

 <p>MITEC Owned by MATRADE</p>	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
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Please select network setup required

Single Device (user / display setup)	<input type="checkbox"/> Basic Setup, connecting to Desktop / Laptop / TV/ Standee/ IoT
Multiple Device (counter / ticketing setup)	<input type="checkbox"/> Advanced setup, required switches/router to distribute multiple devices

Please select internet Package required

INTERNET CONNECTION		Billing	Price (RM)	Quantity Required	Date Required		Total (RM)
					From	To	
SPEED	WIFI / WIRED						
5 Mbps Dedicated Access	Dedicated Access Internet Packag <i>For light usage only; web surfing, web apps</i> <input type="checkbox"/> Wi-Fi (Max up 2-3 users / SSID) <input type="checkbox"/> WIRED (One LAN cable only (without switches/router network device))	4 days	1,200.00				
	Additional day	Per day	300.00				
10 Mbps Dedicated Access	Dedicated Access Internet Package <i>For medium usage only; web surfing, web apps, cloud</i> <input type="checkbox"/> Wi-Fi (Max 2-5 users/ SSID) <input type="checkbox"/> WIRED (One LAN cable only (without switches , router network device))	4 days	2,400.00				
	Additional day	Per day	600.00				
20 Mbps Dedicated Access	Dedicated Access Internet Package <i>For heavy usage with multiple devices connection.</i> <input type="checkbox"/> Wi-Fi (Max 4-5 users/ SSID) <input type="checkbox"/> WIRED (One LAN cable only (without switches , router network device))	4 days	4,800.00				
	Additional day	Per day	1,200.00				
Additional LAN cable <small>(For multiple devices breakdown from a single connection)</small>		Per LAN Cable	180.00				
Rental of Switches/ Router <small>(For multiple devices from a single connection. Security Deposit required)</small>		Per Unit	500.00				
Relocation of Internet Access (Wi-Fi / WIRED) <small>(Wired is subject to location, non-carpeted floor only or special trunking)</small>		One Time Per Connection	261.00				
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:

- Wi-Fi Password will be delivered to the exhibitor's booth on the last day of the build-up period. The provision for all equipment and services is subject to availability.
- Additional LAN Cable options are strictly for multiple device connections (1 switch/router to multiple devices.). Switches /router rental is based on request and is subject to availability. The rental is limited to 1 unit per setup/ booth (including basic configuration/ troubleshooting / technical assistance) The rental is subject to a refundable deposit of RM1,000.00.
- Any network device (switch/router) that belongs to the client shall be fully responsible by the client.
- Any network device (switch/router) that belongs to MITEC should be returned once the event ends.
- The deposit will be refunded to the client once the switch/router is returned in good condition.
- Testing for the internet (Wired / Wi-Fi) must be conducted on the final day of the show setup.
- The power connection for any equipment shall be arranged by the client with the appointed booth contractor.
- The Internet services are subject to availability.
- Internet line relocation and additional wired connection during setup and event day are subject to approval and availability.
- Service Order Form must be submitted with a booth location plan that clearly shows the location's internet point required.
- Wired connection cabling is up to 10 meters and additional is chargeable accordingly.
- MITEC cannot guarantee that the services will be free from any error or interruption due to the nature of the service and risk factors beyond MITEC's control.
- Installation will only be done upon receipt of full payment.

TERMS & CONDITIONS:

- A 20% Surcharge applies for all orders 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 overpayments will be processed by MITEC's Finance 30 working days after the show closing date.
- Deposit for Telecommunication is 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 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: Malayan Banking Berhad (MAYBANK)	Account Number: 564397159623
Account Name: Qube Integrated Malaysia Sdn Bhd	Bank Address: Damansara Branch, 7 & 8, Jalan Tanjung SD 13/1, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia
Swift Code: MBBEMYKLXXX	Branch ID/ Bank Code: 14312/ 54

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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