

# INDEPENDENT CONTRACTOR

For enquiries, please contact the Organiser.  
Photocopy for your file.

MUST BE RETURNED

**FORM 6**

DEADLINE  
**1st September 2009**

Please tick ( ✓ ) where appropriate:-

- We enclose herewith drawing, with dimensions, illustrating the design of our stand for the Exhibition.
- We, as Exhibitor and our contractor understand that all electrical and piping installation must be carried out by the Organiser's Official Contractors and agree to abide by the Rules & Regulations of the Exhibition, particularly those stipulated on the reverse of this form.

## Important Note:

When Exhibitor's appointed contractor is not the Organiser's Official Contractor, this contractor will be required to lodge with the Organiser a refundable deposit. The deposit is calculated at RM 100 per square meter but subject to a minimum of RM 5000 per stand. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement, this is without prejudice to any additional claims the Organiser may have on the contractor if the damages exceed the deposit.

The following company will be our contractor for stand building and/or other display work.

Name of Company / Contractor:		
Address / Company Stamp:		
Person in-charge:	Email:	
Tel:	Fax:	Mobile:

Independent Contractors will need to pay RM 30 per square meter for administrative fee for the processing of communication and management function including preparation of workers pass and security approval from relevant authorities. **This fee is not refundable.**

The Organiser reserved the right to stop any Exhibitor and/or their contractors from working within the exhibition halls before their stand design/drawing are approved and all payment been made. All construction above 2.44 meters of heights must be submitted to the Organiser for approval before **1st September 2009**.

## EXHIBITOR'S AUTHORISATION

Company:	Booth No:	
Address / Company Stamp	Person in-charge:	
	Tel:	Fax :
	E-mail :	
	Signature:	Date:

Please return this form to the Organiser or fax to +603 4142 2699 or email to [liza@hwlima.org](mailto:liza@hwlima.org) / [rafiq@hwlima.org](mailto:rafiq@hwlima.org)

## INDEPENDENT STAND CONSTRUCTION - RULES AND REGULATIONS

1. Identification  
All workers employed in the construction of the stand will wear identification badges provided or approved by the Organiser at all times when they are in the Exhibition halls.
2. Dress Code  
All workers are required to be neatly dress during show days.
3. Removal of Rubbish  
During the build-up period the Exhibitor will be responsible for day-to-day removal of rubbish (i.e empty paint cans, lumber scraps etc). Failure to do so will result in the Exhibitor being liable for service fees involved in rubbish removal.
4. Hall Structure  
In the construction of the stand, existing fixture or walls may not be used in any way (i.e nailing, wiring for fixing of exhibits to any existing structure.
5. Open Frontages  
All stands in the exhibition irrespective of height must have one-half of the frontages on each side open or fitted with transparent materials to the fascia and subject to the Organiser's approval.
6. Floor Covering  
In accordance with the Organisers build-up schedule, Exhibitors doing their own stand construction must arrange to have:-
  - (a) Carpet and back wall installed within 24 hours of the schedule work commencement date.
  - (b) All carpet and floor covering must be affixed with double-sided tape. These tapes are to be removed during the dismantling/teardown periods. The use of paint or glue on the floor of the Exhibition halls is strictly forbidden. Failure to comply with these regulations may result in the delay of installation of electrics and equipment move-in, as well as additional cleaning fee being charged to the Exhibitor.
7. Fire Regulations  
All materials used in stand construction must be properly fire-proofed to normal international standards and also in accordance with local regulations.
8. Building Regulations  
All Exhibitors building their own stand submit a detailed drawing with dimensions illustrating the design of their stand to the Organiser by **1st September 09** for approval of both Government authorities and the Organiser to ensure that the interests of all Exhibitors are observed. Failure to do this may incur extra costs to Exhibitors for special late scrutiny. Exhibitors occupying perimeter space must include in their design a back wall of their stand. Failure to do this will result in the Organiser building this wall on the Exhibitor's behalf and re-charging the cost to the Exhibitor.
9. Dismantling  
At the close of the exhibition, it is the joint responsibility of Exhibitor and contractor to dismantle and remove the stand (including debris), in accordance with the dismantling schedule to be issued by the Organiser.
10. Deposit  
When the Exhibitor's appointed contractor is not the Organiser's Official Contractor, this contractor will be required to deposit with the Organiser a sum of money equivalent to RM 100 per square meter based on contract space subject to a minimum of RM 5000 per stand. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringements. This is without prejudis to any additional claims the Organiser may have on the contractor if the damages exceed the deposit.
11. Observance of Rules & Regulations  
Exhibitors are responsible and liable for the contractor's observance of all rules and regulations including the strict observance of the build-up and teardown schedule. The Organiser reserves the right to change any such Exhibitor and/or contractor who has violated any rule or regulation or delay in the build-up or teardown, for additional works required as a result of the violation.
12. Additional Working Hours  
Exhibitor or their contractor who is request to work before the actual build-up date (24th November 2009) are require to request directly to Organiser at a cost.
13. Registered Contractor  
Exhibitors who appoint their own contractors must ensure that the contractors are registered with Organiser. Please fill up the Order Form 6 - Independent Contractor and submit together with the detailed drawing by 1st September 2009.
14. For stand design received after 1st September 2009, the Organiser will not responsible for any design rejected and all cost incurred due to the rejection will be absorbed by the Exhibitors.