



15th - 19th October 2010

**1Borneo Hypermall
Kota Kinabalu
Sabah
Malaysia
(FREE ADMISSION)**

Exhibitor Handbook

www.sie.com.my/en/exhibitors_handbook.cfm

SIE2010 Secretariat

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SIE2010 EXHIBITOR'S HANDBOOK

NO.	CONTENTS	PAGE
1.	Information on SIE2010	2
2.	Terms and Conditions/Rules and Regulations	3
3.	Exhibits Move-In Instructions	4
4.	Exhibits Move-Out Instructions	4
5.	Temporary Staff/Personnel	4
6.	Best Booth Competition	4
7.	Security and Insurance	4
8.	Booth Requirements	5
9.	Information on Exhibition Site	7
10.	Promotion/Publication Requirements	7
11.	Other Item Available On Hire/On-Loan	8
12.	Travel & Immigration Information	9
13.	Immigration	10
14.	Shipping and Forwarding Services	11

FORMS

DATELINE

Form 1 of 7	Exhibitor Information	20 th September 2010
Form 2 of 7	Advertisements (Exhibitors Directory Booklet)	24 th September 2010
Form 3 of 7	Shell Scheme Booth	30 th September 2010
Form 4 of 7	Heavy/Large Exhibits & Additional Furniture	20 th September 2010
Form 5 of 7	Combined Commercial Invoice & Packing List	20 th September 2010
Form 6 of 7	Non-Official Contractors	27 th September 2010
Form 7 of 7	Transportation	04 th October 2010

INFORMATION ON SIE2010

1. Programme of SIE2010:

DATE	TIME	PROGRAMME	VENUE
09-14 th Oct (Sat-Thurs)	10:00am-10:00pm	Commencement work by External Contractors	LG Exhibition Hall, 1Borneo Hypermall
12-14 OCT (TUE-THURS)	10:00am-10:00pm	Move-In by Exhibitors	LG Exhibition Hall, 1Borneo Hypermall
15 OCT (FRI)	8:00am-5:00pm	Registration of Conference Delegates OFFICIAL OPENING OF THE SABAH INTERNATIONAL BUSINESS CONFERENCE 2010 (SIBC2010) BY THE RIGHT HONOURABLE DATUK SERI PANGLIMA MUSA HAJI AMAN, CHIEF MINISTER OF SABAH Followed-by the 1 day Conference (refer SIBC2010 Programme)	Grand Ballroom, Level 3, 1Borneo Hypermall
	10:00am-3:00pm 3:00pm-10:00pm	SIE2010 opens to Trade Visitors only SIE2010 opens to the Public	LG Exhibition Hall, 1Borneo Hypermall
16 OCT (SAT)		OPENING CEREMONY OF THE SABAH INTERNATIONAL EXPO 2010 (SIE2010) BY THE GUEST OF HONOUR: THE RIGHT HONOURABLE TAN SRI MUHYIDDIN YASSIN, DEPUTY PRIME MINISTER OF MALAYSIA. (Please refer to SIE2010 Opening Ceremony Programme)	Central Atrium, 1Borneo Hypermall
	10:00am-3:00pm 3:00pm-10:00pm	SIE2010 opens to Trade Visitors only SIE2010 opens to the Public	LG Exhibition Hall, 1Borneo Hypermall
		WELCOME STATE DINNER HOSTED BY THE STATE GOVERNMENT OF SABAH GUEST OF HONOUR: THE RIGHT HONOURABLE TAN SRI MUHYIDDIN YASSIN, DEPUTY PRIME MINISTER OF MALAYSIA. (Please refer to SIE2010 Welcoming State Dinner Programme)	State Assembly Hall (by invitation only)
17 OCT (SUN)	10:00am-10:00pm	SIE2010 opens to the Public	LG Exhibition Hall, 1Borneo Hypermall
18 OCT (MON)			
19 OCT (TUE)	10:00am-4:00pm	SIE2010 opens to the Public	LG Exhibition Hall, 1Borneo Hypermall
	5:00pm-10:00pm	Move-Out by Exhibitors (light items/ exhibits)	
20 OCT (WED)	8:00am-11:00am	Move-Out by Exhibitors (heavy items/ exhibits)	LG Exhibition Hall, 1Borneo Hypermall
	12:00nn-11:00pm	Move-Out by Official Booth Contractor	LG Exhibition Hall, 1Borneo Hypermall

2. Exhibitor's Information Pack/ Official On-Site Address of SIE2010 Secretariat

All Exhibitors should register at the Organiser's Office on arrival at the hotel and collect their Exhibitor's Pass and Exhibitor's Information Pack at:

SIE2010 Secretariat Office

LG Exhibition Hall, Lower Ground Level, 1Borneo Hypermall, Jalan Sulaman
88400 Kota Kinabalu, Sabah, East Malaysia.

TERMS AND CONDITIONS / RULES & REGULATIONS

1. **Sales:** Over-the-counter cash are permitted in Ringgit Malaysia (RM) Only.

2. Promotion during the Exhibition

Exhibitors are not allowed to place stickers, signs or posters anywhere in the halls other than within their own booth and paid advertising poster sites and billboards. Distribution of brochures, invitations, flyers or any form of promotional material at the exhibition hall (along gangways, entrance and exits) is strictly prohibited. This is unfair to other Exhibitors and would cause inconveniences to visitors, such activities are to be carried out within the booth boundaries only.

3. **Payment Terms & Conditions:** The payment schedule for the shell booth/space is as follows:

- Exhibitors will not be allowed to occupy their space or booth until the Organiser has received full payment. These terms cannot be varied under any circumstances. Interest rate of 2% per month will be charged on any amount outstanding for a period exceeding 14 days after the due date for payment until full payment is made.
- Exhibitors shall pay suppliers for all other additional goods and services required by them.

4. **Cancellation of Exhibition Space:** No refund will be given upon cancellation. These terms cannot be varied under any circumstances.

5. **Failure to Exhibit:** Any organisation, which failed to exhibit for any reason shall be liable for any additional costs incurred by the Organiser as a result of such failure to exhibit. These terms cannot be varied under any circumstances.

6. **Working Exhibits:** The Organiser reserves the right to determine the acceptable sound level and extent of demonstrations for working exhibits in the event of justifiable complaints from other Exhibitors.

Moving Machinery must be fitted with safety devices when the machines are operated. These safety devices may be removed only when the machines are not in operation and not connected to the power source. No motors, engines, contrivances or power-driven machinery may be used without adequate protection against fire risk.

All pressure vessels or equipment under pressure must conform to safety standards and regulations. Approval for their use is required. Working machines must be placed at a relatively safe distance from the audience; we strongly recommend the use of safety guards.

7. **Dangerous Materials:** No naked or open flame temporary gas or live electrical fittings are to be used in the exhibition halls at any time. Neon lights lower than 2.5 m from the ground will not be allowed in the halls. No explosives, petrol, dangerous gases or highly flammable substances are allowed in the halls. No radioactive materials are to be used. No arms. Guns, swords, ammunition or other goods of a dangerous nature and goods prohibited by the laws of Malaysia will be allowed into the exhibition halls or other premises of 1Borneo Hypermall.

8. **Hall Landlord's Special Condition:** All Exhibitors are bound by the following conditions as laid down by 1Borneo Hypermall (hereafter referred to "Sagajuta (Sabah) Sdn. Bhd")

Exhibitors shall not bring any rodent, pest or vermin into the exhibition hall and shall not, without written consent of the hall landlord, bring livestock or animals into the hall unless they are connected to the purpose of the exhibition. The hall landlord has the right to refuse entry to the facilities of any person whose presence is, in the reasonable opinion of the hall landlord, undesirable.

9. **Damage to Booth Structure and Exhibition Premises:** No person under any circumstances shall cut into or through any floor covering or wall nor alter any booth structures except when authorised in writing by the Organiser. Any such damage to booth structure or exhibition premises will be invoiced to the Exhibitor.

EXHIBITS MOVE-IN INSTRUCTIONS

Exhibitors may start to move in to their booths starting from the 12-14 October 2010 from 10:00am to 10:00pm.

Site Installation (Heavy and/or Large Exhibits)

Should exhibitors wish to bring in heavy exhibits (which include large exhibits) exceeding 2 tons or 3.5m (L) x 1.5m (W) x 1.5m (H) in weight and dimensions respectively, please complete and send Form 4 of 7 to the Secretariat.

For safety reasons and to avoid congestion in the exhibition halls, only the official freight forwarders or the official installation contractors are allowed to operate mechanical handling equipment (e.g. platter trucks, forklifts, cranes) inside the exhibition hall. Exhibitors may use their own hand-push trolleys within the exhibition hall.

EXHIBITS MOVE-OUT INSTRUCTIONS

The exhibition closes on 19 October 2010 at 4.00pm. For the safety of visitors at the show, exhibitors may **NOT** dismantle or remove their exhibits before 19 October 2010, 4.00pm.

Exhibitors are advised to remove all hand-carried or easily movable goods and valuables between 5.00pm to 10:00pm on 19 October 2010. Please do not leave your booth unattended nor leave exhibits/souvenir items, nor leave them in a locked cupboard as furniture suppliers will collect their furniture on the same evening.

IMPORTANT: DO NOT arrange for heavy exhibits removal on the night the show closes. Heavy lift vehicles like cranes or lorries with built-in carnage arms will be turned away at the car park gates. Evening is only for small, light and hand or trolley cartable items removal only. You may remove heavy items/ exhibits from 8:00am-11:00am on the next day, 20 October 2010. Your cooperation is to ensure a smooth and speedy move-out, lessen congestion within the loading area on the evening the show loses will be very much appreciated. Please return on the following day to collect your heavy machineries/equipment.

Exhibits Clearance and Booth Dismantling

All exhibits, booth fitting and crates must be removed from the exhibition site by 11.00am on 20 October 2010. All booth dismantling, tear down will commence from 12.00noon on 20 October 2010 onwards. Electrical power to all booths will be disconnected progressively from 20 October 2010. If you require power beyond this time for retracting your equipment or machinery, please inform the Secretariat Office at least one (1) day in advance.

TEMPORARY STAFF/ PERSONNEL

Temporary staff/personnel are available on request to man their booth(s) with a minimum daily wages between RM60 to RM100 per day depending scope of work (within the booths), should exhibitors face a shortage of staff during the exposition.

Request can be made by using the Form 1 of 7 and submitted to the SIE2010 Secretariat.

BEST BOOTH COMPETITION

The organiser will be organising the "Best Booth" Competition with attractive prizes to be won by exhibitors. Best Booth will be judged based on design, colour scheme, objectives and theme of each exhibition booth. Judging Session will be held on first day of the Exhibition. Prizes are divided into three (3) categories namely, Services, Industries and International; and an Overall Prize for the overall Best Booth. Presentation of Best Booth Awards will be held during the Welcome State Dinner of SIE2010.

SECURITY & INSURANCE

1. Security Service

The Organiser will provide general security around the clock. Exhibitors and their staff are not allowed in the exhibition hall after show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your booth exclusively during off show hours, please contact the Organiser for security services. Only official appointed security companies are allowed.

All personnel in the exhibition hall **MUST** wear identification tags at all times. Exhibitor passes and Temporary Work passes are available from the SIE Secretariat's office on site from 11 October 2010. For security and safety reasons, exhibit movement in or out of the exhibition hall during the show hours is not permitted. Security guards will patrol the exhibition site in general, but their duties will not include specific attentions to individual booths.

2. Exhibitor's Insurance

The Organiser will not be responsible for the safety of property, exhibits or articles of any kind brought into the exhibition by the exhibitors, their personnel, agents or contractors, members of the public or any reason whatsoever.

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risk on their property, exhibits or articles of any kind. Public liability and comprehensive protection against any losses or damages caused by any Exhibitor shall be fully covered by insurance. The period for which such insurance shall be maintained will run from the time the Exhibitor or any of his personnel, agents or contractors first enter the exhibition ground, and to continue until all have vacated the exhibition ground and all his exhibits and property have been removed. The Exhibitor shall insure against indemnity and hold the Organiser blameless in respect of all costs, claims, and demands whatsoever whether by person, fire, water, theft, accidents or any other cause.

The Organisers shall not, in any event, be held responsible for any restriction which prevents the construction, erection, completion, alteration or dismantling of booth, or for the entry, sitting or removal of exhibits, or for the failure of any service or amenities provided by hall landlord or for the cancellation or part-time opening of the exhibition either as a whole or in part, or for circumstances not under their control. Exhibitors must ensure that their temporary staff, their personnel, agents or contractors are insured against any claims for workmen's compensation.

3. Exhibitors and External Contractor Tags

Exhibitor Tags will be issued on site from 11 October 2010 at the SIE Secretariat and are meant for Exhibitors Only. Contractors will be issued Contractor Tags (to be issued from the Official Booth Contractor) and Exhibitors are reminded not to distribute exhibitor tags to them. These tags are also not to be given to visitors or visiting staff, who should use Visitor Tags/Stickers. Maximum of 4 Exhibitor tags per booth would be provided. Exhibitors may request for more tags by filling in the attached [Form 1 of 7](#) and returning to SIE Secretariat before the stated dateline.

4. Hall Security

General hall security will be provided from 12 October 2010 onwards. As it is impossible to provide complete protection against theft we recommend you incorporate in your booths layout a lockable cupboard for cameras, Telephone handset, souvenirs, valuable items, etc., and ensure that your exhibits are properly insured. The following simple precautions may be helpful:

- a) Lock up all valuable before you leave your booth at the end of each day; display these valuable only when your booth is manned.
- b) On the last evening of the exhibition, after the show classes, remove all valuables and return them to your office or factory. **DO NOT** leave your booth unattended. **DO NOT** leave exhibits, souvenir items, consumable etc., on your booth, not even in locked cupboards as suppliers will retrieve all furniture once the show is over. **DO NOT** take chances with your valuables; once they are lost, it will be impossible to recover them.

Please note that is the Exhibitors' responsibility to safeguard their exhibits or any items brought into the exhibition by themselves, their agents or contractors. The Organiser will not be liable for losses or damage of any kind. Please note that your suppliers and/or official appointed contractors will not be allowed to enter the hall until one hour after the show closes.

IMPORTANT: Exhibition which requires mechanical handling will not be allowed in or out of the exhibition halls during show hours. Please plan your exhibit movement carefully.

BOOTH REQUIREMENTS

1. Subletting of Booth

Exhibitors must not transfer, dispose or part with, or otherwise sublet, the whole or any part of his site, whether for financial considerations or otherwise. The Exhibitor must indicate if he is an agent, distributor or licensee and the principal(s) to be represented. This does not prohibit and Exhibitor displaying products of a principal for whom he has become an agents, distributor or licensee after the time of contract, with prior written permission of the Organiser.

2. Official Booth Contractor

Sagajuta Creatives & Communications Sdn. Bhd.
F920-F921, 1st Floor
1Borneo Hypermall Autocity
Jalan Sulaman, 88400 Kota Kinabalu, Sabah
Tel: +60 88 484955 Fax: +60 88 484977

Contact Person:

Ms. Etta Fok +60 16 232-3167 Email: etta@1borneo.com
Ms. Jolivia Jimi +60 12 827-8311 Email: joliviajimi@1borneo.com

Note: The services of official contractors are for the convenience of Exhibitors and the Organisers will NOT accept any liability in respect of any contract between Exhibitors and such contractor for the negligence or default of any such persons, their employees and/or agents.

3. Booth Contractor

- a) Exhibitors may appoint their own contractor(s) for booth design and booth construction, subject to the approval of the Official Booth Contractor, designs, schedule and installations (pipe/electricity) must be submitted to the Official Booth Contractor for approval before 27th September 2010.

Non-Official Contractor(s) must **register** with the Organiser's Official Booth Contractor using the Form 6 of 7 and submit the Performance Bond and Administrative Fee payment. For registration enquiries, contact the Official Booth Contractor as per address stated above.

- b) Exhibitors are responsible and liable for their appointed contractor's observance of all SIE2010 rules and regulations, including the Official Contractor's charges, terms and conditions and strict observance of build-up & teardown timetable/schedule. The Organiser reserves the right to charge any such Exhibitor and/or contractor who violates any rules or delays in the build-up & teardown for additional work required as a result of violation.

4. Booth Boundaries and Design Restrictions

Exhibitors may not place any display materials or exhibits nor extend their booth structure or allow dividing wall or any part of their booth design layout outside their contracted boundary. Goods cannot be exhibited outside booth boundary, The Exhibitors will be charged for any infringement of this rule, and the Organiser reserves the right to remove the infringement.

The permitted booth height is 2.44 m (8ft). Any designs for a structure exceeding 2.44 m in height must be submitted for approval at least 6 weeks in advance and will be considered on an individual basis. In any event, 6 m will be the absolute height maximum height allowed and if approved, this structure will be restricted to an area of 1 metre (3.28 ft) away from the back site walls. Open Frontages: All booths in the exhibition irrespective of height must have at least half of any frontage facing an aisle open or fitted with transparent material to the underside of the fascia.

5. Specific to Shell Scheme Booths Only

- a) No additional booth fitting or display may be attached to the shell scheme structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying our exhibits, please consult the Official Booth Contractor.
- b) No painting or wallpapering on the shell scheme booth panes is allowed. Exhibitors who wish to have the panels painted must inform the Official Booth Contractor who will provide quotation or request, at least one (1) month before the exhibition date.
- c) Exhibitor occupying a corner booth has a choice of having the sidewall or an additional open side fascia, complete with name and booth number, at no additional cost. Logos may be attached to the fascia, but must be wider than 30 cm fascia or thicker than 1cm. The cost of reproduction must be borne by the Exhibitor.
- d) The Organiser must approve any change in colour or type of fascia and floor covering. The cost involved must be borne by the Exhibitor.

- e) No financial credit will be given for any shell scheme package item not utilised.
- f) Other additional fittings and furniture may be available upon request, and Exhibitors shall bear the cost. Please complete Form 4 or 7 and send to SIE2010 Secretariat by 20 September 2010.

6. Island Booths and National Pavilion

Contracting parties for Island Booth and National Pavilion are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by these Terms and Conditions and the Rules and Regulations are included herewith.

INFORMATION ON EXHIBITION SITE

1. Capacity of Exhibition Hall

- a) **Maximum Exhibit Height:** Exhibits on booth, walk-on passages and perimeter space should not exceed 2.44m (8.0 ft) in height and exhibits on privately built booths should not exceed 3m in height. Exhibitors should notify the Organiser using Form 4 of 7 bringing in any item of machinery over the height limit of 2.6 m and exceeding 10 tons in weight before 20 September 2010.

b) Technical Specification of Exhibition Hall

- Floor Carrying Capacity : 10 tons
- Floor Finish : Carpet
- Ceiling Height : (Differ by area) / Min: 2.6m and max 2.8m
- Entrance Loading : 10 tons
- Ventilation : Air-Conditioning
- Fire Precautions : Sprinklers
- Power Supply & Lightning : 1 unit of 13 Amp socket point, 240v Single Phase.
415v Three Phase is optional, available on request and extra payment is required.

- c) **Communication and Business Centre:** For more information, please contact SIE2010 Secretariat.
- d) **Exhibitors Parking:** More than 3,000 car park spaces are available within the 1Borneo Hypermall site.
- e) **Eating Facilities for Exhibitors:** Variety of food outlets and international food-chains are available at 1Borneo Hypermall on the same level as the exhibition area.
- f) **Booth Cleaning:** During the exhibition, the Organiser will be responsible for the daily cleaning of booth carpets and gangways. During the build-up and dismantling periods, independent contractors appointed by Exhibitors are responsible for the removal of their own booth building, dismantling materials and rubbish.
- g) **Storage:** Arrangement for the storage of empty and unused cartons and cases should be made with the Official Booth Contractor or Freight Forwarders. Otherwise, Exhibitors must arrange for these to be transported back to their own premises. Exhibitors are not allowed to store such items within the Exhibitions halls.
- * Please note that an Expo Site Handling Fee will be imposed for handling within the Exhibition Hall. Non-official forwarding companies are not allowed into the exhibition hall and only restricted to the unloading zone.
- h) **Unforeseen Occurrences:** In the event of any occurrence not foreseen in these Rules and Regulations, the decision of the Organiser shall be final. For further queries, please contact the Organiser at the SIE2010 Secretariat Site Office.

PROMOTION/PUBLICATION REQUIREMENTS

1. Exhibitor's Directory Listing

All exhibitors will be entitled to a free listing of their products and services (not more than 75 words) in the Official Exhibitors' Directory, which will be distributed to trade visitors at the Exhibition. Please complete FORM 1 of 7; Fax to the SIE2010 Secretariat before 20 September 2010.

2. Exhibitor's Directory 'New' Product Listing

In order to assist you in creating greater publicity for your new product launching, please let us have full details and profile of the new products or services, which you wish to launch or promote during the event. We will try to feature them in our various promotional campaigns.

3. Press Information

An extensive press and public relations campaign is being planned to carry out in connection with the SIE2010. Exhibitors are encouraged to make use of this free publicity to showcase their products and services.

Exhibitor's who wish to gain greater publicity should make prepared press release available to distribute to journalists covering SIE2010. Exhibitors can also advertise in the local press. The contact details for newspapers published in Sabah are as follows:

a) Borneo Post (English)	TEL: +60 88 318 811	FAX: +60 88 213 991
b) Daily Express (English)	TEL: +60 88 256 422	FAX: +60 88 238 420
c) New Sabah Times (English)	TEL: +60 88 230 055	FAX: +60 88 241 155
d) Asia Times (Chinese)	TEL: +60 88 420 901	FAX: +60 88 420 902
e) Overseas Chinese Daily News (Chinese)	TEL: +60 88 256 422	FAX: +60 88 241 003
f) See Hua Daily News (Chinese)	TEL: +60 88 318 811	FAX: +60 88 218 991

Alternatively, Exhibitors can use the services of an advertising agent who will advise Exhibitors on rates and then place the advertisements for them:

- a) Prestige Advertising Sdn Bhd
 Lot 6, Block B, 3rd Floor, Bundusan Plaza, 88300 Kota Kinabalu
 P.O Box 13699, 88842 Kota Kinabalu, Sabah, Malaysia
 TEL: +60 88 722 066 FAX: +60 88 716 066
 Contact Person: Mr Tan Keng Hock (019-870 0299)

4. Exhibition Directory Advertisement

The Official Exhibition Directory is used extensively throughout the Exhibition as a guide is often retained by trade visitors as a valuable source of reference after the event. Therefore, Exhibitors are encouraged to advertise in the Directory. For a worthwhile investment, please complete Form 2 of 7, and return it to the Organiser by 24 September 2010.

5. Photographer

Official photographer appointed by the Organiser will be on site one-day prior to the exhibition. Exhibitors should contact the Organiser for any photographic work required.

OTHER ITEMS AVAILABLE ON HIRE/ON-LOAN

1. Flowers/Potted Plants

Margaret Florist

5, Lorong Dewan, 88000 Kota Kinabalu, Sabah, Malaysia
 Tel: +60 88 216 151 / 216 913 Fax: +60 88 211 050
 Contact Person: Mr. Riduan Mobile: +60 16 833 2161

2. **For rental on additional items** (please visit www.sie.com.my for onward order / necessary action), For placing order, please complete FORM 4 of 7.

3. Promotional Materials

Please refer to SIE2010 on-site Secretariat.

4. Accommodation

Please refer to SIE2010 Secretariat.

5. Official Transport

Angkatan Hebat being in the Fleet Management and Vehicle Rental Business is able to assist and manage all your transportation logistics in Kota Kinabalu which will include VVIP, VIP and delegates limousine transfers, Sit-in-coach (SIC) transfers, pre and post tour arrangements and other travel related services.

AHSB RENTACAR SDN BHD is a subsidiary of Angkatan Hebat Sdn Bhd, an ISO-9001:2000 certified Fleet Management and Field Service Company with over a decade's involvement in the business, ranging from vehicle sales, service and maintenance, spare parts to accessories, Angkatan Hebat Sdn Bhd is also accredited to IMI – The INSTITUTE of the MOTOR INDUSTRY (UK).

Should you require transfer service, kindly refer to their rates as published in Form 7 of 7, complete and Fax / email to the SIE2010 Secretariat or contact the Official Transport Provider at:

AHSB RENTACAR SDN BHD

G902, Ground Floor, Auto Gallery, Wisma Angkatan Hebat, 1Borneo

Jalan Sulaman, 88450 Kota Kinabalu, Sabah Malaysia.

Locked Bag 105, 88993 GPO Kota Kinabalu, Sabah, Malaysia

Tel: +60 88 448866 Fax: +60 88 485822 Email: sales@borneocar.com.my

Contact Person: Ms. Ann Osman - Ann.nurain@borneocar.com.my

TRAVEL / IMMIGRATION INFORMATION

1. **Entry Requirements:** A valid passport (and visa if applicable) is required for all persons entering Malaysia. A passport is also necessary for travel between Peninsular Malaysia and the East Malaysian States of Sabah and Sarawak as well as between Sabah and Sarawak.

Visas

- a. Nationals of these countries do not require visa to enter Malaysia for all purpose of visits.
 - LIECHTENSTEIN, NETHERLANDS, SWITZERLAND, St. MARINO, SINGAPORE, BRUNEI
 - All COMMONWEALTH countries except INDIA, PAKISTAN, BANGLADESH, SRI LANKA, NIGERIA

- b. Nationals of this country do not require visa for social visits and study.
 - United States of America (USA)

- c. Nationals of these countries do not require visa to enter Malaysia for the purpose of social visits for not more than three (3) months. For other purposes or social visits for a duration of stay exceeding three (3) months, visa is required.
 - ALBANIA, ALGERIA, ARGENTINA, AUSTRIA, BAHRAIN, BELGIUM, BOSNIA HERZ, BRAZIL, CHILE, CROATIA, CUBA, CZECH REP, DENMARK, EGYPT, FINLAND, FRANCE, GERMANY, HUNGARY, ICELAND, ITALY, JAPAN, JORDAN, KYRGYZSTAN, KUWAIT, LEBANON, LUXEMBOURG, NORWAY, OMAN, PERU, POLAND, QATAR, ROMANIA, SAUDI ARABIA, SOUTH KOREA, SPAIN, SWEDEN, SLOVAKIA, TUNISIA, TURKEY, TURKESMENISTAN, U.A.E, URUGUAY, YEMEN.

- d. Nationals of these countries do not require visa to enter Malaysia for the purpose of social visits for not more than one (1) month. For other purposes or social visits for duration of stay exceeding one (1) month, visa is required.
 - HONG KONG (SAR), MACAU (SAR), BRITISH NATIONAL OVERSEAS (BNO), NORTH KOREA, VIETNAM.
 - All ASEAN countries except MYANMAR
 - Other countries that are not listed in any of the other categories.

- e. Nationals of this country do not require visa to enter Malaysia for the purpose of social visit for not more than fifteen (15) days. For other purposes or social visits for a duration of stay exceeding fifteen (15) days, visa is required.
 - IRAN

- f. National of these countries do not require visa to enter Malaysia for the purpose of social visits for not more than fourteen (14) days, visa is required.
 - IRAQ, LIBYA, SYRIA, MACAO (Travel Permit), PORTUGAL (Alien Passport).

- g. Nationals of these countries require visa for any purpose of visit.
 - BANGLADESH, INDIA, PAKISTAN, SRI LANKA, AFGHANISTAN, TAIWAN, MYANMAR, NEPAL, BHUTAN, PR CHINA, ANGOLA, BURKINA FASO, BURUNDI, CAMEROON, CENTRAL AFRICAN REP, CONGO REP, CONGO

DEMOCRATIC REP, COTE D'VOIRE, DJIBOUTI, EQUATORIAL GUINEA, ERITREA, ETHIOPIA, GHANA, GUINEA BISSAU, LIBERIA, MALI, MOZAMBIQUE, NIGER, NIGERIA, RWANDA

- All Holders of Cert. Of Identity
- All Holders of LAISSER PASSER
- ALL Holders of TITRE DE VOYAGE

h. Nationals of these countries require special approval from the Ministry of Home Affairs to enter Malaysia.

- ISRAEL, YUGOSLAVIA, MONTE NEGRO

Visit Pass

A social or Tourist Visit Pass does not permit the holder to take up employment, business or professional work in Malaysia. The Business Visit Pass allows foreign visitors to enter Malaysia for business negotiations or inspection of business houses. However, these passes cannot be used for employment purposes or for supervising the installation of new machinery or the construction of a factory. No fee is charged for a Business Visit Pass, issued for a period of up to three (3) months.

For more details, please visit the Malaysian Immigration Department web site at <http://www.imi.gov.my>

2. Travel between Malaysian Territories

A foreigner intending to visit any part of the Malaysia is required to be in possession of only one (1) visa provided he/she travels directly from one part of the country to another.

Visit passes issued for entry into Peninsular Malaysia are valid for entry into Sabah but not Sarawak. Fresh visit passes must be obtained on arrival at the point of entry in that state. However, subject to conditions stipulated, visit passes issued by the immigration Authorities in Sarawak are valid for any part of Malaysia.

3. Immigration Entry/Exit Control

All visitors to Malaysia are required on arrival at an entry point to complete disembarkation/embarkation card. On departure they are required to hand over the embarkation card to Immigration Authorities at the exit point.

4. Transportation

City taxis are abundant and comparatively cheap; it costs about RM10-20 to travel between Kota Kinabalu and the airport, a distance of 10 km (15 min). Taxis are usually metered in Peninsular Malaysia but not in Sabah and Sarawak. Higher rates apply between 12:00 midnight and 6:00 am. Major international car rental companies also operate in Sabah (hotels and airport).

QUARANTINE

Sabah is free from most of the major animal diseases. The state government, through the Department of Veterinary Services and Animal Industry, is committed to maintain this status by strict control on movement of animals and animal products in or out of the state. It is an offence, under the Animal Ordinance 1962, to import or export any animal or animal products without a valid license from the Department of Veterinary Services and Animal Industry Sabah. The penalty for import offences is imprisonment for one year and a fine of RM2000, while penalty for export offences is imprisonment for six months or a fine of RM1000 or both. Further information on the import and export procedures for animals and animal products can be obtained from:

Department of Veterinary Services and Animal Industry

3rd Floor, Block B, Wisma Pertanian

Jalan Tasik, Luyang, 88999 Kota Kinabalu

Locked Bag 2051, 88999 Kota Kinabalu

Sabah, Malaysia.

Tel: +60 88 287403 (DL) , Division of Veterinary Public Health +60 88287400 (GL)

Fax: +60 88 287423

Contact Person: Dr. Yeo Boon Kiat, Director, Provision of Veterinary Public Health

Email : boonkiat.yeo@sabah.gov.my

4. Custom Duties / Taxes and Other Charges

Custom duties / taxes and other charges (such as store rent, compounding or fines, repacking of loose packages, carnage or forklift, etc) are to be paid directly to the customs before delivery, by the participants or their counterpart, in cash. Please ensure funds (in MYR) for settlements of above upon goods' arrival.

5. Customs Requirements /ATA CARNET (Temporary Admission Document)

The Malaysian Government recognises the ATA Carnet; exhibits can now be temporarily imported without going through the usual lengthy customs documentation procedure although licenses and permits, where required, still have to be obtained. This system also eliminates the need for bank guarantees for temporary importations.

Local Chambers of Commerce administer ATA CARNET operations in participating countries as a result of an international arrangement known as the 'BICC Chain' sponsored by the International of Commerce (ICC) in Paris.

- Items imported temporarily must be re-exported and cannot be sold or given away. If goods are sold, the bond raised by the Exhibitors in his country of origin with Chamber of Commerce and Industry will be forfeited.
- Temporary importation is usually subject to a fixed period of time (i.e. 1 to 3 months)

If the ATA Carnet cannot be obtained from the exporting country, the exhibitors may import those goods for exhibition purposes by applying to the Malaysian Customs for temporary import secured with a bank guarantee. The amount of the custom duties payable for the goods imported.

5. List of Services and Charges:

(a) CONTAINER CARGO							
Items		20 - Footer			40 - Footer		
		(RM)	(USD)		(RM)	(USD)	
1	Kota Kinabalu Terminal Handling Charge *	295.00	97.03	per container	440.00	144.73	per container
2	Container Handling Charge *	50.00	16.45	per container	100.00	32.90	per container
3	Ship Agency Fee *	80.00	26.31	per BL	80.00	26.31	per BL
4	Delivery Order Fee *	110.00	36.18	per BL	110.00	36.18	per BL
(Note : 3rd Party Charge Paid On Behalf)							
5	Customs Documentation & Declaration **	80.00	26.31	per set	80.00	26.31	per set
6	Forwarding Fee **	80.00	26.31	per container	140.00	26.31	per container
7	Customs Clearance & Examination **	200.00	65.80	per container	200.00	65.80	per container
(Note: Plus 5% GST for item marked **)							
8	Container Haulage (Sepangar Port to KK Town Area)	380.00	125.00	per container	450.00	140.63	per container
9	Labour Handling (at Port)	250.00	82.23	per container	250.00	82.23	per container
10	Supply of Forklift (at Port)	200.00	65.78	per container	400.00	131.56	per container
11	Truck Transportation (Sepangar Port to KK Town Area)	40.00	13.11	per m3	40.00	13.11	per m3
(If required / Min Rm200.00 or USD 62.50 per application)							
12	Import Duties and Sales Tax (if any)	At Cost					
13	Port Storage, Survey etc	At Cost					
14	Other miscellaneous (if Any) – Special Equipment Hired	At Cost					
16	Labour Handling at site (If required) – Until Ground Only	60.00	19.74	per hour	60.00	19.74	per hour
(Min. 3 hrs)							
REMARK: Above service charges exclusive of carnage (hosting machinery), inland transport, insurance coverage and unstuffing / delivery of cargo from truck / trailer side to participant's booth(s) at exhibition site. Any participant requiring further handling services will be quotes upon request							
Non-official forwarding companies are not allowed into the exhibition hall and only restricted to the unloading zone.							

(a) Conventional Shipment

No.	Items / Particulars	Conventional		Unit
		(RM)	(USD)	

1	Kota Kinabalu Port Charge & Sabah Port Surcharge*	13.50	4.44	Per Revenue Ton or Part Thereof
2	Ship agency Fee*	80.00	26.31	Per BL
3	Delivery Order Fee*	110.00	36.18	Per BL
(Note: The above are 3rd Party Charges Paid on Behalf)				
4	Local Handling Charge (Min. Handling Charge per Shipment)	38.00 300.00	12.50 100.00	Per Revenue Ton or Part Shipment
5	Delivery Charges to One Borneo Mail (Min. Delivery Charge per Application)	55.00 200.00	18.09 65.80	Per Revenue Ton Per Delivery

(b) Less Container Load (LCL) Shipment

No.	Items / Particulars	Conventional		Unit
		(RM)	(USD)	
1	Kota Kinabalu LCL Terminal Handling Charge*	47.00	15.46	Per Revenue Ton or Part Thereof
2	LCL Shipping & Port Charges*	290.00	95.39	Per Consignment
(Note: The above are 3rd Party Charges Paid on Behalf)				
3	Local Handling Charge (Min. Handling Charge per Consignment)	38.00 300.00	12.50 100.00	Per Weight / Measurement (Whichever Greater) per Consignment
4	Delivery Charges to One Borneo Mail (Min. Delivery Charge per Application)	55.00 300.00	18.09 100.00	Per m3

(c) Other Misc. Charges

No.	Items / Particulars	Unit Price		Unit
		(RM)	(USD)	
1	Late Arrival Surcharge - After 05 October 2010	150.00	48.70	Per LCL Shipment
2	"	150.00	48.70	Per Conventional Shipment
3	"	300.00	100.00	Per 20 footer Container
4	"	550.00	180.92	Per 40 footer Container
5	ATA Carnet Administrative Fee	100.00	32.89	Per Consignment

(d) Additional Forwarding & Handling Charges

Quotation available upon request

SEAFRIGHT OUTWARD MOVEMENT (For individual exhibits exceeding 2,000 kgs)

Same charges will be applied for reverted services mentioned above.

Notes:

- i) The above rates exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special handling are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- ii) Port storage, container detention & demurrage and removal charges if incurred due to late receipt of negotiable shipping documents will be charges accordingly at cost.
- iii) All consumable items being packed / shipped together with the exhibitions goods in the same consignment will be required an extra customs permit for import or export.
- iv) The tariff are above are applicable for exhibits not exceeding 2,000Kgs per package. Exhibits in excess of 2,000Kgs per package will be subject to a heavy lift surcharge where individual quotation will be given upon receiving of the said exhibit dimensions and weights. These additional lift charges will apply for inward as well as for outward movements.

IMPORTANT: All business is only transacted in accordance with current Federation of Malaysian Freight Forwarder's (FMFF) Standard Conditions (STC) and copy is available upon request.

LETTER OF INDEMNITY

(Only applicable if exhibitor uses STANDARD MARINE AGENCIES SDN BHD bank guarantee facility)

Indemnity Agreement made on the day of between (exhibiting company)..... having its registered place of business at (hereinafter referred to as 'PARTY A') and

STANDARD MARINE AGENCIES SDN BHD having its registered place at Lot 26A, Jalan Kilang, Sedco industrial Estate, Kelombong, Mile 5.5 Tuaran Road, 88450 Kota Kinabalu, Sabah, Malaysia. (hereinafter referred to as 'PARTY B')

WHEREAS, Party A wishes to import (hereinafter referred to as "GOODS" into Malaysia in order to participate in **SABAH INTERNATIONAL EXPO 2010**.

WHEREAS, Party B agrees to arrange the temporary import bond for import duties and taxes on the Goods and requests Party B to issue the temporary import bond to the Malaysian Customs Authority on behalf of Party Z guaranteeing the re-export of Goods within 2 months from the date of importation of Goods, and

WHEREAS, Party B agrees to arrange the temporary import bond for import duties and taxes on the Goods to be imported by Party A.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Party a shall import the said Goods (the details of which are as per attachment) into Malaysia for the purpose of exhibiting the Goods at Sabah International Expo 2010 during 15 – 19 October 2010 and shall be re-export the said Goods within 2 months from the date of their importation.
2. Party B shall arrange the temporary import bond to the Malaysian Customs Authority for the purpose of exemption of payment of import duties and taxes on the said Goods upon importing goods into Malaysia by Party A.
3. In consideration of Party B arranging the import bond. Party A shall pay Party B a temporary import bond fee and shall further indemnify and hold Party b harmless from any and / or all liabilities, losses, damages that Party B may suffer as a result of claims, demands, costs (including legal's fees) against Party b made by the agency issuing the said temporary import bond to the Malaysian Customs Authority resulting from the failure Party A's failure to prevent the Goods – in whole of in part – being sold without payment of duties / taxes, missing, disposed off, consumed, given away or donated or for whatsoever reasons, and / or failure to re-export the Goods within the period warranted by Party B to the Malaysian Customs Authority.
4. In any even Party B shall have a general lien on the Goods.

IN WITNESS HEREOF, Party A and Party B hereto have caused this Agreement to be executed by its representative on the date and year first written above.

PARTY A:
(Name and Company's stamp of Exhibiting Company)

PARTY B:
STANDARD MARINE AGENCIES SDN BHD

.....
(Name and Signature)

.....
(Name and Signature)

REMARKS: Above service charges exclusive of carnage (hosting machinery), inland transport, insurance coverage and unstuffing / delivery of cargo from truck/trailer side to participant's booths at exhibition site. Any participant requiring further handling services will be quotes upon request. Kindly contact the email listing for individual quotation from DHL or Standard Marine Agencies Sdn Bhd. Information is accurate at printing time. Subject to change without notice.

FORM 1 of 7**DATELINE : 20 SEPTEMBER 2010**

FOR : ALL EXHIBITORS

FAX/EMAIL TO : SIE2010 Secretariat at Fax: +60 88 498 093 for Email: enquiry@sie.com.my

EXHIBITOR INFORMATION

Name of Company : _____

Contact Person : _____

Postal Address : _____

Homepage URL : _____

Email : _____

Tel : _____ Fax : _____

Business Nature/Sector(s) : _____

(i.e. Manufacturing/Tourism/Construction etc)

Products/Projects/Services to be exhibited:

Company Profile:

Please provide your company profile and describe the products/ projects/services you will be exhibiting during the exhibition.

(This will be published in the souvenir programme book of SIE2010)

Looking for Agents/Distributors from : _____

No. of Exhibitors Tags required : _____

(maximum of 4 tags per booth, only company name will be printed on the tags)

No. Of Temporary Staff Needed : Female _____ Male _____

No. Of Days : _____ No. Of Hours Per Day : _____

FORM 2 of 7

DATELINE**: 24 SEPTEMBER 2010**

FOR : All exhibitors who are interested to advertise in the Exhibitors Directory
 FAX/EMAIL TO : SIE2010 Secretariat at Fax: +60 88 498 093 for Email: enquiry@sie.com.my

ADVERTISEMENTS (Exhibitors Directory Booklet)
--

For Exhibitors / Participants who wish to advertise their products/projects/services, please kindly complete the form and Fax to the SIE2010 Secretariat. Send your artwork to the Secretariat before 24 September 2010.

Prices quoted are nett and the Organiser will NOT bear any advertising agency commission. Cost of advertisement will be billed directly to the Exhibitors/participants.

	COST		Qty	Amount (RM)
	Full Colour	Black & White		
Back Cover	RM2,000.00			
Inner Front Cover	RM1,500.00			
Inner Back Cover	RM1,500.00			
Double Page Spread	RM1,800.00	RM1,000.00		
Full Intermediate Page	RM1,000.00	RM 500.00		
Half Intermediate Page	RM 600.00	RM 300.00		
Total Advertisement Fee Payable :				

Please tick (√) :

Artwork is enclosed. No. of film(s) provided : _____

Name of Company : _____

Booth No. : _____

Name of Person in charge
Of Exhibition : _____

Company Address : _____

Tel : _____ Fax: _____

FORM 4 of 7**DATELINE****: 20 SEPTEMBER 2010**

FOR

: ALL EXHIBITORS WHO HAS HEAVY/LARGE/TALL EXHIBITS OR REQUIRES
ADDITIONAL FITTINGS/FURNITURE

FAX/EMAIL TO

: SIE2010 Secretariat at Fax: +60 88 498 093 for Email: enquiry@sie.com.my

HEAVY / LARGE EXHIBITS & ADDITIONAL FURNITURE

1. Heavy / Large / Tall Exhibits

Exhibitors bringing in heavy / large / tall exhibits that exceed the stated capacity of the exhibition hall (ref: page 7) must fill in the following details and Fax / return to the organizers.

Item	Dimensions	Weight (ton)	Date of arrival in Kota Kinabalu

2. Additional Fittings and Furniture

Should you require additional fittings or furniture for your booth(s) during the exhibition, please state below:

Name of Company : _____

Booth No. : _____

Name of Person In Charge
of exhibition : _____

Company's Address : _____

Tel : _____ Fax : _____

FORM 5 of 7**DATELINE****: 20 SEPTEMBER 2010**

FOR : ALL EXHIBITORS WHO ARE IMPORTING GOODS
 FAX/EMAIL TO : SIE2010 Secretariat at Fax: +60 88 498 093 for Email: enquiry@sie.com.my

COMBINED COMMERCIAL INVOICE & PACKING LIST

Name & Address of Shipper : _____
 / Participant _____

Date : _____ Booth No. : _____ Hall No. : _____

Consignee:

(Participant's Name) (Booth No.)
 c/o The Organiser / SIE Secretariat
 Sabah International Expo 2010 (SIE2010)
 LG Exhibition Hall, 1Borneo Hypermall, Jalan Sulaman, 88400 Kota Kinabalu, Sabah, MALAYSIA
 P.O Box 16577, 88871 Kota Kinabalu, Sabah, MALAYSIA.

Remarks: Please Tick (v)

- Re-export after exhibition
 To be displaced of / consumed
 To be given away / sold

Port of Loading:

Port of Discharging:

GOODS TEMPORARILY IMPORTED FOR EXHIBITION

Case No.	QTY	Vol (m ³)	Weight (kg)		Description of Goods	CIF Value (RM)	
			Gross	Nett		Unit Value	Total Value

(VALUE IN WORDS) RINGGIT MALAYSIA

Origin of Goods : _____

Stamp of Company : _____
 Packed by : _____
 Signature over printed Name

Total No. of Packages : _____

_____ Position

FORM 6 of 7**DATELINE****: 27 SEPTEMBER 2010**

FOR

: Exhibitors who appoint external contractors

FAX/EMAIL TO

: Official Booth Contractor

at Fax: +60 88 484 977

or Email: etta@1borneo.com/ joliviajimi@1borneo.com

NON-OFFICIAL CONTRACTOR

For Exhibitors who appoint own contractor that is not the official contractor, they are required to register with the Official Booth Contractor (address stated below).

When exhibitor appoints a NON-OFFICIAL CONTRACTOR, this contractor will be required to comply with the terms and conditions set by the Official Booth Contractor.

This is to ensure that the RULES & REGULATIONS are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claims the organizer may have on the contractor if the damage exceeds the deposit.

Please return the below form to:

Sagajuta Creatives & Communications Sdn. Bhd.

F920-F921, 1st Floor, 1Borneo Hypermall Autocity, Jalan Sulaman, 88400 Kota Kinabalu, Sabah

Tel: +60 88 484955 Fax: +60 88 484977

Contact Person:**Ms. Etta Fok****+60 16 232-3167****Email : etta@1borneo.com****Ms. Jolivia Jimi****+60 12 827-8311****Email : joliviajimi@1borneo.com**

**SUB CONTRACTOR PERFORMANCE BOND & ADMINISTRATIVE FEE
(For Appointment of Non-Official Contractor Only)**

Event : **SABAH INTERNATIONAL EXPO 2010 (SIE2010)**Date(s) : **15-19 OCTOBER 2010**Venue : **LG EXHIBITION HALL, LOWER GROUND LEVEL, 1BORNEO HYPERMALL, KOTA KINABALU, SABAH**

To the SIE2010 Official Booth Contractor:

Dear Sir / Madam,

We have appointed the following contractor to construct / decorate our company booth(s) no. _____ for the above mentioned event.

Name of Appointed Contractor	
Address	
Tel :	Fax :
E-mail :	Mobile :
Contact Person :	Job Title :

Herewith we submit to you **(1) the detailed drawings** (elevation, layout plans and perspective) with dimensions, illustrating the design of the stand for the exhibition. Relative locations of all equipment/machinery on display, if any, are to be depicted on the layout to the official contractor.

We also understand to appoint our own contractor to construct our free standing display should place a **(2) refundable Performance Bond** of RM100.00 per square meter of booth space booked and **(3) pay a non-refundable administrative fee** of RM20.00 per square meter of space booked to:

Account Name : **Sagajuta Creatives & Communications Snd Bhd**
 Bank : **RHB Bank**
 Account No : **21002800148525**

Charges Note :

1: Performance Bond (Refundable) – RM100.00 psqm (min levy RM900.00 max levy RM4000.00)

- For guarantee conduct, proper schedule of production and observance of the exhibition hall and mall regulations.
- Refunds will only be returned after inspection of booth site. In which if there is damages found, repairs will have to be made and only then refunds can be returned. If booth location is damage free, refunds will be returned maximum 1 month after inspection.

2. Administration Fee (Non-Refundable) – RM20.00 psqm

- For processing of communication, management function including securing approval from relevant authorities.
-

We guarantee the proper conduct, schedule of production and observance of the exhibition rules and regulations. Sagajuta Creatives & Communications Sdn Bhd shall not be held responsible for whatever damage caused by my own contractor (detail as above) due to reasons beyond your control.

Yours Truly,

Name : _____

NRIC : _____

Position : _____

Company : _____

Company chop/stamp : _____

FORM 7 of 7**DATELINE**: 4th OCTOBER 2010**FOR**

: Exhibitor's who wish to book for transportation

FAX/EMAIL TO

: SIE2010 Secretariat at Fax: +60 88 498 093 for Email: enquiry@sie.com.my

TRANSPORTATION**Transportation Rates in Ringgit Malaysia (RM):****A) SELF DRIVE RENTAL** (Rental rates are for 24 hours a day and not inclusive of Fuel)

Type of Vehicle	Published Rate Year 2010		15% DISCOUNT FOR SIE2010 EXHIBITORS	
	Rate Per Day (MYR)	Rate Per Month (MYR)	Rate Per Day (MYR)	Rate Per Month (MYR)
1) Toyota Hilux Double Cabin 4WD with Canopy (Manual Transmission)	420.00	4,200.00	357.00	3,570.00
2) Kia Naza Ria – 7 Seater (Automatic Transmission)	440.00	4,400.00	374.00	3,740.00
3) Toyota Innova – 7 Seater (Manual Transmission)	440.00	4,400.00	374.00	3,740.00
4) Toyota Hiace Van – 11 Seater (Manual Transmission)	420.00	4,200.00	357.00	3,570.00
5) Perodua Myvi 1.3 EZi (Automatic Transmission)	190.00	2,350.00	162.00	1,998.00
6) Perodua Viva 660cc (Manual Transmission)	120.00	1,800.00	102.00	1,530.00
7) Chana Era CV 6 (Manual Transmission)	140.00	2,000.00	119.00	1,700.00
8) Mitsubishi Triton Lite (Manual Transmission)	420.00	4,200.00	483.00	3,570.00

B) PUBLISHED RATES FOR LIMOUSINE SERVICES :

(Please deduct 15% Discount from the Published Rate mentioned below)

No.	Destinations	TYPE OF LIMOUSINE						
		Mercedes Benz S Class	Proton Chancellor / Perdana	Toyota Alphard	Toyota Fortuner	Hyundai Starex	Kia Naza Ria	Volvo S40
1	KKIA to / from City Hotel (One Way)	150	104	127	115	114	115	130
2	KKIA to / from Outskirt Hotel (One Way)	196	150	184	178	166	161	176
3	SHR to / from 1 Borneo Hyper mall (One Way)	170	124	147	135	133	135	150
4	The Pacific Sutera Harbour to The Magellan Sutera Harbour or vice versa	75	52	64	75	57	58	65
5	Hourly Charter (Minimum of 3 hours usage)	173/hr	104/hr	150/hr	138/hr	135/hr	115/hr	153/hr
6	Full Day (8 Hours usage within Kota Kinabalu Municipality only)	1104	736	920	863	828	805	1084
7	Full Day (8 Hours usage up to Papar or Tuaran)	1219	851	1035	1035	932	920	1199
8	Full Day (8 Hours usage up to Keningau, Beaufort or Kinabalu Park)	1472	920	1093	1093	984	989	1452
9	Full Day (12 Hours up to Poring, Tenom or Kudat)	1495	1001	1265	1265	1139	1070	1475
10	Additional Hour	115/hour	81/hr	109/hr	104/hr	98	81/hr	95/hr
11	Lunch Transfer Return :- Within City Area	263	214	249	249	225	242	243
12	Lunch Transfer Return :- Outskirt- City Area	322	225	322	322	290	288	302
13	Dinner Transfer Return :- (City Hotel to City Restaurant – waiting basis upto. 4 hours)	437	357	414	414	373	403	417

14	Dinner Transfer Return :- (City Hotel to Outskirt Restaurant OR Vice Versa, waiting basis upto. 4 hours)	644	449	644	644	580	575	624
15	Golfing Transfer Return From KK Hotel to :-							
a)	Dalit Bay GCC, Tuaran	-	-	-	680	616	610	-
b)	Karambunai GCC, Tuaran	-	-	-	680	616	610	-
c)	Borneo GCC, Bongawan	-	-	-	853	797	782	-
d)	Kudat GMR, Kudat	-	-	-	910	906	886	-
e)	Mt. Kinabalu GC, Kinabalu Park	-	-	-	910	906	886	-
f)	Sabah GCC, Bukit Padang, Kota Kinabalu	-	-	-	427	423	426	-
NOTES:								
a) Rental rates are in Ringgit Malaysia and inclusive of fuel and driven by Trained Chauffeur b) 50% Surcharge applies Airport Transfer ITEM 1 & 2 after 10pm to 6am.								
c) SURCHARGE BEFORE 8:00am or AFTER 5:00pm: Additional 50% on top of all rental rates for the Limousine Services mentioned below except for ITEM 11, 12, 13 & 14.								
d) Additional hour is chargeable if the duration is more than 4 hour for ITEM 13 & 14								

C) Van and Executive Coach Rates

(Please deduct 15% Discount from the Published Rate mentioned below)

ITEM	DESCRIPTION	Rates in Ringgit Malaysia (MYR)			
		Bas Persiaran 8-Seater	11-Seater Van	Bas Persiaran 20-Seater	Bas Persiaran 40-Seater
Rental rates are inclusive of Fuel and driven by Trained Chauffeur					
1	Airport to Sutera Harbour or vice versa (One Way, SIT-IN-COACH, per pax)	27	27	27	27
2	Sutera Harbour or Airport to Outskirt Hotel Transfer (One Way, Sit-In-Coach, per pax)	40	40	40	40
3	Sutera Harbour or Airport to 1Borneo Hypermall or vice versa (One Way, per pax)	35	35	35	35
4	Lunch Transfer :-within city area (return, per pax)	58	58	58	58
	Lunch Transfer :-outskirt – city area or vice versa (return, per pax)	81	81	81	81
5	Dinner Transfer : - within city area (return, per pax)	87	87	87	87
	Dinner Transfer : - outskirts – city area or vice versa (return, per pax)	122	122	122	122
6	Kota Kinabalu City Transfer (3 Hours, BETWEEN 8:00am to 5:00pm only)	259	242	414	518
i)	Additional Hour	86/hr	75/hr	132/hr	167/hr
7	FULL DAY (8 hours) Charter Within Kota Kinabalu City	535	518	805	1208
i)	Hourly Rental (Minimum of 3 hours usage)	92/hr	81/hr	115/hr	173/hr
ii)	Surcharge before 8:00am or after 5:00pm	Add 50% to Hourly Rental			
8	FULL DAY (8 Hours) CHARTER (RETURN) FROM KOTA KINABALU TO :-				
i)	PAPAR / TUARAN / TAMBUNAN	644	598	828	1265
ii)	KNP / KENINGAU / BEAUFORT	725	667	943	1380
iii)	PORING / TENOM / KUDAT	805	748	1058	1495
iv)	INANAM / SEPANGGAR / MENGGATAL	541	483	851	1311
v)	Hourly Rental (minimum 3 hours usage)	161/hr	144/hr	201/hr	259/hr
vi)	Surcharge before 8:00am or after 5:00pm	Add 50% to Hourly Rental			
*	Rental rates for One-Way Transfer will only be lesser by RM 150.00 from Published Rates in item *8 (i) to (iv)				
NOTES :-					
a) Rental rates are in Ringgit Malaysia and inclusive of fuel and driven by Trained Chauffeur					
b) 15% commission from the Published Rates mentioned above will be given to Sutera Harbour Resort					
c) SURCHARGE BEFORE 8:00am or AFTER 5:00pm : Additional 50% on top of all rental rates for the van and executive Coaches mentioned above except for Airport, Lunch and Dinner Transfer in ITEM 1 to 5					
d) SIT-IN-COACH (SIC) for 8-seater, 11-Seater, 20-Seater and 40-Seater: 20% discount for per child who is below 2 years old.					
e) 'No-Show' and 'Last Minute Cancellation' transfers will be charged accordingly					
f) Private Charter : Not applicable for destination as mentioned above in ITEM 1 to 5					

ITEM	DESCRIPTION	Rates in Ringgit Malaysia (MYR)			
		Bas Persiaran 8-Seater	11-Seater Van	Bas Persiaran 20-Seater	Bas Persiaran 40-Seater
Rental rates are inclusive of Fuel and driven by Trained Chauffeur					
9	OVERNIGHT CHARTER (RETURN) FROM KOTA KINABALU CITY TO :-				
i)	PAPAR / TUARAN / TAMBUNAN	886	828	1208	1668
ii)	KNP / KENINGAU / BEAUFORT	955	897	1173	1610
iii)	PORING / TENOM / KUDAT	1035	978	1288	1725
** 10	LONG DISTANCE TRANSFER (ONE WAY) FROM KOTA KINABALU CITY TO :-				
i)	SANDAKAN	748	667	943	1380
ii)	LAHAD DATU	828	748	1058	1495
iii)	TAWAU	966	886	1265	1725
** 11	OVERNIGHT LONG DISTANCE TRANSFER (RETURN) FROM KOTA KINABALU CITY TO :-				
i)	SANDAKAN	1645	1564	2116	2990
ii)	LAHAD DATU	1806	1725	2346	3220
iii)	TAWAU	2086	2001	2760	3680
** Rates quoted in Item 10 & 11 are for Transfers only, Additional Hours for Day Charter within the district's vicinity will be charged accordingly					
12	GOLFING TRANSFER (Return) FROM KOTA KINABALU CITY TO :-				
i)	SUTERA HARBOUR GOLF AND COUNTRY CLUB	138	115	173	207
ii)	SABAH GOLD AND COUNTRY CLUB	224	201	288	345
iii)	KARAMBUNAI GOLD AND COUNTRY CLUB	368	345	552	644
iv)	DALIT BAY GOLF AND COUNTRY CLUB	426	403	633	725
v)	BORNEO GOLD AND COUNTRY CLUB	633	610	713	840
vi)	TAMBUNAN GOLF CLUB	633	610	713	840
vii)	KUDAT GOLF CLUB	713	690	1058	1495

Kindly contact the following personnel for bookings at +6 088-448866) :

i) Ms. Ann Osman - Ann.nurain@borneocar.com

Required Details:

Name: _____ Company: _____

Email: _____ Fax: _____

Date of Arrival: _____ Flight No.: _____ Date of Departure: _____

Types of Travelling Schedule:

Date	Destination	Types of Transfer(s)	Hour(s) required	Time	Amount (RM)

Please use separate sheet if space provided is insufficient. Please provide / submit your travelling itinerary together with this form (if available).

Procedures for Transportation Arrangement:

- Please return the duly completed form to SIE2010 Secretariat either by Fax:+60 88 498 093 or email: enquiry@sie.com.my;
- SIE2010 Secretariat will place your requirement to our Official Transport provider – AHSB RENTACAR SDN BHD with this form and officer from AHSB will be in contact with you with confirmation on arrangement and necessary advice on mode of payment.