

Exhibitors Manual

A Allocation of Booth

Please reach the exhibition venue 15 minutes before exhibition starts. Exhibitors are required to draw the booth number in a box upon arrival. The number selected will be your booth number of the day.

B Use of Booth

Exhibitors are bound to exhibit the announced products. Please do not let your booth be unattended during the exhibition to prevent any loss. Exhibitors will be liable for any damage to the booth. Any alteration of the floor or booth area is not allowed without the prior consent of the Organizer. The organizer will not be held liable for any loss or damage which may befall on the person or property of the Exhibitors from what so ever cause.

C Attire

Please be properly dressed and be smart casual. Mini skirt, slippers, sleeveless are prohibited during the exhibition.

D Refreshment

Exhibitors are not allowed to bring any outside food or drink. However, the organizer will provide food and drink during the exhibition. If you are vegetarian, please specify it in the Confirmation Form.

E Collection of Database

In order to comply with the data protection act, please do not reveal or share your database collected to any other parties during or after the exhibition.

F General Cleaning

Please do not leave any rubbish or exhibits around the booth or on the table after exhibition. You may pass the marketing materials to the School Counselor.

G Change of Schedule

The Organizer has the right to change the date and time of the exhibition if exceptional circumstances warrant. All exhibitors will be notified if such changes are made. The Organizer will not be held liable for any claims arising from mishaps during exhibition.

H Payment

Full payment to be made as per due date stated in the invoice. In the event of default in payment by the stipulated date, the organizer shall reserve the right to refuse participation and to claim all dues from defaulting Exhibitors who shall not be entitled to any form of compensation.

All payments should be made in favour of JKW Management Sdn Bhd and be crossed. Should you use bank transfer (please email us the proof of transfer), please remit it to:

Public Bank
Account Name: **JKW Management Sdn Bhd**
Account No: **3124694010**

I Cancellation of Booth

In the event of cancellation of booking, the organizers will forfeit the following portion as per table below:

For cancellation	Forfeiture
Within 20 days of the scheduled event	100% of total fees paid (no refund)
Between 20 to 45 days of the scheduled event	50% of total fees paid
More than 45 days before the scheduled event	0% of total fees paid

J Help Desk

For any issue or matter related to the event, please contact us at 012-5056870 (Miss Cheah) / jkwmanagement@outlook.com