

## Official Contractor

### **CITYNEON DISPLAYS & CONSTRUCTIONS SDN BHD (CITYNEON BRUNEI)**

Lot 42, Beribi Light Industrial Estate,

Phase II, Jalan Gadong, BE11118, Brunei Darussalam

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On-Site Operation Schedule:

<b>Build-up Period</b>	<b>Date</b>	<b>Time</b>
Moving in of Official Contractor - Floor Marking - Construction of Shell Scheme Booths	7-9 January 2020	0900-2100 hrs
Moving in of Special Design & Others Contractors	10-11 January 2020	0900-2100 hrs
Interior Booth Decoration by SELLERs (Standard booth only)	12 January 2020	0900-2100 hrs
Completion of all displays & exhibits	13 January 2020	0900-1400 hrs

<b>Tear Down Period</b>	<b>Date</b>	<b>Time</b>
Removal of light / Hand-carriable exhibits and personal property	18 January 2020	1800-2000 hrs
Removal of heavy exhibits (requiring mechanical handling of equipment)	18 January 2020	1830-2100 hrs
Dismantling of stand fittings and electrical installation	19 January 2020	0800-2100 hrs

- A1 Exhibition Hall Technical Specifications
- A2 Standard Booth Features
- A3 Standard Shell Scheme Booth Fitting Regulations
- A4 "Special Design" Booth Fitting Regulations (Raw Space)
- A5 Operation of Booth
- A6 Electrical Contractor and Installation
- A7 Contractor Badge
- A8 Delivery of Exhibits
- A9 Removal of Exhibits
- A10 Film / Audio Visual Demonstration
- A11 Furniture & Other Rentals
- A12 General Cleaning
- A13 On-site Freight Handling
- A14 Fire Precaution
- A15 Storage & Waste Materials
- A16 Damages
- A17 Force Majeure

### **A1 - Exhibition Hall Technical Specifications**

	Hall 1 - West Wing	Hall 2 - East Wing
<b>Ceiling Height</b>	<b>4.5 - 9 m</b>	<b>10 m</b>
<b>Permitted Booth Height</b>	<b>4 m **</b>	<b>5 m</b>

\*\*Please note that certain areas in the hall may not allow booth height of more than 4 meters due to the low ceiling.

### **A2 - Standard Booth Features**

Standard shell scheme booths will be built to a size of 3 meters (W) by 3 meters (D) by 2.44 meters (H), including the following:-

- a. Floor Covering      Carpet over standard booth area
- b. Partition             Rear and / or dividing walls of 240mm high with 1000mm wide set in frames
- c. Fascia                 2930mm long and 210mm high on each open frontage comprising with infill panels. Fascia will carry Exhibitor's Organization name and booth number.
- d. Electrical             2 nos. of 40 watt fluorescent light  
1 nos. of 13amp socket outlet
- e. Furniture             1 reception table  
1 waste basket  
2 folding chairs

### A3 - Standard Shell Scheme Booth Fitting Regulations

Cityneon Displays & Construction Sdn Bhd has been appointed as the Official Contractor for this event. The exhibitor may engage a contractor of his choice to construct and install any additional booth display and fittings that he may require. The name of the contractor must be given to the **Cityneon Displays & Construction Sdn Bhd** by completing **Form 5** and that contractor must abide by the following regulations:-

- A3.1 The permitted booth height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height is subject to approval by the TRAVEX Secretariat. Please refer to D4.
- A3.2 The walls have white laminate finish. Hence, nailing, drilling or painting to these walls is not allowed. Panels can be affixed to these walls with the use of double-adhesive tapes or with brackets rented from the Official Contractors.
- A3.3 SELLERs who have engaged their own contractor for interior decoration of their own booth must ensure that the decoration fittings are self-supporting and not attached to the standard booth panels which belong to the Official Contractor. Should damages to be found on the existing panels, the cost of making good will be borne by the respective SELLER or their appointed contractor.
- A3.4 All stand contractors when appointed by SELLERs as their contractors are required to pay a **non-refundable Administrative Fee of US\$30.00 per square meter** to the **Cityneon Displays & Construction Sdn Bhd** prior to move in
- A3.5 No part of any structure or exhibit may extend beyond the boundaries of the assigned booth area.
- A3.6 No false ceiling will be approved, unless the material used will allow water to flow freely (eg. Egg box or mesh netting). Approval from the TRAVEX Secretariat must be obtained in writing.
- A3.7 Neon or flashing lights / signs will not be permitted, unless it forms an integral part of an SELLER's product. Sequence-lit display must be used subject to TRAVEX Secretariat's approval and the rate of light change.
- A3.8 Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate traffic.
- A3.9 Exhibitors occupying corner booths have the choice of a wall or an open side on the aisle. The wall must not obstruct the booths around them.
- A3.10 Materials for construction or decoration of the booths shall have a minimum flame spread rating of Class 2. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the seller against fire and to protect the public.
- A3.11 SELLERs and / or Contractors must clear out items not for display purposed (eg. Containers, packing items) the day before exhibition opens and remove all exhibits and decoration material immediately after exhibition period according

to the schedule list under A2. The exhibitors will have to pay the TRAVEX Secretariat for the cost of removing such articles from their booths if they fail to do so.

- A3.12 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- A3.13 No financial credit will be given by the TRAVEX Secretariat for package items not utilized.
- A3.14 No painting or sawing may be done to the exhibition center fittings. The exhibitor will be held responsible for any damage caused to the exhibition center fittings by their staff or contractor.

#### **A4 - "Special Design" Booth Fitting Regulations (Raw Space)**

SELLERs having "Special Design" booths are advised to use the services of the Official Contractor appointed by the TRAVEX Secretariat to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the TRAVEX Secretariat before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Travex Secretariat reserves the right to reject any contractor and design their deem inappropriate.

- A4.1 Exhibitors are to submit name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan and perspective view) in duplicate, to **Cityneon Displays & Construction Sdn Bhd** no later than **4 January 2020** for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved

Failure to obtain written approval can result in costly alteration onsite such as when designs or installation contravene fire and safety, booth height and boundary or any space contract rules and regulations.

- A4.2 All stand contractor appointed by SELLERs as their contractors are required to pay a **non-refundable Administration Fee of US\$30.00 per square meter** and a **refundable performance Bond of US\$1500.00** to **Cityneon Displays & Construction Sdn Bhd** prior to move in.

- A4.3 Booth structure should be not exceed the following height:-

	Hall 1 - West Wing	Hall 2 - East Wing
<b>Ceiling Height</b>	<b>4.5 - 9 m</b>	<b>10 m</b>
<b>Permitted Booth Height</b>	<b>4 m **</b>	<b>5 m</b>

**\*\*Please note that certain areas in the hall may not allow booth height of more than 4 meters due to the low ceiling.**

**Written approval must be obtained from the TRAVEX Secretariat on all Special Design booths.**

- A4.4 All partition walls should not be covering more than 50% in length and / or width, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. The TRAVEX Secretariat reserves the right to request the exhibitor to change, modify, lower or shorten any back wall and sidewall proposed if, in the opinion of the Secretariat, such back wall or sidewall obstruct the reasonable exposure of any adjacent booths.
- Backwalls must be provided, except in the case of an island booth. Booths with adjoining neighbors should also be provided with the necessary sidewalls.
- C4.5 The name and booth number of the SELLER must be prominently displayed.
- C4.6 A suitable floor covering, such as carpet, must be provided for all booths by the SELLERS who have opted for raw space.
- C4.7 Where a “Special Design” booth is located adjacent to a “Shell Scheme” booth, the wall of the “Shell Scheme” booth is considered rented by that exhibitor and may not be utilized by the “Special Design” booth.
- C4.8 All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of exhibition hall.
- C4.9 No part of any structure may extend beyond the boundaries of the designated booth area.
- C4.10 Materials for construction or decoration of the booths shall have a minimum flame spread rating of Class 2. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the contractor or the SELLERS against the fire and to protect the public.
- C4.11 SELLERS and / or contractors must clear out items not for display purposes (eg. Containers, packing items) the day before TRAVEX starts and remove all exhibits and decoration materials immediately after TRAVEX end according the schedule listed. The SELLERS will have to pay the TRAVEX Secretariat for the cost of removing such articles from their booths if they fail to do so.
- C4.12 Neon or flashing lights / signs will not be permitted, unless it forms an integral part of an SELLER’s product. Sequence-lit display must be used subject to TRAVEX Secretariat’s approval and the rate of light change.
- C4.13 No false ceiling will be approved, unless the material used will allow water to flow freely (eg. Egg box or mesh netting). Approval from the TRAVEX Secretariat and the Fire Safety Bureau must be obtained in writing, if a portion of a booth is to be covered for a video presentation.

- C4.14 Exhibitors are reminded that it is the responsibility of their appointed stand contractor to clean and vacuum the booth upon completion of construction, before handing over to the SELLER.
- C4.15 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- C4.16 Contractor admission: Passes enabling temporary contractors to enter TRAVEX Halls during the build-up and tear down period for construction and dismantling purposes will be issued only upon application to the TRAVEX Secretariat.
- The TRAVEX Secretariat reserves the right to reject any contractor and design they deem inappropriate.
- C4.17 In the event of a dispute, the TRAVEX Secretariat's decision will be final.

### **C5 - Operation of Booth**

- C5.1 No business activity shall be conducted by the SELLERs and / or his staff outside their booth boundaries such as the distribution of promotional material outside of their booths.
- C5.2 Exhibitors are not allowed to display, distribute or promote any tourism product / service that is located outside of the ASEAN region. SELLERs are also not allowed to display, distribute or promote any ASEAN-based tourism product / service other than the registered product / service that appears in the booth signage and the Directory of SELLERs.
- C5.3 Activities which will cause inconvenience or disturb the conduct of the business session will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, use of animation and sound equipment.
- C5.4 All precautions must be taken by the SELLERs against fire and to protect the public. SELLERs, who, because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
- C5.5 Without the special permission from the TRAVEX Secretariat, exhibits cannot be taken into the booth once TRAVEX has officially opened, nor remove from the booth before the close of the event.
- C5.6 Stage shows will not be permitted.
- C5.7 Refreshment services inside the booth is not allowed.
- C5.8 Unauthorised photo / video shooting in the TRAVEX area are not allowed.
- C5.9 Fire & Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. SELLERs should design proper

storage areas with adequate access within their own booths or approach the Official Freight Forwarder for storage.

- C5.10 The SELLERs and / or his co-delegate shall be responsible for any damages to the structure, floor, walls, pillars and any part of TRAVEX halls, the property of the TRAVEX Secretariat, and any other SELLERs in transportation, removal of exhibits, refuse and / or decoration works.

## **C6 - Electrical Contractor and Installation**

The official contractor, **Cityneon Displays & Construction Sdn Bhd** has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme and Special Design) at TRAVEX and all charges thereof shall be paid by the SELLER.

For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.

- C6.1 The number and type of additional electrical fittings and installations required must be indicated by the exhibitors on Electrical Supplies **FORM 3**.
- C6.2 No electrical installation may be suspended from the roof of TRAVEX halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- C6.3 Any design or plan of electrical installation must be submitted to the appointed contractor before the deadlines indicated. No installation work shall be carried out without the written permission of the TRAVEX Secretariat. The TRAVEX Secretariat reserves the right to disconnect electricity supply to any exhibitor whose installations either violate the TRAVEX Secretariat's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other SELLERs.
- C6.4 No Multi-Plugs are allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.
- C6.5 Power supply to booths will normally be switched off immediately after the TRAVEX area is closed each evening. SELLERs requiring to work late must inform the TRAVEX Secretariat and any costs involved must be borne by the SELLERs.

## **C7 - Contractor Badge**

Temporary access badges will be issued by the Official Contractor – Cityneon Brunei permitting those approved contractors and their workmen to enter TRAVEX halls during ingress and egress periods only.

Note: 9sqm area booth will entitle for One (1) contractor pass. For additional pass, please fill in the **FORM 5B**.



## C8 - Delivery of Exhibits

- a. Before exhibition commences  
Please refer to the timetable for site operation
- b. During exhibition days  
Delivery of exhibits and other exhibitions stocks will not be permitted during the expo sessions. Delivery of stock replenishment may only be carried out one hour before the start or immediately after the business sessions.

## C9 - Removal of Exhibits

- a. During TRAVEX days  
If SELLERs wish to remove any display item from the hall, a “**Clearance Form**” which can be obtained from the TRAVEX Secretariat’s office must be completed and submitted to the security personnel on duty. This shall apply at all times.
- b. On TRAVEX closure  
SELLERs are strongly urged to remove valuable and portable exhibits from the exhibition halls as soon as possible after 6.00pm on the final day of the exhibition.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving out your exhibits.

*SELLERs are reminded that goods will be most at risk at this time and that the booths should not be left unattended until all portable items have been removed and hired items and / or equipment collected by the appropriate suppliers.*

*While the TRAVEX Secretariat will maintain security surveillance at all times, no work will be permitted after 10.00pm on the last day of the exhibition.*

The removal of exhibits requiring mechanical assistance as well as dismantling of stand fittings and electrical installations will commence at 18 January 2020.

Note:

*Electricity supply to booths will be terminated one hour after business sessions end on the final day of the TRAVEX. SELLERs needing electricity supply to turn off or lock their machines must arrange within this period otherwise they will have to pay re-connection charges for electrical supply.*

### **C10 - Film / Audio Visual Demonstration**

Audio visual equipment may be provided by the exhibitor or hired from the Official Stand Contractor using **FORM 4**. When in operation, audio visual equipment must not disturb visitors or other exhibitors through excessive sound or by location.

The TRAVEX Secretariat reserves the right to discontinue any audio visual presentation which, in their opinion, is detrimental.

### **C11 - Furniture & Other Rentals**

Additional furniture (**FORM 1**), electrical fittings (**FORM 3**) and audio visual equipment (**FORM 4**) can be hired from the Official Stand Contractor. Please place your order by completing the respective forms and returning it by the required deadline.

### **C12 - General Cleaning**

General cleaning of the TRAVEX area will be provided by the TRAVEX Secretariat who will also arrange for all booths to be cleaned prior to the opening of TRAVEX and daily thereafter, but it is the responsibility of the SELLER to maintain his booth clean at all times.

### **C13 - On-site Freight Handling**

Agility Fairs & Events Logistics Pte Ltd has been appointed as the Official Freight Forwarder for this event and is responsible for the movement of all exhibits in the halls. No other freight forwarders will be allowed to work onsite.

You may wish to contact the Official Freight Forwarder directly should you require a set of the shipping manual before the required deadline.

*No moving in or removal of exhibits to and from the booth is allowed during the operation hours of exhibition.*

### **C14 - Fire Precaution**

SELLERs who, because of the nature of their exhibits require specific fire protection, must make arrangement at their own cost for the provision of such equipment.

Any person, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and / or removal of goods in the vicinity.

### **C15 - Storage & Waste Materials**

Arrangements for the safe-keeping of storage facilities in the halls for packing cases, surplus materials or other properties of the exhibitors must be made with the Official Freight Forwarder. For fire and safety regulations, **SELLERS are not permitted to store their empty cartons or packing materials behind or between booths.**

During the ingress and egress periods, passageways in the TRAVEX halls shall not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own debris.

SELLERS are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The TRAVEX Secretariat reserves the right to charge SELLERS for the cost of removal of excessive packing materials and discarded crates or cartons.

### **C16 - Damages**

SELLERS are responsible for the cost of making good or replacing any damages or dilapidations to the TRAVEX premises, whether caused by themselves, their agents, contractors or by any person or person employed or engaged on their behalf by such agents or contractors.

SELLERS occupying Schell Scheme booths are also responsible for the cost of making good restoring or renewing any damages or dilapidation to their Shell Scheme booth structures, floor covering, light fittings, and / or any part by thereof, whether caused by themselves or their agents, contractors or by any person employed or engaged on their behalf by such agents or contractors.

The cost making good damages will be assessed by the Official Contractor and charged to the SELLERS. The TRAVEX Secretariat together with the hall owners will inspect the halls before and after the TRAVEX.

### **C17 - Force Majeure**

In the event, TRAVEX is postponed, shortened or extended due to any case whatsoever outside / beyond the control of TRAVEX Secretariat, the TRAVEX Secretariat shall not be held responsible for any losses incurred by the SELLERS, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any government authority.

Under such circumstances, the money paid by the SELLERS, or any part thereof, is refundable at the sole discretion of the TRAVEX Secretariat.

The TRAVEX Secretariat shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the TRAVEX Secretariat in any problem or dispute will be final.

### FURNITURE RENTAL LISTS

CODE	ITEM	UNIT COST (US\$)	QTY	AMOUNT (US\$)
FUR01	Information Desk (974mm x 474mm x 728mm)	52.00		
FUR02	High Information table	82.00		
FUR03	Low Showcase	149.00		
FUR04	High Showcase	311.00		
FUR05	Bar Stool	52.00		
FUR06	Single Seater Sofa	100.00		
FUR07	Sofa Set (1+2+3)	1111.20		
FUR08	Easy Armchair	52.00		
FUR09	Folding Chair	22.20		
FUR10	Plastic Chair	11.20		
FUR11	Leather Armchair	66.70		
FUR12	Cushion Chair	22.20		
FUR13	Low Round Table (wooden top) 700mm x 700mm diameter	66.70		
FUR14	Round Table (glass top)	66.70		
FUR15	Cocktail Table	66.70		
FUR16	Square Table (750mm x 750mm x 750mm)	52.00		
FUR17	Event Banquet Table (1600mm x 500mm x 750mm)	66.70		
FUR18	Literature Rack	66.70		
FUR19	Belt Q-stand (per post)	30.00		
FUR20	Rope Stand (per unit)	30.00		
FUR21	Small Bin	11.20		
FUR22	Garbage Bin	29.60		
FUR23	Table Cloth	37.10		
FUR24	Coffee Maker with Paper Cup	207.40		
FUR25	Refrigerator	207.40		
FUR26	Water Dispenser (1 gallon of water with 100 pcs of paper cup)	207.40		
FUR27	Needle Punch Carpet (per square meter)	6.30		
FUR28	Wall Display Panel (1m x 2.4m) - per meter run	26.00		
FUR29	Folding Door (accordion type)	122.30		
FUR30	Table Skirting	26.00		
FUR31	Coat Rack (free standing)	122.30		
FUR32	Coat Hook	52.00		
FUR33	Wardrobe hanger (type 1)	66.70		
FUR34	Wardrobe hanger (type 2)	100.00		
FUR35	Wardrobe hanger (type 3)	122.30		
<b>TOTAL AMOUNT (US\$)</b>				

\*All price are quote in USD



# ATF2020

FORM 01

## RENTAL ITEMS

### FURNITURE RENTAL LISTS

#### TERMS & CONDITIONS

1. Orders are valid only when accompanied by full remittance. Priority will be given to advance orders.
2. Late orders (received after **4 JANUARY 2020**) will be imposed a 25% surcharge, subject to availability.
3. Kindly note that all orders have to be accompanied with full payment via telegraphic transfer to **CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**. Otherwise, the order will not be valid.
4. 50% surcharge for onsite and payment shall be in cash only.
5. Notice of **cancellation** must be given at least one week before the event, failing which, 70% of the total payment due shall be forfeited.
6. Where it is not otherwise stated, the prices are for the duration of the exhibition days.
7. Payment via Bank Telegraphic Transfer (T.T)

Bank: **Standard Chartered Bank**

Account Name: **Cityneon Displays & Construction Sdn Bhd**

Account Number: **0100 - 100 - 120 - 100**

Switch Code: **SCBLBNBBXXX**

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Email Address : \_\_\_\_\_

Contact Number : (O) \_\_\_\_\_ : (H/P) \_\_\_\_\_

Fax Number : (O) \_\_\_\_\_

Agreed & Accepted (signature) : \_\_\_\_\_

*(Name / Position / Company Stamp)*

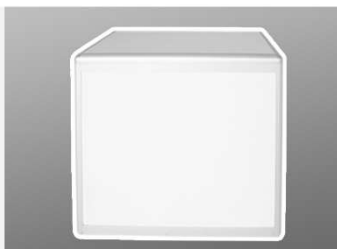


**CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**

### FURNITURE RENTAL LISTS



**FUR01**  
**Information Desk**  
(974mm x 474m x 728mm)



**FUR02**  
**High Information Desk**



**FUR03**  
**Low Showcase**



**FUR04**  
**High Showcase**



**FUR05**  
**Bar Stool**



**FUR05**  
**Bar Stool with backrest,**  
63cm / 73cm



**FUR06**  
**Single Seater Sofa**



**FUR07**  
**Sofa Set (1+2+3)**



**FUR08**  
**Easy Armchair**



**FUR09**  
**Folding Chair**



**FUR10**  
**Plastic Chair**



**FUR11**  
**Leather Armchair**



**FUR12**  
**Cushion Chair**



**FUR13**  
**Low Round Table**  
[700mm x 700m diameter]



**FUR14**  
**Round Table**  
(Glass Top)



**FUR15**  
**Cocktail Table**



**FUR16**  
**Square Table**  
[750 x 750 x 750mm]



**FUR17**  
**Event Banquet Table**  
[1600mm x 500mm x 700mm]

### FURNITURE RENTAL LISTS



**FUR18**  
Literature Rack



**FUR19**  
Belt Q-stand (per post)



**FUR20**  
Rope Stand (per unit)



**FUR21**  
Small Bin



**FUR22**  
Garbage Bin



**FUR23**  
Table Cloth



**FUR24**  
Coffee Maker w/ Paper Cup



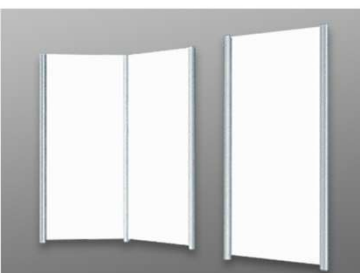
**FUR25**  
Refrigerator



**FUR26**  
Water Dispenser  
(1 gallon of water with  
100 pcs of paper cup)



**FUR27**  
Needle Punch Carpet  
(Per square meter)



**FUR28**  
Wall Display Panel  
[1m x 2.4m] - per meter run



**FUR29**  
Folding Door  
(accordion type)



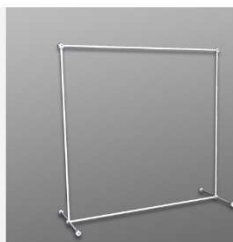
**FUR30**  
Table Skirting



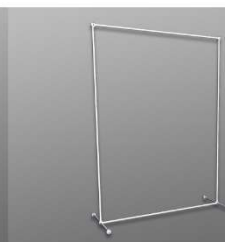
**FUR31**  
Coat Rack  
(Free Standing)



**FUR32**  
Coat Hook



**FUR33**  
Wardrobe Hanger (type 1)



**FUR34**  
Wardrobe Hanger (type 2)



**FUR35**  
Wardrobe Hanger (type 3)





# ATF2020

FORM 02

## RENTAL ITEMS

### FLORAL & POTTED PLANTS RENTAL LISTS

CODE	ITEM	UNIT COST (US\$)	QTY	AMOUNT (US\$)
FLP01	3 feet Green Plant	22.30		
FLP02	4 feet Green Plant	30.00		
FLP03	5 feet Green Plant	37.10		
FLP04	6 feet Green Plant	48.20		
FLP05	8 feet Green Plant	65.20		
FLP06	Potted Orchid	74.20		
FLP07	Cut flower Arrangement 16inch high	37.10		
FLP08	Cut flower Arrangement 24inch high	59.30		
FLP09	Custom Succulent Arrangement	89.10		
FLP10	Blooming Plants	111.20		
FLP11	Bubble Bowl (for busines cards only)	22.20		
TOTAL AMOUNT (US\$)				

\*All price are quote in USD



CITYNEON DISPLAYS & CONSTRUCTION SDN BHD





# ATF2020

FORM 02

## RENTAL ITEMS

### FLORAL & POTTED PLANTS RENTAL LISTS

#### TERMS & CONDITIONS

1. Orders are valid only when accompanied by full remittance. Priority will be given to advance orders.
2. Late orders (received after **4 JANUARY 2020**) will be imposed a 25% surcharge, subject to availability.
3. Kindly note that all orders have to be accompanied with full payment via telegraphic transfer to **CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**. Otherwise, the order will not be valid.
4. 50% surcharge for onsite and payment shall be in cash only.
5. Notice of **cancellation** must be given at least one week before the event, failing which, 70% of the total payment due shall be forfeited.
6. Where it is not otherwise stated, the prices are for the duration of the exhibition days.
7. Payment via Bank Telegraphic Transfer (T.T)

Bank: **Standard Chartered Bank**

Account Name: **Cityneon Displays & Construction Sdn Bhd**

Account Number: **0100 - 100 - 120 - 100**

Switch Code: **SCBLBNBBXXX**

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Email Address : \_\_\_\_\_

Contact Number : (O) \_\_\_\_\_ : (H/P) \_\_\_\_\_

Fax Number : (O) \_\_\_\_\_

Agreed & Accepted (signature) : \_\_\_\_\_

*(Name / Position / Company Stamp)*



**CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**

## FLORAL & POTTED PLANTS RENTAL LISTS



FLP01  
3 Feet Green Plant



FLP02  
4 Feet Green Plant



FLP03  
5 Feet Green Plant



FLP04  
6 Feet Green Plant



FLP05  
8 Feet Green Plant



FLP06  
Potted Orchid



FLP07  
Cut Flower Arrangement  
16inch high



FLP08  
Cut Flower Arrangement  
24inch high



FLP09  
Custom Succulent  
Arrangement



FLP10  
Blooming Plants



FLP11  
Bubble Bowl  
(for business cards only)

### ELECTRICAL RENTAL LISTS

CODE	ITEM	UNIT COST (US\$)	QTY	AMOUNT (US\$)
ELE01	Spotlight (100 watts)	66.70		
ELE02	Long arm spotlight (100 watts)	74.10		
ELE03	Halogen Long arm spotlight (100 watts)	66.70		
ELE04	Halogen Long arm spotlight (50 watts)	74.10		
ELE05	Halogen Down light (50 watts)	66.70		
ELE06	Halogen Flood light (300 watts)	82.00		
ELE07	Halogen Long arm floor light (300 watts)	100.00		
ELE08	Halogen eyeball (50 watts)	74.20		
ELE09	13 amp single phase (240 volts)	140.00		
ELE10	15 amp single phase (240 volts)	300.00		
ELE11	20 amp three phase (415 volts)	500.00		
ELE12	40 amp single phase (240 volts)	1000.00		
ELE13	40 amp three phase (415 volts)	1500.00		
ELE14	60 amp single phase	444.50		
ELE15	50 amp three phase	815.00		
ELE16	Lighting connection (without wiring) - per lighting (fitting)	50.00		
ELE17	Fluorescent Tube	52.00		
<b>TOTAL AMOUNT (US\$)</b>				

\*All price are quote in USD



# ATF2020

FORM 03

## RENTAL ITEMS

### ELECTRICAL RENTAL LISTS

#### TERMS & CONDITIONS

1. Electrical power supply is  
Single phase : 230V / 50Hz+5%  
Three phase : 415V / 50Hz+5%
2. Lighting Connection: Without any exception, Exhibitors including those who provide own lighting feature will be charged the lighting connection rate of US\$50.00 (100 watts maximum per connection)
3. Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
4. Light boxes are charged according to the number of tubes in each box, using the lighting hook-up or connection rate, whichever is applicable. Exhibitors are encouraged to use tubes of higher voltage (maximum 100 watts) wherever possible.
5. Exhibitors who provide their own lighting fixtures containing wiring installation must submit detailed drawing of such installation to the Official Contractor for approval.
6. 6 Orders are valid only when accompanied by full remittance. Priority will be given to advance orders.
7. Late orders (received after **4 JANUARY 2020**) will be imposed a 25% surcharge, subject to availability.
8. Kindly note that all orders have to be accompanied with full payment via telegraphic transfer to **CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**. Otherwise, the order will not be valid
9. 50% surcharge for onsite orders and payment shall be in cash only.
10. Notice of **cancellation** must be given at least one week before the event, failing which, 70% of the total payment due shall be forfeited.
11. Where it is not otherwise stated, the prices are for the duration of the exhibition days.
12. Payment via Bank Telegraphic Transfer (T.T)

Bank: **Standard Chartered Bank**  
Account Name: **Cityneon Displays & Construction Sdn Bhd**  
Account Number: **0100 - 100 - 120 - 100**  
Switch Code: **SCBLBNBBXXX**

**Company Name** : \_\_\_\_\_

**Contact Person** : \_\_\_\_\_

**Correspondence Address** : \_\_\_\_\_

**Email Address** : \_\_\_\_\_

**Contact Number** : (O) \_\_\_\_\_ : (H/P) \_\_\_\_\_

**Fax Number** : (O) \_\_\_\_\_

**Agreed & Accepted (signature)** : \_\_\_\_\_

(Name / Position / Company Stamp)



**CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**

## ELECTRICAL RENTAL LISTS



**ELE01**  
Spotlight (100 watts)



**ELE02**  
Long Arm Spotlights (100 watts)



**ELE03**  
Halogen Long Arm Spotlights  
(100 watts)



**ELE04**  
Halogen Long Arm Spotlights  
(50 watts)



**ELE05**  
Halogen Down Light (50 watts)



**ELE06**  
Halogen Flood Light (300 watts)



**ELE07**  
Halogen long Arm Flood light  
(300 watts)



**ELE08**  
Halogen eyeball (50 watts)



**ELE09**  
13 amp single phase  
(240 volts)



**ELE10**  
15 amp single phase  
(240 volts)



**ELE11**  
20 amp single phase  
(415 volts)



**ELE12**  
40 amp single phase  
(240 volts)



**ELE13**  
40 amp three phase  
(415 volts)



**ELE14**  
60 amp single phase



**ELE15**  
50 amp three phase



**ELE17**  
Fluorescent Tube



### AUDIO VISUAL RENTAL LISTS

CODE	ITEM	UNIT COST (US\$)	QTY	AMOUNT (US\$)
AV01	50 inches TV	977.80		
AV02	40 inches TV	651.90		
AV03	DVD player	82.00		
AV04	Projector	407.50		
AV05	Projector Screen	285.20		
AV06	Canon Multifunction Black & White Laser Printer (A4) - Model MF2010	222.20		
AV07	Canon Cartridge 325 (Yield: 1600 copies)	82.00		
AV08	Canon Multifunction Black & White Laser Printer (A4) - Model MF244dw	385.20		
AV09	Canon Cartridge 337 (Yield: 2400 copies)	88.90		
AV10	Canon Multifunction Colour Laser Printer (A4) - Model: MF631Cn	555.60		
AV11	Canon Multifunction Colour Laser Printer (A4) - Model: MF633Cdw	703.70		
AV12	Canon Cartridge 045 (Black / Cyan / Magenta / Yellow)	88.90		
AV13	<b>Canon Black &amp; White Copier Machine</b>	311.20		
AV14	Copy Charge - A4 size (black & white)	0.03		
AV15	Copy Charge - A3 size (black & white)	0.06		
AV16	<b>Canon Colour Copies Machine</b>	355.60		
AV17	Copy Charge - A4 size (colour)	0.03		
AV18	Copy Charge - A3 size (colour)	0.06		
AV19	Copy Charge - A4 size (black & white)	0.40		
AV20	Copy Charge - A3 size (black & white)	0.70		
<b>TOTAL AMOUNT (US\$)</b>				

\*All price are quote in USD



# ATF2020

FORM 04

## RENTAL ITEMS

### AUDIO VISUAL RENTAL LISTS

#### TERMS & CONDITIONS

1. Late orders (received after **4 JANUARY 2020**) will be imposed a 25% surcharge, subject to availability.
2. 50% surcharge for onsite orders and payment shall be in cash only.
3. Prices quoted above is exclusive of power point / multiple plug / extension cord / rack.
4. As stock is limited, late orders cannot be guaranteed.
5. Kindly note that all orders have to be accompanied with full payment via telegraphic transfer to **CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**. Otherwise, the order will not be valid.
6. Notice of **cancellation** must be given at least one week before the event, failing which, 70% of the total payment due shall be forfeited.
7. Payment via Bank Telegraphic Transfer (T.T)

Bank: **Standard Chartered Bank**

Account Name: **Cityneon Displays & Construction Sdn Bhd**

Account Number: **0100 - 100 - 120 - 100**

Switch Code: **SCBLBNBBXXX**

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Email Address : \_\_\_\_\_

Contact Number : (O) \_\_\_\_\_ : (H/P) \_\_\_\_\_

Fax Number : (O) \_\_\_\_\_

Agreed & Accepted (signature) : \_\_\_\_\_

*(Name / Position / Company Stamp)*



**CITYNEON DISPLAYS & CONSTRUCTION SDN BHD**

## AUDIO VISUAL RENTAL LISTS



AV01  
50 inches TV



AV02  
40 inches TV



AV03  
DVD Player



AV04  
Projector



AV06  
Canon Multifunction Black & White  
Laser Printer (A4) - Model MF2010



AV07  
Canon Cartridge 325  
(Yield: 1600 copies)



AV08  
Canon Multifunction Black & White  
Laser Printer (A4) - Model MF244dw



AV09  
Canon Cartridge 337  
(Yield: 2400 copies)



AV10  
Canon Multifunction Colour  
Laser Printer (A4) - Model: MF631Cn



AV11  
Canon Multifunction Colour  
Laser Printer (A4) - Model: MF633Cdw



AV12  
Canon Cartridge 045  
(Black / Cyan / Magenta / Yellow)



AV13  
Canon Black & White Copier Machine





# ATF2020

Please return this Form to:



**CITYNEON DISPLAYS & CONSTRUCTION SDN. BND.**

Lot 42, Beribi Light Industrial Estate Phase II, Jln gadong

BE1118 Bandar Seri Begawan, Brunei Darussalam

Tel: +673-2455365 / 2431204; Fax: +673 2431205

Email: event@cityneon.com / cityneon@brunet.bn

## **FORM 5: BOOTH CONSTRUCTION REGISTRATION**

Fascia Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

- The Organizer has appointed 'CityNeon Brunei' as the Official Contractor.
- All electrical works including lighting, power points, switch-box, electrical wiring, water supply and drainage works must be performed by the appointed official contractor exclusively.
- Exhibitors using other contractors to work on site should notify the organizers in advance and submit the full details of the contractor for approval.
- Dimensional drawing of special design must be sent to the organizer for approval before performance.

**We need special design and have appointed the following contractor to work for it. Detail of that contractor is enclosed here with for your approval:**

*(Please fill on the Form 5A and return to the Official Contractor).*

Company Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_



# ATF2020

Please return this Form to:



**CITYNEON DISPLAYS & CONSTRUCTION SDN. BND.**

Lot 42, Beribi Light Industrial Estate Phase II, Jln gadong

BE1118 Bandar Seri Begawan, Brunei Darussalam

Tel: +673-2455365 / 2431204; Fax: +673 2431205

Email: event@cityneon.com / cityneon@brunet.bn

**FORM 5A: BOOTH CONSTRUCTION**  
**(For non-official contractor only)**

Fascia Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

No.	Description	Unit Price (USD)	Quantity	Amount (USD)
1.	Performance Bond (Refundable)	US \$1500.00		
2.	Administration Fee (Non-Refundable)	US \$30.00/sqm		

Total \_\_\_\_\_

1. The exhibitor confirming and signing in this form is committed to fully understand and comply with the rules and regulations given.
2. The Performance bond paid by the contractor is to ensure the compliance of contracts with the rules and regulations of the Bridex Hall.
3. All orders must be accompanied with full payment to **CITYNEON DISPLAYS & CONSTRUCTION SDN. BHD.**, Account No.: **0100-100-120-100**, Bank Account Name: **Standard Chartered Bank**.

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_



# ATF2020

Please return this Form to:



**CITYNEON DISPLAYS & CONSTRUCTION SDN. BND.**

Lot 42, Beribi Light Industrial Estate Phase II, Jln gadong

BE1118 Bandar Seri Begawan, Brunei Darussalam

Tel: +673-2455365 / 2431204; Fax: +673 2431205

Email: [event@cityneon.com](mailto:event@cityneon.com) / [cityneon@brunet.bn](mailto:cityneon@brunet.bn)

**FORM 5B: WORKER PASS REGISTRATION**  
**(For non-official contractor only)**

Booth number	Purchasing additional pass		Amount
	Quantity	Unit Price	
		US \$10.00/pass	

1. The number of worker pass is given free according to the size of booth (for additional worker pass, please fill in the form).
2. All the orders should be submitted 10 days before the opening day build-up period. Exhibitors will be responsible for managing their own workers.
3. Contractors are not allowed to do set up without the worker pass issue by the official contractor - CityNeon Brunei must be accompanied with full payment to **CITYNEON DISPLAYS & CONSTRUCTION SDN. BHD.**, Account No.: **0100-100-120-100**, Bank Account Name: **Standard Chartered Bank**.

**CONFIRMED & ACCEPTED BY**

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/201\_\_\_\_



Lot 42, Beribi Light Industrial Estate Phase II, Jln gadong  
BE1118 Bandar Seri Begawan, Brunei Darussalam  
Tel: +673-2455365 / 2431204; Fax: +673 2431205  
Email: [event@cityneon.com](mailto:event@cityneon.com) / [cityneon@brunet.bn](mailto:cityneon@brunet.bn)

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## Shipping Manual

### **Official Freight Forwarder**

#### **Agility Fairs & Events Logistics Pte Ltd**

No. 5, Changi North Way, 3<sup>rd</sup> Floor

Singapore 498771

Tel: +65 6500 0250

Fax: +65 6214 9592 / 6214 9593

Email: [Fairs-Singapore@agility.com](mailto:Fairs-Singapore@agility.com)

Contact:

Ms Teresa Wangunhardjo

Sales Executive

Tel: +65 6571 5639

Email: [WTeresa@agility.com](mailto:WTeresa@agility.com)

## Deadlines

### Deadlines / Schedule at a Glance

Arrival of films and video tapes / discs by <b>COURIER</b>	3 January 2020
Copies of Bill of Landing and the Commercial Invoice and Packing List of <b>SEAFREIGHT</b> consignments	27 December 2019
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	3 January 2020
Copies of commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	27 December 2019
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	3 January 2020

### DOCUMENT & CONSIGNMENT DEADLINES

#### **A. Seafreight**

We need the following documents not later than **27 December 2019**.

- ☐ 2 originals and 3 copies of Bill of Landing
- ☐ 3 copies of Commercial Invoice / Packing List
- ☐ 1 copy of Insurance Policy (if insured)

All seafreight consignments must arrive in Muara Port by **3 January 2020**

#### **B. Airfreight**

We need the following documents not later than **27 December 2019**.

- ☐ 2 originals and 3 copies of Bill of Landing
- ☐ 3 copies of Commercial Invoice / Packing List
- ☐ 1 copy of Insurance Policy (if insured)

All airfreight consignments must arrive in Brunei International Airport  
by **3 January 2020**

All consolidated shipment by airfreight must be issued with House Airway Bill or House Bill of Landing. A consolidation cargo manifest must also be provided.

## SHIPPING TARIFF

### INWARD / OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000kg)

#### a. Seafreight

From arrival at Muara Port to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate		<b>S\$90.00</b> per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	<b>S\$325.00</b> per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	<b>20</b> cbm per 20' container
	FCL 40' GP	<b>40</b> cbm per 40' container
	FCL 40' HC	<b>45</b> cbm per 40'HC container
	FCL 45' GP	<b>50</b> cbm per 40' container
*LCL charge/fee and Terminal Handling Charge		<b>S\$100.00</b> per cbm or 1,000 kg, whichever is the greater (at cost).
Minimum charge		3 cbm per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		<b>S\$215.00</b> per 20' container (at cost)
		<b>S\$325.00</b> per 40' container (at cost)

\* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost + 10% outlay fees.

**b. Airfreight**

From arrival at Brunei International Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate	<b>S\$2.00</b> per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	<b>S\$265.00</b> per consignment (HAWB) per exhibitor.
*Airport Terminal Charge	<b>S\$2.00</b> per 100kg based on actual or volumetric weight, whichever is the greater (at cost)
Minimum charge	<b>S\$25.00</b> per consignment (HAWB) per exhibitor.
*X-Ray Fee (for import shipments only)	<b>S\$0.07</b> per kg based on actual or volumetric weight, whichever is the greater (at cost)
Minimum Charge	<b>S\$7.00</b> per consignment (HAWB) per exhibitor

\* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost + 10 % outlay fees.

**ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.**

**OTHER SHIPPING CHARGES (where required)**

**a. COURIER OF FILMS, VIDEO TAPES AND / OR DISC**

From arrival at Tri-Star Shipping & Trading Co. Sdn Bhd premises up to delivery to exhibition stand, excluding the censorship fee levied by the Board of Film Censors (applicable for courier consignments only).

Handling rate	<b>S\$35.00</b> per piece
Minimum charge	<b>S\$85.00</b> per consignment per exhibitor

Should films & video tapes/discs arrive via airfreight/sea freight, the tariffs for airfreight/sea freight shall apply.

**b. HEAVYLIFT SURCHARGE**

Individual exhibit in excess of 2,000kg per package will incur heavy-lift surcharge (in addition to the basic handling charge)

2,001 to 4,000kg	<b>S\$45.00</b> per 1,000kg (based on total weight of the package)
4,001kg to 6,000kg	<b>S\$58.00</b> per 1,000kg (based on total weight of the package)
6,001kg to 8,000kg	<b>S\$72.00</b> per 1,000kg (based on total weight of the package)



Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movement.

**c. OUTWARD DOCUMENTATION CHARGES**

Courier of documents	<b>S\$80.00</b> per consignment per exhibitor
Telex release for seafreight shipment	<b>S\$180.00</b> per consignment per exhibitor
OB/L, agency fees	<b>S\$180.00</b> per consignment per exhibitor

**d. CRANAGE**

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers at site are:

Loaded Container	20'	<b>S\$220.00</b> per operation
	40'	<b>S\$350.00</b> per operation
Empty Container	20'	<b>S\$140.00</b> per operation
	40'	<b>S\$220.00</b> per operation

**e. UNSTUFFING/ STUFFING OF CONTAINERS**

Additional charges for unstuffing and / or stuffing of containers or for container delivered to site for on-site handling only.

20' GP	<b>S\$150.00</b> per operation
40' GP	<b>S\$300.00</b> per operation
40' HC	<b>S\$450.00</b> per operation

**f. TRANSFER OF CONTAINERS**

Return of empty containers from site to shipping line depot or collection of empty containers from depot to site (cranage charge is applicable)	<b>S\$150.00</b> per 20'
	<b>S\$300.00</b> per 40'

**g. SOLAS / VGM WEIGHTING AND PROCESSING FEE**

Effective 1<sup>st</sup> July 2016, International Maritime Organization (IMO) has made amendments to The Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** ("VGM") of all packages / pallets / containers etc.

Agility / Tri-Star will be arranging to weigh all FCL and LCL cargo to attain the VGM. Additional hereunder applies:-

20'/40' FCL Weighing Fees & Admin Fees	<b>S\$150.00</b> per container
LCL Weighing Fees	<b>S\$15.00</b> per package (min \$45 per consignment)
SOLAS LCL Admin Fees	<b>S\$35.00</b> per consignment

\* Any additional cost levied by Carrier will be charged at cost + 10% outlay fees

#### h. SITE HANDLING

SERVICES	COST (per cbm)
From transport at exhibition site to exhibition booth (including unloading)	S\$40.00 Minimum 1 cbm
From exhibition booth to client's vehicle (including loading)	S\$40.00 Minimum 1 cbm
Storage charges for packing materials (on exhibition site or elsewhere)	S\$10.00 Minimum 1 cbm
Packing or unpacking charges	S\$10.00 Minimum 1 cbm

## SHIPPING INSTRUCTIONS

### CONSIGNMENT INSTRUCTIONS

Consignee: Tri-Star Shipping & Trading Co. Sdn Bhd  
 No. 16, Simpang 584  
 KM7, Jalan Tutong  
 Bandar Seri Begawan  
 Brunei Darussalam  
**For: Asean Tourism Forum Brunei/Travex 2020**

All documents such as Bill of Lading and Airwaybill must show the consignee as indicated above.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

FN/110619

### CASE MARKINGS

For easy identification, all packages shall be marked as follows:

#### **Asean Tourism Forum Brunei/Travex 2020**

c/o Tri-Star Shipping & Trading Co Sdn Bhd

Name of Exhibitor : \_\_\_\_\_  
 Stand Number : \_\_\_\_\_  
 Case Numbers : \_\_\_\_\_  
 Gross Weight/Net Weight : \_\_\_\_\_  
 Dimensions : \_\_\_\_\_

## **TEMPORARY IMPORT BOND FEE**

Temporary import bond is subject to approval of Royal Brunei Customs. If bond is approved, then we can assist in arranging bank guarantee for custom bond on your behalf. Please fill in the letter of indemnity (Appendix 1) and return to us.

Temporary import bond fee will be charged at **1%** on C.I.F value. A minimum charge of **S\$170.00** per application per exhibitor applies.

## **PACKING**

Exhibitors area advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movement during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

## **RETURN INSTRUCTION**

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3<sup>rd</sup> party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.

## **CARGO HANDOVER**

Exhibitors must contact Agility / Tri-Star to arrange for any handover of cargo. Agility / Tri-Star will not be held responsible for any sort of loss or damage incurred if that is not done correctly.

## **UNATTENDED CARGO AT CLOSE OF EVENT**

Complete return instruction must be provided by agent or exhibitor to Agility prior to the show opening. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges. Agility will also not be responsible for any missing/ damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to Agility/Tr-Star.

## **RE-EXPORT TIMEFRAME**

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

## **MANDATORY REGULATION ON WEIGHT VERIFICATION**

Effective 1<sup>st</sup> July 2016, International Maritime Organization (IMO) has made amendments to the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** ("VGM") of all packages / pallets / containers etc.

All per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g if the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. IN cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper / exhibitor / forwarding agent. In Addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper / exhibitor / forwarding agent.

Shipper / exhibitors / forwarding agent are therefore strongly reminded to be extremely careful in their preparation of documents. Additional information on IMO / SOLAs requirement can be found on <http://www.worldshipping.org/industry-issues/safety/cargo-weight>

## **INSURANCE**

We would like to advice that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handle by Agility Fairs & Events Logistic Pte Ltd, and also ensure that Transport Insurance in arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that they cost of insurance cover is not included in our charges.

Upon written instruction, AGILITY FAIRS & EVENTS LOGISTICS PTE LTD can assist to arrange insurance coverage at competitive premiums.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

## **ADDITIONAL CHARGES**

- a. Endorsement of relevant government departments will be charged at cost + 10% outlay fees.
- b. Service charge for application of import / export permits will be charged at cost = 10% outlay fees.
- c. Import / export duty and duty declaration will be charged at cost + 10% outlay fees.

## **ADDITIONAL SERVICES**

For additional servicdes not listed above, an individual quotation will be given upon receipt of specific requirements.

## TERM OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.  
Outward : Upon presentation of invoice/prior to delivery to premises.

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

Our bank account is:

Agility Fairs & Events Logistics Pte Ltd  
The Hong Kong and Shanghai Banking Corporation Ltd,  
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.  
S\$ A/C : 141-271379-001  
USD A/C : 260-319876-186  
Swift code : HSBCSGSG

Credit Card payment via PayPal:

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Request for payments by PayPal can be made to: [sqfeaccounts@agility.com](mailto:sqfeaccounts@agility.com)

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)

For additional information or clarification, please contact us at:

**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771

Telephone : (65) 6500 0250  
Telefax : (65) 6214 9592 / 6214 9593  
eMail : [fairs-singapore@agility.com](mailto:fairs-singapore@agility.com)  
Website : [www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
Contact : Ms Teresa Wangunhardjo  
E-Mail : [WTeresa@agility.com](mailto:WTeresa@agility.com)

**IMPORTANT**

All business is transacted in accordance with our General Trading Conditions. A copy is available upon request.

Use of TRI-STAR SHIPPING & TRADING CO SDN BHD'S/AGILITY FAIRS & EVENTS LOGISTICS PTE LTD's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

# **COMBINED COMMERCIAL INVOICE & PACKING LIST**

**Asean Tourism Forum Brunei/Travex  
2020**

**12 - 16 January 2020**

**Bandar Seri Begawan Brunei  
Brunei**

NAME OF EXHIBITOR : \_\_\_\_\_

STAND NO. : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HALL NO. : \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_ FAX : \_\_\_\_\_

CONSIGNEE : Tri-Star Shipping & Trading Co. Sdn Bhd  
No. 16, Simpang 584  
KM7, Jalan Tutong  
Bandar Seri Begawan  
Brunei Darussalam  
**For: Asean Tourism Forum Brunei/Travex 2020**

**REMARKS**

A : RE-EXPORT

B : DISPOSED OF/CONSUMED

C : GIVEN AWAY/SOLD

\* PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M³)	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)  *Model & serial nos. are mandatory for machineries imported into Brunei for exhibitions	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE (US\$)		REMARKS		
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

**(To be completed by exhibitor)**

Signed for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_ Country \_\_\_\_\_

**Show Name :** **Asean Tourism Forum Brunei/Travex 2020**  
**Show Dates :** **12 - 16 January 2020**  
**Show Venue :** **Bandar Seri Begawan Brunei**  
**City, Country :** **Brunei**

## FREIGHT INSTRUCTIONS

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

**1. DEADLINE FOR SHIPMENT**

Arrival of films and video tapes by courier service : **3 January 2020**  
 Receipt of documents for seafreight consignments : **27 December 2019**  
 Receipt of documents for airfreight consignments : **27 December 2019**  
 Arrival of seafreight consignments : **3 January 2020**  
 Arrival of airfreight consignments : **3 January 2020**

**2. CONSIGNMENT INSTRUCTIONS**

All exhibition goods either by seafreight or airfreight, must be consigned "Freight Prepaid" as follows:

Consignee: **TRI-STAR SHIPPING & TRADING CO SDN BHD**  
**No. 16, Simpang 584**  
**KM7, Jalan Tutong**  
**Bandar Seri Begawan**  
**Brunei Darussalam**  
**For: Asean Tourism Forum Brunei/Travex 2020**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above

**3. INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from \_\_\_\_\_ (country). Name of Freight Forwarder from origin: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorised by:** Booth No: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 Signature & Date \_\_\_\_\_

Send this form to:  
**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 No. 5 Changi North Way, 3<sup>rd</sup> Floor, Singapore 498771  
 Tel: (65) **6571 5639** / 6463 9868  
 Fax: (65) 6214 9592 / 6214 9593  
 Contact: **Ms Teresa Wangunhardjo**  
 E-mail: **WTeresa@agility.com**  
 www.agility.com