



KUALA LUMPUR
CONVENTION CENTRE

ORGANISER BANNER HANGING REQUEST FORM 2020

Please send the completed form to your Event Coordinator

Event Name			
Venue/Hall		Event Date	
Requestor		Mobile	
Billing Instruction : Event Organiser			Other

SECTION A : GUIDELINES

Please see guidelines and requirements attached to this order form.

SECTION B : PRICING

Items	Rate (Per Rod)	Unit(s)	Total (RM)
Main Entrance Banner Pillar	1,740.00		
Banner Rods at Centre's Core Concourse	696.00		
Banner Rods at Centre's Core Level 1	208.80		
Banner Rods at Ground Level	208.80		
Banner Rods at West Wing Level 3	208.80		
Banner Rods at East Wing Level 3	208.80		
Light Box Space (Exhibition Hall 1,2,4 and 5)	870.00		
Items	Rate (Per Point)	No of Point(s) Per Hall	Total (RM)
Banner Rigging Point – Exhibition Hall 1	208.80		
Banner Rigging Point – Exhibition Hall 2	208.80		
Banner Rigging Point – Exhibition Hall 4	208.80		
Banner Rigging Point – Exhibition Hall 5	208.80		
Banner Rigging Point – Exhibition Hall 6	208.80		
Banner Rigging Point – Exhibition Hall 7	208.80		
Banner Rigging Point – Exhibition Hall 8	208.80		
Banner Rigging Point – Grand Ballroom 1	208.80		
Banner Rigging Point – Grand Ballroom 2	208.80		
Banner Rigging Point – Conference Hall 1	208.80		
Banner Rigging Point – Conference Hall 2	208.80		
Banner Rigging Point – Conference Hall 3	208.80		
Banner Rigging Point – Banquet Hall	208.80		
All prices are in Ringgit Malaysia (RM)			TOTAL

Terms & Conditions

- Prices are inclusive of 10% service charge and 6% sales service tax.
- Subject to any change in rates or new form of taxation imposed by the Government of Malaysia.
- The prices quoted above are subject to change without prior notice.

Personal Data: We use your personal data to provide better customer service. By providing personal data you have given us consent to process the same as per our Privacy Notice. For further information on how we collect and process your personal data, please review our Privacy Notice found on our webpage at http://www.klccconventioncentre.com/Our_Policy-@-Personal_Data_Protection_Act_2010.aspx

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions of this order form

Date	
Name	




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ORGANISER BANNER HANGING REQUEST FORM 2020


SECTION C : PLEASE TICK (✓) FOR REQUIRED LOCATION

Event Name:

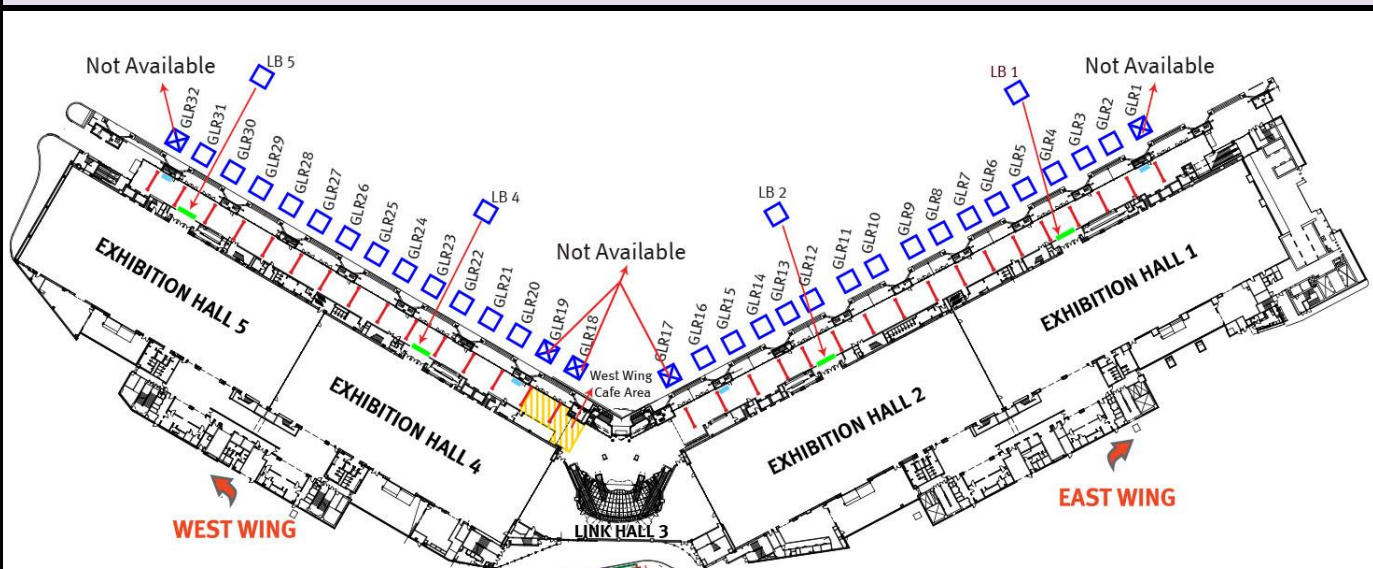
Event Date:

Symbol  : location of banner rods

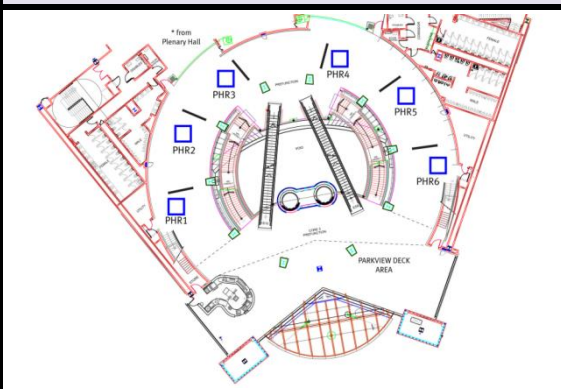
Symbol  : location of light boxes (LB)

Symbol  : location of main pillars (MP) for banners

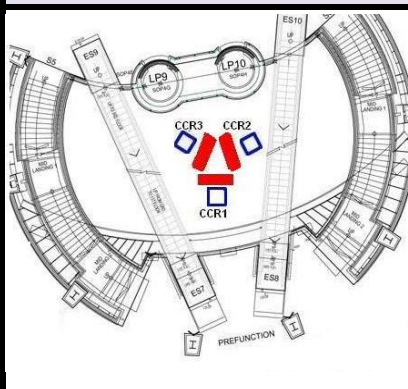
Foyer, Ground Level



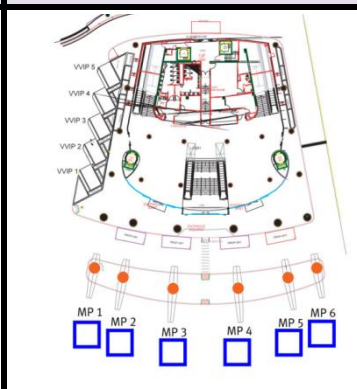
Centre's Core Level 1



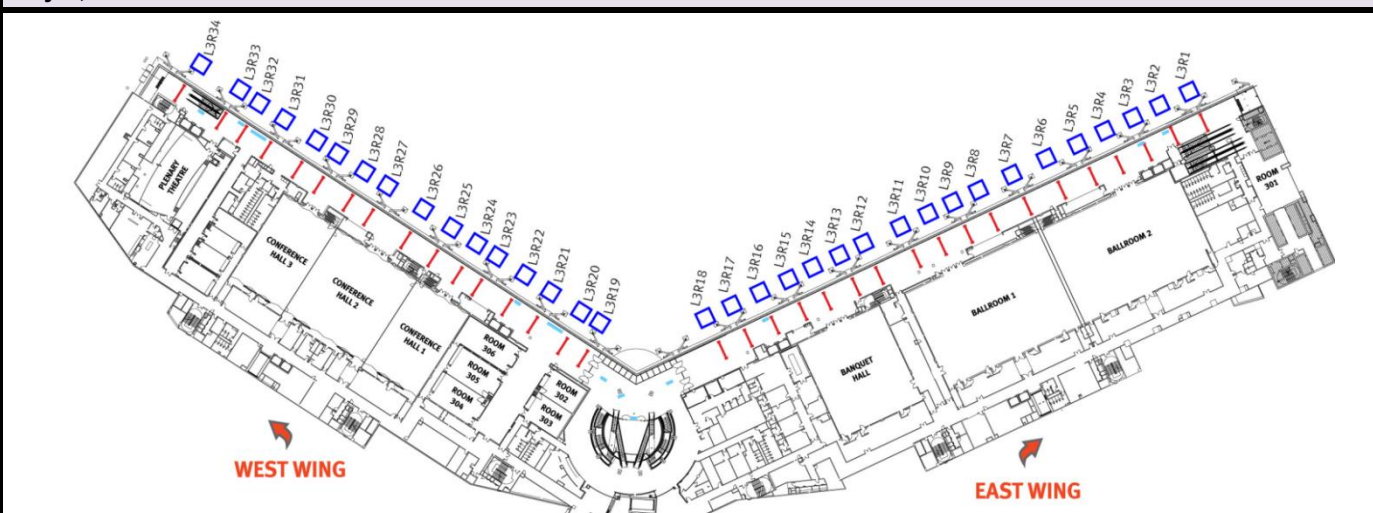
Centre's Core Concourse



Main Entrance, Banner Pillar

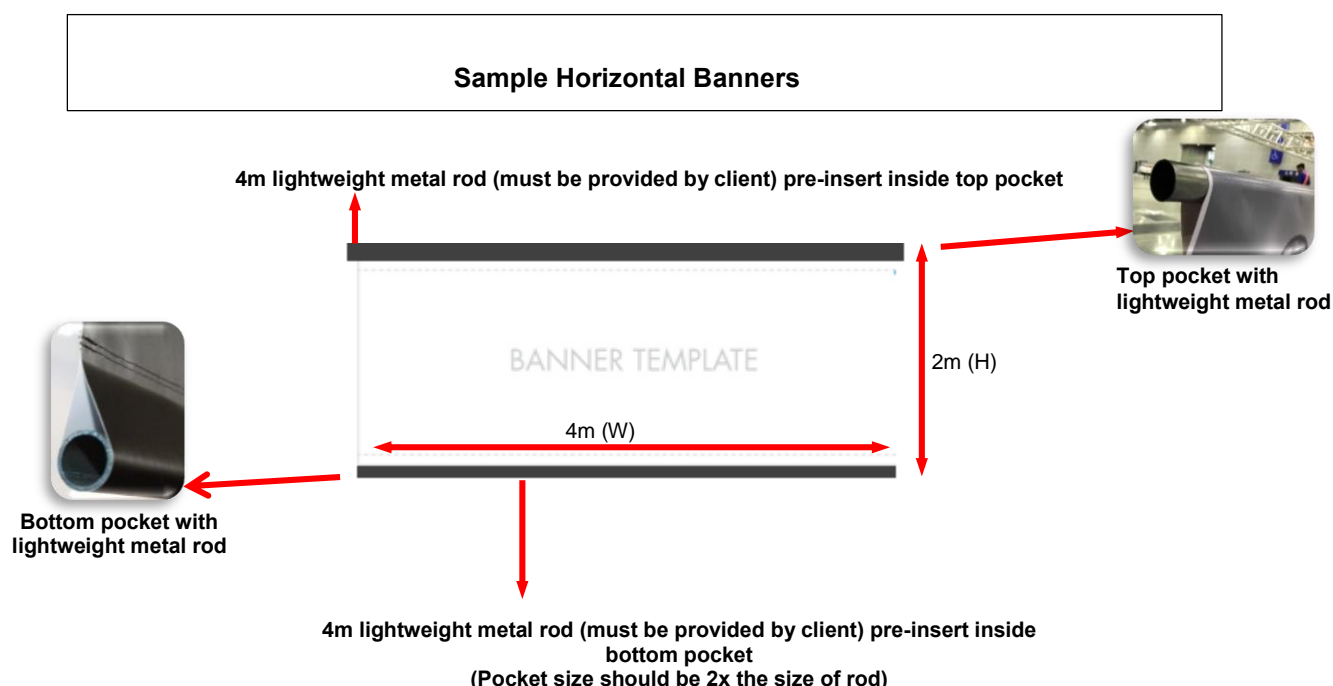


Foyer, Level 3



BANNERS HANGING GENERAL GUIDELINES

1. Banners must be rigged by the Centre's staff.
2. The Centre accept two (2) standard banner :
 - a) Horizontal banner
 - b) Vertical banner
 - No lighting or other attachment is permitted.
 - The maximum weight of a banner shall not exceed 20kg.
 - Hanging banner must be pre-inserted with full length lightweight metal as a drop weight to the top and bottom through a sealed pocket. No joining of metal rods is allowed. See sample drawing below.
3. The order for banner rigging points must be submitted with a ceiling truss plan or ceiling plot plan, clearly marked with the banner facing direction and number of banner points to help facilitate installation. Please refer to your appointed exhibition contractor for a copy of the superimposed booth ceiling plan.
4. Installation of banners is subject to adherence of the above pre-condition requirements, failing which the Centre reserves the right to refuse installation without any notice.
5. Relocation of a banner is subject to the Centre's approval, and may incur extra charges.
6. All banners together with the lightweight metal rods must be delivered during working hours at least two (2) working days prior to the event build-up date.
7. All banners must be collected immediately after the tear down and the Centre will not be responsible for any loss or damage.
8. The banner rod may be rented by organiser during the event period.
9. For more information, please discuss with your coordinator.



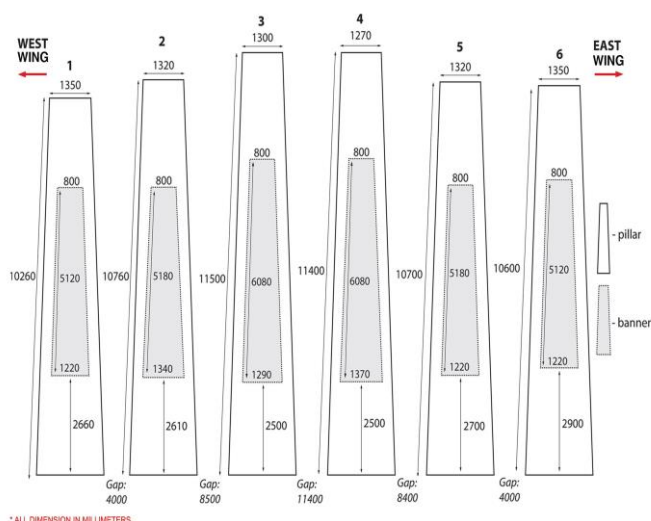


BANNERS HANGING GENERAL GUIDELINES

Banner Pillars at Main Entrance



1. Vertical banner and four protruding hooks available for attached (4 hooks per pillar)
2. Number available : 6 pillars
3. Suitable materials :
 - Tarpaulin
 - Canvas
 - Any suitable materials
4. Banner Size : refer to drawing below



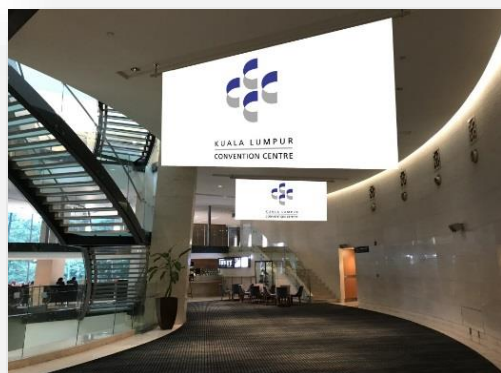
Banner Rods at Centre Core Concourse



1. The rod is attached to a remote controlled motor to allow the banner hanging rod to be lowered to the ground.
2. Number available : 3 rods
3. Vertical banner size :
 - Width : 2,000mm
 - Height : 5,000mm
4. The drop weight metal rod used must measure 3m (top & bottom).
5. Suitable materials :
 - Fabric
 - Vinyl
 - Tarpaulin
 - Canvas
 - Any suitable materials

BANNERS HANGING GENERAL GUIDELINES

Banner Rods at Centre Core Level 1 (Plenary Hall Pre-Function)



1. Banners suspended from fixed rods
2. Number available : 6 rods
3. Horizontal banner size :
 - Width : 4,000mm
 - Height : 1,500mm
4. The drop weight metal rod used must measure 4m (top & bottom) for horizontal banners.

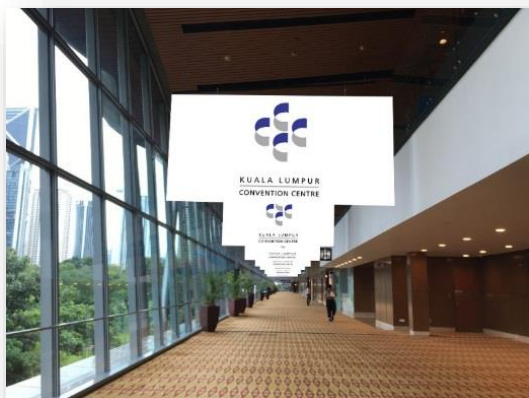
Banner Rod at Ground Level (Foyer of Exhibition Hall 1,2,4 and 5)



1. Banners suspended from fixed rod, the rod is attached to a remote controlled motor to allow the banner hanging rod to be lowered to a height of 1.5 metre from the ground.
2. Number available : 34 rods
3. Vertical banner size :
 - Width : 1,500mm
 - Height : 3,000mm
4. Horizontal banner size :
 - Width : 4,000mm
 - Height : 2,000mm
5. The drop weight metal rod used must measure 4m (top & bottom) for horizontal banners and 1.5m (top & bottom) for vertical banners.

BANNERS HANGING GENERAL GUIDELINES

Banner Rods at Level 3 Foyer



1. Banners suspended from fixed rods
2. Number available at Level 3 East Wing: 18 rods
3. Number available at Level 3 West Wing: 16 rods
4. Vertical banner size :
 - Width : 1,500mm
 - Height : 3,000mm
5. Horizontal banner size :
 - Width : 4,000mm
 - Height : 2,000mm
6. The drop weight metal rod used must measure 4m (top & bottom) for horizontal banners and 2m (top & bottom) for vertical banners.

Banner Rigging inside the Conference Hall 1,2,3 , Banquet Hall , Grand Ballroom 1 & 2



1. Any banners at Level 3 inside the Grand Ballroom, Banquet Hall and Conference Halls 1, 2 and 3, will be suspended from fixed static rigging points
2. The order for banner rigging points must be submitted with a ceiling truss plan or ceiling plot plan, clearly marked with the banner facing direction and number of banner points to help facilitate installation. Please refer to your appointed exhibition contractor for a copy of the superimposed booth ceiling plan.
3. Horizontal banner size :
 - Width : 4,000mm
 - Height : 2,000mm
4. Vertical banner size :
 - Width : 1,500mm
 - Height : 3,000mm



BANNERS HANGING GENERAL GUIDELINES

Banner Rigging inside the Exhibition Hall 1,2,4,5,6,7 and 8



1. The Exhibition halls are fully equipped with a box truss rigging system for any rigging project including banners.
2. Vertical banner size:
 - Width : 1,500mm
 - Height : 3,000mm
3. Horizontal banner size
 - Width : 4,000mm
 - Height : 2,000mm
4. The drop weight metal rod used must measure 4m (top & bottom) for horizontal banners and 2m (top & bottom) for vertical banners.
5. The order for banner rigging points must be submitted with a ceiling truss plan or ceiling plot plan, clearly marked with the banner facing direction and number of banner points to help facilitate installation. Please refer to your appointed exhibition contractor for a copy of the superimposed booth ceiling plan.

Light Box Space Exhibition Hall 1,2,4, and 5



1. There is a Light Box space located at the top of each entrance door of Exhibition Hall 1, 2, 4 and 5. The Light Box space may be rented by organiser during the event period.
2. Suitable Materials :
 - Perpex
 - Plexiglas
 - Tarpaulin
 - Polycarbonate sheet
 - Duratrans
 - Any suitable materials
3. Light box size : refer to drawing below.

