

REGISTRATION FORM



OIC HIGHER EDUCATION FAIR 2014
 PUTRA WORLD TRADE CENTRE (PWTC), KUALA LUMPUR
 10TH - 14TH NOVEMBER 2014

Book Now!

Please complete and return this form together with your full payment to: **OIC International Business Centre Sdn Bhd**
 Level 23A, Unit 1A, Menara TH Selborn, 153 Jalan Tun Razak, 50400 Kuala Lumpur Tel: +603 2681 0037 Fax: +603 2681 0032

Organisation: _____

Address: _____

Tel: _____ Fax: _____ H/P: _____

Contact Person: _____ Designation: _____

Email: _____ Nature of Business: _____



- Fair - 1 Standard Shell Scheme Booth or 18 sq. m of bare space
- Conference - 1 Seat
- OIC Education Directory 2014/15 - 2 full page of advertisement for 1 issue
- OIC Today Magazine - Half page advertisement for 1 issue
- Muslim World BIZ Tabloid - Half page advertisement for 1 issue USD 3,000.00

* A company is eligible to opt for one (1) WITCX Exclusive Package only. Please tick (✓) in the box if agreeable.



Standard Shell Scheme Booth (3m x 2m) USD 2,000.00 x _____ booth = _____
 Bare space (minimum purchase 18 sq.m) USD 250.00 x _____ sq.m = _____



Conference Seat USD 250.00 x _____ seats = _____

Total _____
 - ___% Early Bird Discount _____
 + 6% Government Tax _____
GRAND TOTAL _____

* Please specify type of Travel Related Services / Products _____

1. Attached herewith our cheque / Bank Draft No. _____ in favour of "OIC International Business Centre Sdn Bhd" being registration fee, refundable security deposit and payment for our participation.
2. I/We have read and understood the contents and hereby agree to abide by terms and conditions as stipulated in the next page.

 Authorised Signature & Company Stamp

 Date

Date Received	_____	Cheque No.	_____
Amount	_____	Receipt No.	_____

Note: A Photostat copy of the Booking Form is acceptable. However proof of postage is not proof of receipt. The Organiser shall not be responsible for any lost document. All booking MUST be submitted with the required full payment. The Organiser reserves the right to reject any booking deemed inappropriate at its discretion and no queries shall be entertained.



❖ TERMS & CONDITIONS ❖

1.0 APPLICATION FOR PARTICIPATION

- 1.1 All exhibitors must submit the original completed copy of the Official Contract Form issued by the **OWB SECRETARIAT** under the management of **OIC INTERNATIONAL BUSINESS CENTRE** (here after called the "Event Organiser") with authorised signatory and company seal and to reach the WITCX secretariat before **30TH AUGUST 2014** or as specified by the "Event Organiser".
- 1.2 Participation will only be confirmed after the "Event Organiser" receives the full payment for participation in **OWB 2014** or its programs before the appointed date.
- 1.3 **5TH OIC World BIZ 2014 Exhibition Zone**, from **11TH - 14TH November 2014** is open trade and public visitors. During event, all exhibitors are allowed to sell their products/exhibits.

2.0 EXHIBIT SPACE AND RESERVATION OF SPACE

- 2.1 Exhibitors may choose their preferred location of exhibit space at **OWB 2014** once the full payment is settled. The "Event Organiser" will allocate exhibit space on behalf of Exhibitors with unspecified choice of exhibit space. Exhibits space may be reserved up to 10 days pending full payment. Each reservation will be held on a queue system. An extension of four (4) days thereafter is allowed, upon exhaustion the space will be given to the next company in queue. Any amount of extension thereafter is at the discretion of the "Event Organiser". Confirmation of exhibit space will be advised by the "Event Organiser" in writing or email within five (5) working days from the day full participating fee is received.

3.0 ALLOCATION OF BOOTH

- 3.1 The "Event Organiser" shall reserve the right to change the booth allocated to the exhibitor at any time prior to the commencement of the build-up of the exhibition should exceptional circumstances demand, to transfer or close entrances or exits to the exhibition hall and to undertake other structural alterations as they deem fit. Such changes shall be at the sole discretion of the "Event Organiser" and the exhibitor shall have no claims for compensation because of these changes.

4.0 FURNITURE, ELECTRICAL FITTING AND ELECTRICITY SUPPLY

- 4.1 Special booth construction, electrical wiring and decorator services are available only through the Official Contractors appointed by the "Event Organiser".
- 4.2 The exhibitor may request for extra furniture, electrical appliances, electrical fittings, wiring and the appointed Official Contractor at a charge prescribed in the said handbook shall install them. The exhibitor, upon confirmation of the order with the contractor, is to pay for the job fully before completion of installation.

5.0 PAYMENT TERMS

- 5.1 The payment shall be made within fourteen (14) days of the contract signing date.
- 5.2 The Event Organizer, reserves the right to refuse participation of exhibitor if the payment is not received in time.

6.0 CANCELLATION POLICY

- 6.1 All cancellations must be in writing and will be deemed to take effect from the date of receipt of cancellations request
- 6.2 In the event of the exhibitor cancelling their exhibition space, the following terms will apply:
 - 6.2.1 Within 60 days of signing the contract: the "event organiser" reserves the right to charge / withhold 20% of the sale value
 - 6.2.2 30 days before the event: the "event organiser" reserves the right to charge / withhold the exhibitor's payment in full.

7.0 LIABILITY & LOSSES

- 7.1 The "Event Organiser" and all organisations and individuals who are employed by or associated with in connection to this exhibition will not be responsible and shall be indemnified by all exhibitors for damage or loss resulting from or any other cause whatsoever including accident or injury to exhibitors, their employees and agents, the public and others. The exhibitors agree to pay promptly for any/all damage to the exhibition building or its equipment incurred through carelessness or otherwise, of exhibitor or his employees or agents.

The "Event Organiser" shall not be responsible in the event of any errors or mistakes in any promotional material.

"Event Organiser" is not responsible for damage to exhibitors' property or lost shipment either coming on or going out, or for moving. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is nevertheless responsible to exhibit space rental. Exhibitors are advised to insure against such risks.

8.0 SAFETY AND FIRE LAWS

- 8.1 All applicable fire and safety laws of the venue must be strictly observed by the exhibitors. Cloth decorations must be fire proof. Wiring must comply with Local Fire Department and Underwriters' Rules. Smoking in the exhibition area is forbidden. Exhibits must not block aisle and fire exits. No decorations of paper, pine boughs, leaf decorations or tree branches are allowed. (Acetate and most rayon drapes that are not flame proof are prohibited).

9.0 TERMINATION OF EXHIBITION

- 9.1 In the event that the premises in which the exhibition is or is to be conducted shall become, in the sole discretion of the "Event Organiser", unfit for occupancy or in the event the holding of the exhibition or the performance

of the "Event Organiser" under Application (of which these Term and Conditions are a part) are substantially or materially interfered with by virtue of any cause or caused not reasonably within the control of "Event Organiser" he said Application and/or the Exhibition (or any part thereof) may be terminated by the "Event Organiser". The "Event Organiser" shall not be responsible for delays, damage, loss, increased cost, or unfavourable conditions arising by virtue of causes not reasonably within the control of the "Event Organiser". If the "Event Organiser" terminates said Application and/or the Exhibition (or any part thereof) as foresaid, then the "Event Organiser" shall not be liable to the exhibitor other than the "Event Organiser" shall not be liable to the exhibitor other than for a prorated refund of such exhibit days remaining.

10.0 FAILURE TO EXHIBIT

- 10.1 The organiser shall be at liberty to let out the booth(s) without reference to the defaulting exhibitor, in the event the exhibitor fails to exhibit.

11.0 INSURANCE

- 11.1 Exhibitors are advised to see that their regular insurance company includes extra-territorial coverage and that they have their own theft, public liability and property damage insurance. The "Event Organiser" and all organisations and individuals who are employed by or associated with in connection with the exhibition will not responsible for injury, damage or loss that may occur to an exhibitor or his employees or agents nor to the safety of any exhibit or other property against robbery, fire, or any other destructive causes.

12.0 RIGHT OF POSSESSION

- 12.1 In the event of an exhibitor owing the "Event Organiser" a sum still outstanding at the end of the payment due date, the "Event Organiser" reserves the right to prohibit and/or prevent the exhibitor from moving his goods, exhibits or chattels from the exhibition venue. The "Event Organiser" also reserves the right to remove exhibitor debtor's exhibits to be stored at the premises of the "Event Organiser" until full settlement has been made.

13.0 SUB-LEASING

- 13.1 Exhibitors must not sublet or subcontract the whole or part of his space without prior written permission of the "Event Organiser"

14.0 CODE OF BUSINESS ETHICS

- 14.1 Exhibitors are to conduct their business in orderly manner so as not create unhealthy practices detrimental to the exhibition as a whole. Exhibitors must be properly attired. No TShirts, shorts pants and slippers are allowed.
- 14.2 **CHILDREN UNDER 18 YEARS OLD ARE STRICTLY PROHIBITED** from entering the exhibition halls during moved in and tear down period.

15.0 ITEMS ON EXHIBIT

- 15.1 All items exhibited by exhibitors must remain at the exhibit space for the whole duration of the exhibition and shall not be removed from the exhibition hall without prior written consent from the "Event Organiser"

Exhibitors are not allowed to display their bunting stands, pop up system, banners and others similar materials without the "event managers" consent. Organiser reserves the rights to remove it without further notice.

16.0 CHANGES

- 16.1 The "Event Organiser" reserves the right to change the venue and dates or duration of the exhibition should circumstances demand. In the event of such changes, the agreement to participate by the exhibitors shall remain in force. In the event of such change in venue and dates or duration or cancellation of the exhibition, the exhibitors shall not be entitled to any claims for compensation in connection with their booking for participation.

17.0 FAILURE OF SERVICES

- 17.1 The "Event Organiser" shall not be liable for any damage or lose by the exhibitors directly or indirectly attributable to the cancellation, suspension or reduction of the exhibition from the period advertised or specified due to force majeure, acts of war, military, municipal statutory or civil authority, fire, floods, tempests, excessively inclement weather, earthquake, or combination of sale, serial objects aircraft, strike riots, civil commotions, lockouts, industrial disputes by workmen.
- 17.2 In the event the exhibition is cancelled, reduced or postponed, the fees paid to the "Event Organiser" or any part thereof may be refunded at the sole discretion of the "Event Organiser" but this shall not prejudice the "Event Organiser's right to appropriate the entire sum/s or any part thereof for their own purpose to defray administration and/or other expenses.

18.0 LEGAL COST

- 18.1 It is agreed that the exhibitor will bear all legal costs and expenses incurred by the "Event Organiser" in the event legal action is taken against the exhibitor for any sum due or damages done to the "Event Organiser" under this contract.

19.0 REJECTED DISPLAY

- 19.1 The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely in strict compliance with the Term and Conditions here in lay down. The "Event Organiser" reserves the right to reject, eject or prohibit any exhibit in whole or in part of any exhibitor or his representatives, before or during the exhibition. The Event Organiser and their Agents shall not be liable for any damages or loss if an exhibit or exhibitor is ejected for violation of these Terms and Conditions for any other stated reason, and no refund shall be made.