

1. **The Exhibition**

The Langkawi International Maritime and Aerospace Exhibition 2009
LIMA 2009

2. **Venue**

Mahsuri International Exhibition Centre (MIEC)
Jalan LIMA, Padang Matsirat
Langkawi Island, Kedah Darul Aman
Malaysia

3. **Date and Time**

Build-up	:	24th – 29th November 2009	0800 – 1800 hours
		30th November 2009	0800 – 1200 hours
Show Days	:	1st – 4th December 2009 (Trade)	1000 – 1700 hours
		5th December 2009 (Public)	1000 – 1630 hours
Teardown	:	6th -9th December 2009	0800 – 1800 hours

Note

- a. The exhibition halls are open to Exhibitors from 0900 – 1800 hours on show days. On the last day of the exhibition, the halls will be closed at 1630 hours.
- b. Exhibitor's stand and display should be substantially completed by 1200 hours on 30th November 2009. No additional works will be permitted after 1200 hours except the appointed Official Contractors only.
- c. There will be charges for additional working hours for build-up and teardown period. Please contact the Organiser for charges and details.

4. **Admission**

The Exhibition will be open to professionals, trade and business visitors from **1st – 4th December 2009**. Minors and members of the general public will be permitted to visit the show on the **5th December 2009**.

The Organiser reserves the right to refuse admission or to remove any person from the exhibition at the organizers discretion. This applies also to the build-up and teardown periods.

All personnel entering the exhibition area are advised to strictly follow the following instructions;

a. Exhibitors

Exhibitors may access the Exhibition Halls one (1) hour before the show starts and one (1) hour after the show closes each day to service their booths. Approval should be obtained from the Organiser if you are required to work before or beyond these hours.

Minors below 16 years of age are not allowed to use Exhibitors' passes, nor will they be admitted during build-up, teardown and trade days.

b. Visitors

All visitors must complete a registration form before entry. Only trade and professional visitors related to the industry and properly attired will be allowed entry. Admission of visitors is solely at the discretion of the Organiser.

The Exhibition is open for Trade and Professional Visitors on **1st to 4th December 2009** from 1000 – 1700 hours daily.

The exhibition opens for Public Visitors on **5th December 2009** from 1000 – 1630 hours.

- c. Contractors/ Independent Contractors and General Workers
All Contractors/ Independent Contractors and General Workers are required to register with the organizer before starting work for the build up and teardown periods. All Contractors/Independent Contractors and General Workers may access the Exhibition Halls from 24th – 29th November 2009 and 6th – 10th Dismember 2009 for build-up and teardown.

5. Registration of Exhibitor's Personnel

Exhibition Badges will be provided by the Organiser free up to the maximum number indicated in the following table based on contracted space. Exhibitor Badges in excess of the free entitlement will be charged at RM 50.00 per badge.

Entitlement of Exhibitor Badges Please visit our website www.lima2009.com.my for registration	
Space	No of Free Exhibitor Badges Entitled
9 – 36 sqm	15
37 – 72 sqm	20
73 – 144 sqm	30
145 – 216 sqm	35
217 – 288 sqm	45
289 – 360 sqm	50
361 sqm above	60

To ensure that your badges are ready for your collection at the Registration Counter on-site, please ensure that you are registered online (please visit our website www.lima2009.com.my) before **1st October 2009**. Request received after the deadline will be processed only after the badges of those who submitted by the deadline has been processed.

The Exhibitor Badges are non-transferable and should only be applied for personnel working with the exhibiting company. The Organiser reserves the right not to issue Exhibitor's Badges to those who have no connection with the exhibiting company.

Exhibitors are strictly not allowed to register on behalf of their contractor. **The badges can be collected at the Registration Hall at Exhibition from 1000 – 1700 hours on 24 November 2009 onwards.**

6. Registration of Contractors/ Independent Contractors and General Workers

For security reasons, the Organiser will issue the Temporary Pass for all Contractors/ Independent Contractors and General Workers. These Temporary Pass are valid for build-up (24th to 30th November) and teardown (6th to 10th December) periods only. These Temporary Pass can be obtained at the Registration Counter from 24th November onwards from 0900 – 1700 hours.

The Organiser will issue a minimum of **3 passes** for each contractor who needs to standby during show days to services their booth. There will be a charges for additional passes issued. However, these contractors are required to register with Organiser by completed and submitting the Order Form 6. Please note that all passes for Contractor will be issued after all payment has been made. Please ensure that you are registered with Organiser before **1st October 2009**.

7. Dress code

Working uniforms for military personnel and office attire for trade visitor. Trade Visitors wearing shorts, singlet, sandals or slippers will be refuse entry.

8. Authority on Premises

In the event of any problems or disputes on-site, the decision of the Organiser will be final. The Organiser reserved the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

9. Force Majeure

The Exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organiser. In this event, the Organiser shall not be responsible for any loss sustained by the Exhibitor, directly or indirectly attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority, and fees paid by the Exhibitor, or any part thereof, are refundable at the sole discretion of the Organiser.

10. Failure to Exhibit

Any organization which, having signed a contract for exhibition space then, fails to exhibit for any reason and has not been released from the contract by the Organiser shall be liable for the full amount stated in the contract plus any additional costs incurred by the Organiser as a result of such failure to exhibit. These terms cannot be varied under any circumstances.

11. Group Stand

Contracting parties for group stands are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by these Terms and Conditions and by the Rules and Regulations of the Exhibition.

12. Subletting of Stands

The Exhibitors must not transfer, dispose of, part with or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The Exhibitors must, if he is an agent, distributor or licensee, state at the time of contract the names of the principals to be represented. This does not prohibit an Exhibitor displaying the products of a principal for whom he becomes agents, distributor or licensee after the time of contract, with the prior written permission from the Organiser.

13. Breach of Contract

Without any prejudice to the rights and remedies of the Organiser in respect of any breach of the contract on the part of the Exhibitor. The Organiser may at their discretion allow the Exhibitor to withdraw from the Exhibition subject to the following conditions:

- a. The Exhibitor must give written notice to the Organiser that he desires to withdraw they will notify the Exhibitor of their decision in writing.
- b. Any payment to the Organiser will not be refunded.
- c. Should the Exhibitor fail to observe or comply with any of the terms and conditions contained herein or if the Exhibitor shall fail to pay any of the unit cost at the time, the Organiser may thereupon by written notice given to Exhibitors rescind the contact.
- d. Upon the Organiser exercising their right to rescind the contract under sub-clause 'c' of this clause, they may but are not obliged to relent or otherwise deal with the exhibition space contracted by the Exhibitor in default on such conditions as the Organiser shall deem fit. In the event the Organiser having elected but not able to relent the said exhibition space the Exhibitor in default shall be liable to pay the entire unit cost to the Organiser as liquidated damages for the loss of rental.

14. Liabilities & Insurance

- a. All Exhibitors participating in this Exhibition **MUST** arrange at their own cost '**all-risk**' insurance coverage from Country of Origin up to their Exhibition stand including the duration of the Exhibition period and return. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, attractive and valuable items at the end of each day when the Exhibition closes as this is the time that there is the greatest risk of lost and theft. All these items **MUST NOT** be left un-attended or out of sight at any time. The Organiser will not be responsible for the safety of articles of any kind brought into the Exhibition by the Exhibitors, their agents, contractors, visitors or any other persons.
- b. Exhibitors shall ensure that they are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the Exhibitor shall be deemed to run from the

time the Exhibitor or any of his agents or contractors first enter the exhibition site, and to continue until all his exhibits and property have been removed.

- c. The Exhibitor shall ensure, indemnify and hold the Organiser and their staff and agents harmless in respect of all costs, claims, demand and expenses to which the Organiser may in any way be subjected as a result of any loss or injury arising to any person however caused as a result of any act or default of the Exhibitor, his agents, contractors or invitees. Exhibitors shall also be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors, agencies and service providers. Exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply provided by the official contractor.
- d. Exhibitors are required to provide evidence and proof of the above insurance to the Organiser if required to do so.

15. Static and Moving Exhibits

Any Exhibitors intending to demonstrate equipment at his booth must:-

- a. Provide the Organiser with full details in writing of any product, machinery, equipment on display in the booth.
- b. Give proper consideration to the safety conditions under which the exhibits will be demonstrated.
- c. Securely install all working equipment/machinery to prevent base slippage and position such equipment/machinery so that its operation thereof will not cause intrusion into aisles that might prove hazardous to visitors.
- d. Adequately guard all moving parts of equipment/machinery to prevent injury to any person/s.
- e. Isolate startling devices to prevent operations by visitors or unauthorized person/s.
- f. Ensure that toxic fumes, exhaust or other irritants, caused by the exhibits/products are not released into the Exhibition Halls.
- g. Ensure that adequate protection is made to prevent damage to the Halls flooring and facilities.
- h. Ensure that gas and naked flames are not exposed in the Exhibition Halls. No welding may be carried out, without the Organiser's approval in writing.

16. Military Exhibits

- a. There are strict laws and procedures that govern the temporary importation and display of military exhibits. Details of all exhibits must be submitted to the Royal Malaysian Police. Non-compliance is likely to cause costly delay or even refusal of entry into the country.

These details should be classified under two (2) specific group.

- i) Weapons/Ammunitions/Explosive to be put on Static Display at the Exhibition site. (Please state board type)
- ii) Automatic Weapons. (Please state board type)
- b. All details on such equipment must be given to the Official Freight Forwarder at least two (2) months before the exhibition. Details will include Performa Invoice, details of airways bills and/or bills of lading.
- c. Exhibitors are advised that such exhibits should arrive, if by sea at least one (1) month before the exhibition.
- d. Exhibits brought in by air should arrive at least two (2) weeks before the exhibition.

- e. All military exhibits must be provided with armed security from the moment of its arrival. Such arrangement may be made with the Official Freight Forwarder.

17. Operation of Stand

All Exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity which causes, or is likely cause annoyance to visitor or other Exhibitors.

18. Payment Performance Bond and Admin Fee

No Exhibitor, their staff and agents and/or their contractors/vendor/suppliers may begin stand construction/decoration or move in their exhibits into the Hall or surrounding area until full payment, at the performance bond / administrative fee including deposits, has been received by the Organiser.

19. Temporary Admission Document (ATA Carnet)

The Malaysian Government recognizes the ATA Carnet, exhibits can now be temporarily imported without going through the usual lengthy customs documentation procedure although licenses and permits where required still have to be obtained. This system also eliminates the need of bank guarantee for temporary importation.

- a. Items imported temporarily must be re-exported and cannot be sold or given away. If goods are sold, the bond raised by the Exhibitor in his country of origin to the Chamber of Commerce and Industry will be forfeited.
- b. Temporary importation is usually subjected to a fix period of time (i.e. 1 to 3 months)
- c. The Malaysian International Chamber of Commerce and Industry (MICCI) is the sole guaranteeing and issuing authority for the Carnet in Malaysian and provides relevant application documents at a modest fee.
- d. As ATA Carnet is just temporary exemption of payment of custom's duties/tax, all other import permits/licenses as required by the relevant authorities is not exempted.

More details can be obtained from the Official Freight Forwarders.

20. Movement of Exhibits

Lifting and On-Site Handling

Only the Official Freight Forwarder is permitted to work and operate lifting equipment inside the exhibition halls. Other forwarder may deliver the freight to the exhibition site during moving-in periods as gazette, unless the exhibits can be hand-carried by one person. The Official Freight Forwarder will provide on-site handling services including manpower and lifting equipment to handle the exhibits from the freight entry up to the stand/booth.

Besides the Official Contractors, all other independent contractors must hand over the non-hand carried items to the Official Freight Forwarder for delivery from the freight yard/exhibition site to the stand/booth. Exhibits and stand building materials handled on-site will be charge as per tariffs stated. This regulation will be strictly enforced and necessary for reason of insurance and control/co-ordination movement. This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control and coordination of in-hall movement and all Exhibitors are expected to fully co-operate.

21. Dangerous Materials

The following are not allowed in the halls.

- a. Naked lights and lamp or temporary gas.
- b. Petrol, dangerous gases or highly inflammable substances.
- c. Radioactive materials.

22. Exhibits Move-in

Cargoes which are consigned directly to the exhibition site should NOT arrive at the consigned address (exhibition hall) earlier than 24th November 2009.

All exhibition goods intended for display during the exhibition must be consigned to the Official Freight Forwarder. All cartons should be clearly marked with the following:

(Stand No.)
(Exhibiting Company)
JIM PROJECT AND EXPO LOGISTICS (M) SDN BHD
Wisma JIM
No 23 Jalan Apollo U5/194
Bandar Pinggiran Subang
40150 Shah Alam
Selangor Darul Ehsan

Tel: +603 7846 1811
Fax: +603 7846 1944

Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the moving-in schedule provided by the Organiser. Such heavy and large exhibits that arrive late may not be permitted into exhibition halls.

Please note that where mechanical handling within the exhibition halls is required, only the Official Freight Forwarder may be appointed. Forklifts, cranes and pallet trucks from other forwarders will not be allowed into the exhibition halls.

23. Delivery and Removal of Exhibits

a. Delivery

Deliveries of goods/materials will only start/allowed when the Exhibitors/Contractors/Agents have made the proper payment. Only when the Exhibitors/Contractors/Agents are at their stand, delivery will be made. If the stand not attended by either Exhibitors/Contractors/Agents, delivery of goods/materials will not be allowed.

Delivery of goods/exhibits within the exhibition premise will not be permitted during the opening hours of the show. Such delivery or replenishment of stock may only be carried out before the opening hours in the morning or after closing hour in the evening. No delivery will be permitted on the morning of 1st December 2009. This rule particularly applies to delivery of brochures and magazines, which must be delivered latest by 1200 hours on 30th November 2009 unless written approval by the Organiser.

b. Removal

For security reason, only personal possessions (handbags/briefcases) are allowed to be removed from the exhibition halls at the end of the daily show. On the evening of 5th December 2009 (last day of the show), only hand held items are allowed to be removed when the show closes. Items which larger than the instruction given will need an approval in writing from the Organiser.

Exhibitors may remain at their booth up to 1900 hours on 5th December 2009, to secure their small portable exhibits and models. Thereafter, all personnel will be required to leave the exhibition halls and exhibition site after 2000 hours on 5th December 2009. Security officers will carry out armed patrols throughout the night and the site will not be reopened until 0900 hours the next morning (6th December 2009).

No vehicle will be permitted to enter the site after 1800 hours during teardown period unless written approval by the Organiser.

Exhibitors are strongly advised to ensure that at least one member of the team is on site during the teardown/dismantling of their exhibits at 0800 hours on Sunday, 6th December 2009.

24. Storage and Waste Materials

Storage facilities in halls for packing cases, surplus materials or other property of the Exhibitors are not provided for. Direct arrangements for the storage of empty and non-usable cartons and cases should be made within the Exhibitor's official stand contractor or Official Freight Forwarder. Otherwise, Exhibitors must arrange for these to be transported back to their own premises before first day of the show. Surplus items must not to be placed behind perimeter stand.

The Organiser reserves the right to charge the Exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature).

25. License for Firearms

Exhibitors are reminded that anyone caught in possession of firearms without the necessary permits can be charged under the law which carries a MANDATORY death sentence. Our Official Freight Forwarder can assist in obtaining the necessary import and display license. Please contact them for such import.

26. Safety

All display must be made safe. Explosive and live ammunitions are prohibited.

27. Security

- a. The Organiser has engaged alert and efficient security personnel to ensure the safety of all exhibits. Nevertheless, Exhibitors must arrange their own insurance to cover all stages of the Exhibition, and be particularly careful to pack and/or remove small & attractive items/exhibits immediately after the Exhibition closes on 5th December 2009. It is at this time that there is the greatest risk of exhibits and valuables going astray, the Organiser will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, contractors or visitors.
- b. Small portable and valuable exhibits/products/display items should be brought into the Exhibition Halls and displayed closer to the Exhibition opening days and to be stored away securely at night.
- c. Exhibits movement in or out of the halls during show hours is strictly not permitted.
- d. It is strongly recommended that at least one representative is at your stand at 0900 hours on Sunday, 6th December 2009 when the halls are open to supervise all dismantling, packing and collection until complete hand-over to your nominated agent or forwarder. Exhibitors are advised that rented furniture will be collected from this day onwards; therefore drawers, cupboards, etc should be emptied and contents packed away after the Exhibition closes on Saturday, 5th December 2009.
- e. In the event of any emergency and/or suspicious circumstance, exhibitors should report immediately to Organiser.
- f. Exhibitors are advised to be particularly careful in protecting their exhibits and products during the show.

28. Fire Regulations

All materials used in stand construction must be properly fire-proofed to normal international standards and also in accordance with local regulations.

Fire extinguishers and hoses are attached to certain columns and walls around the Exhibition halls. Exhibitors who because of the nature of their exhibits, require a special type of fire extinguishers, must make arrangement at their own expenses, for the provision of such equipment. The Organiser will assist and advice if required.

29. Stand Cleaning

During the Show days (1st – 5th December 2009), the Organiser will arrange daily general cleaning of shell scheme stand carpet and gangway and rubbish disposal before the Show opens in the morning and after the Show closes in the evening and that excludes cleaning of exhibits and display.

Exhibitors will be provided with a refuse plastic bag for rubbish disposal. This should be put in the aisle after Show closes each day, for collection by the appointed cleaners. Exhibitors are responsible for maintaining their own booth in a tidy condition at all times. Otherwise this responsibility can be taken by the Organiser for a fee.

During the build-up and teardown period, the independent contractors are responsible to carry out an initial rough of the booths they construct and remove all construction debris before the Official Cleaning Contractor takes over responsibility.

During the build-up and teardown periods, independents contractors appointed by the Exhibitors are responsible for the removal of their own stand building/dismantling materials and rubbish.

30. Electrical Supply / Installation

For safety reason and for the protection of electrical installation at the Exhibition premises, all electrical installations from source of supply to Exhibition stands must only be carried out by the Official Electrical contractors. All DB's (Distribution Board) where required and deemed necessary by the Official Electrical Contractor must be hung or mounted on the walls or structures of the stand. Please inform your stand contractor and engineers/technicians regarding this regulation and ensure that they submit to the Official Electrical Contractor and copied to the Organiser the positions where such DB's can be mounted. Failure to comply with this will only result in the supplies not being switched on until the Exhibitor inform the Organiser or the Official Electrical Contractor in writing discharging them from any liability that any occurred. As Organiser, we seek your kind co-operation in this matter as it only beneficial to all parties concerned.

All electrical work shall be carried out at Exhibitor's expense by the Official Contractor appointed by the Organiser. Design plan or proposals for electrical installation must be submitted to reach the Organiser for approval by **1st September 2009** or before the commencement of the Exhibition.

The Organiser may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at its sole and absolute discretion.

31. Air Conditioning

Full air conditioning for the Exhibition halls will be switched on from **28th November 2009**. For additional air conditioning requirements should be liaise directly with our Official Contractor. Please refer to Order Form 10.

Only Official Contractor/Supplier will be permitted to undertake the above items in the exhibition area and non-official contractor/independent contractors are strictly not allow to provide any and if found would result in immediate termination power supply/water supply and penalty charges will be determined by the Official Contractor/Supplier.

32. Compressed Air Supply

Compressed air supply to machines and equipment for demonstration purposes should only be supplied by electrical and silent-type air compressors. Compressors powered by internal combustion/fuel-type engines will not be permitted inside the Exhibition Halls for safety reasons.

All air compressors and compressed air requirements must be arranged through the Official Contractors unless for special reasons, for which prior written permission must be given by the Organiser and Hall Owner. Generally compressors of up 2HP may be placed in the Exhibitor's stand itself. Please note that as the physical environment/conditions of an exhibition may differ from those of the Exhibitor's or its agent's or client's premises and which may affect the supplies and installation, allowances must be factor into the orders made.

33. Water and Drainage Supply

- a. Water and Drainage Supply requirements must be arranged through the Official Contractors unless for special reasons, for which prior written permission must be given by the Organiser.
- b. All orders must be accompanied by scaled drawing indicating the exact location of each item required. Any amendments on-site will be subjected to a handling charge.
- c. The cost charges of the water point (water supply) cover the installation/removal of the services to/from the exhibition stand or other location terminating in a stop valve at position as indicated on the exhibitor's scaled drawing. Stop valve will end above floor level within 1m high.
- d. If connection services are required, exhibitors should specify the size and type of the inlet/outlet of the equipment to be connected.
- e. No interconnection of equipment is allowed. Each service line is for a single unit of equipment only.
- f. Exhibitor shall install their owned pressure regulator or equivalent device to ensure their equipment working properly due to inconsistent incoming water pressure.

34. Individual Gases

Industrial gases must be supplied by the Official Contractor. Please note that gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the Exhibition halls.

35. Restoration of Damages to Venue

Exhibitors are responsible for the cost of making well or replacing any damages or dilapidation to the exhibition premises, whether caused by themselves, their agents and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme booth are also responsible for the cost of making good, any damage to the contractor's booth structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or any person or persons employed or engaged on their behalf by their agents or contractors.

The cost of damages and losses will be stated by the relevant contractor and charged to the Exhibitor concerned.

36. Promotions during the Exhibition

Exhibitors are reminded not to place stickers, signs or poster anywhere in the halls other than within their own stand. Likewise, Exhibitor's representative(s) may not distribute brochure, invitations, etc. along the gangways or near the entrance. This is unfair to other Exhibitors and an inconvenience to visitors.

37. Sound Level

Sound level must be set at a level which cause no interference with or annoyance to other Exhibitors. The Organiser reserves the right to reduce the sound level or switch off any audio visual displays which cause complaints, and the Organiser's decision is final if such a dispute arises.

38. Vehicle Access

No vehicles are allowed to entering the exhibition site during the show days. The Organiser has rights to take action to anyone breaking the regulations.

39. Shuttle Services

Complimentary shuttle services form selected hotels to Exhibition Centre will be provided throughout the Exhibition. Please contact our Official travel Agent for more details.

40. Car Park

Car Park at MIEC is extremely limited. Car park space will be allotted per exhibitors on the following priority.

Entitlement of Exhibitor Car Sticker	
Space	No of Free Car Sticker
72 – 144 sqm	2
145 sqm and above	3
Single Chalet	2
Double/Double Deck Chalet	3

As car parking is limited within the Exhibition site, exhibitors are encouraged to use the shuttle bus. Please contact the Official Travel Agent for more details.

41. Smoke Free

Please note that Smoking is prohibited in the Exhibition Halls, Lounge, Apron and all enclosed air-conditioned areas or public place.

42. Food and Beverage / Catering

- a. It is Mahsuri International Exhibition Centre policy not to allow outside food and beverages to be brought into the Exhibition halls at anytime. Food and beverages outlet are available within the exhibition halls for the convenience of all exhibitors and visitors.
- b. Cooking is not allowed in the Exhibition halls.
- c. For those Exhibitors which are wish to order the food and beverages, kindly contact the official caterers for the arrangement. Please refer to the Official Contractors/Suppliers list for contact details.

43. Accommodation and Car Rental

Hotels are expected to be full during the Exhibition period and we strongly advise all exhibitors to make their reservation early. Mejustif Events & Travel have been appointed as the Official Travel Agent for LIMA 2009 and special hotels rates and packages have been negotiated. The list of hotels with rates and car rental rates are available in Order Form 13.

44. Event Directory

The Event Directories are distributed to all official delegates and exhibitors of LIMA 2009. They are also available for purchase to trade visitor and can be obtained at the Information Counter located at Registration Hall.

45. Press Centre

The Press Centre will be operating throughout the exhibition by qualified press consultants. Press racks are available for Exhibitors to leave their news releases and press kits for media to pick up. The Press Centre also is used to make key announcements and conducting press briefings. You may also submit information, media conferences or industry briefings you are planning during the show. This information will be compiled into a schedule of Media Events. For further details, please contact the Organiser.

46. Audio Visual Equipment

Exhibitors can rent audio visual equipment directly from the Official Contractor by submitting Order Form 9.

47. Films and Video Tapes

All films and video tapes, even if they originate from Malaysia, MUST obtain the sensor Board's approval. Clearance takes about six (6) weeks but Exhibitors are advised to send their films in good time with a covering note indicating "**FOR EXHIBITION PURPOSES**". Foreign Exhibitors should get this arranged by their local agents or contact the Official Freight Forwarder to handle these procedures on their behalf.

As inspectors may visit the site, please keep a copy of the censorship certificate at hand during the exhibition.

48. Radio Transmission

Any exhibitor or contractors wishing to use transmitting devices are required to write to the Organiser for the use of frequencies for their electronics or audio equipment.

49. Video Camera

Exhibitors who would like to bring their video cameras into the exhibition halls are required to write to the Organiser for approval.

50. Photographer

Official photographers have been appointed. Exhibitors can contact them directly for photographic work required.

51. Floral Arrangement

Fresh flower can be obtained at the Exhibition Centre. Exhibitors can liaise with the appointed contractor directly for the floral arrangement from 27th November until 30th November 2009 at the Services Counter on site.

Unforeseen Occurrence

In the event of any occurrence not foreseen in this **General and Technical Information**, the decision of the Organiser shall be final.