



TABLE OF CONTENT

FORMS	DESCRIPTION	PAGE
Form 1/1	Stand Construction	1
Form 1/2	Non-Official Stand Construction	2
Form 1/3	Contractor Badges for Non-Official Contractor	3
Form 1/4	Booth Construction Contractors Form (Non-Official Contractor)	4
Form 2	Electrical Services	5 – 8
Form 3	Furniture services	9-11
Form 4	Service Location Plan	12
Form 5	Audio Visual Equipment Services	13 - 14

FORM 1/1

DEADLINE: 22nd July 2017

Please Return Form to:

COSMOS AV CO., LTD.

Attn: Ms. Angela Yong

E-mail: angela@cosmos-av.com

5^H INTERNATIONAL SECONDARY LEAD CONFERENCE 2017

STAND CONSTRUCTION

1. Orders are valid only when accompanied by full remittance. Payment could be made by telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of USD 30 (Orders above USD 3,000) for payment via telegraphic transfer.
3. Amount paid are non-refundable should the event is being cancelled or participant withdraw one month prior to the event.

This form must be completed and returned by all Exhibitors. (Please type / write in block letters.)

1. EXHIBITION STAND

We have signed up for a (Please tick one)

Shell Scheme Package (Please complete Part 2 only)

Raw Space Package (Please complete Part 3 only)

2. SHELL SCHEME PACKAGE

2.1. FASCIA NAME (PLEASE USE BLOCK LETTERS)

Please enter below the Company Name which you require on the fascia. This will be provided in upper case with English alphabets (maximum 24 letters).

Note: Fascia names that are more than 24 letters will be represented in 2 lines, and the font size will be minimized accordingly.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.2. FASCIA LOGO

If you wish to have your logo on the fascia board, please send a sample of the logo with this form, for quotation by Cosmos AV Co., Ltd, and tick the box below:

Please send us a quotation based on our attached logo.

2.3. COLOR SCHEME

Fascia Color : Red

Letterings/Stand Number : White

IMPORTANT!

The company name to appear will be as per contract if this form is received later than the given deadline.
Any changes made after the deadline of 22nd July 2017 will be subjected to an administrative charge of USD 50

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____



FORM 1/2

NON OFFICIAL STAND CONSTRUCTION

3. RAW SPACE PACKAGE (NON OFFICIAL CONTRACTOR)

Both the exhibitor and contractor are responsible for dismantling and removing the stand structure, in accordance with the stipulated timing on "Exhibition Schedule". All debris and carpets must be cleared by the exhibitors and/or their contractor by the time stated. Failure to do so may result in the exhibitors and/or their contractors being liable for service fees incurred.

The contractor must submit all plans before the deadline 22nd July 2017 for approval. This includes detailed drawings of elevations, layout and perspective with dimensions illustrating the design on the stand. Locations of all equipment/machinery on display must be included on the layout. Any booths with coverage ceilings or double storey designs will require special approval by the relevant authorities.

Nominated Contractor: _____
Address: _____
Tel: _____ Fax: _____ E-mail: _____
Contact Person: _____ Signature: _____ Date: _____

Important Notice:

1. It is understood that all electrical and piping installation must be carried out by the official contractors and as exhibitor and contractor, agree to abide by all the Rules and Regulations of the exhibition, particularly in respect of those stipulated in the term and regulation section of the Exhibitor Manual.
2. Non official contractor will be required to pay USD 20.00 per square meter for administration fee.
3. The ORGANIZER reserves the right to stop any Exhibitor and/or their contractor from working within the exhibition hall before their stand design drawings are approved.
4. All construction above 2.4m for height must be submitted to official contractor for approval. No Exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____

FORM 1/3

DEADLINE: 22nd July 2017

Please Return Form to:

COSMOS AV CO., LTD.

Attn: Ms. Angela Yong

E-mail: angela@cosmos-av.com

5^H INTERNATIONAL SECONDARY LEAD CONFERENCE 2017

CONTRACTOR BADGES FOR NON OFFICIAL CONTRACTOR

The Organizer will provide Contractor's Badges which can be collected from the management office.

Each contractor's badges / passes will be charged at USD 5.00 per pass.

Please provide below the details of all personnel from your company and associated companies who will be manning the exhibition stand. No person will be allowed in the hall without the passes, this is to ensure security measures throughout the exhibition.

(Please attach a separate sheet to this form if given space is insufficient.)

COMPANY	NAME OF PERSONNEL	JOB TITLE

Payments: Telegraphic Transfer – Please make payment in USD to the following account: COSMOS AV CO., LTD. Bank Name: KASIKORN BANK PUBLIC COMPANY LIMITED (KBANK) Account No.: 059-2-65630-4 , Account Type: SAVING , Swift Code: KASITHBK	
<input type="checkbox"/> For Onsite Order: Cash Only.	

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____

FORM 1/4

DEADLINE: 22nd July 2017

Please Return Form to:

COSMOS AV CO., LTD.

Attn: Ms. Angela Yong

E-mail: angela@cosmos-av.com

5TH INTERNATIONAL SECONDARY LEAD CONFERENCE 2017

BOOTH CONSTRUCTION CONTRACTORS FORM (NON OFFICIAL CONTRACTOR)

Please tick (✓) as appropriate:

We do require Outside Contractor

Please complete this form and return it to the Official contractor .If you are using a contractor other than the Official Contractor for your booth construction and/or interior design.

Details of Stand Fitting Contractor / Stand Decorator

Name of Appointed Contractor	
Address	
Tel	Fax
E-mail	Mobile
Contact Person	Booth No

No.	Item	Unit Price (USD)	Total Booth Area (Sqm)	Total(USD)
1	Refundable Performance Bond (a) 6sqm to 36sqm USD 1,500.00		sqm	
2	Non-refundable Administrative Fee	20.00 / sqm	sqm	

Please Note:

- For "Space only", please submit technical drawings in duplicate (original drawings and not facsimile copies) or email in JPEG file to the Official Contractor at angela@cosmos-av.com.
- For shell scheme booths such drawings are only required if upgrading work is being carried out.
- All contractor other than the Official Contractor, must place a:
 - Refundable Performance Bond of no less than USD 1,500 per stand
 - Non-refundable Administrative Fee of USD 20.00 per sqm
 - Sign an undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and the hall regulations.

Payments: Telegraphic Transfer – Please make payment in USD to the following account: COSMOS AV CO., LTD. Bank Name: KASIKORN BANK PUBLIC COMPANY LIMITED (KBANK) Account No.: 059-2-65630-4 , Account Type: SAVING , Swift Code: KASITHBK	
<input type="checkbox"/> For Onsite Order: Cash Only.	

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____

FORM 2
DEADLINE: 22nd July 2017

Please Return Form to:

COSMOS AV CO., LTD.

Attn: Ms. Angela Yong

 E-mail: angela@cosmos-av.com
5TH INTERNATIONAL SECONDARY LEAD CONFERENCE 2017
ELECTRICAL SERVICE

- Orders are valid only when accompanied by full remittance. Payment could be made by local cheque, bank draft, telegraphic transfer (See Payment Details)
- Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of USD 30 (Orders above USD 3,000) for payment via telegraphic transfer.
- Amount paid are non-refundable should the event is being cancelled or participant withdraw one month prior to the event.

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

Only the official contractor is permitted to undertake electrical work from the source of supply in the exhibition hall.

The Standard Shell Scheme Package includes one (1) 13Amp/220V 50Hz AC Socket and two (2) Fluorescent 40W. Kindly order your additional requirements only.

NO	ITEM	ADVANCED RATE (USD) Submit on/before 22 July 2107	STANDARD RATE (USD) After 22 July 2017	ON SITE RATE (USD)	QTY	TOTAL (USD)
Section A : Equipment service / Plus individual fitting, inclusive of power						
1.	40W Fluorescent Light	17.00	25.00	33.00		
2.	100W Spotlight	18.00	26.00	35.00		
3.	100W Armed Spotlight	19.00	28.00	37.00		
4.	50W Halogen Spotlight	21.00	32.00	43.00		
5.	50W Armed Halogen Spotlight	26.00	40.00	52.00		
6.	50W Halogen Down Light	20.00	30.00	40.00		
7.	300W Flood light	45.00	67.00	89.00		
8.	300W Armed Flood Light	48.00	73.00	97.00		
9.	70W Metal Halide	70.00	104.00	139.00		
10.	50W Track light with 3nos.of Halogen Spot	70.00	104.00	139.00		
11.	13Amp Single Phase Power Point (13A) Max 500 Watt	15.00	22.00	30.00		
12.	13Amp Single Phase Power Point (24 Hrs) (13A)	42.00	63.00	83.00		
13.	15Amp Single Phase Power Point (15A) Max 2000W	17.00	26.00	35.00		
14.	15Amp Single Phase Power Point (15A(Max.2000w))	52.00	78.00	104.00		
15.	30Amp/230V Single Phase	62.00	93.00	124.00		
16.	32Amp Three Phase Isolator Only Exclude Distribution Box (Max.15KW)	434.00	650.00	868.00		
17.	32Amp Three Phase Isolator Only With Distribution Box (Max.15KW)	508.00	762.00	1,017.00		
18.	Lighting Connection 2 LED Bulb per fittings Max 100 watt	15.00	22.00	30.00		



REVERSE OF FORM 2 – ELECTRICAL SERVICE

Section B : Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)						
1.	13Amp Single Phase Socket	30.00	45.00	60.00		
* Subject to 6% GST		Total Cost Before GST				
		6% GST*				
		Total Cost Including GST				
Please indicate the locations of the above requirement on the Service Location Plan. (Form 4)						
Payment: Telegraphic Transfer – Please make payment in USD to the following account: COSMOS AV CO., LTD. Bank Name: KASIKORN BANK PUBLIC COMPANY LIMITED (KBANK) Account No.: 059-2-65630-4 , Account Type: SAVING , Swift Code: KASITHBK						
<input type="checkbox"/> For Onsite Order: Cash Only.						

Important Note

1. All items ordered are on rental basis & exhibitors will therefore have to be responsible and liable for any damage or loss.
2. All prices quoted include approval fee, installation, standby maintenance and power consumption.
3. All lighting connection works must be done by the Official Electrical Contractor. Without any exception, all electrical installation must confirm strictly to the required safety regulations. Exhibitors including those who provide their own lighting fixtures will be charged lighting connection fees accordingly.
4. Lighting connection for LED bulb is max. for 2 fittings per connection and LED strip is max. 2m length per connection.
5. POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
6. A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
7. Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
8. A surcharge 50% will be imposed for all after deadline orders & on-site orders. Priority will be given to advance orders.
9. A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
10. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
11. Any complaints regarding electrical rental/installations must be lodged the day before exhibition commences. Otherwise all items are deemed to have been received in good order.
12. Check that your equipment can operate on the above electrical specifications. Non-standard items will not be locally available. You should bring with you adaptors or regulators if necessary.
13. All electrical connection to equipment must be tested and approved by the Organizer’s appointed licensed engineer prior to the turning on of the power supply. The Organizer reserves the right to terminate the power supply to any installation which are found dangerous or may cause any disruption to the power supply.
14. If you have special machinery or equipment which require high power consumption, please contact the Organizer.
15. Customer must be fully responsible for any damage occurred from improper usage or self-connecting.
16. There will be no refund for any cancellation

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____



ELECTRICAL CATALOGUE

			
Fluorescent Tube 4'L	Spotlight	Longarm Spotlight	Halogen Spotlight
			
Halogen Longarm Spotlight	Halogen Downlight	Flood Light	Flood Light with arm
			
Metal Halide			

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____

The following information must be completed by Exhibitors if three-phase electrical service is ordered:

MACHINE / EQUIPMENT REFERENCE	VOLTAGE	NO. OF MOTORS	RATING OF MOTOR (HP / KW)	METHOD OF STARTING	STARTING / RUNNING LOAD (AMPS)

Starting Method for Machines:

All motors must have independent automatic protection against excessive current, using one of following starters:

Up to 5H p - Direct On Line

5H p to 25 H p - Star Delta

5Hp and above - Auto-transformers

Exhibitors are requested to attach this Form, the technical specifications of each machine, showing full electrical requirements and, where applicable, details of heaters or other equipment which may be incorporated. Exhibitors should also include details of computers or other equipment which may require special supplies.

Indemnity Clause:

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____

FORM 3
DEADLINE: 22nd July 2017

Please Return Form to:

COSMOS AV CO., LTD.

Attn: Ms. Angela Yong

 E-mail: angela@cosmos-av.com
5^H INTERNATIONAL SECONDARY LEAD CONFERENCE 2017
FURNITURE SERVICE

1. Orders are valid only when accompanied by full remittance. Payment could be made by local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of USD 30 (Orders above USD 3,000) for payment via telegraphic transfer.
3. Amount paid are non-refundable should the event is being cancelled or participant withdraw al one month prior to the event.

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

The Standard Shell Scheme Package includes one (1) Information Counter, two (2) Chairs and one (1) Wastepaper Basket. Kindly order your additional requirements only.

CODE	DESCRIPTION OF SERVICES / ITEMS	UNIT COST * (USD)	Q TY	TOTAL (USD)
* Subject to 6% GST		Total Cost Before GST		
		6% GST*		
		Total Cost Including GST		
Please indicate the locations of the above requirement on the Service Location Plan. (Form 4)				

PAYMENT (Please select preferred method of Payment)

Telegraphic Transfer – Please make payment in **USD** to the following account:
COSMOS AV CO., LTD. Bank Name: **KASIKORN BANK PUBLIC COMPANY LIMITED (KBANK)**
 Account No.: **059-2-65630-4**, Account Type: **SAVING**, Swift Code: **KASITHBK**

For Onsite Order: Cash Only.

Indemnity Clause:

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____



FURNITURE PRICE LIST

CODE	DESCRIPTION		ADVANCED	STANDARD	ONSITE	QTY	AMOUNT (USD)
			RATE (USD) Submit on/before 22 nd July	RATE (USD) Submit after 22 nd July	RATE (USD)		
PT-001	Information Counter	540x1030x740mm.	15.00	22.00	30.00		
PA-001	Lockable Cabinet	540x1030x740mm.	22.00	34.00	45.00		
PA-002	Flat Shelf	300x1000mm.	11.00	17.00	22.00		
PA-003	Low Display Plinth	50x50x50cm.	27.00	41.00	55.00		
PA-004	Medium Display Plinth	50x50x75cm.	32.00	48.00	65.00		
PA-005	High Display Plinth	50x50x100cm	37.00	56.00	74.00		
SC-001	Low Glass Showcase	914 x 990x457mm	72.00	108.00	144.00		
SC-002	Tall Glass Showcase	457 x 2130 x547mm	99.00	149.00	198.00		
CHAIRS							
UC-001	Folding Chairs 400 x400x780mm		5.00	7.50	10.00		
UC-002	Oscar Barstool 900mm(h)		21.00	32.00	42.00		
UC-003	High Black Barstool		25.00	37.00	50.00		
UC-004	Single Seater Sofa		30.00	45.00	60.00		
TABLES							
UT-001	Aluminum Tall Round Table 600 x 1000mm		35.00	52.00	70.00		
UT-002	Aluminum Low Round Table		35.00	52.00	70.00		
ACCESSORIES							
UA-001	Brochure rack – Xen 3 265x141x340mm		70.00	105.00	139.00		
UA-002	Round Base Bunting Stand 609.6mmx adjustable height		25.00	37.00	50.00		
UA-003	Bin		2.00	3.00	4.00		

FURNITURE CATALOGUE

			
<p>Information Counter</p>	<p>Lockable Cupboard</p>	<p>Aluminum Low Round Table</p>	<p>Aluminum Tall Round Table</p>
			
<p>Folding Chair</p>	<p>Bar Stool (Oscar)</p>	<p>Bar Stool (High Back)</p>	<p>Black PVC Sofa – single seater</p>
			
<p>Waste Basket</p>	<p>Low Glass Showcase (91.4cmWx45.7cmDx99cmH)</p>	<p>High Glass Showcase (45.7cmWx45.7cmDx213cmH)</p>	<p>Brochure Rack</p>
			
<p>Plasmat TV 40 inch</p>	<p>Shelf - Flat</p>	<p>A. Tall Display Cube (600mm x600mm x1000mmht) B. Normal Display Cube</p>	<p>C. Low Display Cube (600mm x600mm x500mmht)</p>



FORM 4

DEADLINE: 22nd July 2017

Please Return Form to:

COSMOS AV CO., LTD.

Attn: Ms. Angela Yong

E-mail: angela@cosmos-av.com

5^H INTERNATIONAL SECONDARY LEAD CONFERENCE 2017





SERVICE LOCATION PLAN

This form must be completed and returned by Exhibitors. (Please type / write in block letters.)

1. Indicate clearly the location of your utilities such as power outlets, spotlights, water and compressed air on this Form.
2. It is imperative that you complete this form as it will be used to install your requirements in the correct locations before you arrive on-site
3. Please ensure that the positions of the lights are on the wall or fascia (unless your booth has an interior structure to which the lights can be attached).
4. If the location plan of any service is not submitted with the order form before the stated deadline, it will be placed at the discretion of the Official Contractor.

	Left						Back of booth						Right					
Indicate Adjacent Booth No. in this direction.																		
	Left						Front of booth (Aisle)						Right					

Legend (Use only the items applicable):

- | | | | | | |
|--|--------------------|---|-----------------------|---|------------------------|
|  | SPOTLIGHT |  | FLUORESCENT LIGHT | B | BREAKER |
|  | SPOTLIGHT WITH ARM | F | FLOODLIGHT | N | CONNECTING (by Cosmos) |
| E | ELECTRICAL SUPPLY | CA | COMPRESSED AIR SUPPLY |  | OUTLET |
| W | WATER SUPPLY | D | DRAINAGE | | |

Company Name : _____ Stand No: _____

Address : _____

Tel : _____ Fax: _____ Email: _____

Authorized by : _____ Signature: _____ Date: _____



FORM 5

DEADLINE: 22nd July 2017

Please Return Form to:

COSMOS AV CO., LTD.

Attn: Ms. Angela Yong

E-mail: angela@cosmos-av.com

5^H INTERNATIONAL SECONDARY LEAD CONFERENCE 2017

AUDIO VISUAL EQUIPMENT SERVICE

1. Orders are valid only when accompanied by full remittance. Payment could be made by local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of USD 30 (Orders above USD 3,000) for payment via telegraphic transfer.
3. Amount paid are non-refundable should the event is being cancelled or participant withdraw al one month prior to the event.

This form must be completed and returned by Exhibitors. (Please type / write in block letters.)

1. Standard cables for equipment connection not exceeding 2m will be provided. Should you require the cable to be longer than 2m, it will be quoted separately.
2. The below quoted price does not include electrical supply.

DESCRIPTIONS	ADVANCED RATE (USD) Submit on/before 22 nd July	STANDARD RATE (USD) after 22 nd July	ON SITE RATE (USD)	NO. Required	AMOUNT (USD)
Plasma and LCD Screens					
20 inch LCD.	100.00	120.00	150.00		
32 inch LCD.	146.00	176.00	220.00		
42 inch Plasma/ 42 inch LCD.	240.00	288.00	360.00		
50 inch Plasma.	480.00	560.00	720.00		
55 inch Plasma.	530.00	640.00	796.00		
60 inch Plasma.	880.00	1060.00	1320.00		
Stand for 42 inch Screen (eye level).	30.00	36.00	46.00		
Hanging Brackets for 42 inch Screen (for partition wall).	20.00	24.00	30.00		
DVD Blu-ray Player.	30.00	36.00	46.00		
Computer + Laptop + Monitor					
Laptop Standard.	150.00	180.00	230.00		
PC (Personal Computer) + 19 inch LCD i5spec	300.00	360.00	460.00		
17 inch LCD flat screen monitor.	90.00	108.00	136.00		
* Subject to 6% GST	Total Cost Before GST				
	6% GST*				
	Total Cost Including GST				

REVERSE OF FORM 5 – AUDIO VISUAL EQUIPMENT SERVICE

PAYMENT (Please select preferred method of Payment)

Telegraphic Transfer – Please make payment in **USD** to the following account:

COSMOS AV CO., LTD. Bank Name: **KASIKORN BANK PUBLIC COMPANY LIMITED (KBANK)**

Account No.: **059-2-65630-4**, Account Type: **SAVING**, Swift Code: **KASITHBK**

For Onsite Order: Cash Only.

Important Note:

1. The above prices are for rental basis only. (Not exceed 3 show days)
2. There will be no refund for cancellation.
3. The standard power supply is 220V with approximately 10% fluctuation. For safety of your equipment, please use stabilizer.
4. No modification on equipment are allowed. In case of damage, exhibitors will be liable for penalty at 20 times of listed price.

Company Name : _____ Stand No: _____
 Address : _____
 Tel : _____ Fax: _____ Email: _____
 Authorized by : _____ Signature: _____ Date: _____