



PARTICIPANTS TECHNICAL GUIDE

Kuala Lumpur International Aerospace Business Convention – KLIABC 2016

December 7-9 2016, KUALA LUMPUR - MALAYSIA

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abe – Advanced Business Events - BCI Aerospace division

35/37 rue des Abondances - 92513 Boulogne-Billancourt cedex
Tel. : +33(0)1 41 86 41 46 - Fax : +33(0)1 46 03 86 26 - Email : RPORTIER@advbe.com
abe - SAS capital 50 000€ - RCS Nanterre B 515 013 506 00024 - NAF 8230 Z

CONTACT

Matrade

Machinery and MRO Unit / Eastern Europe
Trade and Service Promotion Division II
9th Floor, Menara MATRADE,
Jalan Khidmat Usaha, Off Jalan Duta
50480 Kuala Lumpur

MUHD HAIRI ZAINAL ABIDIN



Tel : +603-6207 7552
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Advanced Business Events / BCI Aerospace

35-37, rue des abondances, 92100, Boulogne Billancourt, France

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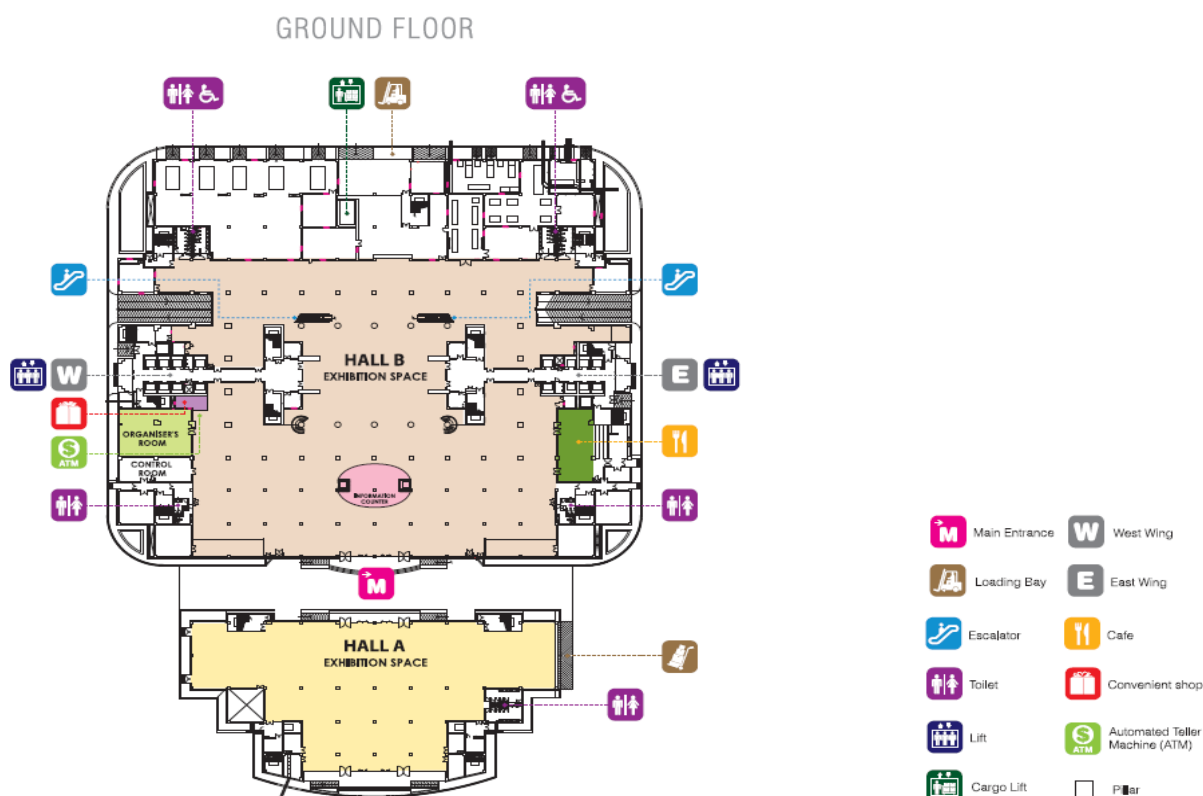
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35/37 rue des Abondances - 92513 Boulogne-Billancourt cedex
Tel. : +33(0)1 41 86 41 46 - Fax : +33(0)1 46 03 86 26 - Email : RPORTIER@advbe.com
abe - SAS capital 50 000€ - RCS Nanterre B 515 013 506 00024 - NAF 8230 Z

MATRADE EXHIBITION & CONVENTION CENTRE



Distinctively identifiable from a distance, this 24 story edifice with its unique archway through the building houses **the MATRADE Exhibition and Convention Center (MECC)**. The MECC Building Encompasses the podium, Tower Block, Amphitheatre and Outdoor Exhibition Area. This includes, the Matrade Hall, 3 Exhibition Halls, 8 Function Rooms, a theatrette and an Outdoor Exhibition Area.



MECC covers more than 106,000 square meters, has technologically advanced facilities and is equipped with Wi-Fi connectivity. It has to be one of the best place in Malaysia for Meeting Incentive, Convention and Exhibition (MICE) with emphasis on the Trade-Centric events.



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Matrade Venue:

Matrade Exhibition & Convention Centre (MECC)

Menara MATRADE

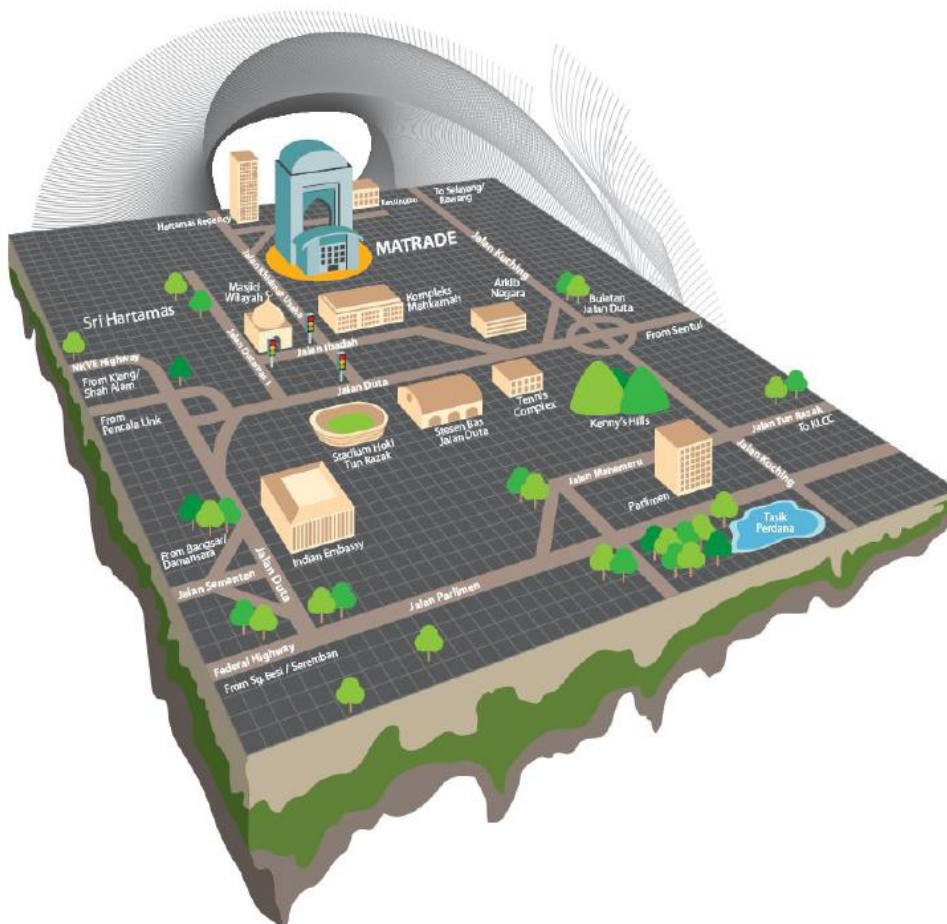
Jalan Khidmat Usaha, Off Jalan Duta

50480 Kuala Lumpur, Malaysia

Tel : +603-6203 7032

Fax: +603-6203 7034

Website : <http://mecc.matrade.gov.my>



GENERAL INFO MAP AND PUBLIC TRANSPORTATION

You can get to MECC by taxi, bus or train.

Taxi transportation contacts

Airport Limo	Tel: 603-9223 8080
Comfort Cab	Tel: 603-8024 0507
Public Cab	Tel: 603-6259 2020
Sunlight Radio Taxi	Tel: 603-9057 1111

Public Bus No: T618

If you are coming from the airport, take an Express Rail Link (ERL) from KLIA to KL Sentral. From KL Sentral, you can take a Light Rail Transit (LRT) to Lake Titiwangsa. At the LRT station at Lake Titiwangsa, you can take a bus to MECC.

It takes between 45 minutes and 1 hour to go by taxi from the airport to Kuala Lumpur



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TIMETABLE OF CONVENTION

RECEPTION AT 8AM ON DECEMBER 7:

Upon your arrival, please come to our reception desk. You will receive a folder containing:

- Your meeting schedule
- Your badge
- Your conference program
- Floorplan
- Event goodies

BUSINESS LUNCH ON DECEMBER 7-9:

Business lunches will be served over the two days.

In addition please feel free to enjoy the lunch to make the meetings more informal, and also meet the companies with which you do not have an arranged meeting.

COFFEE BREAK :

You can enjoy the coffee break free of charge from 9:00 to 11:00 and from 14:00 to 18:00.

GALA DINNER :

BCI Aerospace offers invites its participants to a Gala Dinner on December 8. It will be held at the Sheraton Imperial Hotel Kuala Lumpur.

Note: Timetable is given for information only. The final program will be on your planning

December 7 - KLIABC Summit – from 8:30am

- Overview of the Malaysian Aerospace and MRO Market
- OEMs Procurement, Airlines, and officials high level talks

December 8&9 – KLIABE Business to business Matchmaking Program – from 9am

One-on-One meetings

The program will offer all participants the opportunity to sign up, identify and request meetings with relevant contacts prior to the show. Meetings schedules will be put together prior to the event and based on your selection. The one-to-one meetings will be held at the event venue.

High level talks & Workshops

- KLIABC conference program on various subjects in reference with the market and specific products or technologies
- These are excellent opportunities for professionals to share experiences, showcase your capabilities and better comprehend the market scientific, industrial, technical and commercial evolutions.






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YOUR BOOTH DETAILS

Access to the stand will be on December 7th from 15:00 to 19:00 maximum. Your stands will be fitted and equipped. The space will be open from December 8 from 8:00.

Depending on the option you have chosen, you have below details. Each wall panel measures 1m (3.3ft) wide and 2.4m (8ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

Basic Package 6sqm 3m x 2m (9.84ft x 6.56ft)	Basic Package 12sqm 6m x 2m (19.68ft x 6.56ft)	Premium Package 24sqm 6m x 4m (19.68ft x 13.12ft)
		
<ul style="list-style-type: none"> • 2 Lights • 1 Table • 3 Chairs • Fascia Board • Carpet 	<ul style="list-style-type: none"> • 2 Lights • 2 Tables • 6 Chairs • Fascia Board • Carpet 	<ul style="list-style-type: none"> • Lights • 1 reception desk • 5 Chairs • 1 round Table • Storage Room • Power Supply • Company sign • Carpet

To customize your booth, you can hang posters or pictures. Remember to attach chains and hooks and clips for hanging on the rails, and a roll of cello tape if the item is lightweight (it is forbidden to drill the walls).

At each booth you will find an electrical outlet. If you have multiple computers to run, think about bringing a multiple adaptor.

EXTRA FURNITURE RENTAL

If you would like any more equipment please contact our service provider **INNOGEN** (This extra charges must be paid by you):

Ms Linda
 Email: info@innogen.com.my



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KL International Aerospace Business Convention 2016

8th – 9th December 2016

Matrade Exhibition Convention Centre, Hall B

Form 3 : FURNITURE ON HIRE

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

Deadline: 15 November 2016

- 1) For Standard Shell Scheme Package, kindly refer FORM 2 for the package's entitlement. Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require ADDITIONAL furniture items, please use this requisition form.

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 15/11/2016	16/11/2016 – 05/12/2016		
INN001	Information Desk	L1000 x D530 x H735	85	111		
INN002	Information Counter	L1030 x D535 x H1020	180	234		
INN003	Bistro Table	Dia 500 x H1100	150	195		
INN004	Round Table	Dia 900 x H755	120	156		
INN005	Square Table	L750 x D750 x H755	120	156		
INN006	System Coffee Table	L550 x D550 x H515	50	65		
INN007	Glass Top Coffee Table	L460 x D490 x H490	85	111		
INN008	Lockable Cabinet	L1000 x D530 x H735	95	124		
INN009	High Showcase without Lighting	L1030 x D535 x H2500	420	546		
INN010	Low Showcase without Lighting	L970 x D500 x H940	300	390		
INN011	Bar Stool	Dia 380 x H740	105	137		
INN012	Folding Chair	L435 x D435 x H790	30	39		
INN013	Conference Chair	L460 x D500 x H780	70	91		
INN014	Easy Arm Chair	L500 x D450 x H800	75	98		
INN015	Chrome Chair	L420 x D415 x H700	80	104		
INN016	Fabric Sofa	L520 x D750 x H780	95	124		
INN017	Leather Chrome Sofa	L860 x D800 x H800	135	176		
INN018	Display Plinth (Set)	-	290	377		
INN019	Display Plinth A	L535 x D535 x H500	75	98		
INN020	Display Plinth B	L535 x D535 x H750	95	124		
INN021	Display Plinth C	L535 x D535 x H1000	120	156		
INN022	Flat Shelf	L985 x D300	45	59		
INN023	Slope Shelf	L985 x D300	45	59		
INN023	Slope Shelf	L985 x D300	45	59		
INN024	Brochure Rack (4-tier)	L280 x D400 x H1100	140	182		

- Please prepare the invoice for above items and bill to us.
 Please prepare the invoice for above items and bill to my appointed contractor.

.../ 2

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)		Booth No	
Address			
Tel		Person In-charged	
Fax		Mobile	
Date		Signature & Co. Stamp	

KL International Aerospace Business Convention 2016

8th – 9th December 2016

Matrade Exhibition Convention Centre, Hall B

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Fax: +60 3-8961 0103
Email: info@innogen.com.my

2 / ...

Deadline: 15 November 2016

No.	Item	Dimension (mm)	Unit Price (RM)		Qty	Total (RM)
			On or before 15/11/2016	16/11/2016 – 05/12/2016		
INN025	Book Shelf 6-tier Single-sided	L970 x D450 x H1940	200	260		
INN026	Book Shelf 4-tier Double-sided	L970 x D600 x H1400	240	312		
INN027	Refrigerator with 24hrs,13amp Single Phase Power Point (max 500w)	L520 x D560 x H1130	350	455		
INN028	Waste Paper Basket	-	5	7		
INN029	Coat Rack	L950 x D400 x H1500	150	195		
INN030	Display Board	L950 x H1200	60	78		
INN031	Folding Door	L950 x H2150	230	299		
INN032	System Plant Trough	L1030 x D535 x H350	85	111		
TOTAL (RM)						
GST 6% (RM)						
GRAND TOTAL (RM)						

- Please prepare the invoice for above items and bill to us.
 Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you.

Company Name			
GST Registered No.	Not GST Registered	(Please tick)	
Company Address			
Company Tel No.	Company Fax No.		
Attention to			
Email	Mobile No.		

Please tick (✓) for Payment Option

Bank charges of selected payment option will be reflected on the invoice.

- VISA / MASTER (Credit Card)
*subjected to 4% bank charges
- Wire Transfer
*subjected to RM100 bank charges
- Malaysia Cheque
- Internet Banking
*for overseas transaction is subjected to RM100 bank charges

.../3

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

KL International Aerospace Business Convention 2016

8th – 9th December 2016

Matrade Exhibition Convention Centre, Hall B

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Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

3/...

Deadline: 15 November 2016

NOTES :

- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- Price for goods and service supplied or work done are subject to Goods & Service Tax (GST) or other taxes, if applicable at the prevailing tax rate.
- Orders are valid only when accompanied by full remittance.

- Payment should be in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.

***Please fax to us a copy of your payment slip for confirmation.*

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.
A surcharge of 50% will be imposed for all the on-site orders. Priority will be given to advance orders.
- For on-site order during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given by written to INNOGEN at least 7-days before build-up date, however, 30% cancellation fees will be imposed. For orders cancellation less than 7-days before build-up date and on-site order, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have delivered in good order and our company will not accept any complaint or claim thereafter.

- **This is not an invoice.**
Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: Advanced Business Events / BCI Aerospace

KL International Aerospace Business Convention 2016

8th – 9th December 2016

Matrade Exhibition Convention Centre, Hall B

Form 4: ELECTRICAL & LIGHTING

(Compulsory to Bare Space Stand Exhibitor / Contractor)

Return this form to :

INNOGEN SDN BHD

Tel: +60 3-8961 1108

Fax: +60 3-8961 0103

Email: info@innogen.com.my

Deadline: 15 November 2016

- 1) Kindly refer FORM 2 for your Standard Shell Scheme Package's entitlement.
Items provided in the package are not exchangeable and no money returnable.
- 2) If exhibitors require ADDITIONAL lighting items, please use this requisition form.
- 3) Exhibitors / their appointed contractor occupying BARE SPACE ONLY must order electrical and lightings requirements using this form.

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 15/11/2016	16/11/2016 – 05/12/2016		
Electrical Fittings – Equipment and fittings on hire from the official contractor:						
	<u>Normal Type</u>					
INN101	Fluorescent Tube 4ft	40w	70	91		
INN101a	Fluorescent Tube 4ft (Loose Set)	40w	80	104		
INN102	Spotlight	100w	75	98		
INN103	Arm Spotlight	100w	85	111		
INN104	Halogen Spot	50w	90	117		
INN105	Arm Halogen Spot	50w	95	124		
INN106	Metal Halide	70w	350	455		
INN107	Metal Halide	150w	480	624		
INN108	Tracklight (with Halogen Spot)	50w x 3	300	390		
INN109	Flood Light	300w	190	247		
INN110	Arm Flood Light	300w	200	260		
INN111	Halogen Down Light	50w	90	117		
INN112	AR111 (with Halogen Down Light)	50w x 3	350	455		
	<u>LED Type</u>					
LED1	LED Spotlight (Warm Light)	10w	95	124		
LED2	LED Spotlight (White Light)	10w	95	124		
LED3	LED Arm Spotlight (Warm Light)	10w	90	117		
LED4	LED Arm Spotlight (White Light)	10w	90	117		
LED5	LED Halogen Down Light (White Light)	9w	105	137		
Lighting Connection – Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor:						
INN115a	Lighting Connection (max. 100W per bulb/tube)	max. 100w per bulb/tulb	60	78		
INN115b	Lighting Connection for LED Strip (max. 2mL per connection)	max. 2m length	60	78		
INN115c	Lighting Connection for LED Bulb (max. 2 bulbs/tubes per connection)	max. 2 bulbs/tubes	60	78		

- Please prepare the invoice for above items and bill to us.
- Please prepare the invoice for above items and bill to my appointed contractor.

.../ 2

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

KL International Aerospace Business Convention 2016

8th – 9th December 2016

Matrade Exhibition Convention Centre, Hall B

Form 4: ELECTRICAL & LIGHTING

(Compulsory to Bare Space Stand Exhibitor / Contractor)

Return this form to :
INNOGEN SDN BHD
Tel: +60 3-8961 1108
Fax: +60 3-8961 0103
Email: info@innogen.com.my

2 / ...

Deadline: 15 November 2016

No.	Item	Watt	Unit Price (RM)		Qty	Total (RM)
			On or before 15/11/2016	16/11/2016 – 05/12/2016		
Power Point / Isolator – Equipment and fittings on hire from the official contractor: Power points are used for single machinery / electrical appliances / exhibits only, STRICTLY NOT for lighting purposes.						
INN113	13 Amp Single Phase Power Point	13A (max. 500w)	65	85		
INN113a	13 Amp Single Phase Power Point (24 Hours)	13A (max. 500w)	130	169		
	<i>Please specify the usage of 24 hrs supply :</i>					
INN114	15 Amp Single Phase Power Point	15A (max. 2000w)	80	104		
TOTAL (RM)						
GST 6% (RM)						
GRAND TOTAL (RM)						

- Please prepare the invoice for above items and bill to us.
 Please prepare the invoice for above items and bill to my appointed contractor.

Please provide us the billing details in order for us to issue an invoice to you.

Company Name			
GST Registered No.		Not GST Registered	(Please tick)
Company Address			
Company Tel No.		Company Fax No.	
Attention to			
Email		Mobile No.	

Please tick (✓) for Payment Option

Bank charges of selected payment option will be reflected on the invoice.

- VISA / MASTER (Credit Card)
*subjected to 4% bank charges
- Wire Transfer
*subjected to RM100 bank charges
- Malaysia Cheque
- Internet Banking
*for overseas transaction is subjected to RM100 bank charges

.../3

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

KL International Aerospace Business Convention 2016

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Form 4: ELECTRICAL & LIGHTING

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Fax: +60 3-8961 0103
Email: info@innogen.com.my

3/...

Deadline: 15 November 2016

NOTES :

- All items above are quoted based on floor level installation.
- Exhibitor must indicate the lighting/Socket/Connection point on "Service Location Plan". Otherwise, the relocation cost will be charge to exhibitor.
- All items ordered are on rental basis.
- Maintenance at individual booth can be undertaken after the closed hours of the Exhibition/Event.
- All prices quoted include installation and standby maintenance.
- Price for goods and service supplied or work done are subject to Goods & Service Tax (GST) or other taxes, if applicable at the prevailing tax rate.
- Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.
- All lighting connection is charged accordingly to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube) wherever possible.
- Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.
- Own light fittings must include wirings and terminate at one point for connection by official electrical contractor.
- A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- Exhibitor whose lighting fixtures / electrical appliances / machines / etc are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- All electrical installations must confirm strictly to the required safety regulations without exception.
- The Organiser / Venue / Official Contractor reserve the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chageman, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- Orders are valid only when accompanied by full remittance.

• Payment should be in favour of :- "INNOGEN SDN. BHD.", bank details will be stated in the invoice.

***Please fax to us a copy of your payment slip for confirmation.*

- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services, otherwise stated.
- A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.
A surcharge of 50% will be imposed for all the on-site orders. Priority will be given to advance orders.
- For on-site order during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given by written to INNOGEN at least 7-days before build-up date, however, 30% cancellation fees will be imposed. For orders cancellation less than 7-days before build-up date and on-site order, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have delivered in good order and our company will not accept any complaint or claim thereafter.

• **This is not an invoice.**

Do not pay for these items until you have received an official invoice from INNOGEN SDN BHD.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp

Organiser: Advanced Business Events / BCI Aerospace

SHIPPING

All deliveries of equipment for your booth should be sent to the following address, indicating the name of the company, booth number and the name of the event

« Kuala Lumpur International Aerospace Business Convention 2016 »:

Matrade Exhibition & Convention Centre (MECC)
Menara MATRADE
Jalan Khidmat Usaha, Off Jalan Duta
50480 Kuala Lumpur, Malaysia

Delivery date from: **December 7, 2016**

Mandatory date for pickup of materiel: **December 10, 2016**

You can contact Mrs. Lee Lee for more handling details:

Toh Lee Lee
PR, Marketing & Communications Manager
Mobile: +6012-327 3329

TRANSPORTATION

Taxi & Limo Services

Airport Limo offers taxi and limo services from Kuala Lumpur International Airport to selected areas in Kuala Lumpur and Selangor.

Coupons for taxis and limos can be obtained at the Airport Limo counters at:

Arrival Hall, Main Terminal Building

1. International Arrival Hall (just after Customs, before the public arrival area)
2. Domestic Arrival Hall (public area after Domestic Baggage Clearance)
3. Domestic Baggage Reclaim, Arrival Level



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Car Rental

Select from the car rental booths that are stationed at KLIA. They offer a wide range of modern and excellent fleet of vehicles to suit your travel plans.

COMPANY	LOCATION: MAIN TERMINAL BUILDING	CONTACT NO	OPERATING HOURS
KASINA BARU	Counter B16 Arrival Hall	+603-8787 1739 / 1736	(Mon - Sat) : 7.00am - 10.00pm (Sun & Public Holiday) : 8.30am - 5.00pm
HERTZ CAR RENTAL	Counter B10 Arrival Hall	+603-8776 8448 / +603-8787 4572	(Mon - Sat) : 7.30am - 10.00pm (Sun & Public Holiday) : 7.30am - 7.00pm
PANTAS RENTA CAR	Lot CR17, Block 'D', Car Park	+603-87871988 / +603-87872188 / +603-56381818	(Mon - Sat) : 7.30am - 10.30pm (Sun & Public Holiday) : 9.00am - 5.00pm
MAYFLOWER CAR RENTAL	Counter C1 Arrival Hall	+603-8776 4578	7.00am - 11.00pm (daily)
ORIX CAR RENTAL	Counter C2 Arrival Hall	+603-8787 4151 / +603-8787 4294	(Mon - Fri) : 7.00am - 11.00pm (Sat, Sun & Public Holiday) : 8.00am - 6.00pm
INSAS PACIFIC RENTA CAR	Counter C4 Arrival Hall	+603-8787 3922 / +603-8787 4393	7.00am - 10.00pm (daily)
AVIS CAR RENTAL	Counter C6 Arrival Hall	+603-8787 4087 / +603-8776 4540	7.00am - 10.00pm (daily)



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