

65th MMA
ANNUAL GENERAL
MEETING
&
NATIONAL MMA
CONVENTION AND
SCIENTIFIC CONGRESS
2025

Navigating Challenges

Embracing Opportunities

CPD
POINTS
WILL BE
AWARDED
FOR APC
2027

HYBRID AGM

11th - 13th
September
2025



G Hotel
Gurney Drive
Georgetown, Penang





CONTENT

PAGE NO.

FLOOR PLAN	3
GENERAL INFORMATION	4
EXHIBITION SCHEDULE	5
EXHIBITION RULES	6-8
SHELL SCHEME (FORM 1)	9
BARE SPACE (FORM 2)	10
SHELL SCHEME SPECIFICATIONS	11
FURNITURE (FORM 3A)	12-14
ELETRICAL ON HIRE (FORM 3B)	15-16
AUDIO VISUAL FORM (FORM 3C)	17
PRINTING ORDER FORM (FORM 3D)	18-19
RULES & REGULATIONS TO NON-OFFICAL CONTRACTOR	21-25
INDEMNITY LETTER (FORM 4)	26

NATIONAL MMA CONVENTION & SCIENTIFIC CONGRESS 2025

G Hotel, Pulau Pinang | 11-13 September 2025



LEGEND		
G	DIAMOND 4mx3m	04 UNITS
D	PLATINUM 3mx3m	04 UNITS
P	GOLD 3mx3m	03 UNITS
S	SILVER 3mx2m	17 UNITS
T	TABLE BOOTH	04 UNITS
	MAGIC MIRROR	01 UNIT
	REFRESHMENT AREA	05 UNITS
	LED TOUCH SCREEN	02 UNITS
TOTAL NO. OF BOOTH		42 UNITS



PROJECT : 65th MMA CONGRESS 2025

VENUE : G HOTEL, PULAU PINANG

DRAWING : R10 280725

DATE : 11-13 SEPT 2025



EVENT

EVENT	65th MMA ANNUAL GENERAL MEETING & NATIONAL MMA CONVENTION AND SCIENTIFIC CONGRESS 2025
ORGANIZER	MALAYSIAN MEDICAL ASSOCIATION PENANG BRANCH

VENUE

G HOTEL GURNEY DRIVE GEOGETOWN,PENANG
168A, GURNEY DR,10250 GEORGE TOWN,PENANG
TEL: 04-2380000

ORGANIZER

MALAYSIAN MEDICAL ASSOCIATION PENANG BRANCH
4th FLOOR, MMA HOUSE, 124 JALAN PAHANG,53000 KUALA LUMPUR,
MALAYSIA.

OFFICIAL BOOTH CONTRACTOR

INSTANT MEDIA SDN BHD
NO.48 JALAN KAJANG PERDANA 3A,
KAJANG PERDANA, 43000 KAJANG SELANGOR
CONTACT PERSON : KayLye
EMAIL : kaylye@instant.my
TEL : 016-3909699



EXHIBITION SCHEDULE

MMA 2025

EXHIBITION SCHEDULE

10 th – 11 st September 2025 (Wednesday - Thursday)	18.00PM – 06.00AM (10 th – 11 st Sept)	Official Contractor Set Up
	23.00PM – 06.00AM (10 th – 11 st Sept)	Independent Stand Contractors(Non-Official Contractors)
	05.00AM – 07.00AM (11 st Sept)	Exhibitors move-in *Note: if you are engaging an independent contractor, please consult your own contractor for the set up time.
11 th September 2025 – 12 th September 2025 (Thursday - Friday)	08.00AM – 18.00PM	Exhibition Period
13 th September 2025 (Saturday)	08.00AM – 18.00PM	
	18.00PM – 19.00PM	Exhibition Move-Out
	19.00PM – 22.00PM	Official Contractor & Independent Stand Contractor Dismantling

***As the event draws near, we will get the final confirmation of the setup time from the hotel.**



01 SECURITY

- I. All personnel working in the exhibition halls must wear the official **65th MMA ANNUAL GENERAL MEETING & NATIONAL MMA CONVENTION AND SCIENTIFIC CONGRESS 2025** badges at all times.
- II. The Organizing Committee reserves the right to evict any Exhibitor without the official **65th MMA ANNUAL GENERAL MEETING & NATIONAL MMA CONVENTION AND SCIENTIFIC CONGRESS 2025** identification badge.
- III. Security guards will patrol the exhibition site in general, but their duties shall not include specific attention to individual stands.
- IV. It is strongly recommended that at least one person be at the exhibition booth at 08:30 am everyday during the congress, when the halls are re-opened. It is important to note that while the organizer will maintain security surveillance at all times, Exhibitors are reminded that their booths should not be left unattended until all portable items have been secured.
- V. An exhibitor shall be responsible for all his exhibits in transit to and from and within the confines of the exhibition area at the venue.
- VI. Exhibitors will not be allowed in the exhibition halls after the exhibition hours.
- VII. The organizer reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors and/or invites, to leave & vacate the exhibition venue as well as remove their exhibition materials, if they in anyway cause chaos, discomfort, or threaten the safety and smooth proceedings of the exhibition in any manner whatsoever.



02 OPERATION OF EXHIBITION BOOTH

Exhibitors are not allowed to place stickers, signs, posters, bunting or banners in the exhibition venue as stated in the Contract, other than within their own booth.

The representatives are only allowed to conduct sale of their product(s) within and not more than 4 feet away from their booth area or at any other designated area, if provided by the Event Manager.

The booth must be staffed and operational at all times during **65th MMA ANNUAL GENERAL MEETING & NATIONAL MMA CONVENTION AND SCIENTIFIC CONGRESS 2025** opening hours. The Exhibitor's staff must wear Exhibitor badges issued by the organizer for identification. The Exhibitor shall be responsible for the good conduct of all this staff, agents or representatives.

The Exhibitor and/or his staff shall conduct no distribution of leaflets or any business activities outside their booth boundaries, unless otherwise arranged by the organizer. No Exhibitor may use air compressors or pressurized containers without prior approval by the organizer.

The weight of all exhibits shall not exceed the floor loading limit.

Without the special permission of the organizer, no exhibits can be taken into the booth once **65th MMA ANNUAL GENERAL MEETING & NATIONAL MMA CONVENTION AND SCIENTIFIC CONGRESS 2025** has been officially opened, nor removed from the booth before the closing of **65th MMA ANNUAL GENERAL MEETING & NATIONAL MMA CONVENTION AND SCIENTIFIC CONGRESS 2025**.

All precautions must be taken by the Exhibitors against fire and to protect the public. Exhibitor 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. Fire & safety regulations require that neither goods nor packing materials may be stored on access areas behind or between booths. Exhibitors should design proper storage with adequate access within their own booth or approach the Official Freight Forwarder for storage.

Each Exhibitor is responsible for indemnifying the organizer and their agent's liability to the owners of **G HOTEL GURNEY DRIVE GEOGETOWN, PENANG** public authority or the demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents. The Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Halls, the property of the Event Manager, any other Exhibitor caused by his staff in transportation, removal of exhibits, refuse and/or decoration works.

03 ELECTRICAL CONTRACTOR AND INSTALLATION

Electricity will be supplied through the Official Contractor only. This includes all electrical work (wiring and connection, lighting, etc.) in all booths (shell scheme, special design and raw space) at the Exhibition. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on-site.

- I. The number and the type of additional electrical fittings and installations required must be indicated by the Exhibitors on electrical supplies and fitting. A quotation will be submitted by the official contractor upon receipt of this form for unscheduled fitting or installations.
- II. No electrical installation may be suspended from the roof of the Exhibition 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.
- III. Any design or plan of electrical installation must be submitted to the organizer for approval before the deadlines indicated, and no installation work shall be carried out without written permission there from. The Organizer reserve the rights to disconnect electricity supply to any Exhibitor whose installations either violate the regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.

Strictly no multi-plug are allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.

04 AUDIO VISUAL EQUIPMENT AND PRESENTATIONS

- I. Exhibitors are permitted to bring their own audio – visual equipment such as TV's and Video into the exhibition area. There must be placed inside the confines of your own booth area and must not be on walkways or any other common area. Exhibitors may use their PA/sound system but must ensure the volume is kept at an acceptable level and is not disruptive to the immediate neighbors.



Nailing/Stapler Gun, Glue, etc. on the white laminated panels, aluminium structures and reception tables are prohibited.



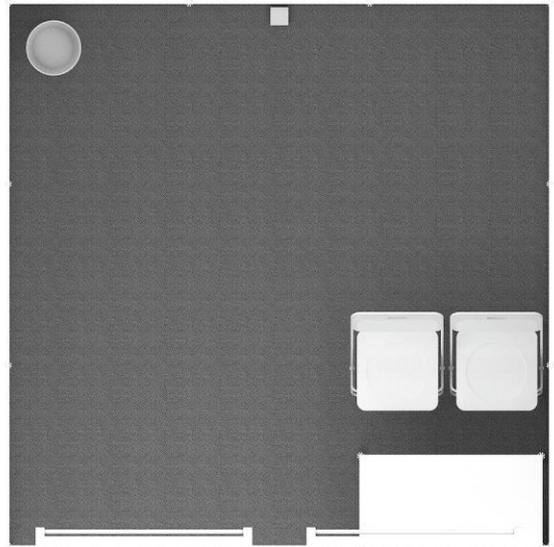
Please use only double-sided tape.

Any damage to the laminated panel of 1m x 2.5m (H) will be charged @ **RM250** per piece.

Other items will be charged accordingly.

Name of exhibitor as it should appear on fascia (name board)

COMPANY NAME :	BOOTH NO. :
-----------------------	--------------------



BOOTH SPECIFICATIONS [3M X 3M X 2.5M(H)]

*Maximum height limit is 2.5m

- System structure as per design
- Needle punch carpet
- 1 x fascia name
- 1 x system information desk
- 2 x folding chair
- 2 x fluorescent light
- 1 x 13amp power socket
- 1 x waste basket

NOTE: If exhibitors request to change fascia board name on site, RM150.00 will be charged.

Signature: _____

Date: _____



BARE SPACE (FORM 2)

MMA 2025

BARE SPACE

To be completed by Exhibitors who plan to have their own exhibition booth design.

We will be building our own stand and enclose drawing, with dimensions, illustrating the design of our stand. We understand 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 to those stipulated in the term and regulation section of the exhibitor manual.

The following company will be our contractor for stand building and/or other display work.

Name of Company:

Person in Charge:

Address:

Telephone:

Fax:

Email:

NOTE

1. 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**.
2. All construction must be submitted to official contractor for approval. The maximum height for self-construct booth is **3m**. 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.
3. For "Space only", please submit technical drawings or email in JPEG file to the Official Contractor (kaylye@instant.my).
4. For shell scheme booths, such drawings are only required if upgrading work is being carried out.

No	Item	Unit Price (RM)	Total Booth Area (Sqm)	Total Before 0% SST	0% SST	Grand Total (RM)
1	Refundable Performance Bond (Min levy of RM 5,400 and max of RM 18,000)	RM600 per psm				
2	Non-refundable Administrative Fee	RM60 Per sqm				
3	Contractor badges	RM15 Per person				

DEADLINE SUBMISSION : 11th AUG 2025

SPECIFICATIONS

- Back and side walls: 2.44/8ft high with white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1m wide.
- Fascia (name board): 350mm/1 ft high with exhibitors' name and stand number in Red or Blue lettering with white background. Aluminium frame, letters on infill panels.
- Lightings: Continuous fluorescent tubes mounted behind fascia (2 fluorescent tubes per 9 square meters).
- Floor: Covered in **Light Grey** needle punch carpet.
- Corner stand: Stands will be open sided on the both frontages unless varied by prior written agreement from the organizer.
- Furniture: One reception desk and two folding chair.
- Power point: One unit of 13Amp power point (single phase – 230V).

NOTE

- Nailing, drilling and any other modification on the shell scheme panel are **STRICTLY** prohibited. Any damages done on the panels will be charged to the exhibitors **RM 200.00/ panel**.
- Stand Boundaries & Design Restrictions:
No exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design fittings beyond their contracted boundary.
- Fire Regulations:
All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.



MIRROR
(STAND ALONE)



A4 STANDEE



PINE WOOD
EASLE STAND



VELVET
BARRIER ROPE



ZIG ZAG
BROCHURE
RACK



GLASS
SHOWCASE WITH
DOWNLIGHT



TELEVISION
STAND



STAINLESS
STEEL WASTE
BIN



ASHTRAY
DUSTBIN



WASTE PAPER
BASKET



BLACK OSCAR
BAR STOOL



FOLDING CHAIR



CHAIRBLACK LOW
& HIGH BACK
CONFERENCE



ALUMINIUM
CHAIR



BLACK OFFICE
CHAIR



EAMES LOUNGE
CHAIR W PU
LEATHER



CURVE BLACK
SOFA



CURVE WHITE
SOFA



BLACK SOFA
WITH CHROME
EDGE



WHITE SOFA
WITH CHROME
EDGE



LOW ROUND TABLE



WHITE TOP TALL ROUND TABLE



BANQUET TABLE 2' x 6'



INFORMATION DESK



INFORMATION COUNTER



TALL DISPLAY CUBE



FLAT SHELF



HIGH SHOWCASE



LOW SHOWCASE



LOCKABLE CUPBOARD



LOW DISPLAY CUBE



SYSTEM FOLDING DOOR



SYSTEM PLANT TROUGH



FIRE EXTINGUISHER

FURNITURE ITEMS & DESCRIPTIONS	SPECIFICATIONS (MM)	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
Mirror	400mm x 500mm x 1600mm H	90.00	135.00		
A4 Standee		85.00	127.50		
Pine Wood Easel Stand		90.00	135.00		
Velvet Barrier Rope		120.00	180.00		
Zig Zag Brochure Rack		180.00	270.00		
Glass Showcase With Downlight	430mm x 370mm x 1630H	350.00	525.00		
Television Stand	600mm x 770mm x 1850H	150.00	225.00		
Stainless Steel Waste Bin		55.00	82.50		
Ashtray Dustbin		60.00	90.00		
Waste Paper Basket		12.00	18.00		
Black Oscar Bar Stool	440mm x 440mm x 1210H	135.00	202.50		
Folding Chair		38.00	57.00		
Black Low & High Back Conference Chair		250.00	375.00		
Aluminum Chair		100.00	150.00		
Black Office Chair		200.00	300.00		
Eames Lounge Chair w PU Leather	480L x 560W x 790H	150.00	225.00		
Curve Black Sofa	790mm x 790mm x 790H	180.00	270.00		
Curve White Sofa	790mm x 790mm x 790H	180.00	270.00		
Black Sofa With Chrome Edge	940H x 520mm	350.00	525.00		
White Sofa With Chrome Edge	940H x 520mm	350.00	525.00		
Low Round Table	800mm x 800D x 760H	150.00	225.00		
White Top Tall Round Table	600mm x 600D	180.00	270.00		
Banquet Table	3' x 6'	180.00	270.00		
Information Desk	1000L x 500D x 740H	110.00	165.00		
Information Counter	1000L x 500D x 1000H	200.00	300.00		
Tall Display Cube	500L x 500D x 1000H	300.00	450.00		
Flat Shelf		75.00	112.50		
High Showcase	500L x 1000W x 2500H	550.00	825.00		
Low Showcase	500L x 1000W x 1000H	450.00	675.00		
Lockable Cupboard	500L x 1000W x 740H	160.00	240.00		
Low Display Cube	600L x 600W x 500H	84.00	126.00		
System Folding Door	1000L x 2400H	300.00	450.00		
System Plant Trough	1000L x 500D x 2400H	150.00	225.00		
Fire Extinguisher		100.00	150.00		
Needle Punch Carpet (psq)		4.50	6.75		
18m Underlay Plywood (psq)		18.00	27.00		

Kindly Bill To :

Exhibiting Company

Contractor

Total

ELECTRICAL & LIGHTING



13AMP POWER
SOCKET



13AMP POWER
SOCKET
(24 HOURS)



15AMP POWER
SOCKET



15AMP POWER
SOCKET
(24 HOURS)



40W
FLOURESCENT
LIGHT



100W SPOTLIGHT



100W ARM
SPOTLIGHT



FLOOD LIGHT



TRACK LIGHT



70W METAL
HALIDE



MINI BAR
510mmH x
439mmW x
470mmL



ELECTRIC ON HIRE (FORM 3B)

APFCP 2025

DEADLINE SUBMISSION : 11th AUG 2025

FURNITURE ITEMS & DESCRIPTIONS	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
13Amp/230V SPN Power Socket (Max 500watt)	180.00	270.00		
13Amp/230V SPN Power Socket (24hrs)	250.00	375.00		
15Amp/230V SPN Power Socket (Max 2000watt)	250.00	375.00		
15Amp/230V SPN Power Socket (Max 2000watt) (24 hrs)	350.00	525.00		
Fluorescent Light	140.00	210.00		
LED Spotlight(warm/white)	160.00	240.00		
LED Long Arm Spotlight (warm/white)	170.00	255.00		
Downlight (warm/white)	150.00	225.00		
LED Floodlight 50watt	380.00	570.00		
Track Light 600mm	300.00	450.00		
Metal Halide	380.00	570.00		
Mini Bar	350.00	525.00		
Air Cooler	380.00	570.00		
30Amp Isolator TPN (For Machine Use Only)	850.00	1275.00		
Light Fitting Connection (per lighting for Normal & LED bulb)	150.00	225.00		
Lighting Connection for LED strip (Per meter run)	150.00	225.00		
LED Strip (white) (per meter)	165.00	247.50		
T5 (Lightbox usage only)	120.00	180.00		

Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)				
13Amp/230V SPN Power Socket		280.00	420.00	

Kindly Bill To :

Total

Exhibiting Company

Contractor

NOTE: Charges for Lighting connections such as supply of cable terminating in a fuse switch/distribution box, electrical consumption are included Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor.



AUDIO VISUAL (FORM 3C)

MMA 2025

DEADLINE SUBMISSION : 11th AUG 2025

FURNITURE ITEMS & DESCRIPTIONS	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
32" LED TV	950.00	1425.00		
43" LED TV	1200.00	1800.00		
55" LED TV	1600.00	2400.00		
60" LED TV	1900.00	2850.00		
55" Multi-Touch IR Full HD Touch Screen TV	2300.00	3450.00		
65" Multi-Touch IR Full HD Touch Screen TV	3500.00	5250.00		
TV Stand	300.00	450.00		

Total

	
<p>ITEM 01</p>	<p>ITEM 02</p>
	
<p>ITEM 03</p>	<p>ITEM 04</p>
	
<p>ITEM 05</p>	<p>ITEM 06</p>
	
<p>ITEM 07</p>	<p>ITEM 08</p>



PRINTING ORDER FORM (FORM 3D)

MMA 2025

DEADLINE SUBMISSION : 11th AUG 2025

NO	FURNITURE ITEMS & DESCRIPTIONS	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
1.	Digital Inkjet Print On System Panels (Internal Panel Size 0.95m X 2.35mH) Direct mounting of inkjet print on individual panels. The poles securing the panels will be seen.	500 per meter	750/per meter		
2.	Digital Inkjet Print On Compressed Foam (Beam To Beam Size 1.0m X 2.44mH) Mounting of inkjet print on compressed foam before mounting on the system wall. The print will look like an entire mural without having poles in between.	600 per meter	900/per meter		
3.	Inkjet Sticker on Fascia Board (Size 3.0m X 0.21mH)	200 per unit	300/per unit		
4.	Compress Foam on Fascia Board (Size 3.0m X 0.35mH)	250 per unit	375/per unit		
5.	Printing On Backdrop Tarpaulin (Size : 3m x 2.5mH)	1400 per unit	2100 per unit		
6.	Inkjet Sticker on Information Desk (Front : 0.95m x 0.7mH) (Side : 0.5m x 0.7mH)	150 per unit/front 100 per unit / side	225 per unit/front 150 Per unit/side		
7.	Compress Foam on Information Desk (Front : 1m x 0.75mH) (Side : 0.5m x 0.75mH)	250 per unit/front 150 per unit / side	375 per unit/ front 225 Per unit/side		
8.	Roll Up Banner (Size : 0.8m x 2.0mH)	450 per unit	675/per unit		

Total



TERMS & CONDITION

MMA 2025

- I. All items ordered are on rental basis and exhibitions will therefore have to be responsible and liable for any damage or loss.
- II. All prices quoted include approval fee, installation, standby maintenance and power consumption exhibitors otherwise.
- III. 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.
- IV. POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
- V. A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- VI. Kindly note that all orders have to be accompanied with full payment either in Cash or via Online Bank Transfer transaction to **Instant Media Sdn Bhd** otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s).
- VII. Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
- VIII. 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 invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- IX. A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
- X. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
- XI. Any complaints regarding furniture rental/ installations must be lodged the day before the exhibitions commences. Otherwise, all items are deemed to have been received in good order.
- XII. For on-site order during the exhibition day, item can only be delivered/installed after the closed hours of the Exhibition/Event.
- XIII. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days. Orders are valid only when accompanied by full remittance. Otherwise, all item are to be deem as on-site order.

Exhibitor : _____	Booth No : _____
Co.Address : _____ _____	Fax : _____
Tel : _____	Mobile No : _____
Email : _____	Signature : _____

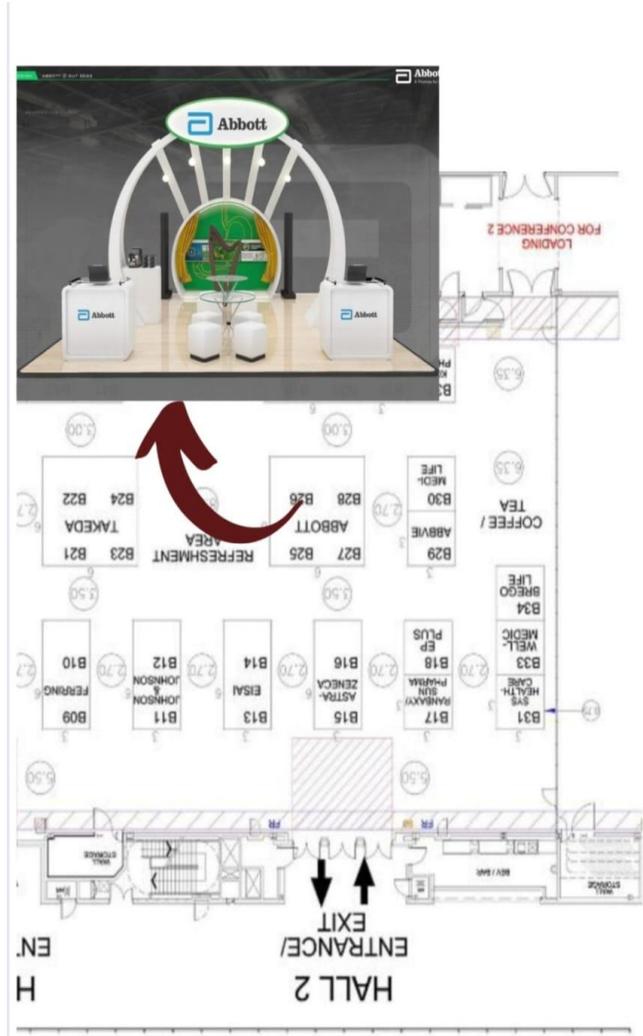
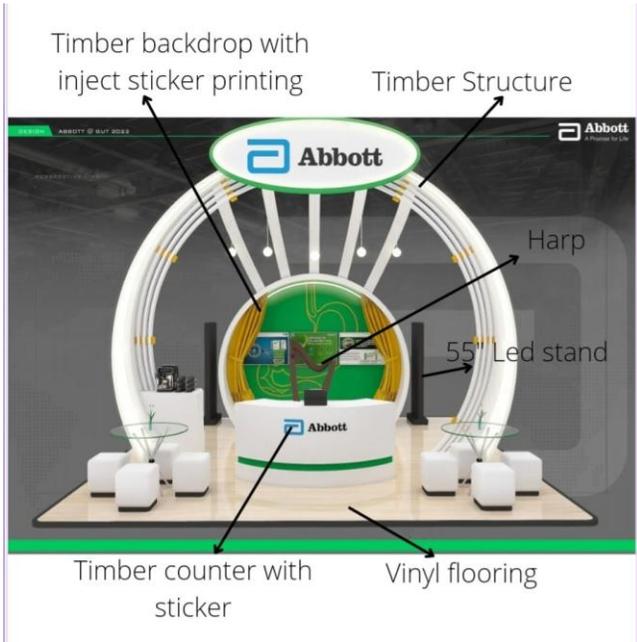
COMPANY NAME : INSTANT MEDIA SDN BHD
ACCOUNT NO. : 5620 2163 5763 (MAYBANK BERHAD)
Swift code : MBBEMYKL

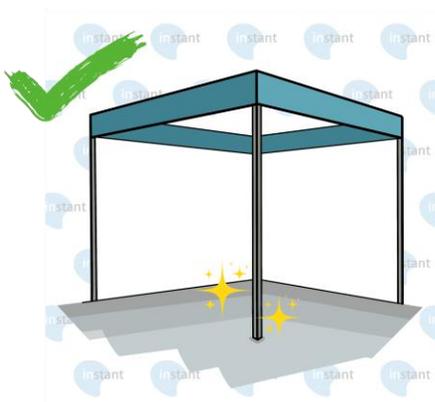
RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Contractor's Regulations during **65th MMA ANNUAL GENERAL MEETING & NATIONAL MMA CONVENTION AND SCIENTIFIC CONGRESS 2025** are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to:-

Part 1: Management Rules and Regulations.

1. All non-official contractors are required to register with the Official Main Exhibition Contractor.
2. Material used for lining, drapes or overhead structure or as part of the theme or display to public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
3. Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
4. Only non-toxic primarily water-based, paints are permitted. Any liquid chemical in bottle must be label and Spray painting is not allowed within the venue.
5. Any person caught committing unsafe work practices and or non-compliance activities will be prohibited from working in **G HOTEL GURNEY DRIVE GEOGETOWN PENANG.**
6. Only show Official contractors are allowed to carry-out electrical and pipe installation of the show.
7. The registered stand fitting contractors will ensure compliance and regulate non-officials' full adherence and observance of all rules and regulations, including the strict observance of the Build-up and Teardown Schedule.
8. The organizer reserves the right to charge any entities who have violated and rules and regulations or delay in the build-up and teardown, for additional works required as a result of the violation.
9. Subject to the rules and regulations, all stand designs by the Non-officials/Independent stand builders are required to submit for approval to the address below respectively.
10. Exhibitors are encouraging to engage the registered stand fitting contractors (Officials) for the construction of the booth stand design.
11. A non-compliance fees of MYR10,000.00/stand will be imposed for failing to comply with the rules and regulations and failing to acquire the relevant approval from Officials/Organizer.
12. No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
13. No exhibitor may place any display material and exhibit or allow dividing wall or any part if their stand design and fittings beyond their contracted boundary. Stands will not be permitted to exceed **2.44m (8ft) in height**. Any design for a structure exceeding **2.44m (8ft)** in height must be submitted for approval six (6) weeks in advance before the show to Organizer and approval will be considered on case-to-case basis.
14. Open frontages: All stands, irrespective of height must have at least half of any frontages facing and aisle open or fitted with transparent (clear see-through) materials. This area must be left visibly free of construction.
15. Exhibitor occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in Organizer building this wall on the Exhibitor's behalf and recharging the cost to the exhibitor or the appointed contractor of the exhibitor.
16. All booth designs and construction must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as both Organizer and the exhibition hall owner's requirements.
17. The booth must be constructed in accordance with the approved design and be ready within the build-up period specified in the show rules and regulations.
18. The exhibiting company shall ensure that the booth is dismantle in a safe, systematic and organized manner, within the specified dismantling period.
19. All electrical installation work from source of supply at the exhibition must be carried out solely by the Organizer's official contractor.
20. Exhibitor requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organizer informed.
21. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.
22. With regards to order issues in general, the Rules and Regulations stipulated in this E-Manual are still to be complied with.
23. An official warning letter will be issued and penalty fee will be imposed by the official contractor to outside contractor who do not comply to venue and show rules & regulations (as spelled out in this indemnity letter) after second verbal warning is given.
24. In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof.
25. In order to facilitate review on the technical and safety aspect of the stand design, the following guideline is required to be followed to the latter.
 - a) Stand Appraisal Check-list must be clearly written, either work file or PDF format are acceptable.
 - b) The different view of the 3D diagrams/photo/picture shall be presented into the document together with checklist. (Please do not attached various attachments to the email)
 - c) The description of the technical aspect and safety element must be indicated into the 3D diagram/photo/picture.
 - d) Height of the stand must be indicated in the diagram/photo/picture.
 - e) Ground structure and hanging object (if any) submission must be submitted in separate file, include the hanging object order form.











INDEMNITY LETTER (FORM 4)

MMA 2025

DEADLINE SUBMISSION : 11th AUG 2025

Part 3 : INDEMNITY

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

Booth Name	
Booth No.	
Non Official-Contractor Company	
Person In Charge Name (Non-Official)	
Designation	
Contact No.	
Date	
Signature	
Company Stamp	