NA				
Line relocation		Per Req /Line	NA				
Deposit	Telephone		1,054.00				
	DD	Per connection	2,109.00				
GRAND TOTAL (RM)							
(Total Nett Price)							

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

Late orders will be subject to an administration fee of 20%	PLEASE KEEP A COPY FOR YOUR RECORDS
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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 up to 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 two (2) 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 working 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 including prevailing government tax.

INTERNET & TELECOMMUNICATION ORDER - PAYMENT INSTRUCTIONS

- Please mark billing instructions: Bank Transfer Credit Card
- If payment made by telegraphic or bank transfer, kindly forward via email a copy of the telegraphic/ receipt of transaction slip
- Payment by credit card only available onsite at the Exhibition Service Centre or order via Exhibition Service Center Portal
- Failure to make payment will result in unprocessed orders.
- Banking details as follow;

BANKING DETAILS	
Bank: Affin Bank Berhad	Account Number: 100 3800 31466
Account Name: Qube Integrated Malaysia Sdn Bhd	Bank Address: Kepong Branch , No.6, Jalan 54, Desa Jaya Kepong, 52100 Kuala Lumpur, Malaysia
Swift Code: PHBMMYKL/ PHBMMYKLXXX	

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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